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## AGENDA

**Pwyllgor** PWYLLGOR CRAFFU'R ECONOMI A DIWYLLIANT

**Dyddiad ac amser y cyfarfod** DYDD MAWRTH, 20 MEHEFIN 2023, 4.30 PM

**Lleoliad** YB 4, NEUADD Y SIR, CYFARFOD AML-LEOLIAD

**Aelodaeth** Cynghorydd Wong (Cadeirydd)  
Y Cynghorwyr Berman, Brown-Reckless, Henshaw, Jenkins, Jones,  
Lloyd Jones, Shimmin a/ac Thomson

Tua  
Amser.

### 1 Penodi Cadeirydd ac Aelodau'r Pwyllgor

Yng nghyfarfod blynyddol y Cyngor a gynhaliwyd ar 25 Mai 2023, penodwyd y Cynghorydd Peter Wong yn Gadeirydd a phenodwyd yr aelodau canlynol i'r Pwyllgor:

Y Cynghorydd Rodney Berman

Y Cynghorydd Catriona Brown-Reckless

Y Cynghorydd Jane Henshaw

Y Cynghorydd Peter Huw Jenkins

Y Cynghorydd Jackie Jones

Y Cynghorydd Helen Lloyd Jones

Y Cynghorydd Jon Shimmin

Y Cynghorydd Leonora Thomson

### 2 Cylch Gorchwyl (*Tudalennau 5 - 6*)

### 3 Ymddiheuriadau am Absenoldeb

Derbyn ymddiheuriadau am absenoldeb.

**4 Datgan Buddiannau**

I'w wneud ar ddechrau'r eitem agenda dan sylw, yn unol â Chod Ymddygiad yr Aelodau.

**5 Cofnodion** (*Tudalennau 7 - 10*)

Cymeradwyo cofnodion y cyfarfod blaenorol fel rhai cywir.

**6 Canolfan Hamdden Pentwyn** (*Tudalennau 11 - 78*)

4.30 pm

Craffu Cyn Penderfyniad

***Nid yw Atodiadau 2, 3, 4 a 5 yr adroddiad hwn i'w cyhoeddi am eu bod yn cynnwys gwybodaeth wedi ei heithrio yn unol â'r disgrifiad a geir ym mharagraffau 14, 16 a 21 Atodlen 12A Deddf Llywodraeth Leol 1972.***

**7 Tennis mewn Parciau** (*Tudalennau 79 - 122*)

5.30 pm

Craffu Cyn Penderfyniad

**8 Rhaglen Waith 2023-24** (*Tudalennau 123 - 128*)

6.15 pm

**9 Busnes y Pwyllgor** (*Tudalennau 129 - 158*)

6.20 pm

**10 Eitemau brys (os oes rhai)**

**11 Y Ffordd Ymlaen**

6.25 pm

**12 Dyddiad y cyfarfod nesaf**

11 Gorffennaf 2023 am 5.00pm

**Davina Fiore**

**Cyfarwyddwr Llywodraethu a Gwasanaethau Cyfreithiol**

Dyddiad: Dydd Mercher, 14 Mehefin 2023

Cyswllt: Andrea Redmond, 02920 872434, a.redmond@caerdydd.gov.uk

## **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](#)**

Mae'r dudalen hon yn wag yn fwriadol

## **Economy & Culture Scrutiny Committee Terms of Reference**

The role of this Committee is 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 including:

Cardiff City Region City Deal  
Inward Investment and the marketing of Cardiff  
Economic Strategy & Employment  
European Funding & Investment  
Small to Medium 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

To assess the impact of partnerships with 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.

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.

Mae'r dudalen hon yn wag yn fwriadol

## ECONOMY &amp; CULTURE SCRUTINY COMMITTEE

31 MAY 2023

Present: Councillor Wong(Chairperson)  
Councillors Berman, Brown-Reckless, Henshaw and  
Lloyd Jones

## 1 : APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs Jenkins, Shimmin and Thomson.

## 2 : DECLARATIONS OF INTEREST

Cllrs. Berman, Brown-Reckless and Henshaw declared personal interests as they had attended events at St David's Hall and applied for tickets to Cardiff Singer of the World.

## 3 : MINUTES

The minutes of the meeting held on 25<sup>th</sup> April 2023 were agreed as a correct record and signed by the Chairperson.

## 4 : ST DAVIDS HALL - NEXT STEPS

Members were advised that this item was to enable scrutiny of key documents relating to the proposed property transfer of St David's Hall, including the Voluntary Ex-Ante Transparency Notice (VEAT notice).

The Chairperson welcomed Cllr. Burke (Cabinet Member – Culture, Parks & Events), Kathryn Richards (Head of Marketing, Tourism and Events), Scott Couzens and Rebecca Pendlebury (Bevan Brittan LLP), who were attending remotely, and Neil Hanratty (Director of Economic Development), Ruth Cayford (Operational Manager – Creative Industries and Culture), Chris Barnett (OM Major Projects), Donna Jones (Assistant Director – County Estates) and Eirian Jones (Operational Manager – Estates) who were attending in person.

Cllr. Burke was invited to make a statement, after which Neil Hanratty gave his presentation. Members were asked for their comments, observations and questions.

Members heard that a soft marketing exercise had resulted in no bids. Potential bidders had six weeks to submit an expression of interest, which was a standard window. Feedback given to the independent surveyor indicated that the main reasons for the lack of bids were the liabilities associated with the building, along with, to a lesser extent, the commitment to preserving the classical programme without a subsidy.

Members noted that the previous marketing exercise in 2017 had resulted in at least two bidders who wanted a council subsidy as part of negotiations. Officers clarified that this exercise had coupled St. David's Hall with the New Theatre, with the interest focused on the latter.

Members advocated ensuring that the commitment to maintain the classical programme for either 80 or 90 days per year was highlighted in a press release accompanying the VEAT. Officers confirmed that the public experience of the venue's classical music offer should be just as good, if not better, and that the 80/90 day figure was the minimum.

Members queried the status of community events which took place in the hall and were separate to the classical programme. The way these would be handled would be covered in the Memorandum of Understanding, which would be attached to the future Cabinet report. The Arts Active team would stay within the council.

Discussing the proposed stakeholder advisory partnership board, Members were advised that the committee should be able to scrutinise this body. This was an opportunity to ensure St. David's Hall was improved rather than just preserved.

Members were provided with information about when the relevant documents would enter the public domain, and heard that the VEAT notice would go out for 28 days rather than the legal minimum of 10. Organisations interested in challenging the VEAT would be able to seek disclosure of further information, although some parts of it could be redacted.

Officers clarified that the possible transaction regarding St. David's Hall was entirely separate to the delivery of the new Cardiff arena. AMG was partly owned by Live Nation, which is the preferred bidder for the arena, but there had been an open and transparent procurement process and there is no commercial connection between the two transactions.

Members heard about the provisions of the lease agreement in the event of a breach. If the building concerns were not addressed, then the 'keep open' clause could force the operator to carry out the necessary works. The condition of the building would be proactively monitored on an annual basis.

Members were informed that while the lease agreement would ensure the provision of the classical programme, it would not cover things like ticket prices, which Live Nation would set. It was a lease rather than a service delivery document.

Members heard that the Competition and Markets Authority had not indicated to the Council any intention to review this transaction.

The Chairperson noted that Appendices 2-5 contained confidential information, so the committee moved into exempt session to discuss them.

AGREED: that the Chairperson, on behalf of the Committee, writes to the Cabinet Member conveying the observations of the Committee when discussing the way forward.



5 : URGENT ITEMS (IF ANY)

There were none.

6 : DATE OF NEXT MEETING

Tuesday 20<sup>th</sup> June, 4:30pm.

Angela Holt added that she would contact Members before that meeting to discuss the work programme, as this is a newly constituted committee following Annual Council.

The meeting terminated at 5.30 pm

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CYNGOR CAERDYDD  
CARDIFF COUNCIL

ECONOMY & CULTURE SCRUTINY COMMITTEE

20 JUNE 2023

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**PENTWYN LEISURE CENTRE: PRE-DECISION SCRUTINY**

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*Appendices 2, 3, 4 and 5 of the report at Appendix A are not for publication as they contain exempt information of the description contained in paragraphs 14, 16 and 21 of Schedule 12A of the Local Government Act 1972*

**Purpose of the Report**

1. To give Members background information to aid the scrutiny of the draft report to Cabinet regarding Pentwyn Leisure Centre, which is due to be considered by Cabinet at their meeting on 22 June 2023.
  
2. Members should note that **Appendices 2, 3, 4 and 5** of the Cabinet report, at **Appendix A**, are exempt from publication. Members are requested to keep this information confidential, in line with their responsibilities as set out in the Members Code of Conduct.

**Scope of Scrutiny**

3. At their meeting on 22 June 2022, the Cabinet will consider a report that seeks authority to proceed with a new scheme for improving Pentwyn Leisure Centre.
  
4. During this scrutiny, Members have the opportunity to explore:
  - a. The reasons why previous proposals are not progressing
  - b. The proposed new scheme for improving Pentwyn Leisure Centre, including:
    - i. Improvements to leisure offer
    - ii. Role and remit of GLL( Better Leisure) and implications for Leisure Services Contract
    - iii. Leasing arrangements to third parties
    - iv. Leasing arrangements to Cardiff Rugby
    - v. Invest-to-Save capital investment

- vi. Decarbonisation and reduced running costs
- c. The likely impact on service delivery
- d. The financial implications for the Council
- e. Whether there are any risks to the Council
- f. The timeline and next steps for delivering the proposals, and
- g. The recommendations to Cabinet.

### **Structure of the meeting**

5. The Chair will move that this item be considered in two parts: an open session, where Members will be able to ask questions on the issues and papers that are in the public domain; and a closed session, where members of the public will be excluded, where Members can ask questions that pertain to **Appendices 2,3,4 and 5 of Appendix A**.
6. Members will hear from Councillor Jennifer Burke (Cabinet Member – Culture, Parks and Events), Neil Hanratty (Director of Economic Development), Steve Morris (Operational Manager – Sport, Leisure and Development), Chris Barnett (Operational Manager – Major Projects) and Matthew Seymour (Operational Manager – Asset Management).
7. Members will then be able to decide what comments, observations or recommendations they wish to pass on to the Cabinet for their consideration prior to making their decisions.

### **Background**

8. Leisure Services are discretionary but contribute to the Council meeting statutory obligations set out in the Wellbeing of Future Generations Act (2015). In December 2016, Cardiff Council and GLL (Greenwich Leisure Ltd) commenced a fifteen-year leisure centre management partnership, with GLL contracted to deliver leisure services at eight leisure centres, including Pentwyn Leisure Centre.
9. Until the coronavirus pandemic, GLL reported improved performance including increased attendances, refurbished leisure centres, achievement of quality award

and demonstrable social impact value of over £14 million. During the pandemic, Pentwyn Leisure Centre was used as a Mass Vaccination Centre and was used by Cardiff Rugby whilst their facilities were used to support the Nightingale Hospital.

10. Due to the impact of the pandemic, in November 2020 Cabinet authorised a review of the GLL Leisure Service contract to identify potential variations to improve long-term sustainability and protect service delivery.
11. In March 2021, the review findings were reported to Cabinet, including that Pentwyn Leisure Centre was the poorest performing centre; this reflected historic trends. Cabinet authorised variations to the contract with GLL, including removing Pentwyn Leisure Centre and establishing a commercial partnership with Cardiff Rugby to enable facilities to be upgraded and hence commercially viable, subject to further due diligence.
12. In October 2022, Cabinet agreed an alternative approach to Pentwyn Leisure Centre, following detailed legal due diligence and a review of the sustainability of the wider GLL contract. Cabinet agreed to retain Pentwyn Leisure Centre in the contract with GLL, to let space in the building to third parties such as Cardiff Rugby and to use the income generated from these lets to fund the repayment of Invest to Save capital that would be invested in the building alongside monies ringfenced from the disposal of land adjacent to the Pentwyn Park and Ride site.
13. In March 2023, as part of the Budgetary Proposals Report, Line 94 of the Council's Capital Programme allocated **£3.694m** for the Pentwyn Leisure Centre Redevelopment<sup>1</sup>. This, coupled with the spend to date, results in £4m allocated to Pentwyn Leisure Centre, as set out by Cllr Weaver in his response to this Committee's letter following budget scrutiny<sup>2</sup>.

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<sup>1</sup> Available at [Annex 3.pdf \(moderngov.co.uk\)](#)

<sup>2</sup> [\(Public Pack\)Correspondence following Committee Meeting Agenda Supplement for Economy & Culture Scrutiny Committee, 28/02/2023 13:30 \(moderngov.co.uk\)](#)

## Issues identified in the Cabinet Report

14. The draft report to Cabinet entitled '*Pentwyn Leisure Centre*' is attached at

**Appendix A** and has 6 appendices, as follows:

- Appendix 1 - Pentwyn Leisure Centre Updated Plans
- Confidential Appendix 2 - Updated Cost Plans
- Confidential Appendix 3 - Financial Proposal
- Confidential Appendix 4 - Cardiff Rugby revised Heads of Terms (Leases - Building & Pitches)
- Confidential Appendix 5 – Leisure Centre Solar Energy Scheme
- Appendix 6 – Equality Impact Assessment

15. **Points 13-17** outline why the original scheme for Pentwyn Leisure Centre is no longer affordable, due to rising construction costs, increased interest rates, increasing energy costs, and that the monies from the disposal of land adjacent to the Pentwyn Park and Ride site are no longer available for this scheme as they are required to meet increased costs of the proposed Llanrumney bridge link.

16. **Points 18 – 25** set out the new proposed scheme, which includes:

- a. New leisure facilities – swimming pool, gym, 3G pitch and mini pitch
- b. Refurbished family changing facility
- c. New cafeteria
- d. New hall and external space
- e. Minor facelift to external areas
- f. Installation of solar panels on roof space
- g. Installation of ground source heat pump

17. **Points 18-25** also set out proposals for:

- a. GLL to retain and operate some areas (*gym and changing facilities*)
- b. Third Party Operators to lease areas of Pentwyn Leisure Centre (*pool area, cafeteria and soft play area*)
- c. Cardiff Rugby to lease areas of Pentwyn Leisure Centre (*main building and 3G pitches*)

18. The overall costs for the project are set out in **Confidential Appendix 2**, and an overview of projected revenues is at **Confidential Appendix 3**.

19. **Points 26 – 28** provide an overview of QC advice previously received on the proposed removal of Pentwyn Leisure Centre from the GLL contract. Point 28 states that the current proposal presents less of a variation of contract than previously advised on and that, if future variations of contract are proposed, KC advice would be required.

20. **Points 29 – 32** set out that:

- a. a planning application for the proposed external 3G pitch has been submitted to be determined in August/ September
- b. if the report to Cabinet is approved, contractors will be appointed over the summer
- c. the Council will be required to undertake legal due diligence and demonstrate best value through external valuation, prior to entering into property leases with Cardiff Rugby and/ or third parties
- d. work will take place to identify alternative options and mitigations in case the leases do not proceed as anticipated
- e. if the report to Cabinet is approved, work should commence Autumn 2023 and complete end 2024, with pitches, fitness centre and changing rooms complete by early 2024.

21. Financial Implications are set out in **Points 34- 40** and include:

- a. Draft Lease heads of terms include that tenants will be responsible for all fitout, repairs and running costs within their demise – there is a need to ensure proposed heads of terms are sufficiently robust to protect the Council
- b. There is a significant risk that costs will be higher than estimated
- c. The capital programme allocation of £4M has £300,000 spend to date
- d. Consideration may need to be given to use of earmarked reserves or reprofiling the currently approved Capital Programme.
- e. Detailed financial due diligence and consideration of alternative mitigations needs to take place prior to finalisation of leases

- f. It is proposed costs for solar panels would be part funded through an invest to save zero interest Salix loan, with operational savings contributing to payback of the loan
- g. Careful work is needed to identify responsibilities for work and thus avoid VAT liabilities
- h. Tax and legal advice will need revisiting once final proposals are available, to ensure there is no detriment to the Council.

22. Legal Implications are at **Points 41 - 53** and include:

- a. GLL will need to surrender to the Council the parts of Pentwyn Leisure Centre that are to be leased to third parties; these will remain the responsibility of the Council until leases are entered into
- b. The Council is able to grant leases on the best terms reasonably obtainable
- c. The Council's Acquisition and Disposal of Land Procedure Rules require the decision maker to have regard to a qualified valuer
- d. Detailed legal advice should be sought relating to the procurement process and the drafting of the draft terms and conditions of contract
- e. the need for the Council to consider its duties with regard to the Equality Act 2010, the Well- Being of Future Generations (Wales) Act 2015, Welsh Language Measure (Wales) 2011 and Welsh Language Standards, and ensure the proposal is within the Policy and Budget Framework.

23. There are no HR Implications identified and the Property Implication are contained within the body of the report.

### **Proposed Recommendations to Cabinet**

24. The report to Cabinet contains the following recommendations:

- 1) *Approve the scheme for Pentwyn Leisure Centre as illustrated by the design plans at Appendix 1 and the financial proposal at Confidential Appendix 3 and delegate authority to the Director of Economic Development in consultation with the Cabinet Member for Culture, Parks and Events, the Section 151 Officer, and the Legal Officer to:*



- i) Deal with all aspects of the procurement of a contractor(s) to undertake the works set out in this report subject to the financial envelope set out at Confidential Appendix 3;*
  - ii) Conclude lease agreements with tenants on the terms set out at Confidential Appendices 3 and 4, subject to detailed due diligence and independent valuation to demonstrate best value.*
- 2) *Approve the solar energy scheme as set out at Confidential Appendix 5 and delegate authority to the Director of Economic Development in consultation with the Cabinet Member for Culture, Parks and Events, the Section 151 Officer, and the Legal Officer to deal with all aspects of the procurement of a contractor(s) to deliver the solar energy scheme as set out in this report and at Confidential Appendix 5, subject to the financial envelope set out at Confidential Appendix 5.*

## **Previous Scrutiny**

25. Since 2017, this Committee has undertaken regular scrutiny of the partnership between the Council and GLL, regarding the delivery of contract for leisure services at Better Leisure Centres in Cardiff.

26. In November 2020, this Committee considered the impact of the coronavirus pandemic on leisure services in Cardiff and carried out pre-decision scrutiny of a report to Cabinet on the contract with GLL.

27. In March 2021, Members undertook pre-decision scrutiny of a report to Cabinet that sought Cabinet approval, in principle, to vary the Leisure Services contract with GLL, including in respect to Pentwyn Leisure Centre.

28. In October 2022, Members undertook pre-decision scrutiny of a report to Cabinet titled 'Review of the Leisure Services Contract (GLL)', which included a proposed relief payment to GLL, acquisition of energy for GLL via the Crown Commercial Service, the need to upgrade leisure centres energy infrastructure, and an approach to modernise future operations of Pentwyn Leisure Centre. Following the meeting, the Chair wrote a public and a confidential letter to Cllr Burke, capturing Committee Members' observations and comments. The public letter is attached as **Appendix B** to this report; the confidential letter has previously been circulated to Committee Members.

## Way Forward

29. Councillor Jennifer Burke (Cabinet Member – Culture, Parks and Events) will be invited to make a statement. Neil Hanratty (Director of Economic Development), Steve Morris (Operational Manager – Sport, Leisure and Development), Chris Barnett (Operational Manager – Major Projects) and Matthew Seymour (Operational Manager – Asset Management) have been invited to attend to give a presentation. The whole panel will be available to answer Members' questions.
30. All Members are reminded of the need to maintain confidentiality with regard to the information provided in **Appendices 2, 3, 4 and 5** of the report to Cabinet attached at **Appendix A**. Members will be invited to agree the meeting go into closed session to enable discussion of this information.

## Legal Implications

31. The Scrutiny Committee is empowered to enquire, consider, review, and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters, there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g., Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

## Financial Implications

32. The Scrutiny Committee is empowered to enquire, consider, review, and recommend but not to make policy decisions. As the recommendations in this

report are to consider and review matters, there are no direct financial implications at this stage in relation to any of the work programme. However, financial implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any financial implications arising from those recommendations.

## **RECOMMENDATION**

The Committee is recommended to:

- i) Consider the information in this report, its appendices and the information presented at the meeting
- ii) Determine whether they would like to make any comments, observations or recommendations to the Cabinet on this matter in time for its meeting on 22 June 2023; and
- i) Decide the way forward for any future scrutiny of the issues discussed.

**DAVINA FIORE**

**Director of Governance & Legal Services**

**14 June 2023**

Mae'r dudalen hon yn wag yn fwriadol

**CABINET MEETING:**

**June 2023**

**PENTWYN LEISURE CENTRE**

**CULTURE, PARKS & EVENTS (Cllr Jen Burke Davies)**

**AGENDA ITEM:**

**PORTFOLIO: INVESTMENT & DEVELOPMENT**

Appendices 2, 3, 4 and 5 of this report are not for publication as they contain exempt information of the description contained in paragraphs 14, 16 and 21 of Schedule 12A of the Local Government Act 1972

**Reason for this Report**

1. To provide an update on the Pentwyn Leisure Centre scheme and to seek authority to proceed.

**Background**

2. Pentwyn Leisure Centre is a Cardiff Council owned property currently operated by Greenwich Leisure Limited (GLL). In 2016, as part of the Leisure Services Alternative Delivery Model procurement exercise, Cardiff Council selected GLL to provide leisure and associated services at 8 of the Council's leisure centres, including Pentwyn Leisure Centre.
3. To facilitate delivery of the model, Cardiff Council agreed leases with GLL for the leisure centres on an internal repairing basis, with Cardiff Council retaining external maintenance liability as landlord. A Council client management function was established to monitor the delivery of leisure services over the duration of the 15-year contract.
4. In November 2020, following the sustained impact of the COVID-19 pandemic, Cabinet authorised a detailed review of the GLL Leisure Services contract to identify potential variations that would improve its long-term sustainability and protect service delivery. The findings of the review were presented back in March 2021 together with recommendations on how to proceed.
5. The review confirmed Pentwyn Leisure Centre as the poorest performing centre in the GLL portfolio, primarily due to the costs associated with operating the leisure/beach pool, low gym membership and poorly attended

dry-side activities. This is a long-standing trend also experienced by the Council when it operated the centre prior to the GLL contract.

6. Pentwyn Leisure Centre was built in 1989 and is now in need of significant investment and upgrade of facilities to meet new trends, customer needs and to bring it up to date to attract increased membership and participation. Given the poor performance of the centre over a prolonged period of time, GLL has chosen to invest available capital funding for improvements in other Cardiff leisure centres within the portfolio, with better potential for delivering a return on investment.
7. Over the course of the COVID-19 pandemic Pentwyn Leisure Centre was closed to community use. The Sports Hall was leased by GLL to the NHS as a Mass Vaccination Centre (MVC) with this arrangement ultimately ceasing in December 2021. During this period Cardiff Rugby also occupied the building under a lease from GLL whilst their own facilities were being used to support the Nightingale Hospital provision at the Principality Stadium. The sports hall has since returned to GLL management on completion of reinstatement works by the NHS and has been available for community use since April 2022. Cardiff Rugby has continued to occupy the first floor.
8. In March 2021, a report was presented to Cabinet to seek authority to vary the Leisure Services contract with Greenwich Leisure Limited (GLL) in response to the COVID-19 pandemic and to improve the long-term sustainability of the contract. As part of this, authority was granted to take forward an alternative approach to Pentwyn Leisure Centre to ensure the facility remains open to the public and to deliver new investment into the site.
9. The initial intention was to remove Pentwyn Leisure Centre from the Leisure Services contract with GLL for the Council to undertake a significant investment programme at the property in commercial partnership with Cardiff Rugby (previously Cardiff Blues). The proposal was to upgrade facilities to provide a high-quality leisure provision to ensure a more viable commercial asset that would be capable of attracting an increased number of memberships.
10. Cabinet agreed to the proposed variation to the GLL contract and delegated authority to:
  - a) Complete the contract variation subject to the detailed legal due diligence set out in the March 2021 Cabinet Report and consideration of the outcome of the Equality Impact Assessment.
  - b) Enter into the proposed lease at Pentwyn Leisure Centre as set out in the report, in line with the proposed design plans, Heads of Terms, Cardiff Rugby Business Case, and subject to satisfactory conclusion of:
    - 1) detailed legal due diligence; and
    - 2) detailed financial due diligence; and
    - 3) an independent valuation.

- c) Subject to the above, deal with all aspects of the procurement and implementation of the proposed improvements to the Pentwyn Leisure Centre subject to the agreed financial envelope and in line with the scheme presented and the estimated costings presented.
11. In December 2021 procurement of the prospective design team was completed with detailed design and planning work scheduled to commence immediately.
  12. In October 2022, a further report was presented to Cabinet following detailed legal due diligence, and work to review the sustainability of the wider GLL contract undertaken by Local Partnerships. Legal advice relating to the proposed removal of Pentwyn Leisure Centre from the GLL contract suggested it would significantly limit the scope for further variation of the wider GLL contract should that be required to support long term sustainability. As such, an alternative approach to Pentwyn Leisure Centre was proposed in the report and approved by Cabinet. The Centre would remain with GLL who would continue to manage the building and operate the public fitness centre (gym), the main sports hall, and the external pitches (outside of Cardiff Rugby agreed hours of use). Space within the building would be let to 3<sup>rd</sup> parties such as Cardiff Rugby to generate income to fund the repayment of 'Invest to Save' capital proposed to be invested by the Council in the building. Cabinet authorised the preparation of a business case detailing final costs to be presented back to a future meeting of Cabinet. An 'Invest to Save' allocation of £4m was made in the Council's capital programme and a further £1m-£1.5m of capital anticipated to be realized from the disposal of land adjacent to the Pentwyn Park and Ride site was also earmarked towards the project.

