

**CABINET: THURSDAY, 10 DECEMBER 2015 at 3.30 PM**

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A Cabinet Meeting will be held in Committee Room 3 - County Hall on Thursday 10 December 2015 at 3.30 pm

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**A G E N D A**

- 1 Cardiff Capital Region City Deal Update (*Pages 1 - 14*)
  - 2 2016/17 Budget Proposals for Consultation (*Pages 15 - 74*)
  - 3 Quarter 2 Performance Report 2015/16 (July to September) (*Pages 75 - 128*)
  - 4 Calculation of Council Tax Base (*Pages 129 - 140*)
  - 5 Corporate Risk Register - Mid Year Review 2015/16 (*Pages 141 - 156*)
  - 6 School Organisation Planning: Proposed Establishment of a New High School in the West to Replace Glyn Derw High School and Michaelston Community College (*Pages 157 - 270*)
  - 7 School Organisation Planning: The provision of additional English-medium and Welsh-medium primary school places in the Adamsdown and Splott wards (*Pages 271 - 412*)
  - 8 School Organisation Proposals: The Provision of Additional English-Medium and Welsh-Medium Primary School Provision In and Around the Butetown, Canton, Grangetown And Riverside Areas (The 'Four Wards') (*Pages 413 - 526*)
- This document will be available in Welsh / Bydd y ddogfen hon ar gael yn Gymraeg*
- 9 Hackney Carriage Fare Increase (*Pages 527 - 550*)

**PAUL ORDERS**  
Chief Executive

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**CITY OF CARDIFF COUNCIL  
CYNGOR DINAS CAERDYDD**



**CABINET MEETING: 10 DECEMBER 2015**

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**CARDIFF CAPITAL REGION CITY DEAL UPDATE**

**REPORT OF DIRECTOR OF ECONOMIC DEVELOPMENT**

**AGENDA ITEM: 1**

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**PORTFOLIO: LEADER (ECONOMIC DEVELOPMENT & PARTNERSHIPS)**

**Reason for this Report**

1. The purpose of the report is to update the Cabinet on the progress of the Cardiff Capital Region local authorities in developing and securing a City Deal with the Welsh and UK Governments.

**Background**

2. On 18 March 2015 the Chancellor of the Exchequer announced in his Budget Statement that 'We're giving more power to Wales. We're working on a Cardiff City Deal'. The announcement effectively moves the current discussion about a potential City Deal for Cardiff on to the next stage where the Government has now offered to begin the formal process of negotiation.
3. Further announcement was made on the 25th November by the Chancellor of the Exchequer who said "*The Government is working with the Cardiff Capital Region and the Welsh Government to deliver an ambitious City Deal for Cardiff. The Spending Review announces an in principle commitment to contribute to an infrastructure fund for the Cardiff region.*"
4. A City Deal for Cardiff could unlock significant new money to support capital investment in major infrastructure priorities for the city-region. However, every deal done to date has been bespoke with the eventual size and scope of the deal dependant on a number of important local factors.
5. The Government's stated aim of the City Deal programme is to devolve control to cities and wider regions to:
  - take charge and responsibility of decisions that affect their area;
  - do what they think is best to help businesses grow;
  - create economic growth;

- decide how public money should be spent.
6. The first wave of City Deals were with the 8 largest English cities outside of London that are as follows:
    - Greater Birmingham
    - Bristol Region
    - Greater Manchester
    - Leeds City Region
    - Liverpool City Region
    - Nottingham City Region
    - Newcastle Region
    - Sheffield City Region
  7. These cities have made deals with government that give them greater accountability for their actions, in exchange for new powers to help encourage growth and jobs in their areas. Some of these city regions have made multiple deals with government such as Manchester which has three such deals.
  8. Further City Deals have been agreed with a further twenty cities, being the next fourteen largest cities outside of London and their wider areas and the six cities with the highest population growth during 2001 to 2010. These cities negotiated deals with government that gave each city new powers in exchange for greater responsibility to stimulate and support economic growth in their area.
  9. In 2014, Glasgow and the Clyde Valley agreed a £1.2bn City Deal with the UK and Scottish Governments, the first City Deal agreed with a city-region outside England.
  10. Following the Glasgow announcement it was clear that there was an opportunity for devolved nations to develop City Deals. Following this the City of Cardiff Council engaged specialist advisors to explore the potential to develop a proposition for Cardiff. As part of this work it was identified that there was a particular opportunity available to work with partners across the Cardiff Capital Region to develop a City Deal proposal based upon the city-region boundary that would provide a greater size and scope for the proposed City Deal.
  11. Subsequently The City Deal Implications and Next Steps report was considered on 2 April 2015 where the Cabinet agreed:
    - a) that officers proceed with the negotiation of a City Deal for Cardiff with UK Government, Welsh Government and surrounding authorities and return to Cabinet with a further report before submitting a final proposal.
    - b) that engagement with surrounding authorities in SE Wales take place to develop an appropriate local governance structure to support delivery of a City Deal for Cardiff.
    - c) that authority be delegated to the Chief Executive to:
      - identify a budget and to appoint Specialist Advisors to support delivery of a detailed City Deal proposal for Cardiff



- commission a review of the Cardiff Business Council model to put in place appropriate arrangements to support a successful City Deal proposal.
12. Following the April meeting regional partners were engaged as part of City Deal discussions. Through these discussions all nine additional local authorities in the Cardiff Capital Region made a commitment to contribute, on a pro-rata basis, towards a £500,000 fund to support the development of a City Deal proposal.
  13. Local authorities also formed the City Deal Project Board which consists of the ten local authority leaders to oversee the development of the proposal, with a Welsh Government observer also invited. The Project Board is also supported by the Cardiff Capital Region Chief Executives Group and a Cardiff Capital Region City Deal Project Officer Group. Specialist advisors have also been appointed to provide technical support in developing the project proposal.
  14. Significant progress has been made to date, with a process that has been accelerated in comparison with the development timeline of other city-deals. On 4 September 2015 the 10 Local Authority Leaders submitted a Position Statement to the Chancellor of the Exchequer outlining the vision for a City Deal for the Cardiff Capital Region, as well as providing further detail regarding proposed areas of intervention.

## Issues

15. The ten Cardiff Capital Region local authorities are still at the initial stages of negotiating a Cardiff Capital Region City Deal with the UK and Welsh Governments. Progress has been made in shaping a City Deal that is comparable with the City Deal agreed between eight local authorities in the Glasgow City Region, the Scottish and UK Governments.
16. On 11 November 2015 the Cardiff Capital City Region made a headline submission for a £1.28bn City Deal to the UK Treasury, along with a letter of support from the First Minister, committing to principles and outlining plans for the development of a possible City Deal.
17. In the First Minister's letter he noted that:

*"The Welsh Government is strongly supportive of the bid that you are developing, which is focused on connectivity, business support, skills and innovation, there are many ways in which the Welsh Government and the local authorities can work together to ensure that decision making reflects the regional needs and that the local authorities at a regional level have a stronger voice and influence. I feel that this is reflected in the proposals contained in the bid and I fully support the proposals...."*

*.....I am willing to commit to providing up to £580 million of capital funding to support the realisation of the region's connectivity plans.*

*This is an exciting opportunity for the Cardiff Capital Region. Our officials have been working closely together, and I anticipate that with this commitment to providing support for an infrastructure fund, they can conclude the work on financial modelling and profiling. I wish you every success with your submission.”*

18. The basis of the City Deal submission is that the GVA per capita in Wales is the lowest in the UK, and if this is to improve we need to adopt a new approach to improving economic outcomes in the Cardiff Capital Region. A City Deal and Infrastructure Fund offers a mechanism to help the Region unlock its growth potential through targeted investment. Without this type of investment, infrastructure bottlenecks in housing and transport created by population growth, along with skills gaps will stifle the Region’s economic growth. The Cardiff Capital Region has set itself the target of a 5% uplift in Gross Value Added (GVA).
19. The City Deal also represents a new approach to infrastructure investment for the Cardiff Capital Region based on prioritisation of projects according to their impact on GVA, and through a ‘Payment by Results’ mechanism where the funding provided by the UK Government is linked to the ability to deliver projects and through measurement of their economic impact.
20. The proposition from the Cardiff Capital Region outlines the following key points that will form the basis of any City Deal with HM Treasury to deliver the ambitious economic growth target:
  - **Connectivity** – a historical legacy of under investment in infrastructure has left the Cardiff Capital Region lagging behind the rest of the UK. It is accepted that connectivity has a significant impact on the economic performance of an area, particularly in terms of transport.
  - **Digital** – digital technology is widely recognised as an enabler of productivity and driver of innovation and international trade. A recent Office of National Statistics paper shows that Wales has the lowest turnover in the digital sector in the UK, and the slowest rate of increase over the past 5 years. There is a need to improve the infrastructure, skills and support for the digital agenda in the Region. To address this, the Cardiff Capital Region is seeking to regionalise resources to deliver a programme to invest in infrastructure, skills and sector development, so that Cardiff Capital Region can compete with the most digitally connected city-regions in the world.
  - **Innovation** – Investment in innovation in the Region, despite a skilled workforce and high performing universities has also remained low in the Region. Innovate UK expenditure in Wales is less than a third of the average UK per head figure, and government expenditure on research and development in Wales stands at 1%, a third of the expected pro-rata spend.

- **Skills** – Whilst the Region benefits from a skilled workforce, too many people are in low paid employment or out of work. There is a need to both give people in South East Wales the skills to access sustainable employment, whilst also supporting those in work to develop their potential. Improving skills will have a significant impact on the economic performance of the region, through improving productivity and economic activity rates.
  - **Business Support & Regeneration** – We propose to regionalise local resources in respect of business development, strategic transport & planning, and marketing & tourism with a dedicated fund for promotion.
21. The Joint Letter from the ten Cardiff Capital Region local authorities, supported by the First Minister, to HM Treasury suggests the development of a £1.28bn fund as an indicative starting point for discussions with the following contributions:
    - £580m from Welsh Government;
    - £120m from the 10 local authorities;
    - £580m from UK Government.
  22. These figures will inform the initial conversation with HM Treasury and reflect the high level of ambition of the 10 local authorities of the Cardiff Capital City Region.
  23. On this indicative initial scenario the UK Government contribution of £580m is expected to be funded over up to 35 years, based on a Payment by Results mechanism where funding will be released when specific projects are delivered and objectives met. It would be expected, however, that initial payments within the first 5 years would not be subject to the Payment by Results mechanism. Based upon the Glasgow precedent, it would be expected that 15% or more of the £580m would be paid within this period.
  24. There will also be a requirement for local government to cover finance costs of investment ahead of receiving funding through the Payment by Results mechanism, in addition to financing the local government capital contribution.
  25. In terms of the proportion of costs between local government partners, this will depend on the agreement of the details of the City Deal, including the agreed size, the profile of expenditure and the mechanism agreed for the distribution of costs. With regard to sharing costs between local government, previous City Deals have undertaken this either on a per capita basis, a project by project basis, or a combination of both. At present the approach for the Cardiff Capital Region is yet to be agreed.
  26. In order to ensure that individual projects have been prioritised appropriately, the Cardiff Capital Region has agreed on the lead objective of ‘net fiscal bottom line’ – that is the net impact of GVA and reduction in dependency costs. Two secondary metrics - which deals

with the impact of the City Deal programme as a whole - have been agreed for the Cardiff Capital Region, namely geographic balance, and targeting communities with the greatest amount of need as measured by the Welsh Index of Multiple Deprivation. This will ensure that only those projects with a significant impact in terms on economic performance will be supported, but also that the impact of the City Deal is felt across the Cardiff Capital Region.

27. Furthermore, to support the delivery of the above, and to mitigate the requirement for local financial contribution, the Cardiff Capital Region will also seek new powers and fiscal flexibilities. This will include, amongst others, exploring:
  - Establishing Regional Strategic Planning arrangements that ensure that development takes place on a complimentary basis for all in the city-region;
  - A Programme of Tax Increment Finance (TIF) projects, funded by additional NNDR tax revenue gains from economic development activities, agreed by the Capital City Region and over seen by Welsh Government;
  - The creation of a Regional Investment Fund that will provide funding and finance for regeneration activities across the Cardiff Capital Region;
  - The ability to lever Supplementary Business Rates to support investment.
28. In the First Minister's letter to Local Authority Leaders, he committed that *"The Welsh Government will also work constructively with local authorities to explore how it can support authorities to strengthen their ability to invest in vital infrastructure."*
29. The next stage of the process will involve identifying the interventions that will form the City Deal proposal. These interventions will need to relate to the agreed metrics of the City Deal, and also align with the identified priorities. They will also be subject to agreement with the UK Government with progress during this stage regularly reported to the City Deal Project Board.
30. The development of these proposals will also require working with a broad range of stakeholders and subject specialists, as well as engagement with appropriate representative groups. From a Cardiff perspective, it is essential that the City Council contributes fully to this process to ensure that the interests of the Capital are reflected fully in the agreed city-region position.
31. The outline timetable for a final submission of the City Deal included in the submission document is:
  - **Week commencing 9 November** - Letters to UK Government from CCR partner authorities and Welsh Government, committing to principles and outlining plans for development of deal details

- **25 November** – Chancellor’s Autumn Statement and Comprehensive Spending Review
  - **December – March** – Project identification and development
  - **January – March** – Further development of funding and financing principles
  - **Spring** – Chancellor’s Budget Statement
  - **Spring** – Agreement of CCR City Deal Document
  - **April – June** – Development of economic model (with WG), project prioritisation and development of programme
  - **June – August** – Programme optimisation, and agreement of funding and financing details between CCR partners and UK and Welsh Governments
  - **Late summer** – Finalisation of programme financial, governance and delivery arrangements
32. At all stages in the process, reports will be taken to the appropriate decision making forum at the appropriate time for approval.
33. In parallel with the development of the City Deal, the Leader is also working with Newport City Council and Bristol City Council as part of the Great Western Cities initiative. The initiative is exploring projects to take advantage of areas where collaboration between city regions can help deliver improved economic and environmental outcomes.
34. In October 2014 the RSA City Growth Commission published a report entitled ‘Unleashing Metro Growth’ which emphasised the importance of cities and their metropolitan areas as drivers of economic growth. In particular the report emphasised that connectivity between neighbouring city-regions will be paramount to enabling the UK economy to thrive as a system of cities and to support long-term, sustainable economic growth. The report therefore argued that Britain will increasingly need to rely on the prosperity of a small number of ‘powerhouse super city regions’, including the Great Western Cities across the Severn. In this context it is essential that the work of the Great Western Cities is complimentary to the development of the City Deal.

### **Local Member consultation**

35. A key element of the City Deal will be consulting and engaging businesses, higher and further education, all local authority Council Members and the wider community. Initial information sharing meetings will be arranged shortly to brief business and higher and further education providers in the Region in order to seek their views and ideas on how we maximise the benefits of a City Deal.

### **Reason for Recommendations**

36. The City Council, in partnership with the other Cardiff Capital Region local authorities, is negotiating with the Welsh and UK Governments to secure a significant investment of up to £1.28bn, in projects that will have a very positive impact on the economy of the Region. The majority of the funding provided by the UK Government through the City Deal process is

by a payment by results mechanism based on increases in agreed economic outputs for the Region.

37. Whilst the current funding scenarios are indicative, there will inevitably be a financial contribution required from local government.
38. It is important that all Council Members are aware of the progress being made in developing the City Deal, and in due course can quantify the economic benefits of the City Deal and the associated financial risks that rest with the Council.

### **Financial Implications**

39. The ten local authority partners (partners) working together have contributed towards a £500,000 fund to develop a City Deal proposal for the Cardiff Capital Region. Contributions have been calculated on a per capita basis and Cardiff's contribution of £117,736 has been met from resources previously approved for this purpose. The fund is anticipated to be sufficient to cover the initial development, negotiation and submission stages of the process.
40. As outlined in the report a successful outcome to a City Deal bid would require partners to borrow, upfront, substantial levels of risk capital that would be subject to a 'Payment by Result' mechanism. City Deals are negotiated on a deal by deal basis, so the exact details are yet to be agreed. However, other deals have been structured on the basis that circa 85% of HM Treasury's funding represents 'risk capital' and is paid over a defined period (post-delivery), subject to the agreed performance objectives being achieved.
41. A deal structured on this basis places considerable risk with partners as they will be required to borrow risk capital upfront and meet all associated interest costs. Cabinet should note that the actual level of risk capital received back will be less than amount borrowed if the agreed performance targets are not fully achieved. This will represent a cost to the partners. In addition, interest costs are not eligible for funding and will need to be met by partners. Furthermore, the deal may require partners to separately contribute 'Local Authority Capital' as part of the overall City Deal fund agreed. Therefore each partner will need to undertake a detailed assessment of their affordability envelope to support a range of City Deal scenarios as details of the overall fund level, agreed projects, basis for sharing risk capital and the level of partner capital required emerges.
42. The council's capital programme currently does not include any allocations in respect of a City Deal initiative and therefore any amounts required will represent new commitments over and above the existing programme. Given the significance of the amounts likely to be involved at partner level, 'affordability' and 'choices' will be key considerations in-light of other commitments being progressed by the council and the limited resources available.

43. As the City Deal proposal develops a further report will need to be presented to Cabinet on the emerging financial risks and rewards, including any impact on the council's future revenue and capital budgets.

### **Legal Implications**

44. As outlined in the body of the report the Council is in discussion with Central Government, Welsh Government and nine South Wales local authorities to develop the detail of the City Deal proposals. Legal advice is being provided on (i) the governance options available in order to enable the ten local authorities to work together to deliver the City Deal and (ii) as to the form of the detailed agreement that would be required to underpin such arrangements. Any governance structure and agreement proposed will require approval of each participating authority and detailed legal advice on these matters will be provided when the detailed proposals are presented for approval. The body of the report refers to exploring the potential for the parties to seek new powers and fiscal flexibilities to support the delivery of the City Deal and detailed legal advice should be sought as these matters are explored.
45. In considering this matter and developing the proposals for the City Deal regard must be had to the Council's duties under the Equality Act 2010 and appropriate steps taken to ensure compliance, including preparation of an equalities impact assessment (EQIA) to ensure that the Council has understood the potential impacts of the proposed decision in terms of its public sector equality duty. Pursuant to the Council's duties under the Equality Act 2010 the Council must, in making decisions, have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. Protected characteristics are: (a) age, (b) gender reassignment (c) sex (d) race – including ethnic or national origin, colour or nationality, (e) disability, (f) pregnancy and maternity, (g) marriage and civil partnership, (h) sexual orientation and (i) religion or belief – including lack of belief.

### **HR Implications**

46. The City Deal is currently in its infancy and no decisions have yet been taken on areas of investment. Equality Impact Assessments will be undertaken on a regional basis as City Deal decisions are brought forward in the future.

## **RECOMMENDATIONS**

It is recommended that the Cabinet note the progress to date and the estimated timescales to get the full agreement of all parties to complete the City Deal.

**NEIL HANRATTY**

**Director**

4 December 2015

*The following appendices are attached:*

Appendix A - Press Release - Cardiff Capital Region City Deal Welcomes  
Chancellor's Backing

Appendix B - Member Briefing Document



### **Cardiff Capital Region City Deal Leaders Welcome Chancellor's Backing**

#### **Confirmation in Autumn Statement For City Deal**

Issued: Wednesday, November 25, 2015

THE Cardiff Capital Region (CCR) Leaders comprising the Leaders of the 10 local authorities in South East Wales today (Wednesday November 24) welcomed Chancellor George Osborne's backing for a £1.28 billion City Deal for South-East Wales.

In his announcement, Mr Osborne said: "The Government is working with the Cardiff Capital Region and the Welsh Government to deliver an ambitious City Deal for Cardiff. The Spending Review announces an in principle commitment to contribute to an infrastructure fund for the Cardiff region."

This announcement means negotiations can now progress between UK Government, Welsh Government, and the 10 local authorities to agree and deliver a detailed programme of projects which will deliver economic growth in the region.

The City Deal submission by the Leaders of Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Merthyr Tydfil, Monmouthshire, Newport, Rhondda Cynon Taf, Torfaen, and the Vale of Glamorgan, had already been boosted by an agreement from the Welsh Government to contribute £580m towards the programme.

The £580m will support the establishment of a Cardiff Capital Region Fund, aimed at delivering strategically-important projects.

The Leaders believe a City Deal for the Cardiff Capital Region represents a unique opportunity to transform the local economy to improve local productivity, create new jobs, and reduce worklessness.

The vision is to reduce the gap of the gross value added economic measure (GVA) between the city region and the UK average, and to improve the balance of opportunity that exists right across the region

It will also support the development of a more regional approach across the Cardiff Capital Region, and local authorities will be looking at how they can collectively deliver some services and functions – such as business support and strategic planning.

Overall, the deal will be looking to support investment in areas including business and regeneration, innovation, digital and skills, with an investment in infrastructure across South Wales that will improve opportunities for all communities in the region.

Part of the deal will also be based on providing the Cardiff Capital Region with the tools to support city-region investment.

To ensure that projects comprising the City Deal make a difference they will be prioritised according to their impact in terms of GVA and jobs, as well as ensuring that their impact is felt across the CCR.

The methodology to support this work will be the immediate focus, along with determining how all stakeholders will be engaged in the proposition development in the coming months.

Councillor Phil Bale, Leader of City of Cardiff Council, and involved in the bid, said: “The partners welcome the decision by the Chancellor today. This represents a major step forward in bringing together a City Deal for the Cardiff Capital Region.

“A £1.28bn City Deal will mean that we can make investments that will have a material impact on the city-region economy – we can make this happen by working together as 10 authorities with the Welsh and UK Governments.

“We are at an early stage of the process, but the journey has certainly begun. We will be sitting down with our stakeholders, including the private sector and the education sector, to discuss an exciting range of projects around the programme priorities, which will have an extremely positive impact on the region.”

Ends

For more information contact Alastair Milburn, Effective Communication, 07813 857328 or [amilburn@effcom.co.uk](mailto:amilburn@effcom.co.uk)

## Appendix B

### Cardiff Capital Region City Deal – *Delivering Economic Success for All*

#### What is a City Deal?

The “City Deal” process began in late 2011, as part of the UK Government’s broader devolution agenda. City Deals seek to empower local areas to drive growth by putting greater resources and financial freedoms in the hands of local leaders. Central to these deals is a clear set of “offers” locally, in return for a number of “asks” of central government. A number of deals have been agreed with English Cities as well as a bespoke tri-partite deal between Glasgow City and the Scottish and UK Governments.

#### What are the Priorities for the Cardiff Capital Region City Deal?

The ten local authorities of the Cardiff Capital Region are seeking a City Deal to improve productivity, drive innovation and support job growth *throughout* South East Wales. Our priorities are:

- Innovation: *An Innovative City-Region*
- Connectivity: *A Connected City-Region*
- Business Support: *Targeted support for business*
- Employment: *Support for those out of work*

Realising the Cardiff Capital Region’s economic potential would mean better employment and income prospects for the 1.5 million people across the city-region. A 5% increase in GVA would deliver substantially more than £1bn extra to the economy each year. The City Deal can help deliver this.

#### Who will contribute funding to the City Deal?

The UK Treasury will be expected to contribute financially to the Cardiff Capital Region City Deal, alongside funding from the ten local authorities, the Welsh Government, private sector and European Union. The City Deal will involve some cost to Local Authorities. Work is being undertaken to understand the full extent of the financial commitment, but these are not anticipated to impact revenue budgets during the immediate to short-term.

#### What governance arrangements will be required to support the City Deal

Delivering the City Deal will rely on robust city-region governance structures, with real power, resource and responsibilities. The Cardiff Capital Region approach is building on the progress made in establishing a city-region approach to economic development in South East Wales. A Project Board which includes the leaders of the ten authorities has been formed. The board is working with KPMG to submit a formal submission for a Cardiff Capital Region City Deal to the UK Government.

#### What happens next?

Over the next few months, the ten local authority leaders will work the UK and Welsh Government to develop a detailed proposition, with a final decision is expected in 2016. The Project Board, with support from Effective Communication, is also working with partners across the city-region, including the business community and higher education to develop the proposal.

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**CITY OF CARDIFF COUNCIL  
CYNGOR DINAS CAERDYDD**



**CABINET MEETING: 10 DECEMBER 2015**

**2016/17 BUDGET PROPOSALS – FOR CONSULTATION**

**REPORT OF THE CORPORATE DIRECTOR RESOURCES**

**AGENDA ITEM:2**

**PORTFOLIO: CORPORATE SERVICES & PERFORMANCE (COUNCILLOR  
GRAHAM HINCHEY)**

**Reason for this Report**

1. To provide an update to the Budget Reduction Requirement for 2016/17 pending receipt of Provisional Local Government Settlement.
2. To provide details of consultation to be undertaken prior to preparation of the Cabinet's final 2016/17 Budget Proposals for submission to Council for approval. The consultation document "Changes for Cardiff" is attached at Appendix 1 while the budget proposals on which this consultation is based are attached at Appendix 2.

**Background**

3. Cabinet received a Budget Strategy Report in July 2015 in relation to the 2016/17 Budget. That report set out a potential savings requirement of £47.378 million for the financial year 2016/17 and £117 million for the period 2016/17 – 2018/19. This position was a combination of financial pressures and an anticipated 3% annual reduction in the Council's Aggregate External Finance (AEF); the collective term for the Revenue Support Grant (RSG) and Redistributed Non-Domestic Rates that the Council receives from Welsh Government (WG.) This is set out in the table below.

<b>MTFP at July 2015</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>Total</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Financial Pressures	34,655	24,940	20,835	<b>80,430</b>
Funding Reductions at 3%	12,723	12,151	11,604	<b>36,478</b>
<b>TOTAL BUDGET GAP</b>	<b>47,378</b>	<b>37,091</b>	<b>32,439</b>	<b>116,908</b>

4. At this point in the budget process the Council would usually be in receipt of the Provisional Local Government Settlement and would therefore have a reasonably firm indication of the level of AEF for the forthcoming financial year. However, the 2016/17 Provisional Settlement has been delayed as a result of the timing of the UK Government's Comprehensive Spending Review. The current timetable for the publication of Provisional and Final Local Government settlement is set out below.

- 25 November 2015 – Comprehensive Spending Review
  - 8 December 2015 – Welsh Government provisional budget
  - 9 December 2015 – Provisional Local Government Settlement
  - 1 March 2016 - WG publish final budget
  - 2 March 2016 – WG publish Final Local Government Settlement
  - 9 March 2016 – WG move final Welsh Budget 2016/17 for Debate
  - 11 March 2016 – statutory deadline for Authorities to set Council Tax for 2016/17
5. The budget reduction requirement is a dynamic figure with the potential to fluctuate particularly because of current absence of indicative funding figures for 2016/17. The position set out in this report will be developed further over coming months and once settlement figures are known.

## Financial Overview

6. As set out above, the budget reduction requirement is a dynamic figure. Regular review is an important part of financial resilience and the systematic refresh of figures is ongoing in line with the expected timetable. In addition, reactive refresh has occurred in response to new developments, for example announcements regarding the future of the Outcome Agreement Grant (OAG).
7. The outcome of the updates is that the budget reduction requirement for 2016/17 is currently estimated at £45.645 million and this is the position upon which the budget consultation is based. This position will remain fluid and has the potential to fluctuate further prior to the presentation of Cabinet’s final budget proposals in early 2016. Notably, as identified above, the as yet unconfirmed position in relation to the Local Government Financial Settlement remains a key risk.
8. Updates to the Budget Reduction Requirement since July 2015 are summarised in the table below and described in more detail in subsequent paragraphs.

<b>Component of Gap</b>		<b>Change £000</b>
<b>July Budget Reduction Requirement</b>		<b>47,378</b>
Financial Pressures	Financial Pressures	(2,098)
	Demographic Growth	(1,012)
	Inflation	410
	Commitments	(1,200)
	Write out of unachieved savings	3,029
Funding	OAG Funding	(865)
<b>Net Change</b>		<b>(1,733)</b>
<b>Updated Budget Reduction Requirement</b>		<b>45,645</b>

9. The changes to financial pressures are set out in further detail below:-
- The Medium Term Financial Plan within the Budget Strategy Report included a provisional sum of £5 million in 2016/17 to cover emerging

financial pressures such as new legislative duties. Review and challenge of the emerging financial pressures identified by directorates has resulted in a reduction in the provisional figure of £5 million to £2.902 million.

