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AGENDA

Committee	POLICY REVIEW AND PERFORMANCE SCRUTINY COMMITTEE
Date and Time of Meeting	WEDNESDAY, 20 SEPTEMBER 2023, 4.30 PM
Venue	CR 4, COUNTY HALL - MULTI LOCATION MEETING
Membership	Councillor Williams (Chair) Councillors Ash-Edwards, Carter, Chowdhury, Henshaw, Hinchey, Hunt, Stubbs and Thomson

*Time
approx.*

1 Apologies for Absence

To receive apologies for absence.

2 Declarations of Interest

To be made at the start of the agenda item in question, in accordance with the Members' Code of Conduct.

3 Minutes (Pages 5 - 14)

To approve as a correct record the minutes of previous meetings.

20/06/23
12/07/23

4 Organisational Resilience (Pages 15 - 18)

4.30 pm

Briefing/update on senior management interim arrangements to address statutory responsibilities and ensure business continuity.

5 Budget 2023/24, Month 4 monitoring report (Pages 19 - 90)

5.00 pm

Pre-decision Scrutiny of report to Cabinet on 21st September 2023

6 **Work Programming 2023/24** (*Pages 91 - 106*) 5.45 pm

7 **Way Forward**

8 **Date of next meeting**

18/10/2023, 4.30pm

Davina Fiore

Director Governance & Legal Services

Date: Thursday, 14 September 2023

Contact: Andrea Redmond, 029 2087 2434, a.redmond@cardiff.gov.uk

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POLICY REVIEW AND PERFORMANCE SCRUTINY COMMITTEE

20 JUNE 2023

Present: Councillor Williams(Chairperson)
Councillors Ash-Edwards, Carter, Henshaw, Hunt, Stubbs and Thomson

1 : CHAIRPERSON AND COMMITTEE MEMBERSHIP

Noted.

2 : TERMS OF REFERENCE

Noted.

3 : APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Chowdhury.

The Chairperson had also been advised that the Leader, Cllr Huw Thomas is on official Council business and unable to attend for the Legal Services item.

4 : DECLARATIONS OF INTEREST

None received.

5 : MINUTES

The minutes of the meeting held on the 16/05/23 were agreed as a correct record and signed by the Chairperson.

6 : CORE OFFICE STRATEGY

The Chairperson advised that this item provided Members with an opportunity for pre-decision scrutiny of the Council's Core Office Strategy. The Cabinet report attached at Appendix A of published papers sought approval of an Outline Business Case for a Core Office Strategy considering future options for the Council's core office requirements at City Hall and County Hall. The Outline Business Case (OBC) would be presented to Cabinet on 22 June 2023 and sought approval to progress to a Full Business Case on the preferred option.

For this item, the Chairperson welcomed Councillor Russell Goodway, Cabinet Member for Investment and Development; Neil Hanratty, Director of Economic Development; Donna Jones, Assistant Director County Estates; and Chris Barnett, Operational Manager Major Projects.

The Cabinet Member was invited to make an opening statement after which Officers provided their presentation. Members were then asked for their questions, comments, and observations.

The Committee welcomed the opportunity to discuss the Core Office Strategy's Outline Business Case. Members agreed with the approach of progressing while minimising budget impact and preserving City Hall's role. Ongoing staff and service area engagement was noted, along with the forthcoming new build office procurement for the Full Business Case.

Members noted that the preferred option was based on cost-effectiveness, and City Hall's preservation was acknowledged.

Members were advised that the ongoing research explores a museum option for heritage funding, but the Council's policy is to incorporate City Hall into its core office. The Committee fully supported this and considered it should include the restoration of the fountain in City Hall's upgrade plans.

Members were assured that the calculation of 140,000 sq. ft. for core office services was accurate. Members were advised of the current staff distribution at County Hall and City Hall, with changes in desk layouts resulting in reduced average office space per person. The proposal of 35,000 sq. ft. for City Hall was estimated to accommodate 400 staff, delivering significantly more space than is currently used. Extensive engagement with staff and service areas had influenced the design to prioritise collaborative working needs.

Members supported the freedom of choice for staff to work from home or in the office and they emphasised the need for flexibility to accommodate personal office space preferences, alongside the option to work from home. Members were assured that the Full Business Case would consider this aspect and provide appropriate flexibility.

Members emphasised the importance of ensuring that any new build proposal maintains a higher level of quality and longevity compared to County Hall.

Members expressed concern about the estimated £4-5 million of additional revenue required for a new County Hall, considering the lack of allocation in the Council's Capital budget for the preferred core office strategy.

Members were interested to hear of the approach of involving a public sector partner for potential shared core office space at City and County Hall. Members were advised that while no discussions have taken place yet, the significance of public sector leadership, as demonstrated with County Hall and the Atlantic Wharf Masterplan, was acknowledged. The assurance that City Hall's event venue space would be preserved in all partnership scenarios was noted. Furthermore, it was recognised that if a suitable partner doesn't emerge, the Council could proceed independently.

Members acknowledged that in the event of proceeding to a Full Business Case, a more detailed examination would take place to enhance transparency regarding the following matters:

- Financing options, including the management of incurred debt.
- Strategies to address embodied carbon, outlining in depth how it will be tackled within the preferred option.
- Ways to enhance income generation from City Hall office space.
- Potential leasing arrangements.

- A clearer outline of the drawbacks associated with maintaining County Hall as a core office.

RESOLVED – That the public be excluded from the meeting at this point during consideration of this item as the Committee discussed exempt information of the description contained in paragraphs 14 and 16 of Part 4 and paragraph 21 of Part 5 of Schedule 12A of the Local Government Act 1972. The public may be excluded from the meeting by resolution of the Committee pursuant to Section 100A(4) of the Local Government Act 1972 during discussion of this item.

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.

7 : LEGAL SERVICES

The Chairperson advised that this item provided Members with an opportunity to consider whether the Council's current model of providing Legal Services is the right one for its needs. The Director of Legal and Governance was in attendance to brief Committee on the budget position, what alternative models exist for delivering legal services, and how resilient the service is to cope with future demands.

For this item, the Chairperson welcomed Councillor Chris Weaver, Cabinet Member, Finance Modernisation & Performance, Davina Fiore, Director of Governance and Legal Services, and Leanne Weston, Operational Manager, Communities.

The Cabinet Member was invited to make an opening statement after which Officers provided their presentation. Members were then asked for their questions, comments, and observations.

Members were advised of and acknowledged the current challenges facing the Council's Legal Service, including issues with lawyer recruitment and retention, the pay and grading structure, overspending on staffing budget due to locums, high workloads, and difficulties in obtaining complete instructions from client departments.

Members noted a growing demand for Legal Services, potentially influenced by the retirement of experienced officers and the emergence of new legislation. Members also noted that the complexity of cases in Children's Services, such as those involving children across different countries like refugee cases, has contributed to this increased demand.

Members were advised that additional financial support for complex cases primarily goes to client departments rather than Legal Services. An internal solution has been found by increasing the Legal Services budget, which aligns with the increased budget for Children's Services, particularly for cases involving court orders. Members noted that despite budget realignments over the past three years, there are indications that Legal Services may still lack sufficient resources.

The Director highlighted that Legal Services in various councils, including Cardiff, are facing challenges and no examples exist of other Welsh councils providing a superior Legal Service. In fact, Cardiff is often sought after to share its best practices in this regard.

Members were reassured that the Council can manage risks using its external fee budget when facing insufficient legal staff resources. The Council's legal work primarily involves statutory matters, especially those concerning vulnerable individuals, and a backlog of such work is unacceptable.

Members were advised that in the past 12 months, the Council has not lost a legal case due to handling it in-house rather than outsourcing it. Legal Services focus on risk management, and the legal staff are aware of escalation procedures if demand becomes overwhelming. Members noted that Courts have the authority to issue a wasted costs order against the Council for causing case delays, but no such orders have been issued.

Members emphasised the importance of supporting the well-being of staff in the Legal Services department, given the unpredictable demand and challenges in recruitment and retention. Members were advised that flexible working and remote work options are appreciated by staff, along with access to comprehensive well-being support services.

Members were advised that stress is effectively managed within the department, and despite recruitment challenges, many staff remain with the Council for an extended period.

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.

8 : COMMITTEE BUSINESS

The draft Scrutiny Annual Report 2022/23 was approved to be presented to the next full council.

Members noted that the RLDP task & finish group was due to meet on 7th July 2023 at 10am.

Members noted the provisional committee dates listed in the report. The Chairperson advised that all of the dates fall the evening before Cabinet, but he had been reassured that the calendar would be re-visited when the Council is in a position to host two meetings simultaneously and meet its webcasting responsibilities.

9 : URGENT ITEMS (IF ANY)

None received.

10 : DATE OF NEXT MEETING

12 July 2023 at 4.30pm.

The meeting terminated at 7.53 pm

POLICY REVIEW AND PERFORMANCE SCRUTINY COMMITTEE

12 JULY 2023

Present: Councillor Williams(Chairperson)
Councillors Ash-Edwards, Carter, Chowdhury, Henshaw,
Hinchey, Hunt, Stubbs and Thomson

11 : APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Hinchey and Cllr Goodway.
Cllr Thomson advised that she would need to leave at 7.00pm.

12 : DECLARATIONS OF INTEREST

Cllr Henshaw and Cllr Williams declared personal interests as they have family members who work for the Council.

Cllr Hunt declared a personal interest as Chair of Governors at the Court School.

13 : ANNUAL WELL-BEING REPORT 2022/23

The Chairperson advised Members that in line with Committee's responsibility for scrutiny of the Council's corporate planning, performance assessment and reporting arrangements, this item provided them with an opportunity for pre-decision scrutiny of the Council's self-assessed Annual Well-Being Report for 2022/23. This is the report that summarises the Council's end-of-year performance and looks forward to the challenges ahead.

For this item, the Chairperson welcomed Cllr Huw Thomas, Leader of Cardiff Council, Cllr Chris Weaver, Cabinet Member, Finance, Modernisation & Performance, Chris Lee, Corporate Director, Resources, Sarah McGill, Corporate Director, People & Communities, Gareth Newell, Head of Performance & Partnerships and Dylan Owen, Head of Cabinet Office.

The Leader was invited to make an opening statement, after which the Chairperson asked for Members questions, observations and comments.

Members acknowledged the progress made in various areas but also recognised the challenges highlighted in the Annual Well-being Report, such as school attendance rates, recycling rates, demand for services, rental costs, and the economic climate. Members were assured by the Council's robust self-assessment procedure based on multiple data sources to assess performance.

Members welcomed the addition of a summary of performance to increase accessibility but suggested that it may appear bland without the live database link. Members sought assurance that face-to-face support for improving digital skills is still available at local hubs across Cardiff.

A discussion took place and Members raised their concerns about the difference in life expectancy between North and South Cardiff. The Committee acknowledged the Council's efforts in addressing this issue, particularly regarding obesity linked to poverty, and supported the lobbying for greater power over public health matters for local authorities.

Members acknowledged the caution regarding debt servicing and its potential impact on capital and revenue budgets. Members expressed some concern about the risk posed by increasing interest rates to essential services.

Members were provided with assurance about the Council's commitment to building social housing and the consideration of Equality Impact Assessments in decision-making processes for areas facing increasing demand. Officers also outlined the importance of managers engaging with staff and understanding their challenges, as well as monitoring sickness absence rates.

Members considered that more information on the reasons for the fall in attendance at council venues to determine if it is related to the post-COVID bounce back or specific to Cardiff, would be interesting to have sight of.

Members noted Cardiff's progress in introducing 20 mph zones and cycle lanes, resulting in improved congestion in the city over the past five years.

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.

14 : BUDGET 2024/25, MTFP & OUTTURN REPORT 2022/23

Members were advised that this item provided them with an opportunity to consider the Council's approach to developing the 2024/25 budget proposals, and specifically a fuller understanding of the financial resilience work underway to tackle the challenges posed by inflation, the energy crisis, interest rates, the labour market and weak economic growth that may curtail public sector funding.

The Chairperson welcomed Cllr Chris Weaver, Cabinet Member, Finance, Modernisation & Performance, Chris Lee, Corporate Director, Resources,

Sarah McGill, Corporate Director, People & Communities and Ian Allwood, Head of Finance, for this item.

Councillor Weaver was invited to make an opening statement, after which Members were asked for their questions, comments and observations.

Members expressed significant concern about the potential impact of higher-than-anticipated inflation and pay awards on the Council's financial planning. They noted that the assumption of 2% inflation used in preparing the report may be too optimistic and represented a key area of risk for the Council. Members were advised that the Council takes external advice and forecasts into account, includes sensitivity analysis in the Medium-Term Financial Plan (MTFP), and plans to use specific information on

inflation, pay awards, and economic growth as it becomes available before setting the final budget in March 2024, however the Committee remained concerned about how the Council will address the challenges posed by higher inflation and pay awards.

Members discussed the prediction that capital financing costs would fall over a 4-year period, and they clarified that it is actually the rate of increase that is falling, not the total cost of capital financing. Members were advised that the modelling is based on the existing Capital Programme and that if new capital projects are added to the programme, the costs will increase accordingly.

Members sought more information about how capital projects are re-evaluated in cases where there is slippage on the project. Specifically, they requested details on the metrics used for re-evaluating projects that experience delays and cost escalations.

A discussion took place around how the Council compares itself with other UK councils of comparable size to Cardiff, particularly in terms of budget allocation and savings on non-statutory services. Members noted that 70% of the Council's overall budget supports Education and Social Services, while the remaining 30% supports all other Council services. Members were keen to understand how other councils with a similar budget split manage to deliver savings on non-statutory services. Officers advised that the Council engages in regular interaction and knowledge-sharing with finance colleagues across Wales through various forums. These forums provide opportunities for formal and informal discussions, where best practices and benchmarking are shared among local authorities.

Members acknowledged that when the 2023/24 budget was agreed in March 2023, the Council's Financial Resilience Mechanism (FRM) was reduced from £3.8 million in the previous year (2022/23) to £2 million. This reduction was made to assist with the impact of increasing energy costs at that time. However, it was noted that the plan was to introduce a phased re-instatement of the FRM to £3.8 million if energy prices were to fall, thereby boosting the FRM.

Members were pleased to hear that the impact of the Lamby Way solar farm and heat source projects' income contribution will be factored into budget planning. This suggests that if the income generated from these projects is favourable and helps offset energy costs, it may enable the Council to gradually reinstate the FRM to its previous level of £3.8 million.

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.

15 : DELIVERING A MODERN CARDIFF WORKS AND AGENCY PROVISION

Members were advised that this item was to consider a proposal to re-procure a Vendor - Neutral provider to supply the Council with specialist agency staff. In addition, to update Members on the Council's in-house recruitment agency, Cardiff Works. Committee's Terms of Reference confer responsibility for the scrutiny of commissioning and procurement, and for the Council's use of human resources. The proposal is to re-procure a Vendor-Neutral provider to supply the Council with specialist agency staff and we can test how well the approach fits with the Council's socially responsible procurement approach.

The Chairperson welcomed Councillor Peter Bradbury, Cabinet Member for Tackling Poverty, Equality and Public Health, Sarah McGill, Corporate Director, People and Communities and Hailey Beynon, Operational Manager Advice, for this item.

The Cabinet Members were invited to make opening statements, following which Members were provided with a presentation.

The Chairperson invited questions, comments and observations.

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Members were assured by the updates provided on Cardiff Works and the Into Work Service, acknowledging the success of the program in offering employment opportunities to over 80,000 people. Members requested a data briefing on the types of employment offered, the percentage of Cardiff Works appointees being made permanent, the value added through permanent appointments, and feedback from individuals and case studies highlighting successful careers within the Council.

Members recognised the importance of Cardiff Works in addressing staff recruitment challenges and supporting areas with staff shortages. Members were pleased to hear about the monitoring and review processes in place to ensure the service's effective expansion and they stressed the value of feedback from managers and candidates in improving services. Members supported initiatives such as the "Cardiff Works Ready" program and "Cardiff Works for You" initiative, as well as the Fair Works Policy providing a pathway to permanent employment for temporary workers.

Members felt confidence in the robust procurement system and the vendor neutral provider proposal. Members noted that there were questions about potential involvement of other local authorities in the future, however they understood that it was not part of the current proposal and welcomed the assurance that any further developments would be carefully presented to the scrutiny committee for consideration. Members were satisfied with the responses regarding social values, sustainability, and the real living wage in procurement processes.

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.

Members were advised that this item provides an opportunity for pre-decision scrutiny of the Council's Annual Property Plan 2023-24. This Plan for 2023-24 is the implementation plan that will sit behind the Council's approved five-year Corporate Property Strategy, and each year the Plan's targets are set to support the targets set out in the Strategy. The Committee has an opportunity to test the ambition and targets set out in the Annual Property Plan 2023-24, to test the strength of the links between the Strategy and the Plan, and the contribution the Plan will make to the 5-year Corporate Property Strategy 2021-26.

The Chairperson welcomed Councillor Chris Weaver, Cabinet Member Finance, Modernisation & Performance, Sarah McGill, Corporate Director, Donna Jones, Assistant Director, County Estates, Giles Parker, Head of Property and Matt Seymour, Asset Manager, for this item.

The Cabinet Member was invited to make an opening statement after which the Chairperson invited questions, comments and observations from Members.

Members raised concerns about the realistic nature of the capital receipts targets for 2023/24, considering current inflation levels and the general economy. They noted that the original target of £40 million set in 2018 was not met by April 2023, largely due to the impact of COVID and the lack of materialisation of schemes related to the SOP. However, they were pleased to hear that officers are confident in achieving the new target of £25 million set in April 2023, considering it a conservative target.

Clarification was sought on the selection and sale process of properties. Members were advised that when a property is deemed surplus to operational need, its availability is made known across all Council services and external partners. The Asset Management Board decides whether to sell or lease individual properties, seeking advice from specialist agencies. Properties identified for disposal in the Annual Property Plan (APP) are as agreed, with any additions being consulted with ward members. The Council does receive inquiries from potential purchasers, which are evaluated at a delegated officer level and subject to independent valuation. If the land/property is deemed of interest to multiple parties, it would be offered to the wider market.

The Committee was reassured by the robust systems in place to forecast maintenance issues through condition surveys, ensuring a 5-year plan for renewal. Regular re-prioritisation takes place for properties with a backlog of repairs.

Members noted that the Council's policy on Coed Caerdydd has influenced the ability to sell land originally considered suitable for the private sector. Land is prioritised for tree planting to offset carbon emissions and contribute to carbon targets. An example was given of a parcel of land at Cefn Coed in North Cardiff that was recently offered to Coed Caerdydd.

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.

17 : URGENT ITEMS (IF ANY)

None received.

18 : DATE OF NEXT MEETING

20 September 2023 at 4.30pm

The meeting terminated at 7.35 pm

**CYNGOR CAERDYDD
CARDIFF COUNCIL**

**POLICY REVIEW & PERFORMANCE
SCRUTINY COMMITTEE**

20 September 2023

ORGANISATIONAL RESILIENCE

Purpose of the Report

1. To brief members on interim arrangements to ensure business continuity in the coming months in light of senior management movement.

Context for the briefing

2. The Committee has within its terms of reference responsibility for scrutiny of the Council's *Business Management and Constitutional Issues*, and also for its use of *Human Resources*.
3. Members may be aware that the Director of Governance and Legal Services (*and designated Monitoring Officer*) has indicated an intention to move on from Cardiff Council at the end of October 2023. Additionally, the Council's designated Deputy Monitoring Officer has indicated an intention to take up a senior post outside of Cardiff Council.
4. This places a requirement on the Council to consider arrangements for discharging the responsibilities of the designated Monitoring officer.
5. The Constitution sets out the basic rules governing the Authority's business. In respect of the management structure, it states that the Chief Executive is the most senior member of the Council's staff and has responsibility for overall management. He or she is supported by a small team of Corporate Directors and

Directors who each take responsibility for a group of services and cross-cutting issues. (Part 7)

6. The Constitution also states that the position of Director of Governance and Legal Services carries the designation and statutory responsibility of Monitoring Officer for the authority. The Monitoring Officer has a number of prescribed statutory roles, primarily, to ensure the lawfulness and fairness of the Council's decision making. The requirement to designate a Monitoring Officer and the statutory functions of the post are set out in Articles 11.1(b) and 11.3.
7. The functions of the Monitoring Officer (Article 11.3) are maintaining the Constitution; ensuring lawfulness and fairness of decision making; supporting the Standards & Ethics Committee; receiving reports made by the Public Services Ombudsman for Wales; conducting investigations; proper officer for access to information; advising whether executive decisions are within the budget and policy framework; providing advice; corporate management, particularly by providing advice on constitutional issues.
8. In June 2023 this Committee heard from the Director of Governance and Legal Services that a key issue facing the Council's Legal Service is the recruitment and retention of lawyers.
9. Members may wish to consider interim arrangements required to address senior management capacity, cover, turnover and statutory responsibilities.

Way Forward

10. Councillor Huw Thomas, Leader, Sarah McGill, Corporate Director People & Communities, and Chris Lee, Corporate Director Resources; will attend committee to advise Members of proposed interim Senior Management arrangements and answer Members questions.

Legal Implications

11. 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

12. 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 consider the interim arrangements to ensure business continuity until such time as the senior management team returns to full capacity, and whether there are any comments or observations that they wish to relay to the Leader.

DAVINA FIORE

Director Governance & Legal Services

14 September 2023

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**CYNGOR CAERDYDD
CARDIFF COUNCIL**

**POLICY REVIEW & PERFORMANCE
SCRUTINY COMMITTEE**

20 September 2023

Budget Monitoring - Month 4 2023/24

Reason for the Scrutiny

1. To provide the Committee with information to monitor the Council's financial position as at Month 4 of 2023/24 against the budget approved by Council on 9th March 2023. This report will be considered by Cabinet at its meeting on 21 September 2023.

Background

2. Oversight of the Council's Revenue and Capital budgets sits within the Policy Review and Performance Scrutiny Committee's Terms of Reference. This confers responsibility for monitoring the overall Council budget, as well as responsibility for monitoring specific service areas directly related to the Committee's work. Those services include *Corporate Management, Economic Development* (County Estates, Facilities and Operational Management), *People & Communities* (Performance & Partnerships), *Governance & Legal Services*, and *Resources* (Finance, Digital Services, Customer Services, Human Resources, Commissioning & Procurement) budgets.

Structure of the Papers

3. To facilitate the scrutiny the following appendices are attached to this report:
 - Appendix A** – Cabinet report – Budget Monitoring – Month 4 2023/24,
Attached to the Cabinet report are the following appendices
 - Appendix 1** – Revenue Monitoring Position
 - Appendix 2** – Directorate Commentaries
 - Appendix 3** – 2023/24 Directorate Budget Savings Position

Appendix 4 – Capital Programme

Appendix 5 – General Fund Capital Schemes Update

4. The report to Cabinet attached at **Appendix A** sets out the Revenue and Capital Position at month 4, it also sets out performance against savings targets. Key sources of funding are the Revenue Support Grant from Welsh Government, Council Tax, income sources (plus fees and grants) and earmarked reserves.
5. This report states that the factors of energy, food, fuel and pay award inflation combined with increasing demand for services due to legacy of the pandemic and the cost-of-living crisis have significantly increased further the levels of risk.

Revenue budget

6. The 2023/24 month 4 budget monitoring report (**Appendix A**) states that, at this point, a net overspend of **£6.457 million** on the revenue account is projected for the end of the 2023/24 financial year. This is comprised of Directorate projected budget overspends of **£7.457 million**, partly offset by an underspend against the capital financing budget of £1 million.
7. The service areas predicting the most significant overspends are Children's Services (£2.975 million), Education & Lifelong Learning (£1.9 million), and Economic Development (£1.8 million).
8. Members may wish to note the table at **point 6** of the report to Cabinet that shows each Directorate's position, underspends are reported in brackets. Further detail of the Revenue Monitoring position can be found in **Appendix 1**, and more detailed explanations of each Directorate's position are provided in **Appendix 2**.
9. The overspends projected at month 4 are based on a budgeted pay award of 6% average (NJC) for 2023/24. The £1 million general contingency has been held back in the event of any additional pressures resulting from pay award negotiations being completed.

10. Directorates have been advised of the importance of ensuring tight financial control over the remainder of the year to reduce the projected overspend at year end.