## **Issues**

13. As design work on the proposed investment in the building progressed, the cost of construction within the UK continued to rise. Building cost increases since the original decision have in some areas increased by up to 50%, which has meant the cost of construction of the original proposal almost doubled to circa £10m.
14. In addition to construction cost increases, since March 2021, interest rates have also more than doubled with the current PWLB borrowing rate at circa 5%, whereas in 2021 interest rates were circa 2-2.50%. This means the revenue requirement to service the debt has also doubled.
15. The cost of energy also increased significantly across the UK with forecasts at the time suggesting costs could more than double by 2023/24. It was therefore important to ensure future energy usage and cost was incorporated as a fundamental factor of design to minimise future running costs for the operators and to ensure the development of a viable operating model.
16. The £1m-£1.5m provisionally ring-fenced from the disposal of land adjacent to the Pentwyn Park and Ride is no longer able to be allocated towards the project as the costs associated with delivering the road-link and bridge and from the A48 to Ball Lane have also soared.

17. Given all of the above, the original scheme for Pentwyn Leisure Centre has been unaffordable. The Council has therefore taken time to develop an alternative scheme capable of being delivered within allocated budgets, subject to final confirmation of costs through a procurement. This re-evaluation has resulted in a longer than anticipated process to ensure the requirements of the brief are met whilst keeping construction costs affordable and ensuring the final design are sustainable from an operating and business case perspective.

### **New Proposed Scheme**

18. The new proposed scheme for Pentwyn Leisure Centre is attached at **Appendix 1** and can be summarised as follows:
- New 20x8m pool with a primary use as a 'learn to swim' pool but also allowing for casual swimming.
  - New cafeteria.
  - New relocated public fitness centre (gym) on the ground floor.
  - Refurbished family changing facility.
  - New full-sized 3G pitch and mini pitch.
  - New hall and external space to lease to third-party, potentially a padel tennis operator (tbc).
  - Minor face-lift to external areas such as guttering, fire doors and fascia boards as required.
19. The overall revised costs for the project are set out at **Confidential Appendix 2**.
20. The capital allocation to fund investment in the centre is 'Invest to Save' and is required to be recovered and therefore the following opportunities for lease income have been identified as illustrated at **Appendix 1**:
- Area A - retained and operated by GLL.
  - Area B - Pool Area, Cafeteria & Soft-play – potential lease to a third-party operator. (15-year term, peppercorn)
  - Area C - lease to Cardiff Rugby. All works within this area to be delivered by the tenant not the landlord. (25-year-term)
  - Area D – lease to third party operator, potentially padel tennis. (15-year term)
  - Area E – external pitches leased to Cardiff Rugby (25-year-term). Pitches are to be delivered by the Council. Cardiff Rugby will accommodate community bookings outside their hours of use which will predominantly be mornings/afternoons on week days.
21. An overview of the projected revenues to meet debt service requirements, justifying the 'Invest to Save' investment is set out at **Confidential Appendix 3**.



## **Decarbonisation and Reducing Running Costs**

22. The report to Cabinet in October 2022 on the sustainability of the wider GLL contract, included proposals for green energy interventions across the Leisure Centre estate, to improve carbon performance and to potentially mitigate the sharp increase in energy costs. Authority was granted to develop a case for investment to be presented back to Cabinet for final sign-off.
23. The proposal is for the Council to provide a solar energy solution on the roof-space of each of the properties included within the GLL contract. The costs of implementing the scheme will be met by an application for loan funding to the Salix Fund managed by Welsh Government, a capital contribution from GLL, an FRM contribution from the Council and a small capital contribution through the Council's maintenance budgets. Full details of the scheme and the proposed funding package is attached at Confidential Appendix 5. The potential operational saving to energy costs across the whole of the Leisure Centre estate is anticipated to be circa £200k per annum. This would represent a significant contribution towards reducing the current GLL operating deficit. If Cabinet is minded to approve the proposal, it is anticipated that the procurement of a contractor would commence in July/August with a view to implementing the scheme this financial year.
24. In addition to solar panels being erected on the roof, the refurbishment proposals for Pentwyn Leisure Centre set out in this report include a proposal to heat the proposed new swimming pool through a ground source heat pump. The specification of the pool is optimised to enable heating through a ground source heat pump without the need for supplementation by gas boilers.
25. The interventions outlined above will not totally eliminate the use of fossil fuels at the centre, as the solar panels on the roof will not provide enough energy for the centre to become completely self-sufficient. Although the ground source heat pump will remove the largest call on the gas boilers, they will still be required to manage the ambient temperature inside the building during winter months.

## **Implications for the Leisure Services Contract with GLL**

26. In March 2021, Cabinet gave authority to vary the Leisure Services Contract with GLL by removing both the Pentwyn Leisure Centre from the contract and the cycle track facility that forms part of the Maindy Leisure Centre. The intervention was agreed following the sustained impact of the COVID-19 pandemic as an initial mitigation to help make the contract more sustainable. The decision was supported by QC advice regarding the extent to which the contract could be varied whilst remaining within the scope of procurement regulations.
27. The same QC advice also confirmed that if the Council progressed with this variation there would be very little scope for any further variation in the future. The on-going impact of the pandemic led the Council to undertake a review of the sustainability of the contract through appointed advisors Local Partnerships. The Council decided not to progress with the proposal for

Pentwyn Leisure Centre until this review was completed. Following the review, the Council decided to amend the proposal for Pentwyn Leisure Centre retaining the centre within the GLL contract and instead agreeing to sublet parts of the building to 3<sup>rd</sup> parties to generate income to fund improvements. This principle of this revised strategy was approved by Cabinet in October 2022 subject to confirmation of costs.

28. Given the previous QC advice, the current proposal represents less of a variation than was previously approved given that GLL will continue to manage the building and operate key facilities such as the gym and the main sports hall. However, if in the future any additional variations to the GLL contract are proposed, King's Counsel (KC) advice will be required to ensure the proposals do not push the contract beyond permissible procurement thresholds.

### **Recent Progress**

29. A planning application has been submitted by the Council for the works to deliver the proposed external 3G pitch. It is anticipated that the application will be determined in August/September. If Cabinet is minded to approve the proposals set out in this report, the appoint of a contractor(s) will be undertaken over the summer months to enable implementation of the proposals as soon as possible, if planning is approved.
30. The Council is currently negotiating lease terms with potential tenants via external surveyors. The proposal is to enter into property leases with tenants rather than service contracts. Such arrangements do not require a procurement process. The Council will instead be required to demonstrate best value through independent valuation. In addition, prior to entering into any lease, the Council will be required to undertake detailed due diligence on the proposed tenants to be satisfied of their ability to fulfil the terms of their lease.
31. In addition to the planned due diligence on the proposed tenants, action will be taken to identify alternative options and mitigations as required to provide resilience in the event of the original lease plan not proceeding as anticipated.

### **Next Steps**

32. If Cabinet is minded to approve the proposals for Pentwyn Leisure Centre set out in this report, the next steps would be to:
- conclude designs,
  - secure planning permission for the new external pitches,
  - undertake detailed due diligence and independent valuations to enable the proposed lease agreements to be completed,
  - procure a contractor(s) to deliver works.

The Council should be able to commence with works in the autumn of 2023 and conclude the full scheme by end of 2024. Some works such as pitches, the fitness centre and changing rooms should be completed by early 2024.

## **Reason for Recommendations**

33. To bring forward a new affordable scheme for the improvement of Pentwyn Leisure Centre.

## **Financial Implications**

34. Earlier reports to Cabinet in March 2021 and October 2022 sought approval in principle of a proposed variation to the GLL contract in order to support future sustainability of the contract and to ensure service levels would be maintained.
35. This report updates on the earlier reports and now proposes a scheme whereby GLL would retain and operate the gym and changing room facilities but with the main building area and new external pitches leased to Cardiff Rugby under a property lease which is currently in negotiation. Updated plans are set out at Confidential Appendix 1. Draft heads of terms for the proposed property lease are set out at Confidential Appendix 4 with the tenant to be responsible for all fitout, repairs and running costs within their demise. In addition, a lease to a third-party operator on similar terms is proposed to be developed for a pool, cafeteria and soft play area. Consideration needs to be given to the level of assurance provided by the proposed heads of terms as drafted within Confidential Appendix 4 to ensure these are sufficiently robust to protect the Council.
36. The revised scheme costs as set out in Confidential Appendix 2 are still subject to detailed design, procurement and planning and there is a significant risk that these costs will be higher than estimated. The capital programme budget allocation of £4 million is based on an Invest to Save repayment scheme, with spend to date of £300,000 against this allocation. Subject to the final scheme costs, consideration may need to be given to the availability and use of either earmarked reserves or a reprofiling of the currently approved Capital Programme. Confidential Appendix 3 provides a forecast of the anticipated revenue opportunities and cashflow from the proposal towards repayment of this borrowing.
37. Detailed financial due diligence and the consideration of alternative mitigations will need to be undertaken prior to finalisation of the proposed leases and property plan to determine the full level of risks in the financial performance forecast as set out in Confidential Appendix 3, to ensure that the proposal is financially viable and to ensure that there is no additional liability remaining with the Council.
38. Confidential Appendix 5 sets out detail regarding a proposed solar energy scheme. The investment is aimed at mitigating energy cost increases at the centres thus improving the viability of the leisure contract and contributing to a reduction in the Council's carbon footprint. The appendix details the potential energy cost savings across the centres along with the estimated capital investment requirement, subject to detailed surveys and a procurement process. It is proposed that costs would be part funded through an invest to save zero interest Salix loan, with the operational savings contributing towards payback of the investment.

39. Tax and legal advice has been sought previously to determine the optimum benefit and risk of any future contract variation and investment at the centres. This has identified a number of essential considerations, including the requirement to clearly identify responsibility for any works proposed and any income to be generated as a result. If any of the capital works undertaken by the Council are deemed to be GLL responsibility under their existing lease, this could lead to irrecoverable VAT, adding a further 20% to the cost of these works and could invalidate the non-business peppercorn lease. There is also a risk that if the income to fund works is not the Council's income, this could also result in an additional 20% cost due to irrecoverable VAT.
40. This tax and legal advice will need to be revisited once the substantive details of the proposal are finalised to understand the full implications of the revised proposal and to ensure that there is no detriment to the Council's VAT position. In particular, the timing of any decision to opt to tax the land and property at Pentwyn will be crucial as well as ensuring that the proposals do not impact on the existing non-business lease arrangements at the centres.

**Legal Implications (including Equality Impact Assessment where appropriate)**

41. The report provides updated proposals for Pentwyn Leisure Centre under which GLL would continue to operate part of the centre; namely to manage the building and operate the public fitness centre (gym), the main sports hall, and the external pitches (outside of Cardiff Rugby agreed hours of use. In addition, details are provided on proposals of how the other parts of the centre will be updated and utilised. The report also gives an update decarbonisation/energy efficiency proposals at the centre.
42. The first recommendation (recommendation 1) (i)) seeks approval of the proposals/scheme for the development of the Centre as per appendices 1 and 3 and seeks delegated authority to the Director of Economic Development to deal with all aspects of the procurement of a contractor(s) to undertake the necessary design/development and/or undertake the works required at the Pentwyn Centre.
43. The second recommendation (recommendation (1 (ii))) relates to property and leases, the advice for which is provided below.
44. The third recommendation (recommendation 2)) seeks approval of the proposals/scheme for solar energy and seeks delegated authority to the Director of Economic Development to deal with all aspects of the procurement of a contractor(s) to undertake all the works necessary to implement the 'solar energy scheme'.
45. Detailed legal advice should be sought in the implementation of the above proposals including advice relating to the procurement process and to the drafting of the draft terms and conditions of contract, as the same are developed.

### Legal Property Implications

46. The Council has power to grant leases of property pursuant to s.123 of the Local Government Act 1972 on the best terms reasonable obtainable. The Council's Acquisition and Disposal of Land Procedure Rules require the decision maker to have regard to advice to a qualified valuer.
47. The proposal to let part(s) of Pentwyn Leisure centre to third parties will be subject to GLL having first released and surrendered such parts of the premises from the existing operating agreement and lease that it holds in relation to the premises. It is understood that the retained parts of the leisure centre will continue to be operated by GLL under existing operating arrangements. The part(s) to be surrendered will revert to the Council's control and it may then enter into leases of respective parts with third parties for the areas set out as set out in Paragraph 19 of this report. It is noted that at the time of this report Heads of Terms have been agreed in relation to the letting to Cardiff Rugby. It is envisaged that Heads of Terms will be developed and further agreed in respect of other parts of the premises noted in the report and approved under the delegations provided in this report. Until such leases are entered into the Council will retain responsibility for those areas. If required, further legal advice can be provided on those matters at the relevant time.

### General Legal Implications

#### Equalities & Welsh Language

48. In considering this report, the decision maker must have regard to the Council's duties under the Equality Act 2010 (including specific Welsh public sector duties) . Pursuant to these legal duties Councils must, in making decisions, have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. Protected characteristics are: (a). Age,(b) Gender reassignment(c) Sex (d) Race – including ethnic or national origin, colour or nationality, (e) Disability, (f) Pregnancy and maternity, (g) Marriage and civil partnership, (h)Sexual orientation (i)Religion or belief – including lack of belief.
49. The decision maker should be mindful of the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards.

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

50. The Well-Being of Future Generations (Wales) Act 2015 ('the Act') places a 'well-being duty' on public bodies aimed at achieving 7 national well-being goals for Wales - a Wales that is prosperous, resilient, healthier, more equal, has cohesive communities, a vibrant culture and thriving Welsh language, and is globally responsible. In discharging its duties under the Act, the Council has set and published well-being objectives designed to maximise its contribution to achieving the national well-being goals. The well-being objectives are set out in Cardiff's Corporate Plan 2023-26.

51. When exercising its functions, the Council is required to take all reasonable steps to meet its well-being objectives. This means that the decision makers should consider how the proposed decision will contribute towards meeting the well-being objectives and must be satisfied that all reasonable steps have been taken to meet those objectives. The well-being duty also requires the Council to act in accordance with a 'sustainable development principle'. This principle requires the Council to act in a way which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. Put simply, this means that Council decision makers must take account of the impact of their decisions on people living their lives in Wales in the future. In doing so, the Council must:
- Look to the long term
  - Focus on prevention by understanding the root causes of problems
  - Deliver an integrated approach to achieving the 7 national well-being goals
  - Work in collaboration with others to find shared sustainable solutions
  - Involve people from all sections of the community in the decisions which affect them
52. The decision maker must be satisfied that the proposed decision accords with the principles above; and due regard must be given to the Statutory Guidance issued by the Welsh Ministers, which is accessible on line using the link below: <http://gov.wales/topics/people-and-communities/people/future-generations-act/statutory-guidance/?lang=en>
- Policy and Budget Framework
53. The decision maker must be satisfied that the proposal is within the Policy and Budget Framework, if it is not then the matter must be referred to Council.

### **HR Implications**

54. There are no HR implications directly arising from this report.

### **Property Implications**

55. All property implications are contained within the body of the report.

## **RECOMMENDATIONS**

Cabinet is recommended to:

- 1) Approve the scheme for Pentwyn Leisure Centre as illustrated by the design plans at Appendix 1 and the financial proposal at Confidential Appendix 3 and delegate authority to the Director of Economic Development in consultation with the Cabinet Member for Culture, Parks and Events, the Section 151 Officer, and the Legal Officer to:
  - i) Deal with all aspects of the procurement of a contractor(s) to undertake the works set out in this report subject to the financial envelope set out at Confidential Appendix 3;

- ii) Conclude lease agreements with tenants on the terms set out at Confidential Appendices 3 and 4, subject to detailed due diligence and independent valuation to demonstrate best value.
- 2) Approve the solar energy scheme as set out at Confidential Appendix 5 and delegate authority to the Director of Economic Development in consultation with the Cabinet Member for Culture, Parks and Events, the Section 151 Officer, and the Legal Officer to deal with all aspects of the procurement of a contractor(s) to deliver the solar energy scheme as set out in this report and at Confidential Appendix 5, subject to the financial envelope set out at Confidential Appendix 5.

<b>SENIOR RESPONSIBLE OFFICER</b>	<b>Director Name</b>
	Date submitted to Cabinet Office

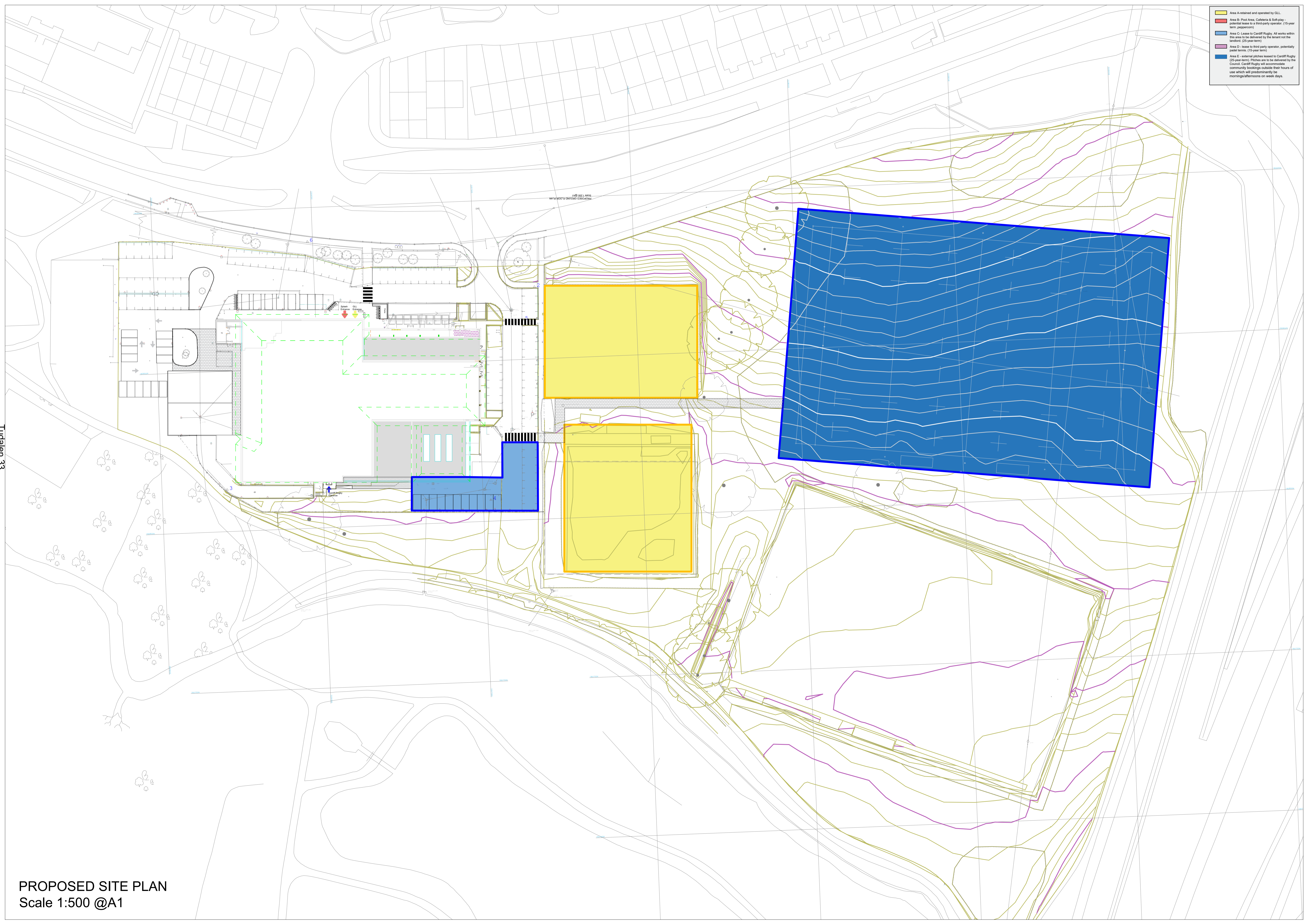
*The following appendices are attached:*

- Appendix 1 - Pentwyn Leisure Centre Updated Plans
- Confidential Appendix 2 - Updated Cost Plans
- Confidential Appendix 3 - Financial Proposal
- Confidential Appendix 4 - Cardiff Rugby revised Heads of Terms (Leases - Building & Pitches)
- Confidential Appendix 5 – Leisure Centre Solar Energy Scheme
- Appendix 6 – Equality Impact Assessment

Mae'r dudalen hon yn wag yn fwriadol



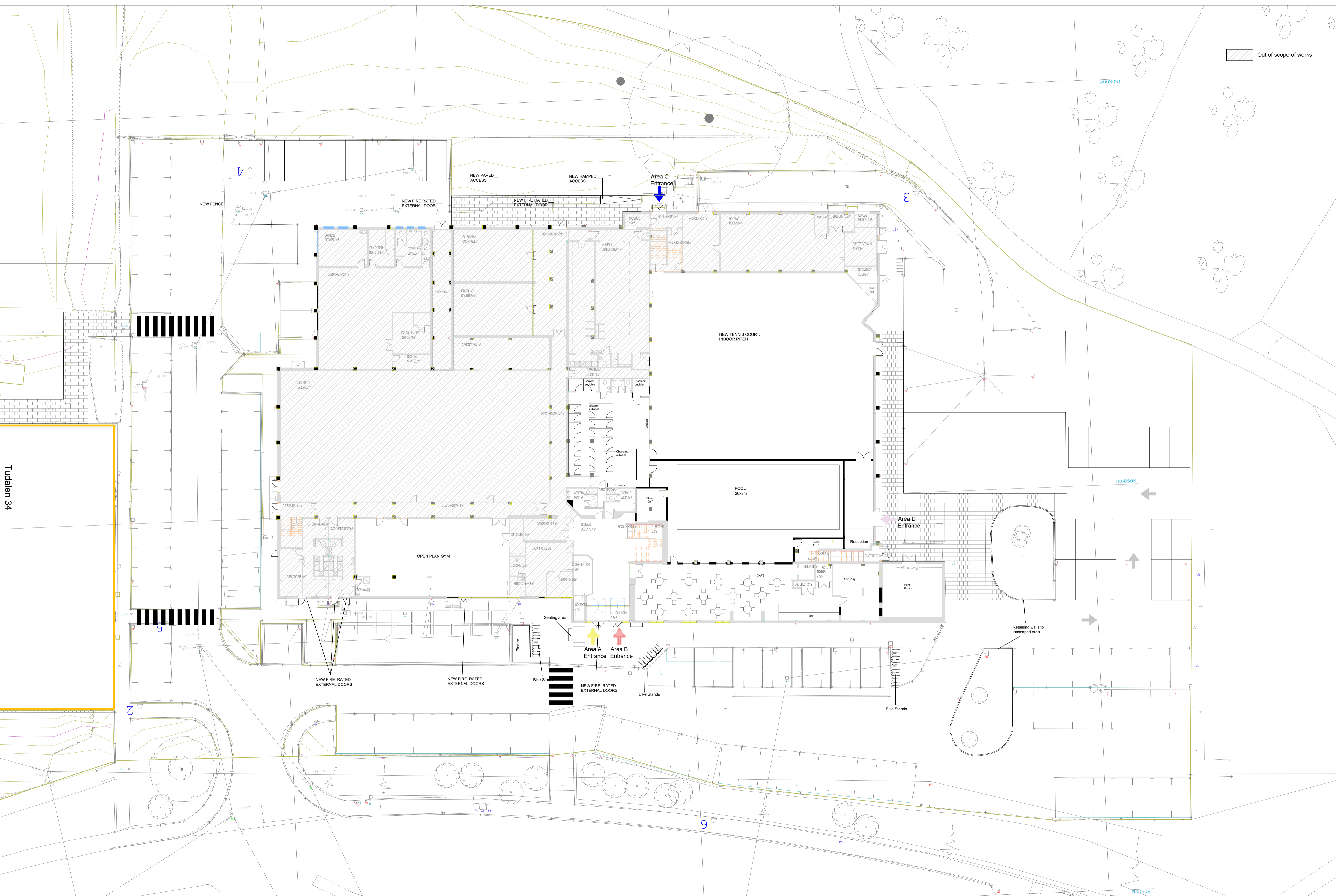
- Area A retained and operated by GLL.
- Area B- Pool Area, Cafeteria & Soft-play - potential lease to a third-party operator. (15-year term and options).
- Area C- Lease to Cardiff Rugby. All works within this area to be delivered by the tenant not the landlord. (25-year term)
- Area D- lease to third party operator, potentially joint-lease. (15-year term)
- Area E- external pitches leased to Cardiff Rugby (25-year term). Pitches are to be delivered by the Council. Cardiff Rugby will accommodate community bookings outside their hours of use which will predominantly be mornings/afternoons on week days.