- Demographic growth projections for 2016/17 have been updated in line with scheduled refresh points resulting in a net reduction of £1 million. Key changes include a reduction in demand for the Council Tax Reduction Scheme highlighted in the current year's monitoring position and early evidence of demand management measures avoiding costs in Adult Social Services.
- Review of exposure in relation to specific inflationary uplifts has identified a need to provide for increases in relation to Special Guardianship Orders within Children's Social Services.
- Additional commitment figures have been reduced by £1.2 million primarily as a result of a reviewing the Council tax bad debt provision contribution based on in-year information.
- As part of financial resilience considerations and to ensure a robust base from which to deliver the significant savings requirement next year, £3.029 million has been included in the budget reduction requirement to write out savings from previous years which are no longer technically achievable.

10. The position on the funding component of the gap is set out below:-

- As outlined in paragraph four, the Council will not be in receipt of indicative funding information until the 9 December 2015.
- Following the publication of the Comprehensive Spending Review on 25 November, information is available on the level of the Welsh Block Grant for 2016/17. However, it is not possible to make any reliable extrapolations about likely levels of Local Government funding until the Welsh Government sets its budget on 8 December 2015.
- In the absence of indicative AEF figures, the assumption of a 3% reduction in AEF, which is in line with the Budget Strategy Report, has been maintained.
- It has been confirmed that the Outcome Agreement Grant (OAG) will transfer into the Revenue Support Grant from 1 April 2016. Under existing OAG arrangements, receipt of full grant is not guaranteed and Cardiff therefore budgets prudently at 75% of full potential grant. Transfer of the full sum into RSG has a positive impact of £865,000 on the projected 2016/17 funding position.

## Issues

11. Before 11 March 2016, Cabinet Members have a collective duty to place before the Council proposals, which, if approved will result in the adoption of a balanced budget for 2016/17. In the current context, those proposals must include a strategy which delivers a Budget Reduction Requirement,

currently identified at £45.645 million. The strategy can include a combination of budget cuts, increases in council tax or use of the Council's reserves.

## Financial Planning Assumptions

12. The July 2015 Budget Strategy Report set a number of planning assumptions as part of the solution to the budget reduction requirement. These planning assumptions and the amount they contribute towards bridging the gap are restated below.

<b>Planning Assumption</b>	<b>£000</b>
4.5% Council Tax Increase	5,139
Cap on Schools Financial Pressures	4,030
Use of Reserves	1,500
<b>TOTAL</b>	<b>10,669</b>

13. These planning assumptions remain in place at the start of this consultation period and will be further considered as Cabinet continues its work to recommend its 2016/17 final budget proposals to Council next year. In addition, in line with indications that will accept applications for capitalisation directions for 2016/17, a fourth assumption of a £1 million capitalisation direction has been added, taking the total to £11.669 million. There is also a minor increase to the use of reserves amounting to £79,000. Changes to these assumptions will result in changes to the requirement for savings proposals.
14. At the time the Budget Strategy was set, the WG had yet to formally indicate whether the requirement for councils to protect delegated schools budgets would continue into 2016/17. The Budget Strategy Report continued the current position and assumed a negative protection of 0.25%; in other words an assumption that the Council would be restricted from reducing delegated schools' budgets by more than 0.25%. This would be equivalent to a £513,000 reduction in the £205 million budget for Cardiff Schools.
15. Inflationary schools pressures of £9.561 million have been identified in respect of 2016/17. Based on the assumptions outlined in the above paragraph, if this sum were fully provided, the estimated schools protection requirement would be exceeded by £10.074 million. The July Budget Strategy Report assumed that this over-provision would be capped by 40% or £4.030 million.
16. Funds pass-ported to delegated schools to cover pupil number increases are considered to be outside of protection calculations. For Cardiff, pupil number growth is projected to result in increased costs of £4.033 million for 2016/17. The Budget Strategy is premised upon this sum being fully pass-ported to schools for 2016/17. Effectively, under current budget strategy assumptions, Schools Budgets will receive additional funds totalling £9.564 million for 2016/17 made up of £4.033 million demographic growth and (capped) inflationary growth of £5.531 million.



17. In respect of council tax increases, a planning assumption of 4.5% was set. This assumption, which was based on the 2015/16 Council Tax base, generates net additional income to the Council of £5.139 million, after taking into account the associated increase in the council tax reduction scheme budget. The Council Tax Base for 2016/17 is on the same Agenda as this Report for Cabinet approval. If, approved, the updated base will increase the £5.139 million as a result of updating assumptions around new properties, anticipated collection rates and eligibility for discounts and exemptions. The associated increase will be factored into the Budget Reduction Requirement alongside changes required as a result of provisional settlement publication.
18. At 31 March 2015, General Reserves stood at £13.154 million and Earmarked Reserves (for general fund services) stood at £33.8 million. The use of reserves as general budget funding should be treated with caution for a number of reasons. Firstly, their finite nature means their use to fill a budget gap in one year creates an immediate hole in the finances of the following year. Secondly, earmarked reserves are an important part of a Council's financial resilience in periods of extreme financial challenge. Thirdly, earmarked reserves are set aside for a specific purpose which would be compromised if they are routinely used for general budget funding.
19. The level of reserves in Welsh Local Government has been subject to much recent scrutiny. Whilst prudent, the level of reserves in Cardiff could be considered to be at just an adequate level for an authority of its size. Recent figures produced by WG show that expressed in percentage terms Cardiff has the lowest level of both general and useable earmarked reserves across Wales. The Budget Strategy assumption of a £1.5 million use of reserves strikes an appropriate balance between using available cash balances to support services and protecting the Authority's financial resilience and future financial position. Following review, a full listing of the Council's reserves will be appended to the Council's 2016/17 Budget Report.

### **Overall Position**

20. The Budget Reduction requirement of £45.645 million will need to be met from a combination of budget savings proposals and the planning assumptions detailed above. The 2016/17 Cabinet budget Report will contain the Council's overall proposal in respect of the Budget. This will be informed by consultation with the Council's stakeholders as identified below. As part of that consideration all present planning assumptions will be reviewed to ensure that they are still valid following the receipt of the Financial Settlement and the latest position on specific grants.
21. The table below summarises the 2016/17 budget for consultation. The detail behind the savings figures is contained in Appendix 2.

## 2016/17 Budget as per consultation proposals

<b>Budget Savings Proposals</b>	<b>£000</b>
Directorate Savings Proposals	23,177
Council Wide Savings Proposals	3,775
Addressable Spend Savings Proposals	6,945
<b>Total Savings Proposals</b>	<b>33,897</b>
<b>Budget Strategy Assumptions</b>	
Council Tax Increase 4.5%	5,139
Schools – overprovision of growth capped by 40%	4,030
Use of Reserves	1,579
Capitalisation Assumption	1,000
<b>Total Budget Strategy Assumptions</b>	<b>11,748</b>
<b>Savings Proposals and Budget Strategy Assumptions</b>	<b>45,645</b>

22. The information set out in Appendix 2 represents the 2016/17 proposals for consultation and contains the following information:-

- The directorate proposing the saving e.g. City Operation, Social Services
- The title of the saving and an explanation of the proposal
- The budget group in relation to which the saving has been identified
- An indication of the nature of the saving - e.g. whether it would result in a reduction in employee costs, a reduction in external spend or an increase in income
- An initial risk analysis in respect of both the residual risk and the risk of the achievability of the saving
- An initial Equalities Impact Assessment in relation to the saving proposed
- The Cabinet Portfolio that the proposed saving falls within
- Identification of whether city-wide consultation will take place as part of the Changes for Cardiff consultation or whether service specific consultation is required.

23. The consultation on the 2016/17 budget proposals will take the following forms:-

- **City-wide public consultation** on issues of general interest as set out in the “Changes for Cardiff” consultation document at Appendix 1.
- **Continuation of city wide proposals consulted on as part of the 2015/16 budget** such as Youth Services, Hub Strategy and Highways Waste Recycling Centres.
- **Service specific consultation** with identified service users / groups of organisations
- **General Council Consultation** – this includes internal changes within the Council including back office efficiencies, staff changes, process improvements and broader changes around income generation and other service implications.

24. Appendix 2 sets for each proposal, the form of consultation which will take place. This information is summarised below:-

<b>2016/17 Savings Proposed for Consultation</b>	<b>£000</b>
Savings proposals to be included in the city-wide consultation	4,990
Savings proposals consulted on as part of the 2015/16 budget	2,278
Savings proposals requiring services specific consultation / communication	3,189
Other general savings proposals	23,440
<b>Total 2016/17 Savings Proposed for Consultation</b>	<b>33,897</b>

25. The financial challenge facing the Council is considerable, however wherever possible, budget proposals have been developed to maintain support for the delivery of the Council's four key priorities:-

- Promoting economic development as the engine for growth and jobs
- Developing education and skills for people of all ages to enable them to fulfil their potential and be well prepared for employment in the Cardiff economy and beyond
- Supporting vulnerable adults, children and young people
- Working together with partners and communities

26. In addition, the Council's organisational values Open, Fair and Together are central to the approach to budget setting which means:-

- The Council will be open in communicating and explaining budget proposals
- Proposals will be based on fairness by ensuring the most vulnerable are least affected
- Proposals have considered how we can best work together in partnerships – with people and organisations – to deliver services more effectively and efficiently

## **Consultation and Engagement**

27. As a Co-operative Council, the Council has made a commitment to engage with the citizens and communities of Cardiff about the difficult decisions required. Last year, the Cardiff Debate was established as a three year programme of engagement to involve citizens in helping to shape the future of public services. As part of the programme of engagement the Council undertook its largest consultation process to date. A significant response was received and changes were made to the final budget.

28. The online consultation document in respect of 2016/17 budget proposals will launch on Friday 11 December 2015 and hard copies will be distributed to hubs, libraries and leisure centres. The consultation will run until midnight on Tuesday 12 January 2016. Following this, the results of the consultation

will be analysed and considered by Cabinet when finalising their 2016/17 Budget Proposals for consideration by Council.

29. A series of neighbourhood events will take place during the consultation period. Details of these events are summarised below with further information in the “Changes for Cardiff” consultation document at Appendix 1. These events will provide people with an opportunity to give their views on the consultation, complete the questionnaire, give ideas on other ways in which the Council can work differently and express an interest in volunteering or playing a potential role in managing services or assets.

<b>Date</b>	<b>Time</b>	<b>Neighbourhood Area</b>	<b>Venue</b>
Sat 12 Dec	1pm – 3pm	City & Cardiff South	Grange Gardens Bowls Pavillion (Grangetown Community Xmas Fayre)
Mon 14 Dec	10am - 12noon	City & Cardiff South	Central Library Hub
Mon 14 Dec	11am -1pm	Cardiff North	The Powerhouse
Tues 15 Dec	2pm - 4pm	Cardiff East	Old Rumney Library (Xmas Tree Festival)
Tues 15 Dec	4pm - 6pm	Cardiff West	Fairwater Leisure Centre
Wed 16 Dec	11am - 1pm	Cardiff South East	Dalton Street Community Centre
Wed 16 Dec	4pm - 6pm	Cardiff South West	Chapter Arts Centre
Thurs 17 Dec	10am - 12pm	Cardiff North	Rhydypennau Library (Goldies Cymru event)
Sat 19 Dec	11am - 1pm	Cardiff West	Pugh’s Garden Village
Mon 21 Dec	2pm - 4pm	Cardiff East	Llanrumney Hub (Fun Day)
Tues 22 Dec	1pm - 3pm	Cardiff South West	Ely and Caerau Community Hub
Tues 22 Dec	4pm - 6pm	City & Cardiff South	Winter WonderLand
Tues 5 Jan	11am - 1pm	Cardiff East	St Mellons Hub
Tues 5 Jan	4pm - 6pm	Cardiff South East	Maindy Centre
Wed 6 Jan	11am - 1pm	Cardiff South East	Cardiff Flea Market
Wed 6 Jan	4:30pm - 6:30pm	Cardiff North	Llanishen Leisure Centre
Thurs 7 Jan	11am - 1pm	Cardiff South West	Dusty Forge
Thurs 7 Jan	2pm - 4pm	Cardiff North	University Hospital of Wales (Concourse),
Fri 8 Jan	10am - 12noon	Cardiff West	Whitchurch Library
Fri 8 Jan	3pm - 5pm	Cardiff South East	STAR Centre

30. The Council has developed a Stepping-Up Toolkit for people and community organisations at a neighbourhood or community level who may

be interested in taking over the management of Council services of assets.  
The kit sets out:-

- The stages involved in taking over the management of services and assets
  - Checklists to guide people through the process
  - Sources of information and advice
  - Useful templates to support the development of business planning, recruitment of volunteers and stakeholder engagement
31. Scrutiny Committees will undertake their own review of the consultation proposals during January and February 2016, prior to finalisation of the Cabinet's budget proposal.
32. Further opportunities for engagement, including with the Audit Committee, the Cardiff Partnership, the Cardiff Third Sector Council and the Schools Budget Forum will also take place during the coming months. These opportunities for stakeholders to engage and provide comments will also help inform the budget process. In addition, the need to engage effectively with the Council's own staff, both directly and through their trade unions will remain a high priority throughout the budget setting process.

### **Employee Consultation**

33. The scale of the financial challenge faced by the Council remains considerable. As almost half of the Council's gross expenditure is on employee costs, the continuing need to reduce costs will impact on employee budgets and the shape of the workforce. Whilst the Council will do all that is can to protect jobs in these financially challenging times, the scale of change required is such that it will become increasingly difficult to avoid redundancies.
34. A timetable for consultation and communication with Trade Unions and employees potentially impacted by the budget proposals is in place. During this period of consultation, there will be arrangements made for employees to comment on the proposals which may affect them. Once decisions are made on the final budget by Council, employees impacted by those final decisions will be supported. At that point, eligible employees will be given the opportunity to take voluntary redundancy or to access the redeployment process which provides employees with a period of twelve weeks to look for alternative employment.
35. Through the Council's Trade Union Joint Partnership Board, Trade Unions have initially been consulted in advance of public consultation on directorate budget proposals and the likely impact on employees, particularly where posts are at risk of redundancy. Under the general law relating to unfair dismissal, all proposals to make redundancies must involve reasonable consultation with the affected employees and their trade unions. It remains likely that there will be redundancies within the Council's workforce during the financial year commencing 1 April 2016 notwithstanding every effort being made to avoid them.
36. The budget proposals, in some areas, include proposals to reduce the number of employees. Where the number of employees likely to be made

redundant exceed certain thresholds the law specifically sets out a minimum length of time and minimum content for the consultation with the Trade Unions including ways of avoiding, reducing or mitigating the consequences of the numbers of employees being made redundant. As the Head of Paid Service, the Chief Executive is responsible for all staffing matters and has the authority to implement all necessary consultation in relation to proposed redundancies (statutory or otherwise), consider responses to consultation, and make staffing decisions flowing therefrom.

37. Whilst the exact number of proposed redundancies is not known at this stage, these are likely to be in excess of 20. This will mean that following Cabinet on 10 December 2015 and in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992, a Section 188 Notice will be formally issued to the Trade Unions related to the budget and potential redundancies. The proposed redundancies and the issue of the Section 188 notice is related to the overall reduction in staff numbers required. It is not related to e.g. changes to terms and conditions of employment for staff. Any Council wide changes to terms and conditions would be subject to a separate process needing separate approval.
38. This will mean that from 10 December 2015, formal consultation with employees and trade unions will commence seeking views and comments about ways of avoiding, reducing and mitigating the consequences of the numbers of staff being made redundant e.g. by redeployment.

#### **Reason for Recommendations**

39. To issue the 2016/17 Budget Proposals for consultation. In addition, to note that the consultation will commence on Friday 11 December and that further supporting documentation will be available as part of this process.

#### **Financial Implications**

40. The financial implications set out in the July Budget Strategy Report in respect of context, risk and affordability remain relevant to this report and to the overall budget setting process. The Council must by statute set a balanced budget and the Section 151 Officer will as part of the Budget Report comment upon the robustness of the budget process undertaken.
41. Cardiff's Budget Reduction Requirement for 2016/17 is currently calculated at £45.645 million. A public consultation of the savings proposals identified in respect of this gap will commence on the 11 December 2015. The responses in respect of all consultation and engagement will be reported back to Cabinet for consideration as part of the 2016/17 Budget Report.
42. The £45.645 million requirement is a dynamic figure which is subject to change. The absence of definitive settlement information at the time of writing represents a key risk. As noted in the Report, the current budget reduction requirement is based on a 3% reduction in AEF. Minor fluctuations to this figure can have a significant impact on the overall position given that a 1% reduction in AEF is equivalent to £4.2 million for Cardiff.

43. The Council has experienced a prolonged and worsening period of funding reductions combined with demographic pressure in demand led services. Savings of almost £100 million have been identified over the past three years with a further budget gap of circa £115 million to address over the next three years. In this challenging environment, it is critical that savings proposals are robust and that significant changes to business processes do not impact on the control environment in a negative manner. Further financial due diligence work will continue in parallel to the budget consultation process and directorates will continue to develop detailed planning work in respect of both directorate specific and council-wide proposals. In addition, work will continue to refine initial risk ratings and Equalities Impact Assessments to give confidence that the final proposals taken forward to Cabinet and Council have been fully tested.

### **Legal Implications**

44. Other sections of this Report deal with specific legal obligations relating to the setting of the budget and consultation. These are not repeated here.
45. The obligation to consult can arise in some cases from express statutory provisions and in other cases from common law. In all cases the consultation must be undertaken in such a way as to be meaningful and genuine. The results of the consultation must feed into the process for consideration and finalisation of budget decisions.
46. The Council has public sector duties under the Equalities Act 2010 which require it, in exercising its functions, to have due regard to the need to (1) eliminate unlawful discrimination (2) advance equality of opportunity and (3) foster good relations between persons with and without protected characteristics.
47. In order to be sure that the Council complies with its public sector equality duties it is essential that Equality Impact Assessments are undertaken where appropriate in relation to specific budget proposals. Those are referred to in Appendix 2.

### **HR Implications**

48. At this stage, there are no direct HR implications arising from this report. However subsequent decisions taken by Cabinet and Council related to these Budget proposals are likely to carry significant implications for employees.
49. Whilst the Council will do all it can to protect jobs in these challenging times, the budgetary situation is such that it will become increasingly difficult to avoid redundancies. The detail of the proposals will need to be fully considered in terms of HR risks and plans put in place to mitigate these risks wherever possible. Continuing dialogue with Trade Unions and employees will be critical. The full range of employee support mechanisms will need to be made available to those ultimately impacted. A timetable for consultation and communication with Trade Unions and employees potentially impacted by the budget proposals is in place. Arrangements will be made for employees to comment on the proposals which may affect them. Once decisions are made on the final budget, those impacted by

those final decisions will be supported. This will include Voluntary redundancy for those eligible or support for redeployment which provides employees with a period of twelve weeks to look for alternative employment.

50. The Trade Unions have been initially consulted on directorate budget proposals and the likely impact on employees. Under legislation, proposals to make redundancies must involve reasonable consultation with the affected employees and their trade unions. Whilst every effort will be made to reduce the number or avoid redundancies, it is likely that there will be employee redundancies in the next financial year.
51. As the number of employees likely to be made redundant will exceed specified legal thresholds, there are specific Trade Union consultation requirements which the Council is required to meet including ideas about avoiding, reducing and mitigating the consequences of the numbers of staff being made redundant. Following Cabinet on 10 December, a Section 188 Notice will be formally issued to the Trade Unions related to the budget and potential redundancies.

## **RECOMMENDATIONS**

The Cabinet is recommended to:

- (1) Agree that the budget proposals as attached at Appendix 2 are the Cabinet's Budget Proposals for Consultation.
- (2) Note that the formal budget consultation will commence on the 11 December 2015 and that there will be additional supporting documentation available as part of this process. The results of the consultation process will then be considered by Cabinet during January and February 2016 as part of their final 2016/17 budget proposal.
- (3) Note that the Chief Executive as Head of Paid Service will be issuing all necessary statutory and non-statutory employment consultations in respect of the staffing implications of the proposals.

**CHRISTINE SALTER**  
**Corporate Director**  
4 December 2015

*The following appendices are attached:*

Appendix 1 – "Choices for Cardiff" Consultation document  
Appendix 2 – Cabinet's 2016/17 Budget Savings Proposals for Consultation

*The following background papers have been taken into account:*

Budget Strategy Report 2016/17 and the Medium Term – 16 July 2015  
Controllable Budgetary Analysis Sheets 2015/16



# Changes for Cardiff

Consultation on the City of Cardiff Council's  
2016/17 Budget Proposals



Consultation opens: **Friday 11th December 2015**  
Consultation closes: **Tuesday 12th January 2016**



@CardiffCouncil  
#cdfbudget  
@CardiffDebate



[www.cardiff.gov.uk/budget](http://www.cardiff.gov.uk/budget)  
[budget@cardiff.gov.uk](mailto:budget@cardiff.gov.uk)

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# Changes for Cardiff

Consultation on the City of Cardiff Council's  
Budget Proposals 2016/17



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# Changes for Cardiff

Consultation on the City of Cardiff Council's  
Budget Proposals 2016/17



## > Have Your Say!

The City of Cardiff Council is facing significant and ongoing financial challenges with a potential budget shortfall of £115m over the next 3 years. Pressures exist as a result of significant funding reductions from both Central and Welsh Government and also increasing demand on existing Council services as a result of both a growing and ageing population.

To achieve the necessary savings we have been making significant changes to the way we do things. We have made every effort to protect priority services whilst taking a "whole Council" approach to reduce costs.

As part of the Cardiff Debate, we've already asked residents about the services that are of the highest priority and we invited you to share your ideas about where and how savings can be made. Please review the results report at [www.cardiffdebate.co.uk](http://www.cardiffdebate.co.uk)

Unfortunately the Council has no choice other than to bring forward proposals that will allow us to set a balanced budget. In deciding how to balance our books we have been listening to what you have told us and developing savings proposals which reduce our costs through working smarter, reviewing our charges and where necessary bringing forward proposals to change service delivery.

This consultation focuses on the city-wide proposals regarding issues of general interest that are being put forward to help meet the financial challenges.

In addition, we are also proposing a number of service-specific actions as well as a range of measures to help improve efficiencies and reduce costs. For a full version of these proposals, please read the Council's Cabinet Report of 10th December 2015 at [www.cardiff.gov.uk/budget](http://www.cardiff.gov.uk/budget) You can also learn more about the challenges we face by watching our short video at [www.cardiff.gov.uk/budget](http://www.cardiff.gov.uk/budget)

We would welcome your comments on all of our proposals. Please complete the following consultation, including any additional comments you would like to provide in respect of all savings proposals. You can also complete this survey online at [www.cardiff.gov.uk/budgetconsultation](http://www.cardiff.gov.uk/budgetconsultation)

To enable us to identify the views of residents on a neighbourhood basis please provide us with your postcode

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The consultation will run from Friday 11th December 2015 until Tuesday 12th January 2016



# Changes for Cardiff

## Consultation on the City of Cardiff Council's Budget Proposals 2016/17



### > Changes for Cardiff – the context

The purpose of this document is to set out the City of Cardiff Council's budget proposals for 2016/17 and beyond in response to the estimated budget shortfall of £115 million which we face over the next three years.

It is well documented that for the foreseeable future Councils, along with other public services, will have less money available which means difficult choices will need to be made. This comes at a time when the slow recovery from recession, combined with a number of other pressures such as a growing population and changes in welfare reform, means that services are in high demand.

As a 'Co-operative Council' we have made a commitment to engage with the citizens and communities of Cardiff about the difficult decisions we are required to make in relation to service delivery across the city. Last year we established the Cardiff Debate as a three year engagement programme to get everyone involved in helping to shape the future of public services. As part of this programme the Council undertook its largest consultation process on its budget proposals to date with a significant number of different ways in which people could get involved and have their say. In response to this consultation:

- **4,191** people completed the questionnaire
- **28,925** separate comments were received via the questionnaire
- **500** people attended engagement events
- **766** different types of correspondence were received
- **20,000** signatories were received in relation to 17 petitions
- **91,418** total website page views were made on the budget information

The responses to the consultation also showed that:

- 88.7% of those completing the questionnaire recognised that difficult budget choices are required to meet the budget shortfall
- 75.1% supported the Council in exploring new ways of working with other organisations to deliver its services
- 77.6% would support the Council in the greater implementation of fines for non-compliance eg littering, parking, failing to adhere to recycling rules etc
- 43.9% would support the Council charging more for some services if it meant that they could be continued (20.2% were against and 35.9% were not sure)

Last year we had a significant response from communities during the consultation and as a result changes were made to the final budget. These included amendments in respect of day centres for older people, children's play and the Cardiff Alcohol and Drug Team to continue existing funding until alternative arrangements were operational with those being established at the earliest possible date. In addition the Council continues to fund branch library services until the end of the Council term unless and until alternative delivery arrangements are operational. It is important therefore that you give us your views so that the final budget reflects feedback from across the city.

A full report of last year's consultation findings can be found at [www.cardiff.gov.uk/budget](http://www.cardiff.gov.uk/budget)

Following on from last year's conversations we want to update you on what has happened over the last twelve months and get your views on our thinking going forward. In particular we want to hear your comments and suggestions on how we should deliver our services differently and prioritise the money we have in order to protect the services that matter most to people in Cardiff. We also understand that with choices come consequences and we want to

# Changes for Cardiff

## Consultation on the City of Cardiff Council's Budget Proposals 2016/17



encourage continuing debate about the way forward and what this will mean for our city.

### > The stark realities

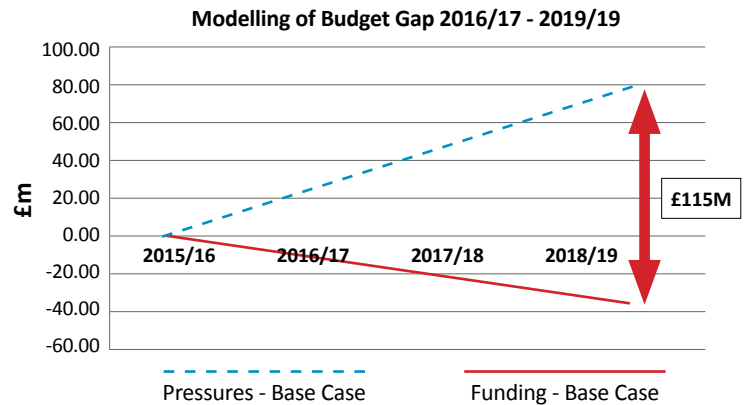
Setting the Council's budget for 2015/16 proved exceptionally challenging due to the ongoing reductions in Welsh Government funding coupled with financial pressures as a result of significant increases in the demand for our services.

Faced with a budget gap of £45.6 million the Council has had to make tough choices and savings of £32.5 million were approved in February 2015 alongside a Council tax increase of 5% which resulted in a net increase in income of £5.37 million. The savings of £32.5 million equate to an average saving across the Council of around 14%, however some services have had to find a far higher percentage of savings.

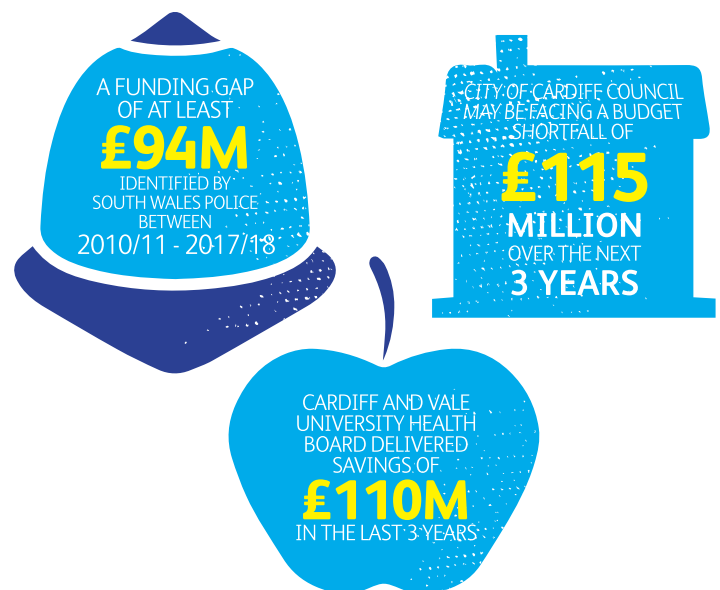
Against the Council's overall budget of £570 million, the controllable base (i.e. the amount which is not protected for specific purposes and we have flexibility to make savings from) totals £223 million. Therefore the reality is that we can no longer provide all the services we did in the past and the Council must both prioritise and reform its services.