Savings

11. The 2023/24 Budget Report outlined **£17.666 million** of Savings Proposals. This was made up of **£1.8 million** reduction of the FRM budget and **£3 million** corporate savings, both of which have been fully achieved. The remaining **Efficiency savings (£10.090 million)** and **Service Change proposals (£2.776 million)** are reported on in Appendix 3. Members can find a progress report on the performance of each proposal by Directorate.

12. The report states that the performance against savings proposals, for both efficiency and service change, is below that required. Efficiency Proposals are currently projected to deliver £7.953 million (78.8%), and Service Changes are currently projected to deliver £1.705 million (61.4%).

13. Importantly, the improvement in this position is seen as a key deliverable along with controlled spending measures over the next few months in order to improve the overall monitoring position. Given the overspend position projected at Month 4, all services have been tasked to review opportunities to deliver in year efficiencies. These are being worked through currently to ensure deliverability and no front-line service impact.

14. Capital financing outturn is currently forecast to be £1 million underspent at the end of the financial year and performance will continue to be monitored closely with the mid-year review to be reported to Council in November 2023.

Capital

15. Members will find detail of the Council's Capital Programme in **Appendices 4 and 5** of the papers. The Council's Capital Programme is currently **£240.526 million** for 2023/24 including an indicative programme to 2027/28.

16. The projected outturn for the year is currently **£223.274 million** against a total programme of **£239.352 million** with a variance of £16.078 million, which is predominantly slippage. **Expenditure at Month 4 was £46.690 million** which represents **21% of the projected outturn**, however there are a number of large expenditure items which are anticipated to progress during the latter part of the year.
17. **Points 21-25** of the report present a picture of progress on Capital Schemes, stressing the essential role that the Council's capital investment programme plays in both stimulating the local economy and delivering local services. There is reference to significant construction cost inflation and directorates are reminded that effective contract management will be required. There is a need to allocate sufficient capacity and resource to ensuring projects progress in the timescales intended and consider opportunities to bring forward expenditure where possible. The need to utilise grants awarded and ensure they are fully utilised in approved timescales is an important risk to be managed by directorates in the remainder of the year.
18. **Points 26-28** remind members that in July 2023 the Annual Property Plan 2023/24 set targets in respect of capital receipts and planned property transactions. The report stresses that close monitoring needs to be undertaken of progress on delivering circa £3 million target of non-earmarked General Fund receipts for the current year. The value of such receipts generated in the first 4 months of the year is currently £85,000.
19. At **points 29-36** Members will find details of the Housing Revenue Account position. This budget covers estate regeneration schemes; planned investment in the refurbishment of Council dwellings; disabled adaptations and expenditure on the development of new housing and other development projects. The programme of work for the Housing Revenue Account is £111.000 million and at month 4 expenditure was £25.038 million, circa 23% of the projected outturn.

Way Forward

20. Councillor Chris Weaver, Cabinet Member, Finance, Modernisation and Performance, Christopher Lee, and Corporate Director Resources, will be in attendance to present the report and answer Members' questions.

Legal Implications

21. 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 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 of 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

22. 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. note the month 4 2023/24 budget monitoring report.
- ii. consider whether it wishes to make any comments to the Cabinet; and
- iii. consider whether it wishes to use information contained in the report to inform future scrutiny of items.

DAVINA FIORE

Director, Governance & Legal Services

14 September 2023

BY SUBMITTING THIS REPORT TO THE CABINET OFFICE, I, (CHRISTOPHER LEE) (CORPORATE DIRECTOR RESOURCES) AM CONFIRMING THAT THE RELEVANT CABINET MEMBER(S) ARE BRIEFED ON THIS REPORT

**CARDIFF COUNCIL
CYNGOR CAERDYDD**

CABINET MEETING: 21 SEPTEMBER 2023

BUDGET MONITORING – Month 4 2023/24

**FINANCE, MODERNISATION & PERFORMANCE (COUNCILLOR
CHRIS WEAVER)**

AGENDA ITEM: X

Reason for this Report

1. To provide the Cabinet with details of the projected 2023/24 financial monitoring position as at the end of July 2023 (Month 4) adjusted for any significant amendments since that date, against the budget approved by Council on 9th March 2023.

Background

2. Council approved the 2023/24 budget on 9th March 2023 with the key sources of funding underpinning the budget being Revenue Support Grant (RSG) from Welsh Government, the amount forecast to be raised by Council Tax, contributions from earmarked reserves and other income sources including fees and various specific grants. Cardiff Aggregate External Finance increased by 9.0% (£48.165 million in cash terms after adjusting for transfers) in 2023/24 although the context was one of a period with significant uncertainty and risk evident across many areas.
3. The factors of energy, food, fuel and pay award inflation combined with increasing demand for services due to legacy of the pandemic and the cost-of-living crisis have significantly increased further the levels of risk. The Council continues to face unprecedented challenges in terms of financial resilience which will require close monitoring and management during this year and into the medium term. Within this context, this monitoring report will set out the current known pressures and risks and any subsequent mitigations being undertaken. The report provides details of the overall revenue position, including performance against budgeted savings targets and a detailed position update on the Capital Programme.

Issues

Revenue Position

4. The overall revenue position reported in the paragraphs that follow comprises of projected variances, including any shortfalls anticipated against 2023/24 budget savings proposals and any savings or efficiencies that have been identified during the year.
5. The overall monitoring position, as at Month 4, reflects a total projected net annual Council overspend of £6.457 million. This position is detailed in Appendix 1 and includes a total directorate net overspend of £7.457 million, partly offset by an underspend against the capital financing budget of £1 million.
6. The table below provides a summary of the overall position:

Directorate	Directorate Position
	(£000)
Corporate Management	(40)
Economic Development:	
Economic Development	1,800
Recycling & Neighbourhood	200
Education & Lifelong Learning	1,900
People & Communities:	
Housing, & Communities	0
Performance & Partnerships	(50)
Adult Services	0
Children's Services	2,975
Planning, Transport & Environment	200
Resources:	
Governance & Legal Services	537
Resources	(65)
Total Directorate Position	7,457
Capital Financing	(1,000)
General Contingency	0
Summary Revenue Account	6,457
Total Council Position	

7. The Table above indicates that there is already pressure across several service areas in terms of budgetary performance and these are contributing to a significant overall projected overspend at Month 4 that will require corrective action in the remaining months of 2023/24.
8. It is important to note that the Month 4 projections do not include any assumptions over and above the already budgeted pay award of 6% average (NJC) for 2023/24. Current pay negotiations are ongoing, and the outcome of any settlement reached will be reflected in future monitoring reports. For this reason, the £1 million general contingency has not been used and is held back

in the event of any additional pressures resulting from pay award negotiations being completed.

9. The specific overspends and underspends within each directorate's position are outlined in more detail within Appendix 2. In summary, the three largest variances are noted below:
 - a. **Economic Development** (+£1.800M) – Income shortfalls within Culture, Venues and Events are a significant factor including City Hall Functions and Functions Catering with the planned closure of core office buildings impacting on these services in year. There are also pressures within Property Services and Sport, Leisure and Development with variances assumed to be partly offset by a surplus for the Building Services trading unit.
 - b. **Education** (+£1.900M) – There are pressures within Home to School Transport, Out of County placements and Catering. Welsh Government have not yet determined the price for each Universal Free School Meal (UFSM). To mitigate the uncertainty for this service, a drawdown of £1 million from earmarked reserves has been assumed. This holding position of using reserves will be reviewed once the confirmation of USFM is received but that decision is not anticipated until much later in the year. School Transport pressures continue due to increasing supplier costs combined with an increase in the requirement for transport for pupils with additional learning.
 - c. **Children's Services** (+£2.975M) – The overspend is primarily due to placement costs for the authority's children looked after cohort with sustained demand pressures and price increases resulting in costs exceeding budget.
10. In relation to the above, mitigating actions are being put in place to reduce and offset the impact of these overspends with further detail set out in Appendix 2 (Directorate Commentaries).
11. The position at Month 4 assumes use of £2.175 million of Children's Contingency to deal with the cost differential of agency staff versus full time staff. The success in terms of reducing the reliance on agency has resulted in decreased numbers of agency staff covering vacant posts but the variance in cost between agency and full-time staff has increased. This is being offset from contingency for 2023/24 given that the targets set in the Council's Corporate Plan are being met.
12. The 2023/24 Budget Report outlined an overall savings target of **£17.666 million**. **£1.8 million** of this target was a reduction of the FRM budget (for one year) and **£3 million corporate savings** (£1 million reduction in General Contingency, £1m reduction in Adult Services Contingency and £1 million reduction in budgets including CTRS and Insurance). All Corporate and FRM budget savings have been fully achieved. With reference to **Efficiency savings (£10.090 million)** and **Service Change proposals (£2.776 million)** the performance of each proposal is outlined in Appendix 3. The performance against savings proposals for both efficiency and service change are below that required with Efficiency Proposals currently projecting £7.953 million being delivered (78.8%) and Service Change currently projecting at £1.705 million

(61.4%) being delivered. The improvement in this position is seen as a key deliverable along with controlled spending measures over the next few months in order to improve the overall monitoring position.

13. The capital financing outturn is currently forecast to be £1 million underspent at the end of the financial year. This forecast is set having regard to assumptions about our levels of actual external borrowing in year and timing of such for the remainder of the year; movement in bank interest rates (outside our control); levels of daily cash balance and estimates of how any capital expenditure for the Housing Revenue Account and General Fund is to be funded at the year end. Treasury management assumptions and performance will continue to be monitored closely, with the mid-year review to be reported to Council in November 2023. The forecast underspend is primarily due to delays in the timing of capital expenditure outflows and, also, new external borrowing assumed to be deferred as long as possible to the latter part of the year, in accordance with the Treasury Management Strategy set at the start of the year. The underspend also includes the impact of recent increases in Bank of England base rates to over 5%, resulting in higher interest income receivable on temporary cash balances, represented by bank deposits held. With borrowing rates currently elevated, it is recognised that any underspend is transitional and subject to the Council's overall cashflows during the year. Accordingly, subject to the Council's overall revenue budget position in 2023/24, opportunities will be considered to transfer underspend to the Treasury Management earmarked revenue reserve as a mitigation for short term treasury and capital risks across financial years.
14. In considering an appropriate level of bad debt provision in respect of Council Tax and having due regard to the collectability of the Council Tax in the current economic climate, the Council is reporting a balanced position. At this early stage the information held is signalling an underspend (£200,000) but this needs further review in the coming months to give confidence that any underspend can be brought into the overall position.
15. As part of the reported directorate positions, contributions to and from contingency budgets have been incorporated where appropriate. As fluctuations in the Council Tax Reduction Scheme (CTRS) budget are managed by a corporate contingency, these include a transfer from the CTRS budget of £0.726 million. The transfer reflects the current projected in year position, which takes into account the impact of the Council Tax increase as well as in year demand from residents for financial support. In addition, the Children's Services position currently presumes that the full available contingency of £2.175 million will be required to be drawn down, leaving no residual contingency for any further demand in Children's Services and the risk of increasing external residential placements for the remainder of this year.
16. Given the overspend position projected at Month 4, all services have been tasked to review opportunities to deliver in year efficiencies. These are being worked through currently to ensure deliverability and no front-line service impact and, where appropriate, these will be built into future monitoring reports to further mitigate the bottom-line position.

17. In addition to the general fund directorate positions, ring-fenced and grant funded accounts are outlined in more detail as part of Appendix 2. In summary, the position on the Housing Revenue Account (HRA) is currently indicating a balanced position after an assumed unbudgeted drawdown of £1.190 million from the Housing Repairs and Building Maintenance earmarked reserve. The position includes a net overspend of £1.445 million for the Housing Repairs Account largely due to responsive repairs spend above budget. Partly offsetting this, rent and service charge income above target based on week 13 statistics indicate lower than budgeted void rent loss. The Civil Parking Enforcement position reflects an in-year surplus of £6.674 million compared to the budgeted surplus of £7.019 million reflecting income below target from resident parking permits and on-street parking fees. The Harbour Authority is projecting a balanced position with increased cost pressures for barrage maintenance offset by income above target and other managed underspends. The Asset Renewal budget is anticipated to be fully spent in line with the revised work schedule.

Capital

18. The Council on 9th March 2023 approved a new Capital Programme of £240.526 million for 2023/24 and an indicative programme to 2027/28. The budget for the General Fund and Public Housing has since been adjusted to £350.352 million to include actual slippage reported at outturn, incorporation of new grant approvals and confirmation of actual grant awards to date.
19. The sections below indicate a forecast position for 2023/24 for the General Fund and for Public Housing.

General Fund

20. The projected outturn for the year is currently £223.274 million against a total programme of £239.352 million with a variance of £16.078 million, which is predominantly slippage. Expenditure at the end of Month 4 was £46.690 million which represents circa 21% of the projected outturn, however there are a number of large expenditure items which are anticipated to progress during the latter part of the year.

Capital Schemes Update

21. Delivery of capital projects is complex, may span a number of years and is influenced by several external and internal factors such as weather, statutory and non-statutory approval processes. Directorates continue to be reminded of the need to set achievable profiles of expenditure and to identify slippage at an early stage.
22. The Council's capital investment programme plays an essential role in both stimulating the local economy and delivering local services. Construction cost inflation has increased significantly resulting from increased tender activity, material availability, labour shortages. This represents a delivery and an affordability risk to projects to remain within estimated budgets following the outcome of tenders. This may require re-prioritisation of schemes to be undertaken including changes in specification and a re-assessment of whether the value of the intended outcomes continues to be met.

23. It remains important that directorates continue to allocate sufficient capacity and resource to ensuring projects progress in the timescales intended and consider opportunities to bring forward expenditure where possible but within the overall budget framework. Option appraisal, robust business cases and due diligence continue to be essential with a focus on delivery of approved schemes within the existing capital investment programme.
24. Previous years have seen a number of late external grant funding sources made available with aligned Welsh Government outcomes. This is a common theme and, whilst positive, the timescales may mean late changes in programme and projections. Utilising and making assumptions of grants bid for and awarded in approved timescales is a risk to be managed by directorates in the remainder of the year. Consideration of switching of Council resources and early discussion with grant funding bodies should be undertaken to ensure that approved grants can be used in full.
25. Further detail on progress against significant capital schemes included in the programme is included in Appendices 4 and 5 to this report.

Capital Receipts

26. Capital receipts are an important means of increasing the affordability of the capital programme. The generation of capital receipts is also consistent with the need to accelerate a reduction in the Council's asset base where this can support savings requirements or reduce maintenance liabilities.
27. The Annual Property Plan considered by Cabinet on 13 July 2023 provided a detailed update on targets set in respect of capital receipts and planned property transactions in 2023/24. Close monitoring needs to be undertaken of the overall target and a circa £3 million target of non-earmarked General Fund receipts for the current year. The value of such receipts generated in the first 4 months of the year is currently £85,000. The remaining transactions will include approved land appropriations to the HRA where due diligence determines such transactions are viable and via open market sales. Each of these transactions will need to be subject to the Council's relevant governance processes and should be progressed promptly to ensure, where required, these are completed by the end of the financial year. Where any proceeds are deemed required to be earmarked for specific purposes, this should be done having regard to the overall target and affordability of the capital programme.
28. The capital investment programme also includes several major development projects which assume that capital receipts are earmarked to pay towards expenditure incurred on those projects. Examples include the development strategy at the International Sports Village and commitments agreed as part of proposals in respect to East Cardiff / Llanrumney Development. Expenditure incurred in advance of realisation of receipts represents a risk of both abortive costs and to the level of borrowing. At its meeting in July 2023, Cabinet approved a disposal strategy for retail and commercial plots at the International Sports Village. The timing of earmarked receipts should be monitored closely to ensure site value and timing is consistent with the respective Cabinet approved business cases.

Public Housing (Housing Revenue Account)

29. The programme for the Housing Revenue Account (HRA) is £111.000 million, with expenditure of £107.875 million currently forecast for the year. Expenditure at the end of Month 4 was £25.038 million which represents circa 23% of the projected outturn.
30. Against an original allocation of £2.150 million, full expenditure is projected to be spent on estate regeneration, tackling issues of community safety, defensible space, waste storage and courtyard improvements to blocks of flats. Expenditure includes projects at Trowbridge Green, Caerwent Road and Penmark Green.
31. Expenditure on building improvements is projected to be £15.850 million for the year, in line with the budget. Projected spend includes ongoing upgrades to high rise flats with £2 million expected to complete cladding works on Lydstep flats. Refurbishment expenditure of £800,000 is projected for Nelson and Loudoun including bin chutes and electric doors. Survey work is currently being undertaken at Beech and Sycamore flats for an estimated cost of £630,000 to upgrade sprinklers. All of the above-mentioned works to high rise buildings will be funded from Welsh Government Social Landlord Building Fire Safety grants. Other improvements for the year include roofing works to both houses and flats (£1.960 million), central heating upgrades (£1.500 million) and kitchen and bathroom upgrades (£2.971 million). There is also projected expenditure of £900,000 on energy efficiency schemes, with a number of projects in the pipeline to be funded by Welsh Government's Optimised Retrofit Programme. Opportunities for additional grants which will support future cladding and building safety schemes in the Council's future expenditure plan are also being explored and will need to be the subject of future reports to Cabinet. It is essential that progress on developing such projects is prioritised in line with such approvals to ensure that external funding can be maximised in line with any terms and conditions of grant.
32. The budget for adaptations for disabled residents of HRA properties is £3 million for the year. Expenditure as at month 4 is £1.700 million as a result of increased applications to support independent living in the community. All future applications must be managed within the existing budget for the remainder of the year.
33. Expenditure on the development of new housing across several sites during the year is currently projected to total £86.875 million, against an initial assumption totalling £90 million. In respect of Cardiff Living, total expenditure of £19.265 million is projected this financial year. Phase 1 which includes projects such as Willowbrook West, Highfields, Briardene, Braunton and Clevedon will all be completed in 2023/24, with all remaining retentions due to be paid. Phase 2 projects due to start this financial year include Narberth Road (83 units), Llanrumney High School site (28 units), Waungron (21 temporary and 23 permanent units) and Citadel (12 units). Brookfield Drive and the Addison House element of the Eastern High site are also due to complete this year. Whilst delayed compared to initial timeframes, total expenditure projected for the Gasworks site in Grangetown this financial year is £33.300 million with

phase one of the project for this temporary housing scheme due to arrive on site in August and occupied by October. Expenditure in year will be partly grant funded with £10.608 million from the Welsh Government's Transitional Accommodation Capital Programme (TACP) and £1.430 million from the Cardiff Capital Region Viability Fund, with potentially an additional £3 million to claim later in the year from the latter. It should be noted that the permanent scheme at the Gasworks site is to be developed as part of a new partnering scheme, with the existing modular homes to be relocated to other sites to be identified.

34. Progress on other development projects outside of Cardiff Living is expected to total £24.110 million and includes projections for a recommencement on site for St. Mellons (£4.695 million) and the Maelfa independent living scheme (£2.000 million). Work paused at the end of 2022/23 as a result of the appointed contractor falling into administration, but both have either been or are in the process of being retendered to a new contractor, resulting in a significant increase in costs, which is being experienced on all housing schemes. Phase 1 of the Channel View development is currently the subject of a tender exercise and depending on the scope and affordability within budgets, is expected to start on site at the end of the financial year. The former Iorwerth Jones site is expected to be completed in March 2024 with projected expenditure of £2.445 million. Canton Community Centre and Bute Street Community Living are both expected to be on site in August 2023 with combined projected costs of £9.300 million for the year.
35. Additional external grant funding is also currently being explored for many sites, which is welcome due to significant increases in costs across all schemes. It remains essential that robust viability assessments are undertaken in line with best practice at various stages of decision making in respect to schemes before they proceed.
36. Expenditure of £10.200 million has already been committed, utilising budget allocated by the Council across two financial years for private market acquisitions in 2023/24 to meet the immediate demand for housing. Opportunities for Welsh Government grant funding to increase the volume of purchases to meet pressures is being explored, however expenditure needs to be managed and approved within the Council's budget and control framework and be the subject of the same viability assessment processes.

Reasons for Recommendations

37. To consider the report and the actions therein that form part of the Council's financial monitoring process for 2023/24.

Legal Implications

38. The report is submitted for information as part of the Authority's financial monitoring process. The Council's Constitution provides that it is a Council responsibility to set the budget and policy framework and to approve any changes thereto or departures there from. It is a Cabinet responsibility to receive

financial forecasts, including the medium-term financial strategy and the monitoring of financial information and indicators.

HR Implications

39. There are no HR imps that arise directly from this report.

Property Implications

40. There are no further specific property implications in respect of the Budget Monitoring Month 4 2023/24 Report. During the second quarter, the Strategic Estates Department will continue to assist where necessary in delivering mitigation strategies as part of the organisation's recovery and support delivery in relevant areas such as the Capital Programme, the Capital Investment Programme and Major Development Projects. The report highlights in-year financial pressures within Strategic Estates and the service area is working closely with Finance colleagues to identify mitigations and income generation opportunities which can be put in place and pursued to alleviate the forecasted budget overspend. Where there are property transactions or valuations required to deliver any budget 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.

Financial Implications

41. In summary, this report outlines a projected Council overspend of £6.457 million at Month 4 of the 2023/24 financial year. These overspends are after the use of specific contingencies and earmarked reserves.. If an overspend of this level exists at the end of the financial year, it would be offset against the Council Fund Balance. Currently, the Council Fund Balance is £14.255 million and would reduce to £7.798 million in such a circumstance but this level would be considered unsustainable. However, between Month 4 and the financial year end, every effort will be made to reduce the overspend to a balanced position or identify other sources of funding such as further use of earmarked reserves. At this time, the General contingency of £1 million has not been used because of the continued uncertainty in relation to NJC pay award.
42. Because of this risk, it is important that directorates retain a focus on their financial positions (including savings proposals reporting shortfalls) and ensure that tight financial control is in place over the remainder of this financial year to ensure that the projected financial position is reduced considerably by the year-end. In tandem, there will continue to be a review of Council-wide issues and regular monitoring of the Council's balance sheet, including the debtors' position and earmarked reserve levels.
43. In relation to the 2023/24 Capital Programme, a variance of £16.078 million is currently projected against the General Fund element, predominantly in relation to slippage against schemes. In terms of the Public Housing element of the programme, there is currently a variance of £3.125 million slippage. However, as outlined in the above report and Appendix 5 there are considerable cost pressures within the Housing Programme which are currently relying on

significant grant funding and this drive continues to need to be underpinned by a robust viability assessment process in place.

44. Historically, this report has highlighted the issue of slippage and the economic impact of rising material process and contractor availability is contributing to potentially higher rates of slippage than have been experienced before. The increase in material prices could potentially reduce the amount of work being undertaken in asset renewal budgets in individual years to ensure capital budgets remain viable over the five-year programme. It is critical that directorates ensure that the necessary progress is made against schemes, to ensure that cost overruns do not occur. Due diligence needs to be maintained to ensure that the delay of schemes that rely on external funding does not result in the lost opportunity of accessing those funds due to tight terms and conditions dictating any timelines that must be met..
45. For capital expenditure, effective contract management will be required, with a particular focus on the prevailing economic climate causing delays or increased costs. Should such issues continue to emerge during the rest of the year it will be necessary for these to be escalated as a matter of priority so that the overall impact on the programme can be assessed and any required actions taken. Such risks also need to be monitored in relation to the generation of capital receipts which underpin the overall affordability of the programme.

RECOMMENDATIONS

The Cabinet is recommended to:

1. Note the projected revenue financial outturn based on the projected position at Month 4 2023/24.
2. Note the capital spend and projected position at Month 4 2023/24.