Tudalen 33

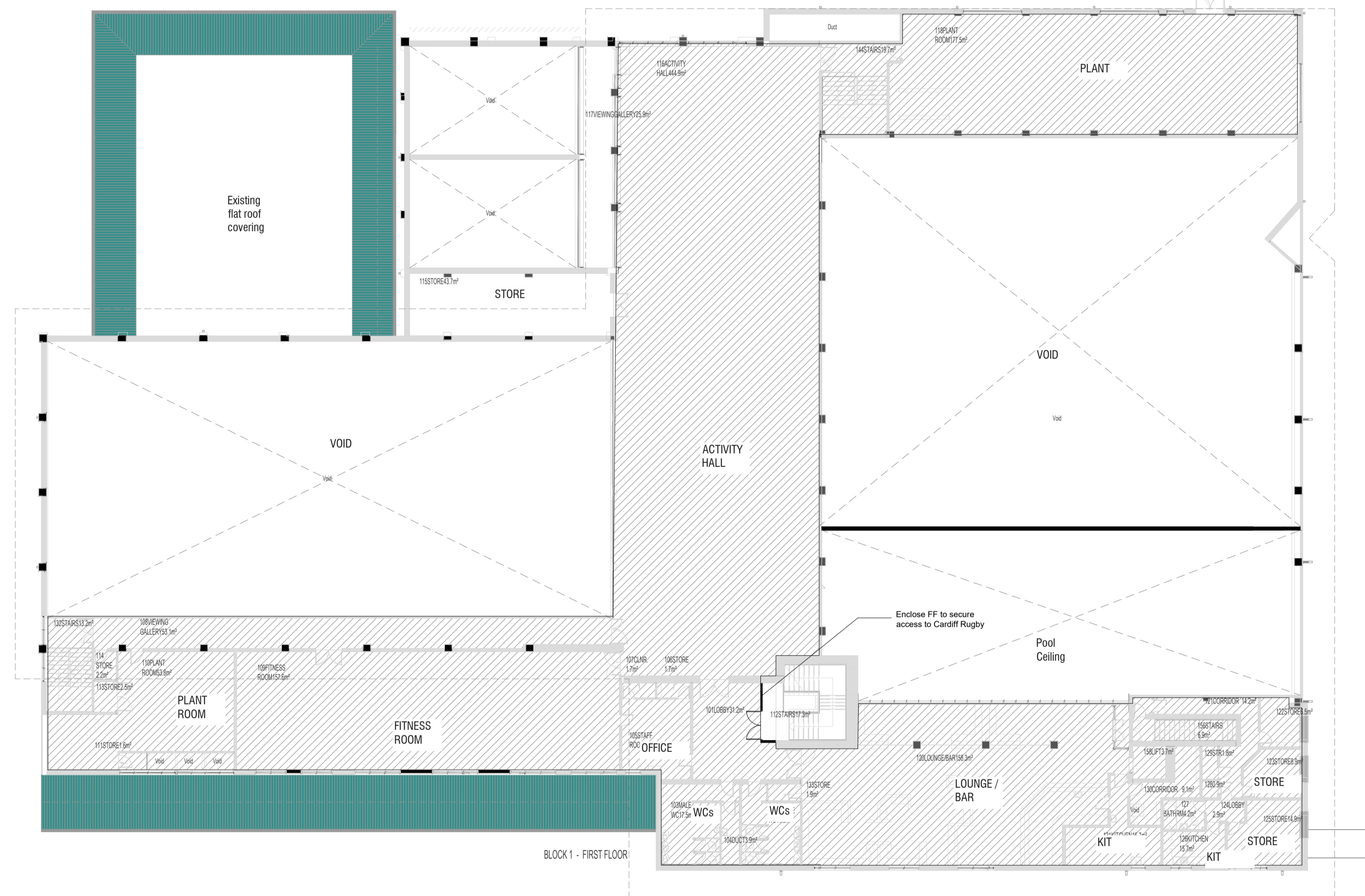
**PROPOSED SITE PLAN**  
Scale 1:500 @A1

Out of scope of works

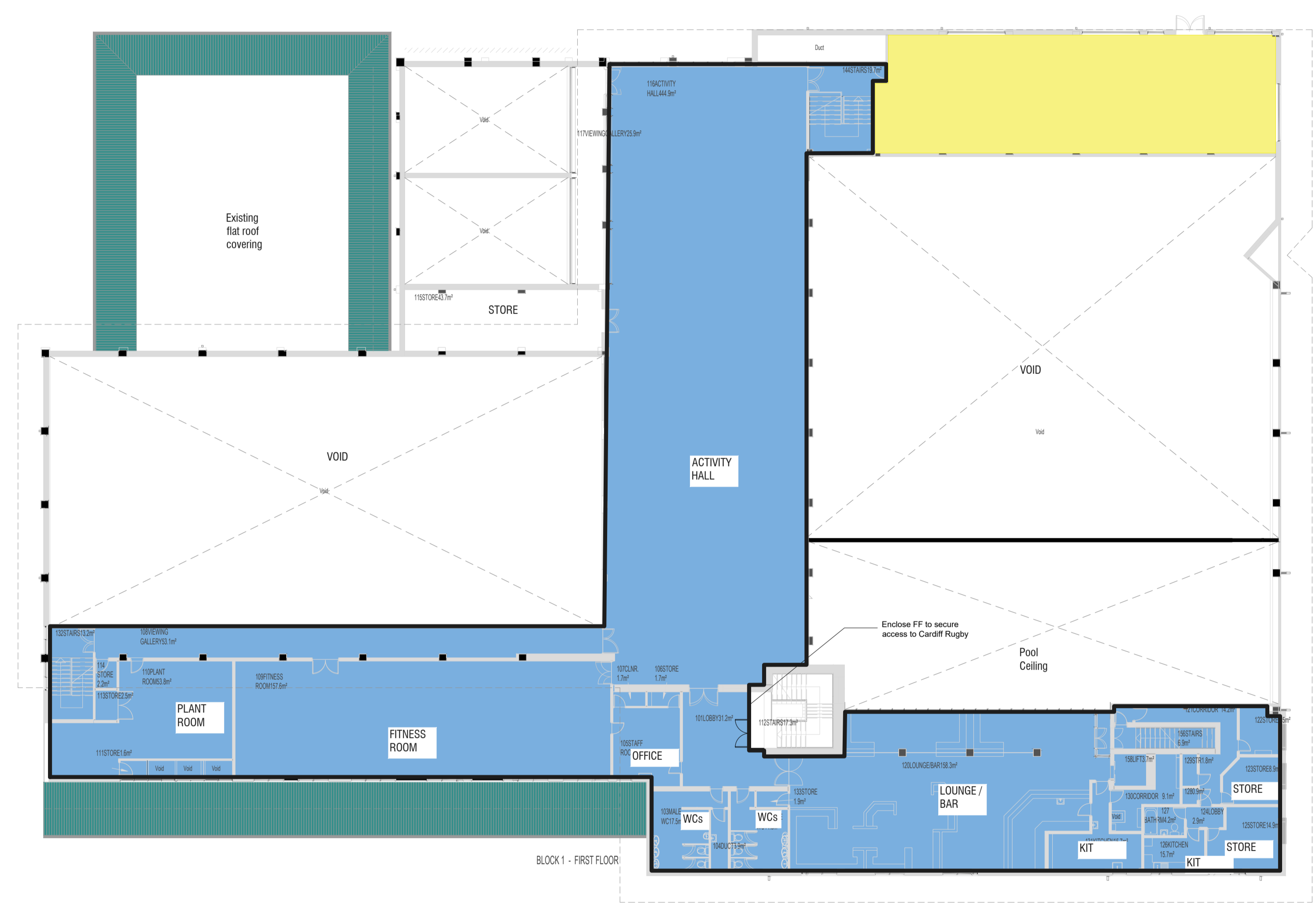


PROPOSED GROUND FLOOR PLAN  
Scale 1:200 @A1





- Area A-retained and operated by GLL.
- Area B- Pool Area, Cafeteria & Soft-play - potential lease to a third-party operator. (15-year term .peppercorn)
- Area C- Lease to Cardiff Rugby. All works within this area to be delivered by the tenant not the landlord. (25-year-term)
- Area D - lease to third party operator, potentially padel tennis. (15-year term)
- Area E - external pitches leased to Cardiff Rugby (25-year-term). Pitches are to be delivered by the Council. Cardiff Rugby will accommodate community bookings outside their hours of use which will predominantly be mornings/afternoons on week days.



Tudalen 37

Mae'r dudalen hon yn wag yn fwiadrol

Yn rhinwedd paragraff (au) 14, 16, 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



Yn rhinwedd paragraff (au) 14, 16, 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

Yn rhinwedd paragraff (au) 14, 16, 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

Yn rhinwedd paragraff (au) 14, 16, 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

Equality Impact Assessment  
Corporate Assessment Template



<b>Project Title: Pentwyn Leisure Centre Development</b>
<b>Amending:</b>

<b>Who is responsible for developing and implementing the Project?</b>	
Name: Chris Barnett	Job Title: Operational Manager
Service Team: County Estates	Service Area: Economic Development
Assessment Date: 31st May 2023	

**1. What are the objectives of the Project?**

In November 2020 Cabinet authorised a detailed review of the GLL Leisure Service Contract to identify potential variations that would improve the long-term sustainability of the contract and protect service delivery.

The review was in part a response to the significant impacts on the GLL contract caused by the COVID-19 pandemic. It was also a response to a review of the Leisure Service Contract undertaken in 2020 by Audit Wales. Audit Wales provided a number of recommendations aimed mainly at improving contract and performance management to enable the Council to be sure that its Leisure Services Contract with GLL is sustainable and delivering value for money.

This provides an opportunity for the Council to explore the usage of Pentwyn Leisure Centre and to consider how it may best contribute to leisure, sport and community provision and the objectives set out in Capital Ambition

Capital Ambition outlines the City’s commitment to sport and leisure and the work undertaken to increase the provision and improve the quality of community sports facilities, encouraging local participation and better access to facilities such as 3G pitches and sports halls.

The Council is committed to:

- Work with public sector partners and the third sector to design and deliver a range of integrated community facilities across the city.

Develop a new vision for sport and physical activity by working with partners including Sports Wales.

CARDIFF COUNCIL

Equality Impact Assessment  
Corporate Assessment Template

- Continue to offer high-quality sports facilities and grow the number of multi-use sports facilities which are open to the community.
- Get the maximum social value out of our leisure centres through working with our partners GLL

This project aims to review the use of Pentwyn Leisure Centre as we emerge from Covid-19 Pandemic, and to consider how it can be repurposed.

The project will work with a multi-disciplinary professional team to re-design the facility to meet the needs of the community provision, whilst also exploring the potential to engage a new third party operator.

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

2011 Census identifies a population of 15,634, with an almost 50:50 split between male (7461) and female (8173), 79% of the population of Pentwyn are white, Welsh and identify as Christian or of no faith.

The full census data profile suggests that overall the population is economically active but there are statistics that show level of none-employed and of long term illness. The full profile has been reviewed to assist the project in its requirements gathering for the project.

Following a rigorous procurement process, in 2016 Cardiff Council appointed GLL as the preferred bidder in a partnership to deliver leisure services across the City. The Council's overriding requirement was to seek a significant reduction in the subsidy paid to Leisure Services as the subsidy could not be maintained during a period of significant financial constraint at the time. Therefore, the main key objective for the contract was to achieve a nil subsidy by 2019/20, which was achieved. It was expected that the new delivery partner would deliver against the Council's Corporate objectives including the responsibility for the improving the health of the local population and the reduction in health inequalities.

In March 2020, the Government instructed the population to lock down and all businesses and facilities were closed. When the pandemic eased and lock down rules relaxed, Pentwyn Leisure Centre was committed to the NHS to be used as a vaccination centre. Additionally, due to the emergency Nightingale Hospital, Cardiff Rugby were relocated to Pentwyn Leisure Centre for their elite training. This meant that the closure of the leisure centre to the public for leisure use was extended.



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## Equality Impact Assessment Corporate Assessment Template

The community was encouraged to access alternative provision at Eastern Leisure Centre. Groups and organisation with regular bookings at Pentwyn Leisure Centre before the pandemic, were advised to seek alternative venues whilst the NHS Vaccination Centre was in location however, the outdoor 3G Sports Pitch was made available for local clubs and community use.

### Dependent/Linked Projects

Capital Ambition outlines a commitment to supporting people into work, with a strategic focus on job creation that goes hand in hand with removing the barriers to work. It commits to ensuring that new communities will be planned and built to the highest quality; connected to jobs and community facilities; and served by good transport links and excellent public services.

The Cardiff White Paper includes an aim to support businesses and local communities by creating better accessibility in South East Cardiff

To this end this project has impacting links on the Llanrumney development project, which aims

- To break the cycle of deprivation in order to improve the lives and opportunities for people based in the East of Cardiff.
- To deliver a new bridge and road link connecting the Llanrumney community from Ball Road to the A48 junction adjacent to the Pentwyn Park & Ride site.
- In October 2019, Cabinet approved the East Cardiff Industrial Strategy, which provides an ambitious plan for the east of the city that seeks to address these issues. The strategy reviews the current constraints and context of the East Cardiff area, including an analysis of current employment allocations, social infrastructure, economic deprivation, landscape and environmental designations, transport links, heritage, and other key physical constraints. The implications on the Future Generations and Wellbeing Act were also a key consideration. The study identifies three phases of growth for the area which focus on key developments and the strategic interventions required to support employment growth in the area.

### 3 Assess Impact on the Protected Characteristics

#### 3.1 Age

Will this Project have a **differential impact [positive/negative/]** on younger/older people?

	Yes	No	N/A
Up to 18 years	X		

**CARDIFF COUNCIL**

**Equality Impact Assessment  
Corporate Assessment Template**

18 - 65 years	X		
Over 65 years	X		

<p><b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b></p> <p><b>Negative:</b> The development of an improved facility will be beneficial to all provided the programme of provision is based on need and is available to all. A wholly commercial programme will exclude some members of the community.</p> <p><b>Positive:</b> The repurposing of the leisure centre will have a positive impact on all residents and visitors to the area, regardless of age. It could result in increased employment opportunities, greater access to physical activities and opportunities to engage in social and community activity.</p> <p>There is potential for a positive impact on people of working age (18-65) due to the possible employment opportunities within the centre and with groups or organisations involved in the provision. The majority of people residing in Pentwyn are aged between 30 and 59, but there is also statistics to show some of these are lone parents with dependents, so flexible working opportunities will be helpful as will activities for very young children, which will increase social networking for parents.</p> <p>The Leisure Centre programme should provide sport, leisure and educational activities for people of all ages, improving social networks, including youth groups across the East of the City.</p> <p>Furthermore, as the Llanrumney project progresses, there will be the opportunity to increase youth groups and leisure activities in the area creating a wider range of choice for those who prefer not to, or can't, travel out of Pentwyn so easily and for the people of the east of Cardiff overall.</p> <p>Approximately 16% of the Pentwyn population are aged over 60, so there would be benefit to this age group if the leisure centre offered physical activities that would improve health and wellbeing as well as social networking.</p>
<p><b>What action(s) can you take to address the differential impact?</b></p>

**CARDIFF COUNCIL**

**Equality Impact Assessment  
Corporate Assessment Template**

- Engage/Consult with the community to understand the sport/leisure provision that they would like to have available to them in their local community.
- It's important to ensure that the council keeps aware of any drops in available social or leisure options for local people especially to mitigate the possible reduction of recreational space.

**3.2 Disability**

Will this Project have a **differential impact [positive]** on disabled people?

	Yes	No	N/A
Hearing Impairment	X		
Physical Impairment	X		
Visual Impairment	X		
Learning Disability	X		
Long-Standing Illness or Health Condition	X		
Mental Health	X		
Substance Misuse	X		
Other			

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

**Positive:**  
 People with long-standing illness or health conditions would benefit from accessible sport and leisure activities that can boost their rehabilitation or help them maintain their health and wellbeing as well as social and mental health. The design of the facilities will be compliant with planning regulations and will ensure that all activities available within the new facility will accommodate users with any disability.  
 Where possible, specific allowance within the programme could provide support groups, social gatherings and events, recreational time and exercise, which could limit hard to reach outside spaces where drug abuse could currently be common, discouraging potential new or perpetuating drug abuse.  
 Disabled people are often the most vulnerable members of society and would benefit from a local facility to provide some support.

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

**Equality Impact Assessment  
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- Engage/Consult with the local community as the project progresses to capture the requirements that can help inform the design and plans as well as the programming of provision by the third party operator.

**3.3 Gender Reassignment**

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

	Yes	No	N/A
<b>Transgender People</b> (People who are proposing to undergo, are undergoing, or have undergone a process [or part of a process] to reassign their sex by changing physiological or other attributes of sex)	x		

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

The Pentwyn Leisure Centre Development Project aims to broaden sport, leisure, employment and social connectivity of all residents in this part of the city regardless of whether a resident is transgender or not.  
 Plans for the new facility will incorporate legislative requirements for gender neutral welfare provision.

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

- Ensure plans for the new centre consider the Council’s commitment to the Stonewall Workplace Equality Index. In particular in support of the following:
- the organisation has a formal commitment to introduce gender-neutral facilities in all its buildings.
- If gender-neutral facilities are not already available in all buildings, this should be a formal commitment to introduce gender-neutral facilities in any new builds or to gender-neutral facilities being a requirement of any new leases.
- This should be a commitment that’s signed off by senior leaders and published internally.
- Provision of gender-neutral facilities should be in addition to accessible facilities.

CARDIFF COUNCIL

Equality Impact Assessment  
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**3.4. Marriage and Civil Partnership**

Will this Project have a **differential impact [positive/negative]** on marriage and civil partnership?

	Yes	No	N/A
Marriage		X	
Civil Partnership		X	

<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
The Pentwyn Leisure Centre development aims to broaden opportunities for employment, sport, leisure, physical activity and social connectivity of all residents in this part of the city regardless of whether a resident is married, unmarried or in a civil partnership.
<b>What action(s) can you take to address the differential impact?</b>
N/A

**3.5 Pregnancy and Maternity**

Will this Project have a **differential impact [positive]** on pregnancy and maternity?

	Yes	No	N/A
Pregnancy	X		
Maternity	X		

<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
<b>Positive:</b> This project provides a potential opportunity to provide physical activities for expectant and new parents as well as infants and toddlers in the local community.
<b>What action(s) can you take to address the differential impact?</b>
Engage/Consult with the local community as the project progresses to capture the requirements that can help inform the design and plans as well as the programming of provision by the third party operator.

**CARDIFF COUNCIL**

**Equality Impact Assessment  
Corporate Assessment Template**

**3.6 Race**

Will this Project have a **differential impact [positive/negative]** on the following groups?

	<b>Yes</b>	<b>No</b>	<b>N/A</b>
White	X		
Mixed / Multiple Ethnic Groups	X		
Asian / Asian British	X		
Black / African / Caribbean / Black British	X		
Other Ethnic Groups	X		

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

The Pentwyn Leisure Centre development aims to broaden opportunities for employment, sport, leisure, physical activity and social connectivity of all residents in this part of the city regardless of race.

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

The 2011 Census shows 86% of the Pentwyn population is white, with 6.3% Asian and the remaining 7.7% representing mixed ethnicity, Black and Other. Consultation on the community requirements should not exclude opportunities for all ethnic groups.

**3.7 Religion, Belief or Non-Belief**

Will this Project have a **differential impact [positive]** on people with different religions, beliefs or non-beliefs?

	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Buddhist	X		
Christian	X		
Hindu	X		
Humanist	X		
Jewish	X		
Muslim	X		
Sikh	X		
Other	X		

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

**CARDIFF COUNCIL**

**Equality Impact Assessment  
Corporate Assessment Template**

The Pentwyn Leisure Centre development aims to broaden opportunities for employment, sport, leisure, physical activity and social connectivity of all residents in this part of the city regardless of faith or religion/non-religion.
<b>What action(s) can you take to address the differential impact?</b>
The 2011 Census shows the majority of the Pentwyn population are of Christian faith or non-religion. Consultation on the community requirements should not exclude opportunities for all faith groups where requested.

**3.8 Sex**

Will this Project have a **differential impact [positive/negative]** on men and/or women?

	Yes	No	N/A
Men		X	
Women		X	

<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
The Pentwyn Leisure Centre development aims to broaden opportunities for employment, sport, leisure, physical activity and social connectivity of all residents in this part of the city regardless of sex
<b>What action(s) can you take to address the differential impact?</b>
The population of Pentwyn is split almost 50:50 male and female. Welfare facilities in the new building will be gender neutral and will respect all requirements for privacy and decency.

**3.9 Sexual Orientation**

Will this Project have a **differential impact [positive/negative]** on the following groups?

	Yes	No	N/A
Bisexual		X	
Gay Men		X	
Gay Women/Lesbians		X	
Heterosexual/Straight		X	

<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
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**CARDIFF COUNCIL**

**Equality Impact Assessment  
Corporate Assessment Template**

The Pentwyn Leisure Centre development aims to broaden opportunities for employment, sport, leisure, physical activity and social connectivity of all residents in this part of the city regardless of sexual orientation
<b>What action(s) can you take to address the differential impact?</b>
N/A

**3.10 Welsh Language**

Will this Project have a **differential impact [positive/negative]** on Welsh Language?

	Yes	No	N/A
Welsh Language		X	

<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
<b>What action(s) can you take to address the differential impact?</b>
The Council can also ensure that Welsh Government laws and guidelines on the Welsh language are adhered to at every stage of the project.

**4. Consultation and Engagement**

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

Once planning is complete the council will engage with equality networks to get their perspective so that the project can be as valuable as possible for everyone. The 2011 census was also referenced to consider certain groups as accurately as possible.
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**5. Summary of Actions [Listed in the Sections above]**

Groups	Actions
Age	<ul style="list-style-type: none"> <li>Communicate clearly and frequently with the public to maximise awareness of the project and</li> </ul>
Disability	
Gender Reassignment	



**CARDIFF COUNCIL**

**Equality Impact Assessment  
Corporate Assessment Template**

Marriage & Civil Partnership	<p>specifically express the benefits to the community and the East of the city as a whole.</p> <ul style="list-style-type: none"> <li>• Work with the community to develop better access for people in the local community.</li> <li>• Engage/Consult with the community to understand the sport/leisure provision that they would like to have available to them in their local community.</li> <li>• It's important to ensure that the council keeps aware of any drops in available social or leisure options for local people especially to mitigate the possible reduction of recreational space.</li> <li>• Engage/Consult with the local community as the project progresses to capture the requirements that can help inform the design and plans as well as the programming of provision by the third party operator</li> <li>• Ensure plans for the new centre consider the Council's commitment to the Stonewall Workplace Equality Index. In particular in support of the following:             <ol style="list-style-type: none"> <li>1. the organisation has a formal commitment to introduce gender-neutral facilities in all its buildings.</li> <li>2. If gender-neutral facilities are not already available in all buildings, this should be a formal commitment to introduce gender-neutral facilities in any new builds or to gender-neutral facilities being a requirement of any new leases.</li> <li>3. This should be a commitment that's signed off by senior leaders and published internally.</li> <li>4. Provision of gender-neutral facilities should be in addition to accessible facilities.</li> </ol> </li> </ul>
Pregnancy & Maternity	
Race	
Religion/Belief	
Sex	
Sexual Orientation	
Welsh Language	
Generic Over-Arching [applicable to all the above groups]	

**6. Further Action**

Any recommendations for action that you plan to take as a result of this Equality Impact Assessment (listed in Summary of Actions) should be included as part of your Service Area's Business Plan to be monitored on a regular basis.

CARDIFF COUNCIL

Equality Impact Assessment  
Corporate Assessment Template

**7. Authorisation**

The Template should be completed by the Lead Officer of the identified Policy/Strategy/Project/Function and approved by the appropriate Manager in each Service Area.

Completed By: Nicola John	Date: 28/2/23
Designation: Project Manager	
Approved By: Andrew Lucas	
Designation: Equality Officer	
Service Area: Equality Team	

- 7.1 On completion of this Assessment, please ensure that the Form is posted on your Directorate's Page on CIS - *Council Wide/Management Systems/Equality Impact Assessments* - so that there is a record of all assessments undertaken in the Council.

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

**CYNGOR CAERDYDD  
CARDIFF COUNCIL**

**ECONOMY & CULTURE SCRUTINY COMMITTEE**

**20 JUNE 2023**

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**TENNIS IN PARKS: PRE-DECISION SCRUTINY**

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**Purpose of the Report**

1. To give Members background information to aid the scrutiny of the draft report to Cabinet titled '*Tennis in Parks*', which is due to be considered by Cabinet at their meeting on 22 June 2023.

**Scope of Scrutiny**

2. At their meeting on 22 June 2022, the Cabinet will consider a report that seeks approval to agree a Licence/ Management Agreement with Tennis Wales to operate six sites and to agree the introduction of the 'Club Spark' membership and management scheme, with associated pricing policy and incentives.
3. During this scrutiny, Members have the opportunity to explore:
  - a. The proposal received from Tennis Wales
  - b. The proposed licence/ management agreement approach
  - c. The proposed 'Club Spark' scheme
  - d. The likely impact on service delivery
  - e. The financial implications for the Council
  - f. Whether there are any risks to the Council
  - g. The timeline and next steps for delivering the proposals, and
  - h. The recommendations to Cabinet.

**Background**

4. Leisure Services are discretionary but contribute to the Council meeting statutory obligations set out in the Wellbeing of Future Generations Act (2015). Several of Cardiff Council's Parks have tennis courts that are available for use on a casual basis.

5. Tennis Wales is the governing body for tennis in Wales and works to grow the sport in Wales, undertaking data and insight studies and applying for Lawn Tennis Association and UK Government funding.

### **Background in the Cabinet Report**

6. The draft report to Cabinet entitled '*Tennis in Parks*' is attached at **Appendix A** and has two appendices, as follows:
  - **Appendix 1:** Tennis at Heath Park
  - **Appendix 2:** Single Impact Assessment
7. In essence, the report to Cabinet sets out that the proposals in the report aim to secure and protect the future of tennis courts and tennis participation in Cardiff, by agreeing an investment programme proposal from Tennis Wales. This would cover the refurbishment of circa 30 tennis courts across 6 council park sites in Cardiff. It would also introduce an entry membership and management scheme, Club Spark.
8. The report to Cabinet includes the following main points:
  - a. many of the tennis courts in Cardiff Council Parks require investment or refurbishment work
  - b. the Council is constrained by competing demands within the Council's capital programme
  - c. there needs to be a mechanism to find, book or access a court, or find a group or individual to play with
  - d. Tennis Wales has approached the Council seeking to invest circa £750,000 with the ambition to improve the customer journey, grow tennis participation and create safe spaces
  - e. To secure the funding, Tennis Wales has to have a minimum 10-year management and maintenance arrangement with the Council, which can be via a licence to operate and a management agreement
  - f. Tennis Wales would introduce their Club Spark membership scheme, which will generate income that will be used to pay for the management of the site, with any surpluses ring-fenced for future maintenance of the sites

- g. The proposal includes an online booking portal and gate access technology installation to remotely manage courts
- h. This system is already in operation at Heath Park; **Appendix 1** of the report to Cabinet at Appendix A details the benefits.