The Welsh Government will announce the indicative budget settlement for the City of Cardiff Council for 2016/17 on 9th December 2015 which means we will know more detail about the level of savings we need to make. However, the continuing bad news is that there will be further significant reductions in the money we receive from the Welsh Government over the next few years. As the majority of our funding (around 75%) comes from the money we receive directly from the Welsh Government, this will have a huge impact on our budget. This, combined with growing financial pressures due to increasing demand for our services, will mean that the Council will need to transform service delivery and that some discretionary services (i.e. those which we are not

legally required to deliver) can no longer be provided. The level of the budget shortfall for the City of Cardiff



Council is an estimated £115m over the next three years. This follows on from a budget reduction of approximately £100m over the last 3 years. It is also important to highlight, that alongside the Council other public services such as the Cardiff & Vale University Health Board, South Wales Police and the third sector are also facing similar financial pressures. We must therefore all work together as 'Team Cardiff' to minimise the impact on our communities and most vulnerable people.



To learn more about our budget challenge and some of the things we can all do to help, please watch our short film at [www.cardiff.gov.uk/budget](http://www.cardiff.gov.uk/budget)

# Changes for Cardiff

Consultation on the City of Cardiff Council's Budget Proposals 2016/17

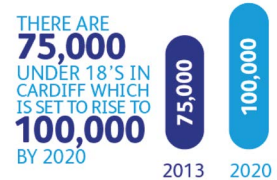


## > Other pressures facing the city

There are also other big issues we need to address in Cardiff. Difficult times mean that more people need access to support. The UK Government's welfare reform programme has had a considerable impact on families and communities in Cardiff and it is important that the Council helps those who need it most. But less money and the growing financial challenges mean that providing the support and services people need will become more difficult.

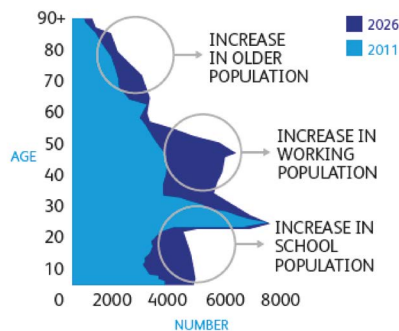
PUBLIC SERVICES IN CARDIFF WILL HAVE **LESS MONEY,** **MORE PEOPLE** NEEDING SUPPORT, AND THE **FASTEST GROWING** POPULATION IN THE UK

This means that there will be an expected 25% increase in school age children, placing greater pressure on our schools. Similarly older people – particularly those over 85 years old whose numbers are expected to double in the next 10 years – are more likely to need health and social care services to help them live independent lives.



So, whilst population growth can be a sign of Cardiff's success, there are also growing challenges in being able to respond to increased demand.

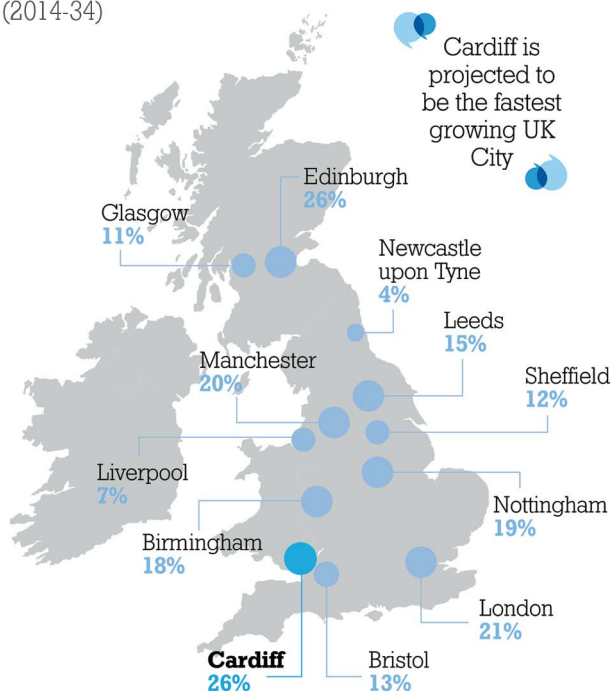
In October 2015, the Council launched the "Liveable City" report which set out a number of key indicators in relation to how Cardiff is performing against other cities across the UK. The report revealed that between 2014 and 2034 there is going to be a projected **growth in Cardiff's population of 26%**, some 91,500 people – making Cardiff the **fastest growing city in the UK.**



SINCE 2008, THE NEED FOR OLDER PEOPLE'S HOME CARE HAS RISEN **BY 60%**

### Population Growth within selected UK cities

(2014-34)



## > How are we responding to these challenges?

In our budget consultation process last year, the City of Cardiff Council highlighted that unfortunately we can no longer do all the things we have done in the past. As result we need to become a smaller, smarter organisation that develops new approaches to how services are delivered.

We will do this by involving local people and communities in these tough decisions and re-designing services with them. This should allow us to design services which are based on need, are efficient, offer value for money and are sustainable. Our approach will need to be varied, and we will have to consider new and innovative ways of doing things, which might mean a changing role for the Council in enabling others to deliver services on our behalf.

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Whatever the choices we are faced with, all our budget proposals have been developed wherever possible to maintain support for the delivery of the four key priorities of the Council which are:

- Promoting economic development as the engine for growth and jobs;
- Developing education and skills for people of all ages to enable them to fulfil their potential and be well prepared for employment in the Cardiff economy and beyond;
- Supporting vulnerable adults, children and young people; and
- Working together with partners and communities.

Central to how we are addressing the budget shortfall are our organisational values which in relation to our budget proposals this means that:

- We will be open in communicating and explaining all of our budget proposals.
- The proposals will be based on fairness by ensuring that the most vulnerable are least affected.
- The proposals have considered how we can best work together in partnerships - with people and organisations - to deliver services more effectively and efficiently.

## > Our approach

Our new way of working will therefore be based on the following principles:

### *Re-shaping the Council*

In order to meet the challenges we face we need to change significantly as an organisation – to be a smaller and smarter organisation as outlined earlier. We will become more efficient, look for alternative forms of funding where appropriate and reduce our expenditure where we can. This will include everything from reducing back office costs to making long term energy savings. For example, reducing our expenditure on energy by reducing our consumption and being more energy efficient throughout the Council and its buildings.

Further to this, we are committed to being a lean organisation that cuts out unnecessary waste by ensuring that we truly understand the needs of residents and communities. We will eliminate duplication and inefficiencies in the way we work and only do the things that add value.

One of the issues that members of the public raised as part of the Cardiff Debate over the last 12 months was reducing management costs. As a Council we've listened to feedback and reduced the costs of our senior management team by £650,000 per year. Overall we also have 1,600 less full-time equivalent staff than we did four years ago which reflects our transition to a smaller but more

**Co-operative Values:** We Are Cardiff

### Open

We are open and honest about the difficult choices we face, and allow people to have their say on what's important to them and their communities

### Fair

We champion fairness, recognising that with less resource we need to prioritise services for those who need them most.

### Together

We work with our communities and partners across the city to deliver the best outcomes for the people of Cardiff



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focussed Council and our determination to protect front-line services wherever we can.

## **Targeting services and early intervention**

One way of maximising resources and protecting vulnerable groups is to provide more targeted services. By providing services that are really focused on need we can help support the most vulnerable and disadvantaged in society and concentrate on achieving better outcomes for residents and communities. This will mean no longer doing the things that people don't need, can do for themselves or which don't actually contribute to better outcomes.



"IN CARDIFF THE AVERAGE ANNUAL COST OF A PLACEMENT FOR EACH CHILD THAT BECOMES LOOKED AFTER BY THE LOCAL AUTHORITY IS £46,000 PER YEAR – THE TOTAL GROSS ANNUAL SPEND ON LOOKED AFTER CHILDREN PLACEMENTS IS £23M"



Launch of Cardiff's Early Help Strategy (October 2015)

It is also important to invest in services that address issues early on, before they become bigger issues that require a more comprehensive and costly response, and this means targeted provision of services to those who are potentially most vulnerable. Evidence suggests that taking preventative or early intervention approaches can help us save money over the longer-term.

In the last year we have worked with our partners to develop a multi-agency 'Early Help Strategy' which

emphasises that early intervention is everyone's business and we can all play a role in stopping issues escalating to more serious problems by seeking out help and support. This Strategy will be implemented as a key driver for new ways of working across all agencies.

Last year's budget consultation also included proposed changes to day centre opportunities for the elderly. Public response to the consultation helped to inform changes to our plans and the Council is now moving forward differently. As such this consultation includes a different proposal for a new model of day centre opportunities and we would like to hear your views on our approach.

## **Involving and empowering the community**

The City of Cardiff Council is committed to being a Co-operative Council and in following values based around openness, fairness, co-operation and collaboration. We will continue to work with residents and community groups to design new ways of doing things and give local people more opportunities to get actively involved in the decision making process. By involving people in meeting the challenges we face, and supporting community groups and residents to take on greater responsibility within their local area, we will be able to design new and sustainable approaches.

The challenges we face are substantial and mean difficult and unpopular decisions will have to be made. We need local residents and communities to help us by taking additional responsibility within local areas. Whether that is by helping elderly neighbours, recycling more, establishing local support networks, or volunteering time to help support a community service or facility.

The Council has put in place support to help residents and community groups to do this. We have developed the "Stepping Up" Community Toolkit that provides advice on how local residents and communities can potentially run local facilities



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themselves and how they can get more involved in volunteering in their local area.

Over the last year we have seen a large number of examples of the community and third sector groups playing key roles in delivering services in the form of environmental improvements through volunteers such as Keep Grangetown Tidy and Keep Roath Tidy. We have also seen significant progress made with community asset transfers including a transfer to the YMCA of the Plasnewydd Community Centre and the Pentrebanne Zone in relation to the Pentrebanne Community Centre. Progress is also advanced on a number of other asset transfers including Maes-y-Coed Community Hall, Highfields & Oak Gardens Nursery, Insole Court, Grange Gardens Bowls Pavilion and Llwynfedw Gardens Pavilion. As a Council we will do what we can to support these groups and help promote a vibrant community sector across the city.



Launch of Cardiff's city-wide Time Credit scheme – "Strengthening Cardiff together – one hour at a time", September 2015

A further success in response to our new ways of working has been the launch of Cardiff's city-wide timebanking scheme – "Strengthening Cardiff together – one hour at a time" - the first of its kind in the UK. This scheme is already seeing significant increases in community involvement and is playing a key role in recognising the value that volunteers

bring to their local communities by rewarding people with one time credit for one hour of their time.

As we redesign services, approaches such as these will play an increasingly important role in meeting local need and we will continue to maximise their potential across all parts of the city.

### **Greater alignment of our services**

Given the collective challenges faced across public and third sector organisations in Cardiff, it is essential that we work together more closely to join up our services. This could mean continuing to co-locate services within community facilities or Hubs, sharing assets or buildings, pooling our budgets in appropriate areas to spend our money more wisely, or introducing multi-agency teams to work with residents and communities to provide more integrated services in appropriate areas.

Over the last year we have expanded our successful Hub Programme working with our partners to offer an increased range of services in one place with the opening of the Rumney Community Hub in November and the Grangetown Hub due to open in January. Cardiff Central Library was also recently upgraded to a Hub with expanded advice services offered by organisations including Cardiff Money Advice Team, Cardiff and Vale Credit Union, Shelter Cymru and Voluntary Community Services.

This approach has also applied to different departments within the Council through our commitment to offering a 'One Council' approach which makes our services easier to access for residents and means we work better with other departments.

As a Council we have also agreed a new Property Strategy over the last year which focusses on fewer but better Council buildings. Currently the Council has approximately 500 operational buildings ranging from schools, leisure centres, libraries, day care facilities,

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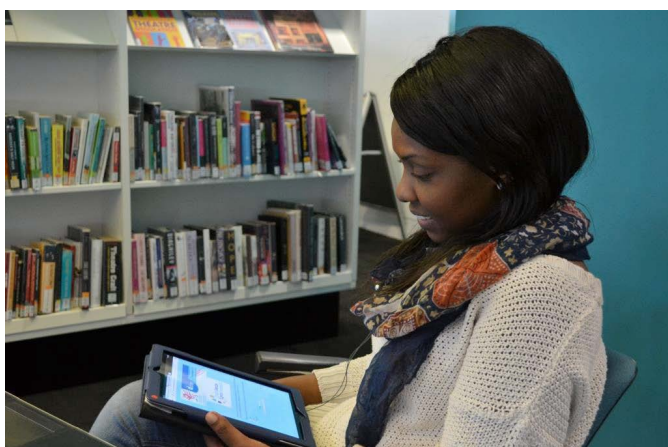


depots and office accommodation, which amounts to an annual operational cost of £36m. The Asset Management Plan sets out targets to realise £10m in capital receipts and reduce £2m in running costs of the operational estate by 2018 through rationalising the number of Council buildings.

## ***Ensuring public services are accessible***

Through the development of new models of delivery we will ensure public services are accessible. This might mean that instead of relying on largely building based services we are flexible and go to where communities want services delivered by outreach staff or mobile provision. It is important to join up services on a community basis and we are making better use of facilities by extending our Community Hub model to offer the range of services people need most.

Through our 'One Council' approach we are also ensuring it is easier to contact the Council and speak to the right person, provide a more seamless and consistent customer service across the Council, and encourage people who are able to use digital services to contact us or report issues online and help us save money. Since the consultation last year, we have been developing a new digital approach to delivering services. This new system will go-live shortly, meaning that people will be able to access Council services on-line at the time of their choosing.



The City of Cardiff Council currently offers 700 services to our citizens, with increasing digital opportunities to 'self serve' and undertake transactions with the Council whenever is most convenient for them. Online services are also significantly cheaper at £0.15 compared to face to face contact (£8.62) or telephone (£2.63). The new digital floor in Cardiff Central Hub with improved computer facilities and free wi-fi also increases public access to these services.

In addition, mobile scheduling of services will continue to be expanded and shared where possible across sectors to improve both efficiencies and outcomes for citizens.

## ***Being a commercially-minded Council***

One of the ways in which we can meet the challenges is to have more of a commercial focus. This means the Council is increasingly considering ways in which we try to attract corporate sponsorship, buy resources at a lower cost, make better use of our assets, offer our services to other public, third or private sector organisations, or think about ways in which we can combine Council services with commercial models. For example, we could look at combining our libraries with coffee shops to create self-sufficient reading cafes in appropriate areas. In 2016/17 our target will be to raise a further £4.5 million through income.

## **> Our budget proposals for 2016/17**

Our consultation on the budget proposals will take 3 forms:

- **City-wide Public consultation** on issues of general interest (***the contents of this document***)
- **Service-specific consultation** with identified service users/groups or organisations
- **General consultation** – this includes all our other savings that have been released for consultation including internal changes within the Council such as; back office efficiencies, staff changes and process improvements.

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In addition, the budget strategy includes a planning assumption of a 4.5% increase in Council Tax.

In the following pages you will find information regarding the changes we are considering regarding the City-wide Public Consultation proposals in order to meet these challenges and also how you can share your views on how we can do things differently. Further detail on all of the budget proposals can be seen in the **City of Cardiff Council's Cabinet report** at [www.cardiff.gov.uk/budget](http://www.cardiff.gov.uk/budget)

### > Get involved and have your say!

There is no easy way to bridge a potential **£45.6 million** funding gap in the Council's budget. The City of Cardiff Council's Cabinet is looking at the best way to do this but we also want you to tell us what you think are the most important issues for Cardiff.

The consultation on these proposals will start on **Friday 11th December 2015** and run until **midnight on Tuesday 12th January 2016** and the Cabinet will give serious consideration to all responses received.

This document is available online at [www.cardiff.gov.uk/budget](http://www.cardiff.gov.uk/budget) and hard copies will be available at libraries, leisure centres and Hubs. Additionally you can request a copy by emailing [budget@cardiff.gov.uk](mailto:budget@cardiff.gov.uk) or telephoning **029 2087 3854**.

# Changes for Cardiff

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## > Key Dates

**Consultation opens: Friday 11th December 2015**    **Consultation closes: midnight, Tuesday 12th January 2016.**

You can have your say on our budget proposals in the following ways:

**By completing the online survey at – [www.cardiff.gov.uk/budgetconsultation](http://www.cardiff.gov.uk/budgetconsultation)**

**By attending one of the Community Engagement Events:**

Date	Time	Neighbourhood Area	Venue
Saturday 12 December	1pm - 3pm	City & Cardiff South	Grangetown Community Christmas Fayre, Grange Gardens Bowls Pavillion, CF11 7LJ
Monday 14 December	10am - 12noon	City & Cardiff South	Central Library Hub, The Hayes, City Centre, CF10 1FL
Monday 14 December	11am - 1pm	Cardiff North	The Powerhouse, Roundwood, Pentwyn, CF23 9PN
Tuesday 15 December	2pm - 4pm	Cardiff East	Old Rumney Library (Xmas Tree Festival), Brachdy Road, Rumney, CF3 3BG
Tuesday 15 December	4pm - 6pm	Cardiff West	Fairwater Leisure Centre, Off Waterhall Road, Fairwater, CF5 3LL
Wednesday 16 December	11am - 1pm	Cardiff South East	Dalton Street Community Centre, Dalton Street, Cathays, CF24 4HB
Wednesday 16 December	4pm - 6pm	Cardiff South West	Chapter Arts Centre, Market Road, Canton, CF5 1QE
Thursday 17 December	10am - 12pm	Cardiff North	Rhydyppennau Library (Goldies Cymru event), Llandennis Road, Cyncoed, CF23 6EG
Saturday 19 December	11am - 1pm	Cardiff West	Pugh's Garden Village, Tynant Nurseries, Radyr & Morganstown, CF15 8LB
Monday 21 December	2pm - 4pm	Cardiff East	Llanrumney Hub (Fun Day), Countisbury Avenue, Llanrumney, CF3 5NQ
Tuesday 22 December	1pm - 3pm	Cardiff South West	Ely and Caerau Community Hub, Cowbridge Road West, Caerau, CF5 5BQ
Tuesday 22 December	4pm - 6pm	City & Cardiff South	Winter Wonderland, City Hall Road, Cathays, CF10 1PX
Tuesday 5 January	11am - 1pm	Cardiff East	St Mellons Hub, 30 Crickhowell Road, Trowbridge, CF3 0EF
Tuesday 5 January	4pm - 6pm	Cardiff South East	Maindy Centre, Crown Way, Off North Rd, Cathays, CF14 3AJ
Wednesday 6 January	11am - 1pm	Cardiff South East	Cardiff Flea Market, Clydesmuir Industrial Estate, Splott, CF24 2QS
Wednesday 6 January	4:30pm - 6:30pm	Cardiff North	Llanishen Leisure Centre, Ty-Glas Avenue, Llanishen, CF14 5EB
Thursday 7 January	11am - 1pm	Cardiff South West	Dusty Forge, 460 Cowbridge Road West, Ely, CF5 5BZ
Thursday 7 January	2pm - 4pm	Cardiff North	University Hospital of Wales (Concourse), Heath Park, Heath, CF14 4XW
Friday 8 January	10am - 12noon	Cardiff West	Whitchurch Library, Park Road, Whitchurch & Tongwynlais, CF14 7XA
Friday 8 January	3pm - 5pm	Cardiff South East	STAR Centre, Splott Road, Splott, CF24 2BZ

The Council's five Scrutiny Committees will also be considering the budget proposals in January and February 2016. The remit of the Committees includes representing the views and concerns of citizens.

In the past the Committees have received evidence from citizens and groups on issues relating to the budget proposals. Anyone wishing to represent their views to scrutiny is invited in the first instance to contact [scrutinyviewpoints@cardiff.gov.uk](mailto:scrutinyviewpoints@cardiff.gov.uk) or

telephone 029 2087 2953 for further information. Please also follow the Cardiff Debate at [www.cardiffdebate.co.uk](http://www.cardiffdebate.co.uk) or by taking part on social media using the hashtag #cdfbudget

The final budget will be set at the meeting of Full Council on **25th February 2016**.



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@CardiffDebate  
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## Budget Consultation Questionnaire – Have your say!

As a Co-operative Council we remain committed to understanding and supporting services that are most important to people, whilst making sure we help those in need. However, reductions in funding and increased demand for our services mean that difficult choices, including increased fees and charges, remain options for consideration.

### > Section 1 – Overarching Themes

**Q1.** Do you recognise that a budget gap of a potential £45.6m for 2016/17 means that difficult budget choices are required?

Yes       No       Not sure

**Q2.** Do you support the Council in exploring new ways of working with other organisations to deliver its services?

Yes       No       Not sure

**Q3.** Would you support the Council charging more for some services if it meant that they could be continued? (e.g. meals for older people, leisure and cultural activities, etc)

Yes       No       Not sure

**Q3a.** If yes, please state which service(s)

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**Q4.** The City of Cardiff Council is increasingly looking to provide services online. Do you support the increased digitalisation of services which will encourage residents to contact the Council and make payments online, while maintaining face to face and phone methods for those who need it most?

Yes       No       Not Sure

**Q5.** Do you think that community groups and the third sector should be asked to run more services and facilities e.g. running local community buildings, maintaining local open spaces etc

Yes       No       Not Sure

**Q5a.** If yes please state which services/facilities:

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# Changes for Cardiff

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We know that lots of people are already volunteering across Cardiff but we're keen to link potential volunteers up to opportunities.

**Q6.** Do you currently volunteer in Cardiff?

Yes       No

**Q6a.** Please tell us how many hours (approximately) you volunteer per month? \_\_\_\_\_

**Q6b.** Please indicate whether you currently volunteer or would be interested in volunteering in the following roles (*please tick all that apply*)

	Already volunteer?	Interested in volunteering?
Working with children and young people / after school clubs / play and youth opportunities		
Supporting vulnerable people shopping		
Driving elderly / vulnerable people to appointments		
Supporting lunch clubs		
Befriending		
Libraries		
Park maintenance		
Gardening		
Litter picks		
Household maintenance		
Supporting digital inclusion		
Employment support / CV assistance		
Fundraising		
Other (Please state)		

If you would be happy to be contacted about potential volunteer opportunities, please tick this box and provide contact details.  \_\_\_\_\_

\_\_\_\_\_

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# Changes for Cardiff

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**Q7.** Do you have any suggestions for the Council about how to work differently to save money?

Yes       No       Not Sure

**Q7a.** If 'Yes' please provide your suggestion(s):

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# Changes for Cardiff

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## > Section 2 – Social Care

The City of Cardiff Council is working with its partner organisations to focus resources on developing services based on early intervention and prevention in respect of Social Care. This means that we will work with individuals and families when difficulties are first identified rather than when they become critical. This will give better support to citizens whilst also being financially efficient.

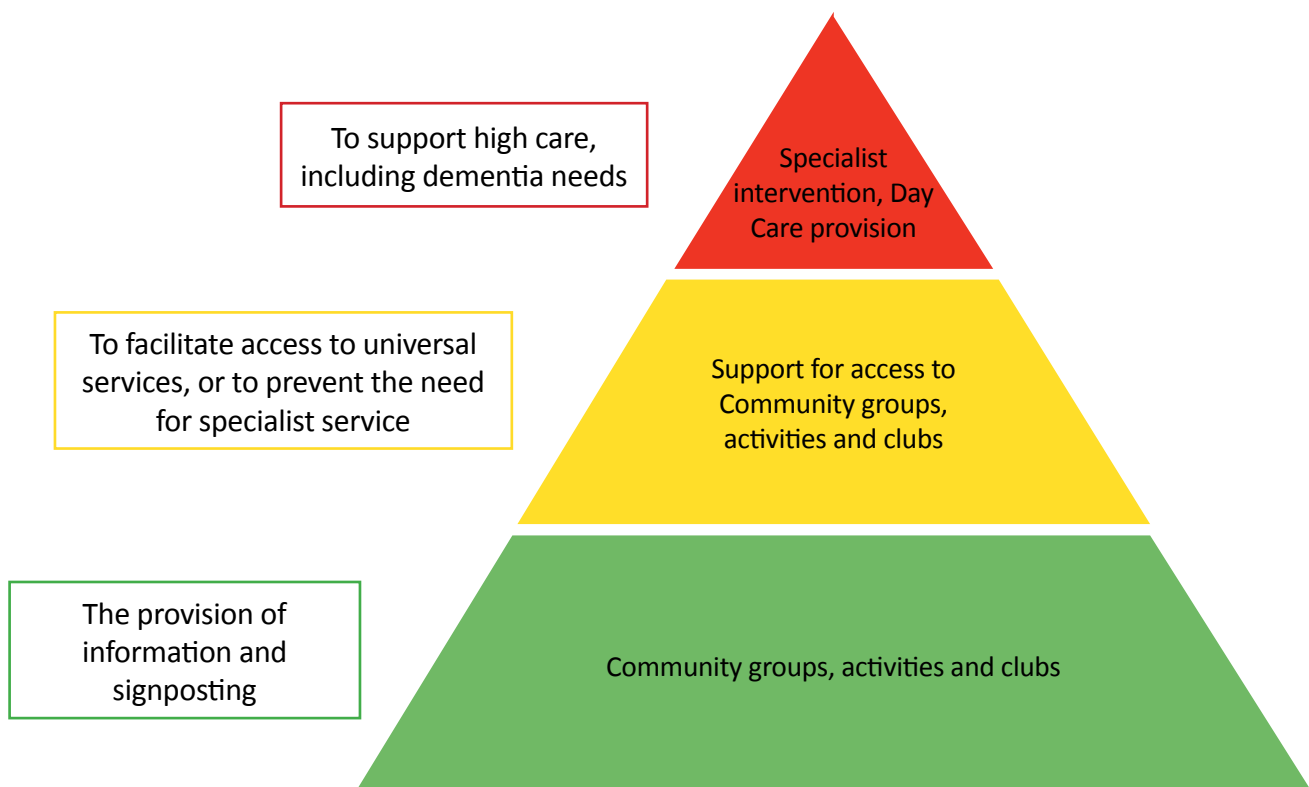
**Q8.** Is an emphasis on early intervention and prevention an approach that you support?

Yes     No     Not Sure

### ***Day Services for Older People***

Our provision of elderly care services is facing challenges, which will result in changes to the way that elderly day services work in the city. This is due to a significant growth in the overall population, an increasing number of older people, a need to improve the ability of the service to meet higher levels of need, and the Council striving to provide social activities to reduce loneliness.

Building on last year's budget consultation the Council has developed a model for day services with a set of proposals that will deliver the outcomes that people will want in order to improve their lives. The model consists of three tiers that differentiate between types of day services based on the needs of the service users. Further information on the model can be found in the Cabinet Report of 12th November 2015 at [www.cardiff.gov.uk/budget](http://www.cardiff.gov.uk/budget)





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**Q9.** Do you agree with the new model of day service provision?

Yes     No     Not sure

**Q10.** Do you agree with the proposal for the City of Cardiff Council to continue investing in day centres for those with assessed high care needs?

Yes     No     Not sure

**Q11.** Do you agree that it is better to have modern high quality services, designed to meet today's need for support for those with dementia, along with health and social care services located in one place?

Yes     No     Not sure

**Q12.** Do you agree that the Council should support individuals in accessing community facilities to enable them to live independently and achieve their personal outcomes?

Yes     No     Not sure

**Q13.** Do you agree with the proposal to continue the Meals on Wheels service?

Yes     No     Not sure

**Q14.** Do you agree with the £1 increase for a cost of a meal (increase from £2.90 to £3.90) to allow Meals on Wheels to continue to provide a sustainable service?

Yes     No     Not sure

**Q15.** The City of Cardiff Council is also considering ways to expand the Meals on Wheels service. Would you support the service to include the following? *(please tick)*:

	Yes	No	Not Sure
The provision of an evening meal			
Delivery to group settings including luncheon clubs and community groups			
Provision to sheltered housing			
The flexibility to use the service when users may need it, for example during recovery from hospital or when family members are not available to assist			
Open up the service to anyone who wants to receive meals on wheels			

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**Q16.** Would you or someone you know benefit from the service if it was opened up to the whole population? (please tick all that apply)

No       Yes, myself       Yes, a relative       Yes, a friend

**Q16a.** If you have answered 'No' to this question please outline your reasons:

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**Q16b.** Do you have any more comments on our new model for Day Services for Older People?

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## ***Care service provision***

Care services are currently provided on individual contracts meaning that neighbourhoods can have a number of different providers delivering services, even on the same street. There is an opportunity to redesign services on an area basis to reduce transport time for care workers and make better use of services such as homecare and telecare.

**Q17.** Do you support the Council's plan to deliver care services on an area basis?

Yes       No       Not sure

**Q17a.** If you have answered 'No' to this question please explain why.

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## **> Section 3 - Education**

### ***School Delegated Budgets***

The Council is committed to ensuring every child in Cardiff is able to attend a good school and aims to achieve this by providing high quality school places throughout the city to meet the demands of the city's growing population, balancing supply and demand in English-medium, Welsh-medium, faith and specialist schools.

