

MINUTES

CABINET MEETING: 19 OCTOBER 2023

Present	Councillor Huw Thomas (Leader) Councillors Peter Bradbury/ Julie Sangani (job share) Councillor Jen Burke Councillor Dan De'Ath Councillors Norma Mackie/ Ash Lister (job share) Councillor Sarah Merry Councillor Lynda Thorne Councillor Chris Weaver Councillor Caro Wild
Observers:	Councillor John Lancaster Councillor Rodney Berman
Also:	
Officers:	Sarah McGill, Corporate Director Chris Lee, Section 151 Officer Richard Crane, Solicitor Claire Deguara, Cabinet Office
Apologies:	Councillor Russell Goodway Paul Orders, Chief Executive

140 MINUTES OF THE CABINET MEETING OF 21 SEPTEMBER 2023

The minutes as amended were approved.

141 SCHOOL ORGANISATION PLANNING: PRIMARY SCHOOL PLACES TO SERVE CATHAYS AND PARTS OF GABALFA, HEATH, LLANDAFF NORTH AND PLASNEWYDD

Cllr Chris Weaver and Norma Mackie declared a personal and prejudicial interest in this item, as they are Governors at Gladstone Primary School, Cllr Weaver and Mackie left the room for consideration of this item.

Cllrs Burke declared a personal interest in this item, as her children attend a school in an affected ward.

Cllr Merry declared a personal interest in this item, as she is ward member for the area.

Cllr Sangani declared a personal interest in this item, as she is a ward member for an affected area.

Cabinet received a report bringing forward responses received following consultation on proposals regarding the provision of primary school places to serve Cathays and parts of Gabalfa, Heath, Llandaff North and Plasnewydd.

It was noted that on 23 March 2023, the Council's Cabinet agreed to hold public consultation on three options to expand Welsh-medium primary school provision and consolidate English-medium primary school provision to improve the balance provision to serve Cathays and parts of Gabalfa, Heath, Llandaff North and Plasnewydd. In total 213 responses were received including 189 online/hardcopy responses, 17 formal responses, 2 school council responses and a further 5 email responses.

It was highlighted that the proposed changes would take effect from September 2025, subject to the Governing Body of St Monica's Church in Wales Primary School considering the outcome of the consultation and their agreement to proceed.

It was noted that a further report will be provided to the Cabinet providing details of any objections received, the proposed responses to those objections and recommendations for implementation or otherwise of the proposals, and sources of funding for the full set of proposals.

RESOLVED: that

1. the consideration by the Governing Body of St Monica's Church in Wales Primary School of the proposal to transfer St Monica's Church in Wales Primary School to the current Ysgol Mynydd Bychan site and establish nursery provision at the school, from September 2025 be noted.
2. Subject to the agreement of the Governing Body of St Monica's Church in Wales Primary School to proceed to publish its proposals, Officers be authorised to proceed to publish proposals in accordance with section 48 of The School Standards and Organisation (Wales) Act 2013 on proposals to:
 - Transfer Ysgol Mynydd Bychan to the current Allensbank Primary School site.
 - Increase the capacity of Ysgol Mynydd Bychan from 192 places (0.9FE) to 420 places (2FE) and increase the number of nursery places at Ysgol Mynydd Bychan from 64 to 96.
 - Amalgamate Allensbank and Gladstone Primary Schools:
 - Formally Close Allensbank Primary School.
 - Formally Close Gladstone Primary School.
 - Establish a new 420 place (2FE) English-medium Primary School with nursery on the current shared Gladstone Primary School / St Monica's Church in Wales Primary School site.

The proposed changes would take effect from September 2025.

3. It be noted that, prior to implementation of the proposals, financial resources must be identified to facilitate the process of organisational change of establishing the new two form entry primary school and the transfer of St Monica's Church in Wales Primary School.
4. It be noted that, prior to implementation of the proposals, a further report will be provided to the Cabinet providing details of any objections received, the proposed responses to those objections and recommendations for implementation or otherwise of the proposals, and sources of funding for the full set of proposals.