### **Issues identified in the Cabinet Report**

9. **Points 14-16** set out that:

- a. the Council has undertaken a review of its parks to identify those where Trust arrangements exist
- b. where the Council is the appointed Trustee, a separate decision will need to be taken by Cabinet in their capacity as Trustee
- c. Victoria Park, Rhymney Hill Gardens and Llandaff Fields are free of Trust issues and are put forward for inclusion in the Tennis Wales scheme, and
- d. the Council will work with Tennis Wales to identify a further 3 sites and seek separate Trust approval as required.

10. **Point 17** sets out that a stage one 'in principle' application was made in February 2023 for Lawn Tennis Association funding, in line with their deadlines. **Point 22** sets out the conditions of grant funding, including that there needs to be a free tennis offer included in the proposal. This could be a weekly free tennis session.

11. **Points 19-20** set out that historically, fees and charges applied to tennis court use and that in 2013/14, as part of budget savings, the free use of tennis courts in Cardiff Council parks was introduced.

12. **Points 23- 26** set out the benefits of the proposed tennis court management and maintenance, gate access, online booking, and pricing policy, including coping with reduced local authority staff resource and:

- a. Guaranteed income levels through a coaching programme
- b. Marketing support – promotion of courts and playing offer
- c. Safe spaces
- d. Insight into usage and demographics of players
- e. Range of prices – including free sessions, open days and coaching.

13. **Points 27 - 29** highlight the Council's Procurement team are satisfied with the proposed procurement route and that the Council will need to ensure it includes VAT liability into account when specifying works to ensure total cost does not exceed the grant available.
14. Financial Implications are set out in **Points 34 – 39** and include:
- a. Prior to the finalisation of any interim agreements between the parties, any VAT, trust and covenant implications of the proposed arrangements must be clearly identified and resolved with no financial detriment to the Council
  - b. The report and appendices do not identify any additional Council revenue or capital investment requirements and any future budget implications are assumed to be managed within existing resources.
15. Legal Implications are at **Points 40-51** and include:
- a. The Council's legal powers to provide recreational facilities
  - b. That entering into a licence or a management or an operation agreement does not transfer ownership nor grant exclusive possession
  - c. That separate reports and determinations will be needed for recreation grounds subject to charitable trusts so that it is clear the authority is making a decision in these matters as a trustee
  - d. the need for the Council to consider its duties with regard to the Equality Act 2010, Socio-Economic Duty, the Well- Being of Future Generations (Wales) Act 2015, Welsh Language Measure (Wales) 2011 and Welsh Language Standards.
16. Property Implications are at **Points 52 – 54** and clarify that it is anticipated that the Council will grant a management agreement for the operation of the tennis courts.
17. There are no HR Implications identified.
- Proposed Recommendations to Cabinet**
18. The report to Cabinet contains the following recommendations:

- 1) *Approve the proposed agreement with Tennis Wales as set out in this report.*
- 2) *Approve the 3 tennis court sites identified in this report to be included in the agreement.*
- 3) *Delegate authority to the Director of Economic Development in consultation with the Cabinet Member for Culture, Parks and Events and the Legal Officer to:*
  - a. *identify a further 3 tennis court sites to be included in the agreement subject to appropriate due diligence and governance relating to any Trust arrangements and/or restrictive covenants;*
  - b. *enter into Licence Agreements/Management Agreements as required for the sites included in the scheme.*
- 4) *Note further reports will need to be presented back to Cabinet as Trustee to approve the inclusion of any sites subject to Charitable Trusts.*

### **Previous Scrutiny**

19. This Committee has not undertaken previous scrutiny specifically on Tennis in Parks. However, since 2014, this Committee has undertaken regular scrutiny of the Joint Venture between Cardiff Council and Cardiff Metropolitan University to deliver sports services in the city, including scrutiny of the Local Sports Plan, the impact of Sport Cardiff, the work to increase meaningful engagement, boosting grassroots community sport, increasing participation, strengthening partnership working, and work to mitigate the impact of reduced funding.
20. In January 2022, Members undertook pre-decision scrutiny of the report to Cabinet on approving the Physical Activity and Sport Strategy 2022-2027. In April 2023, this Committee received a progress report on the implementation of the Strategy.
21. This Committee has undertaken regular scrutinies of the parks service, including a 'Funding of Parks' Inquiry (April 2018). In February 2023, Members of this Committee were invited to a briefing update on progress with delivering the '*Let's Make Cardiff Greener, Healthier and Wilder*' Motion to Council that was agreed in May 2021; subsequently, the update presentation was shared by email with all Committee Members.

## **Way Forward**

22. Councillor Jennifer Burke (Cabinet Member – Culture, Parks and Events) will be invited to make a statement. She and Steve Morris (Operational Manager – Sport, Leisure and Development) will be available to answer Members' questions.

## **Legal Implications**

23. The Scrutiny Committee is empowered to enquire, consider, review, and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters, there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

## **Financial Implications**

24. The Scrutiny Committee is empowered to enquire, consider, review, and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters, there are no direct financial implications at this stage in relation to any of the work programme. However, financial implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any financial implications arising from those recommendations.



## **RECOMMENDATION**

The Committee is recommended to:

- i) Consider the information in this report, its appendices and the information presented at the meeting
- ii) Determine whether they would like to make any comments, observations or recommendations to the Cabinet on this matter in time for its meeting on 22 June 2023; and
- i) Decide the way forward for any future scrutiny of the issues discussed.

**DAVINA FIORE**

**Director of Governance & Legal Services**

**14 June 2023**

Mae'r dudalen hon yn wag yn fwriadol

**CARDIFF COUNCIL  
CYNGOR CAERDYDD**

**CABINET MEETING: 22 JUNE 2023**

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**TENNIS IN PARKS**

**CULTURE, PARKS & EVENTS (CLLR JENNIFER BURKE)**

**AGENDA ITEM:**

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**PORTFOLIO: CULTURE, PARKS & EVENTS**

**Reason for this Report**

1. To agree an investment programme proposal from Tennis Wales which will see the refurbishment of circa 30 courts across 6 park sites in Cardiff and the introduction of the Club Spark entry membership and management scheme.
2. To secure and protect the future of tennis courts and tennis participation for future generations aligned to the objectives in the Cardiff Physical Activity and Sport Strategy.

**Background**

3. Park venues are vital in providing accessible and affordable opportunities for communities to take up the game of tennis and get active, no matter of age, gender, background, ability, or disability. Insight and research from Tennis Wales, the national governing body for tennis in Wales, shows that park venues are particularly important in driving improved female participation and access to tennis for those from lower socio-economic groups.
4. Many of the current Council tennis court facilities require some form of investment or refurbishment work, to ensure that courts are at a standard that can provide opportunities to sustainably grow participation. Moreover, insight shows that one of the biggest barriers to participation is finding, booking, and accessing a court, group activity, or finding someone to play with.
5. The ability to invest in our parks tennis court stock has and will continue to be constrained owing to the competing demands within the Council's capital programme and it is therefore important to take advantage of opportunities for securing external funding when they arise. Without external investment, there is a likelihood that our stock of tennis courts will become unsafe for use resulting in closure and reduced opportunities for participation.

6. Cabinet approved the Physical Activity and Sport strategy in January 2022 and this proposal aligns closely to the 4 key areas of the strategy, namely Active Environments, Active Societies, Active People and Active Systems. The proposal also delivers against the Welsh Government policy, Health and Wellbeing of Future Generations Act 2015.
7. The ambition is to use the latest Tennis Wales insight and technology to improve the customer journey, grow tennis participation and create safe places to play by reducing vandalism, anti-social behavior and misuse which can arise in the absence of investment and use.
8. Heath Park courts benefitted from capital investment from the Lawn Tennis Association (LTA) via Tennis Wales, the national governing bodies for tennis in the UK. The grant from them enabled the modernisation of the court surface, floodlights and gate entry membership.
9. The outcome of the investment at Heath Park converted a site that was in poor condition and hidden with very limited tennis activity to an open, vibrant tennis site with a significant increase in tennis participation, coaching, schools' activity, social competition, and general interest in the park. The benefits paper for Heath Park produced by Tennis Wales is attached at **Appendix 1** demonstrating over 900 members now playing regularly including the first LGBTQIA+ club in Wales.
10. Tennis Wales has approached the Council seeking to invest in 6 Council owned park tennis court sites across the city to improve the quality of the courts and to introduce their Club Spark management system. It is anticipated that the total level of investment in the 6 sites will be in the region of £750,000. To secure this funding via the Lawn Tennis Association and the Department for Culture, Media and Sport (DCMS), Tennis Wales is required to be the operator of the courts including management and maintenance for a minimum term of 10 years.
11. As governing body for the sport in Wales, Tennis Wales works to grow the sport in Wales. Their Club Spark membership scheme enables income generation through a low-cost, pay to play policy. All proceeds from the introduction of the scheme across the 6 sites would be used to pay for the management of the sites and the provision of associated tennis programmes, with any surpluses fully ring-fenced to be invested back into the maintenance of the sites. This will reduce the need for investment in the sites by the Council in future years. The Club Spark system will not become operational at any site until the tennis courts to be covered by the Club Spark system have been refurbished.
12. There will not be a requirement for a lease or disposal of public open space, as a licence to operate and a Management Agreement will be sufficient to secure the funding and formalise the partnership with Tennis Wales for the long term.
13. The Tennis Wales proposal involves:
  - Investing financially into the long-term security of park tennis courts, resurfacing, repainting and repairing existing facilities.

- Introducing online booking software so local people can find a court, book and pay online.
  - Installing gate access technology to facilitate people playing and remotely manage courts across the city, creating a safe space to play, potentially reducing anti-social behaviour and misuse.
  - Creating local opportunities to get involved in tennis through affordable and free tennis programmes and activities run by local coaches, promoting general play to open tennis up in Cardiff.
14. Many of Cardiff's Parks are held in Trust, either through recent agreements with Fields in Trust or through historical Trust organisations and arrangements and/or have restrictive covenants that limit their use. The Council has recently undertaken a review of the way in which all of the city's parks were gifted (including those with relevant tennis facilities). Where sites are subject to Trust arrangements, the Council will need to first of all determine whether the Tennis Wales proposal aligns with the articles of the Trust, and where the Council is the appointed Trustee, a separate decision will need to be taken by Cabinet in their capacity as Trustee to approve inclusion in the scheme.
  15. At this stage, the Council can commit to the following sites as they are free of any Trust issues and do not require any separate Trust approval.
    - Victoria Park
    - Rhyndyffryn Hill Garden
    - Llandaff Fields
  16. The Council will also commit to working with Tennis Wales to identify an additional 3 sites and as required will seek separate Trust approval before committing to their inclusion in the scheme.
  17. In February 2023, a stage one application was submitted to the LTA to secure an "in principle" agreement for a funding package to meet their deadline schedule.

### **Insight & Data**

18. Tennis Wales regularly develops insight and data to deliver their strategy of opening up tennis across Wales. Their data and insight highlights are as follows:
  - Across Wales, there are over 100 public parks with 300 plus tennis courts. The aim is to invest in public park tennis courts to ensure they are available for local people to enjoy for the years ahead.
  - During 2020 and 2021, more than 130,000 adults played tennis at least once in Wales, with 40% of these participants playing in a public park.

- Park tennis courts are a superb environment for people to play. Data shows an increased number of women and girls playing tennis in parks, and people from a wide range of socio-economic groups. Data also shows most people playing tennis in a park tend to walk or cycle to participate, helping reduce the carbon footprint of the sport.
- Insight also shows that people often feel park tennis courts are poorly maintained and that they do not know how to book and pay for the courts. The Tennis Wales model would see investment to create a safe, secure and accessible facility with online booking to make it easy for people to get on a court.

## Issues

19. Tennis courts (excluding Heath Park) are currently free to use. At Heath Park the partnership with Tennis Wales has demonstrated the benefits of the investment approach through the membership charging model. Historically, standard fees and charges were applied at a time when the Council employed Games Attendants at each Outdoor Sport and Leisure venue. These Games Attendants were responsible for collecting hire fees for courts and equipment.
20. In the financial year 2013/14 the budget was removed, and a rationalisation of services was introduced resulting in the demise of the Games Attendants and the introduction of free to use tennis courts.
21. Ensuring courts can be protected in the long term, through a sustainable model, is key, and a condition of securing external funding. Therefore, the introduction of a hire fee model like other sports and facilities is critical.
22. As a condition of grant, the LTA require the following:
  - Procurement framework - commitment to utilise the LTA's own procurement framework to deliver the project.
  - Online booking – LTA insight shows that a key barrier to play for park users is the lack of, or an unclear booking journey. Therefore, the Council must commit to utilising the online booking system "Club Spark", provided through the LTA, to enable local residents to easily book courts and activities online.
  - Establishing an operating model – "Tennis Wales in the park" to manage the sites with an agreement in place with a local coach or coaching operator to provide coaching services. This is to ensure the sites are promoted to increase awareness and participation.
  - Free tennis – across the park network, a commitment to there being a free tennis offer. The purpose of this funding criteria is to ensure tennis remains accessible and affordable to all residents. This could be a weekly free tennis session. "Tennis for Free", a charity that works closely with the LTA, provide a package of support (including coach costs and equipment) to deliver a free, weekly coach-led session.

- Recreational competition offers – sites receiving investment are required to run LTA Local Tennis Leagues which supports players to keep playing and connect with other local players.

### Tennis Court Operation

23. Establishing management and responsibility for tennis courts and or coaching programmes across the city, to manage the customer journey and drive sinking fund income is an approach that an increasing number of Local Authorities are adopting. The main benefits of this approach are reducing Local Authority staff resources, digital technology support, marketing support and guaranteed income through a coaching programme.
24. Tennis Wales will support Cardiff Council to operate the proposed six park sites across Cardiff and develop a model which caters for each site and their local communities.

### Gate Access and online booking technology

25. Club Spark is the online booking platform which connects to the gate access system. This allows the player to secure the facilities creating a safe place to play which potentially reduces vandalism, allows the customer to book courts online and provides insight into usage and demographics of the players using the facility. The Club Spark website provides an online platform to promote our courts and playing offer to the local community.

### Pricing Policy

26. Heath Park has three paid options designed for families, students, and casual users, in addition to a free offer:
  - **Family Pass - £39.00 per annum** - Any family member in the household can book & play for 12 months, with as much tennis as they wish to play included in this fee. This equates to only £3.25 per month, per family and is cheaper than playing other traditional sports such as Netball, Football, Hockey, Rugby, Badminton, Squash etc...
  - **Student Pass - £19.00 per annum** - Any student can book & play for 12 months, with as much tennis as they wish to play included.
  - **Pay & Play - £4.50 per court, per hour** - Simply book online, pay for the hour and give tennis a try. (This is for players who do not have or wish to have a Pass)
  - **Free** - A calendar of free trial opportunities, open days and free coaching throughout the year.

## **Procurement of Works**

27. The funding provided by the Lawn Tennis Association (LTA) requires the use of LTA approved contractors to undertake the works as a condition of grant. Given that the grant will be paid to Cardiff Council via Tennis Wales, the Council will therefore be required to appoint an LTA approved contractor.
28. The Council's procurement team has reviewed the requirement and are satisfied that the LTA has properly procured approved contractors to a framework arrangement that the Council is able to utilise.
29. Furthermore, given that the Council will be required to procure the works it is likely that the Council will not be able to recover VAT on the works. This will need to be taken into account when specifying the works to ensure the total cost of works does not exceed the grant.

## **Financial Sustainability**

30. The maintenance of the 6 court sites in Cardiff would require a sinking fund of £1,200 per court per annum, with an additional £600 per court per annum for floodlit courts. The sinking fund will be generated through income and retained and managed by Tennis Wales.
31. The grant funding available through LTA is via the Department for Culture, Media and Sport and is on a short delivery timeline determined by UK Government. A condition of grant is for the investment to be made in the 2023/24 financial year.

## **Reason for Recommendations**

32. To agree a Licence/Management Agreement with Tennis Wales to operate six sites to attract external investment, secure long-term management, maintenance and increase participation.
33. To agree the introduction of the 'Club Spark' scheme and associated pricing policy and incentives.

## **Financial Implications**

34. The report seeks agreement to a proposal from Tennis Wales to secure investment in six tennis sites currently managed by Cardiff Council.
35. It should be noted that a stage one application was submitted to the LTA in February 2023 to secure an "in principle" agreement funding package, estimated to be in the region of £750,000.
36. The proposal from Tennis Wales would be by way of an interim management agreement. The related funding package would be used to fund annual maintenance costs alongside the creation of a sinking fund to be managed by Tennis Wales for reinvestment into tennis development and facilities and to deal with future maintenance needs, including resurfacing. A membership scheme



would be set up with a low-cost pay to play policy allowing for the generation of income and for any surplus to be retained within the sinking fund. Tennis Wales are proposing to take on the lease for six sites in total as set out in the body of the report with the sites operated via an online payment and booking system.

37. The property implications note it is anticipated that initially the Council will grant an interim management agreement which will be replaced by an appropriate future lease or licence agreement for each facility dependent on the exact legal and title status. It is proposed that investment will be prioritised at the unencumbered sites whilst any outstanding Trust/covenant related matters are resolved. Alternative locations may need to be identified if the Trust/covenant matters prove prohibitive. A further report is planned to be brought back to Cabinet to seek approval for the inclusion of any other sites in the scheme.
38. Prior to the finalisation of any interim agreements between the parties, any VAT, trust and covenant implications of the proposed arrangements must be clearly identified and resolved with no financial detriment to the Council.
39. The report and appendices do not identify any additional Council revenue or capital investment requirements and any future budget implications are assumed to be managed within existing resources.

#### **Legal Implications (including Equality Impact Assessment where appropriate)**

40. Under section 19 of the Local Government Act (Miscellaneous Provisions) act 1976 the Council has power to provide such recreational facilities as it seems fit.
41. The Council has a general power of competence pursuant to Part 2 of the Local Government and Elections (Wales) Act 2021 which is a broad power enabling an authority to do anything an individual person may do.
42. The proposal in this report is to enter into a licence or management or operation agreement for extension tennis court facilities at the recreation grounds noted in this report. Such an arrangement will allow the contracting party to manage the facility on behalf of the Council but does not transfer ownership nor grant exclusive possession. Should the Council intend at a later date to dispose of, or let the land, the Council will need to comply with the procedures set out in s.123 of the Local Government Act 1972 as to a disposal of public open space, and/or consider the requirements of the Playing Fields (Community Involvement in Disposal Decisions)(Wales) Regulations 2015 as it applies to a disposal of any tennis courts as a playing pitch prior to proceeding.
43. It is also noted that some of the proposed recreational grounds have or may possibly have charitable trust implications that will require further investigation and consideration. It is noted that this report only approves the inclusion of recreation grounds that are within the Council ownership as a statutory authority. Any additional recreation grounds referred to in this report that are or possibly may upon further due diligence be subject to charitable trusts that are being considered to benefit from these proposals, will need to be reported and determined separately so that it is clear that the authority is making a decision in

those matters as a trustee. Relevant legal advice in its role as trustee can be provided in that report when the matter is considered further.

## Equality

44. The decision about these recommendations has to be made in the context of the Council's public sector equality duties. The Council also has to satisfy its public sector duties under the Equality Act 2010 (including specific Welsh public sector duties). Pursuant to these legal duties, Councils must in making decisions have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. The Protected characteristics are: age, gender reassignment, sex, race – including ethnic or national origin, colour or nationality, disability, pregnancy and maternity, marriage and civil partnership, sexual orientation, religion or belief – including lack of belief.
45. When taking strategic decisions, the Council also has a statutory duty to have due regard to the need to reduce inequalities of outcome resulting from socio-economic disadvantage ('the Socio-Economic Duty' imposed under section 1 of the Equality Act 2010). In considering this, the Council must take into account the statutory guidance issued by the Welsh Ministers ([WG42004 A More Equal Wales The Socio-economic Duty Equality Act 2010 \(gov.wales\)](#)) and must be able to demonstrate how it has discharged its duty.
46. An Equalities Impact Assessment aims to identify the equalities implications of the proposed decision, including inequalities arising from socio-economic disadvantage, and due regard should be given to the outcomes of the Equalities Impact Assessment [annexed to this report in **Appendix 2**].
47. The Well-Being of Future Generations (Wales) Act 2015 ("the Act") places a 'well-being duty' on public bodies aimed at achieving 7 national well-being goals for Wales – a Wales that is prosperous, resilient, healthier, more equal, has cohesive communities, a vibrant culture and thriving Welsh language, and is globally responsible.
48. In discharging its duties under the Act, the Council has set and published wellbeing objectives designed to maximise its contribution to achieving the national wellbeing goals. The wellbeing objectives are set out in Cardiff's Corporate Plan 2018-21: <http://cmsprd.cardiff.gov.uk/ENG/Your-Council/Strategies-plans-and-policies/Corporate-Plan/Documents/Corporate%20Plan%202018-21.pdf>
49. The wellbeing duty also requires the Council to act in accordance with 'sustainable development principle'. This principle requires the Council to act in a way which seeks to ensure that the needs of the present are met without comprising the ability of future generations to meet their own needs. Put simply, this means that Council decision makers must take account of the impact of their decisions on people living their lives in Wales in the future. In doing so, the Council must:
  - Look to the long-term.

- Focus on prevention by understanding the root causes of problems.
- Deliver an integrates approach to achieving the 7 national well-being goals
- Work in collaboration with others to find shared sustainable solutions
- Involve people from all sections of the community in the decisions which affect them

50. The decision maker must be satisfied that the proposed decision accords with the principles above; and due regard must be given to the Statutory Guidance issued by the Welsh Ministers, which is accessible using the link below: <http://gov.wales/topics/people-and-communities/people/future-generations-act/statutory-guidance/?lang=en>

#### Welsh Language

51. The Council has to be mindful of the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards when making any policy decisions and consider the impact upon the Welsh language, the report and Equality Impact Assessment deals with all these obligations. The Council has to consider the Well-being of Future Guidance (Wales) Act 2015 and how this strategy may improve the social, economic, environmental and cultural well-being of Wales.

#### **Property Implications**

52. Both the Council and Tennis Wales are required to document the occupation of the tennis areas within the parks. Ordinarily, this would be undertaken by way of a Lease or Licence agreement. However, as noted, recently the Council have commenced a review of the way in which the parks were gifted to the Council, including those identified in this report, as there are a number of potential title restrictions and Trust situations which could inhibit granting a lease or licence immediately.
53. Accordingly, it is anticipated that the Council will grant a management agreement for the operation of the tennis courts to be finalised with Legal Services.
54. There are no further specific property implications in respect of the Tennis in Parks report. Where there are future property negotiations required to deliver the proposals, they will be done so in accordance with the Council's Asset Management process and in consultation with Strategic Estates and relevant service areas.

#### **Human Resources Implications**

55. There are no HR implications directly arising from this report.

#### **RECOMMENDATIONS**

Cabinet is recommended to:

- 1) Approve the proposed agreement with Tennis Wales as set out in this report.
- 2) Approve the 3 tennis court sites identified in this report to be included in the agreement.
- 3) Delegate authority to the Director of Economic Development in consultation with the Cabinet Member for Culture, Parks and Events and the Legal Officer to:
  - a. identify a further 3 tennis court sites to be included in the agreement subject to appropriate due diligence and governance relating to any Trust arrangements and/or restrictive covenants;
  - b. enter into Licence Agreements/Management Agreements as required for the sites included in the scheme.
- 4) Note further reports will need to be presented back to Cabinet as Trustee to approve the inclusion of any sites subject to Charitable Trusts.

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

Appendices

**Appendix 1:** Tennis at Heath Park

**Appendix 2:** Equality Impact Assessment

## Tennis at Heath Park

### Key Messages

- ☞ **Heath Park is the most important parks tennis location in Wales.** It has the highest latent demand for playing tennis of any park court site in Cardiff and the whole of Wales.
- ☞ The site is used extensively by the local community for sport, leisure, and recreation purposes. **In 2022 alone there were a minimum of 1,959 people play at the site.**
- ☞ **Tennis at Heath Park provided 6,847 hours of physical activity for local residents in 2022**, making a significant contribution to the health and well-being of the Heath and wider Cardiff community.
- ☞ Tennis Wales has made financial contributions totaling £18,525 to Parkwood Leisure for upkeep of the site and gate maintenance fees prior to the end of their agreement with Cardiff Council for the site.
- ☞ Therefore, the preservation and subsequent restoration of the Heath Park courts to a fit for purpose state is a priority for Tennis Wales.
- ☞ Our technical services assessment for the site estimates the cost to renovate the Heath Park courts to a fit for purpose state to be £96,525. This cost estimate would see the following potential work completed:
  - ✓ Repaint and Bind of all six courts to macadam top layer
  - ✓ New nets and posts installed,
  - ✓ Upgrade of existing 3 floodlit courts to LED lighting and the remaining 3 courts receiving an installation of LED lighting.
  - ✓ Led lighting to be programmed to switch on and off based on court usage and entry via gate access system to improve energy efficiency and remove artificial light when not required.

### Key Stats

- ☞ In 2022, there were 917 subscription holders at the site, who made 3,998 bookings and played tennis for a total of 5,833 hours at Heath Park.
- ☞ There were also 818 casual users who made ad hoc pay and play bookings totaling an additional 1,014 hours of tennis activity.
- ☞ Since Tennis Wales commenced operation the site on behalf of Parkwood Leisure in 2019, 26,846 of tennis have been played at the site.
- ☞ The coaching programme at Heath Park has 224 regular participants. There are 24 separate group coaching sessions (18 children and 4 adult), with participants from 4 years old to adult age. Coaching activity takes place 6 days a week.
- ☞ The coaching programme at Heath Park provides self-employed work to 5 local coaches with 3 further young people volunteering as junior leaders.
- ☞ Heath Park is home to Wales' only LGBTQ+ tennis club, Cardiff Baseliners with 40 people playing at the site as part of session and 20 club members.