In Cardiff schools the aggregate of their annual delegated budgets amounts to £205.609m which equates to approximately 36% of the overall Council budget.

The additional financial demands falling upon school delegated budgets in the 2016/2017 financial year

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have been estimated to be approximately £13.541m (£4.033m demographic growth and £9.508m pay and inflation pressures) .

Included in the Council budget proposals is an additional £9.511m funding for school delegated budgets in 2016/2017, which would represent an increase to schools of 4.6% .

We anticipate that the Welsh Government will continue to ask Local Authorities in Wales to protect school delegated budgets. Our current planning assumptions are that for Cardiff this would mean we should not reduce funding for schools budgets by more than £0.5m

**Q18.** Do you support the proposal to increase Delegated School Budgets of £205.609 million by £9.5 million?

Yes       No       Not sure

**Q18a.** If you have answered 'No' to this question please explain why

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**Q19.** Do you agree that delegated school budgets should contribute to the financial challenge facing the Council?

Yes       No       Not sure

**Q19a.** If you have answered 'No' to this question please explain why

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### ***School Meals provision***

The City of Cardiff Council's School Meals Service supply meals to every primary and secondary school in Cardiff with the exception of Cardiff High School. The price of a primary school meal is £2.20 and a set meal in a secondary school £2.65. The Council will be increasing the cost by £0.10p to £2.30 and £2.75 respectively.

**Q20.** Does your household use the School Meals service?

Yes       No       Not applicable

**Q21.** Do you support the proposal to increase the cost of school meals by 10p each day?

Yes       No       Not sure

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**Q22.** Do you have any more comments regarding the School Meals Service?

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## > Section 4 - Children's Play

As part of the budget approved in February 2015, the Council agreed that an alternative model be put in place for play services which included funding to support the transfer of play centre buildings into community use. In 2016/17, there will be a new delivery model for Children's Play services which is responsive to the needs of children and young people. Play, including after school and holiday club activities, will in future be run from a range of community facilities within Neighbourhood Partnership areas.

**Q23.** Do you agree with our new model for play services being delivered from a range of community facilities?

Yes     No     Not sure

**Q23a.** If you have answered 'No', please explain why

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## > Section 5 – Art and Culture

### *Cardiff Contemporary Initiative*

Cardiff Contemporary is a five week celebration of contemporary art held across the city every year. The initiative offers a diverse range of exhibitions, events and activities developed by Cardiff's community of artists, designers and architects. The requirement to make budget savings mean that Cardiff Contemporary will cease but the Council will seek to identify alternative funding to help ensure the future of the initiative.

**Q24.** Have you taken part in any exhibitions, events or activities run by Cardiff Contemporary Initiative?

Yes     No     Not sure

**Q25.** Do you agree with the City of Cardiff Council's decision to cease funding?

Yes     No     Not sure

**Q25a.** If you have answered 'No', please explain why

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# Changes for Cardiff

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### Arts Active

Arts Active is a registered Cardiff charity with funding from the City of Cardiff Council as well as private organisations and foundations. The charity offers education, community and audience engagement projects for people of all ages in the city through St David's Hall and the New Theatre. The Council will no longer be able to contribute to Arts Active's funding but will seek to maximise contributions from private organisations and foundations to minimise the impact.

**Q26.** Do you support the decision to cease funding for Arts Active?

Yes       No       Not sure

**Q26a.** If no please explain why

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**Q27.** The Council currently provides funding to Artes Mundi and Cardiff Singer of the World and the intention is that there is a phased removal of these grants over 2 years. Do you agree with this proposal?

Artes Mundi                       Yes       No       Not sure  
Cardiff Singer of the World     Yes       No       Not sure

**Q28.** The Council is also reducing the Arts Grant to organisations which support community led art programmes. Do you agree with this?

Yes       No       Not sure

### > Section 6 - Community Safety

Cardiff currently has 220 CCTV cameras across the city along with an additional 9 mobile cameras to be utilised to help reduce anti-social behaviour. The Council has reviewed the value and quality of evidence secured by mobile CCTV cameras given their age and functionality, and will be removing them and investing in 3 new cameras as an alternative. All other CCTV cameras will remain across the city.

There will also be a £25,000 reduction in community safety funding for events including Operation Mistletoe which is a joint city centre safety initiative with the Council, South Wales Police, the probation service, health service, licensee forum, retail partners and the voluntary sector to assist during busy periods in the run up to Christmas and New Year. The Council will be seeking alternative funding for these activities in 2016 through mechanisms such as proposals for the Business Improvement District and Late Night Levy (whereby businesses provide additional funding contributions towards projects which improve the city).

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**Q29.** Do you support the change in the way CCTV cameras are used?

Yes       No       Not sure

**Q30.** Do you support reduction in Council funding for Operation Mistletoe?

Yes       No       Not sure

**Q31.** Do you support the Council's proposal to seek alternative funding for these activities?

Yes       No       Not sure

**Q32.** Do you believe that the private sector, including pubs and clubs, should make a financial contribution to managing the night time economy in Cardiff?

Yes       No       Not sure

**Q32a.** Do you have any further comments on these proposals?

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## > Section 7 - Bereavement & Registration Services

Bereavement Services is responsible for the undertaking of over 4,000 funerals per year as well as the upkeep and maintenance across 7 sites including Thornhill Cemetery and Crematorium, Western Cemetery and Cathays Cemetery. Available cemetery space within the city is becoming critical and investment is required to ensure new sites can be developed in the future.

**Q33.** How satisfied do you feel about the Cemetery and Crematorium Service?

Very satisfied       Fairly satisfied       Neither satisfied or dissatisfied  
 Fairly dissatisfied       Very dissatisfied       Not sure

The City of Cardiff Council's Crematorium and Burials Services provide a low cost option to all Cardiff residents. Income to date from crematoria and burials has been reinvested in the cemeteries and crematoria to ensure long term provision can be maintained to this valued service. The price of a burial or cremation fee ranges from £500 - £675. The Council propose to increase the cost by 10% which means an increase ranging from £51.50 to £67.50 for cremation or burial options.

# Changes for Cardiff

Consultation on the City of Cardiff Council's  
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**Q34.** Has your family used the City of Cardiff Council's Bereavement Services?

Yes     No     Not sure

**Q35.** Do you support the proposal to increase the cost?

Yes     No     Not sure

**Q36.** Do you have any more comments regarding the City of Cardiff Council's Bereavement Service?

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The Registration of Births, Deaths and Marriages is a statutory service provided by the Council (that is we are legally required to deliver this service). Most of the fees charged are set at a national level however some are set by the Council. Investment is required to modernise the service and make it more accessible for the public as well as introduce new ideas and choices for our customers such as late night wedding ceremonies or longer office opening hours for all Registration services.

**Q37.** How satisfied do you feel about the Registration of Births, Deaths and Marriages Services?

Very satisfied     Fairly satisfied     Neither satisfied or dissatisfied  
 Fairly dissatisfied     Very dissatisfied     Not sure

Income gained from marriage ceremonies undertaken by the City of Cardiff Council's Registration Service has been reinvested in the Council's services. The price of a marriage ranges from £180 to £420, depending upon whether you choose to marry in a registry office or in an approved premise such as a hotel. The Council propose to increase the cost by 20% - an increase ranging from £36 to £84 for registry or hotel options.

**Q38.** Has your family used Cardiff's Marriage Services?

Yes     No     Not sure

**Q39.** Do you support the proposal to increase the cost of marriage ceremonies delivered by the Registration Service?

Yes     No     Not sure

**Q40.** Do you have any more comments regarding the Registration Service?

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# Changes for Cardiff

Consultation on the City of Cardiff Council's  
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## > Section 8 - Commercialisation

The Council has a view that provision of frontline services should be supported by increasing commercial activities. We will be reviewing our fees and charges in comparison to other local authorities in Wales and the UK, and also changing the way that we work to raise more income from trading, advertising and sponsorship.

**Q41.** Do you support the increasing of commercial activities in the following service areas of the Council?  
(please tick)

	Yes	No	Not Sure		Yes	No	Not Sure
Transport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Libraries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recycling and Waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Leisure and Culture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other (Please state) \_\_\_\_\_

**Q41a.** If you answered 'No' to any of the questions in this section please explain why

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## > Section 9 - The Environment

We want our city to have green flag parks and open spaces in addition to a high quality city environment and an attractive public realm. This means having clean and well managed streets in addition to challenging poor social responsibility in neighbourhoods. The City of Cardiff Council will be increasing enforcement of offences and the issuing of Fixed Penalty Notices with increased fines.

**Q42.** Which of the following enforcement activities are you aware of? (please tick)

	Yes	No	Not Sure
Dog fouling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Littering (including smoking litter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parking on grass verges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lack of appropriate skip licenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Giving out flyers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# Changes for Cardiff

Consultation on the City of Cardiff Council's  
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	Yes	No	Not Sure
Advertising frames			
Businesses with tables and chairs on the pavement			
Planning			
Spitting			

Other enforcement areas (Please state) \_\_\_\_\_

**Q43.** Do you support further enforcement activities with increased fines for non-compliance?

Yes     No     Not sure

**Q44.** What more can we do as a Council to tackle these issues?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Q45.** Would you have any concerns if Council maintenance activities (including highway maintenance, recycling services, cleansing, grounds and parks maintenance) were managed by a company fully owned by the Council to increase trading opportunities rather than the Council to run such services directly?

Yes     No     Not sure

**Q45a.** If you answered 'Yes' please explain why

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Grounds Maintenance Services**

Cardiff has some outstanding parks and green spaces and it is crucial that the character and quality is maintained. In previous years, decisions have been made to amend the maintenance regimes to include more wild meadow planting in some areas.

**Q46.** Are you satisfied with the increased biodiversity and wild flower meadow areas provided to date in certain parts of Cardiff?

Very satisfied     Fairly satisfied     Neither satisfied or dissatisfied  
 Fairly dissatisfied     Very dissatisfied     Not sure

# Changes for Cardiff

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Further changes are expected in the next year. These changes may mean that the Council is required to change maintenance and parks regimes further for some local parks, playing fields, recreation grounds, open spaces and highway verges.

This new way of working may include changes to maintenance regimes such as increasing areas of wild meadow with pathways, and different mowing regimes being adopted while maintaining required quality and safety levels.

**Q47.** Do you support a different grounds maintenance regime being considered?

Yes       No       Not sure

**Q47a.** If you have answered 'No' please explain why.

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## ***Parking and Traffic Enforcement***

Parking and enforcement activities help the city move smoothly and safely, and the City of Cardiff Council has already consulted with the public on increasing enforcement for parking infringements and stopping in yellow boxes. We are now looking to extend this to key strategic routes into the city.

**Q48.** Are you satisfied with the increased enforcement to date in certain parts of Cardiff?

Very satisfied       Fairly satisfied       Neither satisfied or dissatisfied  
 Fairly dissatisfied       Very dissatisfied       Not sure

**Q49.** Do you support extending enforcement into new areas?

Yes       No       Not sure

**Q49a.** Do you have any other comments on these proposals?

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## **> Thank you for your time!**

Please complete the questionnaire and submit online at [www.cardiff.gov.uk/budget](http://www.cardiff.gov.uk/budget) or by posting in one of the blue boxes located within libraries, leisure centres and Hubs by no later than midnight on **Tuesday 12th January 2016**

# Changes for Cardiff

Consultation on the City of Cardiff Council's  
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## > About You

Any data supplied by you on this form will be processed in accordance with The Data Protection Act requirements and in supplying it you consent to the City of Cardiff Council processing the data for the purpose for which it is supplied. All personal information provided will be treated in the strictest confidence and will only be used by the City of Cardiff Council or disclosed to others for a purpose permitted by law.

To enable us to identify the views of residents on a neighbourhood basis please provide us with your postcode

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Please tick from the list below which best describes you

- |                                       |                          |  |                          |
|---------------------------------------|--------------------------|--|--------------------------|
| Member of the general public          | <input type="checkbox"/> | Member of a strategic partner organisation | <input type="checkbox"/> |
| City of Cardiff Council Employee      | <input type="checkbox"/> | Member of a community group or forum       | <input type="checkbox"/> |
| Individual business person            | <input type="checkbox"/> | A City of Cardiff Councillor               | <input type="checkbox"/> |
| Representing a group of businesses    | <input type="checkbox"/> | Cardiff Partnership                        | <input type="checkbox"/> |
| Member of a third sector organisation | <input type="checkbox"/> | Other                                      | <input type="checkbox"/> |

Please specify the business/organisation/group that you represent

Are you:  Male  Female  Transgender

What was your age on your last birthday?

- |          |                          |       |                          |       |                          |       |                          |
|----------|--------------------------|-------|--------------------------|-------|--------------------------|-------|--------------------------|
| Under 16 | <input type="checkbox"/> | 25-34 | <input type="checkbox"/> | 45-54 | <input type="checkbox"/> | 65-74 | <input type="checkbox"/> |
| 16-24    | <input type="checkbox"/> | 35-44 | <input type="checkbox"/> | 55-64 | <input type="checkbox"/> | 75+   | <input type="checkbox"/> |

Which of the following best describes what you are doing at present? Please tick one box only

- |   |                          |                                     |                          |
|---|--------------------------|-------------------------------------|--------------------------|
| Working full time (30+ hours per week)          | <input type="checkbox"/> | Permanently sick or disabled person | <input type="checkbox"/> |
| Working part time (less than 30 hours per week) | <input type="checkbox"/> | Wholly retired from work            | <input type="checkbox"/> |
| On a government training scheme                 | <input type="checkbox"/> | Looking after home                  | <input type="checkbox"/> |
| In full time education                          | <input type="checkbox"/> | Caring for a child or adult         | <input type="checkbox"/> |
| Unemployed - Registered Job Seeker              | <input type="checkbox"/> | Other - Please specify _____        | <input type="checkbox"/> |
| Unemployed - Unregistered but seeking work      | <input type="checkbox"/> |                                     |                          |

Do you identify as a disabled person?  Yes  No  Prefer not to say

# Changes for Cardiff

Consultation on the City of Cardiff Council's  
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Please tick any of the following that apply to you: *Please tick all that apply*

- Deaf/ Deafened/ Hard of hearing .....
- Learning impairment/ difficulties .....
- Long-standing illness or health condition (e.g. cancer, HIV, diabetes, or asthma) .....
- Mental health difficulties .....
- Mobility impairment .....
- Visual impairment .....
- Wheelchair user .....
- Prefer not to say .....
- Other .....
- Please specify \_\_\_\_\_

## What is your ethnic group?

- |  |   |
|--|---|
| White - Welsh/English/Scottish/Northern Irish/British..... <input type="checkbox"/>      | Asian/Asian British - Bangladeshi ..... <input type="checkbox"/>                                  |
| White - Irish ..... <input type="checkbox"/>   | Asian/Asian British - Chinese ..... <input type="checkbox"/>                                      |
| White - Gypsy or Irish Traveller ..... <input type="checkbox"/>                          | Asian/Asian British - Any other (please specify)..... <input type="checkbox"/>                    |
| White - Any other white background (please specify) ..... <input type="checkbox"/>       | Black/African/Caribbean/Black British - African..... <input type="checkbox"/>                     |
| _____  | Black/African/Caribbean/Black British - Caribbean..... <input type="checkbox"/>                   |
| Mixed/Multiple Ethnic Groups - White and Black Caribbean ..... <input type="checkbox"/>  | Black/African/Caribbean/Black British - Any other (please specify) ..... <input type="checkbox"/> |
| Mixed/Multiple Ethnic Groups - White and Black African ..... <input type="checkbox"/>    | Arab..... <input type="checkbox"/>  |
| Mixed/Multiple Ethnic Groups - White & Asian..... <input type="checkbox"/>               | Any other ethnic group (please specify) ..... <input type="checkbox"/>                            |
| Mixed/Multiple Ethnic Groups - Any other (please specify) ..... <input type="checkbox"/> | _____   |
| _____  | Prefer not to say ..... <input type="checkbox"/>  |
| Asian/Asian British - Indian ..... <input type="checkbox"/>                              | Please specify any other ethnic groups ..... <input type="checkbox"/>                             |
| Asian/Asian British - Pakistani ..... <input type="checkbox"/>                           | _____   |

# Changes for Cardiff

Consultation on the City of Cardiff Council's  
Budget Proposals 2016/17



## > Additional Comments

Please provide any additional comments that you wish to make on the budget proposals in the space provided.

Do you have any suggestions on how to improve the budget consultation for next year?

# Changes for Cardiff

Consultation on the City of Cardiff Council's  
Budget Proposals 2016/17



## > Additional Comments

Please provide any additional comments that you wish to make on the budget proposals in the space provided.

# Changes for Cardiff

Consultation on the City of Cardiff Council's  
Budget Proposals 2016/17



## > Additional Comments

Please provide any additional comments that you wish to make on the budget proposals in the space provided.

Please return this questionnaire to  
Room 412,  
County Hall,  
Atlantic Wharf,  
Cardiff  
CF10 4UW

or drop off at your local library, leisure centre or Hub  
or Complete online at [www.cardiff.gov.uk/budgetconsultation](http://www.cardiff.gov.uk/budgetconsultation)

Please return by 12th January 2016.





**2016/17 Savings Proposals and Planning Assumptions - Overview**

<b>Summary of Directorate Savings</b>	<b>£000</b>
City Operations	8,477
Communities, Housing & Customer Services	1,359
Corporate Management	460
Economic Development	1,494
Education	3,506
Governance and Legal Services	156
Resources	1,952
Social Services	5,773
<b>TOTAL</b>	<b>23,177</b>

<b>Summary of Addressable Spend Savings</b>	<b>£000</b>
Externally Set Levies and Charges	527
Property & Premises	1,515
Corporate Costs	3,783
Other	585
Capital Financing	535
<b>Total Addressable Spend Savings</b>	<b>6,945</b>

<b>Council Wide Savings</b>	<b>£000</b>
Digitalisation	1,075
Fees & Charges	350
Simplification of Structures	500
Vehicle Utilisation	400
Travel/Mileage	350
Reduction in Agency (Sickness)	300
Reduction in Agency (General)	500
General Staffing	300
<b>Total Council Wide Savings</b>	<b>3,775</b>

<b>TOTAL SAVINGS</b>	<b>33,897</b>
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<b>Planning Assumptions</b>	<b>£000</b>
Council Tax Increase 4.5%	5,139
Schools – overprovision of growth capped by 40%	4,030
Use of Reserves	1,579
Capitalisation Assumption	1,000
<b>Total Planning Assumptions</b>	<b>11,748</b>

<b>Savings Proposals and Planning Assumptions</b>	<b>45,645</b>
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## Cabinet Budget Proposals for Consultation 2016/17

No	Directorate	Consultation Ref	Proposal	X Ref	Budget	Saving					Risk Analysis			Cabinet Portfolio	Consultation Category
					£000	Employee £000	Other	Income £000	TBC £000	2016/17 £000	Residual	Achievability	EIA		
1	City Operations	CONSULT 1	New operator for Canton Community Hall via "stepping up process" - new management operation for Canton Community Hall.	W	(240)	0	0	43	0	43	Green	Green	Red-Amber	Community Development, Co-operatives & Social Enterprise	City Wide 15/16
2	City Operations	CONSULT 2	Alternative Delivery Model (ADM) for Cardiff International Sports Stadium - Lease of asset - ADM for Cardiff International Sports Stadium (based on Cardiff & Vale taking over the facility in 2015/16).	X	(5,474)	0	0	78	0	78	Green	Green	Red-Amber	Community Development, Co-operatives & Social Enterprise	City Wide 15/16
3	City Operations	CONSULT 3	Alternative delivery for Leisure - a new operating model in Leisure.	X	6,394	0	0	0	1,000	1,000	Red	Red	Red	Community Development, Co-operatives & Social Enterprise	City Wide 15/16
4	City Operations	CONSULT 4	Transfer of Insole Court to Community Trust, "stepping up process" - transfer of Insole Court to Community Trust (Friends of Insole Court).	Y	(1,847)	0	0	59	0	59	Green	Amber-Green	Red-Amber	Community Development, Co-operatives & Social Enterprise	City Wide 15/16
5	City Operations	CONSULT 5	New model for Children's Play - a new delivery model for Children's Play responsive to the needs of children and young people. Play, including after school club activities, will in future be run from a range of community facilities within Neighbourhood Partnership areas.	AB	1,117	230	40	0	0	270	Red-Amber	Red-Amber	Red-Amber	Community Development, Co-operatives & Social Enterprise	City Wide
6	City Operations	CONSULT 6	Parks reduced business administration/ efficiencies - reduced business support through deletion of a vacant post and savings across supplies and services.	R	431	14	10	0	0	24	Green	Green	Green	Environment	General
7	City Operations	CONSULT 7	Tree Management efficiencies - the Council in-house team will be reshaped, releasing capacity and enabling it to undertake work previously undertaken by a contractor.	S	687	0	25	0	0	25	Green	Green	Green	Environment	General
8	City Operations	CONSULT 8	Optimise Parks Income - optimise income by increasing sales of nursery plants stock and increasing income from Roath Park Conservatory and Royal Horticultural Show.	S	(89)	0	3	38	0	41	Green	Amber-Green	Green	Environment	General
9	City Operations	CONSULT 9	Reshaping of grounds maintenance service - reshaping of grounds maintenance services to protect core services whilst increasing productivity.	S	4,792	225	225	0	0	450	Green	Green	Green	Environment	City Wide
10	City Operations	CONSULT 10	Outdoor Sports - Reduce subsidies and outsource sport facilities - reduce subsidy through reductions in employee expenditure, supplies and services budgets, implementation of alternative delivery models and remodelling of fees and charges.	U	210	23	5	22	0	50	Red-Amber	Amber-Green	Green	Community Development, Co-operatives & Social Enterprise	Service Specific
11	City Operations	CONSULT 11	Victoria Park Paddling Pool Wet Play Improvements - modernisation to a wet play area will result in lower maintenance, utilities, supplies and services costs.	U	402	20	25	0	0	45	Green	Green	Green	Environment	General
12	City Operations	CONSULT 12	Landscape design fees - improve recharging process - a new mechanism for fees and charges will be introduced as part of a review of the landscape design service.	T	(347)	0	0	128	0	128	Green	Green	Green	Environment	General
13	City Operations	CONSULT 13	New Operating Model for City Operations - the business case for reshaping services within City Operations.	A-AU	100,354	1,044	268	0	0	1,312	Red-Amber	Red-Amber	Green	Environment	City Wide
14	City Operations	CONSULT 14	Planning Fee Income increase	AT	(2,077)	0	0	100	0	100	Red-Amber	Red-Amber	Green	Transport, Planning & Sustainability	General
15	City Operations	CONSULT 15	Building Control - improve Business Process Efficiency.	AU	(501)	0	0	46	0	46	Amber-Green	Red-Amber	Green	Transport, Planning & Sustainability	General
16	City Operations	CONSULT 16	Transportation Policy - improved recharging for services and deletion of vacant posts.	AD-AF	1,530	50	0	40	0	90	Green	Amber-Green	Green	Transport, Planning & Sustainability	General
17	City Operations	CONSULT 17	Public Transport - release of Heliport revenue budget.	AH	(219)	0	178	(138)	0	40	Green	Amber-Green	Green	Transport, Planning & Sustainability	General

## Cabinet Budget Proposals for Consultation 2016/17

No	Directorate	Consultation Ref	Proposal	X Ref	Budget	Saving					Risk Analysis			Cabinet Portfolio	Consultation Category
					£000	Employee £000	Other	Income £000	TBC £000	2016/17 £000	Residual	Achievability	EIA		
18	City Operations	CONSULT 18	<b>Electrical Team</b> - contract rationalisation and improved business process efficiencies.	AO	1,040	0	134	0	0	134	Green	Green	Green	Transport, Planning & Sustainability	General
19	City Operations	CONSULT 19	<b>Butetown Tunnel</b> - contract rationalisation, Business Process Efficiency and continued review of maintenance costs.	AM	715	0	20	0	0	20	Green	Green	Green	Transport, Planning & Sustainability	General
20	City Operations	CONSULT 20	<b>School Crossing Patrols</b> - realignment of budget to reflect the staffing structure. There will be no change to the number of crossings supported by patrols. Locations will be reviewed as officers retire.	AI	570	50	0	0	0	50	Green	Green	Green	Transport, Planning & Sustainability	General
21	City Operations	CONSULT 21	<b>Increase Civil Parking Enforcement contribution to fund Transport/Environment improvements currently funded by base revenue budgets</b> - increase in Moving Traffic Income (bus lane enforcement and yellow box junctions.) Delivery of on- line payments for residential permits.	AQ	(4,436)	0	10	590	0	600	Green	Amber-Green	Green	Transport, Planning & Sustainability	City Wide
22	City Operations	CONSULT 22	<b>Design Team</b> - improved business process efficiencies.	AJ	0	0	0	100	0	100	Green	Green	Green	Transport, Planning & Sustainability	General
23	City Operations	CONSULT 23	<b>Riverwalk Bridge - Reduction in base budget for maintenance</b> - saving to be achieved through the revision of the level of maintenance to the Riverwalk bridge to reflect existing requirements.	AJ	67	0	8	0	0	8	Green	Amber-Green	Green	Transport, Planning & Sustainability	General
24	City Operations	CONSULT 24	<b>Improved highway safety inspection will result in a reduction in the level of insurance claims</b> - enhanced safety inspection information (introduction of new Asset Management system) will result in improved defence to claims.	AK	(795)	0	0	60	0	60	Green	Amber-Green	Amber-Green	Transport, Planning & Sustainability	General
25	City Operations	CONSULT 25	<b>Maintenance Operations</b> - review of additional staff payments.	AP	1,907	50	0	0	0	50	Amber-Green	Amber-Green	Green	Transport, Planning & Sustainability	General
26	City Operations	CONSULT 26	<b>Maintenance Operations (Foul drainage)</b> - improved performance allowing for additional work to be undertaken internally.	AP	(1,017)	0	0	40	0	40	Green	Amber-Green	Green	Transport, Planning & Sustainability	General
27	City Operations	CONSULT 27	<b>Roads &amp; Pavements Highway Services</b> - improved performance allowing for additional work to be undertaken internally. In-house work becomes a priority.	AP	(1,017)	0	0	25	0	25	Amber-Green	Green	Green	Transport, Planning & Sustainability	General
28	City Operations	CONSULT 28	<b>Highways Transport</b> - vehicle reduction/rationalisation	AP	1,128	0	50	0	0	50	Amber-Green	Red-Amber	Green	Transport, Planning & Sustainability	General
29	City Operations	CONSULT 29	<b>High Speed Routes &amp; Public Rights Of Way</b> - saving to be achieved through staffing restructure.	AP	1,907	7	0	0	0	7	Green	Green	Green	Transport, Planning & Sustainability	General
30	City Operations	CONSULT 30	<b>Drainage Staff recharging</b> - optimise recharging of staff costs to applicable grants.	AN	(120)	0	0	50	0	50	Green	Amber-Green	Green	Transport, Planning & Sustainability	General
31	City Operations	CONSULT 31	<b>Street Lighting Operations</b> - improved performance allowing alternative chargeable works to be undertaken.	AO	(233)	0	0	33	0	33	Amber-Green	Green	Green	Transport, Planning & Sustainability	General
32	City Operations	CONSULT 32	<b>Street Lighting Recharging</b> - improve recharging of design and inspection both externally and internally.	AO	(233)	0	0	26	0	26	Amber-Green	Green	Green	Transport, Planning & Sustainability	General
33	City Operations	CONSULT 33	<b>One Directorate Synergies</b> - alignment of core processes within the new City Operations Directorate will result in synergies.	A-AU	73,144	150	90	0	0	240	Green	Amber-Green	Green	Transport, Planning & Sustainability	General
34	City Operations	CONSULT 34	<b>Commercialisation</b> - improved charging and income generation projects within the Transport Portfolio.	A-AU	58,220	0	0	275	0	275	Amber-Green	Amber-Green	Green	Transport, Planning & Sustainability	City Wide
35	City Operations	CONSULT 35	<b>Commercialisation - Improved charging &amp; income generation projects within the Environment portfolio</b> - from areas such as sponsorship, selling services via the website, fees and charges.	A-AU	(36,013)	0	0	275	0	275	Amber-Green	Amber-Green	Green	Environment	City Wide
36	City Operations	CONSULT 36	<b>Trade Waste - Increase commercialisation</b> - increase income through provision of new services and improved competitiveness.	J	(36,013)	0	0	78	0	78	Red-Amber	Amber-Green	Green	Environment	General