SENIOR RESPONSIBLE OFFICER	CHRISTOPHER LEE
	Corporate Director Resources
	DATE: 21 September 2023

The following Appendices are attached:

- Appendix 1 – Revenue Position
- Appendix 2 – Directorate Commentaries
- Appendix 3 – 2023/24 Budget Savings Position
- Appendix 4 – Capital Programme
- Appendix 5 - General Fund Capital Schemes Update

Appendix 1

REVENUE MONITORING POSITION 2023/2024

Directorate	CASH LIMIT BUDGETS			PROJECTED OUTTURN			VARIANCES		
	Expenditure £000	Income £000	Net £000	Expenditure £000	Income £000	Net £000	Expenditure £000	Income £000	Net £000
Corporate Management	29,448	(101)	29,347	29,706	(399)	29,307	258	(298)	(40)
Economic Development	49,837	(38,847)	10,990	52,705	(39,915)	12,790	2,868	(1,068)	1,800
- Recycling & Neighbourhood Services	50,053	(10,892)	39,161	51,317	(11,956)	39,361	1,264	(1,064)	200
Education & Lifelong Learning	403,312	(60,384)	342,928	415,056	(70,228)	344,828	11,744	(9,844)	1,900
People & Communities									
- Communities & Housing	240,456	(191,592)	48,864	235,729	(186,865)	48,864	(4,727)	4,727	0
- Performance & Partnerships	9,193	(6,262)	2,931	12,107	(9,226)	2,881	2,914	(2,964)	(50)
- Social Services - Children's Services	105,733	(15,828)	89,905	112,577	(19,697)	92,880	6,844	(3,869)	2,975
- Social Services - Adult Services	180,880	(33,396)	147,484	184,559	(37,075)	147,484	3,679	(3,679)	0
Planning, Transport & Environment	60,088	(50,721)	9,367	61,844	(52,277)	9,567	1,756	(1,556)	200
Resources									
- Governance & Legal Services	8,514	(1,181)	7,333	8,982	(1,113)	7,869	469	68	537
- Resources	33,486	(16,122)	17,364	36,927	(19,628)	17,299	3,441	(3,506)	(65)
Capital Financing etc.	41,534	(7,055)	34,479	41,534	(8,055)	33,479	0	(1,000)	(1,000)
General Contingency	0	0	0	0	0	0	0	0	0
Summary Revenue Account	25,863	(2,122)	23,741	25,863	(2,122)	23,741	0	0	0
Discretionary Rate Relief			0			0	0	0	0
Sub-Total	1,238,397	(434,503)	803,894	1,268,906	(458,556)	810,350	30,510	(24,053)	6,457
Council Tax Collection	0	0	0	0	0	0	0	0	0
Total	1,238,397	(434,503)	803,894	1,268,906	(458,556)	810,350	30,510	(24,053)	6,457

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Appendix 2 – Directorate Commentaries Month 4 2023/24

Corporate Management (£40,000)

1. The projected outturn position for Corporate Management Team at Month 4 against the net controllable budget of £29.347 million is a £40,000 underspend for Senior Management (£15,000) and Corporate Management Other Costs (£25,000).

Economic Development +£1.800 million

2. The Economic Development Directorate is forecasting a £1.800 million overspend at month 4 against the net controllable budget of £10.990 million.
3. Within this position, Culture, Venues and Events are forecasting an overall potential deficit of £1.900 million. This is made up largely of income shortfalls at St David's Hall (£850,000), Cardiff Castle (£186,000), City Hall Functions (£568,000) and Functions Catering (£316,000).
4. Whilst it is currently assumed that St David's Hall will transfer to an external operator during the financial year, a prudent position has been taken that there will be no financial savings within 2023/24 until there is certainty as to next steps in respect of this building and service.
5. Castle admissions income is projected to be circa £500,000 higher in 2023/24 (£2.65 million) than 2022/23 (£2.14 million), with £257,000 additional income generated in the first 4 months of the year. However, whilst this is an improvement on 2022/23 actuals, income generation has still not returned to pre-Covid levels and remains short of the 2023/24 budgeted income targets. The increased deficits forecast for Functions Hire at City Hall / County Hall and reduced Functions Catering income are a direct result of the core office programme changes in November 2023, where it is assumed that City Hall will be closed for events from November until the end of the financial year.
6. Property Services are projecting an overspend of £512,000. This includes a shortfall of £103,000 in relation to the Capital Receipts fee target, a £167,000 shortfall for the Investment and Non-operational Estate income as well as the Tennis Centre (£154,000).
7. The Youth Foods division is reporting an overspend of £170,000, primarily relating to increased agency costs and income shortfalls and reflecting a similar trend to 2022/23.
8. City Centre Management is projecting an £80,000 overspend, mainly due to Activity Site income projection falling short of target.
9. Sport, Leisure and Development is reporting a potential £184,000 overspend. Energy price increases at the Cardiff International White Water (CIWW) are impacting on this location with electricity prices doubling after the previous fixed price contract ended in March 2023. Whilst income generation is

projected to be higher than in 2022/23, it still remains lower than pre pandemic levels.

10. Facilities Management is forecasting an overall underspend of £1.056 million. This position includes a surplus for the Building Services trading unit of £922,000, derived from estimated fees based on higher volumes and contract values. FM buildings is reporting an underspend of £87,000 despite significant pressures estimated to be in the region of £831,000. These are assumed to be mitigated by savings from the planned changes at the three core office buildings but dependent on these being implemented on the scheduled dates. Based on the previous year's usage it is estimated savings of £756,000 could be achieved on energy. In addition, the planned termination of the lease at Wilcox House on 31 December should deliver further savings of £135,000 on rent and cleaning. Both the Cleaning and Security Services are currently anticipated to recover their costs and achieve balanced positions, whilst Pest Control is reporting an income shortfall of £66,000. Staff resources for this service are now at full complement so the position should improve as the year progresses.
11. Shared Regulatory Services is reporting a £17,000 overspend linked to the new SLA for out of hours calls handling by C2C.
12. Major Projects are projecting a £225,000 overspend at month 4 linked to unbudgeted holding costs (NNDR rates, security etc) at the Toys R Us building with potential lease discussions ongoing for an interim tenant.
13. All other divisions within Economic Development are projecting balanced or underspend positions for 2022/23.
14. The 2023/24 efficiency savings target for Economic Development was £1.204 million. At month 4, £905,000 of these efficiency savings are projected to be achieved (circa 75%), with the remaining £299,000 (£25%) considered unachievable in 2023/24. The service change savings target for Economic Development was £582,000. At month 4, only £32,000 of these service change savings are projected to be achieved. The remaining £550,000 linked to the proposed transfer of St David's Hall and CIWW to external operators are not assumed to be achieved at this stage. Whilst it is currently assumed that St David's Hall will transfer to AMG during the course of the financial year, a decision has been taken for monitoring purposes to remain prudent and assume no financial saving within 23-24 until timelines of the transfer are confirmed, and the subsequent financial reconciliations have been completed. It is not currently assumed that CIWW will transfer to a third party in 2023/24.
15. A total of £600,000 was allocated for specific FRM items in 2023/24. At month 4 it is projected that full spend will be incurred against these items.

Recycling & Neighbourhood Services +£0.200 million

16. Recycling & Neighbourhood Services are projecting a net overspend of £0.200 million against the net controllable budget of £39.161 million, after assuming a drawdown from the Waste earmarked reserves, grant maximisation and curtailment of expenditure as appropriate.
17. The Collection Service is projecting an overspend of £390,000, reflecting the further expansion of the segregated collection scheme scheduled for November and includes recurring operational and one-off set up costs.
18. The Street Cleansing service is projecting an overspend of £521,000 which predominantly reflects higher vehicle charges, estimated at £490,000 over budget. Increased staff costs, due to secondments and short-term trials into the service to provide experience of a supervisory role to officers from within the service amount to £56,000. The weed control contract, transferred from the Parks Service in 2022/23, brought with it an historical £36,000 budget deficit. Increased income of £61,000 from events and ad-hoc work has partly mitigated the pressures.
19. Recycling Treatment is projecting an overspend of £347,000. This includes increased staff costs of £211,000 at the Recycling Centres and MRF due to staff cover for sickness, suspensions, and overtime, plus a delayed saving against planned operational changes. There are further pressures of £169,000 from higher vehicle charges and a shortfall of £74,000 from the sale of recycling materials reflecting market prices. The pressures are partly mitigated by anticipated savings of £107,000 on external processing costs.
20. The Environmental Enforcement division is forecasting an overspend of £12,000 caused by an income shortfall of £63,000 partially offset by a £51,000 saving against staffing because of not filling vacant posts pending the Neighbourhood Services restructure. The cost of trialling covert CCTV cameras for fly tipping is £52,000 and it is proposed to fund these from reserves.
21. Waste Disposal is projecting an underspend of £151,000. This includes a saving of £215,000 from the contractual arrangement with Project Gwyrdd (PG) in relation to tonnage banding and the Performance Measurement Framework. A further saving of £10,000 is anticipated against Cardiff's contribution to the PG Contract Team. Processing costs are projecting a £59,000 overspend and income from the sale of landfill gas is projecting a shortfall of £15,000.
22. There is a small underspend of £4,000 in Management & Support whilst the Waste Strategy team is projecting a balanced position.

23. The Trade Service is reporting a balanced position after assuming a drawdown of £170,000 from the Waste Management reserve. Income projections are showing a shortfall of £389,000, caused by the reduction in rates to incentivise existing customers to separate their waste streams in readiness for changes to legislation due in January 2024. There has also been a re-focus of the service to prioritise and maximise recycling rates which has resulted in a loss of a key customer and a downsizing of the skip hire service. Expenditure projections are showing an underspend of £219,000 primarily due to staffing and disposal costs.
24. The FRM allocation of £60,000 to fund cleansing initiatives is projecting to be fully spent.
25. Budgeted efficiency savings totalled £291,000 and are forecast to be achieved. However, the service change saving of £60,000, in respect of reduced opening times at the Recycling Centres, is unlikely to be achieved until the proposed service restructure has been approved.

Education and Lifelong Learning +£1.900 million

26. The outturn position for the Education & Lifelong Learning Directorate reflects an overspend of £1.900 million. Schools Transport is projecting an overspend of £0.551 million reflecting the full year effect of 2022/23 new routes and price increases, along with known and anticipated increases in ALN routes in 2023/24, and the extraordinary contractor price increases expected. The position is net of a £700,000 contribution from earmarked reserve to meet the continuing demand and cost pressures within the service.
27. Services to Schools includes an overspend of £0.2 million overspend in Schools Catering. A projected increase in food expenditure due to price inflation and staff costs to implement Universal Free School meals in primary schools is not offset by income contributions from paid and Universal Free School meals and requires a drawdown from reserve of £1 million. Due to service changes, price inflation and uncertainty on income recoupment the accounts monitoring position could change materially over the course of the year.
28. Out of Maintained Schools educational placements is £714,000 overspent due to an increase in the provision requirement from 276 to 293 pupils in total. The increase in placements is due to the continuing trend of ALN placements demand outstripping the authorities educational setting provision, despite significant investment to increase capacity.
29. Budgeted savings in Education Services for 2023/24 totalled £1.419 million and it is currently projected that £0.806 million of these will be delivered in the current financial year.

Housing and Communities - Balanced

30. Housing & Communities is reporting a balanced position against the net controllable budget of £48.864 million after assuming budgeted drawdowns estimated at £2.776 million from Housing and Communities reserves. In addition, a further unbudgeted drawdown of £384,000 is assumed to address pressures within Homelessness.
31. The position comprises overspends totalling £716,000 across Homelessness (£293,000), Hubs and Community services (£269,000), Business Support (£134,000) and Housing Strategy (£20,000). These are partly offset by underspends of £716,000 across all other areas of the service.
32. Homelessness and Hostels are reporting an overspend of £293,000 largely due to storage costs for Homeless person's furniture and utility costs at the Gypsy and Traveller sites. These are partly offset by grant maximisation, leasing income and savings within temporary accommodation voids. All associated costs linked to the unprecedented demand on Homeless services are expected to be met from Welsh Government No one Left Out and Discretionary Homeless Prevention grants and a drawdown from the Homelessness reserve.
33. Hubs and Community services are reporting an overspend of £269,000 across the divisions. Overspends of £151,000 within Day centres are attributable to unachieved vacancy provisions and an overspend of £119,000 within Learning for Life is linked to a shortfall in projected tuition fee income at Llanover Hall. These are partly offset by employee savings and grant maximisation across the service.
34. The Business Performance and Support overspend of £134,000 relates to unbudgeted PPE distribution costs across the authority. PPE continues to be provided free of charge by Welsh Government but the Directorate does not have related budget for the administration and delivery of the service. Work is ongoing to reduce related expenditure.
35. Housing Strategy overspend of £20,000 is linked to overtime and supplies and services above budget.
36. Underspends of £221,000 within Neighbourhood Regeneration relate to additional grant income across the service.
37. Housing Projects are reporting an underspend of £112,000 due to vacancy savings within the division.

Performance & Partnerships (£50,000)

38. An underspend of £50,000 is reported at Month 4 which relates mostly to an anticipated overachievement of external income in Bilingual Cardiff.

Children's Services +£2.975 million

39. Children's Services is currently projecting a £2.975 million overspend, following full utilisation of the Children Services contingency of £2.175 million, and a drawdown of £3.248 million from reserve. The reserve drawdown is to fund ongoing cost pressures from cost differential between agency staff and establishment staff and high-cost support and placement packages.
40. The overspend is primarily due to placement costs for the authority's children looked after cohort as sustained demand pressures and price increases are resulting in costs exceeding budget.
41. Placements costs include a £6.353 million overspend relating to residential placements. Ongoing placement numbers have increased over the year from 106 active placements at the start of the year to 122 current active placements, with also average price uplift request of 8% on 30 placements. The external fostering budgets are reporting a £1.475 million underspend as placement numbers are less than planned and decreasing from 306 at the start of the year to 286 currently. The underspend has been partially eroded as price uplifts for fostering arrangements has seen 223 price uplifts at an average of 8%.
42. Children's Services are required to commission additional bespoke placement and support packages due to the complexity of needs and a shortage of placements spaces available. These costly arrangements are included in the position as an overspend against budget of £2.2 million, which is being offset by an earmarked reserve contribution of £2.1 million. During the financial year, there have been 51 of these packages to date, of which 21 are currently active.
43. A national trend of a challenging recruitment market, with difficulties in recruiting permanent qualified social workers and care workers is resulting in a reliance on external employment agency to fulfil statutory duties. The cost differential between permanent staff and agency staff led to a staffing overspend of £1.1 million within Assessment and Care Planning division, which is currently being funded from earmarked reserves in its entirety. Service redesign steps have been taken by the division and there is a reduction in the number of external agency workers.
44. Budgeted savings in Children Services for 2023/24 totalled £1.925 million and it is currently projected that £1.254 million of these will be delivered in the current financial year.

Adult Services (Balanced)

45. Adult Services is projecting a balanced position, after a £771,000 contribution from the Adult Services contingency budget. The underlying overspend of £771,000 comprises a £2.662 million overspend on commissioned care, offset by a £1.891 million underspend on internal services.

46. The position on commissioned care comprises overspends in Older People (£1.351 million), Physical Disabilities (£1.030 million) and Learning Disabilities (£0.361 million). These are partially offset by projected underspends of £69,000 and £11,000 respectively in commissioned care for Mental Health and for Substance Misuse.
47. The largest contributory factor to the position on Older Peoples' Services are overspends on domiciliary care (£0.703 million) and residential and nursing budgets (£0.721 million). These, together with smaller overspends on respite and other areas of care, are offset by an underspend on direct payments. The overspend on domiciliary care reflects a significant increase in weekly domiciliary care hours over recent weeks (c£750 per week). The overspend on residential and nursing reflects an increase in placement numbers in general, together with a significant shift in existing placements from general residential to more costly residential dementia placements.
48. The largest contributory factors to the position on Physical Disabilities commissioned care are similar, with overspends on domiciliary care (£0.497 million), residential and nursing care (£0.325 million) and supported living arrangements (£0.187 million). The domiciliary care position reflects a significant increase in hours of care while the residential, nursing and supported living overspends reflect placements numbers. Residential and nursing placements are around 30% (9-10 places) higher than the average of the last three years; many in the 60+ age category.
49. The overspend on Learning Disabilities is mainly due to residential and nursing placements (£0.741 million) and this is partially offset by underspends in other areas, including the Adult Placement Scheme and Direct Payments. The overspend on residential and nursing reflects placements numbers as well as the impact of delayed delivery of a 2023/24 budget saving proposal.
50. The underspend on Internal Services is a combination of Assessment and Care Management (£618,000), Reablement and Independent Living (£528,000), Support & Performance Management (£685,000) and Internal Day Care (£120,000). These are offset by an overspend of £60,000 on Internal Supported Living Services linked to the delayed delivery of a 2023/24 savings proposal.
51. The underspends in all other areas of Internal Services reflect a level of vacancies and the fact that funds allocated for restructures are only estimated to be partly used in the current financial year.
52. Budgeted savings in Adult Services for 2023/24 totalled £1.669 million and it is currently projected that £1.021 million of these will be delivered in the current financial year. Further detail is included in Appendix 2.

Planning, Transport & Environment +£200,000

53. Planning, Transport and Environment are forecasting an overspend of £200,000 after assumptions of accelerated use of Commuted Sums, maximisation of grant drawdown and curtailment of spend as appropriate.

Significant pressures are evident across the directorate particularly within Highway Infrastructure, Transport, Planning and Building Control and Civil Parking Enforcement. These are partly mitigated by a large surplus in Energy Management.

54. Transport is forecasting an overspend of £439,000 reflecting contract increases on the CCTV and Intelligent Transport Systems. There are increased operational costs at the Traffic Control Room and unbudgeted costs for the Traffic Management of sporting events where costs are borne by the Authority.
55. Highway Infrastructure is forecasting an overspend of £271,000 reflecting a funding shortfall for the Winter Maintenance programme partly due to the increased cost of salt, vehicle charges and the impact of the 20 mph zones requiring 2 extra vehicles and addition staffing for redesigned gritting routes.
56. An anticipated shortfall in planning fees is forecast to result in an overspend of £313,000 caused by the general economic impact on major planning applications.
57. A reduction in the income from residents parking permits is considered likely to generate a shortfall of £345,000 against the target within Civil Parking Enforcement. The fees were increased as part of the 2023/24 budget but current data indicates this will not be achieved.
58. The Bereavement, Registration & Dogs Home services are reporting an overall deficit of £26,000 reflecting increased operational costs in Bereavement and the Dogs Home, partly mitigated an increase in Registration income.
59. Energy Management are forecasting a surplus of £469,000 reflecting a significant increase in income generated by the Lamby Way Solar Farm which is offsetting the continued lower performance at the Radyr Weir Hydro facility. In addition, there are employee savings whilst the recruitment process takes place.
60. Further savings of £9,000 are forecast in Management and Support Services from increased recharges to various grants and income funded activities.
61. The FRM allocations, to assist with the delivery of One Planet Cardiff objectives are projected to be fully committed.
62. The efficiency, income, and service change savings target are £1.857 million. It is currently forecast £1.518 million will be achieved leaving a shortfall of £339,000. This includes income from residents parking permits and Business Support restructure due to a short delay in the voluntary severance.

Governance & Legal Services +£537,000

63. The Governance and Legal Services forecast overspend of £537,000 relates to unbudgeted locum solicitor costs of £439,000 and an overspend of £99,000 within Electoral Services for printing and postages. These variances are offset by an underspend within Democratic Services due to delays in backfilling of vacant posts.

Resources (£65,000)

64. An overall underspend of £65,000 is projected at month 4 with underspends within Human Resources, Commissioning Procurement and Finance partly offset by an overspend within the Chief Digital Officer division.
65. Vacant posts are the primary contributors to the underspends within Finance and Procurement, £90,000 and £97,000 respectively, while surplus income within Occupational Health and linked to the Additional Voluntary Contributions to Pensions and Cycle to Work schemes is the reason for the £200,000 underspend within Human Resources.
66. The Chief Digital Officer overspend of £323,000 relates to increased licensing and software costs within ICT which is partly offset by an underspend in Customer Services due to vacant posts.
67. The Central Transport Service is reporting a balanced position which includes a contribution to reserve.

Cardiff Harbour Authority

68. For the current year, the Council worked with the Welsh Government to identify budget pressures around increases in material costs, contractors and energy prices as well as historical shortfalls in service level agreement budgets. In addition, work has been carried out to identify future obsolescence and compatibility issues with existing systems and equipment requiring upgrades or replacement. These budget pressures are partly offset by savings due to increased income streams and reduced accommodation costs against the approved Fixed Costs budget of £5.621 million. This allocation includes the 2022/23 pay award shortfall, any employee incremental pay progression and the 2023/24 pay award yet to be agreed. The Asset Renewal funding requirement for non-critical assets is £457,000, giving an overall budget for the Cardiff Harbour Authority (CHA) of £6.078 million, which is an increase of 2.6% on the final award total for the 2022/23 financial year.
69. The forecast at the end of quarter one indicates a funding requirement of £6.078 million, representing a full spend of budget.

Heading	Budget £'000	Projected Out-turn £'000	Variance £'000
Expenditure	6,786	6,853	67
Income	(1,165)	(1,232)	(67)
Fixed Costs	5,621	5,621	0
Asset Renewal	457	457	0
TOTAL	6,078	6,078	0

70. The position includes increased costs on building overheads and barrage maintenance, largely due to further significant cost price pressures on contractor supplies and works, offset by reduced expenditure on facilities management and environmental areas. Increased income against target is projected on car parking and harbour dues. This forecast will be updated as more information becomes available over the coming months.
71. The Asset Renewal budget is currently indicating a full spend in line with the revised approved schedule of work, including barrage sails decking, water quality sondes and cables, graving docks boardwalk, Roald Dahl Plas post and rail replacement, plus additional scheme to complete the Senedd boardwalk.
72. The CHA maintains a Project and Contingency Fund, which is used to support projects and provides a contingency for situations where the approved budget is exceeded. The Fund receives contributions from a combination of receipts from the sale and disposal of land and a share of past year underspends on the Fixed Cost budget. The balance on 31 March 2023 was £130,000 and this is in line with the amendments to the Deed of Variation as agreed in May 2023.

Civil Parking Enforcement

73. Civil Parking Enforcement (CPE) manages parking, parking enforcement and moving traffic offences throughout the city. The income from these activities is used to support the operational costs with the surplus being transferred to the Parking and Enforcement Reserve.
74. The budget was set using various assumptions and scenarios. The table below provides a summary of the budget and projected outturn position.

	Budget £'000	Projected Outturn £'000	Variance £'000
Income			
On street car parking fees	4,956	4,850	106
Off street car parking fees	1,428	1,464	(36)
Resident's parking permits	911	511	400
Penalty charge notices	2,350	2,350	0
Moving Traffic Offences (MTO's)	3,687	3,687	0
Camera Car	708	708	0
Other Income	20	39	(19)
Total Income	14,060	13,609	451
Expenditure			
Operational costs, parking & permits	634	648	14
Enforcement service including TRO	6,437	6,317	(120)
Total Expenditure	7,071	6,965	(106)
Annual Surplus / (Deficit)	7,019	6,674	345

75. The current projection indicates an annual trading surplus of £6.674 million. This is £345,000 lower than the budget reflecting lower than anticipated income from residents parking permits and on-street parking fees partly offset by reduced operating costs.
76. Income is forecast at £13.609 million which is £451,000 lower than budgeted. Reduced activity partly caused by road closures to facilitate city centre events and delays in project implementation will result in lower car parking fees, although there is an anticipated increase in the income generated from PCN's and MTO's.
77. Expenditure is forecasting a variance of £106,000 reflecting the reduction in loan repayments for invest to save schemes following full repayment in the previous financial year.
78. The surplus of £6.674 million is transferred to the Parking and Enforcement Reserve and available to support highway, transport and environmental improvements.
79. The table below illustrates the forecast position in the reserve:

Parking & Enforcement Reserve	£'000
Balance 1st April 2022	1,022
Contribution from CPE	6,674
Total Available	7,696
Contribution to support revenue budget	(6,418)
Project support and initiatives	(600)
Balance 31st March 2024	678

80. The brought forward balance in the reserve is £1.022 million. The CPE forecast indicates a surplus of £6,674 million. The contribution to the revenue budget to fund infrastructure maintenance and improvements is £6.418 million. A further £600,000 will support various initiatives such as Active Travel, LDP transport monitoring and a provision for various transport scoping works such as the Metro. The year-end balance is forecast at £678,000.

Housing Revenue Account - Balanced

82. The Housing Revenue Account (HRA) is projecting a balanced position after an assumed drawdown from the Housing Repairs and Building Maintenance earmarked reserve of £1.191 million.
81. Within this position, the Housing Repairs Account is forecasting a £1.445 million overspend made up of responsive repairs overspends estimated at £1.691 million due to the current backlog of works, void property repair overspends of £300,000 and overspends within management and administration of £145,000. These variances are partly offset by underspends of £385,000 for external painting and £306,000 for electrical testing. The Disabled Facilities grant budgets indicate balanced budgets at this time.
84. An anticipated £52,000 underspend on capital financing costs is due to lower than anticipated interest charges. Employee savings across the functions of £47,000 are also included within the overall position.
85. Based on week 13 statistics, standard rent and service charge income are forecasted at £115,000 above target. This is mainly in relation to a lower than budgeted void rent loss. Hostels and other accommodation income are forecasted at £235,000 above target. This is due to a number of factors including lower than budgeted void rent loss, the availability of additional units/bed spaces at some projects and an assumed extension to the period of time that service charges will be received for food services at Ty Ephraim.
86. The balance of the overall variance is mainly due to premises overspends in relation to tipping charges, hostels security and Council Tax charges.