Mae'r dudalen hon yn wag yn fwriadol

# Single Impact Assessment

Cardiff Council



## 1. Details of the Proposal

### What is the proposal?

Title:

TENNIS IN PARKS

### Is this a new proposal or are you amending an existing policy, strategy, project, procedure or service?

New



Existing



### Directorate/Service Area:

ECONOMIC DEVELOPMENT, PARKS, SPORT and HARBOUR AUTHORITY

### Who is developing the proposal?

Name:

STEVE MORRIS

Job Title:

OPERATIONAL MANAGER, SPORT, LEISURE and DEVELOPMENT

### Responsible Lead Officer (Director or Assistant Director):

NEIL HANRATTY

### Cabinet Portfolio:

CULTURE, PARKS and EVENTS

Authorisation	
Completed By:	
Job Title:	
Date:	
Approved By:	
Job Title:	

**Document History – do not edit.**

*The Single Impact Assessment (SIA) can be strengthened as time progresses, helping shape the proposal. Version control will provide a useful audit trail of how the SIA has developed. Draft versions of the assessment should be retained for completeness, however only the final version will be publicly available. Draft versions may be provided to regulators if appropriate.*

Version	Author	Job Title	Date
1	Fiona Gibson	Senior Corporate Policy Officer	12/10/2022
2	Fiona Gibson	Senior Corporate Policy Officer	12/04/2023



## 2. Overview of the Proposal

### **What action is the Council considering and why?**

*Please provide a detailed outline of the proposal. This information will support your findings in the impact assessments.*

Park venues are vital in providing accessible and affordable opportunities for communities to take up the game of tennis and get active, no matter their age, gender, background, ability, or disability. Tennis Wales insight and research shows that park venues are particularly important in driving improved female participation and access to tennis for those from lower socio-economic groups.

To introduce a management agreement with Tennis Wales, the National Governing Body for Tennis in Wales allowing them to invest in the tennis facilities. The agreement will allow Tennis Wales to provide playing opportunities, generate income to cover the costs of operation, sink fund and associated playing activities through a “smart” entry membership scheme. To secure and protect the future of tennis courts and tennis participation for future generations aligned to the objectives in the Cardiff Physical Activity and Sport Strategy.

The scheme has been operating at Heath Park successfully since 2016 and a report on the outcomes of the scheme is included in the Cabinet report as Appendix 1. The Lawn Tennis Association and Tennis Wales have been operating this scheme in partnership with Local Authorities across Wales and the UK for many years.

All the venues in the proposed programme require some form of investment or refurbishment work, to ensure that courts are at a standard that can provide opportunities to sustainably grow participation. The ability to invest in our parks tennis court stock has and will continue to be constrained owing to the competing demands within the Council’s capital programme and it is therefore important to take advantage of opportunities for securing external funding when they arise. Without external investment, there is a likelihood that our stock of tennis courts will become unsafe for use resulting in closure and reduced opportunities for participation.

The Tennis Wales proposal involves:

- Investing financially into the long-term security of park tennis courts, resurfacing, repainting and repairing existing facilities.
- Introducing online booking software so local people can find a court, book and pay online.
- Installing gate access technology to facilitate people playing and remotely manage courts across the city, creating a safe space to play, potentially reducing anti-social behaviour and misuse.

- Creating local opportunities to get involved in tennis through affordable and free tennis programmes and activities run by local coaches, promoting general play to open tennis up in Cardiff.

Tennis Wales is proposing to build on the success of Heath Park by investing in the following sites:

- Rumney Hill Gardens
- Roath Pleasure Gardens
- Hailey Park
- Victoria Park
- Heath Park (further investment)
- Llandaff Fields

**What are the costs and/or savings?**

*What will the proposal cost and how will it be funded?*

*How might costs be reduced through involvement and collaboration, across Cardiff Council and/or with external stakeholders?*

*Are there savings and how will these be realised?*

Tennis Wales has approached the Council seeking to invest in 6 Council owned park sites across the city to improve the quality of the current Tennis Courts and to introduce their Club Spark management system. It is anticipated that the level of investment in the 6 sites will be in the region of £750,000. To secure this funding via the LTA and Department for Culture, Media and Sport (DCMS), Tennis Wales are required to be the operator of the courts including management and maintenance for a minimum term of 10 years.

Achieving external funding will alleviate the need for the Council to consider capital funding where there are so many conflicting priorities and pressure on Council funding.

### 3. Impact Assessments

**Which impact assessments do you need to complete to support your proposal?**

The [Impact Assessment Screening Tool](#) provides advice tailored to your proposed policy, strategy or project regarding which impact assessments may be required and who to contact to find out more.

The screening tool is an online form with mainly multiple-choice questions which should take less than 10 minutes to complete.

Once the answers have been submitted, an automated email will be sent to you with the recommended next steps and details of who to contact for expert advice.

**Put Yes or No next to each of the impact assessments listed below to indicate which ones are being carried out.**

<b>Impact Assessment</b>	<b>Page</b>	<b>To be completed: Y/N</b>
A. Equality Impact Assessment	4	Y
B. Child Rights Impact Assessment	10	N
C. Welsh Language Impact Assessment	11	N
D. Habitats Regulations Assessment	16	N
E. Strategic Environmental Assessment	17	N
F. Data Protection Impact Assessment	18	N
G. Health Impact Assessment	19	N

For further information on all the above impact assessments including who to contact for advice, please visit the [Policy Portal](#).

# A: Equality Impact Assessment

Guidance in completing this assessment can be accessed [here](#). Please consult the Equality Team for any further assistance with completing this assessment [EqualityTeam@cardiff.gov.uk](mailto:EqualityTeam@cardiff.gov.uk)

Under the Equality Act 2010, “differential impact” means that people of a particular protected characteristic (e.g. people of a particular age) will be significantly more affected by the change than other groups.

## Impact on the Protected Characteristics

### Age

Will this proposal have a **differential impact [positive]** on different age groups?

	Yes	No	N/A
Up to 18 years	x		
18 - 65 years	x		
Over 65 years	x		

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

The improvement and refurbishment of tennis courts will improve access to all age groups. The online bookings system may be a barrier to some non pc users.

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

Re surfacing tennis courts, to improve standards and quality of opportunity to participate. Schools and community engagement will be a focus of the agreement with Tennis Wales to pro actively encourage participation and membership.

Telephone booking will also be made available for non PC users.

### Disability

Will this proposal have a **differential impact [positive]** on disabled people?

	Yes	No	N/A
Hearing Impairment	x		
Learning Disability	x		
Long-Standing Illness or Health Condition	x		
Mental Health	x		
Neurodiversity	x		
Physical Impairment	x		
Substance Misuse	x		
Visual Impairment	x		

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

Through targeted interventions with specific groups to run coaching and playing activities through coaches employed by Tennis Wales. Partnerships with charity groups, disability organisations and individuals will actively encourage participation.

The entry and access points will be DDA compliant particularly for wheelchair users.

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

Access to private tennis clubs is a perceived barrier to participation amongst disability groups. Investing resources into community park facilities will reduce these barriers in addition to the specific, targeted outreach coaching programmes.

**Gender Reassignment**

Will this proposal have a **differential impact [positive]** on transgender people?

	Yes	No	N/A
Transgender People (Transgender people are people whose gender identity or gender expression is different from the gender they were assigned at birth.)	x		

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

The provision of community tennis and specific coaching and tennis development activity can have a positive impact on participation amongst this protected characteristic.

The Heath Park project has developed the first LGBGTQ tennis section in Wales which is evidenced in the Cabinet Report as Appendix 1.

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

To continue the ethos of the Heath Park approach across the new sites to be developed

**Marriage and Civil Partnership**

Will this proposal have a **differential impact [positive/negative]** on marriage and civil partnership?

	Yes	No	N/A
Marriage	x		
Civil Partnership	x		

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

Tennis is both a team and social sport that encourages families and partners to play together.

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

Specific coaching activities and social competitions will be set up to encourage participation.

### **Pregnancy and Maternity**

Will this proposal have a **differential impact [positive/negative]** on pregnancy and maternity?

	Yes	No	N/A
Pregnancy			x
Maternity			x

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

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

### **Race**

Will this proposal have a **differential impact [positive]** on the following groups?

	Yes	No	N/A
White	x		

Mixed / Multiple Ethnic Groups	x		
Asian / Asian British	x		
Black / African / Caribbean / Black British	x		
Other Ethnic Groups	x		

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

Tennis Wales are actively recruiting coaches from Black, Asian and Mionority Ethnic (BAME) communities to breakdown barriers to participation from different racial groups.

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

Outreach coaching in schools particularly those with high populations of BAME groups will be a priority for the coaches working from each of the sites. For example, Cathays High School near Heath Park.

**Religion, Belief or Non-Belief**

Will this proposal have a **differential impact [positive/negative]** on people with different religions, beliefs or non-beliefs?

	Yes	No	N/A
Buddhist			x
Christian			x
Hindu			x
Humanist			x
Jewish			x
Muslim			x
Sikh			x
Other belief			x
No belief			x

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

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

### Sex

Will this proposal have a **differential impact [positive/negative]** on male, female or non-binary persons?

	Yes	No	N/A
Male persons	x		
Female persons	x		
Non-binary persons	x		

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

Tennis is a sport with a track record of participation and opportunity for both Male and Females.

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

### Sexual Orientation

Will this proposal have a **differential impact [positive/negative]** on people with different sexual orientations?

	Yes	No	N/A
Bi	x		
Gay	x		
Lesbian	x		
Heterosexual	x		
Other	x		

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

The provision of community tennis and specific coaching and tennis development activity can have a positive impact on participation amongst this protected characteristic.

The Heath Park project has developed the first LBGQTQ tennis section in Wales which is evidenced in the Cabinet Report as Appendix 1.

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



Continue the ethos of the coaching philosophy demonstrated at Heath Park at the new venues.

### Socio-economic Duty

Is the change anticipated to reduce or contribute to inequality of outcome as a result of socio-economic disadvantage? (e.g. will the change negatively impact on those on low-incomes or those living in deprived areas?)

	Yes	No	N/A
Socio-economic impact		x	

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

The introduction of a SMART membership at £39 per household at Heath Park has seen significant increases in participation without the fee being a barrier. Further evidence of this can be demonstrated at other Local Authorities where the LTA/TW scheme has been implemented and is deemed as affordable for those wishing to play tennis from this protected group.

Tennis participation in some of our lower socio economic areas of the City have very low participation rates in tennis e.g Rumney Hill Gardens is not recording any use partly due to the condition of the courts and lack of pro active targeting of local communities and schools.

Whilst the introduction of this small fee has not proven to be a barrier to participation, we recognise that this may be for some families and individuals and therefore a number of “free” activities will be included across all of the sites for coaching and activities.

The section below is a benchmark for Cardiff where this was introduced in a Manchester suburb in a low socio economic area:

- *In 2015, Manchester Council launched free online booking at Fletcher Moss Park, as part of an initial pilot.*
- *Two years later, following investment from the Council and LTA to resurface the courts, the Council launched charging at the site, supported by a Gate Access system*
- *Following the introduction of charging and installation of a Gate Access system at the pilot venue, usage grew significantly.*
- *Following the successful pilot at Fletcher Moss Park, the Council introduced charging at gate access at three further sites in 2021 – Alexandra Park, Wythenshaw and Greenbank Park.*

• *In 2020-2021, with four sites having adopted gate access and charging, Manchester Parks achieved strong participation outcomes:*

1. *Further growth of 8000 people on database, taking total number of contacts to over 14,000*
2. *49,000 court bookings*
3. *A vibrant community coaching offer reaching 350+ unique participants and 130 players regularly participating in the Manchester Local Tennis League*

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

The £39 fee is for a household not individual. It allows for tennis all day and evening and every day of the year.

If a household has 4 members playing twice a week for 52 weeks of the year equates to 0.09 pence per person.

If one person from a household plays once a week for 52 weeks, equates to 0.75pence per week

Comparisons to other sports and leisure activities can be made such as Football, Rugby, Fitness Gyms, Badminton, Swimming, cinema, theatre, music events, soft play and gymnastics where this approach to Tennis fees is by far the cheapest sport and leisure activity.

Free access and coaching activity will be provided for those unable to afford the membership.

**Welsh Language**

Will this proposal have a **differential impact [positive]** on the Welsh language?

	Yes	No	N/A
Welsh language	x		

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

Welsh speaking tennis players and participants will be encouraged through the provision of Welsh speaking coaches.

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

Coaching activity will be provided through the medium of welsh through welsh speaking coaches and partnership with the URDD.

### Consultation and Engagement

What arrangements have been made to consult/engage with equality/ community organisations, especially those who are representative of those you have identified as being likely to be affected?

No specific consultation has taken place. We are relying on the success of the pilot scheme in Heath Park and the LTA benchmarking data in Manchester and other Local Authority schemes where there has been unanimous success.

### Summary of Actions (Listed in the sections above)

	Actions
Age	
Disability	
Gender Reassignment	
Marriage & Civil Partnership	
Pregnancy & Maternity	
Race	
Religion/Belief	
Sex	
Sexual Orientation	
Socio-economic Impact	
Welsh Language	
Generic/ Over-Arching (applicable to all the above groups)	

### Next Steps

Any recommendations for action that you plan to take as a result of this Equality Impact Assessment (listed in Summary of Actions) should be included as part of your Service Area's Business Plan to be monitored on a regular basis.

Where the Equality Impact Assessment shows negative impacts, you must append the form to the Cabinet or Officer Decision Report.

On completion of this Assessment, please ensure that the whole form is submitted to the Equality Team mailbox so that there is a record of all assessments undertaken in the Council [EqualityTeam@cardiff.gov.uk](mailto:EqualityTeam@cardiff.gov.uk)



## **B: Child Rights Impact Assessment**

The aim of a Child Rights Impact Assessment is to put children and young people at the forefront of decision-making. The assessment helps officers to consider how the rights of children and young people may be affected by a proposed policy or project.

Click [here](#) to start a Child Rights Impact Assessment.

You will receive an automated email containing a link to your Child Rights Impact Assessment template and the Child Friendly Cardiff Team will be in contact to support you.

Guidance for Local Government prepared by Unicef is available here:  
[Child Rights Impact Assessment - Child Friendly Cities & Communities \(unicef.org.uk\)](https://www.unicef.org.uk/child-rights-impact-assessment-child-friendly-cities-communities)

For further information or assistance in completing the Child Rights Impact Assessment, please contact the Child Friendly Cardiff Team [ChildFriendlyCardiff@cardiff.gov.uk](mailto:ChildFriendlyCardiff@cardiff.gov.uk)

### **Next Steps**

Where it is considered that a Child Rights Impact Assessment is required, you must append the form to the Cabinet or Officer Decision Report.

# C: Welsh Language Impact Assessment

Please consult with Bilingual Cardiff for any assistance with completing this assessment  
[Bilingualcardiff@cardiff.gov.uk](mailto:Bilingualcardiff@cardiff.gov.uk)

## Welsh Language Standards 88-97

### Standard 88

Will this proposal have a **differential impact [positive/negative]** on:

	Yes	No	N/A
The opportunities for persons to use the Welsh language?			
Treating the Welsh language no less favourably than the English language?			

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

### Standard 89

Could this proposal be formulated or re-formulated, so that it would have positive effects, or increased positive effects, on:

**The opportunities for persons to use the Welsh language?**

**Treating the Welsh language no less favourably than the English language?**

**Standard 90**

Could this proposal be formulated or re-formulated to ensure that it does not have adverse effects, or a decreased adverse effect, on:

**The opportunities for persons to use the Welsh language?**

--

**Treating the Welsh language no less favourably than the English language?**

--

**Standard 91**

When consulting on the proposal, were views considered, and sought, on the effects (both positive and negative) that it would have on:

**The opportunities for persons to use the Welsh language?**

--

**Treating the Welsh language no less favourably than the English language?**

--

**Standard 92**

Did the consultation seek and give consideration to views on how the proposal could have positive, or increased positive effects, on:

**The opportunities for persons to use the Welsh language?**

--

**Treating the Welsh language no less favourably than the English language?**

--

**Standard 93**

Did the consultation seek and give consideration to views on how the proposal could have no adverse effects, or decreased adverse effects, on:

<b>The opportunities for persons to use the Welsh language?</b>

<b>Treating the Welsh language no less favourably than the English language?</b>

**Standard 94**

If the proposal includes the awarding of grants, has consideration been given to the guidance presented in Cardiff Council’s Policy on Awarding Grants in Compliance with the Welsh Language Standards with regard to:

<b>The opportunities for persons to use the Welsh language?</b>

<b>Treating the Welsh language no less favourably than the English language?</b>

**Standard 95**

If research was undertaken or commissioned to assist with the development of the proposal, did it give consideration to whether it would have a **differential impact [positive/negative]** on:

<b>The opportunities for persons to use the Welsh language?</b>

<b>Treating the Welsh language no less favourably than the English language?</b>



## Standard 96

Did the research undertaken or commissioned to assist with the development of the proposal give consideration to how it could have a positive effect, or increased positive effects, on:

The opportunities for persons to use the Welsh language?

Treating the Welsh language no less favourably than the English language?

## Standard 97

Did the research undertaken or commissioned to assist with the development of the proposal give consideration to how it could have no adverse effect, or decreased adverse effects, on:

The opportunities for persons to use the Welsh language?

Treating the Welsh language no less favourably than the English language?

## Material and Services

In addition to the impact assessment to ensure that the proposal meets the requirements of the Welsh Language Standards, consideration must also be given to the supporting materials and services that may be required.

These include (please click on the hyperlinks to view detailed information about the requirements under the Welsh Language Standards):

- [Correspondence](#) - receiving and replying (emails, letters, online communication).
- [Telephone](#) – receiving and answering calls.
- [Meetings & Public Events](#) – public meetings or events, group meetings, consultation, individual meetings.
- [Public Messages – electronic – video](#)
- [Signs, Notices & Display Material](#)
- [Publicity & Advertising](#)
- [Producing Public Documents](#) - policies, strategies, annual reports, corporate plans, guidelines, notices, codes of practice, consultation papers, licences, certificates, rules, brochures, leaflets, pamphlets or cards, ticket/vouchers.
- [Producing Forms](#)

- [Reception Services](#)
- [Websites, Apps and Online Services](#)
- [Social Media](#)
- [Self Service Machines](#)
- [Education Training Courses](#)
- [Public Address Announcements](#)

**Are all supporting materials and services compliant with the requirements of the Welsh language standards?**

--

### **Cardiff Council's Welsh Language Skills Strategy**

This strategy may be viewed here and additional guidance documents have been produced to support its implementation:

- [Assessing Welsh Language Skills and Identifying Welsh Essential Roles](#)
- [Recruitment, Selection, and Interview Procedures and the Welsh Language](#)

**Do you have access to sufficient Welsh speaking staff to support the delivery of the proposal in compliance with the requirements of the Welsh language standards?**

--

### **Next Steps**

Where it is considered that a Welsh Language Impact Assessment is required, you must append the form to the Cabinet or Officer Decision Report.

A copy must also be emailed to Bilingual Cardiff [Bilingualcardiff@cardiff.gov.uk](mailto:Bilingualcardiff@cardiff.gov.uk)

## D: Habitats Regulations Assessment

	Yes	No
Will the proposal affect a European site designated for its nature conservation interest*, or steer development towards an area that includes a European site, or indirectly affect a European site?	<input type="checkbox"/>	<input type="checkbox"/>

*\* Only two European sites designated for nature conservation interest lie within Cardiff's boundaries – the Severn Estuary and Cardiff Beech Woods, but be aware if your project affects an area close to a neighbouring authority.*

If the answer is 'Yes', then a screening exercise may need to be conducted to determine if a Habitats Regulations Assessment is required or not.

Contact the [Biodiversity Team](#) who will guide you through the process.

## E: Strategic Environmental Assessment

	Yes	No
Does the strategy, policy or activity set the framework for future development consent?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Is the strategy, policy or activity likely to have significant environmental effects (positive or negative)?	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered 'Yes' to both of the above questions, then a full Strategic Environmental Assessment Screening is needed.

Contact the [Sustainable Development Unit](#) who will guide you through the process.

## F: Data Protection Impact Assessment

	Yes	No
Will the proposal involve processing information that could be used to identify individuals?	<input type="checkbox"/>	<input type="checkbox"/>

If the answer is 'Yes', then a Data Protection Impact Assessment may be required.

Click [here](#) to read the guidance and start the Data Protection Impact Assessment process if needed.

For further information, contact the [Data Protection Service](#).

## G: Health Impact Assessment

A Health Impact Assessment helps to develop policies and projects that consider the mental, physical and social health and well-being of a population during planning and development. Considering health inequalities and their impacts on local communities is an essential part of any Health Impact Assessment.

Health Impact Assessments will become a statutory requirement for public bodies in specific circumstances in the future. These circumstances have yet to be published by Welsh Government.

For further information and advice, please contact the Wales HIA Support Unit.

Website: [Home - Wales Health Impact Assessment Support Unit \(phwwhocc.co.uk\)](http://phwwhocc.co.uk)

Email: [WHIASU.PublicHealthWales@wales.nhs.uk](mailto:WHIASU.PublicHealthWales@wales.nhs.uk)

**CYNGOR CAERDYDD  
CARDIFF COUNCIL**

**ECONOMY & CULTURE SCRUTINY COMMITTEE**

**20 June 2023**

**DEVELOPING A WORK PROGRAMME 2023-2024**

**Purpose of Report**

1. This report provides Members with an overview of the scrutiny work programming process, ahead of Committee's work programming forum meeting on 22 June 2023, and reminds Members of the schedule of committee meetings July 2023 - May 2024.

**Background**

2. The Constitution states that each Scrutiny Committee will set its own work programme for the forthcoming year (Scrutiny Procedure Rule 7). This Committee's terms of reference give the Committee responsibility for scrutinising, measuring and actively promoting improvement in the Council's performance in the provision of services and compliance with Council policies, aims and objectives in the following areas:

- Cardiff City Region City Deal
- Inward Investment & the Marketing of Cardiff
- Economic Strategy & Employment
- European Funding & Investment
- Small to Medium Enterprises
- 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

3. This Committee's terms of reference also include the ability 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’.*

4. Scrutiny plays an essential role in promoting accountability, efficiency and effectiveness in the Council’s decision-making process and the way in which it delivers services. The main roles of the Scrutiny Committees are:
  - i. Holding to account the Cabinet and officers, as decision-makers.
  - ii. Being a ‘*critical friend*’, questioning how decisions have been made, providing a ‘*check and balance*’ to decision makers, and undertaking reviews of services and policy.
  - iii. Providing a voice for citizens.

### **Developing a work programme**

5. The Committee constructs the work programme at the beginning of the municipal year, and it is updated periodically during the year. Given the range of service areas and subjects covered by each Committee, the work programme needs to be carefully constructed to ensure that the time and resources available to the Committee are most effectively used.
6. The first stage is to identify potential work programme items for consideration and prioritisation by Committee Members by:
  - i. seeking suggestions from Members and officers
  - ii. reviewing the items recommended by the previous Committee
  - iii. reviewing corporate documents, consultation reports, forthcoming legislation, the work programmes of relevant auditors, inspectors and regulators and partnership, consortia and regional documents, and
  - iv. checking other relevant documentation to identify areas within the terms of reference for the Committee.
7. Following the preparation of a list of potential items, Committee Members will need to prioritise the items, given the range of subject areas covered by the Committee and the limited resources available. To ensure that the time and



resources available to the Committee are most effectively used, Members normally prioritise items using the following criteria, known by the acronym PICK:

- i. that are of importance to the public
- ii. where scrutiny can have most impact
- iii. that will help to deliver improved council performance, and
- iv. where scrutiny is kept in context.

8. The aim is to balance the work programme to enable Scrutiny Committees to have a clear input into the development of the main policies and strategies that form the Council's policy framework, comment on operational and service delivery issues, identify potential improvements and savings, highlight good practice and reflect the voice and concerns of the public.

9. Further information will be shared with Committee Members ahead of the work programming forum meeting on 22 June 2023.

### **Proposed Dates of Committee Meetings**

10. At the Annual General Meeting (AGM) of Council on 25 May 2023, Members considered provisional dates for all committee meetings, subject to further consultation with Chairs and Committees. There are ten scheduled meetings for this Committee between July 2023 and May 2024, as follows:

- |                     |                    |
|---------------------|--------------------|
| • 11 July 2023      | • 16 January 2024  |
| • 19 September 2023 | • 27 February 2024 |
| • 17 October 2023   | • 19 March 2024    |
| • 21 November 2023  | • 23 April 2024    |
| • 12 December 2023  | • 14 May 2024      |

11. Members are asked to note the following:

- a. Committee meetings are scheduled on a Tuesday, generally commencing at 4.30pm.
- b. The July 2023 Committee meeting is scheduled to commence at 5.00pm, due to Governance and Audit Committee being held beforehand

- c. The February 2024 Committee meeting, which is dedicated to scrutiny of budgetary proposals, is currently programmed to commence at 3.00pm; this may vary and will be determined by the volume of budgetary proposals that fall within the Committee's remit.

### **Way Forward**

12. Members are due to hold a work programming forum on 22 June 2023 to consider options for the work programme and prioritise topics for consideration. The forum's proposals will be presented to Committee at their meeting on 11 July 2023 for formal approval of the work programme.

### **Legal Implications**

13. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

### **Financial Implications**

14. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct financial implications at this stage in relation to any of the work programme. However, financial implications may arise if and when the matters under review are

implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any financial implications arising from those recommendations.

## **RECOMMENDATIONS**

The Committee is recommended:

- i. to note the approach to developing the Committee's work programme for 2023-24, and that a final version of the programme will be brought back to the Committee for formal approval
- ii. to note the schedule of committee dates, detailed in points 9 and 10 of this report.

**Davina Fiore**  
**Director of Governance & Legal Services**  
**14 June 2023**

Mae'r dudalen hon yn wag yn fwriadol

**CYNGOR CAERDYDD  
CARDIFF COUNCIL****ECONOMY & CULTURE SCRUTINY COMMITTEE****20 JUNE 2023**

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**COMMITTEE BUSINESS REPORT**

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**Background**

1. This report provides an update on correspondence, the Museum of Cardiff task group, and the Replacement Local Development Plan task group. It also seeks Committee's approval for the combined Scrutiny Annual Report 2022/23, prior to consideration by Full Council on 29 June 2023.