142 FLEET VEHICLES SPOT HIRE CONTRACT

Cabinet received a report seeking approval to commence a procurement exercise for spot hire of vehicles via the Welsh Government Commercial Delivery Framework. The estimated value of the contract is £6.1m.

It was noted that Central Transport Services (CTS) provides hire facilities for all departments across the Council, this is undertaken currently using the Welsh Government framework in order to source hire vehicles on a short-term spot hire basis, up to a maximum of 3 years. The Council's fleet currently comprises of 957 vehicles. This is made up of 382 leased, 273 owned and 302 spot hired vehicles. The report provides details on the procurement process to be undertaken.

RESOLVED: that

- 1) the procurement process of the Council Fleet spot hire requirement via the Welsh Government Commercial Delivery (WGCD) Framework for the provision of spot hire vehicles WGCD Ref: NPS-FT-0110-2 be approved.
- 2) the high-level evaluation criteria set out in the report for the direct award to a single supplier for lots 1 and 2 with Lot 3 run as a mini competition as an when a vehicle of this type is required be approved.
- 3) Authority be delegated to determine and generally deal with all aspects of the procurement process and ancillary matters up to and including the awarding of the contract to the Corporate Director, Resources in consultation with the Cabinet Member for Finance, Modernisation and Performance, the Cabinet Member for Climate Change and the Director of Governance and Legal Services.

143 PROCUREMENT OF LIQUID FUELS

Cabinet received a report seeking authorisation to commence a procurement exercise in relation to the Council's procurement of liquid fuels. It was noted that the previous arrangements had expired during the pandemic, and interim arrangements expire on the 1 February 2024. The procurement exercise, detailed within the report will ensure the Council's secures a competitive price for procured liquid fuels.

It was highlighted that the Council remains committed to a low carbon future as set out in the One Planet Cardiff Strategy, which states the Council's intention to cease the procurement of fossil fuelled vehicles by 2025, with a commitment to a fully low carbon fleet by 2030.

RESOLVED: that

- 1) The procurement process via mini competition for the supply of liquid fuels for the Councils fleet via the National Procurement Services framework WGCD - FT-0122-23 for a period up to the 12th of April 2027 be approved.
- 2) The high-level evaluation criteria set out in this report be approved.
- 3) Authority be delegated to the Corporate Director, Resources in consultation with the Cabinet Member for Finance, Modernisation and Performance, the Cabinet Member for Climate Change and the Director of Governance and Legal Services to determine and generally deal with all aspects of the procurement process and ancillary matters up to and including the awarding of the contract.

144 FAIRWATER COMMUNITY CAMPUS BAND B REDEVELOPMENT

Appendices 2 and 4 to this report is exempt from publication on the basis that it contains information of the description set out in paragraphs 14 and 21 of Part 4 of schedule 12 A of the Local Government Act 1972 and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information and is exempt from disclosure as it contains information pursuant to paragraph 16 of the Local Government Act 1972

Cllr Peter Bradbury declared a personal interest in this item as he is a Governor on the Western Learning Federation.

Cabinet considered a report requesting authorisation of funds (outlined in Confidential Appendix 2, subject to Ministerial approval of the Final Business Case) from the Council's Sustainable Communities for Learning Band B Programme to enable commencement of the main works required to progress the Fairwater Community Campus.

It was highlighted that the Fairwater Community Campus is one of the flagship capital projects which brings together Cantonian High School, Woodlands School and Riverbank School. The project will –

- Increase the capacity of Cantonian High School from 6 forms of entry (6FE) to eight forms of entry (8FE) with sixth form provision for up to 250 pupils in new build accommodation;

- Expand the Specialist Resource Base (SRB) for learners with an Autism Spectrum Condition (ASC), hosted at Cantonian High School from 20 to 30 places in purpose-built accommodation in the new school buildings;
- Transfer Woodlands Special School to Cantonian's existing site and increase the capacity from 140 places to 240 places in new build accommodation; and
- Transfer Riverbank Special School to Cantonian's existing site and increase the capacity from 70 to 112 places in new build accommodation.