87. The Month 4 position includes a 6% pay award assumption in line with the budget. The outcome of the settlement in relation to the current pay negotiations will be reflected in future monitoring reports.
88. There are other forecasts which due to the nature of the spend and income and the number of variables are subject to change and will need to be reviewed in detail over the coming months.

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Directorate Efficiency Saving Proposals - 2023/24

Dir	Report Ref	Description	Efficiency Savings 2023/24				Savings Progress			
			Employees £000	External/ Other £000	Income £000	Total Proposed £000	Achieved £'000	Projected £'000	Unachieved £'000	NOTES
CMT	CMTE1	Expressions Of Interest/Senior Management Saving Reflects savings generated from Expressions of Interest in Voluntary Redundancy over and above those included in proposals.	239	0	0	239	0	120	(120)	Assuming half will be achieved.
Corporate Management Total			239	0	0	239	0	120	(120)	
Economic Development	ECDE1	Full review of Play Services To create efficiencies including consideration of utilisation of grant income where appropriate.	0	0	57	57	0	57	0	Currently forecasted to be fully achieved.
	ECDE2	Increase In Workshop Income Past performance indicates that current occupation of the workshops yields income greater than the current target.	0	0	30	30	8	30	0	On target to be fully achieved.
	ECDE3	Increase in City Centre Management Income The team's capacity for work has increased creating greater opportunities to generate income.	0	0	30	30	0	0	(30)	Income target considered unachievable.
	ECDE4	Delete post in Economic Development Deletion of a Grade 6 support post within Economic Development.	40	0	0	40	40	40	0	This has been achieved through a reversal of the 2022/23 growth bid allowing the post to be retained.
	ECDE5	Recharge Costs for Legionella - Health & Safety Budget The proposal is to charge future Legionella testing to Education's statutory maintenance budget.	0	50	0	50	50	50	0	This saving has been achieved and the charged to Education actioned.
	ECDE6	Strategic Estates (Transaction) Increased Rental Income from Ipswich Road site through re-gear lease and part surrender of site to existing tenant.	0	0	40	40	0	20	(20)	Delays in completion of the lease re-gear transaction considered likely to result in saving only being partially achieved.
	ECDE7	Cardiff Market Service Recharge Cardiff Market service recharge - additional market manager's staff cost (increase from 1 day to 2.5 days). Average increase is £158 per stall holder, a 3.6% increase in current charge.	0	0	10	10	10	10	0	Increased recharge is included within Service Charge and projected to fully achieved.
	ECDE8	Brindley Road Vacate prior to the end of lease in 2024, this will achieve savings of £147k. Early vacation can be achieved with the relocation of Building Services staff from the CTS Depot to County Hall (hybrid working) making space for Highways and Cleansing Services to locate to the CTS Depot footprint. This move is already being planned but can be accelerated to vacate in 2023.	0	147	0	147	0	0	(147)	This proposal will not be achieved following the operational delay to the planned closure of Brindley Rd offices. This is now likely to occur next year when a clearer position emerges.
	ECDE9	Replace the static security provision at Cardiff Castle with a remote provision The Alarm Receiving Centre (ARC) is currently upgrading existing, and implementing new, technology to improve the level of security at the Castle. The ARC will then manage security at the Castle by remote means. An on-site presence of Security Officers out of normal working hours will not then be required. Assumed full year saving against the budget will be £67k (£50k reflects implementation of 1st July 2023).	50	0	0	50	0	40	(10)	There has been a short delay to the commencement of the new arrangement therefore a shortfall is likely to occur.
	ECDE10	Facilities Management Building Support Consolidation In line with the proposed changes to Core office footprint and relinquishment of Brindley Road Depot, its proposed to realign FM support with operational needs. This will result in a reduction of six posts which can be achieved through Voluntary Redundancy. This is a part year saving, with full year effect in 2024/25.	79	0	0	79	79	79	0	Achieved.

Dir	Report Ref	Description	Efficiency Savings 2023/24				Savings Progress			
			Employees £000	External/ Other £000	Income £000	Total Proposed £000	Achieved £'000	Projected £'000	Unachieved £'000	NOTES
Economic Development	ECDE11	Consolidation of Business Administration Function Across County Estates Merge and streamline administration roles into one support team and allocate resources to priority work. All staff are able to work remotely, with supervision in place. This will allow administration support to be provided to other areas of the Directorate or across the Council based on priority need.	25	0	0	25	25	25	0	Achieved.
	ECDE12	Subsume Brindley Road Stores into Lamby Way Stores The store at Lamby Way has been transformed into warehousing, where digital requests for PPE and equipment enable delivery of items the following working day. This supports better management of PPE and equipment and a reduction in storage requirement/staff. This proposal is to close the Facility Management led stores at Brindley Road with the loss of the two stores related posts.	43	0	0	43	43	43	0	Operational delays to the closure of Brindley Road offices and stores has meant that only one post has been deleted following VS. Further consideration is required for the longer term plan of the existing stores.. Alternative staff savings have been achieved within FM through the deletion of posts in the City Hall Boiler Team so this saving is achieved.
	ECDE13	Grant Maximisation Utilise external grant funding to support services within Culture, Parks & Events.	0	0	105	105	5	105	0	On target to be fully achieved.
	ECDE14	Grant Maximisation Utilise external grant funding to support services within Investment & Development.	0	0	222	222	62	222	0	Projected to be fully achieved with £62k grant claimed in Q1.
	ECDE15	Event Management - Minimum Service This proposal would reduce the establishment by deleting the vacant Exhibitions Officer Grade 9 (£38k) and remove the Cardiff Council Associated Events Budget of £10k.	38	10	0	48	48	48	0	Vacant posts have been deleted and saving fully achieved.
	ECDE16	Restructure of Strategic Estates Department Proposal is to delete a vacant part time Grade 10 post, and a vacant Grade 5 post in the Disposals team and to create a single Grade 7 Surveyor post to support the non-Operational/Major Projects group.	25	0	0	25	25	25	0	Vacant posts have been deleted and saving fully achieved.
	ECDE17	Further Restructure of Strategic Estates Department Deletion of two posts through Voluntary Redundancy/Retirement in addition to ECDE16 above. Remodelling the service would involve a reduction in officer capacity over the medium term.	80	0	0	80	0	40	(40)	Delays in relevant staff leaving the authority is to result in saving only being partially achieved.
	ECDE18	Business, Investment & Tourism – Reduction of Service to Make it Cost Neutral to the Council Removal of 4 posts, which will reduce the level of service provision. These posts relate to unfilled/vacant posts across the service area with no impact on existing employed staff. Grant funding will also be increasingly used to maintain levels of service delivery across Business, Investment and Tourism.	281	20	(182)	119	119	119	0	This has been achieved through a reversal of the 2022/23 growth bid.
	ECDE19	Cardiff Castle Deletion of 1 FTE Grade 6 Post and 0.68 FTE Grade 3 post via Voluntary Redundancy.	61	0	0	61	57	57	(4)	£57k achieved with VR taking place in March and June 23. £4k unachieved is due to slight delay in release of second post.
Economic Development Total			722	227	312	1,261	571	1,010	(251)	
Neighbourhood Services	RNSE1	Removal of Bespoke (striped) Bag Delivery This has been effective since July 2022. Properties without black wheeled bins were previously supplied with red-striped bags for general waste. The change reduces procurement of single use plastic. Cardiff was the only Local Authority in Wales to provide bags.	0	50	0	50	50	50	0	Achieved.
	RNSE2	Review of Internal Recharges into the Trade Waste Service Increased recharge to Trade Waste Service that more accurately reflects the use of infrastructure at Lamby Way.	0	0	70	70	70	70	0	Achieved.

Dir	Report Ref	Description	Efficiency Savings 2023/24				Savings Progress			
			Employees £000	External/ Other £000	Income £000	Total Proposed £000	Achieved £'000	Projected £'000	Unachieved £'000	NOTES
Recycling & Neig	RNSE3	Round Balancing Rebalancing the recycling rounds to reduce their number. Monitoring the completion of rounds indicates that a reduction in rounds is feasible. The proposed saving reflects voluntary redundancy. It does not include potential vehicle savings which would need to be worked through.	100	0	0	100	33	100	0	On target to be fully achieved.
	RNSE4	Grant Maximisation Utilise external grant funding to support Neighbourhood Services.	0	0	40	40	13	40	0	On target to be fully achieved.
	RNSE5	Distribution of Recycling Bags A reduction in delivery of single-use plastics (green recycling bags) and a move towards reusable sacks places less demand on this function, allowing for the deletion of 1 FTE Grade 4 Distribution Operative Post via Voluntary Redundancy.	31	0	0	31	31	31	0	Achieved.
Recycling and Neighbourhood Services Total			131	50	110	291	197	291	0	
Education	EDUE1	Transfer responsibility for annual Capita One licence fee to Schools ICT Investment programme The annual Capita One licence is currently paid from central Education budgets. It is proposed that the cost of the licence will instead be borne by the School ICT Investment Programme (a pooled schools' budget), going forwards.	0	133	0	133	133	133	0	Achieved.
	EDUE2	Fund a proportion of Education Welfare Officer (EWO) costs from the Local Authority Education Grant (LAEG) The LAEG contains an element of funding for improving school attendance. The proposal is to utilise this funding to offset some of the costs of the EWO team.	0	0	50	50	50	50	0	Achieved.
	EDUE3	Restructure the Business Support function within Services to Schools Restructure of the Business Support team that supports Services to Schools in order to more effectively manage the impact of Universal Primary Free School Meals and the National Plan for Music Education.	35	0	0	35	35	35	0	Achieved.
	EDUE4	Increase contribution from Post 16 grant towards Research and Information The Research and Information team is currently part-funded by the Post-16 grant. The proposal is to utilise a further £20k of the grant to offset the costs of this team.	0	0	20	20	20	20	0	Achieved.
	EDUE5	Facilitate the move of all schools telephony system to digital This saving would be generated by moving all schools to digital telephony systems, rather than the costly analogue systems currently in place at a majority of schools. In the 2019/20 financial year schools spent £568k on telephone systems and charges. A recent procurement exercise has identified that savings in the region of £200k may be possible.	0	200	0	200		200	0	Schools transferring onto new contract incrementally and budget will be taken from Schools as transfer takes place.
	EDUE6	Additional contribution from capital funding towards SOP staffing costs Further increase the level of contribution from capital funding for salary costs associated with the SOP programme.	0	0	200	200	200	200	0	Achieved.
	EDUE7	Education Consortia - Increase use of WG Grants and deletion of posts Proposal is to delete 2 x 0.8 FTE posts within Achievement/Looked After Children teams, and to increase the proportion of grant being channelled directly to the Council (rather than Consortium) to offset other existing costs including training.	70	0	50	120	120	120	0	Staffing release has occurred - funding streams now reduce base budget spend.
	EDUE8	Identify and reduce duplication of activity and provision in School Improvement The Council has developed a Curriculum team within the Education Directorate which assists schools in their development of the curriculum in their schools. This proposal will explore whether there is any duplication of provision with the Central South Consortium and identify efficiencies.	124	0	0	124	124	124	0	Staffing release has occurred and SOP funding still at same level.

Dir	Report Ref	Description	Efficiency Savings 2023/24				Savings Progress			
			Employees £000	External/ Other £000	Income £000	Total Proposed £000	Achieved £'000	Projected £'000	Unachieved £'000	NOTES
	EDUE9	Align the budgets of the Youth Service, Cardiff Commitment and Child Friendly Cities Teams and increase the use of external funding sources The net revenue budget for the Youth Service has been increased incrementally over the past few years following a significant reduction six years ago. The Council has also provided additional funds to create and sustain the Child Friendly Cities and Cardiff Commitment provision and teams. This proposal would explore the potential to align the budgets held for the Youth Service , the Child Friendly City and Cardiff Commitment teams and to increase the use of external grant funding to sustain these programmes of work.	0	0	400	400	0	200	(200)	No evidence to support achievability at this stage and will require review at month 6.
	EDUE10	Further efficiencies from the 'Team around the School' approach to working The move to a 'Team around the School' approach to working has identified some benefits in reducing meetings between the school and different teams of the Council together with a greater ability to focus on solutions to identified issues. This suggestion would mean the further exploration of this to include all Council teams involved with schools together with further exploration of teams being accommodated in schools.	0	100	0	100	0	0	(100)	Plans progressing but unlikely to result in savings materialise in 23/24.
	EDUE11	Introduce contract arrangements for all Out of County placements Introduce a contractual procurement process for all Out of County placements of pupils with Additional Learning Needs. Block booking of provision would lead to economies of scale in procuring these places.	0	50	0	50	0	0	(50)	Currently OOC is significantly overspent despite budget realignment. Procurement efficiencies yet to be detailed.
Education Total			229	483	720	1,432	682	1,082	(350)	
Training, Transport and Environment	PTEE1	Transport Teams - Review basis of recharging to Capital Schemes Maximising opportunities for recharging for services to WG grants and capital schemes within Transport Policy, Programme & Active Travel teams.	0	0	50	50	0	50	0	The position will emerge later in the year. Risk of grant reductions given WG financial announcement.
	PTEE2	Energy: Review existing business cases The proposal is to re-evaluate all business cases (Lamby Way Solar Farm/Radyr Weir/PV schemes) against existing performance and targets across the entire energy portfolio, and balance this with indications around future income. The energy sold price (Lamby Way) is reflective of the current market conditions - this may increase from 2023/24 onwards but figures are not yet confirmed - they will be negotiated in readiness for April 2023. For 2023/24, the price increase received for energy will be reviewed as part of this overall process. Review will take account of previous shortfalls to income targets.	0	0	100	100	45	100	0	On target to be fully achieved.
	PTEE3	Smart Parking - Parking Sensors The proposal is to not renew the Smart Parking contract as parking sensors are not utilised fully at present. The contract with the installation company has expired and the company is not able to offer renewal or maintenance support.	0	180	0	180	180	180	0	Achieved with non renewal of the contract.
	PTEE4	Schools Crossing Patrols Underspend and Vacant Posts The saving reflects an underspend in the current year which can be maintained without impacting current crossing patrols, through the deletion of vacant posts (1.94 FTE).	38	0	0	38	38	38	0	On target to be fully achieved.
	PTEE5	Street Lighting Energy Initiatives Review the wattage requirements and dimming regime across the entire Street Lighting network with the aim of decreasing energy usage. Achievability rating relates to staff resource to complete this whilst also rolling out LED and the potential for complaints which may require reverting back to previous levels.	0	60	0	60	0	60	0	On target to be fully achieved.
	PTEE6	Reshaping to identify Voluntary Redundancy and alternative funding opportunities across PTE	24	0	121	145	45	145	0	On target to be fully achieved.
	PTEE7	Fees & Charges - PTE Generate additional income through increases to a number of fees & charges in respect of highways and transportation.	0	0	10	10	9	10	0	On target to be fully achieved.

Dir	Report Ref	Description	Efficiency Savings 2023/24				Savings Progress			
			Employees £000	External/ Other £000	Income £000	Total Proposed £000	Achieved £'000	Projected £'000	Unachieved £'000	NOTES
Pla	PTEE8	Review Business Support service, streamline and restructure	80	0	0	80	24	47	(33)	Probable shortfall due to timing of VS.
	PTEE9	Clamping Additional Income being generated from camera car dual operation.	0	0	50	50	6	50	0	On target to be fully achieved.
	PTEE10	S278/38 Charges Change charging basis of linear rate.	0	0	50	50	32	50	0	On target to be fully achieved.
	PTEE11	Road Safety / Transport Team - Reshaping Deletion of one vacant post with no service impact together with increased income through maximising recharges to external grants.	18	0	52	70	7	70	0	On target to be fully achieved.
	PTEE12	Deletion of vacant Support Post (Grade 4) in PTE £416k growth was put into the base budget for 2022/23 to support One Planet initiatives and work. This is the deletion of a vacant Grade 4 support post.	27	0	0	27	27	27	0	Achieved.
	PTEE13	Grant Maximisation Utilise external grant funding to support Highways.	0	0	120	120	120	120	0	Achieved.
	PTEE14	Drainage - Sustainable Drainage Approval Body substantial price increase to Pre Application Discretionary charge to be increased taking into account benchmarking with other Local Authorities. Only possible on pre-application as this is the discretionary charge. There is a risk that increasing the charge may result in reduction in the take up of the service but benchmarking gives some confidence on this point.	0	0	30	30	11	30	0	On target to be fully achieved.
Planning, Transport and Environment Total			187	240	583	1,010	544	977	(33)	
Performance & Partnerships	P&PE1	Ukraine Refugees and Asylum Seeker support Recovering costs for staff time associated with managing the local response to the Ukraine Refugee crisis.	0	0	70	70	23	70	0	On target to be fully achieved.
	P&PE2	Cardiff Engagement Team The proposal seeks to strengthen engagement practices and deliver efficiencies in the Cardiff engagement team. The proposal includes investment in technology to reduce staff workload, unlock capacity and improve productivity which may impact staff, and further detail will be brought forward following a review of the technology.	0	0	32	32	11	32	0	On target to be fully achieved.
	P&PE3	Reduce Policy Initiatives Budget	0	15	0	15	15	15	0	Achieved.
	P&PE4	Efficiency Savings in Communications, Media and Design Reduction in subscriptions budget in corporate communications (£15k), increase income for Design Team (£19k) and reduction in Campaigns budget (£5k).	0	20	19	39	20	39	0	On target to be fully achieved.
	P&PE5	Reduction in Staffing in Cabinet Office Deletion of two vacant posts: Policy Officer (Grade 6) and Cabinet Administrative Support officer (Grade 3).	65	0	0	65	65	65	0	Achieved.
	P&PE6	Integration of Corporate, Contextual and Regional Safeguarding teams The integration of three teams and use of external funding will generate efficiency savings.	0	0	23	23	8	23	0	On target to be fully achieved.
	P&PE7	Community Safety Problem Solving team - Grant funding Utilise external grant funding to support the expansion of the Community Safety problem solving team.	0	0	171	171	57	171	0	On target to be fully achieved.

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			Employees £000	External/ Other £000	Income £000	Total Proposed £000	Achieved £'000	Projected £'000	Unachieved £'000	NOTES
	P&PE8	Increased income & productivity in Bilingual Cardiff. Bilingual Cardiff already provides full translation services for two neighbouring local authorities as well as two regional health boards through contractual agreements or SLAs. Bilingual Cardiff is currently going through a restructure which is designed to provide more capacity to tender for further external translation contracts. The increased income target reflects this, with the intention of securing further contracts over the years to come.	0	0	45	45	15	45	0	On target to be fully achieved.
	P&PE9	Grant Maximisation Utilise external grant funding to support Cardiff Research Centre and Community Safety.	0	0	94	94	31	94	0	On target to be fully achieved.
People and Communities - Performance and Partnerships Total			65	35	454	554	245	554	0	
Housing & Communities	HACE1	Benefits Rollout of Universal Credit and the migration of legacy claims to Universal Credit reduces the caseload of Housing Benefit thus allowing the release of staff. Savings are generated by deleting vacant posts and voluntary redundancy.	90	0	0	90	82	82	(8)	The unachieved £8k relates to a 2 month delay to the VS planned leaving date.
	HACE2	Advice: Management Costs The proposal is to utilise external grant funding to support an element of management costs.	0	0	38	38	38	38	0	Achieved.
	HACE3	Delete Skills for Work & Life Team (2 posts) Efficiencies in providing digital support and training for Council staff.	64	0	0	64	64	64	0	Achieved.
	HACE4	Hub Staff Reduction Deletion of 2 vacant Grade 3 Posts and 1 Voluntary Redundancy.	96	0	0	96	96	96	0	Achieved.
	HACE5	Into Work Gateway Posts Utilise external grant funding to support the Into Work Gateway.	0	0	46	46	46	46	0	Achieved.
	HACE6	Book Fund The Book Fund is used to provide new book stock to Hubs and Libraries. Collection HQ software will allow the service to use borrowing trends to identify where stock can be best used within the city and tailor movement of stock around demand. There is capacity for a smarter approach to stock provision within individual locations, enabling the service to take a more dynamic approach to our book stock. This approach will ensure increased circulation of stock across the city, thereby supporting a reduction in the book fund of £50k.	0	50	0	50	50	50	0	Achieved - Budget reduced and spend plan adjusted accordingly.
	HACE7	Quality and Appeals Deletion of Grade 9 post when it becomes vacant in October. The work will be absorbed by the wider team.	27	0	0	27	27	27	0	Achieved.
	HACE8	Gypsy/ Traveller Site Grant Income Maximising grant income from Housing Support Grant and Children and Communities Grant.	0	0	20	20	20	20	0	Achieved.
	HACE9	Advice Team - Grant Maximisation Opportunities Utilise external grant funding to support the Advice Team.	0	0	99	99	99	99	0	Achieved.
	HACE10	Grants to third sector Grant to the Huggard for Day Centre/Bond Officer will transfer into the Housing Support Grant from April 2022.	0	0	25	25	25	25	0	Achieved.
	HACE11	Early Help Vacancy Provision It is proposed to build in an 8% vacancy provision within the Children and Family Advice Service element of Early Help budget - this would release 117k base budget. The service is funded by both base budget and Children and Communities Grant. Due to the temporary nature of the roles its deemed that this is achievable as there is a consistent level of vacancies.	117	0	0	117	39	117	0	On target to be fully achieved.