**Correspondence update**

2. Following most Committee meetings, the Chair writes a letter to the relevant Cabinet Member or officer, summing up the Committee's comments and recommendations regarding the issues considered. At the Committee meeting on 24 April 2023 Members received a report detailing the correspondence sent and received up to that meeting.
3. Correspondence has been sent since that meeting and the current position is set out below:
  - i. **Response Awaited** – from Councillor Goodway, Cabinet Member – Investment and Development, to the Chair, Councillor Wong's public letter, following pre-decision scrutiny of the International Sports Village report to Cabinet, considered at Committee on 18 January 2023
  - ii. **Response Awaited** – from Councillor Thomas, Leader, to the Chair, Councillor Wong's confidential letter, following pre-decision scrutiny of the EURO's 2028 report to Cabinet, considered at Committee on 21 March 2023
  - iii. **Response Awaited** – from Councillor Burke, Cabinet Member – Culture, Parks and Events, to the Chair, Councillor Wong's public

letter, following pre-decision scrutiny of St. David's Hall – Next Steps, at Committee on 31 May 2023

- iv. **Response Awaited** – from Councillor Burke, Cabinet Member – Culture, Parks and Events, to the Chair, Councillor Wong's confidential letter, following pre-decision scrutiny of St. David's Hall – Next Steps, at Committee on 31 May 2023.

- 4. Copies of the Chair's letters and any public responses received can be found on the Council's website page for the relevant Committee meeting, with a hyperlink provided at the top of the page, entitled '*correspondence following the committee meeting*'.

#### **Museum of Cardiff Task Group**

- 5. The Museum of Cardiff Inquiry terms of reference are attached at **Appendix A**, having previously been circulated to Committee Members by email. Members are asked to formally approve these.
- 6. The Task Group has held several meetings to date, hearing from external and internal stakeholders, examining good practice guides and visiting the Museum of Cardiff to talk to volunteers and staff.
- 7. The report from the Inquiry is scheduled to come to Committee in July 2023, where Members will have the opportunity to discuss the report, its findings and recommendations and, subject to any agreed amendments, approve the report for submission to Cabinet.

#### **Replacement Local Development Plan (RLDP) Task Group**

- 8. The first meeting of the RLDP task group was held on 3 April 2023 to provide task group Members with baseline information about the timeline for the RLDP, the context in which it is being prepared, the work that has already taken place, the draft Preferred Strategy and the next steps. Members were also briefed on the scrutiny scoping process, the PICK process, and the need to focus on areas where scrutiny can have most impact.

9. A scoping workshop has been arranged for 7 July 2023, where Task Group Members will be able to use the published draft Preferred Strategy to prioritise areas for scrutiny. Task Group Members will be sent information ahead of the scoping meeting, to prepare for the workshop. Scrutiny Officers will then work during July and August to identify relevant good practice and external witnesses and to arrange meetings with witnesses from September onwards.

### **Scrutiny Annual Report 2022/23**

10. The Council's Constitution requires all Scrutiny Committees to report annually to the Council on their work during the past year and make recommendations for future work programmes. Since 2020/21 this constitutes one combined Scrutiny Annual Report capturing the work of the five scrutiny committees.

11. The Scrutiny Annual Report attached at **Appendix B** highlights key areas of achievement in 2022/23. It focuses on the difference made to residents, visitors, staff and businesses. The Report aims to: highlight how Scrutiny has influenced the way Council services are delivered; improve stakeholder understanding and interest in Scrutiny; explain how Scrutiny facilitates engagement and encourages public participation; and highlight the value of Member-led/ stakeholder informed decision making.

12. The draft report attached at Appendix B requires some final adjustments, including to the Economy and Culture Scrutiny Committee pages, as these reference the pages being up-dated post-April's committee meeting. At **Appendix C**, Members will find a revised version of the text to be included in the pages.

13. Members are asked to review, amend, and approve **Appendices B** and **C**.

14. Following Council, the report will be available for download bi-lingually from the Council's website, in standard or large print version and will also offer a translation in other minority languages if requested.

## **Way Forward**

15. During the meeting, Members are asked to discuss:

- i. the correspondence update
- ii. the terms of reference for the Museum of Cardiff Inquiry
- iii. the update on the Replacement Local Development Plan task group, and
- iv. the Scrutiny Annual Report 2022/23.

## **Legal Implications**

16. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

## **Financial Implications**

17. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct financial implications at this stage in relation to any of the work programme. However, financial implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any financial implications arising from those recommendations.



## **RECOMMENDATIONS**

The Committee is recommended to:

- i. Reflect on the update on correspondence
- ii. Approve the terms of reference for the Museum of Cardiff Inquiry, attached at **Appendix A**
- iii. Note the update provided on the Replacement Local Development Plan task group, and
- iv. Consider, if necessary amend, and approve the draft Scrutiny Annual Report 2022/23, attached at **Appendix B** and **Appendix C**, to be laid before Council.

**Davina Fiore**  
**Director of Governance & Legal Services**  
**14 June 2023**

Mae'r dudalen hon yn wag yn fwriadol

**ECONOMY & CULTURE SCRUTINY COMMITTEE – SCOPING v0.4**

<b>PROPOSED TOPIC:</b>	<b>MUSEUM OF CARDIFF</b>
<b>PROPOSED TYPE OF SCRUTINY:</b>	<b>INQUIRY</b>
<b>Proposed Terms of Reference</b>	<ol style="list-style-type: none"> <li>1. To gather stakeholders' views and learn from their knowledge and experience of council-run and/ or charitable trust museums regarding: <ol style="list-style-type: none"> <li>a. Funding models</li> <li>b. Income generation</li> <li>c. Governance models</li> <li>d. Community engagement</li> <li>e. Volunteering</li> <li>f. Inclusivity and representativeness</li> <li>g. Partnership working</li> <li>h. Staffing structures.</li> </ol> </li> <li>2. To explore with stakeholders the main requirements to ensure a sustainable location and future for the Museum of Cardiff, including identifying likely issues associated with relocation and re-provision.</li> <li>3. To understand the Council's spend on the Museum of Cardiff, the income of the Museum of Cardiff and whether there are any conditions attached to previous funding provision.</li> <li>4. To consider to what extent does being the museum of the capital of Wales change its status, if at all, and explore this with relevant local politicians.</li> <li>5. To use the information gathered during the Inquiry to make evidence-based recommendations to Cabinet regarding how best to achieve a sustainable future for the Museum of Cardiff.</li> </ol>
<b>Task &amp; Finish Group Recommended?</b>	<b>YES</b>
<b>Meeting 1</b>	<p><b>Planning Meeting</b></p> <p>To deliberate and agree lines of enquiry to explore with witnesses</p>
<b>Meetings 2, 3 &amp; 4</b>	<p><b>Obtaining views from External Stakeholders –</b></p> <p>Invite written and/ or verbal contributions from the following:</p> <ul style="list-style-type: none"> <li>• Museum Trustees</li> <li>• Welsh Federation of Museums</li> <li>• Museums Association</li> <li>• Association of Independent Museums –‘Open Up Guidebook’</li> <li>• Amgueddfa Cymru - Museum Wales</li> <li>• Professor Jane Henderson</li> <li>• Heritage &amp; Cultural Exchange</li> <li>• Caer Heritage</li> <li>• Cardiff People First</li> <li>• User Views e.g., schools that have used the museum, visitor surveys</li> <li>• Civic Society</li> <li>• RWCMD</li> <li>• Welsh Government (Culture Division)</li> </ul>

	<ul style="list-style-type: none"> <li>• Heritage Lottery Fund</li> <li>• Glamorgan Archives</li> <li>• Relevant Local Politicians</li> </ul>
<b>Meeting 5</b>	<p><b>Consider evidence from other Council-run and Charitable Trust- run Museums and other successful Welsh museums:</b></p> <p>To seek advice from Welsh Government Culture Division re examples of a range of models of successful delivery for consideration by the Inquiry</p>
<b>Meeting 6</b>	<p><b>Obtain views from Internal Witnesses</b></p> <p>To invite Cllr Buke, Neil Hanratty, Kathryn Richards and Allison Tallontire to give their views on:</p> <ul style="list-style-type: none"> <li>• Key factors shaping the future of the Museum of Cardiff</li> <li>• Opportunity to respond to points made by external witnesses - accuracy check, provide clarification where needed, and give their views and opinions on points raised.</li> </ul>
<b>Meeting 7</b>	<b>Sum Up Meeting</b> – consideration of all information received during the Inquiry, identify Key Findings and agree way forward for draft report/recommendations
<b>Meeting 8</b>	<b>Consideration of draft report/recommendations</b>

<p><b><u>Proposed Reporting Arrangements</u></b></p> <ul style="list-style-type: none"> <li>• Investigation to be undertaken between May 2023 and July 2023</li> <li>• Report to be considered by the Scrutiny Committee – July 2023</li> <li>• Report from Scrutiny to Cabinet - July 2023</li> </ul>
<p><b><u>Potential Outputs/Outcomes from this investigation</u></b></p> <ul style="list-style-type: none"> <li>• Key Stakeholders are given the opportunity to contribute the Inquiry and inform recommendations</li> <li>• Evidence and recommendations to inform Museum of Cardiff working party</li> <li>• Exploration and evidence of how to achieve best value for Council's investment in Museum of Cardiff, in terms of provision, maximising funding, opportunities for engagement and volunteering, and inclusivity and representativeness.</li> </ul>



# Scrutiny Annual Report 2022/23

Scrutiny ... engaging today ... shaping tomorrow





## Welcome to Cardiff's Scrutiny Annual Report 2022/23

This Scrutiny Annual Report captures the achievements of Scrutiny in 2022/23. The past year, following the local government elections in May 2022, the Council has welcomed 4 new Scrutiny Chairs, and a raft of newly elected Members, co-optees and Youth Council representatives to scrutiny. During this time, the Committees have set their priorities and settled into their work. Though challenging times have continued, the Council has adapted to a world of recovery and renewal, continuing to learn from delivering services in a time of crisis. Scrutiny has played its part as the challenging voice, continuing a full programme of remote online meetings and in-depth inquiries, to ensure full accountability.

Within Cardiff Council our critical friend work, expressing multiple stakeholder voices to test the delivery of key Council commitments, is very much valued. This report marks the first year of the new administration elected in May 2022.

The reader may be forgiven for asking what is Scrutiny? Despite its vital role in modern local government over many years, Cardiff Council has five scrutiny committees offering locally elected councillors an opportunity to represent their communities and convey their experience of council services as

an important part in the Council's decision-making processes. Where it is effectively delivered, Scrutiny has proved both critical to the policy-making process, and to the successful implementation of those policies that make a real difference to the lived experiences of Cardiff's residents, businesses, visitors, and commuters. Scrutiny is a strong voice within the Council. We continue to seek improvement in connecting with all who use council services and we want to hear more from you (pages 7/8).



## Scrutiny Chairs - Our Perspective



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“As the only Scrutiny Chair returning to the role following the local government elections, 2022/23 has been a busy year. It’s been great in working with the new Chairs and sharing my experience with them. In addition, it’s been a pleasure to welcome new elected Members, co-opted Members and Emily, our Youth Council representative onto the Committee.

My focus for 2022/23 was to bring the new committee together, agreeing a set of priorities and settling into our role in the new administration. As Chair, I continued to promote an inclusive and supportive role with Cabinet Members and Directorates, whilst remaining a “critical friend” and challenging them when required.

2022/23 was again a very busy year for the Committee. We have been very active in considering a number of multi-million-pound School Organisation Planning Proposals; the continuing implications in relation to Covid-19 Recovery in schools; the introduction of the new Curriculum; Children’s Services Strategy; and continued to monitor improvements in the Youth Justice Service and Children’s Services performance. We commenced our EOTAS Task & Finish Group Inquiry; and played a key role in the scrutiny of the Council’s Corporate Plan, 2023/24 Budget proposals and Replacement Local Development Plan.

We have also taken the time to speak to a number of schools directly, as well as partners such as the Central South Education Consortium.

Looking forward, the Committee will continue to work through its priorities, particularly around engagement and consultation with children & young people; youth services and other provision across the city; and looking at the effectiveness of a number of innovations in Children’s Services. We will also continue our Inquiry into those educated other than at school (EOTAS); and will be broadening our desire to speak to young people and people delivering services “on the ground”, to ensure that their voices are heard.

Central to everything we do is ensuring that we work with Cabinet Members, Officers, children and young people (and their families) and partners in ensuring that we provide the very best services for them and ensuring that our most vulnerable achieve better outcomes and life chances. It is my belief that scrutiny is at its most valuable in working together to achieve this.”

**Councillor Lee Bridgeman, Chair, Children & Young People Scrutiny Committee**

## Scrutiny Chairs - Our Perspective



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“Scrutiny done well, can help support good decision making. It brings more voices into the decision-making process and raises public awareness of the council’s response to pertinent issues. Throughout the year, CASSC Members have kept these principles at the fore. They have strived to explore current topics affecting many, if not all of Cardiff residents’, and have ensured the voice of those with lived experiences, or those front-line delivering services, are integral to our work.

As a result of the 2022 local government elections, CASSC now benefits from a mix of experienced Councillors with an institutional memory of what has gone before, combined with new Members, who bring new insights and experience. Throughout the year, CASSC Members have shown a real commitment to their role in ensuring effective scrutiny in the governance process.

Outside of formal meetings, they actively undertook visits, attended training sessions and received informal briefings. They have strived to ensure the service areas who report to us, remain accountable and transparent, effective and efficient. We have questioned and provided challenge to decision-makers, whilst also recognising and celebrating key achievements to support our fundamental objective of driving continuous improvement.

Looking ahead, I know CASSC will remain committed to examining areas that matter most to residents’. Ensuring transparency in the council’s governance arrangements, and creating a clear, accessible route for members of the public who wish to get involved.

I have sincerely enjoyed my time chairing CASSC, and I wish to pass on my heartfelt thanks to committee members, the executive, and external organisations who engaged with the committee this year. For their support, commitment, and positive working relationships.”

**Cllr Bablin Molik, Chair, Community & Adult Services Scrutiny Committee**



## Scrutiny Chairs - Our Perspective



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“My first year as Chair of the Economy & Culture Scrutiny Committee has been interesting and varied, covering a wide range of topics and meeting with a number of local and national stakeholders. I am fortunate that the Committee consists of a good mix of experienced scrutineers and new members who bring expertise and fresh eyes, and to have Zack Hellard from Cardiff’s Youth Council who ably represents the views of his peers and ensures young people’s needs are considered.

Our scrutiny has benefited from this experience and commitment, particularly when we have scrutinised issues of importance to the citizens of Cardiff and the future of our city, such as the future of St David’s Hall and the International Sports Village. We have also benefited from hearing from the public on these issues and others, via emails to Scrutiny Viewpoints and committee members, a petition, and contributions from a number of representative stakeholders.

Our Inquiry this year focused on hearing from stakeholders about where they thought the Council should target its efforts to support Cardiff’s economy post-pandemic; we heard from a range of micro and small businesses, residents and sector experts and explored the 15-minute city concept, looking to learn lessons from how this has been applied elsewhere. Our Inquiry report has been presented to Cabinet and we await their response to our nineteen recommendations.

We have recently commenced work scoping an Inquiry into the Museum of Cardiff, which again will put stakeholder engagement front and centre.

In addition, we have undertaken site visits to the International Sports Village, Cardiff Bay Yacht Club, and Bute Park Visitor Centre - I would like to thank Cabinet Members and officers for supporting these and Cardiff Bay Yacht Club members for their time and warm welcome.

Our work programme for 2023-24 is already filling up, with further reports due on major projects, Roath Park Dam, Pentwyn Leisure Centre and Cardiff Harbour Authority; however, we would welcome hearing your suggestions for other items to scrutinise.

I would like to close by thanking all my committee colleagues for their time and commitment to ensuring robust scrutiny of often- challenging areas, Cabinet Members and officers for their attendance and assistance in informing our scrutiny, and stakeholders, for their invaluable contributions and insights, enabling the committee to gain a wider perspective than would otherwise be possible. In the fast-changing, challenging world we live in, good scrutiny provides an opportunity to pause, reflect, consult and consider, helping to drive improvement, boost democracy and, ultimately, use our scarce resources to best advantage.”

**Cllr Peter Wong, Chair, Economy & Culture Scrutiny Committee**

## Scrutiny Chairs - Our Perspective



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“Having sat on the Environmental Scrutiny Committee since being elected in 2017, I am privileged to be writing this statement in my first year of being its chair. It is a great honour and a role from which I am committed to ensuring the voices of backbenchers of all parties are heard.

We are well represented on Environment. A mix of expertise and backgrounds with every Cardiff constituency having a voice and all elected parties are featured. It has been great to welcome back some familiar faces to the committee but also to welcome newly elected Members too, who are already showing a keen interest and commitment to driving improvement in the key areas we scrutinise. We are also fortunate to have the benefit of a representative of the Youth Council, Shifa, on the Committee.

Scrutiny is essential in ensuring that local government is transparent, accountable and open, leading to improved public policies and services; therefore, successful Scrutiny needs engagement and commitment from Cabinet Members, Councillors and Officers at every step of the process to ensure Scrutiny adds value to the work of the organisation in its role as ‘critical friend’.

This Committee challenges some of the areas that are of great interest to our citizens. The ones that often spark the most heated debates on social media, services that every resident uses, include recycling and waste services and the Council’s transport plans, policies and highways. The Committee also oversees how the Council is responding to the Climate Emergency through the delivery of the One Planet Cardiff strategy and the Nature Emergency.

Throughout our scrutinies, we have questioned proposals to make sure they are fit for purpose and meet the needs of our residents; we have also invited stakeholders and experts to share their views and knowledge with us to inform our recommendations.

Impressively, Committee Members have also produced three babies in the municipal year, which must be a record! Croeso to babies Taran, Mali and Nye.”

**Cllr Owen Jones, Chair, Environmental Scrutiny Committee**





# Scrutiny Chairs - Our Perspective



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“As the new Chair of the Policy Review and Performance Scrutiny Committee it gives me great pleasure to showcase the work of Cardiff’s Scrutiny service in this Annual Report for 2022/23.

Over the year I have steered the Committee’s work to include a mix of seeking assurance on important internal functions; such as financial strategy and management, Council performance, and how effectively we collaborate with our Public Service Board partners; to highlighting issues of great public interest, such as financing St David’s Hall and decision-making arrangements for Maindy Park Charitable Trust.

All Members of this Committee are elected local leaders, conveying the views of their communities, and adding valuable real-time knowledge to inform decision-making. With strong questioning skills, my committee has shone a light on the Council’s Communications and External Relations service. We have influenced work underway to produce the Council’s Participation Strategy and we have welcomed the organisation’s response to our research on Hybrid Working. How the Council prepares to support its workforce in the future will be a key interest in the coming year.

I believe Scrutiny can be an advocate for change, bringing all parties together to deliver a 360-degree effective and independent voice to influence the work of the Cabinet. Scrutiny represents an excellent model of governance in local decision-making. Its members deliver

formal recommendations for service improvements to Cabinet. We don’t stop there, we closely monitor how they respond!

My sincere thanks to Committee Members for their commitment, to Cabinet Members and to senior officers whose co-operation with Scrutiny makes our task one that benefits both the organisation and the citizens of Cardiff. I commend this report as evidence that Cardiff continues to deliver effective Scrutiny.”

**Cllr Joel Williams, Chair, Policy Review & Performance Scrutiny Committee**



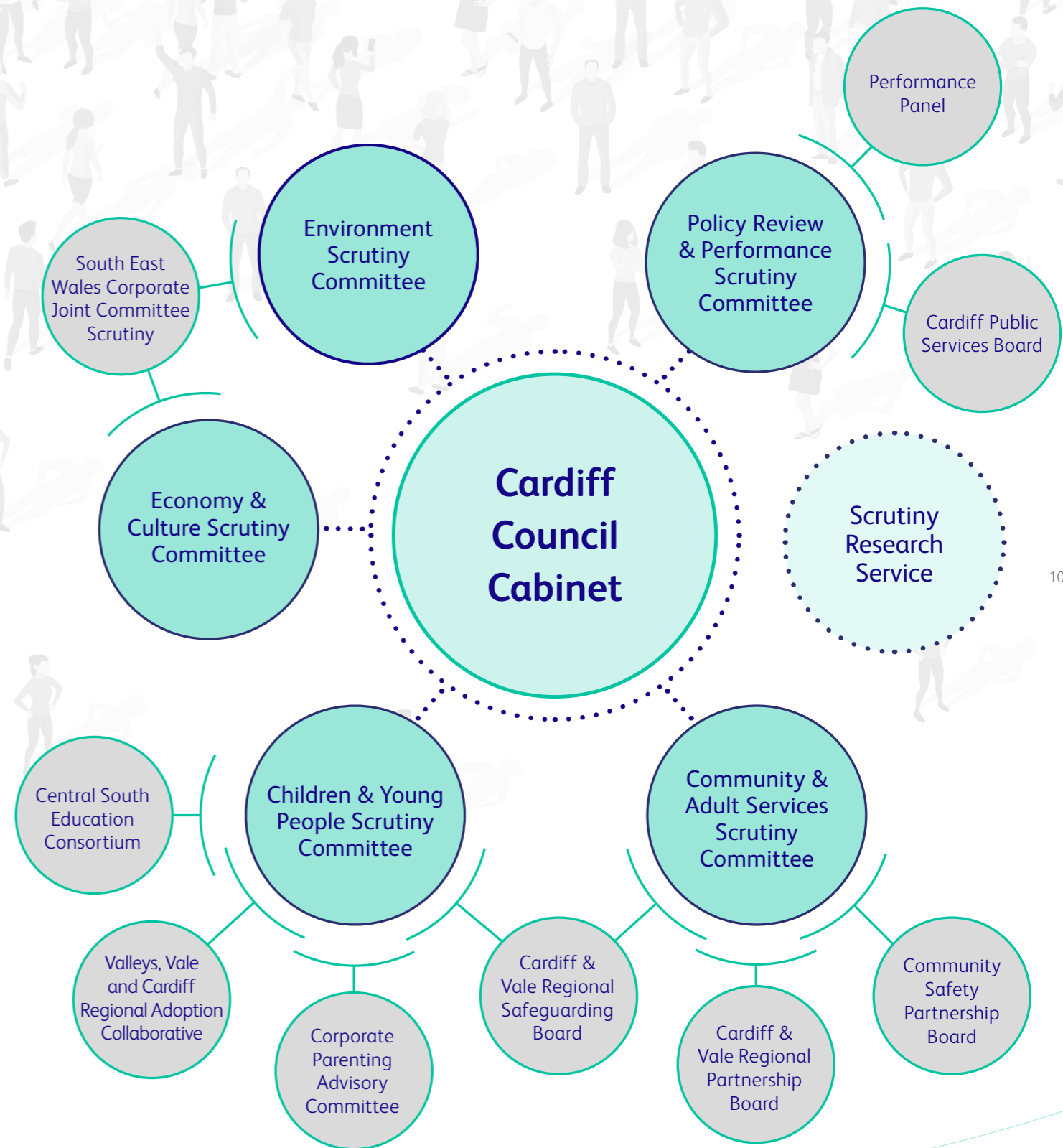
## Our governance role

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

The Policy Review and Performance Scrutiny Committee has statutory responsibility for scrutiny of Cardiff's Public Services Board. The Community and Adult Services Scrutiny Committee has responsibility for scrutiny of both the Cardiff & Vale Regional Partnership Board and a statutory duty to scrutinise decisions made, or other action taken, on Crime and Disorder matters, engaging with the Community Safety Partnership Board.

Welsh Government legislation introduced in April 2021 has led to the Cardiff Capital Region City Deal becoming the South-East Wales Corporate Joint Committee. The body has powers to aid regional economic wellbeing and is responsible for regional transport and strategic development plans. A joint scrutiny committee representing 10 local authorities will hold to account its decisions and link with the Council's Economy & Culture and Environment Scrutiny Committees to oversee progress.

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



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## Hearing from you...

Scrutiny Committee members are keen to hear the opinions and concerns of those who live or work in Cardiff. Hearing from residents, workers and employers helps to inform scrutiny and improve outcomes, ensuring that the Council and its partners deliver the right policies and services to benefit Cardiff's citizens.