## Cabinet Budget Proposals for Consultation 2016/17

No	Directorate	Consultation Ref	Proposal	X Ref	Budget		Saving				Risk Analysis			Cabinet Portfolio	Consultation Category	
					£000	£000	Other	Income	TBC	2016/17	Residual	Achievability	EIA			
37	City Operations	CONSULT 37	<b>Litter Enforcement - Increase enforcement powers to reduce Environment Crime (Full Year Effect)</b> - implementation of the approved Cabinet decision to make use of new powers to set and apply levels of fines, in line with the Anti-Social Behaviour, Crime & Policing Act 2014. This includes Community Protection Notices (CPN) and consultation on Public Space Protection Orders (PSPO) for dog fouling, littering and highways.	D	(160)	0	0	50	0	0	50	Amber-Green	Amber-Green	Green	Environment	City Wide 15/16
38	City Operations	CONSULT 38	<b>Waste Disposal - Prosiect Gwyrdd &amp; Interim Contract</b> - in July 2015 Cabinet approved the Interim Contract for residual waste with four Council partners. The benefits of this were significant in 2015/16. In addition the Prosiect Gwyrdd (PG) 25 year residual waste treatment contract with Viridor formally commences on 1st April 2016 with a 7 month contract commissioning period preceding that, bringing about further savings per tonne for that year. In addition Waste Collection changes have meant less residual waste per household being sent to treatment as more is recycled.	K	4,128	0	759	0	0	0	759	Green	Green	Green	Environment	General
39	City Operations	CONSULT 39	<b>Materials recycling Reshaping Services</b> - Increase productivity and plant maintenance of materials recycling processing. Improving flexibility to operate services for other Local Authorities and with partner operators.	M	2,524	130	122	0	0	0	252	Green	Green	Green	Environment	General
40	City Operations	CONSULT 40	<b>Marketing Bulking facility</b> - income generated by optimising the marketing of transfer waste and recycling bulk loading facility with other local authorities and businesses.	I	(198)	0	0	90	0	0	90	Amber-Green	Amber-Green	Green	Environment	General
41	City Operations	CONSULT 41	<b>Household Waste Recycling Centres</b> - full year effect of seasonal opening hours and charging for non-Cardiff householders. Full year effect of two-site operations for productivity and effectiveness once new planned Household Waste Recycling Centre opens in summer 2016.	L	880	19	57	0	0	0	76	Amber-Green	Red-Amber	Green	Environment	City Wide 15/16
42	City Operations	CONSULT 42	<b>Regulatory Collaboration</b> - ongoing savings through the single shared service which brought the Environmental Health, Trading Standards and Licensing functions of Cardiff, Bridgend and the Vale of Glamorgan Councils under a single management structure.	Q	586	361	0	0	0	0	361	Red-Amber	Red-Amber	Red-Amber	Skills, Safety and Engagement	General
43	City Operations	CONSULT 43	<b>Cessation of Automated Public Conveniences</b> - the Council has seven Automated Public Convenience (APC) Units, which are on a 20 year contract ending in April 2025. Recent usage data highlights an average cost of £16 per use. The proposal is to terminate the contract and close all units.	F	1,528	0	137	0	0	0	137	Green	Green	Red-Amber	Environment	City Wide 15/16
44	City Operations	CONSULT 44	<b>Improved automated security at Lamby Way depot</b> - security operation replaced by CCTV.	E	234	68	0	0	0	0	68	Green	Green	Amber-Green	Environment	General
45	City Operations	CONSULT 45	<b>Further increasing income opportunity from renewal of landfill gas generator contract</b> - contract negotiations in place.	K	(561)	0	0	100	0	0	100	Amber-Green	Red-Amber	Green	Environment	General
46	City Operations	CONSULT 46	<b>Cost reduction from implementation of improved Customer Management Processes</b>	B-O	11,988	0	105	0	0	0	105	Green	Amber-Green	Green	Environment	General
47	City Operations	CONSULT 47	<b>Capital investment of Butetown Tunnel Fans resulting in reduced maintenance costs (6 years only)</b>	AM	715	0	80	0	0	0	80	Green	Green	Green	Transport, Planning & Sustainability	General
48	City Operations	CONSULT 48	<b>Conversion of CCTV cameras from BT lines to WIFI/own fibre</b>	AO	509	0	20	0	0	0	20	Green	Green	Green	Transport, Planning & Sustainability	General
49	City Operations	CONSULT 49	<b>Managing reinstatement of road working for Utility street works</b> - street works to manage fines and reinstatement.	AK	161	0	30	0	0	0	30	Green	Green	Green	Transport, Planning & Sustainability	General
50	City Operations	CONSULT 50	<b>Trading - Street Lighting Maintenance (10 years)</b>	AO	(233)	0	0	27	0	0	27	Green	Green	Green	Transport, Planning & Sustainability	General
51	City Operations	CONSULT 51	<b>Improve charging for bespoke Planning Applications</b> - support on design/master planning work	AT	(2,077)	0	0	50	0	0	50	Green	Amber-Green	Green	Transport, Planning & Sustainability	General

## Cabinet Budget Proposals for Consultation 2016/17

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52	City Operations	CONSULT 52	Bereavement Service - Improved efficiency and income generation - saving to be achieved through reshaping services and delivering increased income opportunities.	AC	(3,127)	0	0	150	0	150	Green	Green	Green	Environment	City Wide
53	City Operations	CONSULT 53	Improved digitalisation of services and payments - introduce E-auctioning to all areas of the City Operations directorate.	A-AU	27,210	0	200	0	0	200	Green	Green	Green	Environment	General
<b>City Operations Total</b>							<b>2,441</b>	<b>2,601</b>	<b>2,435</b>	<b>1,000</b>	<b>8,477</b>				
54	Communities, Housing & Customer Services	CONSULT 54	Refocusing Services from the Hubs - currently advice in the Hubs is provided through a variety of approaches including via the Council, Partners and Council-funded partners. This review would reduce Council-funded partner advice services to specialist financial advice with lower level demand delivered by the Hub Advice Officers.	K	1,675	0	100	0	0	100	Red-Amber	Red-Amber	Red-Amber	Health, Housing & Wellbeing	Service Specific
55	Communities, Housing & Customer Services	CONSULT 55	Alarm Receiving Centre Additional Income - further realisation of income opportunities following the creation of the Alarm Receiving Centre.	N	(1,650)	0	0	300	0	300	Green	Red-Amber	Green	Health, Housing & Wellbeing	General
56	Communities, Housing & Customer Services	CONSULT 56	Additional income in relation to Adult Community Learning - this is the staged achievement of the council Adult Community Learning service to a nil subsidy position. The plan is to increase income in relation to the Learning for Life Programme, otherwise costs will be controlled in order that this element is cost neutral.	Y	(328)	0	0	49	0	49	Amber-Green	Green	Amber-Green	Skills, Safety and Engagement	General
57	Communities, Housing & Customer Services	CONSULT 57	Continued roll out of the Libraries/Hub Strategy - this saving will be delivered through implementing the recommendations of the Cabinet Report in relation to Roath Library and local studies with further efficiencies being achieved through a review of the Hub Officer library role.	AA	2,497	250	0	0	0	250	Amber-Green	Amber-Green	Red-Amber	Community Development, Co-operatives & Social Enterprise	City Wide 15/16 - Service Specific
58	Communities, Housing & Customer Services	CONSULT 58	Into Work Services - grant funded delivery - Universal Credit Face to Face grant funding and the alignment of the Adult Community Learning Grant will be used to deliver the outcomes of the Into Work Services.	AB	319	45	0	85	0	130	Green	Amber-Green	Green	Skills, Safety and Engagement	General
59	Communities, Housing & Customer Services	CONSULT 59	Recharging of management costs to appropriate funding streams - efficiencies to be found in the management costs of the directorate. This includes the correct allocation of management costs in respect of grant funded services.	A	726	65	0	0	0	65	Green	Green	Green	Health, Housing & Wellbeing	General
60	Communities, Housing & Customer Services	CONSULT 60	Additional Web Income Generation - commercially exploit the expertise of the Council's web team to achieve additional income.	M	(567)	0	0	30	0	30	Green	Amber-Green	Green	Corporate Services & Performance	General
61	Communities, Housing & Customer Services	CONSULT 61	Review of Reablement Services - restructure of reablement services, refocussing towards re-ablement activities with fewer and better trained staff.	Z	6,453	135	98	60	0	293	Amber-Green	Red-Amber	Red-Amber	Health, Housing & Wellbeing	General
62	Communities, Housing & Customer Services	CONSULT 62	Neighbourhood Regeneration - recharging of service costs of the Neighbourhood Regeneration scheme to the appropriate funding source (either capital or housing revenue account), depending on the nature of the scheme.	AC	(357)	0	0	142	0	142	Green	Green	Green	Economic Development & Partnerships	General
<b>Communities, Housing &amp; Customer Services Total</b>							<b>495</b>	<b>198</b>	<b>666</b>	<b>0</b>	<b>1,359</b>				
63	Corporate Management	CONSULT 63	Reduction in Cabinet Office - staffing reductions in Cabinet and Policy.	P	519	54	0	0	0	54	Amber-Green	Amber-Green	Green	Economic Development & Partnerships	General
64	Corporate Management	CONSULT 64	Efficiencies within Communications & Media - reduction in campaign budgets.	N	185	0	77	0	0	77	Amber-Green	Amber-Green	Amber-Green	Economic Development & Partnerships	General

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65	Corporate Management	CONSULT 65	Corporate Initiative Efficiencies - reduction in the amount available to support events and market the city.	L	699	0	284	0	0	284	Green	Amber-Green	Amber-Green	Economic Development & Partnerships	General
66	Corporate Management	CONSULT 66	Reduction in Corporate Banking Charges - savings in relation to the banking contract.	E	544	0	15	0	0	15	Green	Amber-Green	Green	Economic Development & Partnerships	General
67	Corporate Management	CONSULT 67	Reduction in Corporate Audit Fees - anticipated reduction in audit charges for 2016/17 as a result of partnership working.	E	544	0	30	0	0	30	Green	Amber-Green	Green	Economic Development & Partnerships	General
<b>Corporate Management Total</b>						<b>54</b>	<b>406</b>	<b>0</b>	<b>0</b>	<b>460</b>					
68	Economic Development	CONSULT 68	Economic Development Income - generate additional income through sponsorship / advertising to cover a reduction in management costs.	A	0	0	0	88	0	88	Green	Green	Green	Economic Development & Partnerships	General
69	Economic Development	CONSULT 69	Capitalisation of posts - Major Projects - appropriate charging of staffing costs within Major Projects (two full time and one part time post) to reflect capital works undertaken.	B	283	86	0	0	0	86	Green	Green	Green	Economic Development & Partnerships	General
70	Economic Development	CONSULT 70	Service Redesign of Strategic Estates - to release one full time post.	G	628	41	0	0	0	41	Green	Green	Green	Economic Development & Partnerships	General
71	Economic Development	CONSULT 71	Reduced service in Economic Development - reduce part-time hours in economic development to release 0.3 FTE.	G	628	15	0	0	0	15	Green	Green	Green	Economic Development & Partnerships	General
72	Economic Development	CONSULT 72	Increase in Income - increase rental income from the managed industrial workshop estate over and above existing income targets.	J	(859)	0	0	47	0	47	Green	Green	Green	Economic Development & Partnerships	General
73	Economic Development	CONSULT 73	Reduction in Revenue Budget - reduction in miscellaneous revenue support budget.	G	192	0	7	0	0	7	Green	Green	Amber-Green	Economic Development & Partnerships	General
74	Economic Development	CONSULT 74	Economic Development Revenue Budget Reduction - remove budget for the provision of discretionary grants to Small to Medium Sized Enterprises (SMEs).	I	99	0	51	0	0	51	Green	Green	Amber-Green	Economic Development & Partnerships	General
75	Economic Development	CONSULT 75	Cardiff Business Council - reduce revenue subsidy to Cardiff Business Council.	K	340	0	120	0	0	120	Green	Green	Green	Economic Development & Partnerships	Service Specific
76	Economic Development	CONSULT 76	Alternative model for the delivery of the Taxi Marshalling service – release revenue funding through a new approach to funding the taxi marshalling service for night time economy in the city centre on weekends.	P	203	122	0	0	0	122	Green	Amber-Green	Red-Amber	Community Development, Co-operatives & Social Enterprise	General
77	Economic Development	CONSULT 77	Increase in City Centre Management Income - through increased use of activity sites in the city centre.	P	(214)	0	0	45	0	45	Green	Green	Green	Community Development, Co-operatives & Social Enterprise	General
78	Economic Development	CONSULT 78	Reduced Service in Tourism - reduction in the Tourism team through the deletion of two vacant posts taking the team from six (FTE) down to four (FTE).	Q	342	47	0	0	0	47	Green	Green	Green	Economic Development & Partnerships	General
79	Economic Development	CONSULT 79	Increase in Tourism Income - through increased local business subscriptions to the Cardiff Convention Bureau and the Cardiff Tourism Network.	Q	(369)	0	0	33	0	33	Green	Green	Green	Economic Development & Partnerships	General
80	Economic Development	CONSULT 80	Reduce Arts Grants to Organisations - remove budget for the provision of Arts grants to organisations.	S	446	0	68	0	0	68	Green	Green	Red-Amber	Community Development, Co-operatives & Social Enterprise	Service Specific
81	Economic Development	CONSULT 81	Remove Arts Grants to Artes Mundi - phased removal of the grant from the Council to Artes Mundi over two years.	S	446	0	20	0	0	20	Green	Green	Red-Amber	Community Development, Co-operatives & Social Enterprise	City Wide

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					£000	Employee £000	Other	Income £000	TBC £000	2016/17 £000	Residual	Achievability	EIA		
82	Economic Development	CONSULT 82	<b>Arts Venues</b> - review of costs, income and service delivery in Arts Venues including the Arts Active programme.	T	1,229	95	35	0	300	430	Red	Red	Red	Community Development, Co-operatives & Social Enterprise	City Wide
83	Economic Development	CONSULT 83	<b>Remove budget for Cardiff Singer of the World</b> - phased removal of Council contribution over two years.	S	446	0	36	0	0	36	Green	Green	Green	Economic Development & Partnerships	City Wide
84	Economic Development	CONSULT 84	<b>Cease Cardiff Contemporary Initiative</b> - release revenue saving equivalent to one post by identifying alternative funding for the Cardiff Contemporary initiative.	S	132	37	0	0	0	37	Green	Green	Amber-Green	Community Development, Co-operatives & Social Enterprise	City Wide
85	Economic Development	CONSULT 85	<b>Remove Cardiff Contemporary Project Budget</b> - release revenue saving by identifying alternative funding sources for the Arts Management budget associated with the Cardiff Contemporary project.	S	446	0	50	0	0	50	Green	Green	Amber-Green	Community Development, Co-operatives & Social Enterprise	City Wide
86	Economic Development	CONSULT 86	<b>Rationalisation of Culture, Venues and Events Sales, Marketing &amp; Advertising Functions</b> - rationalise existing Culture, Venues & Events Marketing and Sales provision releasing savings through reduced FTE.	V	874	95	0	0	0	95	Green	Green	Green	Community Development, Co-operatives & Social Enterprise	General
87	Economic Development	CONSULT 87	<b>Income and Business Process Efficiencies - Strategic Estates</b> - generate additional rental income from the Council's property estate through the periodic rent review process.	M	(128)	0	0	56	0	56	Green	Green	Green	Corporate Services & Performance	General
<b>Economic Development Total</b>						<b>538</b>	<b>387</b>	<b>269</b>	<b>300</b>	<b>1,494</b>					
88	Education	CONSULT 88	<b>Rationalisation of centrally held budgets for school related issues</b> - a reduction in centrally held budgets that fund school initiatives which will fall out in 2016/17, or costs within schools for which the full responsibility will be delegated to schools as part of the 2016/17 school budget strategy. This will include savings identified nationally, through the revision of the All Wales Service Level Agreement with the WJEC for the provision of educational services to schools and the current energy efficiency invest to save scheme.	A	1,496	0	569	0	0	569	Green	Green	Green	Education	General
89	Education	CONSULT 89	<b>Reduction in costs of placements with other Local Authorities</b> - when a pupil has a statement of Special Educational Need and has been placed in a school or educational establishment outside of Cardiff, the educational costs have to be met by Cardiff Council. In 2015/16 there are 146 pupils placed in local authorities other than Cardiff, an increasing number of whom have placements being charged at enhanced rates or with additional support costs. Officers will work with the Health Authority to improve joint commissioning arrangements with clear targets for reducing costs from other local authority placements.	G	5,570	0	150	0	0	150	Red-Amber	Red-Amber	Red-Amber	Education	Service Specific
90	Education	CONSULT 90	<b>Reduction in number of Looked After Children placed Out Of County</b> - 81 of the current Out Of County placements are children who are also Looked After. Officers will work with colleagues in Children's Services to identify children who potentially could be brought back into County and educated within an existing Cardiff provision.	G	5,570	0	100	0	0	100	Red-Amber	Red-Amber	Red-Amber	Education	Service Specific
91	Education	CONSULT 91	<b>Reduction in number of new placements</b> - the age profile of children currently placed out of county will mean that there are a significant number who will cease to be the financial responsibility of the Council during 2016/17 financial year. Officers will work with the Health Authority, Children's Services, the Vale of Glamorgan Council and other neighbouring authorities to significantly reduce the numbers of new placements required outside of Cardiff. This will be complimented by the review work currently being undertaken with regards to the capacity and range of SEN Specialist provision within Cardiff.	G	5,570	0	680	0	0	680	Red-Amber	Red-Amber	Red-Amber	Education	General

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					£000	Employee £000	Other	Income £000	TBC £000		Residual	Achievability	EIA			
92	Education	CONSULT 92	<b>Rationalisation of staff and costs centrally retained to provide services of a specialised nature</b> - the saving targets two areas of spend; direct staffing cost and the budget held for resources used by the specialist SEN teams. The staffing savings will be achieved by a restructure of the Specialist SEN teams, and the resource savings will be made by charging all such costs to the delegated schools budget.	H	1,205	60	140	0	0	0	200	Amber-Green	Red-Amber	Amber-Green	Education	General
93	Education	CONSULT 93	<b>Reduction in central costs for the Education of Children not in School</b> - over the past three financial years there has been a reduction in the level of central subsidy for pupils who are not educated in school. This saving will be achieved through the examination of a different delivery model for tuition through the commissioning of an external agency as opposed to direct employment of tutors which will reduce the overall cost of the service. Whilst it is expected that the full saving will be deliverable in this manner any shortfall will be recouped through an additional charge being levied on schools for providing tuition to pupils on roll in a school but educated elsewhere.	I	695	149	0	0	0	0	149	Amber-Green	Amber-Green	Amber-Green	Education	General
94	Education	CONSULT 94	<b>Rationalisation of costs of Pupil Referral Unit</b> - the Council has a statutory duty to provide an appropriate quality education to children between the ages of 5 and 16. Where pupils of secondary age, due to behavioural issues, are unable to remain in a secondary school, the Council has a Pupil Referral Unit catering for pupils at Key Stage 4 (14 to 16) which provides an alternative to retain these pupils in the education system. This saving will be achieved through revision of charging arrangements and processes which will impact Secondary Schools by £80k.	J	522	80	0	0	0	0	80	Amber-Green	Red-Amber	Amber-Green	Education	General
95	Education	CONSULT 95	<b>Reduction in centrally retained budgets for supporting Childcare Providers</b> - the Council has a statutory duty to assess the demand for, and supply of, childcare provision within the geographical area of Cardiff and provide a Family Information Service. In the past two years this team within the Education Service has been more closely aligned with the grant funded Flying Start provision which has facilitated significant savings. This proposal takes these savings further and will reduce the Childcare Team further. Support for childcare providers would be limited to that which is grant funded.	L	192	100	0	0	0	0	100	Green	Amber-Green	Red-Amber	Education	Service Specific
96	Education	CONSULT 96	<b>Reduction in contribution towards the Central South School Improvement Consortium</b> - the Council currently contributes £1.5m towards the costs of providing an Education School Improvement Service across the Central South region of Wales. This accounts for 35% of the total costs of the service. This saving will be achieved through passing at least a 10% reduction in contribution onto the Consortium.	O	1,616	0	161	0	0	0	161	Green	Amber-Green	Green	Education	General
97	Education	CONSULT 97	<b>Further rationalisation of Education Service business processes</b> - to achieve these savings the Education Service will work with the Council's Organisational Development Team to improve the efficiency and effectiveness of the current processes for dealing with pupil admissions, statements of Special Educational Need, fines for pupil non-attendance and parental payment for school delivered services.	P	877	100	0	0	0	0	100	Red-Amber	Red-Amber	Amber-Green	Education	General
98	Education	CONSULT 98	<b>Reduction in staffing for Performance Management</b> - the Performance and Information team provide a central resource to gather, analyse and disseminate the relevant pupil led, school level and authority level data necessary to allow the Council to discharge its statutory reporting duties. This saving will be achieved through a restructuring of this team which will align itself with other data functions both inside and outside the Council.	Q	333	35	0	0	0	0	35	Green	Amber-Green	Amber-Green	Education	General



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					£000	Employee £000	Other	Income £000	TBC £000	2016/17 £000	Residual	Achievability			EIA
99	Education	CONSULT 99	<b>Youth Service Budget</b> - this is a continuation of the 2015/16 budget decision to fundamentally change the provision of Youth Services in Cardiff and through this to save £1.7m of revenue budget over the medium term. This second year target of £650k will be achieved through a reduction in the numbers of full and part time youth workers delivering services across the City with a greater focus on meeting the needs of priority groups of young people.	T	1,774	650	0	0	0	650	Amber-Green	Red-Amber	Red-Amber	Education	City Wide 15/16
100	Education	CONSULT 100	<b>Annual increase in the price of School Meals plus rationalisation of the service delivery model</b> - this saving will be achieved through a combination of an increase of 10p in the price of a school meal, alongside a review of all costs not directly associated with the production of a school meal.	X	270	80	0	220	0	300	Green	Amber-Green	Green	Education	City Wide
101	Education	CONSULT 101	<b>Reconfiguration of Health and Safety support service to schools</b> - the Council is currently exploring, with a neighbouring authority, whether it could offer a traded H&S support solution to schools without requiring any subsidy to be held by the Council.	AE	(185)	32	0	100	0	132	Amber-Green	Red-Amber	Red-Amber	Education	General
102	Education	CONSULT 102	<b>Reduction of central budgets for the Education Welfare Service (EWS)</b> - in recent years much work has been done between schools and the Central Team to improve the attendance service, which has resulted in a significant improvement in pupil attendance across the city. The Central EWS Team has become involved in individual cases which have to be escalated sometimes through the legal process. This budget saving will be achieved through a reduction in the staffing capacity within the service.	P	877	75	0	25	0	100	Green	Red-Amber	Amber-Green	Education	General
<b>Education Total</b>						<b>1,361</b>	<b>1,800</b>	<b>345</b>	<b>0</b>	<b>3,506</b>					
103	Governance & Legal Services	CONSULT 103	<b>Reduce scrutiny research function</b> - Reduction in two vacant posts and review of the potential to combine existing research capacity across the Council.	D	460	81	0	0	0	81	Green	Amber-Green	Amber-Green	Skills, Safety and Engagement	General
104	Governance & Legal Services	CONSULT 104	<b>Provision of in-house welsh language translation at council meetings</b> - moving to a welsh translation service for public meetings that will be dealt with in house resulting in savings.	K	56	0	3	0	0	3	Green	Green	Amber-Green	Skills, Safety and Engagement	General
105	Governance & Legal Services	CONSULT 105	<b>Reduce level of directorate printing</b> - a review of printing costs reflecting printing levels in the current year.	B	26	0	7	0	0	7	Green	Green	Green	Skills, Safety and Engagement	General
106	Governance & Legal Services	CONSULT 106	<b>Additional land charges income</b> - additional income in land charges through a combination of increased demand and price.	B	(885)	0	0	41	0	41	Green	Amber-Green	Green	Skills, Safety and Engagement	General
107	Governance & Legal Services	CONSULT 107	<b>Welsh translation new income source</b> - via a proposed invest to save initiative.	K	(36)	0	0	24	0	24	Green	Amber-Green	Green	Skills, Safety and Engagement	General
<b>Governance &amp; Legal Services Total</b>						<b>81</b>	<b>10</b>	<b>65</b>	<b>0</b>	<b>156</b>					
108	Resources	CONSULT 108	<b>Deletion of two posts within Exchequer and Development</b> - 1) voluntary severance of one Operational Manager in connection with on-going discussions regarding the future structure of Finance 2) voluntary severance of one Grade 7. Some of the work has been transferred to other areas within finance and there will be a merger of admin teams.	A	1,309	99	0	0	0	99	Amber-Green	Amber-Green	Green	Corporate Services & Performance	General
109	Resources	CONSULT 109	<b>Reduction in Subscriptions</b> - a review to streamline subscriptions has generated savings in relation to health and safety and credit checks.	B & H	22	0	8	0	0	8	Green	Green	Green	Corporate Services & Performance	General
110	Resources	CONSULT 110	<b>Projects and Technical Accountancy Additional Income</b> - additional income in respect of activities in relation to major projects.	B	(152)	0	0	14	0	14	Green	Green	Green	Corporate Services & Performance	General
111	Resources	CONSULT 111	<b>Deletion of two auditor posts and utilisation of reserve to enable fraud team to become self-financing</b> - 1) deletion of one principal auditor and one senior auditor post. 2) Use of fraud detection reserve (£54k) as an interim measure to allow the fraud team two years to become self-financing through income generation measures.	C	818	86	0	54	0	140	Red-Amber	Amber-Green	Green	Corporate Services & Performance	General

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112	Resources	CONSULT 112	<b>Staff savings within Service Accountancy</b> - reduction of up to three posts in Service Accountancy. This will be achieved through a review of team structures and responsibilities and business process efficiencies.	D	2,069	80	0	0	0	80	Red-Amber	Amber-Green	Green	Corporate Services & Performance	General
113	Resources	CONSULT 113	<b>Extension of Income Enforcement Service</b> - continue with recent changes to bring more of the enforcement of Penalty Charge Notices (PCNs) directly under the control of Local Authority staff. The majority of compliance and enforcement activity required to collect outstanding PCN notices will be carried out by directly employed Council staff.	E	(2,220)	0	0	150	0	150	Amber-Green	Amber-Green	Green	Corporate Services & Performance	General
114	Resources	CONSULT 114	<b>Business rates additional court cost income</b> - robust recovery procedures are in place for businesses that default on their scheduled payments. The proposal reflects securing additional income over and above the existing budget.	E	(2,220)	0	0	15	0	15	Amber-Green	Amber-Green	Green	Corporate Services & Performance	General
115	Resources	CONSULT 115	<b>Commissioning &amp; Procurement Employee Owned Mutual 2016-17</b> - a proposed reduction in the fixed costs of the Strategic Procurement Team through 'sale' of full costed staff time to an employee owned mutual or local authority trading company.	G	(511)	0	0	60	0	60	Red-Amber	Red-Amber	Green	Corporate Services & Performance	General
116	Resources	CONSULT 116	<b>Corporate Digital Efficiencies</b> - the introduction of an income target to reflect the Enterprise Architecture Team's support in driving out the adoption of digital services across the organisation which will result in improved customer experience, increased automation and employee efficiencies.	I	(16)	0	0	125	0	125	Green	Amber-Green	Green	Corporate Services & Performance	General
117	Resources	CONSULT 117	<b>Post Deletions – HRPS Partnership Co-Ordinator (Grade 6) and Service Delivery Advisor (Grade 4)</b> - in February 2015 Welsh Government announced that from September 2015 it would no longer require Careers Wales to have any involvement in the National Database which many schools use when sourcing potential placements. Instead, they now place the onus on schools to make their own arrangements directly with employers. The above posts are employed within HRPS to act as an intermediary which is no longer required. One expression of interest in voluntary redundancy has been received and one post holder is retiring in February 2016.	K	271	61	0	0	0	61	Amber-Green	Amber-Green	Green	Corporate Services & Performance	General
118	Resources	CONSULT 118	<b>Post Deletion – HRPS First Point of Contact Team (1 x Grade 7)</b> – This is based on reviewing spans of control and streamlining the team leader role given the reductions in the team in previous budget savings and the introduction of more active senior management support and increased use of Manager Self Service.	L	1,854	40	0	0	0	40	Amber-Green	Amber-Green	Green	Corporate Services & Performance	General
119	Resources	CONSULT 119	<b>Post Deletion – HRPS Manage Team (2 x Grade 4)</b> - related to back office/systems efficiencies for example, the consolidation of the reduction to two Council payrolls, the roll out of DigiGOV to schools and proposed introduction of DBS on-line. This will reduce demand on the team. Post reduction will be made through the deletion of a vacant Grade 4 post and the acceptance of a Voluntary Redundancy request.	N	1,146	50	0	0	0	50	Amber-Green	Amber-Green	Green	Corporate Services & Performance	General
120	Resources	CONSULT 120	<b>Savings from vacant hours across HR People Services</b> - the permanent redesignation of full time employee posts to contracted hours.	L&N	3,000	24	0	0	0	24	Amber-Green	Amber-Green	Green	Corporate Services & Performance	General
121	Resources	CONSULT 121	<b>Post Deletion - HR Organisational Development Team (1 x Grade 7)</b> - as Employee Engagement Programme is now more embedded and Directors are responsible for engagement activity within their Directorates, there will be a reduced requirement for this level of activity to be supported corporately from within the Council's HRPS OD Team. Consequently it is proposed that a Grade 7 from within this team be deleted.	N	1,146	40	0	0	0	40	Amber-Green	Amber-Green	Green	Corporate Services & Performance	General
122	Resources	CONSULT 122	<b>Staff savings within ICT</b> - deletion of one vacant ICT Developer post and one vacant technical administrative post.	P	4,283	67	0	0	0	67	Green	Green	Green	Corporate Services & Performance	General
123	Resources	CONSULT 123	<b>Reduction in spend on licences, network, telephony links, support and maintenance</b> - this will include negotiations with suppliers and driving down costs.	Q	2,500	0	100	0	0	100	Amber-Green	Red-Amber	Green	Corporate Services & Performance	General