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	HACE12	Community Inclusion Posts It is proposed to cover the base budget element for the Community Inclusion Officer Posts via grant funding which is currently confirmed for two years. The posts in question are funded 50% from the General Fund and 50% from the HRA.	0	0	67	67	67	67	0	Achieved.
	HACE13	Cathays Heritage Library Employee Savings Deletion of a vacant post.	11	0	0	11	11	11	0	Achieved.
	HACE14	Reduction in Training and IT budgets Reduction in training budget (£12k) and IT budget (£20k).	0	32	0	32	11	32	0	On target to be fully achieved.
	HACE15	Estate Management Local Action Team - Deletion of Grade 6 post In 2022/23 policy growth of £500k was awarded to fund team expansion. Delays in appointments and successive unsuccessful recruitment efforts have led to vacant posts. This proposal would delete the vacant Grade 6 Local Action Team Supervisor.	34	0	0	34	34	34	0	Achieved.
	HACE16	Grant Maximisation Utilise external grant funding to support services within Housing & Communities.	0	0	160	160	160	160	0	Achieved.
	HACE17	Mobile Services Deletion of 1 FTE Grade 4 Senior Assistant - Housebound Post via Voluntary Redundancy.	31	0	0	31	31	31	0	Achieved.
	People & Communities - Housing and Communities Total			470	82	455	1,007	900	999	(8)
Adults' Services	ADUE1	Older Persons - Use of Occupational Therapist to review double handed care packages The increased use of aids and equipment can reduce the need for domiciliary care and in particular double handed care. Funding has already been set aside for this and for further investment in older persons services.	0	170	0	170	0	0	(170)	No evidence to support achievability at this stage and will require review at month 6.
	ADUE2	Increase Health Contribution to Care Ensuring appropriate contribution from the Health Board towards the cost of care packages.	0	0	450	450	113	450	0	Estimated income from Health above budget.
	ADUE3	Review of Respite Provision The proposal is to commission a block of respite beds to achieve better value for money, to better plan respite so this is not a crisis response and to use other forms of respite such as live in carers, greater use of direct payments and supported holiday placements.	0	75	0	75	0	0	(75)	No evidence to support achievability at this stage and will require review at month 6.
	ADUE4	Review of Direct Payments The use of direct payment personal assistants (PAs) is a more cost effective way of delivering care, while also giving more choice to our service users. While not suitable for all types of care provision, this could replace low level care from agencies and also help to meet non-care needs such as shopping, which the service user could self-fund. It is proposed to review direct payment arrangements and to consider encouraging the growth of micro- enterprises to grow the number of PAs.	0	98	0	98	0	50	(48)	Micro-Enterprises initiative to commence from 1st October.
	ADUE5	Development of Additional Accommodation and Support Options To support independence and allow step down from residential care.	0	235	0	235	0	0	(235)	No evidence to support achievability at this stage and will require review at month 6.
	ADUE6	Greater alignment across the Adults Housing and Communities Directorate Adult Services and Housing and Communities have recently been brought together into one directorate and there are opportunities for greater joint working and reducing duplication.	80	0	0	80	0	20	(60)	Savings linked with Older People re-structure which has been delayed. Anticipated savings for final quarter of 2023 24 only.
	ADUE7	Maximisation of grant funding opportunities Maximisation of grant funding opportunities to fund eligible expenditure.	0	0	261	261	261	261	0	Use of Grant Income confirmed and savings achieved.
People & Communities - Adults' Services Total			80	578	711	1,369	374	781	(588)	

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			Employees £000	External/ Other £000	Income £000	Total Proposed £000	Achieved £'000	Projected £'000	Unachieved £'000	NOTES
Children's Services	CHDE1	Review business support Deletion of business support posts in line with service changes and amalgamation of policy posts.	40	0	0	40	0	20	(20)	Review yet to be completed. Projecting saving of £20k in Q4.
	CHDE2	Review the Management Structures within Training and Development and Direct Service Provision The recent reshaping of the senior management team in Children's Services has aligned all the care planning under one OM1 and all internal and central services under the other OM1. This next stage would be to bring together all the direct interventions teams under one senior manager.	40	0	0	40		0	(40)	No evidence to support achievability at this stage and will require review at month 6.
	CHDE3	Use of Ty Storrie to support bespoke packages Increasing bed occupancy in the respite unit to allow reduction of 1 x Child Health and Disability (CHAD) bespoke placement for 40 weeks of the year savings £10k per week. We would need to ensure additional support was available to increase the staffing capacity to meet the high level of needs of these young people.	0	400	0	400	0	200	(200)	Half year saving projected from september onwards.
	CHDE4	Review packages of support for children with disabilities in line with legislation and eligibility criteria The Children with Disabilities team have a significant number of high-cost packages (many of which were established during the covid period) that could be reviewed, ensuring that partners are supporting children where appropriate and whether the support best meets the needs of the child.	0	200	0	200	0	75	(125)	Chad Support costs are increasing but review is to take place, project 75% of half year saving.
	CHDE5	Remove 3 Parent Support posts within Localities Proposal is to delete 3 agency posts. The expansion of the interventions hub is best placed to provide holistic family support in the new model.	210	0	0	210	70	140	(70)	Posts have been deleted.
	CHDE6	Court redaction for rolling disclosures – spend to save Currently this service is commissioned via private legal firms. The proposal is that it is brought in house and becomes part of the wider team that deal with all court redaction work.	(40)	60	0	20	5	15	(5)	Post in place and reduction in costs.
	CHDE7	Review commissioning of external assessments. Currently several types of specialist assessments are outsourced due to time constraints and lack of expertise. A business case would be required to do a cost benefit analysis.	0	45	0	45			(45)	Expenditure remains high and saving not considered achievable.
	CHDE8	Special Guardianship Orders conversions from Independent Fostering Agencies Review care plans of Children & Young People in Independent Fostering Agencies to consider transfer to Special Guardianship Orders.	0	60	0	60			(60)	SGO numbers have fallen.
	CHDE9	Integration of Child Health & Disability (CHAD) into the locality working model Consideration could be given to merging the CHAD teams into the locality teams and reducing the number of managers required.	65	0	0	65	11	55	(10)	Service redesign and staff changes implemented.
	CHDE10	Business case for Interventions Hub - out of hours support. Children's Services have recently brought together all the disparate interventions under one service manager and are proposing to increase this team which already works outside of office hours to support families in crisis and children on the edge of care.	0	200	0	200	0	100	(100)	OOH team not yet operational. Half year saving to be achieved.
People & Communities - Children's Services Total			315	965	0	1,280	86	605	(675)	
	RESE1	To maintain and improve the collection rate for Council Tax To reduce the number of staff in Revenues would put at risk the current level of Council Tax collected, therefore the focus of the proposal is maintaining and potentially surpassing the increase in Council Tax income suggested here.	0	0	350	350	350	350	0	Achieved.

Dir	Report Ref	Description	Efficiency Savings 2023/24				Savings Progress			
			Employees £000	External/ Other £000	Income £000	Total Proposed £000	Achieved £'000	Projected £'000	Unachieved £'000	NOTES
Resources	RESE2	Accountancy Efficiencies The saving is predicated on redefining exactly what accountants should do and what the team should expect from their customers in order to maintain a service at a reduced cost level base. This, combined with improvements in receiving information in a ready to use format and the use of Power BI as a monitoring and financial advice tool, will assist in delivering the efficiencies.	170	0	0	170	170	170	0	Achieved.
	RESE3	Audit efficiencies Reduce the Audit team budget by £40,000 through flexible retirement and use of vacant posts.	40	0	0	40	40	40	0	Achieved.
	RESE4	Transactional Finance Savings Reviewing processes to deliver two full time post savings.	55	0	0	55	0	55	0	Projected to be fully achieved.
	RESE5	Information governance Efficiencies Reducing the IG staffing structure.	65	0	0	65	65	65	0	Achieved.
	RESE6	Revenues Efficiencies Efficiencies in terms of Accounts Receivable and postages and printing. This is a precursor to service change review of processes, systems and external spend and the reduction of one post.	45	25	0	70	10	70	0	On target to be fully achieved.
	RESE7	HR Efficiencies Spend efficiencies in 2023/24.	0	15	0	15	0	15	0	Projected to be fully achieved.
	RESE8	Customer & Digital Services Reduction in Posts Reduction in posts through deletion of vacancies and voluntary redundancy.	136	0	0	136	136	136	0	Achieved through VS and deletion of vacant posts.
	RESE9	Mobile Phone Contract - Procurement Savings Changing how the service is managed will result in savings during corporate contract renewal.	0	300	0	300	300	300	0	Achieved.
	RESE10	Review of Directorate PA posts Delete one vacant 0.5 FTE post and one Grade 4 post through Voluntary Redundancy.	45	0	0	45	45	45	0	Achieved.
	RESE11	Phasing of HR Restructure Saving is available through the delayed implementation of the proposed HR restructure.	200	0	0	200	200	200	0	Achieved.
	RESE12	Reduce External Spend within Finance External spend budgets have been reviewed and a £10k saving is realisable.	0	10	0	10	0	10	0	Projected to be fully achieved.
	RESE13	Central Transport Services Deletion of vacant OM2 post as part of wider service restructure.	78	0	0	78	78	78	0	Achieved.
	Resources Total			834	350	350	1,534	1,394	1,534	0
Council Total			3,272	3,010	3,695	9,977	4,992	7,953	(2,025)	

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Service Change Proposals - 2023/24

Dir	Report Ref	Description	Service Change Savings 2023/24				Savings Progress			
			Employees £000	External/ Other £000	Income £000	Total Proposed £000	Achieved £'000	Projected £'000	Unachieved £'000	NOTES
Economic Development	ECDSC1	Event Management - Reduce Support for Events Reduce support for external events including Cardiff 10k (£10k) and New Year Winter Wonderland (£15k).	0	25	0	25	25	25	0	Achieved - Budget reduced and spend plan adjusted accordingly.
	ECDSC2	St David's Hall – Alternative Operating Model St David's Hall has an expenditure budget of £9.4m which is offset by £8.7m in income resulting in an annual subsidy of £689k. The proposal is to secure an alternative operator to whom all eligible staff would transfer, with the impending pressure of capital investment and critical maintenance spend met by the alternative operator. The saving reflects a part year in 2023/24.	1,765	4,975	(6,240)	500	0	0	(500)	Currently assuming no financial savings within 2023/24 until timelines of the transfer to AMG is confirmed, and the subsequent financial reconciliations have been completed.
	ECDSC3	Cardiff International White Water The proposal is to integrate the operation of the Cardiff International White Water centre into a wider arrangement for the operation of all leisure facilities on the ISV development. It is anticipated that this would occur by quarter 4 of 2023/24 and therefore the saving indicated is a part year in 2023/24, with the full year in 2024/25.	214	241	(405)	50		0	(50)	Transfer to third party operator is considered unlikely to be concluded in 23-24 to realise any savings.
	ECDSC4	Increase Charges for Municipal Sports Pitch and Facility Provision in Parks Under this proposal fees and charges would be increased by 10%. The individual fees and charges will be dependant on the particular sport. Current charges: Football Pitch Hire £50.92 Rugby Pitch Hire £69.30 Cricket Pitch Hire £63.52 Baseball Pitch Hire £63.52 Softball Pitch Hire £63.52 Football with Changing Rooms £63.52 Rugby with Changing Rooms £86.62 Cricket and Baseball with C/R £76.12	0	0	7	7	2	7	0	Anticipated to be achieved in full.
Economic Development Total			1,979	5,241	(6,638)	582	27	32	(550)	
Recycling & Neighbourhood Services	RNSSC1	Recycling centres – Reduce Operating Hours Recycling centres operate at around 60% capacity with 40% of booking slots not filled each week. Reducing the operating hours should not be detrimental to the service delivered or to the recycling performance of the recycling centres. The proposal is not to open one day a week, mirroring 4-day week on domestic collections.	60	0	0	60	0	0	(60)	Changes will be implemented to working hours at HWRC's as part of the 24/25 restructure currently progressing.
Recycling & Neighbourhood Services Total			60	0	0	60	0	0	(60)	
Education	EDUSC1	Further exploration of regional services There are a number of regional arrangements across Wales in which an individual Local Authority (LA) delivers one or more education services across a number of LAs. Cardiff provides the full range of education services and this proposal would mean Cardiff education teams providing services across more than one LA area on a traded basis. Opportunities include speech and language/behavioural services/wider ALN support/Virtual Head of Children Looked After and Music Services.	0	0	50	50	0	25	(25)	Work progressing with CSC.7

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			Employees £000	External/ Other £000	Income £000	Total Proposed £000	Achieved £'000	Projected £'000	Unachieved £'000	NOTES
Education Total			0	0	50	50	0	25	(25)	
Planning, Transport & Environment	PTESC1	Bereavement - Fees & Charges Generate additional income through an increase to fees & charges in Bereavement services. The proposal reflects increases between 5% and 7% for burial and cremation fees. Benchmarking against core cities shows charges would be in the lower to mid range.	0	0	90	90	11	90	0	On target but weighted to Winter months
	PTESC2	CPE - Review of Tariffs across City The proposal reflects: • On-Street Pay & Display - increase charges by, on average, £0.50p per visit – e.g. from £2.10 to £2.60. • Car Parks increase charges by, on average, £1 per visit Further detail is contained in Appendix 6(a) on Fees and Charges	0	0	447	447	98	377	(70)	Possible shortfall due to delays in introducing new charges.
	PTESC3	Increase residents permits cost The proposal is to increase the cost of a first permit to £24, and a second permit to £54, with similar proportional increase for visitors' permits. Residents' parking permits have not increased in cost since 2013. Benchmarking shows proposed charges would be well below the median for benchmarked authorities, which are closer to £42 for a first permit and £75 for additional permits.	0	0	306	306	0	0	(306)	Current position suggests this will not be achieved.
Planning, Transport & Environment Total			0	0	843	843	109	467	(376)	
Performance & Partnerships	P&PSC1	Reform of Third Sector Infrastructure Grant The proposal is to reduce the funding from the Council to the Third Sector Council from £165k to £100k, with an associated reduction in the requirements set out in the SLA between the Council and C3SC. The Council is seeking to ensure that C3SC secure £100k p/a grant funding for 2023/24 and 2024/25.	0	0	65	65	0	65	0	Anticipated to be fully achieved.
People and Communities - Performance and Partnerships Total			0	0	65	65	0	65	0	
Housing & Communities	HACSC1	Volunteers in Hubs and Libraries This proposal includes the deletion of 4.5 FTE as they are vacated, with replacement by volunteers. This would be accompanied by the creation of a Volunteer Mentor post.	90	0	0	90	62	90	0	Anticipated to be fully achieved.
People and Communities - Housing & Communities Total			90	0	0	90	62	90	0	
Adults' Services	ADUSC1	Internal Supported Living - transition to third sector Various third sector partners provide this support for people with learning disabilities in Cardiff on a locality basis. Due to their size these providers can offer a wide range of additional value and best practice in provision. The proposal is to transition to providing more of these services via the Third Sector providers. The remaining core in-house provision will transfer to the new Specialist Accommodation Service for review and improvement.	1,165	(752)	(113)	300	0	240	(60)	Annual Savings estimated to be £480k. New Structure to be in place from 1st October. Savings realised in 2023/24 estimated at £240k.
People and Communities - Adults' Services Total			1,165	(752)	(113)	300	0	240	(60)	

Dir	Report Ref	Description	Service Change Savings 2023/24				Savings Progress			
			Employees £000	External/ Other £000	Income £000	Total Proposed £000	Achieved £'000	Projected £'000	Unachieved £'000	NOTES
Children's Services	CHDSC1	New Trusted Adult Model The proposal is to create social care practitioner posts who would undertake the trusted adult (TA) role (much like a key worker.) Each family would be allocated a TA at conclusion of the initial assessment – so for all Children looked after, children on the child protection register and children with care and support needs. Social workers would then be allocated on a needs basis to undertake specific tasks that require a social worker due to legislation, for example child protection investigations and safety planning, presenting cases to court, CLA care planning.	100	0	0	100	25	100	0	Restructures in Assessment and Care Planning have resulted in a service redesign that will achieve saving.
	CHDSC2	Future development of model to deliver residential – to manage the market and increased demand This proposal is aimed at reducing our over-reliance on the private sector and out of area placements. In line with the Eliminating Profit agenda this requires and can attract investment from the Welsh Government. There will need to be a business case to identify the most effective and efficient operating model, which may include commissioning or partnering with the third sector.	0	549	0	549	0	549	0	Saving is From Q3 onwards. Progress is on schedule to achieve saving.
People and Communities - Children's Services Total			100	549	0	649	25	649	0	
Pay Award Saving	PASSC1	Pay Award Saving Reflects the budgeted pay award no longer required as a result of the above savings.	137	0	0	137		137	0	Projected to be fully achieved.
Pay Award Saving Total			137	0	0	137	0	137	0	
Council Total			3,531	5,038	(5,793)	2,776	223	1,705	(1,071)	

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<u>DIRECTORATE & SCHEME</u>	2023-2024 Programme £000	2022-23 Slippage £000	Budget Revision £000	Virements £000	Changes & New Approvals £000	Total Programme 2023-24 £000	Projected Outturn £000	Slippage £000	(Underspend)/ Overspend £000	Total Variance £000	
<u>ECONOMIC DEVELOPMENT</u>											
<u>Business & Investment</u>											
1	Town Centre Loan Scheme	0	0	0	0	950	950	950	0	0	0
2	Business Grants	0	0	0	0	120	120	120	0	0	0
3	S106 Schemes	118	54	(54)	0	0	118	91	(27)	0	(27)
	Total Business & Investment	118	54	(54)	0	1,070	1,188	1,161	(27)	0	(27)
<u>City Development & Major Projects</u>											
4	Indoor Arena Enabling Works - Council Contribution	7,877	1,930	0	0	0	9,807	9,807	0	0	0
5	Indoor Arena - Direct Funding for Income Strip	(24,558)	33,408	0	0	0	8,850	0	(8,850)	0	(8,850)
6	International Sports Village Phase 2 - Development	0	1,840	0	0	0	1,840	1,000	(840)	0	(840)
7	Central Square Public Realm	0	342	0	0	0	342	342	0	0	0
8	Cardiff East Regeneration Strategy	(247)	0	247	0	0	0	0	0	0	0
9	Shared Prosperity Fund (SPF)	470	0	0	0	321	791	791	0	0	0
10	SPF - Business Capital Grants	150	0	0	0	0	150	150	0	0	0
11	SPF - Major Projects Grant	150	0	0	0	0	150	150	0	0	0
12	Codebreakers Statue	0	58	0	0	80	138	138	0	0	0
	Total City Development & Major Projects	(16,158)	37,578	247	0	401	22,068	12,378	(9,690)	0	(9,690)
<u>Parks & Green Spaces</u>											
13	Asset Renewal Parks Infrastructure	140	74	0	0	201	415	415	0	0	0
14	Play Equipment	290	(151)	0	0	0	139	139	0	0	0
15	Teen/Adult Informal Sport and Fitness Facilities	200	329	0	0	0	529	400	(129)	0	(129)
16	Lawn Tennis Association - Parks Tennis Courts	0	0	0	0	379	379	379	0	0	0
17	Green Flag Park Infrastructure Renewal	100	67	0	0	0	167	167	0	0	0
18	Roath Park Dam	(772)	1,067	0	0	0	295	480	185	0	185
19	Flatholm Island - National Heritage Lottery Fund Project	(165)	400	0	0	0	235	50	(185)	0	(185)
20	S106 Funded Schemes	1,655	0	0	0	0	1,655	1,087	(568)	0	(568)
	Total Parks & Green Spaces	1,448	1,786	0	0	580	3,814	3,117	(697)	0	(697)
<u>Leisure</u>											
21	Asset Renewal Buildings	216	0	0	0	0	216	216	0	0	0
22	Pentwyn Leisure Centre Redevelopment	(1,394)	1,400	0	0	0	6	200	194	0	194
	Total Leisure	(1,178)	1,400	0	0	0	222	416	194	0	194
<u>Venues & Cultural Facilities</u>											
23	Asset Renewal Buildings	70	0	0	0	0	70	70	0	0	0
	Total Venues & Cultural Facilities	70	0	0	0	0	70	70	0	0	0
<u>Property & Asset Management</u>											
24	Asset Renewal Buildings	1,569	1,256	0	0	0	2,825	2,000	(825)	0	(825)
25	Community Asset Transfer	0	25	0	0	0	25	0	(25)	0	(25)
26	Investment Property Strategy	0	0	0	0	430	430	430	0	0	0
27	Cardiff Central Market Regeneration	0	40	0	0	62	102	102	0	0	0
28	Core Office Strategy - Oak House/Wilcox House/ARC	0	4,196	0	0	0	4,196	2,147	(2,049)	0	(2,049)
29	Core Office Strategy - City Hall	1,500	0	0	0	0	1,500	300	(1,200)	0	(1,200)
	Total Property & Asset Management	3,069	5,517	0	0	492	9,078	4,979	(4,099)	0	(4,099)

<u>DIRECTORATE & SCHEME</u>		2023-2024 Programme £000	2022-23 Slippage £000	Budget Revision £000	Virements £000	Changes & New Approvals £000	Total Programme 2023-24 £000	Projected Outturn £000	Slippage £000	(Underspend)/ Overspend £000	Total Variance £000
<u>Harbour Authority</u>											
30	Harbour Asset Renewal	220	0	0	0	237	457	457	0	0	0
	Total Harbour Authority	220	0	0	0	237	457	457	0	0	0
<u>Recycling Waste Management Services</u>											
31	Property Asset Renewal	0	66	0	0	0	66	66	0	0	0
32	Waste Recycling and Collection Review	400	0	0	0	0	400	290	(110)	0	(110)
33	Waste Recycling and Depot Site Infrastructure	140	(12)	0	0	0	128	128	0	0	0
34	Material Recycling Facility	45	(7)	0	0	0	38	38	0	0	0
35	Waste Grants Match Funding	0	100	0	0	0	100	0	(100)	0	(100)
36	Circular Economy Fund Grant	800	0	0	0	(800)	0	0	0	0	0
37	WG ULEVTF Rapid Charging Infrastructure	0	0	0	0	161	161	161	0	0	0
	Total Recycling Waste Management Services	1,385	147	0	0	(639)	893	683	(210)	0	(210)
TOTAL ECONOMIC DEVELOPMENT		(11,026)	46,482	193	0	2,141	37,790	23,261	(14,529)	0	(14,529)
<u>EDUCATION & LIFELONG LEARNING</u>											
<u>Schools - General Planning & Development</u>											
38	Asset Renewal Buildings	7,815	0	0	(344)	0	7,471	14,004	6,533	0	6,533
39	Asset Renewal Invest to Save	9,000	(9,344)	0	344	0	0	0	0	0	0
40	Suitability / Sufficiency	2,720	2,024	0	0	3,284	8,028	31,630	13,887	9,715	23,602
41	WG Capital: Universal Free School Meals	0	926	0	0	0	926	926	0	0	0
42	S106 Funded Schemes	2,101	2,275	(2,275)	0	2,240	4,341	4,341	0	0	0
	Total General Planning & Development	21,636	(4,119)	(2,275)	0	5,524	20,766	50,901	20,420	9,715	30,135
<u>Schools Organisation Planning</u>											
43	21st Century Schools - Band B	43,420	21,484	0	0	0	64,904	52,471	(12,433)	0	(12,433)
44	Site Acquisition and Enabling Works	13,038	0	0	0	1,082	14,120	14,120	0	0	0
	Total Schools Organisation Planning	56,458	21,484	0	0	1,082	79,024	66,591	(12,433)	0	(12,433)
TOTAL EDUCATION & LIFELONG LEARNING		78,094	17,365	(2,275)	(0)	6,606	99,790	117,492	7,987	9,715	17,702
<u>PEOPLE & COMMUNITIES</u>											
<u>COMMUNITIES & HOUSING</u>											
<u>Neighbourhood Regeneration</u>											
45	Neighbourhood Renewal Schemes	100	522	0	0	200	822	402	(420)	0	(420)
46	District Local Centres	40	233	0	0	0	273	40	(233)	0	(233)
47	Alleygating	0	(46)	0	0	0	(46)	127	173	0	173
48	Transforming Towns Placemaking (WG)	435	0	0	0	0	435	120	0	(315)	(315)
49	Rhiwbina Hub	0	20	0	0	0	20	20	0	0	0
50	Canton Community Hub	1,100	0	0	0	0	1,100	350	(750)	0	(750)
51	City Centre Youth Hub	0	119	0	0	0	119	92	(27)	0	(27)
52	SPF - Buildings at Risk	20	0	0	0	0	20	20	0	0	0
53	SPF - Community Building Grants	70	0	0	0	0	70	70	0	0	0
54	Youth Zone - Cowbridge Road West Regeneration	0	76	0	0	0	76	0	(76)	0	(76)
55	S106 Funded Projects	750	255	(255)	0	0	750	367	(383)	0	(383)
	Total Neighbourhood Regeneration	2,515	1,179	(255)	0	200	3,639	1,608	(1,716)	(315)	(2,031)