We do this by:

- Having 'Contact Us' forms on the Council's Scrutiny webpages, so you can share your views and experiences and suggest a topic for future scrutiny, available [here](#)
  - Seeking to understand the views and experiences of customers, service users and carers, using workshops, focus groups and survey results to gather feedback.
  - Inviting partners, representatives, and external experts to contribute evidence to broaden our understanding and inform our discussions.
  - Having an independent, dedicated research service to collect robust stakeholder and/ or document-based evidence to inform our work.
  - Having co-optees on our Children & Young People Scrutiny Committee, representing parent governors, Catholic Dioceses, Church in Wales, and Cardiff Youth Council co-optees on this Committee and the Economy & Culture Scrutiny Committee.
  - Questioning decision makers, managers, and experts.
  - Ensuring transparency, by webcasting our committee meetings – please use this [link](#) to access webcasts.
- Some examples of our work involving stakeholders in 2022/23 include:**
- To support the Shaping Post Pandemic Economic Recovery Task Group FSB Cymru undertook a bespoke, targeted survey of 25 of their Cardiff members, to inform their evidence session and the Inquiry work.
  - Scrutiny Research also undertook a bespoke survey targeting remote workers, small businesses, and city centre, local and district centre traders. In total, 34 respondents completed the survey on-line. This includes 19 remote workers, 3 individuals making use of co-working spaces and 12 small business owners and traders.
  - Scrutiny Services paid for questions relevant to this Inquiry to be included in the Council's Ask Cardiff survey, available for all residents to complete. Response rates varied by question, from 1,035 responses to 3,588 responses
  - 20 submissions via Scrutiny Viewpoints from members of the public were received regarding the St David's Hall proposals .
  - As part of CASSC's Cost of Living Inquiry, 9 key external stakeholders were invited to contribute to the investigation by attending a detailed roundtable exploring the current council offerings and public awareness of the council support available. In addition, a number of front line staff, and line managers also fed their views on service offerings and areas for improvement to Committee Members.
  - Eight key stakeholders were invited to contribute to an Inquiry into Street Homelessness in the city 2 external organisations were invited but could not attend – instead they engaged with the meeting by providing written submissions for the meeting's papers. 2 individuals (members of the public) engaged with the committee by providing interviews of their experience with street homelessness – these interviews were included in the meeting papers.
  - Stakeholders attending committee to contribute to discussions on preventing serious violent crime in Cardiff, improving physical activity, sport and leisure services, the review of the Allotments Strategy, weed control pilots, the operation of the Cardiff Public Services Board, and improving Youth Justice Services.
  - Overall, in 2022/23, we received 53 verbal contributions and 17 written contributions from external contributors, in addition to 322 responses to our primary research. In the last year, we have worked with the following stakeholders: TO BE UPDATED

- Advanced Invasives Ltd
- Business Owner – Llandaff High Street
- Business Owner - Wellfield Road
- Carbon Trust
- Cardiff & Vale Citizens Advice
- Cardiff & Vale Credit Union
- Cardiff & Vale Health Inclusion Service
- Cardiff & Vale University Health Board
- Cardiff Bay Yacht Club – Staff and Board Members
- Cardiff Capital Region City Deal
- Cardiff Civic Society
- Cardiff Foodbank
- Cardiff Future Wellbeing Alliance
- Cardiff Public Services Board
- Cardiff Sport, Cardiff Metropolitan University
- Cardiff Third Sector Council
- Cardiff University
- Cardiff University Sustainable Places
- Cardiff Youth Council
- CAST (Centre for Climate Change & Social Transformation)
- Celsa Steel
- Central South Education Consortium
- Chief Executive – Town Square
- Community Housing Cymru
- Creative Economy Unit/ Creative Cardiff
- Crisis
- Cwrt Coworking, Llanishen
- Cymorth Cymru
- Design Commission for Wales
- Disability Wales
- Displaced People in Action
- Diverse Cymru
- Dwr Cymru
- EMWWAA (Ethnic Minority Women Wales)
- Food Cardiff
- FOR Cardiff (Cardiff Bid)
- FOR Cardiff
- Friends of the Earth Cardiff
- FSB Cymru
- Future Generations Commissioner for Wales
- GLL
- Gypsy & Traveller Wales
- Huggard
- Incubation Manager, Stiwdio – University of South Wales
- Maindy Park Trust Advisory Panel
- Natural Resources Wales
- OASIS Cardiff
- Planning Environment Decisions Wales
- Planning Officers Society Wales
- Prosiect Gwyrdd
- Renewables UK Cymru
- Resilience Sustainability
- Riverside Advice
- RSPB
- Shared Regulatory Services
- Shelter Cymru
- South Wales Police
- Sustrans
- The Salvation Army
- The Wallich
- The Wildlife Trust of South and West Wales
- Viridor
- Wales & Northern Ireland - RTPi
- Welsh Government
- Welsh Government Energy Services & Local Partnerships
- Welsh Women's Aid
- WLGA
- YMCA

## How you can get involved..

We have improved the Scrutiny webpages to make it easier for residents, workers, and employers to contribute to scrutiny. There is a 'Get Involved' page, so that people who live or work in Cardiff can share their views and experiences on the topics being scrutinised, and can also suggest a topic for future scrutiny, by using online 'Contact Us' forms. There are also pages for each scrutiny committee, which show what topics the Scrutiny Committees are examining - [Scrutiny Committee page](#).

You can also get involved by:

- Contributing to our consultations, surveys, workshops and/ or focus groups
- Being invited to be a co-opted member of a Scrutiny Committee. In this role, you would work alongside elected Scrutiny Committee Members in supporting the development and review of Council policies.

**If you live or work in Cardiff, our Scrutiny Committee members want to hear from you. Your opinions will help to inform the topics under scrutiny and improve the Council's performance. Please use the forms available online at [Scrutiny Get Involved](#).**

## Listening to our young people.....



As already stated, representatives from the Cardiff Youth Council sit on the Children & Young People, Economy and Culture and Environmental Committee Scrutiny Committees. In addition, representatives will also be invited to the Community and Adult Services and Policy Review and Performance Scrutiny Committees when there are relevant items.

Youth Council representatives play a full role on the Scrutiny Committees they are part of. They are fully trained, will work with, and have support from the Scrutiny Chair and Members, Scrutiny Officers and also their mentors in the Child Friendly City Team. Youth Council Members are encouraged to take part in the Committee's work, and that includes not only asking questions of witnesses, but also to have an input into any work the whole committee undertakes. They play a crucial role in ensuring that the voices of children and young people are heard at EVERY meeting.

So, what do our Youth Council Reps think of beng part of a Scrutiny Committee? Here's what they told us.....

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**Shifa Shahzad**

Hello, my name is Shifa Shahzad-Khan. I'm 16 years old and the youngest member on Cardiff's Environment Scrutiny Committee. Being in Scrutiny has taught me invaluable skills. The other members have all been welcoming despite my lack of experience, and I'm honoured to be the representative of the young people in the city. I'm aware that our interests can become overlooked, so I know how great of a responsibility it is to be the mouthpiece for young people all over the city – to represent all of their wants and beliefs. This experience will definitely be something I take forward with me for the rest of my life, helping me to gain confidence in speaking with adults and decision makers and giving me indispensable experience.

Overall, I've loved being a part of the Scrutiny Committee, despite being slightly out of my comfort zone, and I'm extremely grateful for all the help and training I've gotten.

Thanks, Shifa

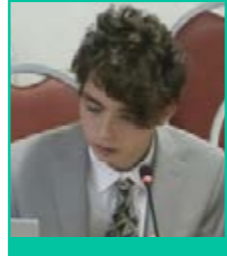
“



**Emily Gao**

Hello, may name is Emily Gao, 16 years old. I've loved every part of being in scrutiny for children and young people. It's made me realise a lot. I would say it's changed me as a person in a good way. It's a once in a lifetime opportunity to be on scrutiny. I couldn't thank everyone enough for such a warm welcome to the committee. When I first started it was hard but the training I went to helped me so much with gaining confidence and being able to ask questions. It's a huge role as a young person to sit there and have a say in all of this. As a young person I want all young people out there to have a say, to express how they really feel. At times I feel the fear, I feel how big a role this is but if you want to make a difference you have to overcome those fears and that's what I've done.

Thank you, Emily



### Zack Hellard

I would like to begin by saying that serving on the Economy and Culture Scrutiny Committee has been a great honour and the privilege of a lifetime. It has been wonderful to be able to represent my peers, to work with those in local government to ensure that the youth aspect is not forgotten and to learn more about the systems of the economy and culture that form the basis of our society.

Cardiff is, as always, a wonderful city to live, work and spend time within. I am glad to be able to bring meaningful contributions and ideas to the discussion surrounding the future of the city aiming to be the UK's first Child Friendly City. This achievement will be a major step forward in protecting Cardiff's position as a 'City of Tomorrow' which puts future generations at the heart of lifelong plans for change and growth.

Whilst some of the topics have certainly not been the easiest to debate and scrutinise, I am extremely thankful to every member of the committee for welcoming me with warm and open arms; particularly the Chair, Councillor Peter Wong, and Angela Holt, Principal Scrutiny Officer, for their continued support for youth engagement and ensuring each meeting is accessible irrespective of age. In this environment, I have been able to develop several abilities relating to the scrutiny process with help from all involved; including councillors and representatives from all political parties.

Several individual projects, notably those of the Velodrome and St. David's Hall were particularly challenging; however, the scrutiny process addressed the concerns of citizens as well as those involved with the outcomes being extremely beneficial. These cases also inspired me further to research the great history of Cardiff, other ongoing projects and to work closer with the community on local concerns and issues relating to their areas; particularly those of street cleansing and education.

The actual process by informed individuals with expertise in decision making and the ability to scrutinise and question factors ensured the best options were available and clear before any final decisions are made; ensuring that the citizens of Cardiff receive only the best in social and economic developments and policy.

Youth involvement has undoubtedly ensured that youth consideration is within all approaches made by Cardiff Council, and I am proud to have been that vessel for development- particularly in ensuring that projects with an impact on children and young people undergo a Child's Rights Impact Assessment.

“

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These contributions work for the people, ensuring that considerations for children and young people within our community are made. I am satisfied and reassured that Cardiff is on track to becoming the United Kingdom's first UNICEF Child Friendly City with the assistance of every member of the council in aiming for this prestigious and worthwhile target.

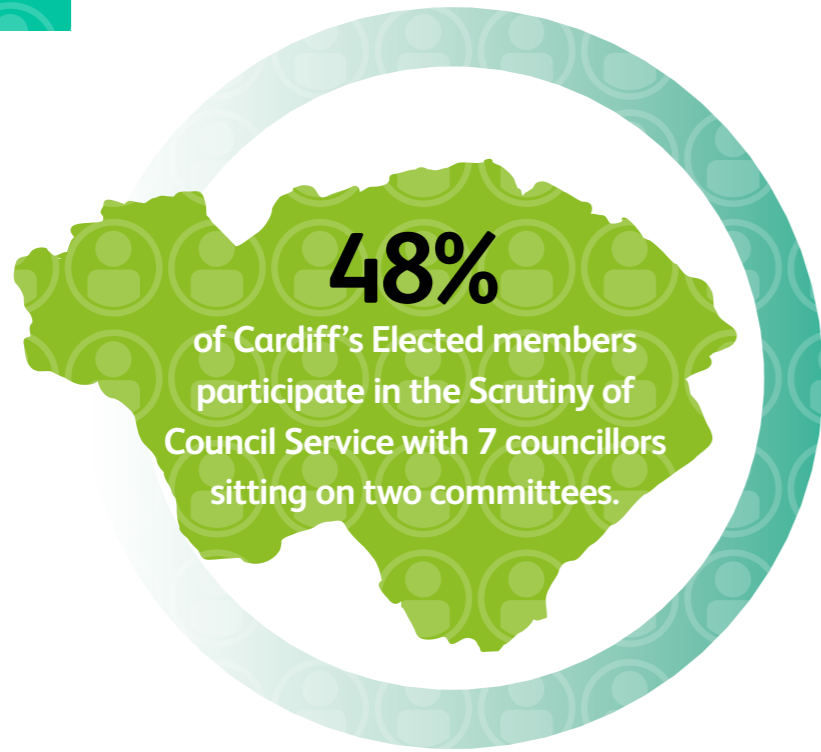
I would also like to thank the Child Friendly City Cardiff team for the opportunity to represent Cardiff youth as well as support in dissecting the true issues facing the youth within the capital of Wales and beyond, ensuring that their interests are protected. This effort has also been enabled through my engagement with youth members of the community who are extremely excited to learn that their views are actively considered.

Looking forward to the next year of scrutiny, I hope to see the same levels of engagement as seen from 2022-2023 with an additional focus on working closer and more cohesively together as members of the same scrutiny board.



# Scrutiny in Numbers

## 1 Activity



Following the Elections in May 2022, Cardiff residents were represented by **79 elected councillors** across 28 wards. Of those councillors, **45 were nominated by their political parties to sit on 5 scrutiny committees**. Each scrutiny committee is politically balanced reflecting the balance of Full Council. Importantly, scrutiny is where councillors are encouraged to deliver critical friend challenge in a non-political arena.

**79** elected councillors

**38** cross party elected members involved in 5 scrutiny committees that provide critical friend challenge to the Cabinet

**55** scrutiny committees held

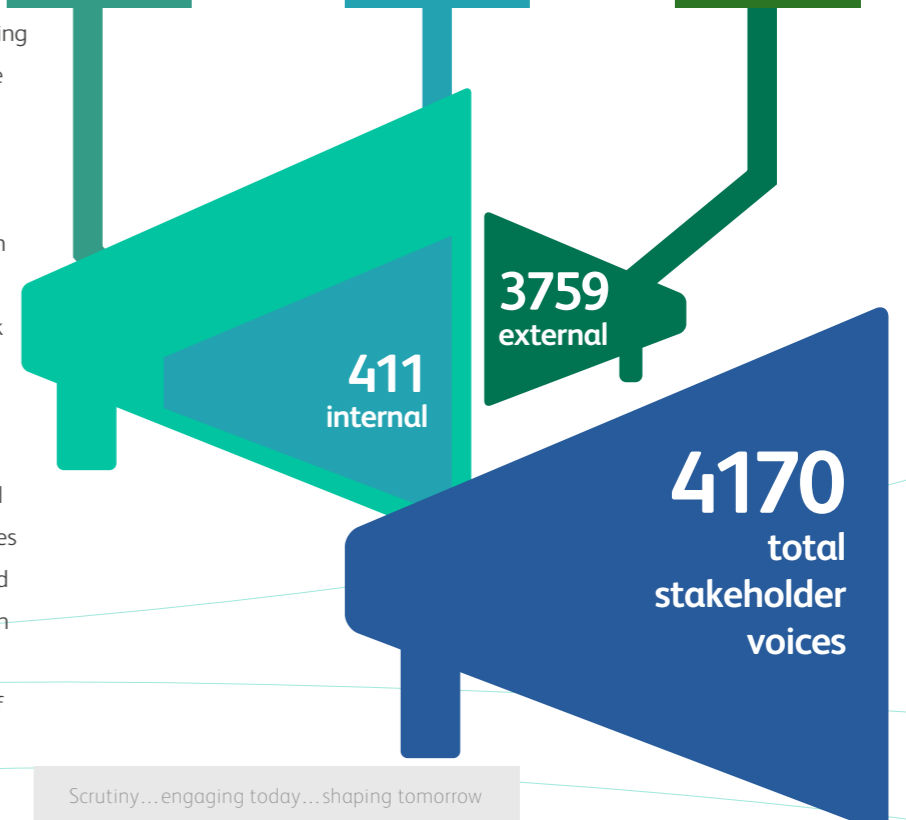
**111**  
This year, following substantive scrutiny the 5 committees delivered 111 letters to the Cabinet making recommendations for improvement.

## 2 Participation

### Number of Internal and External Contributors to Scrutiny

	Council Officers	Cabinet Members	External Contributors
Committee Meeting	225	93	109
	+	+	+
Performance Panel	14	4	-
	+	+	+
Task and Finish	35	9	3635
	+	+	+
Other Meetings	24	7	15
	<b>298</b>	<b>113</b>	<b>3759</b>

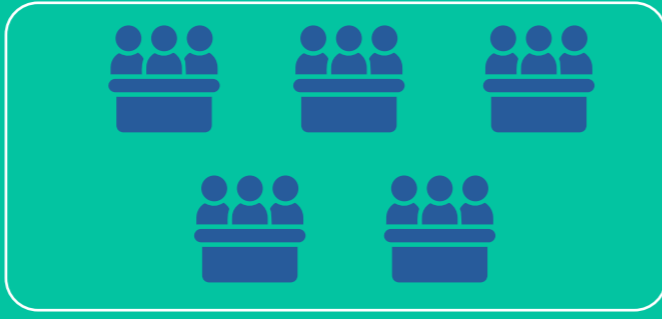
Scrutiny is a route into the decision-making cycle for many external stakeholders. We pride ourselves on asking questions of the right people, those that have a stake in the decision to be taken or the policy under review. Internally stakeholders can be cabinet members, senior managers, and council officers. Importantly we seek evidence from service users and external organisations or groups with a stake in the issue being discussed. This year we have benefited from gathering first hand experiences to inform our work and these include resident involved in the separated recycling pilot, business owners in relation to economic recovery after the Covid pandemic and people with experience of street homelessness.



## Webcasting Views of Scrutiny Committees

Cardiff Council's commitment to allowing stakeholders full insight into its decision-making continues to grow. Despite the number of meetings available to view in 2022/23 decreasing 16% the number of views increased by 38% the total view time also increased by 18%. You can find all publicly broadcast scrutiny committees on the Council's website by [clicking here](#).

This year the number of Scrutiny viewings increased by over 40%



38% increase in viewing time

43 Scrutiny Meetings webcast

4508 views

1241 Hours of webcast views

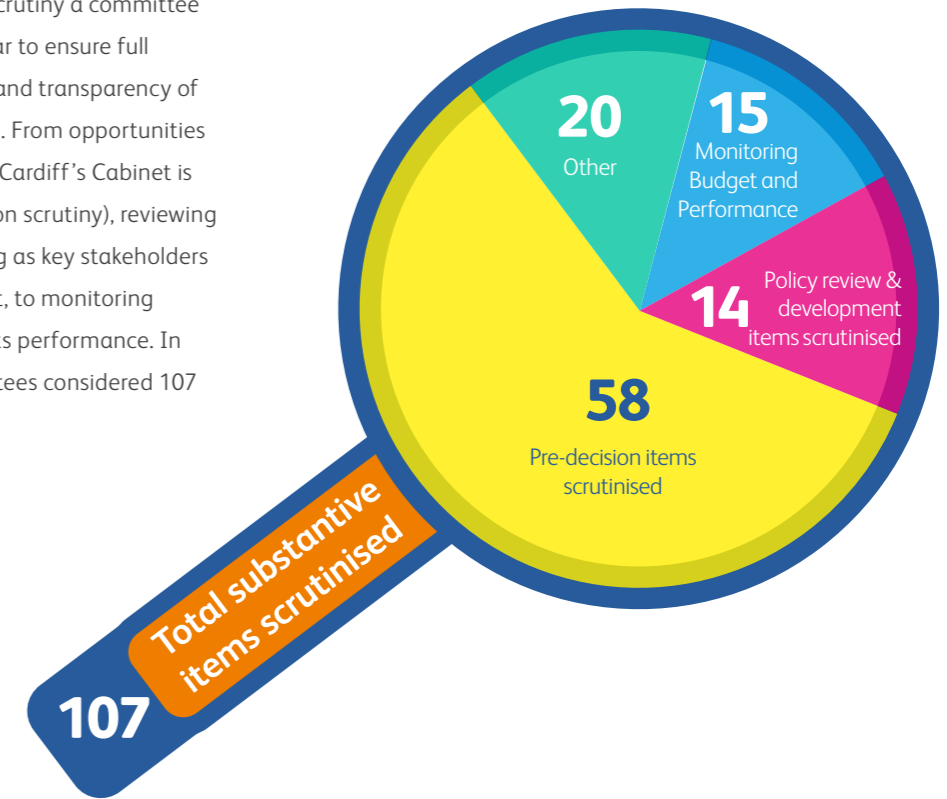
88 Hours of online content

31 mins average viewing time

## 3 Output

### Scale and variety of items scrutinised

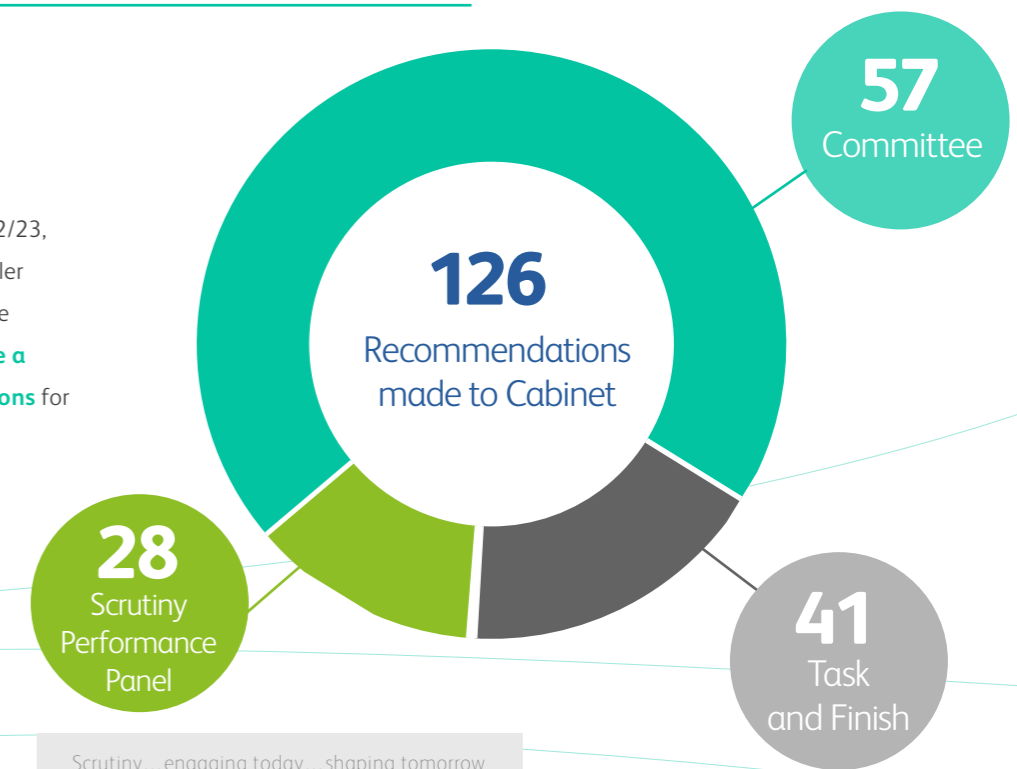
There are many types of scrutiny a committee will undertake over the year to ensure full accountability, openness, and transparency of governance arrangements. From opportunities to examine decisions that Cardiff's Cabinet is about to make (pre-decision scrutiny), reviewing existing policies and acting as key stakeholders in new policy development, to monitoring the council's budget and its performance. In 2022/23 Scrutiny Committees considered 107 substantive items.



### Scrutiny Recommendations

Scrutiny is all about improvement!

So, following our work in 2022/23, whether full committee, smaller task group or cross-committee performance panel, we made a total of 126 recommendations for improvement to the Cabinet.



## Substantiveness

In an attempt to quantify the 'value' of the scrutiny and the recommendations made, a scoring table was devised which calculates the 'importance' of the recommendations made based on the significance of the topic/policy and the level of change being recommended.

Policy significance is scored 1, 2 or 3 (minor, medium, major) and is determined by if it is a policy in its own right or included in key corporate policies.

The level of change is scored similarly, 0, 1, 2 or 3 (no change, small change, medium change, large change), the two scores are then multiplied.

This helps us to evaluate the different types of activity undertaken.

In 2022/23 our scrutiny of **Pre decision** items where recommendations were made scored 4.6, and similarly **Policy review and development** scored 4.7, with **Monitoring performance & progress**, scoring slightly less with 4.3, but the most 'effective' scrutiny activity is our **Task & Finish Inquiries** scoring 6.



## Training Opportunities

Following the 2022 local government elections, Scrutiny Services welcomed a wealth of new and returning Elected Members, Co-optees, and young people representatives onto their committees.

To support Committee Members in their scrutiny role, the following scrutiny specific training opportunities were provided:

- Introduction to Scrutiny
- Scrutiny Chairs Training
- What Makes Effective Scrutiny?

All training sessions were designed to be interactive, providing attendees with an enjoyable, worthwhile learning opportunity.

The courses offered initial, or refreshed, understanding of scrutiny's role, value and purpose in the council's governance process. Along with the specific skills required to chair, lead and achieve effective scrutiny.

Both the 'Scrutiny Chairs' and 'What Makes Effective Scrutiny?' training courses were funded by the Member Development Programme, and so benefited from the delivery and expertise of external facilitators.

In addition, prior to the commencement of formal scrutiny meetings, each Scrutiny Committee undertook 'Introduction' sessions, allowing the new Chairs, and their Committee Members to meet, receive an overview of their committee and its responsibilities, and engage with the service areas' who report to them.

All Scrutiny Committee Members were also offered a 'Welcome to Scrutiny' pack, which provided detailed information on their committee, along with insight into the skills required to deliver effective scrutiny. The information packs were well received by Committee Members, providing them with an accessible reference point to draw upon throughout their time on a scrutiny committee.

A fundamental objective of scrutiny is to drive continuous improvement, and achieving this, starts from within. As such, looking ahead, Scrutiny Services will remain committed to offering its Committee Members relevant, worthwhile development and learning opportunities as and when required.

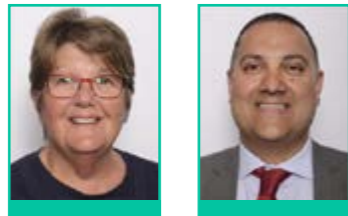
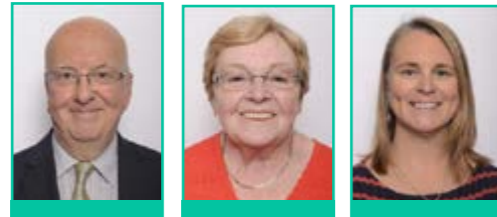
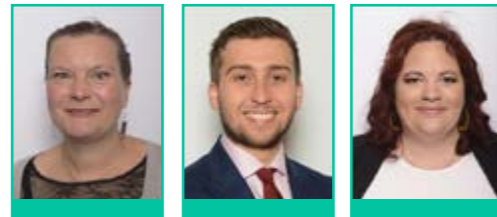


# Children & Young People Scrutiny Committee

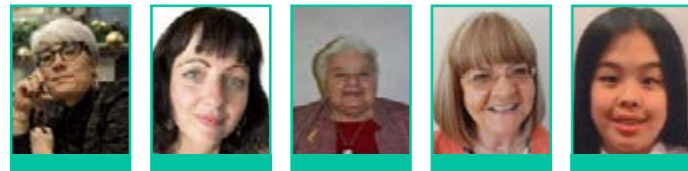
## Our Membership



Councillor Lee Bridgeman (Chair)



Councillors Claudia Boes, Calum Davies, Grace Ferguson-Thorne, Robert Hopkins, Heather Joyce, Sian-Elin Melbourne, Elaine Simmons and Kanaya Singh



Co-opted Members: Bridgid Corr (Parent Governor Representative), Celeste Lewis (Parent Governor Representative), Carol Cobert (Church in Wales Representative), and Patricia Arlotte (Roman Catholic representative) and Youth Council Representative: Emily Gao

## Our Purpose

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

## Our Achievements

During the past year, the Committee continued to monitor two key areas of work – **Youth Justice Service and Schools/ Education Pandemic Response and Recovery**. In addition, the Committee prioritised several further topics for consideration, namely the Impact of Welsh Government removal of profit from Care; Engagement and Participation of Children & Young People; developments in relation to Innovations in Children’s Services; the New Curriculum; and Youth Provision in Cardiff.