## Cabinet Budget Proposals for Consultation 2016/17

No	Directorate	Consultation Ref	Proposal	X Ref	Budget	Saving					Risk Analysis			Cabinet Portfolio	Consultation Category
					£000	Employee £000	Other	Income £000	TBC £000	2016/17 £000	Residual	Achievability	EIA		
124	Resources	CONSULT 124	Alternate Delivery Models (ADMs) ICT implementation - income in relation to two posts to reflect transitional support provided to ADMs.	P	(553)	0	0	105	0	105	Amber-Green	Amber-Green	Green	Corporate Services & Performance	General
125	Resources	CONSULT 125	Alternative Delivery Model - Security and Cleaning.	T&U	2,820	165	0	0	0	165	Red-Amber	Red	Red	Corporate Services & Performance	General
126	Resources	CONSULT 126	Efficiencies in Security and Cleaning - maximising income and savings from partnership with the Alarm Receiving Centre.	U	0	0	0	30	0	30	Green	Amber-Green	Green	Corporate Services & Performance	General
127	Resources	CONSULT 127	Building Services Income - maximise all internal sources of income and market services to public sector bodies.	S	(297)	0	0	50	0	50	Green	Amber-Green	Amber-Green	Corporate Services & Performance	General
128	Resources	CONSULT 128	Building general savings - general efficiency savings across a number of budget headings within Facilities Management Buildings.	R	16,445	0	11	0	0	11	Green	Green	Green	Corporate Services & Performance	General
129	Resources	CONSULT 129	Staffing savings in Central Transport Services - reduction in one post.	X	1,429	30	0	0	0	30	Amber-Green	Amber-Green	Green	Corporate Services & Performance	General
130	Resources	CONSULT 130	Central Transport Services parts procurement & supply framework - improving the supply, stock and managing of parts.	X	190	0	20	0	0	20	Green	Amber-Green	Green	Corporate Services & Performance	General
131	Resources	CONSULT 131	Vehicle replacement programme - efficiencies through procurement.	X	190	0	68	0	0	68	Red-Amber	Red-Amber	Green	Corporate Services & Performance	General
132	Resources	CONSULT 132	Deletion of two Grade 3 posts in Business Support - the saving can be made without any impact on service delivery.	Y	748	42	0	0	0	42	Green	Green	Green	Corporate Services & Performance	General
133	Resources	CONSULT 133	Training budget savings - reduction in training budget.	Y	748	5	0	0	0	5	Green	Green	Green	Corporate Services & Performance	General
134	Resources	CONSULT 134	Deletion of Grade 3 post or reduction of hours - release or reduction in hours in this post will be linked to any decision to future Flexi Time arrangement.	Y	748	10	0	0	0	10	Amber-Green	Amber-Green	Green	Corporate Services & Performance	General
135	Resources	CONSULT 135	Staff savings within Organisational Development - reduction of up to three vacant posts in Organisational Development.	Z	1,034	80	0	0	0	80	Green	Green	Green	Corporate Services & Performance	General
136	Resources	CONSULT 136	Restructure of the Improvement and Information Team - reduction in posts.	AA	794	22	0	0	0	22	Green	Green	Green	Corporate Services & Performance	General
137	Resources	CONSULT 137	Streamlining business processes and income generation through delivering Information Governance responsibilities across Council services	AA	(25)	0	0	82	0	82	Green	Green	Green	Corporate Services & Performance	General
138	Resources	CONSULT 138	Competitive charging model for the Council's Record Centre - reviewing the pricing and charging model for the Records Centre in order to generate additional income.	AA	(25)	0	0	35	0	35	Amber-Green	Red-Amber	Green	Corporate Services & Performance	General
139	Resources	CONSULT 139	Cardiff Works Income - securing additional income over existing budget.	O	(309)	0	0	29	0	29	Amber-Green	Green	Green	Corporate Services & Performance	General
140	Resources	CONSULT 140	Reduction to Third Sector Infrastructure Funding - following alignment of third sector infrastructure support within the city, further efficiencies would be sought in relation to increasing collaboration of back office functions (Cardiff Third Sector Council/VCS/Diverse Cymru and Race Equality First) and exploring joint opportunities with Cardiff & Vale UHB, Vale of Glamorgan Council and the Wales Council for Voluntary Action regional grant allocation.	AD	278	0	60	0	0	60	Amber-Green	Amber-Green	Red-Amber	Community Development, Co-operatives & Social Enterprise	General
141	Resources	CONSULT 141	Reduction in Community Safety Funding - the existing community safety budget provides support to initiatives such as Victim Support; mobile CCTV; Operation Mistletoe to help manage the night time economy over the festive period; and additional support for major events. The saving includes £10k from removal of mobile CCTV cameras following cost benefit review, plus £25k reduction to the events/Operation Mistletoe budget (required December 2016). It is anticipated that by this date alternative funding mechanisms would be in place eg. BID/Late Night Levy (to be voted on in summer 2016).	AD	305	0	35	0	0	35	Amber-Green	Amber-Green	Amber-Green	Skills, Safety and Engagement	City Wide
<b>Resources Total</b>						<b>901</b>	<b>302</b>	<b>749</b>	<b>0</b>	<b>1,952</b>					

## Cabinet Budget Proposals for Consultation 2016/17

No	Directorate	Consultation Ref	Proposal	X Ref	Budget	Saving					Risk Analysis			Cabinet Portfolio	Consultation Category	
					£000	Employee £000	Other	Income £000	TBC £000	2016/17 £000	Residual	Achievability	EIA			
142	Social Services	CONSULT 142	<b>Early Help Strategy</b> - introduction of 'Early Help Strategy' to promote and facilitate early interventions to tackle problems emerging for children, young people and their families. Steering Group developed with partners to establish and develop a multi-agency approach, promoting early support, better outcomes and more cost effective delivery of services. The aim is to reduce demand for external placements over a three year period. It is estimated that implementation of the early help strategy will lead to a 5% reduction in the looked after children population leading to savings of approximately £1.3m over three years. This proposal is a gross saving with an associated cost included in the financial pressures.	G	18,219	0	340	0	0	0	340	Red- Amber	Red- Amber	Red- Amber	Early Years, Children & Families	Service Specific
143	Social Services	CONSULT 143	<b>Establish an Adolescent Resource Centre</b> - this is a resource to assist in supporting young people to stay at home. It is based on a model operated in other authorities and will require some initial investment to establish the facility. This proposal is a gross saving with an associated cost included in the financial pressures.	G	18,219	0	700	0	0	0	700	Red- Amber	Red- Amber	Red- Amber	Early Years, Children & Families	Service Specific
144	Social Services	CONSULT 144	<b>Safer Families Initiative</b> - utilise and encourage volunteering in the community to provide a mentoring service aimed at reducing Looked After Children admissions. Based on pilot in other authorities, it is anticipated that the scheme will reduce the numbers of children coming into the care system. Research suggests an average saving of £5.4k per child referred. Forty referrals are targeted for 2016/17. This proposal is a gross saving with an associated cost included in the financial pressures.	G	18,219	0	210	0	0	0	210	Amber- Green	Amber- Green	Red- Amber	Early Years, Children & Families	Service Specific
145	Social Services	CONSULT 145	<b>Payments by Results Contract</b> - year two of the Payments by Results enhanced fostering scheme aimed at stepping down children who are in residential care into a family placement with wrap around support. The saving will be dependent on the numbers and current cost of the children stepping down.	G	18,219	0	780	0	0	0	780	Red- Amber	Red- Amber	Amber- Green	Early Years, Children & Families	Service Specific
146	Social Services	CONSULT 146	<b>Restructure of Social Work Teams</b> - remodelling of social work service to reflect early help, targeted and specialist services that encourage prevention.	A	3,769	90	0	0	0	0	90	Red- Amber	Red- Amber	Red- Amber	Early Years, Children & Families	General
147	Social Services	CONSULT 147	<b>Review of Commissioned Services</b> - a number of commissioning opportunities have been identified by the directorate to be targeted in 2016/17.	R	28,230	0	1,366	0	0	0	1,366	Red	Red	Red	Health, Housing & Wellbeing	General
148	Social Services	CONSULT 148	<b>Learning Disabilities Supported Living Contract</b> - full year effect of the saving realised on the re-commissioning of the supported living contract for service users with learning disabilities. New contract arrangements commenced in August 2015 and a part year saving achieved in 2015/16. The full realisation of the saving will thus be achieved in 2016/17.	T	31,890	0	350	0	0	0	350	Green	Green	Green	Health, Housing & Wellbeing	General
149	Social Services	CONSULT 149	<b>Reshape Day Services for Older People</b> - develop a new model for Day Opportunities which will be subject to specific consultation with users of the service. Savings will be achieved through the development of day opportunities that will be more outcome focused. This will include a review of the organisational resources required to meet the changing needs of the population.	Q	3,102	250	0	0	0	0	250	Green	Amber- Green	Red- Amber	Health, Housing & Wellbeing	City Wide - Service Specific
150	Social Services	CONSULT 150	<b>Review of Continuing Health Care eligibility for Physical Disability care packages</b> - review care packages for people with a physical disability to identify those service users who are eligible for continuing health care/joint funding.	W	4,656	0	100	0	0	0	100	Red	Red- Amber	Red	Health, Housing & Wellbeing	General
151	Social Services	CONSULT 151	<b>Review of Third Sector grants</b> - Review of third sector grants to identify areas where funding can be reduced.	Z	1,505	0	87	0	0	0	87	Green	Amber- Green	Red- Amber	Health, Housing & Wellbeing	Service Specific
152	Social Services	CONSULT 152	<b>Review of commissioning within the Community Alcohol and Drug Team</b> - Review of the use of residential placements for people with substance misuse issues.	V	689	0	100	0	0	0	100	Red- Amber	Red- Amber	Green	Health, Housing & Wellbeing	General

## Cabinet Budget Proposals for Consultation 2016/17

No	Directorate	Consultation Ref	Proposal	X Ref	Budget	Saving					Risk Analysis			Cabinet Portfolio	Consultation Category
					£000	Employee £000	Other	Income £000	TBC £000	2016/17 £000	Residual	Achievability	EIA		
153	Social Services	CONSULT 153	<b>Review of administrative arrangements for Direct Payments</b> - This will include the current contract with a support provider. Consideration to be given to alternative service delivery focussing on quality and best use of resources whilst continuing to maintain existing service user support to those receiving a direct payment.	Z	1,505	0	200	0	0	200	Amber-Green	Red-Amber	Red-Amber	Health, Housing & Wellbeing	General
154	Social Services	CONSULT 154	<b>Reduction in external legal costs</b> - Proposed reduction in the external legal advice costs incurred in relation to Children's services, including the examination of alternative internal arrangements.	A	4,724	0	130	0	0	130	Red-Amber	Red-Amber	Amber-Green	Early Years, Children & Families	General
155	Social Services	CONSULT 155	<b>Family Support/ Youth Offending Services (YOS) staffing review</b> - Review of staffing in Family Support/YOS, involving increased use of grant funding.	C	1,344	65	0	0	0	65	Green	Amber-Green	Red-Amber	Early Years, Children & Families	General
156	Social Services	CONSULT 156	<b>Reduction in Travel Costs</b> - arising from office rationalisation.	R	1,708	0	25	0	0	25	Green	Amber-Green	Amber-Green	Health, Housing & Wellbeing	General
157	Social Services	CONSULT 157	<b>Efficiency savings due to integration of directorate's central functions</b> - Merger of directorates will enable business process efficiencies and facilitate a reduction in staffing, including finance assessment functions.	AA	282	130	0	0	0	130	Green	Amber-Green	Amber-Green	Health, Housing & Wellbeing	General
158	Social Services	CONSULT 158	<b>Review of staffing within Assessment &amp; Care Management</b> - There will be a review of case management roles, responsibilities and assessment processes to ensure optimum efficiency in service delivery.	V	988	100	0	0	0	100	Amber-Green	Amber-Green	Red-Amber	Health, Housing & Wellbeing	General
159	Social Services	CONSULT 159	<b>Demand Management - Signposted alternative provision</b> - increased sign-posting of service users (via the One Point of Contact service) to alternative forms of care and preventative services in order to reduce overall demand and cost. This will also contribute to a reduction in assessment activity via alternative models of care delivery, including equipment, alarm and universal services.	R	1,758	0	250	0	0	250	Amber-Green	Red-Amber	Amber-Green	Health, Housing & Wellbeing	General
160	Social Services	CONSULT 160	<b>Locality based service delivery</b> - initial mapping on a pilot basis would appear to indicate opportunities for improved service delivery and reduced costs through service redesign on a locality focused basis. This would include consideration of accommodation models, commissioned services and community opportunities. It is likely however that significant work will be required to implement a revised commissioning model for care services, with a roll out likely to take place over a number of financial years.	R	28,230	0	500	0	0	500	Red	Red	Amber-Green	Health, Housing & Wellbeing	City Wide
<b>Social Services Total</b>						<b>635</b>	<b>5,138</b>	<b>0</b>	<b>0</b>	<b>5,773</b>					
<b>Council Directorate Total</b>						<b>6,506</b>	<b>10,842</b>	<b>4,529</b>	<b>1,300</b>	<b>23,177</b>					

## Addressable Spend - Cabinet Budget Proposals for Consultation 2016/17

No	Theme	Consultation Ref	Savings Title	Budget £000	Saving					Risk Analysis			Cabinet Portfolio	Consultation Category
					Employee £000	Other £000	Income £000	TBC £000	TOTAL 2016/17 £000	Residual	Achievability	EIA		
161	Externally Set	CONSULT 161	<b>Precepts and Levies</b> - a targeted reduction on precepts and levies paid to other bodies. The level of reduction targeted has been set at 3% which is in line with the Council's anticipated funding reductions from Welsh Government.	17,570	0	527	0	0	527	Amber-Green	Red-Amber	Green	Corporate Services & Performance	General
<b>Externally Set Total</b>					0	527	0	0	527					
162	Property & Premises	CONSULT 162	<b>Energy efficiency</b> - invest to save schemes focussing on buildings to which energy efficiency measures can be fully applied.	4,334	0	30	0	0	30	Amber-Green	Red-Amber	Green	Environment	General
163	Property & Premises	CONSULT 163	<b>Renewable Energy Generation</b> - A number of renewable energy schemes will become operational during 2015/16. Income will be derived from these through government incentives related to energy generation (Feed In Tariffs, etc), the sale of energy to the grid and/or other rental income.	4,334	0	20	0	0	20	Green	Amber-Green	Green	Environment	General
164	Property & Premises	CONSULT 164	<b>Energy efficiency (behavioural changes)</b> - the recently approved Carbon Reduction Strategy sets out a series of actions that will manage and reduce the Council's energy consumption. Part of this strategy relates to better management of energy consumption and behaviour change amongst building managers and other staff.	4,334	0	40	0	0	40	Amber-Green	Amber-Green	Green	Environment	General
165	Property & Premises	CONSULT 165	<b>Office Accommodation</b> - next phase of savings from the office rationalisation programme. Ensuring more effective use of the Council's existing property estate and considering opportunities to rationalise where possible.	4,992	0	1250	0	0	1,250	Amber-Green	Amber-Green	Amber-Green	Corporate Services & Performance	General
166	Property & Premises	CONSULT 166	<b>Facilities management savings</b> - associated with the alternative delivery model of Cardiff International Sports Stadium.	6,281	0	175	0	0	175	Amber-Green	Amber-Green	Amber-Green	Corporate Services & Performance	General
<b>Property &amp; Premises Total</b>					0	1,515	0	0	1,515					
167	Corporate	CONSULT 167	<b>Reduction in requirements of insurance claims provision</b> - review of the level of cover based on current claims history.	5,387	0	500	0	0	500	Amber-Green	Amber-Green	Green	Corporate Services & Performance	General
168	Corporate	CONSULT 168	<b>Prosiect Gwyrdd</b> - reduction in specific contingency.	7,815	0	1000	0	0	1,000	Amber-Green	Green	Green	Corporate Services & Performance	General
169	Corporate	CONSULT 169	<b>Reduction in Audit Fee</b> - review of the audit fee to ensure that all areas of the Council are appropriately charged for audit work incurred.	472	0	25	0	0	25	Amber-Green	Amber-Green	Green	Corporate Services & Performance	General

## Addressable Spend - Cabinet Budget Proposals for Consultation 2016/17

No	Theme	Consultation Ref	Savings Title	Budget £000	Saving					Risk Analysis			Cabinet Portfolio	Consultation Category
					Employee	Other	Income	TBC	TOTAL 2016/17	Residual	Achievability	EIA		
					£000	£000	£000	£000	£000					
170	Other	CONSULT 170	<b>Severance Budgets</b> - budget realignment comprising a) recovery of budgets from directorates that were set aside to repay initial severance outlay over five annual instalments. This was prior to severance becoming a central budget and the respective repayments have now been fully recovered. b) revision of the ongoing requirement on severance budgets reflecting most recent profile of leavers. c) extension of the payback profile to reserves	7,223	1508	0	0	0	1,508	Amber-Green	Amber-Green	Green	Corporate Services & Performance	General
171	Other	CONSULT 171	<b>Severance Budgets</b> - potential further policy changes in respect of the voluntary severance scheme.	7,223	750	0	0	0	750	Amber-Green	Red-Amber	Amber-Green	Corporate Services & Performance	General
<b>Corporate Total</b>					<b>2,258</b>	<b>1,525</b>	<b>0</b>	<b>0</b>	<b>3,783</b>					
172	Other	CONSULT 172	<b>Street Lighting Dimming</b> - The Council approved an invest to save scheme for the dimming of street lights in residential areas. The scheme is to be implemented over three years with a total of approximately 24,000 street lights being dimmed. It is planned to complete the installation of dimming units on 8,000 street lighting units this financial year with the result that savings will start to be made next year.	2,621	0	35	0	0	35	Amber-Green	Amber-Green	Green	Transport, Planning & Sustainability	City Wide 15/16
173	Other	CONSULT 173	<b>Street Lighting Conversion to LED</b> - Replace main route lighting with LED to reduce long term energy expenditure.	2,621	0	150	0	0	150	Red-Amber	Amber-Green	Green	Transport, Planning & Sustainability	City Wide 15/16
174	Other	CONSULT 174	<b>Traffic Signals/Bollards</b> - Conversion of traffic signals to LED lighting.	2,621	0	25	0	0	25	Red-Amber	Amber-Green	Green	Transport, Planning & Sustainability	General
175	Other	CONSULT 175	<b>School Transport - the full year effect of the withdrawal of non statutory primary school transport.</b> Withdrawal of non statutory primary school transport from Sept 2015 - six 6 routes: 614,621,624,626,633,638.	6,531	0	81	0	0	81	Green	Green	Green	Education & Skills	General
176	Other	CONSULT 176	<b>School Transport increase price of bus passes</b> - Increase bus passes from £300 to £350.	6,531	0	0	9	0	9	Green	Green	Amber-Green	Education & Skills	Service Specific
177	Other	CONSULT 177	<b>School Transport (Primary &amp; Secondary) continued route retendering/optimisation</b> - Continued route retendering/optimisation for mainstream primary and secondary transport. Mainstream school transport has reached its peak and should reduce as a result of the school reorganisation implementation.	6,531	0	60	0	0	60	Green	Green	Green	Education & Skills	General
178	Other	CONSULT 178	<b>School Transport - Additional Learning Needs (ALN) route optimisation, retendering of routes/mergers</b> - continued route retendering/optimisation. Reviewing on a case by case basis and working closely with schools and Education. Review current transport provision - fits needs of pupil.	6,531	0	100	0	0	100	Green	Amber-Green	Amber-Green	Education & Skills	General

## Addressable Spend - Cabinet Budget Proposals for Consultation 2016/17

No	Theme	Consultation Ref	Savings Title	Budget £000	Saving					Risk Analysis			Cabinet Portfolio	Consultation Category
					Employee	Other	Income	TBC	TOTAL 2016/17	Residual	Achievability	EIA		
					£000	£000	£000	£000	£000					
179	Other	CONSULT 179	<b>Additional Learning Needs (ALN) withdrawal of transport for pupils within 2-3 miles (primary/secondary school) and review and implement new ALN policy -</b> Review transport for statemented pupils who live within two miles from primary school and three miles from secondary. This will be done on an individual case basis, to take into account of the individual child's needs based on ALN transport policy.	6,531	0	125	0	0	125	Red-Amber	Amber-Green	Amber-Green	Education & Skills	Service Specific
<b>Other Total</b>					0	576	9	0	585					
180	Capital Financing	CONSULT 180	<b>Capital Financing</b> - updated profile of capital financing requirements based on latest estimates in relation to borrowing requirements and slippage.	36,794	0	535	0	0	535	Amber-Green	Amber-Green	Green	Corporate Services & Performance	General
<b>Capital Financing Total</b>					0	535	0	0	535					
<b>Council Addressable Spend Total</b>					2,258	4,678	9	0	6,945					
<b>GRAND TOTAL DIRECTORATE AND ADDRESSABLE SPEND SAVINGS</b>					8,764	15,520	4,538	1,300	30,122					

GRAND TOTAL DIRECTORATE AND ADDRESSABLE SPEND SAVINGS



**CITY OF CARDIFF COUNCIL  
CYNGOR DINAS CAERDYDD**



**CABINET MEETING: 10 DECEMBER 2015**

**QUARTER 2 PERFORMANCE REPORT 2015/16 (JULY TO SEPTEMBER)**

**REPORT OF CHIEF EXECUTIVE**

**AGENDA ITEM: 3**

**PORTFOLIO: CORPORATE SERVICES & PERFORMANCE (COUNCILLOR GRAHAM HINCHEY)**

**Reason for the Report**

1. To present the City of Cardiff Council's performance report for Quarter 2 (July to September) of 2015/16 financial year providing Cabinet with an opportunity to review performance. The Performance Report for Quarter 2 2015/16 is attached at **Appendix A**.

**Background**

2. The Performance Management Framework includes the production of quarterly performance reports designed to provide an overview of directorate performance. Effective scrutiny of performance is an important component of the Framework as it provides the opportunity to challenge performance levels, and helps the Council reprioritise efforts to secure the delivery of the Council's priorities and targets.

**Performance Overview**

3. As part of the development of the performance management arrangements in the Council, and specifically in relation to improving the internal challenge regarding performance of services, the Council has a 'Star Chamber' where the Chief Executive, Directors and Cabinet Members have an open and candid debate regarding performance levels, and challenges facing service delivery and where a set of actions are agreed. Actions for each directorate arising from the 'Star Chamber' are included in the Summary of Key Issues - Directorates section of this cover report.

**Quarter 2 Performance Report Structure**

4. Attached at **Appendix A** is the Quarter 2 performance report. This report provides an analysis of performance for each directorate, including:
  - Key performance indicators
  - Progress against Corporate Plan commitments

- Financial performance
  - Management issues
  - Key challenges & risks.
5. In addition the report includes a corporate overview covering:
- Financial overview.
  - Various staffing issues (Sickness absence, PPDR Compliance etc). Return to work compliance data has also been provided to show a more detailed picture.
  - Staff Costs (including overtime and agency spend).
  - Customer Contact. This has been revised to take account of feedback as a result of Scrutiny of the Q1 2015/16 report.
  - FOI requests compliance with statutory timescales.
6. At the time of writing performance reports for Q2 have been through the 'People Star Chamber' sessions where Cabinet Members and Directors have reviewed and challenged performance and agreed actions that need to be taken to address issues raised in the report.

### **Summary of key issues from Corporate Overview**

7. Across all Directorates 69.92% of Corporate Plan commitments are Green and 55.85% of Performance Indicators are Green.
8. Members' attention is drawn to the following key issues arising from the corporate overview of performance:

### **Sickness Absence**

9. The sickness figure for Quarter 2 is 4.2 days lost per FTE and this represents a decrease over the same time period in the previous financial year and is the lowest Quarter 2 figure for 5 years. The current end of year 2015/16 forecast is 9.1 FTE days lost against a target of 9.0 FTE days lost.
10. The Attendance and Well-being Policy has been reviewed and approved and additional measures are being put in place for a number of directorates following a pilot in the Environment Directorate in the previous financial year.

### **Personal Performance and Development Reviews (PPDR)**

11. As at 13 October 2015 PPDR compliance was 92.4%

### **Freedom of Information Requests**

12. At Q1 2014/15 PRAP challenged officers to improve performance of "multi-service" FOI requests, which was showing a low level of compliance (31%). In Quarter 2 2015/16 the Council handled 46 multi-function requests and compliance was 78%, compared to 61% in Quarter 1 2015/16.

## Summary of Key Issues – Directorates

### Adult Social Care

13. Performance in relation to Delayed Transfers of Care for Social Care reasons has declined to 137 in Quarter 2 2015/16 when compared to 79 in Quarter 2 2014/15. Whilst we are working to create more care capacity in the market to ensure availability of services in both domiciliary care and the nursing bed sector to achieve timely discharges, the appropriate use of escalating concerns procedures is resulting in a reduction of care capacity.
14. The number of carers assessments offered has increased in Quarter 2 to 1494 when compared to 910 for the same relevant period in 2014/15. Employment has been secured for 4 temporary Carer Assessment posts for the remainder of this financial year who will be responsible for supporting social care teams with offering all eligible carers a Carers Assessment and providing support for the completion of assessments.
15. Performance in relation to Direct Payments has improved by 4% in Quarter 2 to 602 when compared to 578 in Quarter 1 2015/16. There are currently 50 adults working towards Direct Payments.
16. *STAR Chamber Actions –*  
  
*To provide quarterly updates in relation to Service Improvement Board to Cabinet with effect from December 2015*

### Children's Services

17. The Early Help and Preventative Strategy has been agreed by Cabinet and the public launch with our partners has been prepared for early Quarter 3.
18. There has been a reduction in the average number of caseloads for Social Workers, as at the end of September 2015 the average was 17.5 compared to 18.9 at the end of June 2015. An examination of individual social worker caseloads is considered quarterly which has enabled appropriate adjustments to be made where required. Progress against NSIs and PAMs is also being closely monitored.
19. Early indications show that the new Personal Education Plan (PEP) process launched in Quarter 1 has not improved the timely completion and quality of PEP's. The Directorate is undertaking actions to address this which includes weekly monitoring of PEP performance.
20. *STAR Chamber Actions –*
  - *To closely monitor and Improve PPDR's for all staff*
  - *To introduce best practices and processes in relation to sickness absence*

- *To consider lessons learnt in relation to the Enhanced Fostering Scheme and use as a basis for review of commissioning.*

### **City Operations**

21. In relation to waste collection and cleansing savings it is uncertain at present as to whether the full savings will be realised. As a result, the Directorate has identified a full range of mitigating actions.
22. The delivery of financial savings required in relation to leisure services are tied up with the conclusion of the procurement exercise, which is ongoing. Again, mitigating steps are being taken to seek to increase income and reduce expenditure. Competitive dialogue is continuing with two bidders with options being considered by senior officers.
23. Performance in relation to the percentage of major planning applications determined within 8 and 13 weeks has improved slightly this quarter. Applications determined in 8 weeks have improved to 68.3% compared to 64.8% in Quarter 1. Applications determined within 13 weeks have improved to 14.2% compared to 11.8% in Quarter 1. However, performance remains below target, and a range of measures to improve performance are currently being developed by the Head of Planning.