DIRECTORATE & SCHEME	2023-2024 Programme £000	2022-23 Slippage £000	Budget Revision £000	Virements £000	Changes & New Approvals £000	Total Programme 2023-24 £000	Projected Outturn £000	Slippage £000	(Underspend)/ Overspend £000	Total Variance £000
<u>Housing (General Fund)</u>										
56 Disabled Facilities Service	5,000	(275)	0	0	0	4,725	4,725	0	0	0
57 Enable Grant	655	0	0	0	0	655	655	0	0	0
58 Independent Living Wellbeing Hub - Displacement	(1,101)	4,601	(3,500)	0	0	0	0	0	0	0
59 British Iron and Steel Federation Properties (BISF) - Energy Efficiency Retrofit (WG)	1,150	0	0	0	0	1,150	400	(750)	0	(750)
60 Disbursed Accommodation VAWDASV	0	0	0	0	602	602	602	0	0	0
61 Traveller Site Expansion	0	0	0	0	62	62	62	0	0	0
62 Estate Environmental Improvements	240	83	0	0	0	323	163	(160)	0	(160)
Total Housing	5,944	4,409	(3,500)	0	664	7,517	6,607	(910)	0	(910)
<u>Flying Start</u>										
63 Flying Start	2,550	20	0	0	0	2,570	2,570	0	0	0
64 Moorland Primary	0	3,050	0	0	2,679	5,729	5,729	0	0	0
65 Childcare	850	0	0	0	0	850	850	0	0	0
Total Flying Start	3,400	3,070	0	0	2,679	9,149	9,149	0	0	0
Total Communities & Housing	11,859	8,658	(3,755)	0	3,543	20,305	17,364	(2,626)	(315)	(2,941)
<u>SOCIAL SERVICES</u>										
<u>Adult Services</u>										
66 Tremorfa Day Services	0	20	0	0	(15)	5	0	0	(5)	(5)
Total Adult Services	0	20	0	0	(15)	5	0	0	(5)	(5)
<u>Children's Services</u>										
67 Young Persons Gateway Accommodation	(100)	248	0	0	0	148	120	(28)	0	(28)
68 Respite - Learning Disabilities Behaviour That Challenges (Ty Storrie) - Displacement	(835)	1,235	0	0	65	465	0	(465)	0	(465)
69 Residential Provision for Children - Matchfunding	250	500	0	(30)	0	720	0	(720)	0	(720)
70 Property Acquisition	0	1,605	0	30	2,029	3,664	3,664	0	0	0
Total Children's Services	(685)	3,588	0	0	2,094	4,997	3,784	(1,213)	0	(1,213)
Total Social Care	(685)	3,608	0	0	2,079	5,002	3,784	(1,213)	(5)	(1,218)
TOTAL PEOPLE & COMMUNITIES	11,174	12,266	(3,755)	0	5,622	25,307	21,148	(3,839)	(320)	(4,159)
<u>PLANNING, TRANSPORT & ENVIRONMENT</u>										
<u>Energy Projects & Sustainability</u>										
71 Cardiff Heat Network	6,592	2,000	0	0	42	8,634	8,000	(634)	0	(634)
72 Lamby Way Solar Farm	0	0	0	0	35	35	35	0	0	0
73 One Planet Strategy Small Schemes & Matchfunding	500	597	0	0	0	1,097	1,097	0	0	0
Total Energy Projects & Sustainability	7,092	2,597	0	0	77	9,766	9,132	(634)	0	(634)
<u>Bereavement & Registration Services</u>										
74 Asset Renewal Buildings	0	0	0	0	0	0	0	0	0	0
75 Bereavement Asset Renewal	135	22	0	0	0	157	223	66	0	66
76 Bereavement IT System	0	0	0	99	0	99	99	0	0	0
Total Bereavement & Registration Services	135	22	0	99	0	256	322	66	0	66

<u>DIRECTORATE & SCHEME</u>	2023-2024 Programme £000	2022-23 Slippage £000	Budget Revision £000	Virements £000	Changes & New Approvals £000	Total Programme 2023-24 £000	Projected Outturn £000	Slippage £000	(Underspend)/ Overspend £000	Total Variance £000
<u>Highway Infrastructure</u>										
77 Highway Resurfacing	7,050	(761)	0	0	0	6,289	5,689	(600)	0	(600)
78 Footpaths	755	0	0	0	0	755	755	0	0	0
79 Footway Improvements Around Highway Trees	125	0	0	0	0	125	125	0	0	0
80 Bridges & Structures	225	911	0	0	0	1,136	536	(600)	0	(600)
81 Street Lighting Renewals	100	1,013	0	0	0	1,113	213	(900)	0	(900)
82 LED Lighting Residential	1,100	(373)	0	0	0	727	727	0	0	0
83 Coastal Erosion Scheme Rover Way to Lamby Way	4,804	4,196	0	0	0	9,000	7,000	(2,000)	0	(2,000)
84 Flood Prevention Schemes	840	458	0	0	348	1,646	1,218	(428)	0	(428)
Total Highway Maintenance	14,999	5,444	0	0	348	20,791	16,263	(4,528)	0	(4,528)
<u>Traffic & Transportation</u>										
85 Asset Renewal Telematics / Butetown Tunnel	600	436	0	0	0	1,036	1,036	0	0	0
86 Cycling Development	1,500	470	0	0	0	1,970	970	(1,000)	0	(1,000)
87 Road Safety Schemes	335	194	0	0	0	529	529	0	0	0
88 WG Grant Matchfunding	375	466	0	0	0	841	500	(341)	0	(341)
89 WG (Local Transport Fund)	2,500	0	0	0	(596)	1,904	1,904	0	0	0
90 WG (Safe Routes in Communities)	75	0	0	0	0	75	75	0	0	0
91 WG (Active Travel Fund)	4,000	0	0	0	(614)	3,386	3,386	0	0	0
92 WG (20mph Core Allocation)	3,750	0	0	0	(1,709)	2,041	2,041	0	0	0
94 WG (ULEVTF)	0	0	0	0	94	94	94	0	0	0
93 WG (Bus Infrastructure Fund)	0	1,508	0	0	0	1,508	1,508	0	0	0
95 Bus Corridor Improvements	335	167	0	0	0	502	502	0	0	0
94 Cardiff West Interchange	0	201	0	0	0	201	101	(100)	0	(100)
96 Cardiff Crossrail	0	0	0	0	2,500	2,500	2,500	0	0	0
95 Metro Plus (Northern Bus Corridor)	0	0	0	0	250	250	250	0	0	0
97 City Centre Eastside and Canal Phase 1	0	2,597	0	0	0	2,597	2,597	0	0	0
96 City Centre Transport Schemes Matchfunding	250	1,162	0	0	0	1,412	1,412	0	0	0
98 City Centre Transport Impact - Enabling works	250	926	0	0	0	1,176	700	(476)	0	(476)
97 S106 Funded Schemes	680	806	(806)	0	0	680	537	(143)	0	(143)
Total Traffic & Transportation	14,650	8,933	(806)	0	(75)	22,702	20,642	(2,060)	0	(2,060)
<u>Strategic Planning & Regulatory</u>										
98 S106 Projects	2,388	681	(681)	0	0	2,388	476	(1,912)	0	(1,912)
Total Strategic Planning & Regulatory	2,388	681	(681)	0	0	2,388	476	(1,912)	0	(1,912)
TOTAL PLANNING, TRANSPORT & ENVIRONMENT	39,264	17,677	(1,487)	99	350	55,903	46,835	(9,068)	0	(9,068)
<u>RESOURCES</u>										
<u>Technology</u>										
99 Modernising ICT to improve Business Processes	350	(148)	0	0	0	202	130	(72)	0	(72)
100 ICT Refresh	300	635	0	(15)	0	920	750	(170)	0	(170)
101 Local Broadband Fund - Improving Connectivity	3,000	0	0	0	0	3,000	616	(2,384)	0	(2,384)
Total Technology	3,650	487	0	(15)	0	4,122	1,496	(2,626)	0	(2,626)
<u>Central Transport Services</u>										
102 Vehicle Replacement - Lease or Buy	2,000	0	0	0	0	2,000	272	(1,728)	0	(1,728)
103 Vehicle Replacement - Trade Waste	0	0	0	0	570	570	570	0	0	0
Total Central Transport Services	2,000	0	0	0	570	2,570	842	(1,728)	0	(1,728)

<u>DIRECTORATE & SCHEME</u>		2023-2024	2022-23	Budget	Virements	Changes & New	Total Programme	Projected	Slippage	(Underspend)/	Total
		Programme	Slippage	Revision		Approvals	2023-24	Outturn		Overspend	Variance
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
<u>Corporate</u>											
104	Contingency	200	0	0	0	0	200	200	0	0	0
105	Invest to Save - Small Schemes	500	0	0	(84)	(416)	0	0	0	0	0
106	City Deal Wider Investment Fund Contribution	4,000	0	0	0	0	4,000	4,000	0	0	0
107	Additional Match Funding for Grant Bids	1,670	0	0	0	0	1,670	0	(1,670)	0	(1,670)
108	Electric Bus and Infrastructure Grant Scheme	0	7,949	0	0	51	8,000	8,000	0	0	0
Total Corporate		6,370	7,949	0	(84)	(365)	13,870	12,200	(1,670)	0	(1,670)
TOTAL RESOURCES		12,020	8,436	0	(99)	205	20,562	14,538	(6,024)	0	(6,024)
TOTAL GENERAL FUND		129,526	102,226	(7,324)	(0)	14,924	239,352	223,274	(25,473)	9,395	(16,078)
<u>PUBLIC HOUSING (HRA)</u>											
109	Estate Regeneration and Stock Remodelling	2,150	(1,227)	1,227	0	0	2,150	2,150	0	0	0
110	External and Internal Improvements to buildings	15,850	(8,606)	8,606	0	0	15,850	15,850	0	0	0
111	Disabled Facilities Service	3,000	(342)	342	0	0	3,000	3,000	0	0	0
112	Housing - New Builds & Acquisitions	90,000	8,687	(8,687)	0	0	90,000	86,875	(3,125)	0	(3,125)
TOTAL PUBLIC HOUSING		111,000	(1,488)	1,488	0	0	111,000	107,875	(3,125)	0	(3,125)
TOTAL		240,526	100,738	(5,836)	(0)	14,924	350,352	331,149	(28,598)	9,395	(19,203)

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Appendix 5 – General Fund Capital Schemes Update

In February 2023 the Council approved a new General Fund Capital Programme of £129.526 million for 2023/24 and an indicative programme to 2027/28. The budget for the General Fund has since been adjusted to £239.352 million to include actual slippage reported at outturn, incorporation of new grant approvals and confirmation of actual grant awards.

Economic Development

1. The Directorate Programme for 2023/24 is £37.790 million with projected expenditure of £23.261 million. The variance of £14.529 million is largely attributable to changes in timescales for the Indoor Arena project and the Core Office strategy.

Business and Investment

2. The Council has drawn down repayable loan funding of £6.015 million from Welsh Government for the implementation of town centre regeneration schemes to bring back vacant, underutilised or redundant buildings into beneficial use. As at 31 March 2023, loans provided total £4.878 million with applications currently being reviewed for 2023/24 as part of a due diligence process and any new loans approved will be reported later in the financial year. A loan to the value of £950,000 has been agreed in principle, subject to terms and conditions. It should be noted that all risk in respect to repayable loans remains with the Council so robust security for loans is sought.
3. Following a robust due diligence exercise, an in year approval has resulted in a budget of £120,000 being made available for Business Grants to external small and medium sized businesses (SMEs). Funded by earmarked capital receipts, a grant of £72,000 and loan of £48,000 has been provided to Jajems Technology Limited as a contribution towards equipment required to establish a new research and development facility. The facility, which creates modified wood products, will create new jobs and attract inward investment to the city whilst also contributing significantly to the Council's sustainability targets in the One Planet Strategy.
4. A final business case for the delivery of an Indoor Arena was approved by Cabinet in September 2021. In July 2023, Cabinet approved the final terms of the Development Fund Agreement (DFA) and agreed an extension and variation of the Pre-Contract Service Agreement (PCSA). The signing of DFA documents remain subject to approval of the funding strategy at a future meeting of Cabinet, expected to be in Winter 2023, with enabling works on site due to commence in early 2024. As at month 4, the budget of £9.807 million is projected to be utilised in full. This total includes £5 million to start the multistorey car park, £3 million for enabling works expected in year and £1.800 million for land assembly and project costs.
5. There is also a budget of £8.850 million in 2023/24 to fund main construction works of the Indoor Arena. This expenditure is funded on an invest to save basis with costs recovered from annual lease income receivable from the

4.C.213	Issue 5	Aug 2013	Process Owner: Cabinet Support Office	Authorised: Joanne Watkins	Page 1 of 19 Final
---------	---------	----------	---------------------------------------	----------------------------	-----------------------

Arena operator over the term of the lease. Enabling works are due to commence on site in early 2024, with main construction works expected to begin circa six months later once the Development and Funding Agreement is signed and has become unconditional. Accordingly, no expenditure on main construction works is therefore anticipated in 2023/24 with full slippage projected into 2024/25.

6. In respect to the International Sports Village (ISV), land acquisition and associated costs of £19.312m have been incurred between 2021/22 and 2022/23. Expenditure on land acquisition is assumed to be recovered from sales of land, with a land disposal strategy considered by Cabinet in July 2023. There is a budget of £1.840 million for phase 2 of the ISV for the development of leisure attractions such as the Velodrome and Closed Loop Circuit, however an update was provided to Cabinet in July 2023 outlining that due to the current financial challenges relating to rising interest rates and construction inflation, the business case for investment in the leisure attractions has not been concluded. Presentation of the full business case is therefore delayed whilst the Council continues to review the proposals to ensure they are affordable. A decision is expected from Cabinet this Winter, and pending this, expenditure of £1 million is assumed with slippage of £0.840 million.
7. A sum of £342,000 is payable in the year towards the completion of paving works by Welsh Government at Central Square, which was best deemed undertaken as part of the development of the Interchange.
8. The Shared Prosperity Fund (SPF) forms part of the UK Government's Levelling Up agenda and is a framework to provide £2.600 billion of both capital and revenue funding for local investment by March 2025. Cardiff Council, together with other Southeast Wales local authorities, submitted a regional investment plan to the UK Government and was awarded just under £42 million to invest over three years, £34.500 million of which was allocated to Cardiff. The investment programme covers three priorities: community and place, and supporting local businesses, people and skills. Funding of up to £1.321 million in total is available for capital schemes in 2023/24 and of this, £530,000 has been allocated to deliver specific projects, providing the outcomes meet the criteria of SPF conditions, including expenditure incurred by the end of the year and that the schemes are delivering additionality to planned Council expenditure. Of those confirmed, £150,000 has been approved to be used towards business capital grants this financial year. Applications are currently being received for the business grants to be scored and awarded accordingly in August. A further £150,000 has been earmarked for major projects, to be identified for projects that deliver SPF outcomes as the year progresses. Of the total, £791,000 is yet to be allocated for specific projects but will be monitored throughout the year and spent in its entirety to ensure that the Council meet their obligation towards the SPF.
9. A new statue has been erected in Cardiff Bay celebrating the Rugby Codebreakers, with grant support from Welsh Government, private and public donations and funds raised through fundraising events, as well as a £50,000 contribution from the Council. Total expenditure for 2023/24 is

4.C.213	Issue 5	Aug 2013	Process Owner: Cabinet Support Office	Authorised: Joanne Watkins	Page 2 of 19 Final
---------	---------	----------	---------------------------------------	----------------------------	-----------------------

£138,000 including installation of the statue and plinth as well as steel panels with lettering and the unveiling ceremony took place on 19th July 2023.

Parks & Green Spaces

10. The Parks Asset Renewal Infrastructure budget for 2023/24 including slippage is £214,000 and is to be used for footpath reconstruction at Grange Gardens, Waterloo Gardens, Crystal Glen and entrance improvements at Brachdy Lane. In addition, a bridge replacement at Hendre Lake is to be undertaken with funding identified from Council earmarked reserves towards this purpose with an estimated cost of £201,000.
11. As well as completion of several projects started in the previous year, design and upgrade works for several play area sites will be undertaken using developer's obligations, where available and eligible for use, as well as Council budgets as part of a replacement programme. This includes sites such as Heol Llanishen Fach and Drovers Way. Any schemes undertaken need to be managed and prioritised within existing allocated budgets.
12. A budget of £529,000 including slippage of £329,000 carried forward has been allocated to improve the condition of multi-use games areas, fitness equipment, BMX tracks and skate parks across the city. All expenditure proposed in the year is towards a destination skate park proposed in Llanrumney, with a tender exercise currently being prepared in order to complete construction this year.
13. 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. As highlighted in a Cabinet report in June 2023, a stage one application was submitted to the Lawn Tennis Association (LTA) to secure an "in principle" agreement for a funding package. Subject to due diligence and confirmation of sites as well as management and operating agreements, it is anticipated that the total level of investment will be in the region of £750,000. As at month 4, the Council has successfully obtained funding of £379,000 to be used towards renovation of three confirmed tennis court sites subject to terms and conditions of the grant agreement.
14. The Green Flag Infrastructure Renewal budget is £167,000 including slippage and is allocated to support the replacement of signage and infrastructure in existing Green Flag parks. A detailed list of priorities is still to be determined.
15. Expenditure of £480,000 is forecast during 2023/24 in relation to Roath Park Dam, requiring budget of £185,000 to be brought forward from future years. Investigatory modelling works continue, focusing on the detailed design of the scheme to obtain a clearer understanding of cost implications to support a Cabinet report and a recommendation as to a way forward, subject to affordability. The risk of abortive costs will need to be considered as part of the approach.

16. In June 2021, the Flat Holm Partnership comprising Cardiff Council, Royal Society for Protection of Birds, Flat Holm Society and other partners secured a £1.2 million project with £645,200 National Lottery Heritage Fund (NHLF) grant, £200k Cardiff Council investment and additional in kind value, over a three year period ending in July 2024. Following an initial review of costs, capital works estimates are projected to be significantly in excess of initial advice. The next steps are to include reviewing the scope of the project and exploring other funding sources, the impact of this meaning delay in the project pending confirmation of an updated business case.

Leisure

17. The Leisure Asset Renewal Works budget totals £216,000. This is being used to complete significant roof works and remedial works, such as the replacement of the mechanical ventilation system at Cardiff International White Water Centre. These costs will be updated as the year progresses.

18. The redevelopment of Pentwyn Leisure Centre is subject to confirmation of scope and then completion of final design works to inform a tender exercise in respect to the building works and external pitches. Subject to this and approval of the business case proposed to be self-financing from existing budgets and additional revenue income, expenditure for the year is projected to be circa £200,000 meaning budget will need to be brought forward from 2024/25.

Venues and Cultural Facilities

19. Property Asset Renewal works (£70,000) for St David's Hall include garage roller shutter doors, legionella works and the completion of the fire alarm installation. Costings are also being determined for any works to be undertaken by the Council prior to transfer. Subject to a feasibility report, the Council is also working with the New Theatre operator to address boiler upgrades and the programme will be updated with any agreed costs in future monitoring reports.

Property & Asset Management

20. Property Asset Renewal works for non-school buildings will continue to be developed over the year and works to date and in progress include, Norwegian Church, CCTV and lift shaft works at Cardiff Castle and Central Market alarm upgrade. Slippage of £825,000 has been assumed into 2024/25 primarily due to work on the school's estate being prioritised.

21. The Community Asset Transfer budget provides up to £25,000 for improvement works to buildings being taken on by third party organisations. No schemes are currently planned for 2023/24, so the unspent budget will continue to be reprofiled into future years for review as part of the 2024/25 budget process.

22. In line with the investment property strategy approved by Cabinet in 2016, a number of additional sites where the Council is the original freeholder and

4.C.213	Issue 5	Aug 2013	Process Owner: Cabinet Support Office	Authorised: Joanne Watkins	Page 4 of 19 Final
---------	---------	----------	---------------------------------------	----------------------------	-----------------------

has provided a lease will be considered for acquisition with a view to onward disposal or to benefit from regearing of sites. These will be subject to completion terms, but an estimate of £430,000 is assumed as this stage for the year towards the acquisition of the long leasehold investment of Unit 10 Ipswich Road and a simultaneously negotiated new lease of the acquired site to a new occupier.

23. In respect of Central Market, subject to successful grant funding, the Council has allocated funding over four years to invest in the fabric of the building; improving the appearance, tackling structural issues and enhancing the commercial attractiveness. The estimated expenditure in year of £102,000 is primarily professional fees, with these assumed to be paid for by the National Heritage Lottery Fund (NHLF) development grant in part. The balance will be funded from a Council contribution. A final grant submission was submitted to NHLF in May 2023 and an application for both a grant and loan was submitted to Welsh Government in July 2023. Cabinet in Autumn 2023 will consider the latest position in respect to the scheme including financial impacts, next steps and obligations arising on the Council from any approved external funding.
24. The Core Office Strategy has an overall allocation of £9.750 million towards smarter working, digital infrastructure and building adaptations to allow consolidation into alternative council buildings. An amount of £4.054 million spent by 31 March 2023, with a further estimate of £2.147 million in 2023/24. Oak House was purchased in 2020/21 initially for the relocation of the Alarm Receiving Centre (ARC). However, the cost of refurbishment of Oak House to the required standard escalated following the pandemic due to inflationary pressures and rising material and specialist equipment costs. Delivery of the project significantly exceeded the assigned budget and consequently the ARC and Telecare Services have moved to County Hall in August 2023, permitting relinquishment of the lease for Willcox House. Subject to an appropriate business case, Oak House is currently being reviewed by Education and Estates as a potential provision for additional learning needs (ALN) accommodation. Drawdown of this allocation is subject to any expenditure being repaid on an invest to save basis and slippage of £2.049 million into 2024/25 is anticipated.
25. Phase one of the City Hall mechanical and electrical components refurbishment, is subject to a tender process, works to replace heating systems are expected to start next financial year, with initial costs being surveys and design costs. Projected expenditure during the year subject to receipt of a final cashflow is £300,000 of the £4.200 million budget made available from Earmarked Reserves. No funding is available for future phases which will be subject to consideration of all options as part of final business case development.

Harbour Authority

26. The Harbour Asset Renewal budget approved for 2023/24 is £457,000, to be spent on installation of the graving docks boardwalk, sails decking and

4.C.213	Issue 5	Aug 2013	Process Owner: Cabinet Support Office	Authorised: Joanne Watkins	Page 5 of 19 Final
---------	---------	----------	---------------------------------------	----------------------------	-----------------------

completing the installation of the Senedd boardwalk scheme and water quality monitoring equipment.

Recycling Waste Management Services

27. The Capital programme for 2020/21 included an allocation of £815,000 to roll out a separate glass collection scheme. The Council's recycling strategy 2021- 2025 was the subject of consultation with feedback and a phased programme of change to improve recycling performance to be considered for approval by Cabinet. Subject to the implementation costs of the strategy over the period and availability of grant funding, this budget has been carried into 2023/24 and £290,000 is forecast to be spent as part of the new recycling strategy segregation roll out planned for October/November this year.
28. The Waste Recycling and Depot Site Infrastructure budget of £128,000 is to be used for a range of infrastructure improvements at depot and recycling sites and specifically for changes to accommodate additional vehicle parking, essential to facilitate the Recycling Strategy Segregation roll out.
29. The Materials Recycling Facility (MRF) budget of £38,000 will be used for enhancements to equipment to keep the facility operational.
30. A sum of £100,000 Council match funding was requested and approved in previous to help secure a range of Welsh Government grants such as from the Circular Economy Fund to be bid for during the year. Pending confirmation as to whether external grant funding may be available, the budget continues to be carried over into future years, to be reviewed when setting the 2024/25 capital investment programme.
31. A budget of £800,000 was set for the year for the Circular Economy Fund on the basis that the grant funding source would be available and subject to a bid process. As at month 4 however, the grant has not been confirmed and therefore the budget has been removed on this basis.
32. The Welsh Government Ultra Low Emission Vehicle (ULEV) Transformation grant approval is £255,000, which will promote Electric Vehicle (EV) charging infrastructure projects in alignment with the Welsh Government's EV Charging Strategy. Of this award, £94,000 has been allocated to deliver charge points for public use and the balance of £161,000 will be used for charge points for Council owned vehicles at Lamby Way. A further allocation of £408,000 for continued roll out of electric charge points is expected in future years.

Education and Lifelong Learning

33. The Directorate Programme for 2023/24 is £99.790 million, with a projected outturn of £117.492 million. Consequently, £7.987 million has been brought forward from future years and the Directorate has an overspend of £9.715 million.

Schools - General

Asset Renewal - Buildings

34. The Council's asset renewal allocation of £7.471 million in 2023/24 was budgeted for works across the estate, including roof and boiler replacements, fire precaution works and safeguarding of lobbies. However, projected expenditure for the year is £14.004 million and £6.533 million is projected to be brought forward from future years to address the condition of the estate.

Asset Renewal – Suitability and Sufficiency

35. The projected expenditure for suitability and sufficiency is £31.630 million against a budget allocation for 2023/24 of £8.028 million. This has necessitated bringing forward budgets from future years in their entirety, of £13.887 million, and recognising a projected overspend of £9.175 million. A significant increase in Additional Learning Need (ALN) provision and distributing it more evenly across the County to meet demand, is the primary driver for these works. Other works undertaken include security and safeguarding works on boundaries and receptions across the schools' estate, as well as priority Disability Discrimination Act (DDA) adaptations. Current mitigations are being explored such as the possibility of acquiring match funding for schemes that align with Welsh Government priorities.

36. Slippage of £926,000 has been brought forward from 2022/23 to enable kitchen improvements to facilitate the introduction of universal free school meals across Cardiff.

Schools Organisation Plan – 21st Century Schools

37. Band B of the 21st Century Schools Programme is underway with a funding envelope of £298 million. This is to be funded by a Welsh Government grant award with match funding from Cardiff Council at a rate determined by the type of school.

38. The Fitzalan High School scheme has a Welsh Government approved overall budget of £64.300 million. Expenditure on the project in 2023/24 is estimated to be £11.140 million and the scheme is estimated to be completed at a total cost of £67.443 million.