The report highlights progress to date and notes challenges around budgetary pressures and inflation increases, at the meeting it was noted that the project had secured planning permission.

RESOLVED: that

- (i) subject to Ministerial approval, the funds from the Council's Sustainable Communities for Learning Band B Programme (outlined in the Confidential Appendix 2) of the Final Business Case be authorised for use to enable commencement of the main works required to progress the Fairwater Community Campus.
- (ii) the commitment made for the early works orders to progress the project at risk ahead of entering into contract for the main works be noted.

145 TENDER FOR COUNCIL INSURANCE POLICIES INCLUDING CLAIMS HANDLING FROM 1 APRIL 2024

Appendices 1 and 2 to this report are exempt from publication pursuant to the provisions of Schedule 12A Part 4 Paragraph 14 of the Local Government Act 1972

Cabinet considered a report seeking authorisation to invite tenders for the renewal of Council's insurance policies, including claims handling.

It was noted that they were last tendered in 2019 for a 5-year period and are therefore due for renewal next Spring. The report details the high-level criteria used to evaluate bids received and provides full details of the procurement process.

RESOLVED: that

1. the invitation of tenders be authorised via the YPO Insurance DPS for the Council's insurance policies including Liability, Motor, Property and Miscellaneous and claims handling services for an initial period of 3 years from 1st April 2024 with an option to extend for a further period of up to 2 years in accordance with the Contracts Procedure Rules.
2. the high-level evaluation criteria set out in the report be approved.
3. Authority be delegated to Corporate Director, Resources in consultation with the Cabinet Member for Finance, Modernisation and Performance, to

determine and generally deal with all aspects of the procurement process (including and not limited to the breakdown of the evaluation criteria and issuing of documentation) and ancillary matters up to and including the awarding of the contract.

146 ANNUAL COMPLAINTS REPORT

Cabinet received the Annual Complaints and Compliments report for the 2022-2023 period. It was noted that a total of 3,071 (Corporate) complaints were recorded. A 15.5% decrease from the previous year. A total of 1,265 compliments were recorded. This is an 14.9% decrease from the previous year, when 1,487 compliments were recorded. In relation to Ombudsman complaints, it was noted that no cases proceeded to formal investigation during the 2022/23 period.

The change in patterns of complaints was noted, with a reduction in complaints related to waste, and a slight increase housing complaints related to the backlog of repairs, the service are seeking to address this by setting up an online system for response repairs.

It was highlighted that a recommendation from the Policy Review and Performance Scrutiny Committee requested that Social Services complaints be included in the Annual Complaints report. It was noted that there is a separate statutory process for complaints related to Social Services however Officers will consider whether overall figures could be included in this annual report going forward.

RESOLVED: that the contents of the report be noted.

147 SEVENTH CARDIFF LOCAL DEVELOPMENT PLAN ANNUAL MONITORING REPORT

Cabinet considered the seventh Cardiff Local Development Plan Annual Monitoring Report (AMR). It was noted that The Cardiff Local Development Plan (2006 to 2026) was formally adopted by the Council on 28th January 2016. As part of the statutory development plan process the Council is required to prepare an Annual Monitoring Report (AMR) and submit to Welsh Government by the 31st October each year after Plan adoption.

It was highlighted that overall the findings of the seventh AMR were positive with the majority of indicators shown as green. The reports sets out a summary of performance in relation to employment, housing (including affordable housing), transportation, Gypsy and Traveller sites, and Supplementary Planning Guidance.

RESOVLED: that Council be recommended to endorse the seventh Local Development Plan Annual Monitoring Report for submission to the Welsh Government by 31st October 2023.