### **Communities, Housing & Customer Services**

24. The Alarm Receiving Centre went live on the 24<sup>th</sup> August and there have been various expressions of interest for the Centre to provide the service to partner organisations.
25. The continued closure of Grangetown Library and Roath Library and the temporary reduction in services at Central Library has impacted on performance in relation to the number of visits to public libraries. The number of visits to libraries has shown a small decrease in Quarter 2 2015/16 when compared to the same Quarter in 2014/15. However, performance has improved in Quarter 2 2015/16 to 2800 visits when compared to 1217 visits in Quarter 1 2015/16.
26. The Average number of calendar days taken to deliver a Disabled Facilities Grant has continued to decline this Quarter to 240 days compared to 214 days in Quarter 1. Factors affecting performance include a lack of available Capital funds to carry out works and some work being placed on hold in the previous financial year due to lack of funds. The situation is currently being closely monitored and the service is taking a series of actions, including improvements to process and better integration of the relevant services, to address the problem.
27. *STAR Chamber Actions –*
  - *To prepare a Cabinet paper outlining improvements to the Disabled Facilities Grant process and the impact of these improvements*

## Economic Development

28. The delivery of an office rationalisation programme to deliver £1m of revenue savings and £6m of capital receipts by December 2017 is on target. Arrangements to vacate staff from 5 operational buildings are progressing well. Charles Street and St David's house have been vacated and a relocation strategy has been agreed to vacate the Howardian Centre in Quarter 3 and Global Link in Quarter 4. Vacation of the Mynachdy Centre is likely to be delayed to the New Year whilst relocation options are being considered.
29. Good progress is being made in the development of a City Deal for the Cardiff Capital Region. Members of Scrutiny Committees will be updated on progress over the coming weeks.
30. The Council has embarked on a review of the Cardiff Business Council in anticipation of future funding shortfalls and the City Deal opportunity. A separate report on this matter was considered by Cabinet at their meeting on the 12 November 2015.

## Education and Lifelong Learning

31. Provisional data shows an improvement of 5 percentage points at the Level 2+ threshold from 54.04% in 2014 to 59.06% in 2015. This represents the biggest improvement in the Consortium region and performance is now above the Welsh Average of 57.78%.
32. Significant progress has been made in the implementation of projects that were agreed as part of the 21<sup>st</sup> century Schools Programme. This includes the completion of the extension to Mount Stuart Primary School, the opening of the starter class and nursery of the new Howardian Primary School and the completion of the new Pontprennau community focussed school. The design of the new Eastern High School is complete and planning permission has been submitted.
33. Of the 366 young people leaving year 11 who were identified at risk of becoming NEET, 61% were known to be in further Education, Employment or Training at the end of September 2015. Those without a destination are being prioritised for follow up.
34. *STAR Chamber Actions –*
  - *To create and implement an action plan for the promotion of the Youth Guarantee Scheme to include a definition of what success looks like)*
  - *To develop a policy for and definition of Community Focussed Schools to include consideration of cross directorate and partnership work*
  - *To produce a paper to outline the sustainability of Challenge Cymru considering the lack of clarity around funding, outlining with timeliness any actions (lobbying etc.) to be taken*

## **Governance & Legal Services**

35. A significant amount of work has been undertaken to improve Voter Registration. We have engaged with Cardiff University, Cardiff Met and are currently working with the University of South Wales to increase student registration. Student Halls of Residences have agreed to include voter registration information within their student information packs and a card to encourage registration has been included in new Council Tax packs.

## **Resources**

36. Alternative Delivery Model project work is being undertaken to inform the strategic direction for Facilities Management and Central Transport Services. Service managers are working with People 2 to develop an income generation business plan for the next 3 to 5 years.

## **Reason for Recommendations**

37. To ensure that:-
- improvements are made to ensure that the culture of managing performance is embedded within services
  - clear accountabilities are established for the performance of service areas

## **Legal Implications**

38. There are no legal implications arising from this report.

## **HR Implications**

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

## **Financial Implications**

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

## **RECOMMENDATIONS**

The Cabinet is recommended to note the current position regarding performance and the delivery of key commitments and priorities as at Quarter 2 and the action being taken to address areas of concern

## **PAUL ORDERS**

Chief Executive  
4 December 2015

# Q2 Delivery and Performance Report 2015/16

## Progress against actions in the Corporate Plan 2015/16

Q2 2015/16 – (399\*)

<b>Green</b> 69.92% (279)	<b>Amber</b> 27.32% (109)	<b>Red</b> 2.51% (10)
------------------------------	------------------------------	--------------------------

\*Including 1 (0.25%) N/A

## Progress against relevant Performance Indicators

Q2 2015/16 – (111\*)

<b>Green</b> 55.85% (62)	<b>Amber</b> 29.72% (33)	<b>Red</b> 14.41% (16)
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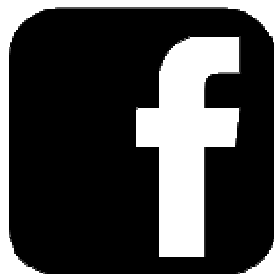
\*Excluding 108 Annual indicators, 38 with no results and 6 N/A

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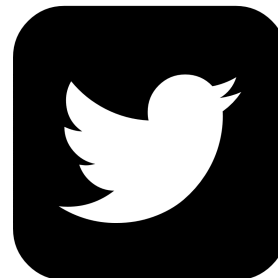
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# Q2 Customer Contact



**Twitter Media followers**  
**44,792 followers in English**  
**1,742 followers in Welsh**  
**3,946 Likes on Facebook**



<b>Complaints</b>	<b>Q1 (14/15)</b>	<b>Q2 (14/15)</b>	<b>Q3 (14/15)</b>	<b>Q4 (14/15)</b>	<b>Q1 (15/16)</b>	<b>Q2 (15/16)</b>
New Complaints Received	682	676	507	533	497	603
Corporate Complaints	675	670	502	547	490	599
Complaints through the medium of Welsh	7	6	5	6	7	4
Acknowledgements not sent within 5 days	26	15	15	12	7	23
Response not sent within 20 days	55	37	33	25	39	34
Compliments Received	434	427	371	328	288	293

<b>Directorate</b>	<b>Received</b>		<b>Responded on time</b>			
	<b>Q1</b>	<b>Q2</b>	<b>Q1</b>	<b>Q1 %</b>	<b>Q2</b>	<b>Q2 %</b>
<b>City Operations</b>	437	567	336	77%	396	70%
<b>Communities</b>	119	127	108	91%	107	84%
<b>Economic</b>	3	2	3	100%	1	50%
<b>Education</b>	11	10	11	100%	6	60%
<b>Governance &amp; Legal</b>	5	1	5	100%	0	-
<b>Resources</b>	17	12	14	82%	11	92%
<b>SS - Adults</b>	5	7	5	100%	5	71%
<b>SS— Children's</b>	0	3	-	-	2	67%
<b>Total</b>	<b>597</b>	<b>729</b>	<b>482</b>	<b>81%</b>	<b>528</b>	<b>72%</b>

During Q2 Waste have received high volumes of member enquiries and Highways have a considerable amount of late responses. The Members Central Team are working with Highways and Waste to reduce this number. Of the 528 enquiries, approx. 20% of these were requests for services, particularly around waste collection and dumped rubbish.

**Total Staff Costs at Q2** **£88,970,460**

**Total Agency Costs at Q2** **£7,210,523**

**Total Overtime Costs at Q2** **£2,041,844**

The spend on agency may reflect an overspend against budget as there may be vacant posts where there is a budget but the staff are employed through an agency, so the permanent staff budget will show an underspend and the agency staff an overspend.

Staff Costs to End Q2	% of Annual Budget		% Spend Agency	% Spend Overtime
£24,885,323	51.15%	<b>City Operations</b>	13.63%	3.63%
£11,197,251	49.52%	<b>Communities</b>	7.36%	1.84%
£858,647	49.77%	<b>Corporate Mgmt</b>	3.39%	0.19%
£5,573,978	49.22%	<b>Economic</b>	7.80%	3.95%
£10,524,473	48.97%	<b>Education</b>	2.84%	0.69%
£1,566,681	45.36%	<b>Gov &amp; Legal</b>	5.59%	0.15%
£18,238,585	46%	<b>Resources</b>	2.82%	1.38%
£8,125,834	54.41%	<b>SS-Adults</b>	3.63%	4.25%
£7,999,688	47.46%	<b>SS-Children's</b>	16.67%	0.49%

**Agency**  
**8.10%**

**Overtime**  
**2.29%**

## Staff Costs at Quarter 2

Directorate	Staff Budget	Spend to Month 6	% Annual	Overtime budget	Overtime to month 6	Overtime as % of Spend to Month 6	Agency budget	Agency spend to month 6	Agency as % of Spend to Month 6
City Operations	48,654,965	24,885,323	51.15	1,938,645	903,235	3.63	3,815,245	3,393,079	13.63
Communities, Housing & Customer	22,613,050	11,197,251	49.52	327,210	205,895	1.84	142,700	824,507	7.36
Corporate Management	1,725,280	858,647	49.77	0	1,642	0.19	0	29,073	3.39
Economic Development	11,325,230	5,573,978	49.22	375,560	219,917	3.95	424,920	434,592	7.80
Education	21,492,120	10,524,473	48.97	0	72,300	0.69	155,290	298,417	2.84
Governance & Legal Services	3,454,260	1,566,681	45.36	0	2,326	0.15	0	87,647	5.59
Resources	39,645,311	18,238,585	46.00	418,780	251,811	1.38	285,950	514,857	2.82
<b>Social Services</b>	<b>31,791,460</b>	<b>16,125,522</b>	<b>50.72</b>	<b>58,720</b>	<b>384,718</b>	<b>2.39</b>	<b>541,260</b>	<b>1,628,351</b>	<b>10.10</b>
Social Services - Adults	14,935,140	8,125,834	54.41	58,720	345,343	4.25	30,330	294,725	3.63
Social Services - Childrens	16,856,320	7,999,688	47.46	0	39,375	0.49	510,930	1,333,626	16.67
<b>Grand Total</b>	<b>180,701,676</b>	<b>88,970,460</b>	<b>49.24</b>	<b>3,118,915</b>	<b>2,041,844</b>	<b>2.29</b>	<b>5,365,365</b>	<b>7,210,523</b>	<b>8.10</b>

\*The Total for Staff Budget excludes the Social Services total but includes the figures for Social Services – Adults and Social Services - Children

# Sickness Absence Q2

FTE days

2015/16

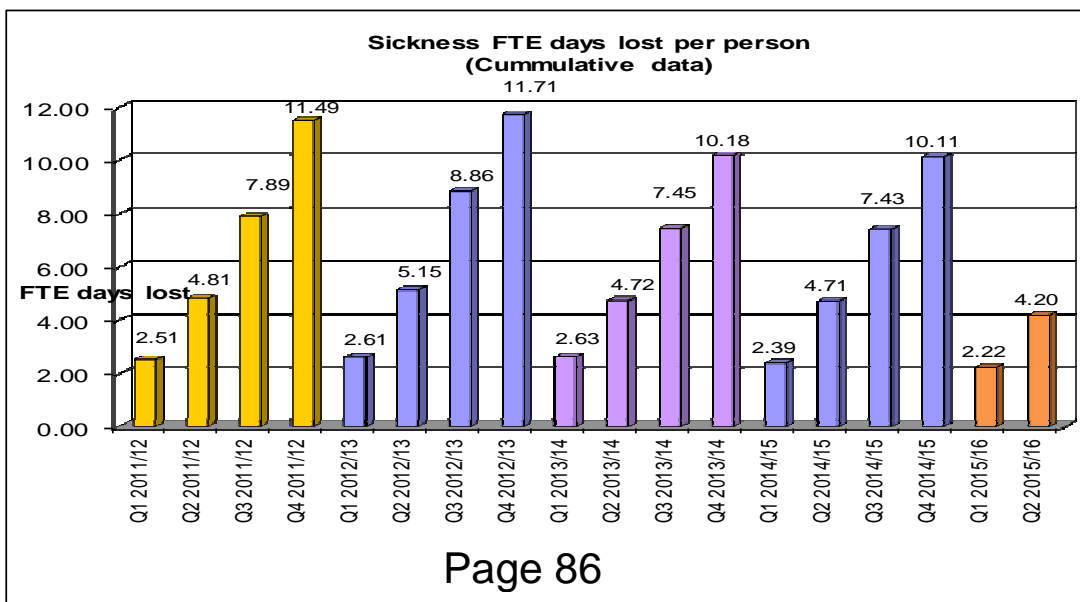
**4.2**

	Av FTE Numbers	FTE Annual Target	Q2 Days lost	Forecast for 2015/16
City Operations	1,375	13.0	6.2	13.5
Communities	960	9.0	4.5	9.7
Economic	245	6.0	3.3	7.2
Education	750	8.0	3.1	6.8
Education - Schools	5,400	7.8	3.4	7.3
Governance & Legal	85	6.0	2.9	6.3
Resources	927	8.0	3.9	8.2
SS - Adult	650	13.0	6.4	13.8
SS - Children's	350	13.0	8.0	17.3
<b>Total</b>	<b>10,746*</b>	<b>9.0</b>	<b>4.2</b>	<b>9.1</b>

\*This figure includes schools based education staff.

The Council's sickness figure target is 9.0 FTE days lost per person, the data for Quarter 2 shows a decrease over the same period last year and was the lowest Quarter 2 figure in 5 years. The current forecast is 9.1 days lost per FTE.

The Attendance & Wellbeing Policy has been reviewed and approved and additional measures are being put in place for a number of directorates following a pilot in Environment last financial year.



## Quarter 2

### Personal Performance and Development Review Compliance as at 13<sup>th</sup> October 2015

Organisation Name	PPDR Finalisation of Objectives		
	Total (Head Count)	Completed	Percentage (%)
City Operations	1387	1311	94.5%
Communities, Housing & Customer Services	1153	1075	93.2%
Economic Development	269	247	91.8%
Education & Lifelong Learning (exc schools and central teachers)	911	819	89.9%
Governance & Legal Services	85	74	87.1%
Resources	1366	1293	94.7%
Social Services – Adults	665	628	94.4%
Social Services – Childrens	394	310	78.7%
Social Services (Total)	1059	938	88.6%
<b>Total</b>	<b>6230</b>	<b>5757</b>	<b>92.4%</b>

# Information Requests

## Requests managed by Central Team

**416**

**requests**

**88.94%**

**compliance**

Function	FOI		DPA		Overall IR Compliance	
	Due	Compliance	Due	Compliance	Due	Compliance
Communication & Media	3	100.00%	0		3	100.00%
CTS	1	100.00%	0		1	100.00%
Democratic Services	3	100.00%	0		3	100.00%
Econ & Major Projects	5	100.00%	0		5	100.00%
Education	19	63.16%	2	100.00%	21	66.67%
Emergency Management	0		0		0	
Enterprise	0		0		0	
Enterprise Archi	0		0		0	
Environmental Health	20	95.00%	2	50.00%	22	90.91%
Exchequer & Dev	0		0		0	
Facilities Management	1	100.00%	0		1	100.00%
Finance & Procurement	71	94.37%	0		71	94.37%
Health & Safety	0		0		0	
Highways & Transport	61	96.72%	0		61	96.72%
HRPS	25	52.00%	6	83.33%	31	58.06%
ICT	15	53.33%	0		15	53.33%
Improvement & Info	5	100.00%	49	95.92%	54	96.30%
Legal Services	1	100.00%	0		1	100.00%
Planning	15	100.00%	0		15	100.00%
Policy, Partnership	0		0		0	
Project, Design, Dev	1	100.00%	0		1	100.00%
Licensing	20	90.00%	0		20	90.00%
Regeneration Prog	0		0		0	
Risk & Audit	0		0		0	
Scrutiny Services	0		0		0	
Shared Services	0		0		0	
Strategic Estates	1	100.00%	0		1	100.00%
Trading Standards	4	75.00%	0		4	75.00%
Traffic Network Man	2	100.00%	55	98.18%	57	98.25%
Waste Management	29	82.76%	0		29	82.76%
<b>Total</b>	<b>302</b>	<b>86.42%</b>	<b>114</b>	<b>95.61%</b>	<b>416</b>	<b>88.94%</b>

The report shows areas managed centrally by the Improvement & Information Team and those that are managed by Directorates. In Quarter 2 the Council received 538 information requests under FOI & DPA Legislation. The figures within the tables do not reflect Multi-function requests as these encompass a number of areas. The Council handled 46 Multi requests during this period and compliance with these was 78%. There has been an increase in compliance with requests managed by the Central Team & a decrease with requests managed by Directorates. Children's Services requests are also now managed by the Central Team as part of temporary arrangements .

## Requests managed by Directorates

**76**

**requests**

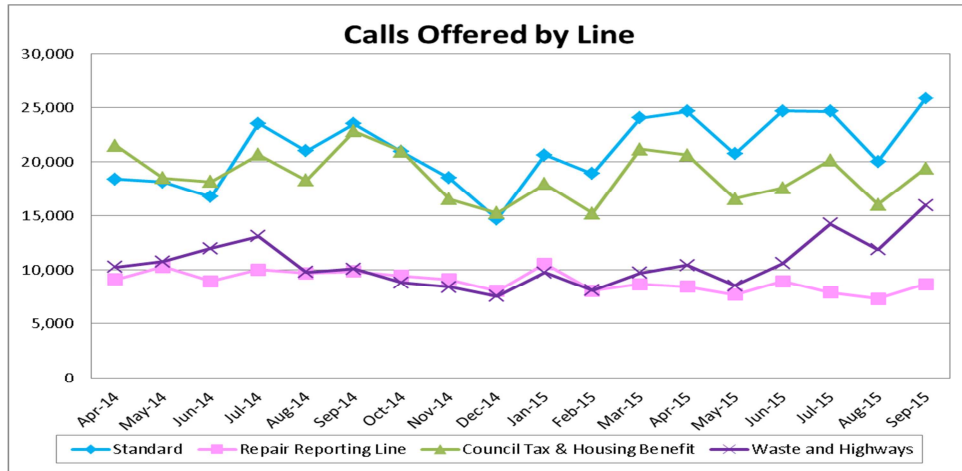
**64.47%**

**compliance**

Function	FOI		DPA		Overall IR Compliance	
	Due	Compliance	Due	Compliance	Due	Compliance
Children's Services	15	73.33%	5	80.00%	20	75.00%
Crematoria & Cemeteries	1	100.00%	0		1	100.00%
Culture, Tourism	0		0		0	
Customer Services	3	66.67%	0		3	66.67%
Harbour Authority	0		0		0	
Health & Social Care	13	53.85%	12	66.67%	25	60.00%
Housing	15	60.00%	1	100.00%	16	62.50%
Infrastructure	0		0		0	
Parks & Sports	8	50%	1	100.00%	9	44.44%
Registration & Coroners	2	100.00%	0		2	100.00%
<b>Total</b>	<b>57</b>	<b>61.40%</b>	<b>19</b>	<b>73.68%</b>	<b>76</b>	<b>64.47%</b>

# Customer Contact

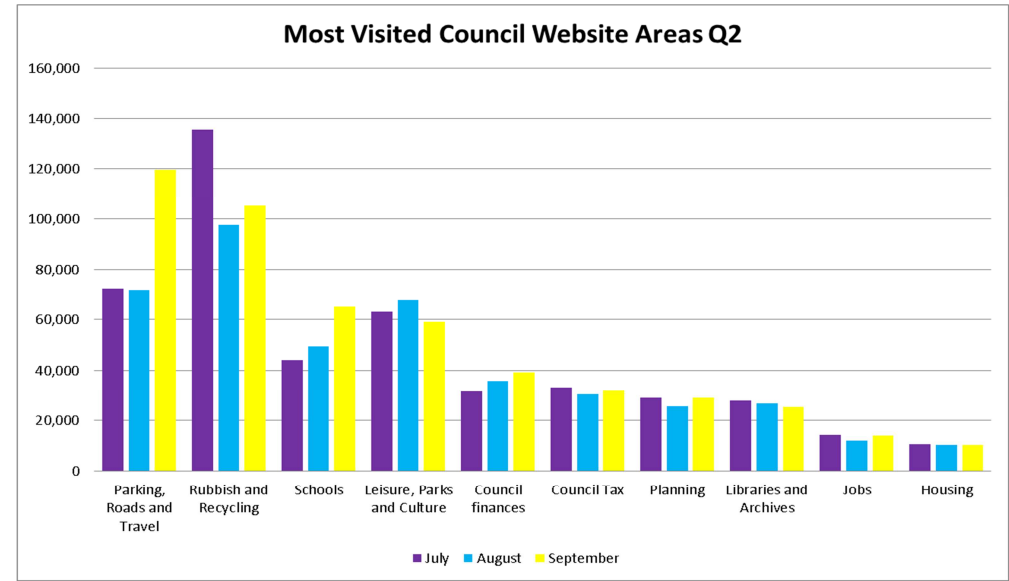
## Calls offered to C2C



**Update:** Call volumes continue to increase with a 7.14% increase from Quarter 1 to Quarter 2. September also saw the highest call volumes since opening, with 26,000 calls offered, however despite the high demand the answer rate target was met this quarter.

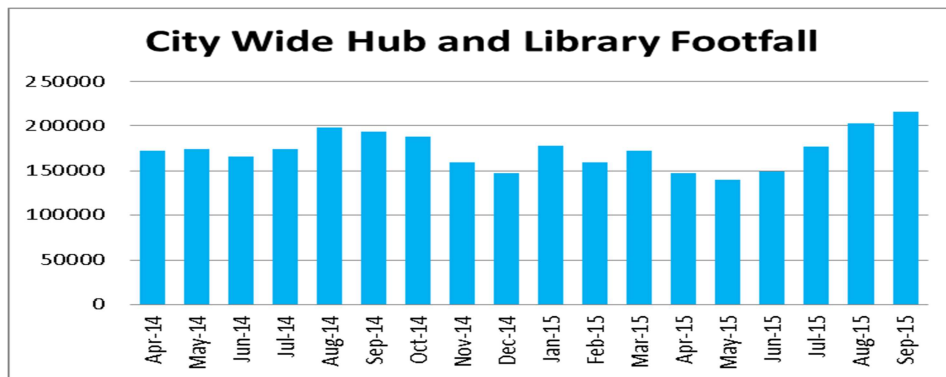
## Most visited Website Areas

### Most Visited Council Website Areas Q2



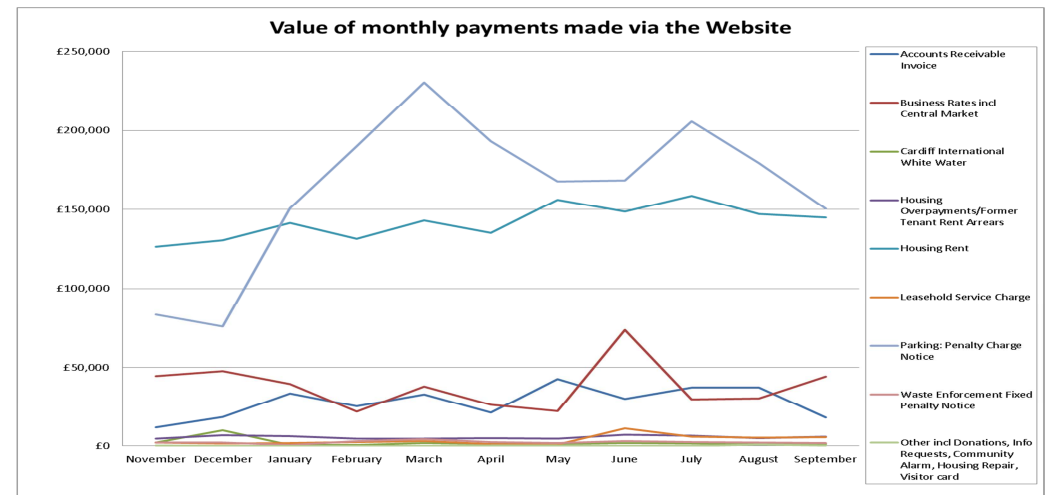
This chart shows (in descending order) the comparative levels of interest / page views by customers on the top 10 most viewed sections of the site each month during Quarter 2.

## Total Footfall in both Libraries & Hubs across the City.



**Update:** As advised in Q1, the Central Library temporary closure caused a notable reduction. Services have been offered at the Central Library Hub since the 20<sup>th</sup> June, the digital floor opened 20<sup>th</sup> July and opening hours have been maximised to a 6 day week, this reflects well in the footfall figures.

## The value of Payments made through the Website



## Outcome Agreement Measures for Q2 2015/16

### Economic Development

Measure	Q1 15/16	Q2 15/16	Annual Target
Businesses supported	153	76	50
New & safeguarded jobs in businesses supported financially or otherwise by the Council	478	1653	1000
Grade A office space	180,000sqft	Awaiting result	100,000sqft
Grant aid and private sector finance to companies assisted by the Council	£1.044m	£5.130m	£3m

### Education, Employment & Training

**99%** of Into Work service users feel more 'job ready' as a result of completing a work preparation course

Measure	Q2 14/15	Q2 15/16	Annual Target
Number of work experience placements*	531	62	1000

\*Welsh Government have ceased Careers Wales funding which is adversely affecting our ability to deliver against target.

**92%** of Into Work service users who completed an accredited course gained a qualification

### Education

Academic year 14/15 final results expected January 2016

### Health & Social Care

Measure*	Q1 2015/16	Q2 2015/16	Annual Target
Carers' assessments completed	164	192	550
Care plan reviews	37.78%	56.60%	90%
Average number of working days from completion of care plan to provision of aids/equipment	3.31	3.53	4
% of adults aged 65 or over who are supported with home care services	71.30%	71.42%	72.50%
The number of delayed transfers of care for social care reasons	86	120	140
% of people helped back to independence without ongoing care services	68.49%	72.26%	65%

\*4 measures where there is no target set, 1 annual measure, total = 11 measures

### Housing

Measure	Q1 2015/16	Q2 2015/16	Annual Target
Boiler upgrades	284	162	550
Roof replacements*	84	74	240
Cladding of flats**	0	0	40

\*Roof replacements are progressing well and the remainder are expected to be complete before Christmas.

\*\*The over cladding works at Pennsylvania flats are about to commence with 74 units due for completion by 31<sup>st</sup> March 2016.



## Directorate: City Operations

Director: Andrew Gregory

Councillor: Derbyshire, Patel & Bradbury

### Q2 2015/16

Budget	Projected Outturn	Variance	Variance (%)
£52,500,000	£53,216,000	£666,000	1.26%

Number of Employees (FTE)	1,375
Sickness Absence YTD (Days Per Person)	6.2
PPDR Compliance Stage (Permanent Staff)	94.5%

Target Savings 15/16	Projected Savings	Variance	Variance (%)
£12,058,000	£10,395,000	£1,663,000	13.79%

### Q2 Progress against Corporate Plan Commitment Actions 2015/16 (Total 42)

Green 45.2% (19)

Amber 52.4% (22)

Red 2.4% (1)

### Q2 Progress against Directorate Plan actions (Core Business Priorities) 2015/16 (Total 45.)

Green 82.25% (37)

Amber 82.25% (37)

Red 2.25% (1)

### Progress on Challenges Identified Q1 (previous quarter)

**Budget Under Achievement** – The Directorate has identified savings/income areas and targets for 2016/17. Whilst improvements have taken place, the in-year position is not fully resolved. Work is taking place to identify savings and mitigation, including: Reviewing all income generation options; Removing all non-essential service area non-staff spend; Assessing all spend against reserves.

**New Directorate Structure/Governance/ Systems** – An Interim Plan has been developed to identify the actions necessary to establish effective management, staff engagement, ADM delivery, budget and performance controls. Further work is needed to roll out these actions effectively throughout the directorate. This work will focus on: Delivering an effective staff development and Communications programme – through team focussed programmes; Reshaping senior management to focus on priority areas; Identifying all key directorate projects and ensuring full project controls as examples.

**Ensuring Major Project Delivery:** A major project programme and programme board has been established. All major projects have been identified – further detail is required in a number of areas to ensure effective programme management. The programme board will seek to ensure that all the strategically important projects such as ADM, In-house Model, Transport interchange, etc. are delivered and on programme. Also, the aim is to promote a wider culture of programme responsibility and engagement.

**ADM: Project Delivery / Defining adequate resourcing** – Resources have been identified and are in place. Delivery of the next Full Business Case process is a priority. A programme is in place and being closely monitored. However, in a programme of this significance and complexity will need consistent management and direction particularly over the next 3 months to ensure that the optimum long-term outcomes are achieved for the council.