39. The Fairwater Campus scheme includes three schools (Cantonian, Riverbank and Woodlands) relocated onto one shared campus. A full business case is due to be submitted to Welsh Government in September, and expenditure to date includes surveys, professional fees and enabling works. On the proviso of a full business case being accepted, in-year costs are projected to be £27million with an overall project cost of £134 million.

40. Linked to Band B expenditure is the projected cost connected to enabling works, linked to a site in North Cardiff, to prepare the site for future schemes linked to education at a cost of £14 million.

People & Communities

41. The Directorate Programme for 2023/24 is £25.307 million and projected expenditure for the year is £21.148 million with a variance of £4.159 million identified.

Communities & Housing

Neighbourhood Regeneration

42. The Neighbourhood Renewal Schemes budget is £822,000 which includes a £200,000 financial resilience mechanism as well as a Shared Prosperity Fund (SPF) grant allocation of £100,000. Projected expenditure at this early stage of the year is £402,000. This will allow completion of environmental improvements at Louisa Place and Llanishen Park. Planned expenditure on a new programme will be dependent on design and consultation processes and these schemes include, Llanrumney play area, Splott Park, Clare Gardens, Maria Street and Insole Court shops. Slippage of £420,000 is assumed as at month 4.

43. A budget allocation was requested and approved in 2021/22 towards District and Local Centres. Due to availability of grant funding, budgets continue to be carried forward, with £233,000 slipped into the current financial year together with an approved allocation in the year of £40,000 from Social Prosperity Fund grant. Due to the need to design future priorities, only the grant element of the budget is expected to be utilised during the financial year.

44. During 2022/23, expenditure exceeded the budget allocated for alleygating in that year due to increased contractor prices within the framework. When setting the 2023/24 budget, the forecast for expenditure on this scheme was limited due to delays in previous years in respect to legal and consultation requirements. However, a programme of locations has now been approved, with forecast expenditure of £127,000. This requires budget to be brought forward from future years, with any expenditure across the programme to be managed within the overall budget made available. As a result, there will be a need to review the number of alleygating schemes that can realistically be completed within approved budget frameworks and/or additional funding may need to be obtained from external sources. It should also be noted that once the gates are installed, any ongoing management and maintenance costs will need to be funded from the revenue budgets.

45. There is budget of £435,000 for Transforming Towns (Placemaking) whereby priorities are identified across the city as part of the placemaking plans for priority areas. Expenditure for the year is projected to be £120,000 with £40,000 to be spent on the former Transport Club and £3,000 to be spent on Tudor Street artwork. Additional projects are currently being scoped and designed.

46. Rhiwbina Hub refurbishment was completed in 2022/23 and a balance of £20,000 was carried forward into 2023/24 for the final retention payment on the construction contract.
47. Following the land appropriation of the Canton Community Centre and car park site to the Housing Revenue Account (HRA) agreed by Cabinet in March 2023, £1.100 million, deemed to be the value of the site, is to be re-invested in a new community facility as part of the new housing development. This will be spread over the term of the development, with costs estimated to be £350,000 during 2023/24.
48. The Council budget remaining to develop a Multi-Agency City Centre Youth Hub totals £2.019 million over a number of years. Further design and survey costs are being undertaken to support a review of alternative options and sites by Cabinet to deliver a viable project. Expenditure of £92,000 is assumed to take place in the year and subject to the agreed approach, there remains a risk of abortive costs.
49. Shared Prosperity Funding (SPF) of £20,000 is to be used towards refurbishment of historic, complex buildings for community use. Full expenditure is expected in year for feasibility work on a grade II listed building at the Parade to potentially be used as a city centre youth hub.
50. An allocation of £70,000 SPF is also to be used to support a community small capital scheme grant. The successful applicants have been determined following an application and assessment process. Grant awards will be limited to amounts available to the Council and paid only after confirmation of any match funding committed. Post grant assessment will be undertaken as part of the grant terms and conditions to ensure that the benefits, as outlined in bidding for such funds, are crystallised including impact on the existing and new users benefiting from the investment.
51. A vacant site on Cowbridge Road West, enjoys a prominent road frontage and is considered an important gateway site into the city and two neighbouring wards. The Council aims to secure land to determine regeneration opportunities via a youth community-based facility. This is subject to a business case, working with external partners and a future business case to Cabinet having considered all options. There is no projected spend for 2023/24 and therefore slippage of £76,000 is carried forward into 2024/25.

Housing (General Fund)

52. The Disabled Facilities Service budget for mandatory and discretionary grants to housing owner-occupiers as well as for administration costs for the grants is £4.725 million. Based on current approved grant awards, full expenditure is forecast for the year, with a review to take place at the end of the calendar year as to the level of commitments and risk to exceeding budget allocated for the year because of additional pressures in demand, changes in regulations and costs.

53. As well as the above, an Enable Grant totalling £654,535 has been awarded by Welsh Government and will be utilised to deliver additional adaptations to help older, disabled, and vulnerable people by, accelerating discharge from hospital to a safe and comfortable home, reducing delayed transfers of care and improving the individual's ability to maintain independence at home.
54. The Council approved a budget of £5 million on a self-financing basis, to develop an independent wellbeing hub. At the end of 2021/22, a grant was received from Welsh Government of £1.101 million to support independent living solutions and allocated for this purpose as well. Following an options appraisal exercise, the preferred option is to build a bespoke equipment store, wellbeing hub and associated facilities such as a smart house. However, this is subject to review of costing, due diligence, and approval of external partners in line with their own processes and the Joint Agreement, as well as agreed contributions towards costs. Opportunities for external funding are also being sought with recommendations for a way forward then to be considered by Cabinet as part of the affordability and outcomes of the scheme.
55. A cabinet report of 23 March 2023 considered the approach to deliver a mixed tenure energy efficiency retrofit scheme to unimproved British Iron and Steel Federation (BISF) properties in Llandaff North and Rumney. This was following notification of a capital grant award of £4.650 million to be used towards owner occupier properties and to be spent by 31 March 2025. The approach and outcome of tender exercises are to be discussed with Welsh Government prior to proceeding with any project and managing costs within funding available and at this stage, expenditure of £400,000 is assumed during 2023/24.
56. The Council has received confirmation of two successful grant applications from Welsh Government for the prevention of Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV) totalling £602,000 to be utilised by the end of March 2024. Expenditure will include an update of community alarms to ensure contact with the emergency control room as well as the acquisition and refurbishment of two additional properties.
57. Following initial design, ground condition and design works, the extent of any expansion to the Shirenewton Traveller site has been reviewed with further design works in progress. Additional costs of £62,000 are expected during this year with risk of abortive costs, prior to any confirmation of costs and Welsh Government grant approval towards the costs of the project.
58. A budget of £323,000 is in place for owner occupier costs towards housing estate improvement schemes and as at month 4, expenditure is projected to be £163,000, including works at Trowbridge Green and Caerwent Road subject to their progress on site, specification and affordability within overall budgets. Slippage of £160,000 into 2024/25 is assumed.

4.C.213	Issue 5	Aug 2013	Process Owner: Cabinet Support Office	Authorised: Joanne Watkins	Page 10 of 19 Final
---------	---------	----------	---------------------------------------	----------------------------	------------------------

Flying Start

59. The budget for Flying Start Capital schemes for the year totals £2.570 million. This comprises of ongoing projects from previous years in relation to allocations for furniture and ICT at five nursery sites across Cardiff, alongside schemes to fund ventilation upgrades, canopies, replacement boilers and refurbishment across 19 sites. Work is ongoing at Moorland Primary School, and grant allocation of £5.729 million will be utilised in funding the project to increase sufficiency of placements in the primary school.

Childcare Capital Grant

60. Expenditure of £850,000 relates to grants provided to nurseries as part of additional funding awarded by Welsh Government.

Social Services

Children's Services

61. The Young Persons Gateway Accommodation scheme aims to convert properties to include an office/sleep in accommodation on site, to provide supported accommodation for young people (16-18 years) to help them live independently whilst still providing intensive 24-hour support. A framework agreement is currently in progress allowing the Council to access additional properties and the budget for 2023/24 is £148,000 with projected expenditure of £120,000 which will be repaid on an invest to save basis. As at month 4, four housing association properties have been sourced with refurbishment costs shared between the association and the Council.

62. Feasibility studies for the expansion of lower-level short break provision and improvements to respite accommodation at Ty Storrie for Children and Young People with learning disabilities and behaviour challenges are currently being undertaken, to inform a business case and potentially external grant funding applications. The Council has allocated £2.885 million over a number of years to support a viable project, with £65,000 Intermediate Care Fund (ICF) grant also available towards the scheme. Slippage in the year is assumed to be £465,000.

63. As part of the Right Home, Right Support Children Looked After Commissioning Strategy (2019-2022) and the Children's Services Accommodation Strategy, a number of properties were proposed to be acquired refurbished where necessary. Options to be considered included open market purchase, new build as well as re-purposing and upgrading existing Council assets and a sum of £750,000 was allocated by the Council in year as match funding towards grant bids and repayable from service and financial efficiency gains. At month 4, slippage of £720,000 is assumed, subject to legal completion and success or otherwise of grant applications.

64. A number of properties to cover mainstream residential provision, emergency provision and emotional wellbeing services are to be acquired. Based on

4.C.213	Issue 5	Aug 2013	Process Owner: Cabinet Support Office	Authorised: Joanne Watkins	Page 11 of 19 Final
---------	---------	----------	---------------------------------------	----------------------------	---------------------------

current forecasts, the value of current commitments is circa £3.664 million, with numerous funding sources identified including Welsh Government Housing with Care Fund (HCF) grant, Intermediate Care Fund grant displacement in previous years and a Council match funding budget allocation over multiple years, which is repayable on an invest to save basis. Subject to the timing of legal completions of property and the grant bidding process, further updates will be included in future monitoring reports. As part of the commissioning strategy, it remains essential that post project appraisal of the positive financial and service outcomes are monitored to input into future schemes and an assessment of the impact of the strategy.

Planning, Transport & Environment

65. The Directorate Programme for 2023/24 is £55.903 million with projected expenditure of £46.835 million and a variance of £9.068 million identified.

Energy Projects & Sustainability

66. In May 2019, the Council entered into an agreement to obtain grant funding of £6.628 million for phase one of the Cardiff Heat Network project from the Department of Business, Energy and Industrial Strategy (BEIS) and this was awarded in March 2021. A further £8.634 million interest free Salix loan has also been agreed between the Council and Welsh Government and this will be passed on to Cardiff Heat Network (CHN) Limited, a special purpose vehicle created with the Council as sole shareholder. In any event that CHN is unable to repay the loan, the risks remain with the Council and therefore it is essential that check points are in place to ensure continued affordability as any loan is given. As at month 4, £4 million has been spent with a further projected £4 million expenditure in November for groundworks and infrastructure ready for the installation of the heat network to primary customers.

67. The One Planet Cardiff Strategy is a strategic response to the climate emergency and includes a range of actions which together, form the basis of a delivery plan to achieve carbon neutrality across the city. The allocation for 2023/24 is £1.097 million including slippage of £597,000 and as at month 4, full expenditure is projected. Projects approved include installation of recycling infrastructure, carbon zero carriageway surfacing, Bute Park Nursery rainwater collection and a healthy playground programme across Cardiff schools.

Bereavement & Registration Services

68. The segregated capital asset renewal allocation for bereavement services totals £157,000 for 2023/24, including £22,000 of slippage from 2022/23. Expenditure in year is forecast to be £223,000 meaning that funds will have to be brought forward from future years. Included within the expenditure is a dumper truck (£19,000) and electric ride on mower (£25,000) as well as £95,000 for tarmac and paving block works at both Cathays and Thornhill cemeteries. There is also work scheduled for the two chapels at Thornhill

4.C.213	Issue 5	Aug 2013	Process Owner: Cabinet Support Office	Authorised: Joanne Watkins	Page 12 of 19 Final
---------	---------	----------	---------------------------------------	----------------------------	------------------------

Crematorium including works to the cremators and works to the exits to improve the flow for people leaving services.

69. A budget of £99,000 has also been created to replace the current Burial and Cremation Administration System (BACAS), a specialist IT package managing bookings and records in relation to cremations, burial and grave ownerships. The current system is built on outdated server software which will become unsupported by October 2023 and therefore a new system is urgently required to ensure that legal and operational requirements can be met by the Service Area. The budget includes a £15,000 contribution from the overall ICT Refresh budget and expenditure will be funded on an invest to save basis and repaid over 7 years.

Highway Maintenance

70. The approach to carriageway and footway maintenance adopts numerous repair and improvement treatments including localised patching, preventative and preservation treatments, resurfacing and reconstruction. In combination and when applied at the correct time they can minimise the whole life cost of maintenance whilst maximising the benefit of available budgets across the highway network. The budget available for treatments in 2023/24 is £7.169 million. Of this budget, £338,000 has segregated for works primarily within the city centre and a prioritised listing of capital works to be undertaken is to be determined. Where this is done, any works should have regard to the overall asset management plan. In March 2023, Cabinet considered the status of the Highway Asset Management Plan. It noted that the report will inform Cabinet's recommendations to Council for the Revenue and Capital 2024/25 and Medium-Term budget setting process and approved the release of £2 million identified in the 2023/24 budget for carriageway works. Slippage of £600,000 is assumed in respect of safety fencing to ensure alignment with electrical upgrade works on the A48 carriageway.
71. The bridges and structures budget for the year is £1.136 million and includes slippage from previous years. Works planned over multiple years include River Rhymney bridge, Fairwater and Llandennis Road culverts, North Road flyover and Cathedral Bridge refurbishment. A significant spend for the strengthening of a retaining wall at 599 Newport Road has been delayed due to buildability issues raised by the appointed contractor. Although works are ongoing to reach a solution, delays to expenditure have been unavoidable. Projects identified are primarily at design stage and subject to a construction tender exercise, slippage of £600,000 is assumed. Capacity and the programme will be reviewed to ensure effective use of budgets made available so that any required capital works to enhance structures are undertaken.
72. The street lighting renewals budget is used for new and replacement columns, however in the short term, enhanced budget allocations have been made available to address electrical works on Eastern Avenue. Implementation continues to be delayed with the design still in progress with a view to combining any works with upgrading the central reservation to

4.C.213	Issue 5	Aug 2013	Process Owner: Cabinet Support Office	Authorised: Joanne Watkins	Page 13 of 19 Final
---------	---------	----------	---------------------------------------	----------------------------	------------------------

ensure better value. A tender exercise remains to be undertaken and pending this, slippage of £900,000 into 2024/25 is currently assumed.

73. Cabinet approved in May 2019, a £5.200 million invest to save business case for all remaining residential columns to be converted to LED. The project has been delayed due to internal capacity as well as restricted supply of lanterns resulting from shortages of semi-conductor components, however it is to be completed by December 2023, with projected expenditure of £727,000.
74. As part of the Welsh Government Flood and Coastal Risk Management Programme (CRMP), a scheme has been developed to improve the flood defences at the foreshore along Rover Way. The scheme was subject to a further Cabinet report setting out scope, risks, mitigations and procurement process to be undertaken. A construction contract has been awarded and is due to commence on site in quarter three of 2023/24. The estimated total cost of the scheme is £35.937 million including professional fees and a risk allowance. It should be noted that this excludes works in respect to the Lamby Way Landfill Site. The funding approach to the Coastal Risk Management Programme is that 85% of the total cost is to be funded by Welsh Government (WG), with 15% to be identified by the Council. The Welsh Government funding approach is not a cash grant towards the expenditure, but to reimburse the Council for the costs of servicing borrowing that would need to be taken by the Council, over a period of twenty-five years. In 2023/24 this will be a specific revenue grant, but from 2024/25 as part of the annual Revenue Support Grant (RSG). The WG will provide no additional funding in the event of costs exceeding the above, so robust contract management will need to be in place to manage the outcomes and costs of the scheme. Although works will commence on site, much of this will be enabling works, including investigations and set-up. It is a multiple year construction scheme with more significant spend forecast in future years. Subject to this, slippage of £2 million is currently assumed.
75. A sum of £458,000 Council match funding has been allocated towards the implementation of flood prevention measures together with Welsh Government grant funding of £1.188 million approved to date in the year. This is for small scale and post storm schemes with only £30,000 match funding likely to be utilised this year.

Traffic & Transportation

76. The asset renewal telematics budget, including slippage, is £1,036 million and will be used for the replacement of obsolete analogue CCTV cameras at various locations with high-definition digital cameras. It will also be used to complete the replacement of the electronic signage/control system for the North Road tidal flow lane, the Bute Tunnel entrance and overall electronic signage for lane control across the city.
77. The total Council budget for cycling development in 2023/24, including slippage from the prior year, is £1.970 million. This will be used as well as Welsh Government grant funded schemes for primary cycleways and slippage of £1 million is assumed at this stage.

4.C.213	Issue 5	Aug 2013	Process Owner: Cabinet Support Office	Authorised: Joanne Watkins	Page 14 of 19 Final
---------	---------	----------	---------------------------------------	----------------------------	------------------------

78. The Council Road Safety Schemes budget of £529,000 together with a sum of £841,000 Council match funding, will secure a range of grants where match funding is required. This includes schemes for local transport, safe routes in communities and road safety as described below. Slippage of £341,000 is currently projected in year, however this may increase where there is a requirement to ensure that grant funding is utilised first.
79. The Welsh Government revised allocation to Cardiff for the Local Transport Fund is £1.904 million and supports development of integrated, accessible, and sustainable transport systems. Schemes bid for and approved include £1.006 million towards improving sustainable transport and active travel measures in the city centre, and £606,000 towards the A4119 strategic bus corridor scheme phase 2D with the balance to be used for bus stop enhancements, including real time information display.
80. The Welsh Government allocation to Cardiff for Safe Routes in Communities Grant of £75,000 aims to improve accessibility and encourage walking and cycling in communities. The allocation is for the School Streets scheme, part of a wider programme working with schools to increase the use of active modes of travel for school journeys, through targeted interventions and behaviour change support to improve safety outside school gates.
81. The Welsh Government allocation to Cardiff for Active Travel is £3.386 million. The purpose of the fund is to increase levels of active travel, improve health and well-being, improve air quality, reduce carbon emissions, and connect communities. Funding will support Cycleway 2 - Newport Road Transport Corridor Link A (£408,000), active travel to schools (£711,000), Roath Park Cycleway (£787,000) and various improvements to the integrated cycle network plan (£1.480 million).
82. A new Welsh Government grant allocation of £2.041 million has been awarded to continue the roll out of a 20mph default speed limit on restricted roads across Wales coming into force in September 2023. Following any tender process, the level of funding in place will need to be reviewed to ensure that all costs are covered by external grant funding.
83. The Welsh Government Ultra Low Emission Vehicle Transformation (ULEVT) grant approval is £255,000, which will promote electric vehicle (EV) charging infrastructure projects in alignment with the Welsh Government's EV Charging Strategy. Of this, £94,000 has been allocated to deliver charge points for public use and the balance of £161,000 will be used for charge points for Council owned vehicles at Lamby Way. There is expected to be further provision of £408,000 for electric charge points available in future years.
84. The slippage of £1.508 million was carried into 2023/24 in respect of a Welsh Government Grant to undertake bus stop infrastructure improvements including real time information systems. Delays with a new Transport for Wales (TfW) framework resulted in very little expenditure last financial year, however, the contract was awarded in March 2023, with works to be implemented in 2023/24.

4.C.213	Issue 5	Aug 2013	Process Owner: Cabinet Support Office	Authorised: Joanne Watkins	Page 15 of 19 Final
---------	---------	----------	---------------------------------------	----------------------------	---------------------------

85. The Council Bus Corridor enhancements budget of £502,0000 will be used for match funding towards the Welsh Government Local Transport improvement scheme (A4119 Corridor Phase 2D) and to partially fund Eastern Corridor (CW2 Newport Road).
86. Budget of £201,000 is carried forward from 2022/23 towards development of the bus transport interchange on the site of the former recycling site at Waungron Road, which is proposed to be delivered in parallel with a housing scheme. The start on site, subject to tender is anticipated in the new calendar year. and pending this, slippage of £100,000 is assumed.
87. Following approval of the Levelling Up Fund Cardiff Crossrail Phase One bid, further discussions have taken place with the UK Government to progress the scheme. As outlined in the Cabinet report of March 2023, a Full Business Case is required to unlock the full £50 million funding of the scheme in addition to the £50 million to be provided by Welsh Government towards the scheme. Up to 10% of the Levelling up allocation can be used to develop the scheme and in 2023/24 costs of circa £2.500 million are anticipated. This includes an update of the outline business case and confirmation of final business case, which is being informed by highway and rail design and survey work, the latter being undertaken on behalf of the Council by Transport for Wales as part of established governance arrangements.
88. The next stage of the Northern Bus Corridor will focus on completing the outline business case WeITAG 2 for the scheme. This work will involve surveys, modelling, concept design for schemes and further work on the installation of technological survey and bus priority measures following engagement work with key stakeholders and bus operators.
89. In April 2023, the Cabinet considered a report on delivering a permanent improvement in air quality on Castle Street in the context of citywide sustainable transport proposals. Any detailed design and implementation will be subject to Welsh Government confirmation of grant funding to meet estimated costs of the scheme. Accordingly, no budget is included in the current capital programme, but will be subject to further updates as the year progresses.
90. Following completion of works at Wood Street and Central Square, the first phase of the Canal Quarter regeneration scheme and road traffic infrastructure works scheme remains on site. The former is expected to open on a phased basis from the Autumn of 2023, with the Transport elements to be completed in the last quarter of the financial year. Following finalisation of all design packages and other unforeseen costs, the overall construction contract is estimated to cost approximately £11 million, with the overall total cost including professional fees being approximately £13 million. The balance of Council capital funding allocated towards the canal element of the scheme of £1.767 million will be used to pay towards costs in the year, with the balance assumed from external grant funding applications to Welsh Government Capital Cardiff City Deal. The ongoing risks of cost variations and resources available for the project will need to be managed closely as the project continues to ensure this can be managed within the overall

4.C.213	Issue 5	Aug 2013	Process Owner: Cabinet Support Office	Authorised: Joanne Watkins	Page 16 of 19 Final
---------	---------	----------	---------------------------------------	----------------------------	------------------------

funding available to the directorate. This may impact adversely on other planned projects, where this may be the case.

91. To mitigate against the impact of the City Centre works in neighbouring areas, the Council has allocated a sum of £4 million and including slippage, the amount allocated in 2023/24 is £1.176 million. This will support the completion projects such as Tudor Street transport and green infrastructure and improvements and mitigations at Pendyris Street and Clare Road junction.

Resources

92. The Directorate Programme for 2023/24 is £20.562 million with a projected outturn of £14.538 million and a variance of £6.024 million identified.

Technology

93. The Modernising ICT budget aims to support digitisation of business processes. The estimated costs of £130,000 during the year relate to projects to secure robotic process automation.
94. A total of £920,000 is available for ICT Refresh schemes this year, including £635,000 of slippage from 2022/23 and a virement of £15,000 to Bereavement as a contribution towards a replacing a dated system to manage bookings, burial and cremation records. Subject to delivery of equipment, expenditure of £750,000 is projected in year with projects including switch replacements (£370,000) and updates to the servers (£290,000). This budget also covers a range of projects to support ICT resilience, capacity and capability including direct access and hardware replacement. Slippage of £170,000 is projected into 2024/25.
95. Following a successful application process, funding of £7.700 million has been awarded to the Council under the Welsh Government's Local Broadband Fund in relation to Cardiff – Y Rhai Olaf – The Last Ones. The funding, which spans three financial years from 2022/23 until 2024/25, is to be used to improve broadband connectivity across the city. Expenditure of £13,000 took place on scheme development in 2022/23, with planned expenditure of £616,000 during 2023/24. Whilst slippage is significant for this financial year, WG have confirmed that funding will be awarded in stages throughout 2024/25, once works have been completed, in order to mitigate against the risk of contractors falling into administration or being unable to undertake the work due to unforeseen circumstances.

Central Transport Services

96. Cabinet on 13 July 2023, approved the procurement of replacement waste collection fleet between 2023 and 2025. The value of vehicles totals circa £9.700 million, with payment on delivery. Subject to lead in times, this is likely to be in the spring of 2024, accordingly no payments are currently forecast to be made this year in respect to this procurement.