During 2022/23 the Committee has also undertaken the pre-decision scrutiny of a number of Cabinet reports relating to **school organisational proposals** (prior to the establishment of the Task & Finish Group – see below); childcare sufficiency strategy; National Adoption Agency hosting; and commitments to unpaid carers. It has considered the Local Authority Social Services Annual Report, the Vale, Valleys and Cardiff Adoption Consortium Annual Report and the Corporate Parenting Strategy.

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

**School Organisation Planning** – CYPSC Members were notified that, during 2022/23, there would be a large number of School Organisation Planning (SOP) proposals coming forward as pre-decision items. CYPSC Members were given an overview of the number of SOP Items scheduled, and it was apparent that it was likely that SOP Items would dominate formal agendas, and the Committee would be limited to what they could scrutinise. The Chair agreed to look at options available for the Committee, and in consultation with CYPSC Members, the Deputy Leader & Cabinet Member for Education, Director of Education & Lifelong Learning, the Director of School Organisation Planning and Head of Democratic Services, proposed that a rolling Task & Finish Group be established for the current year, to enable individual proposals to be considered outside of formal Committee, with monthly reports from the T&F Group being reported to the main committee. This approach has, to date, worked very successfully and will continue to run for the remainder of the municipal year.

**Young People who are educated other than at School (EOTAS) and what factors could lead to them becoming vulnerable to criminal exploitation Inquiry** – the Committee has also commenced an in-depth Inquiry on the above issue which will take place over the next 12 – 18 months. The Inquiry includes looking at the types of young people who could be vulnerable to exploitation (e.g., those on reduced timetables; NEETS; care leavers etc); and what measures and services are in place to mitigate them being exploited (e.g., The Care Leaver Transition process; contextual safeguarding effective wraparound for children and young people AND their families; Cardiff Commitment; Into Work Services; apprenticeships etc).



# Community & Adult Services Scrutiny Committee

## Our Membership



Councillor Bablin Molik (Chair)



Councillors Ali Ahmed; Saleh Ahmed, Mike Ash-Edwards, Claudia Boes, Sue Lent, Margaret Lewis, Peter Littlechild Mary McGarry.

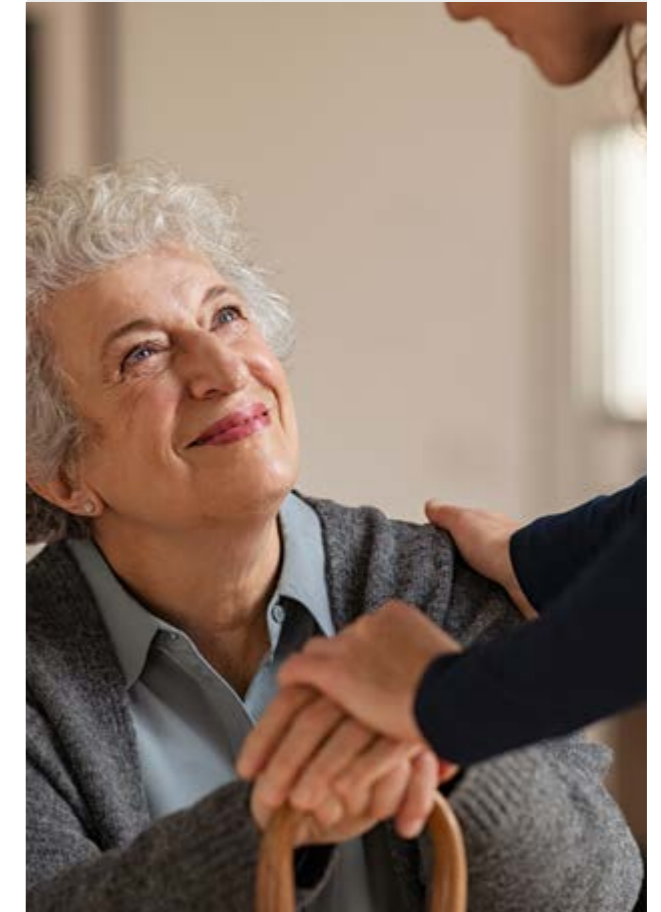
## Our Purpose

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

## Our Achievements during 2021-22

- **The cost of living in the UK has been increasing since early 2021.** With a backdrop of continued uncertainty, this is an issue, affecting many, if not all, of Cardiff's residents. In recognition of its prevalence, the Community & Adult Services Scrutiny Committee committed itself to examining the **council's offerings of support.** So, in consultation with the **council's executive, frontline staff and key external stakeholders** such as the **Welsh Government, Cardiff & Vale Citizens Advice and Diverse Cymru,** Members assessed the overall demand and capacity of council services. Along with community awareness of the schemes, and their overall accessibility. The work concluded with 10 recommendations posed to the council's Cabinet. The recommendations made ranged from **proposals to simplify internal processes and methods to maximise current resource and allow greater flexibility in service provision.**

- Throughout the year, the committee continued to remain mindful to the current context, **and in recognition of the devastating conflicts across the globe,** dedicated time toward assessing the council's **support for refugees and asylum seekers.** With the committee's assessment once more being supplemented and strengthened through liaison with externals. Many of the committee's concerns fell outside of council control, and it became clear to Members; **parity across all support schemes is imperative; and this must be stimulated by equity in the funding arrangements provided to the council.** The committee's work confirmed both council and third sector services are facing significant demand and capacity pressures, and so Members explored and offered suggestions on improving **partnership arrangements** and emphasised the need to ensure a **multi-agency, trauma informed training model is in place for the staff delivering support services.** The committee welcomed the work the council is progressing in this area of service and will continue to closely monitor and support the service area in its progress.
- **Housing need in the city continues to rise** and during the year, Members were briefed that the demand on the council's homelessness services are at unprecedented levels. As such, Members sought to consider this vital, yet multifaceted area of work, focusing on **the accommodation and support pathways for those with complex needs.** To inform their work, Members heard **the views and experience of those who were or were previously rough sleeping.** Engaged with a number of organisations including the **Salvation Army, Crisis, Shelter Cymru, The Wallich and the Huggard Centre** along with the frontline council, health board and police staff **directly supporting individuals.**
- In addition, over the course of the year, the committee has continued to **closely monitor the performance and quality of services** within the field of adult and community services; assessed the council's **commitments to unpaid carers;** evaluated the council's response to the **Renting Homes (Wales) Act;** contributed to the council's management of **direct payment systems and explored the prevalence of ASB instances throughout Cardiff.**

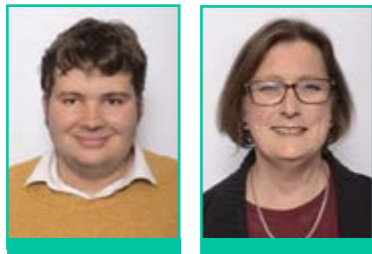
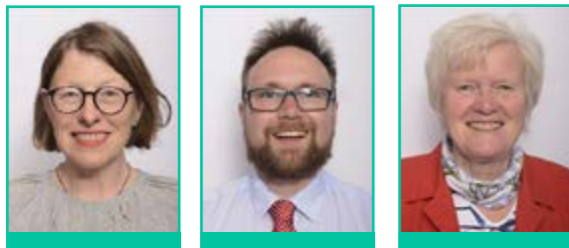
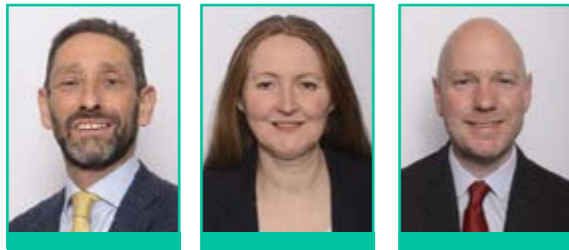


# Economy & Culture Scrutiny Committee

## Our Membership



Councillor Peter Wong (Chair)



Councillors Rodney Berman, Catriona Brown-Reckless, Stephen Cunnah, Jane Henshaw; Peter Huw Jenkins, Helen Lloyd Jones, Dan Naughton, Leonora Thomson



Youth Council Representative – Zack Hellard

## Our Purpose

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

## Our Achievements

- **Shaping Cardiff's Post Pandemic Economic Recovery** – Aware of changing work and retail patterns, Members used the Ask Cardiff survey, a Scrutiny Research survey, an FSB Cymru survey, and face to face evidence sessions to seek views on how the Council could best help, bearing in mind its limited resources. Members heard from remote and co-worker individuals and providers, small businesses, independent artists, traders in local and district centres, city centre businesses, residents, and key bodies including Creative Cardiff, For Cardiff and the Royal Town Planning Institute Cymru. Members also explored the 15-minute city concept, looking to learn lessons from how this has been applied elsewhere. The Inquiry made 19 recommendations, focusing on how best to move forward on the 15-minute city and how to respond to specific areas highlighted by stakeholders. The report was submitted to Cabinet in March 2023 and a response to the recommendations is awaited.
- **Supporting public engagement** – As well as enabling the public to engage with their Inquiry, the Committee responded positively to requests to address the Committee. On the proposed way forward for St David's Hall, Members received a presentation from Cardiff Civic Society and 20

submissions made by members of the public via Scrutiny Viewpoints. In addition, Members received a petition and address from Cardiff Civic Society on the Museum of Cardiff budget consultation option. Committee Members also received written representations from AWEN@thelibrary, the Whitchurch Library Charity Group, and from the Save Maindy Velodrome campaign group.

- **Preparing to Scrutinise** – in recognition that 8 out of 9 committee members were new to the committee, Members attended confidential briefings on the Atlantic Wharf, Red Dragon Centre, Indoor Arena and International Sports Village, and a briefing on progress with implementing the Allotment Strategy, supporting the National Park City, and addressing the areas agreed by the previous motion to Council on 'Making Cardiff Healthier, Greener and Wilder'. Members also visited the Cardiff Bay Yacht Club, the International Sports Village site, and Bute Park Heritage Centre.
- **Scrutinising Major Projects** – Members scrutinised the next stages of regeneration projects, including Cardiff Bay, International Sports Village including the Ice Rink, Atlantic Wharf, Red Dragon Centre, and Llanrumney. Members recommended as much non-confidential information as possible be put into the public domain, to provide access for interested stakeholders and the general public.
- **Shared Prosperity Fund (SPF)** – Members scrutinised the approach to accessing SPF monies, including proposed projects and governance arrangements, and explored how SPF monies will be used to tackle inequalities by working synergistically with existing schemes.
- **St David's Hall** – Members devoted several hours to scrutinising proposals on the future management of St David's Hall. Members considered written submissions from members of the public and received a statement from Cardiff Civic Society. Members made four recommendations, three of which were accepted in full by Cabinet, with the remaining recommendation partially accepted. These led to the expert acoustics report being put into the public domain, something interested stakeholders had requested.

- **Playgrounds/ Play Areas** – Members discussed the refurbishment of playgrounds and play areas across the city, noting the palpable sense of purpose and progress since the last scrutiny in October 2020, and that sites are being future-proofed.
- **Community Sport in Cardiff** – In September 2022, Cabinet accepted in full five out of six recommendations and partially accepted a further recommendation made by this Inquiry undertaken by the previous Committee. In April 2023, Members received an update on progress in implementing these recommendations. Update post-April mtg.
- **Update post-April mtg** – due to receive update on Physical Activity & Sport Strategy implementation, and GLL.
- **Corporate Plan, Budgetary proposals, performance and budget monitoring** – Members examined the proposed Corporate Plan and Budget. During the year, Members were briefed on budget and performance monitoring reports and did not identify any areas of concern.

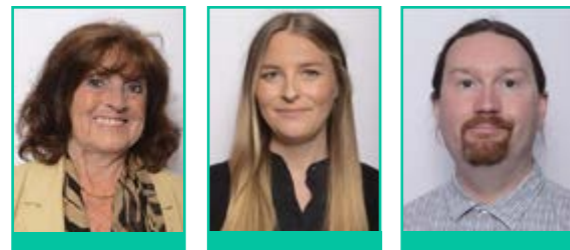
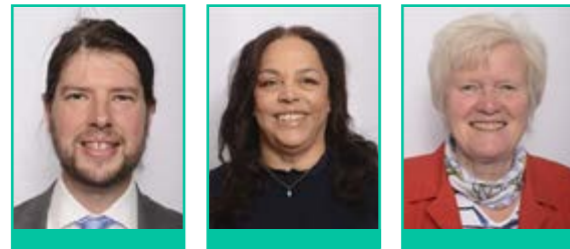
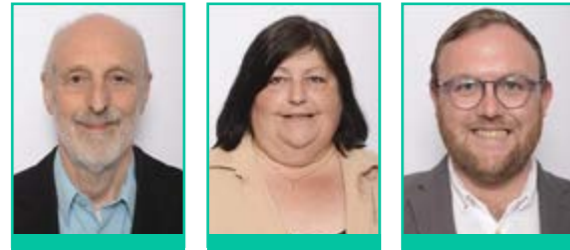


# Environmental Scrutiny Committee

## Our Membership



Councillor Owen Jones (Chair)



Councillors Bob Derbyshire; Andrea Gibson, Jamie Green, John Lancaster; Margaret Lewis (October 2022 – April 2023), Helen Lloyd Jones, Jacqueline Parry; Bethan Proctor (May – September 2022) Ashley Wood.



Youth Council Representative – Shifa Shazad

## Our Purpose

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

## Our Achievements

- **Transport.** The committee commented on the Councils response to the **Welsh Government White Paper Bus Consultation response**, which was strengthened following a number of recommendations made by the Committee. The committee also heard that the Welsh Government was making up to £8m available to grow the number electric buses within its borders and that officers were consulting with bus companies in order to develop a grant scheme and criteria. The committee made a recommendation in relation to sustainable energy sources which was partially accepted
- **Recycling & Waste Management Service** – we welcomed public participation from residents that were involved in the segregated recycling pilot when discussing the final **Recycling Strategy for Cardiff**. We noted the need for innovative ways to engage with the public to influence behaviour change, and highlighted challenges for some property types as the strategy is rolled -out. During the Budget Scrutiny we asked for clarification about how the one day a week closure of the Household Waste Recycling Centre would be decided and were informed that the data from the booking system would be used.

- The Committee were pleased to support the final proposals for the delivery of the **Coastal Risk Management Programme** that will protect a significant area of Cardiff from a 1 in 200 year event on completion.
- **One Planet Cardiff**, is the Council's response to the Climate Emergency and strategy to achieve its Carbon Neutral target by 2030. This year we received a One Year update following the adoption of the strategy and the Action Plan, and noted the change in the reporting framework by Welsh Government, therefore making a comparison with the baseline year difficult, but hopefully will improve going forward.
- The Replacement **Local Development Plan** Task and Finish group looking at **Supplementary Planning Guidance** finalised its report and submitted it to Cabinet in November 2023 it made 12 recommendations 10 were accepted and 2 partially accepted.



# Policy Review & Performance Scrutiny Committee

## Our Membership



Councillor Joel Williams (Chair)



Councillors Mike Ash-Edwards, Jasmin Choudhury, Grace Ferguson-Thorne, Jane Henshaw, Garry Hunt, Ed Stubbs, Leonora Thomson, Daniel Waldron.

## Our Purpose

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

## Our Achievements

- Continuing our focus on the **financial resilience** of the Council, we have allocated time to the Council's financial strategy for dealing with the challenges ahead, to the proposals for the 2023/24 budget, and to monitoring the budget at the Outturn 2021/22 and months 4 and 6 2022/23. This year we have scrutinised in greater depth the Capital Programme for 2022/23, given our stakeholder view on the Budget Consultation and endorsed the Council's new Socially Responsible Procurement Strategy.
- The work and influence of the Committee in **Performance Monitoring** has continued to grow, formally challenging Council performance at the end of year 2021/22 and mid-year 2022/23. The Scrutiny Performance Panel gained a more independent standing in 2022, whilst continuing to report its recommendations on performance to this Committee. In a spirit of open informal engagement all five Chairs of Scrutiny engaged with the Leader and Cabinet Member for Finance, Modernisation and Performance in performance related discussion centred on

the Council's highest strategic document, the **Corporate Plan 2023-26**. Our focus, with citizen service in mind, is on target setting.

- Our statutory responsibility for scrutiny of the **Cardiff Public Services Board (PSB)** resulted in commending its work and recommending that the culture and successes of all PSB's are celebrated by Welsh Government and the Future Generations Commissioner and, where good practice is in clear evidence, it is shared across Wales.
- We have focussed on topical issues, commending the Council's response to the **Race Equality Taskforce** setting out progress made and proposing actions for each of the Taskforce recommendations. We examined whether our **Communications and External Relations** service is equipped to support the important role it plays in the organisation's reputation and public profile, establishing that the role of scrutiny committees is of genuine interest to the Council's customers and stakeholders. As such we can play our part in improving public engagement with assistance from the communications service. We have also scrutinised the **Annual Property Plan 2022-23** and look forward to engaging with Cabinet's proposals to rationalise the estate.
- Our inquiry into **Home & Agile Working** in support of the move towards a hybrid working style was warmly received as a reference point for the Council's ongoing policy development work on its **Hybrid Working Strategy**.
- The Committee discharged a more formal governance role when it scrutinised how the Council should manage its conflict of interests in discharging its role as sole trustee of the **Maindy Park Charitable Trust**, and thereby ensure a lawful and robust decision-making process. We followed up our interest in ensuring good governance with scrutiny of the recommendations of the Maindy Trust Advisory Panel, prior to Cabinet's decision to proceed. Similarly, the Cabinet proposal to seek an alternative operating mechanism for St David's Hall was called-in for consideration on the basis of additional information with the announcement of the Financial Settlement for 2023/24.



## Looking ahead ...

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

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

Simply e-mail us at [ScrutinyViewpoints@cardiff.gov.uk](mailto:ScrutinyViewpoints@cardiff.gov.uk)

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# Scrutiny Priorities 2023/24

## Children & Young Persons Scrutiny Committee

Continuing to focus on **Schools Organisation Planning**, particularly the move towards the "Community Based Schools Programme", and a Catchment Area Review

Continuing the Inquiry into young people who are in **Education other than at School (EOTAS)**, and examine what factors could lead to them becoming vulnerable to criminal exploitation

Monitoring **Children's Services performance**, particularly capacity, performance, and demand for services

Scrutinise the effectiveness of **Innovations in Children's Services**, such as the FDAC Pilot; North Yorkshire Model; and Innovations and Reviewing Hubs

Ensuring Cardiff is a **Child Friendly City**, and obtains this status during 2023/24

Continuing to monitor **Covid-19 Recovery in Schools**, particularly in relation to attendance and attainment; and Mental Health and Well being across Services and beyond

Undertake mapping and scrutiny of **Engagement and Participation of Children and Young People**

Undertake a short scrutiny into **Youth Provision in Cardiff**

## Community & Adult Services Scrutiny Committee

Examine the work of the council, and local health board, in facilitating **hospital patient discharge**.

Explore the accessibility of **ethnic minorities access to social care**.

Assess how the council, and partners, are working to **keep communities safe and tackle repeat offending of antisocial behaviour**.

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

Assess how the council is responding to the continued increased **demand for homeless prevention services**.

Evaluate the council's response to the ongoing **recruitment challenges within the care sector**.

Engage with the service area on the development of **effective, technology enabled care**.

Review the development of **direct payment systems**.

Continue to monitor the progress, and quality, of **Cardiff Council's new council houses**.

Explore an individual's pathway toward receiving **community mental health support**.

Continue to work closely with the **Cardiff & Vale Regional Partnership Board, Regional Safeguarding Board, and local Community Safety Partnership**.

## Economy & Culture Scrutiny Committee

Continue the Inquiry into the **Museum of Cardiff**, hearing from key stakeholders to learn from their knowledge and experience of council-run and/ or charitable trust museums and exploring the main requirements to ensure a sustainable location and future for the Museum of Cardiff

Scrutinise the report to Cabinet on the future of **St David's Hall**

Continue to scrutinise **Major Projects**, with a keen focus on challenging how any risks to the Council are mitigated and how benefits to local communities are maximised

Scrutinise the report to Cabinet on the way forward for **Pentwyn Leisure Centre**

Review the **Llanrumney Bridge** Project to understand the current situation and proposed way forward

Examine the **Culture Strategy** and test how it fits with the Committee's '**Culture in Cardiff Inquiry**' recommendations

Consider the **Events Strategy** and test how it fits with the Committee's '**Events in Cardiff Inquiry**' recommendations

Receive the Cabinet's Response to the Committee's '**Shaping Cardiff's Post Pandemic Economic Recovery Inquiry**' recommendations

Contribute to the scrutiny of the **Replacement Local Development Plan**

Explore the potential tourism, leisure, physical activity and sport benefits of expanding the **Taff Water Trail**

## Environment Scrutiny Committee

Continue to monitor the rollout and efficiency of the Council's waste services and how the Council achieves the **Welsh Government's statutory recycling target of 70%**. Including, plans for flats/HMOs and Recycle/Reuse facility, WG targets.

Continuing to act as a key contributor towards the Council's **Replacement Local Development Plan (RLDP)**. Ensuring a robust process is in place, and to ensure the final plan is **fit for purpose**.

Assessing how the Council is managing **Cardiff's biodiversity and natural environment** and ensure it is incorporated in considerations under wider pieces of work.

Monitor the Council's **development of an electric vehicle infrastructure**, ensuring it is fit for purpose and sustainable for the future.

Monitor to implementation of the **Air Quality/ Castle Street solution**.

**Flatholm** to review progress made against previous recommendations and the impact of Covid

To review how the Council can work with bus operators to improve **Bus Services** for residents and visitors in Cardiff

Parking zones

## Policy Review & Performance Scrutiny Committee

Oversight of the Council's **Recovery & Renewal Programme**, including management skills in leading **hybrid working** styles, **digital progress**, **customer focus**, corporate property strategy and **core office accommodation**.

Scrutinising the **Citizen Engagement Strategy** and engaging with the **Race Equality Taskforce** to ensure continuing progress in addressing inequalities.

Monitoring the embedding of the **Performance Management Framework** and its effectiveness in addressing performance challenges and supporting the delivery of corporate plan targets.

Monitoring **financial strategy**, proposals, and performance throughout the year.

Focussing on **procurement**, both the Councils strategic approach to growing its procurement customer base through partnership arrangements and the accessibility of tendering arrangements for Council contracts to small/ local business contractors.

Statutory scrutiny of the work of the **Cardiff Public Service Board**.

This report is available in other languages.

Mae'r adroddiad hwn ar gael mewn ieithoedd eraill.

هذا التقرير متوفر بلغات أخرى

এই রিপোর্টটি অন্যান্য ভাষাতেও পাওয়া যায়

यह रिपोर्ट अन्य भाषाओं में उपलब्ध है

Niniejszy raport jest dostępny w innych językach.

Scrutiny ... engaging today ... shaping tomorrow





## **ECONOMY & CULTURE COMMITTEE PAGE - Draft copy for Scrutiny Annual Report 2022/23**

### **Our Membership** – photos to be sourced from library

Councillor Pete Wong (Chair)

Councillors Rodney Berman; Catriona Brown-Reckless; Stephen Cunnah; Jane Henshaw; Peter Huw Jenkins; Helen Lloyd Jones; Daniel Naughton; Sara Robinson; Leonora Thomson

Youth Council Representative – Zack Hellard (*photo to be provided*)

### **Our Purpose**

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

### **Our Achievements**

- **Shaping Cardiff's Post Pandemic Economic Recovery** – Aware of changing work and retail patterns, Members used the Ask Cardiff survey, a Scrutiny Research survey, an FSB Cymru survey, and face to face evidence sessions to seek views on how the Council could best help, bearing in mind its limited resources. Members heard from remote and co-worker individuals and providers, small businesses, independent artists, traders in local and district centres, city centre businesses, residents, and key bodies including Creative Cardiff, For Cardiff and the Royal Town Planning Institute Cymru. Members also explored the 15-minute city concept, looking to learn lessons from how this has been applied elsewhere. The Inquiry made 19 recommendations, focusing on how best to move forward on the 15-minute city and how to respond to specific areas highlighted by stakeholders. The report was submitted to Cabinet in March 2023 and a response to the recommendations is awaited.
- **Supporting public engagement** – As well as enabling the public to engage with their Inquiry, the Committee responded positively to requests to address the Committee. On the proposed way forward for St David's Hall, Members received a presentation from Cardiff Civic Society and 20 submissions made by members of the public via Scrutiny Viewpoints. In addition, Members received a petition and address from Cardiff Civic Society on the Museum of Cardiff budget consultation option. Committee Members also received written representations from AWEN@thelibrary, the Whitchurch Library Charity Group, and from the Save Maindy Velodrome campaign group.

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- **Playgrounds/ Play Areas** – Members discussed the refurbishment of playgrounds and play areas across the city, noting the palpable sense of purpose and progress since the last scrutiny in October 2020, and that sites are being future-proofed.
- **Leisure and Sport** – Members received updates for Year One of the Physical Activity and Sport Strategy and for progress against six recommendations accepted by Cabinet, following the Community Sport Inquiry by the previous Committee. Members also scrutinised GLL's service provision, recovery from the pandemic, financial position, and the Council's risk and contract management approaches. Members were pleased to note good progress across all these areas.
- **Corporate Plan, Budgetary proposals, performance and budget monitoring** – Members examined the proposed Corporate Plan and Budget. During the year, Members were briefed on budget and performance monitoring reports and did not identify any areas of concern.