4.C.213	Issue 5	Aug 2013	Process Owner: Cabinet Support Office	Authorised: Joanne Watkins	Page 17 of 19 Final
---------	---------	----------	---------------------------------------	----------------------------	---------------------------

97. The acquisition of vehicles using this budget will be via additional Council borrowing, with the directorate commitment to repay any acquisition costs over a 7-year period from existing revenue budgets held. To ensure the financial sustainability of this policy approach to acquisition of vehicles, any variations to this should be made in exceptional circumstances only, with the reasons and rationale for this reported by the S151 as part of budget monitoring reports to Cabinet.
98. Planned Expenditure during the year includes two segregated trade waste collection vehicles and two replacement co-mingled refuse collection vehicles, the latter to be paid for from earmarked reserves. Based on projected expenditure, slippage of the invest to save budget of £2 million allocated in year is £1.728 million. Further opportunities for grant funding will be considered during the year to support infrastructure and to increase the number of ultra-low emission vehicles.

Corporate

99. In respect of the contingency budget of £200,000, given that it is early in the financial year, this is projected to be fully required, although as the year progresses, any under spend will be used to reduce the level of borrowing assumed in the Capital Programme.
100. The £500,000 Invest to Save budget is in place for small schemes capital identified during the year that would pay for themselves. Of this, £84,000 has been used towards the instalment of the new Bereavement ICT system. The budget will be reviewed and adjusted in future monitoring reports if schemes are approved during the year.
101. The Council's total commitment of £28.400 million over a number of years is based on its share of £120 million to the Wider Investment Fund. The budgeted drawdown for Cardiff's contribution is £4 million and full expenditure is currently projected for the year although this change subject to progress on City Deal Projects and timing of HM Treasury Grant awards as part of the financial model. City Deal expenditure is forecast on projects including the Housing Viability Gap Fund, Premises Fund, Innovation and Investment Fund, Metro Plus transport projects and Aberthaw Powerstation.
102. As part of the budget process, an allocation was made to support grant funded expenditure where there was a gap arising following completion of a business case or following the outcome of tender exercises. A number of projects are still being developed and so this funding is assumed to be carried forward into 2024/25 at this stage.
103. Following an assessment process, a total grant of £8 million has been awarded to expand electric bus fleet use in the city. Grant of £2.470 million has been paid to date as a deposit for new vehicles, with the balance payable by the end of the financial year, subject to completion and delivery of the vehicles and charging infrastructure.

4.C.213	Issue 5	Aug 2013	Process Owner: Cabinet Support Office	Authorised: Joanne Watkins	Page 18 of 19 Final
---------	---------	----------	---------------------------------------	----------------------------	------------------------

Section 106 Schemes and Other Contributions

The table below shows the Section 106 and other contributions forecast to be spent at the time of setting the budget. This has been reviewed by Directorates and is reflected in a revised projection as at month 4:

	Budget	Projection at Month 4	Variance
	£000	£000	£000
Parks & Green Spaces	1,655	1,087	(568)
Traffic & Transportation	680	537	(143)
Strategic Planning & Regulatory	2,388	476	(1,912)
Neighbourhood Regeneration	750	367	(383)
Economic Development	118	91	(27)
Education & Lifelong Learning	2,101	4,741	2,640
Public Housing (HRA)	3,525	2,687	(838)
Total	11,217	9,986	(1,231)

Some of the schemes included in the profile above are:

- Parks and Green Spaces – Schemes are proposed to be undertaken in a number of areas and include Adamsdown open space, Craiglee Drive and Blackweir woodland footpath improvements, Cogan Gardens, Tatham Road public open space, University Lawn - Cathays Park, and cycle improvements along the Roath Park Corridor. Capacity to deliver schemes continues to be reviewed.
- Traffic & Transportation – Public transport improvements, junction improvements, bus stops and bus borders; installation of CCTV and real time information, telematics and transportation schemes including the provision of bus routes in the city and strategic transport initiatives.
- Strategic Planning & Regulatory – Further enhancements in respect of Central Square public realm assumed to be completed in 2024/25.
- Neighborhood Regeneration – Improvements and grants towards various community facilities, subject to consultation.
- Economic Development – Support for small to medium size enterprises in Llanishen and development works at the International Sports Village.
- Education & Lifelong Learning – Additional use of contributions in year towards various school projects where in accordance with the agreements.
- Public Housing – Development of new Council housing.

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**CYNGOR CAERDYDD
CARDIFF COUNCIL**

**POLICY REVIEW & PERFORMANCE
SCRUTINY COMMITTEE**

20 September 2023

ANNUAL WORK PROGRAMME 2023/24

Purpose of the Report

1. To consider options and seek Members' approval for the Committee's 2023/24 planned programme of work.

Background

2. Good scrutiny practice and the Council's Constitution empowers each Scrutiny Committee to set its own work programme for the forthcoming year (Scrutiny Procedure Rule 7). At this time each year the Committee is tasked with agreeing a work programme that ensures the time available to the Committee is used most effectively by considering items in a timely fashion that maximise the impact of scrutiny.

Role of the Committee

3. Members are reminded that the Committee's Terms of Reference confer upon it two distinct scrutiny roles.
 - Firstly, an overarching responsibility to scrutinise, monitor and review the overall corporate performance and improvement of the Council.
 - Secondly, to scrutinise, monitor and review the effectiveness of specific functions, such as Corporate Planning, Improvement and Performance, Finance, Digital Strategy/ICT, Human Resources, Governance, Legal Services, Property, Procurement, Customer Services and Cardiff's Public Services Board.

4. The Council's organisational structure means the Committee's responsibilities fall within four of its Directorates. The list below is a good indication of the Council business within each Directorate that falls within the Committee's Terms of Reference.
- The Corporate **Resources Directorate** falls within the Committee's remit in its entirety and comprises; the Recovery and Renewal Programme; Commissioning and Procurement; Finance and Revenue Services; Human Resources People Services; Digitalisation/ICT and Customer Services (including 24/7 services and C2C); and Information Governance.
 - The **People and Communities Directorate** includes Partnerships and Community Engagement; Communications; Corporate Performance. Policy and Improvement; Bi-lingual Cardiff.
 - The **Economic Development Directorate** includes County Estates (including both the operational and non-operational portfolios), Corporate Health & Safety, Facilities Management and Operations.
 - The **Governance and Legal Services Directorate** falls within the Committee's remit in its entirety and comprises; Committee & Members' Services; Electoral Services; Glamorgan Archives; Legal Services; and Scrutiny Services.
5. Full Council has approved the meeting dates for this Committee up to Christmas 2023, all are programmed to start at **4.30pm**. In addition, the February meeting to scrutinise the budget 2024/25 has been approved, programmed to start at 10am. All other meetings are subject to approval pending the installation of additional webcasting facilities that will enable two scrutiny meetings to be held simultaneously at County Hall.

20 September 2023	January 2024 - tbc
18 October 2023	28 February 2024 <i>(Budget Scrutiny)</i>
22 November 2023	March 2024 - tbc
13 December 2023	April 2024 - tbc
	May 2024 - tbc
	June 2024 - tbc
	July 2024 - tbc

The Committee will therefore potentially meet eleven times between September 2023 and July 2024 and must programme possible topics for its forward work programme accordingly.

6. Scrutiny is a well-established function of the Council’s decision-making process and the way in which it delivers services. It plays an essential role in promoting accountability, efficiency and effectiveness and the main roles of the five 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.

Work Programming

7. The Committee work programme is routinely developed throughout the summer in preparation for approval at its September meeting. It can be updated and amended continually during the year in order to respond to urgent priorities, policy developments, and unplanned pre-decision opportunities as a consequence of revisions to the Cabinet Forward Plan. It also has to remain flexible and responsive in order to cover any urgent issues occurring throughout the year.

8. The list of options is attached at **Appendix 1**. It includes suggestions gathered from Members, Senior Managers and Strategic Plans, together with work carried over from the 2022/23 programme, earmarked for further monitoring in 2023/24. Members will have an opportunity to discuss and agree this list.
9. This list at Appendix 1, with provisional indications of priority assigned by the Chair, was circulated in August. Members were invited to suggest any changes to the priority assigned. Where items are marked **red**, they will definitely be programmed, **amber** the committee will aim to scrutinise, and **green** will only be scrutinised if several red and amber items slip.
10. There are more items listed than can be programmed. As a guide, to ensure effective scrutiny two-three substantive items can be programmed per meeting. All Scrutiny Chairs have agreed that meetings will be less than 2.5 hours, where possible.
11. The list of topics has been grouped as *Corporate/Strategic, Performance, Participation & Engagement, Partnership Scrutiny, Resources -Financial, Resources - Human Resources, Resources - other, and Governance & Legal Services*. Where dates are provided, they are as indicated by the published Cabinet Forward Plan, Corporate Plan or by the lead officer. At the bottom of the list, as a reminder, are the key priorities listed in the Corporate Plan23/26 for which the Committee has substantive scrutiny responsibility, notwithstanding its overarching responsibility for the Council's key strategic and financial planning documents.
12. Where Members consider the scrutiny of a topic requires a more in-depth approach then it may either take the form of a *Short Scrutiny* using a whole formal meeting, with extended recommendations to Cabinet in the form of a letter or may take the form of a *task and finish* group informally outside of Committee.
13. In the interests of good public engagement, the Committee's Forward Plan is published on the Council website, refreshed on a quarterly basis.

Way Forward

14. Members are invited to discuss the options listed at **Appendix 1**, agree priorities, and whether any further scoping of work is required. The final programme will then be drafted.

Legal Implications

15. 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

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 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. Agree its work programme for 2023/24, having prioritised its work from topics listed at **Appendix 1**. This will become the outline work programme for the Committee, notwithstanding matters that arise throughout the year that are unknown to the Committee at this point in time.
- ii. Note that the work programme will be updated on a quarterly basis and published on the Council's website.

DAVINA FIORE

Director Governance & Legal

14 September 2023

PRAP Work Programming 2023/24 – options

Proposed Item	Indicative Timing	Priority (RAG)
Corporate/Strategic		
<p>Corporate Plan 2024-2027 <i>Pre-decision scrutiny of the 2024-2027 Corporate Plan. This will follow policy development scrutiny by the Committee’s Performance Panel in January 2024</i></p>	Feb-23	
<p>Race Equality Taskforce <i>Oversight of the Race Equality Taskforce to ensure continuing progress in addressing inequalities.</i></p> <p><i>A performance update report will be produced at Q3 23/24 and the Task Force is to be re-convened in Q4 23/24</i></p> <p><i>Link to HR task CP14 (Resources DDP) – Ensure that the Council’s workforce is representative and inclusive of the communities we serve.</i></p> <p><i>Written briefing-option for questions</i></p>	Q3	
<p>Equality & Inclusion Strategy <i>Review & refresh to address training, introduce an EIA tracker and improve governance.</i> <i>(Engagement programme Q3 & draft strategy to Cabinet Q4)</i></p> <p><i>Pre-decision scrutiny</i></p>	March-24	
<p>Organisational resilience <i>Senior Management interim arrangements to address turnover, capacity, absence, cover, legal responsibilities (monitoring officer) and ensure business continuity. Request briefing/update from Corporate Directors.</i></p>	Sept-23	
Performance		
<p>Mid-year Performance Assessment 2023/24</p> <p><i>(Note that a Scrutiny Performance Panel informal session will be held prior to PRAP and will inform the assessment.)</i></p> <p><i>Routine corporate -wide performance monitoring under the new Performance Management Framework. However, in 2023/24 the Performance and Partnership Directorate is tasked with ‘Enhancing the use of Council data to support service improvement and evidence-based decision taking, including data on Commissioning & Procurement, Health & Safety and citizen satisfaction.</i></p>	Dec-23	

<p>Directorate Delivery Plans (DDP) <i>Possible deep dive/ short scrutiny examining the effectiveness of Directorate Delivery Plans in improving the performance of Council services. What level of moderation is in place and what arrangements are there for services to share best practice in their business planning approach? How embedded are DDP's? How effectively are directorates linking their DDP's to the Council's Personal Development Review process?</i> <i>All Directors to be invited</i></p>	Jan -24	
<p>Annual Well-being Report 2023/24 – end of year performance <i>Routine monitoring following a Scrutiny Performance Panel informal session to inform the assessment</i></p>	July -24	
<p>Annual Complaints Report 2022/23 <i>Total number of complaints and compliments received by the Council each financial year; includes detail by service area, with narrative on trend analysis, explaining any increase or decrease from the previous year. Includes information on complaints escalated to the Public Ombudsman for Wales.</i> <i>Request an option to monitor.</i> <i>Ombudsman for Wales to be invited to give an overview of Cardiff Context.</i></p>	Oct-23	
Participation & Engagement		
<p>Participation Strategy <i>Pre-decision scrutiny of final Participation Strategy.</i> <i>(Policy development scrutiny undertaken in March 2023)</i></p>	Oct/Nov-23	
<p>Ask Cardiff 2023/24 <i>Cardiff Council's annual resident's survey. The DDP states the 2023 survey will run approx. October/November 2023.</i> <i>The Committee has previously requested that pre-decision scrutiny of the full Ask Cardiff consultation is a planned stage in the decision-making process prior to publication.</i> <i>Request briefing once analysis is complete and examine how the organisation is using the results to inform Directorate Delivery planning and budget allocations.</i></p>	Oct-23	

Partnership Scrutiny		
PSB Annual Report 2022/23 <i>The Committee has a statutory responsibility for scrutiny of the PSB Annual Report.</i>	Sept/Oct	
Resources - Financial		
Budget Proposals 2024/25 <i>Pre-decision scrutiny of budget proposals to Cabinet and Council</i>	Feb-24	
Budget Monitoring 2023/24 <i>Monitoring reports available at Months 4,6,9, and outturn</i> <i>Month 4 monitoring will give an early indication of services that could offer greater savings and those that need greater protection as the budget strategy is applied in preparation for the budget proposals for 2024/25.</i>	Sept-23 Dec-23 Feb-24 June -24	
Capital Programme 2023/24 <i>The Council's Capital Programme will require close monitoring in the forthcoming year within the context of current economic factors such as inflation interest rates and increasing building costs. Capital projects are significantly at risk from inflationary pressures.</i> <i>Monitoring - Consider separate to monitoring reports, post Cabinet. To include detail of key project funding schemes.</i> <i>Note that Audit Wales are planning an all-Wales review of Capital Programmes.</i>	Dec-23	
Budget Strategy & MTFP 2025/26 <i>Pre-decision scrutiny of the Council's financial strategy/plan for the following financial year.</i>	July-24	
Corporate Risk Register <i>Cabinet report to consider the contents of the corporate risk register.</i>	Sept-23	
Local Government Finance Bill <i>Request a briefing on the implications of non-domestic rates reform and council tax reform for the Council.</i>	Jan-24	
The use of cash at Council buildings & venues <i>Briefing request from the Chair. Seek to understand current and future plans and why Council venues are moving away from the use of cash.</i>	March-24	

<p>Service Level Agreements <i>The Finance service is funded by annually agreed Service Level Agreements (SLA) with all directorates. The service area would like to explore longer term agreements to develop a sustainable service.</i></p>	TBA	
<p>Council Tax Premium <i>Finance will monitor, review, consult and consider the appropriate application of a 300% Council Tax Premium on long term empty properties. The aim is to agree a rate for empty homes by Q4 24/25 Request a written briefing with option for questions.</i></p>	TBA	
Resources - HR		
<p>Implementation of the Workforce Strategy <i>Monitor progress in delivering the agreed Action Plan Highlighted by the Chief Executive as a key challenge.</i></p>	Q4 23/24 March-24	
<p>Implementation of the Hybrid Working Policy <i>Monitor progress of changes made to accommodate working styles Incorporate on post Brexit arrangements for Council employees living abroad. Does the Council have the right protections in place?</i></p>	Q4 23/24 March	
<p>Sickness Absence <i>The Council continues to take a targeted approach of management action to reduce long-term sickness absence, with a focus on case management, managerial discipline, and provision of support. The Council will continue to support staff well-being.</i></p> <p><i>Monitor progress in reducing absence rates through additional support for staff suffering poor mental health, and strengthening management practice across all directorates, with a focus on reducing long-term sickness absence rates.</i></p> <p><i>Written update – option for questions</i></p>	Q4 23/24	
<p>Recruitment & Retention of staff <i>The delivery plans of all services are highlighting a key challenge for 2023/24 will be recruitment to vacant posts and the need to increase officer capacity. Possible T&F - scope?</i></p>	TBA	
<p>Workforce Planning – apprentice, graduate and trainee opportunities <i>HR are seeking to develop ways of increasing apprentice/trainee/work experience placements to address workforce planning needs. (includes schools)</i> <i>Request update/written briefing with option for questions</i></p>	TBA	

Resources – other		
<p>Digital & Customer Services</p> <p><i>C2C visit - awareness raising visit to frontline of customer services, incorporating a fuller understanding of how the Council might use AI.</i></p> <p><i>Requested training visit covers:</i></p> <ul style="list-style-type: none"> • <i>Digital awareness of what the Council offers.</i> • <i>An understanding of Bobi the Council's chatbot.</i> • <i>A better understanding of AI ChatGPT.</i> • <i>How AI might assist the Council in responding to complaints.</i> <p><i>Priority for 23/23 – full-service review of C2C to include how social media is managed. Explore role of 'Digital Assist Agent'.</i></p>	<p>Arrange for Autumn/ Oct</p>	
<p>Central Transport Services (CTS)</p> <p><i>The Council has set a target of 100 electric fleet vehicles by 23/24. It currently has a 900-vehicle fleet. The service also offers a commercial MOT, vehicle testing and washing service.</i></p> <p><i>Request briefing.</i></p> <p><i>Note the Internal Audit work programme for 2023/24 lists a value for money study in the use of Council vehicles.</i></p> <p><i>Priority for 23/24 – deliver a programme of improvement to implement recommendations of an unsatisfactory internal audit report and recommendations from external reviews.</i></p> <p><i>Develop and deliver a Fleet Strategy (Pre-decision scrutiny).</i></p>	<p>Q2</p>	
<p>Cardiff Bus</p> <p><i>The Committee might also consider requesting an update on the challenges faced by Cardiff Bus. Option to invite Corporate Director and Chief Exec of Cardiff Bus to update the committee. Important to note that the Committee's remit on this topic is from a financial/business perspective rather than a route/services offered perspective.</i></p>	<p>March-24</p>	
<p>Resilience – Emergency Management Unit</p> <p><i>Co-ordinates the planning and preparation of council resources to respond to emergencies and business continuity issues.</i></p> <p><i>Written update with option for questions.</i></p>	<p>Jan -24</p>	
Economic Development - Property		

<p>Annual Property Plan 2024/25 <i>Annual plan containing property programme, reporting progress and establishing targets to support the Property Strategy 2021-26</i> <i>Monitor property and land disposal is in line with Corporate Property Strategy 2021/26</i></p>	July -24	
<p>Facilities Management <i>Restructuring of FM Teams to improve service delivery and achieve efficiencies.</i> <i>Request written update.</i></p>	Jan-24	
<p>Core Office Strategy – Hybrid Working Model <i>The Corporate Plan commits to implementing the Hybrid Working Model, utilising Council property assets and reducing revenue costs in line with the Corporate Property Strategy 2021-26.</i> <i>Monitors progress against relevant recommendations / targets Q4 Q2 – Report on progress in Annual Property Plan 2023/24.</i> <i>Pre-decision scrutiny of Full Business Case</i></p>	TBA	
<p>Carbon Footprint <i>The Council is committed to reducing the carbon footprint in the built environment by 30% by the end of 2025/26. Progress will be reported as part of the Annual Property Plan 2024/25</i></p>	July -24	
Governance & Legal Services		
<p>Public Participation Strategy <i>The Council is required to prepare and publish a public participation strategy setting out how it will encourage local people to participate in its decision making.</i> <i>Pre-decision of final proposals to Cabinet – October -23</i> <i>Implementation of Participation Strategy – March -24 – monitor July?</i> <i>(See above – Participation and engagement)</i></p>	<p>Oct-23</p> <p>July-24?</p>	

<p>Legal Compliance <i>The Council's risk register cites changes in services and staff roles across the Council resulting in:</i></p> <ul style="list-style-type: none"> • <i>gaps in Council wide knowledge of the local authority framework of responsibilities and duties within which we have to operate;</i> • <i>inability to deliver the services in accordance with all duties and responsibilities due to a lack of resource.</i> <p><i>Source – Risk register (Link to Recruitment and Retention task group work. Topic also connects well with workforce planning/business resilience)</i></p>	TBA	
External Audit & Review 2023-2026 (Audit Wales) (All Wales reviews)		
<p>Managing assets and workforce in local government. How councils' strategic approaches to workforce and asset management are supporting their ability to transform, adapt, and maintain service delivery in the short and longer term. <i>(pick up to inform as appropriate)</i></p>	TBA	
<p>Digital strategy in local government Council's strategic approach to digital application of the sustainable development principle and arrangements for securing value-for -money <i>(pick up to inform as appropriate)</i></p>	TBA	
<p>Use of performance information in local government Whether Councils' use of performance data enables senior leaders to understand the service-user perspective and the outcomes of their activities to effectively manage performance. <i>(pick up to inform as appropriate)</i></p>	TBA	
<p>Commissioning and contract management in local government Local audit work to consider how principal councils' arrangements for commissioning and subsequent contract management where a client-contractor model is chosen, apply value-for -money considerations and the sustainable development principle. <i>(pick up to inform as appropriate)</i></p>	TBA	
Joint Scrutiny		
<p>Cardiff Replacement Local Development Plan -T&F <i>Following a joint scrutiny committee session the top 3 areas of focus for potential scrutiny were agreed as</i></p> <ul style="list-style-type: none"> • <i>Strategic Planning obligations;</i> • <i>District shopping centres and</i> • <i>Transport.</i> <p><i>T&F will take place Sept-Nov, Chair of PRAP, Cllr Williams, will chair the Strategic Planning strand.</i></p>	Autumn-23	

<p>Community Action Plan</p> <p><i>A Community Action Plan is to be developed in response to community unrest in Ely, with the final action plan anticipated March 2024. Led by Action for Caerau & Ely, oversight / accountability will fall to the PSB.</i></p> <p><i>CASSC and CYP Members are seeking engagement in the development of the action plan. PRAP may need to review the action plan in final stages.</i></p>	TBA	
Committee Business – routine/ as required		
Correspondence	quarterly	
Work programming updates	quarterly	
Annual Report 2023/24	March -24	

Corporate Plan 2023/26 – Priorities relevant to PRAP Terms of Reference

- Reduce the **carbon footprint** in the built environment by 30% by the end of 2025/26.
- Implement the **Hybrid Working Model**
- Maintain **Council buildings**
- **Dispose of land and property**
- Support citizens to make the **switch to digital** services.
- Use automation to **streamline administrative** tasks
- Prioritise the **development** or re-development of **digital services**
- Enhance the **use of data** to support service improvement and evidence-based decision making
- Implement the **workforce strategy 2023-27**
- Reduce **sickness absence** rates
- Deliver the **Socially Responsible Procurement Strategy** and **Delivery Plan**
- Deliver the **Race Equality Taskforce** recommendations.
- Establish a **city-wide ‘Equality and Diversity’ network**
- Review and **refresh the Council’s Equality and Inclusion Strategy** by March 2024
- Establish a **new Cohesion Fund in support of community events** promoting inclusion and cohesion.
- Adopt the principles of the **Convention on the Elimination of All Forms of Discrimination Against Women**
- Ensure that the Council’s **workforce is representative** and inclusive of the communities we serve

Terms of Reference of the Committee

To scrutinise, monitor and review the overall operation of the Cardiff Programme for Improvement and the effectiveness of the general implementation of the Council's policies, aims and objectives, including:

- Council Business Management and Constitutional Issues
- Cardiff Council Corporate Plan
- Strategic Policy Development
- Strategic Programmes
- Community Planning & vision Forum
- Voluntary Sector Relations Citizen Engagement & Consultation
- Corporate Communications
- Contact Centre Services and Service Access
- International Policy
- Cardiff Local Development Plan
- Equalities
- Finance and Corporate Grants
- Organisational Development
- Cardiff Efficiencies Programme
- E-Government
- Information and Communication Technology
- Council Property
- Commissioning and Procurement
- Carbon Management
- Legal Services
- Public Services Board

To scrutinise, monitor and review the effectiveness of the Council's systems of financial control and administration and use of human resources.

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 nongovernmental 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.

DRAFT