**Managing and reducing sickness absence** – Action plans in key areas have been established. This issue is being tackled in two ways; Through effective managing of the Attendance & Wellbeing policy and working on the more fundamental cultural drivers that underpin high sickness absence levels in a few ‘hot spot’ areas.

### Q2 Service Delivery

#### Directorate Delivery Plan

#### Highways, Traffic & Transportation

**Formulation of proposals to develop the Cardiff City Region Metro (Green):** Consultants commissioned by partners, including CCC & RCT councils, to commence investigation of further feasibility of options for north west corridor.

**Cardiff City Transport Strategy (Amber):** Preliminary draft prepared and consultation (issue paper) with all members prepared. Cabinet Report planned subject to approval of LDP that will determine precise way forward.

**New Parking Strategy (Amber):** Cabinet approval 1/10 for wider consultation to take place. Public consultation will take place for a 6 week period via an online survey, and is due to commence by end of October. Sessions are planned with local members during this time to seek their views.

**Strategy for highways and transport asset maintenance (Amber):** Consideration of full scope of City Operations Directorate to be established to ensure total service is captured. The street lighting element of the strategy is currently being developed.

**New Civil Enforcement and Parking Operations Strategy (Amber):** We are currently reviewing technology to ensure that the strategy is aligned with equipment capability.

**Cardiff Cycle Strategy (Amber):** The process has been reviewed to ensure strategy production ties in with work underway on statutory requirements of Active Travel Act regarding route auditing and mapping. It is anticipated that the strategy report will be considered by Cabinet in March following public/stakeholder consultation.

**Invest to save schemes (Amber):** Challenge and analysis of Street Lighting manufacturer's information and technologies being undertaken to ensure the most suitable long term and cost effective solution for Cardiff. A test area has been established and focus groups are in place for consultation.

**Increase in charging income (Amber):** Income from land charges is being monitored, however it is projected that it will not meet target, mitigations being put in place.

**Taxis for Pupils with Alternative Learning Needs (ALN) (Amber):** A project brief is being agreed with Education. Project Manager to commence meeting with schools to discuss ALN transport.

#### **Strategic Planning**

**Adopt the Local Development Plan (Green):** The Inspector organised two additional Hearing Sessions which took place on 28th & 29th September to further consider remaining matters.

**Deliver the LDP by ensuring that its strategy and policies inform the emerging Strategic Development Plan (Amber):** Awaiting further instructions from Minister and WG regarding roll-out of SDP measures.

**Deliver the necessary infrastructure to support the LDP proposals (Amber):** CIL Report included on Cabinet Forward Plan for March 2016 to follow anticipated adoption of Cardiff LDP. Scrutiny of CIL anticipated in November 2015 prior to completion of Cabinet Report.

#### **Waste Management & Street Cleansing**

**Waste Strategy (Green):** City wide communications regarding wheeled bin expansion, reusable sacks and striped bag service have taken place and all have been introduced to plan. The wheeled bin exchange is also underway and will be completed in Q3.

**Infrastructure services ADM (Amber):** Following a six week delay due to Scrutiny "call in" the Full Business Case work needs to be re-programmed. It is intended to present Cabinet with a report making recommendations in February 2016. The project was re-programmed at the start of Q3 with the objective of still submitting a report for consideration by Cabinet in February 2016.

**HWRCs new markets and re-use options (Amber):** A revised Cabinet Report was accepted in Q2 that resulted in a delay in implementing some waste minimisation and recycling initiatives. The new tenders are being completed. The report to Cabinet that was agreed permitted us to introduce seasonal opening hours and proof of residency at HWRC to deter use by out-of-county residents. No mitigations possible on these as the decision is required before changes can be implemented. Realistic lead in times to the public need to be adhered to to avoid complaints from residents, e.g. proof of residency, this needs to be communicated to residents at least a month before implementation as they will not be aware of the change date when they arrive at facilities.

**Waste strategy & disposal savings (Amber):** Savings are being tracked but unsure at this stage if full savings will be made, mitigating actions will be identified where this may be necessary.

**Cleansing & Collection savings (Red):** We are unable to make the full £600k in year due to the scale of change required and the number of services involved. A plan is in place to deliver the £600k through a realignment of services but mitigations are still needed in year, which officers are working to identify.

#### **Bereavement & Registration**

**Additional burial space (Amber):** New sites have been assessed and there is ongoing liaison with planning on these, there is a potential site however, this is subject to tenancy lease issues, despite this the service continues to take forward proposals in relations to design, planning and advice. A Cabinet Report is currently being prepared in order to gain a decision as to the use of this site for a cemetery.

#### **Energy & Sustainability**

**Energy Prospectus (Green):** The Final Prospectus was agreed by Cabinet in July 2015, recommendations for current projects and delivery mechanisms to be reviewed.

**Delivery of live energy projects (Amber):** There are possible issues with financial backing for the solar farm. However, additional parties have shown a strong interest in the scheme.

**Energy savings (Amber):** We continue to work with land lessee to ensure successful delivery of the scheme and to realise saving projections and recover grid connection costs by year end.

#### **Regulatory**

**Private rented sector (Amber):** The report regarding an Additional Licensing Scheme in the Cathays Ward is currently the subject of a call in which is being considered on October 7th the Cabinet do not need to reconsider the report, programme will be realigned in Q3.

**Implement the regional service for Regulatory Services (Amber):** Population of the new staff structure will be challenging and will result in a number of employees remaining "at risk" at the end of the process or requiring salary protection as part of the TUPE provisions, the budget position is expected to be maintained given vacancy provision.

#### **Leisure & Play**

**New models of service provision for youth and play services (Amber):** Revised proposals are in the process of rapid

consultation. The revised “draft” proposal is currently with senior officers having been discussed with the appropriate Cabinet member and will now start the process for approval/amendment.

**Establish the future cultural and leisure needs of the city (Red):** We are unlikely to deliver all financial savings in year due to delays in procurement programme, although competitive dialogue process continues with two bidders in both Leisure & the Arts. Options are currently being considered. Options are currently being considered including additional assessment of an enhance in house model. Report to Cabinet programmed for Feb/Mar 2016.

## Management

**Sickness Absence** – Managers are actively working on available statistics relating to triggers and return to work interviews etc. to ensure reduction of absences, current results show 13.5 FTE days lost against a target of 13 FTE days. **PP&DRs** – Finalisation of objectives compliance has met the target of 95%, managers are working through the non-compliance gaps to identify reasoning, in the main this relates to staff absences. **Health & Safety** – Work continuing to finalise Policy & Action Plan in conjunction with newly formed Directorate Working Group, Action Plan progress as at 30/9/15 currently being worked on.

## Directorate: City Operations

### Key Performance Indicator Data – Q2 2015/16

#### Q2 Progress against Performance Indicators (Corporate & Delivery Plans) 2015/16 (Total 19.)

**Green 21% (4)**

**Red 10.5% (2)**

11 (58%) of the indicators are annual and 2 (10.5%) have no result available at this stage as the data is still being collected, interrogated and verified.

#### National Strategic Indicators and Public Accountability Measures

Performance Indicator	Result 14/15	Position Q1	Position Q2	Position Q3	Position Q4	Target 15/16	Year End 15-16	R.A.G.
LCS/002b - The number of visits to local authority sport and leisure centres during the year where the visitor will be participating in physical activity, per 1,000 population	8084	Annual Result				9647		
PPN/009 - The percentage of food establishments which are ‘broadly compliant’ with food hygiene standards	91.76%	93%	93.8%			92.00%		G
PSR/004 - The number of additional affordable housing units provided during the year as a percentage of all additional housing units provided during the year	6.54%	1.03%	2.68%			6.60%		G
Cumulative - Likely to meet target by year end								
PLA/006b - The number of additional affordable housing units provided during the year as a percentage of all additional housing units provided during the year	93%	Annual Result				20%		
STS/005b - The percentage of highways and relevant land inspected of a high or acceptable standard of cleanliness	86.80%	Annual Result				90%		
STS/006 - The percentage of reported fly tipping incidents cleared within 5 working days	82.51%	96.2%	96.9%			90.00%		G
THS/007 - The percentage of adults aged 60+ who hold a concessionary bus pass	100%	93.7%	94.6%			94.00%		G
THS/012 - The percentage of principal (A) roads, non-principal (B) roads and non-principal (C) roads that are in overall poor condition	6.80%	Annual Result				Aggregated indicator		
WMT/004b - The percentage of municipal waste	32.5%					30%		

**National Strategic Indicators and Public Accountability Measures**

Performance Indicator	Result 14/15	Q1 Position	Q2 Position	Q3 Position	Q4 Position	Target 15/16	Year End 15-16	R.A.G.
collected by local authorities sent to landfill								
Awaiting validation by NRW at year end								
WMT/009b - The percentage of municipal waste collected by local authorities and prepared for reuse and/or recycled, including source segregated biowastes that are composted or treated biologically in another way	53.38%	57.1%				58%		
Awaiting validation by NRW at year end								
CAM/037The percentage change in the average Display Energy Certificate (DEC) score within local authority public buildings over 1,000 square metres	New 2015-16					3%		
New indicator								

**Directorate Delivery Plan Indicators**

Performance Indicator	Result 14/15	Q1 Position	Q2 Position	Q3 Position	Q4 Position	Target 15/16	Year End 15-16	R.A.G.
PLA/004 (a) - % of major planning applications determined during the year within 13 weeks	20%	11.8%	14.2%			25%		R
PLA/004 (c) - % of householder planning applications determined during the year within 8 weeks	71.1%	64.8%	68.3%			80%		R
<p>PLA/004 (a &amp; c) - A range of measures to improve performance are currently being developed by the recently appointed Head of Planning to respond to a heavy and complex workload. Additionally, this work includes developing effective mitigating actions to address risks associated with the new Planning Fee Regulations which contain fee refund clauses if applications are determined beyond required timescales. Measures being worked up include the enhanced monitoring and management of live applications, improvements to the application process, maximising the role of pre-applications, improving ways of working within the service, continually exploring best practice, improving stakeholder communication and engagement, enhanced use of digital services/website, and developing greater intelligence on potential applications in the pipeline. Further details will be included in the Council’s submission of the Planning Service’s Annual Performance Report (APR) to the Welsh Government by 20th November, 2015 and thereafter covered in the preparation of a new Business Plan for the Service which will be prepared in Spring 2016.</p>								

Q2 Challenges Identified	Q2 Actions being taken
Bereavement Strategy Implementation: Challenges in identifying potential burial sites including a woodland burial site	Issues concerning availability of land have been flagged up. New sites have been assessed and ongoing liaison with planning concerning these. Political issues concerning potential Council site which could be used due to tenancy issues
Delivering a Balanced Budget in year/2016/17	1: In-year: Currently a shortfall of £660K projected. Detailed work on reserves, all income areas, revenue streams taking place. We are confident a balanced position will be delivered. 2: 2016/17: All saving areas identified. Further work taking place on income identified against ADM/In-house – this will emerge following current work stream reporting. Higher risk areas being modelled to limit concerns. Detailed plans being put in place. Work on programme.
Ensuring that Robust FBC for ADM is delivered	The detailed ADM/In-house project programme for the Full Business Case work is in place. Resources have been identified to support project. The cabinet report timeline has slipped to Feb 2016 as a consequence of the scrutiny call-in, detail and scale of information required to produce robust evidence base. The project is now on programme.
Managing and reducing sickness absence/Changing Working	There are two main areas of work. 1. Establishing effective sickness absence policy monitoring and management across the Directorate – with particular

Environment Culture	'hotspot' areas where sickness is on or over 13 FTE days pa. 2. In focussed areas a process of staff/management engagement to develop a more motivated / engaged working environment. This work is on programme.
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## Q2 Risk Update – updates provided to financial audit team, synopsis below

Corporate Risk				
Risk Description	Inherent Risk	Residual Risk	Mitigating Actions	Risk Owner
<b>Climate Change and energy security</b> - Un-preparedness to the effects of climate change due to lack of future proofing for key (social and civil) infrastructure and business development, and inability to secure consistent energy supply due to rising energy costs and insecurity of energy supply.	Red	Red	Response up to Q2 forwarded to Risk & Governance Team, in summary this covers position on climate change resilience PI, new energy policy, energy budgets, local power generation and delivering renewables	Andrew Gregory
<b>Food Safety Management</b> - Ineffective food safety management systems including procurement leading to unsafe food at Cardiff Council food business outlets, events & venues	Red	Red / Amber	Response up to Q2 forwarded to Risk & Governance Team: Discussions are ongoing to determine how the E-coli groups can continued to be supported.	Andrew Gregory
<b>Preparation of Local Development Plan</b> - Preparing a plan that is considered 'sound' by the Inspector, within the proposed timetable.	Red	Red / Amber	Response up to Q2 forwarded to Risk & Governance Team covering; additional funding for 2015/16, timetable for LDP, expenditure, changes schedule, key dates for further hearing sessions.	Andrew Gregory
<b>Waste Management</b> - Failure to achieve targets for Landfill allowance, specifically for Biodegradable Municipal Waste and WG statutory Recycling Targets. Ineffective delivery of recycling targets and residual waste treatment.	Red	Red	Response up to Q2 forwarded to Risk & Governance Team, in summary this covers; position on risk of fines, outline waste strategy, sweepings contract, exploration of reuse partners & TEEP business cases, HWRC update, organic waste procurement, interim contract for residual treatment, Project Gwyrdd - financial close, IBA recycling, commercial waste operations update.	Andrew Gregory

Update on Previous Quarters Emerging Risks				
Risk Description	Inherent Risk	Residual Risk	Progress	Risk Owner
Significant risk with financial targets in not being able to be met	Red	Red	Mitigation strategy in place and financial position is improving.	Andrew Gregory
Should timescale for procurement on Leisure Centres alternative management not be met, savings would be delayed or not achieved.	Red	Red	Actively working through milestones and mitigating actions to progress matters	Andrew Gregory

# Directorate: Communities, Housing & Customer Services

Director: Sarah McGill

Councillor: Graham Hinchey, Susan Elsmore, Peter Bradbury, Dan De'Ath

## Q2 2015/16

Budget	Projected Outturn	Variance	Variance (%)
£46,675,000	£46,651,000	(£24,000)	(0.05%)

Number of Employees (FTE)	960
Sickness Absence YTD (Days Per Person)	4.5
PPDR Compliance Stage (Permanent Staff)	93.2%

Target Savings 15/16	Projected Savings	Variance	Variance (%)
£1,643,000	£1,442,000	£201,000	12.23%

### Q2 Progress against Corporate Plan Commitment Actions 2015/16 (Total 15)

Green 80% (12)

Amber 20% (3)

### Q1 Progress against Directorate Plan actions (Core Business Priorities) 2015/16 (45)

Green 73% (33)

Amber 27% (12)

### Progress on Challenges Identified Q1 (previous quarter)

**Successful Launch Central Library Hub** – Project completed on schedule, Hub opened with services offered from 20th July 2015. Opening hours maximised with a return to a six day opening for the building and access available to all services. The Digital Floor was officially opened on 30th July which attracted high profile interest to the new co-located services. Communications are in development to promote the refurbished facilities in order to maximise revenue opportunities.

**Implementation of the Waste Restriction Changes** – As the implementation moves into phase 2, call and email volumes have increased significantly, as anticipated. Delays with bin and bag deliveries have also led to customers seeking clarity from C2C, further increasing call volumes. In order to meet current demand, all 8 temporary staff will be retained throughout October and early November.

**Reducing the time taken to let vacant properties remains a key challenge** – A project is currently being piloted where properties on notice are inspected and if only minor repairs are required, they are being re-let promptly without going through the whole void process. In addition to this, new tenants are being offered decoration allowance and minor repairs are being done in occupation. It is planned to extend this project over the next quarter.

### Q2 Service Delivery

#### Budget

There are some in year budget implications as a result of the implementation of Hubs and the Alarm Receiving Centre. Part year effect of the saving will be realised in 2015/16, and in order to balance the Directorate's position additional income and savings have been identified. Overall the Directorate is currently projecting a small potential surplus.

#### Directorate Delivery Plan

**Alarm Receiving Centre** – The centre went live on the 24<sup>th</sup> of August, a week later than originally planned as additional training was provided to the staff. The centre is now streaming back live footage in all blocks except Litchfield House, this is due to an issue with the transmission network and work is ongoing to resolve this as soon as possible. Staff are currently being fully trained on the functionality of the software. There have been various expressions of interest for the centre to provide this service for partners; this is encouraging to deliver the challenging income targets.

**Into Work** - CV builder has been created and staff have been trained and audited to enable clients to use the system in the job club. Guaranteed interviews have been carried out in Ely and Caerau Hub, Butetown Youth Pavilion and St Mellons Enterprise Centres. 'More than a Jobs Fair' was held on the 9<sup>th</sup> of September with over 1,750 visitors and more than 30 employers attending.

**Customer Contact Centre** - During quarter 2 call volumes in C2C increased by 7.14% from quarter 1 and during September, C2C experienced its busiest month since opening handling 64,464 of the 69,839 calls offered. Despite this demand increase, the answer rate has met target this quarter.

**Travelling Library** - The branding on the new travelling Library is complete and it is now fully operational. The Travelling Library Service Consultation Document has been drafted and will be going out to all schools in quarter 3

**Hubs** - Construction work commenced on STAR Community Hub in July. Central Library Hub opened following refurbishment. Building works are in progress at Rumney Partnership Hub. Construction work has commenced on St Mellons Hub Phase 1. Planned completion of Grangetown Hub is delayed due to works needed to be carried out by Welsh Water before progress can continue; revised completion date is December 2015.



**Housing Repairs** – Infosuite performance management software is now being used to produce monthly performance information, including appointments made and kept for each operative, travel time and unproductive time.

**Housing Partnership Programme** – Final tenders have been submitted for the programme, which are being analysed at present.

**Management**

**Health & Safety** - Following the completion and publishing of the H&S Action Plan, a summary is being pulled together to make the information as accessible as possible.

**PPDR Status** – The PPDR compliance remains high, with dip sampling carried out across the Directorate which showed consistent high quality.

**Sickness** – Regular monitoring takes place within the directorate with: •monthly directorate performance report weekly manager updates on sickness, open RTW and any missed stages • Case management to any Long-term sickness and Assistant Director Management Team meetings.

**Directorate: Communities, Housing & Customer Services**

**Key Performance Indicator Data – Q2 2015/16**

**Q2 Progress against Performance Indicators (Corporate & Delivery Plans) 2015/16 (Total 45\*)**

**Green 78% (25)**      **Amber 16% (5)**      **Red 6% (2)**

\*6 annual, 2 are not targeted and 5 no data

National Strategic Indicators and Public Accountability Measures								
Performance Indicator	Result 14/15	Q1 Position	Q2 Position	Q3 Position	Q4 Position	Target 15/16	Year End 15-16	R.A.G.
LCL/001b - The number of visits to Public Libraries during the year, per 1,000 population	8376	1,217	2,800			6,000		A
The physical visits to Libraries has shown a small decrease against the same quarter in 14/15, there is however an improved performance against Quarter 1 of 15/16. The continued closure of Grangetown Library and Roath Library is a contributory factor. Additionally, there continued to be a temporary reduction in services at Central Library due to the building work, the services at Central Library Hub returned to full accessibility at the beginning of August. On-line visits and visits for Llanishen will be added in Q4.								
PSR/002 - The average number of calendar days taken to deliver a Disabled Facilities Grant (Certified Date)	197	Annual Result				200		
This NSI is calculated using the "certified date". A local indicator based on the "payment date" is monitored quarterly by the Directorate.								

Directorate Delivery Plan Performance Indicators								
Performance Indicator	Result 14/15	Q1 Position	Q2 Position	Q3 Position	Q4 Position	Target 15/16	Year End 15-16	R.A.G.
The average number of calendar days taken to deliver a Disabled Facilities Grant	193	214	240			200		R
There are a number of factors currently affecting performance; these include lack of available Capital funds to carry out works as well as delays caused by client choice and suspension of process, which are shown as open during the suspended time if re-opened. The figures are currently showing the effects from work being put on hold in the previous financial year due to a lack of Capital funds. A report is currently being written about the Capital fund situation to avoid recurrence and the situation is being closely monitored.								
The number of library materials issued, during the year, per 1,000 population	4,727	967	2,132			5000		A

### Directorate Delivery Plan Performance Indicators

Performance Indicator	Result 14/15	Position Q1	Position Q2	Position Q3	Position Q4	Target 15/16	Year End 15-16	R.A.G.
The result demonstrates an improved performance when compared to the Quarter 1 results for 2015/16. However the continued closure of Grangetown Library for a refurbishment and Roath Library for Health and Safety considerations has affected the Quarter 2 performance. Additionally during the building and preparation work for the Central Library Hub there was a temporary reduction in stock availability with stock being placed in storage. Central stock is now fully accessible to customers.								
The percentage of all potentially homeless households for whom homelessness was prevented for at least 6 months	New indicators are currently being developed following new legislation with a significant change in direction							
The average number of days that all homeless households spent in Other forms of temporary accommodation								
Percentage of C2C Calls Answered	86.9%	92%	93%			<b>93%</b>		<b>G</b>
BNF/002 (a)CTR : Speed of processing: Average time for processing new Council Tax Reduction claims	18.9	19.94	18.42			<b>21</b>		<b>G</b>
BNF/002 (a)HB : Speed of processing: Average time for processing new Housing Benefit claims	21.3	22.95	21.0			<b>21</b>		<b>G</b>
Vacant Local Authority stock as percentage of overall stock (as at the end of the period)	1.55%	1.53%	1.35%			<b>1.5%</b>		<b>G</b>
The total amount of rent lost due to lettable units of permanent accommodation being empty as a percentage of the total rent debit for the financial year.	2.12%	1.8%	1.9%			<b>2%</b>		<b>G</b>
The total amount of rent lost due to lettable units of permanent accommodation being empty was £332,200.41 in Quarter 2; a cumulative total of £617,428.36 Year to date which compares favourably to the cumulative figure for the same time in 2015/16 was £715,007.63.								
HLS/014 : The average number of calendar days taken to let lettable units of permanent accommodation during the financial year	112.7	103	94			Q1-90 Q2-80 Q3-70 Q4-60		<b>A</b>
Figures continue to improve despite some longer term void properties being let in Q2. The quick turnaround voids project continues to develop and is helping to improve the letting time whilst reducing void costs and rent loss.								

#### Q2 Challenges Identified

**Alarm Receiving Centre** – finalisation of work with the transmission network so the service is fully operational.

**The launch of Rent Smart Wales** – Rent Smart Wales is due to launch during Quarter 3, success relies on all work streams progressing in accordance with the project plan and the development of the website which will manage the customer facing and staff interactions.

**SAP Customer Relationship Management System** – the continuation of the phased rollout.

**Voids** - Reducing the time taken to let vacant properties remains a key challenge.

#### Q2 Actions being taken

The existing 5Ghz Cambrium link will be left in as a secondary transmission path while a new light OFCOM licensed link at 80Ghz is added. The change in frequency from 5Ghz to 80Ghz will resolve the transmission issues between Litchfield House and Channel View.

New staff are scheduled to start at the end of October, documentation to support the processes is well developed and the infrastructure is mostly in place. The marketing campaign, led by Welsh Government, is established. Regular meetings are being held with the IT development company to manage the development of the website

The roll out is supported by ongoing project management and staff training to ensure the successful roll out of the SAP CRM.

There is ongoing progress with hard to let properties which have remained vacant for some time. The Assistant Director for Housing & Communities will continue to chair the fortnightly Voids Working Group. A Senior Manager will also to be appointed on a temporary basis to resolve this issue.



<b>Disabled Facilities Grants-</b> Issues with the number of days taken to deliver the grants.	A Report on Capital Availability is being produced. Further work on data analysis and a review of contractor performance is being carried out as part of the Building Maintenance Review. Ensuring the best use of funds available to be directed to those most in need and where this will have the biggest preventative impact for future demands on social care services
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## Q2 Risk Update

Corporate Risk				
Risk Description	Inherent Risk	Residual Risk	Mitigating Actions	Risk Owner
<b>Welfare Reform</b> - That the Council cannot meet its statutory obligations with the increased demands and reduced budgets placed upon it by the Welfare Reform Bill 2011,	Red	Red	<ul style="list-style-type: none"> <li>Welfare Reform Group is working well in coordinating multi-agency activity</li> <li>Discretionary Housing payments are being used to top up the benefit claims of those most affected</li> <li>Tenants adversely affected are being supported to exchange properties, tenants given greater choice on new properties and reducing void rent loss</li> </ul>	<b>Sarah McGill</b>

Emerging Risks Identified this Quarter				
Risk Description	Inherent Risk	Residual Risk	Mitigating Actions	Risk Owner
Increasing homelessness and rough sleeping in the city <ul style="list-style-type: none"> <li>the increase in rough sleepers includes EEA Nationals who are affected by changes to rules for benefits and housing</li> </ul>	Red/ Amber	Amber/ Green	<ul style="list-style-type: none"> <li>A temporary increase in resource to the Outreach Team</li> <li>Consideration of additional units for the Rough Sleeper project to assist those with complex needs</li> <li>To hold hostel vacancies for identified individuals currently sleeping rough or those with complex needs</li> <li>To work with the Salvation Army to develop a pilot scheme for an intervention and reconnection service for EEA Nationals.</li> </ul>	<b>Sarah McGill</b>

Update on Previous Quarters Emerging Risks				
Risk Description	Inherent Risk	Residual Risk	Progress	Risk Owner
UKs Budget Announcement <ul style="list-style-type: none"> <li>Benefit Cap reduced to £20,000 (previous risk profiled on £23,000)</li> <li>Freeze on benefits</li> <li>Tax credit changes</li> <li>Budget settlements on areas where there is devolved powers is Wales is currently not known, including 1% cut to social housing rents</li> </ul>	Red	Amber/ Green	<ul style="list-style-type: none"> <li>Information has been submitted to Welsh Government showing the anticipated affect of Council rents being reduced.</li> </ul>	<b>Sarah McGill</b>

# Directorate: Economic Development

Director: Neil Hanratty

Councillor: Phil Bale, Peter Bradbury, Graham Hinchey

## Q2 2015/16

Budget	Projected Outturn	Variance	Variance (%)
£2,312,000	£2,881,000	£569,000	24.61%

Target Savings 15/16	Projected Savings	Variance	Variance (%)
£1,653,000	£1,336,000	£317,000	19.17%

Number of Employees (FTE)	245
Sickness Absence YTD (Days Per Person)	3.3
PPDR Compliance Stage (Permanent Staff)	91.8%

### Q2 Progress against Corporate Plan Commitment Actions 2015/16 (Total No.19)

Green 95% (18)

Amber  
5% (1)

### Q2 Progress against Directorate Plan actions (Core Business Priorities) 2015/16 (Total No.14)

Green 86% (12)

Amber 14%  
(2)

### Progress on Challenges Identified Q1 (previous quarter)

- Addressing in-year projected over-spend** - Pro-active work is being undertaken across the Directorate to continue to reduce the end of year projected over-spend. Regular meetings have been arranged where issues will continue to be discussed and the projected over spend monitored with a number of plans established. The proposed implementation date for the alternative delivery model (ADM) in respect to St. David's Hall and New Theatre will have an impact on end of year figures.
- Ensuring delivery of 15/16 savings targets** - Close budget monitoring is in place to ensure an end of year balanced position where possible.
- Delivering Property Strategy outputs including capital receipts** - The Corporate Asset Management Plan (CAMP) was considered by Cabinet in June. Property activities are monitored by the Corporate Asset Management Board to ensure they align with priorities in the CAMP. Partnership meetings progressing.
- Explore the Heritage Trust approach to the Castle and other heritage assets** - The scope of the proposed Cabinet report has been extended as a result of the change of use of the Old Library and opportunities recently identified in respect of the wider Cardiff Collection. Additional support for the development of this project has been secured through the Regional Tourism European Fund and a report will be presented to Cabinet early in the New Year.
- Progress the Cultural Venues ADM procurement** - Tender Requirements and descriptive documents issued. It is expected that the Officer Decision Report for the detailed solution is to be completed by November so that an invitation to submit final Tenders can be issued.
- Progressing the City Deal** - Regional partners have been assembled from all local authorities in South East Wales, working with Welsh Government and advisors to develop a City Deal for the Cardiff City Region. A position statement has been submitted to HM Treasury and governance arrangements established. Work is progressing to develop an 'in principle' submission to the UK Government early November.
- Develop detailed costings and scheme for a new bus station** - Preparing high level reports for the delivery of a new Central Bus Interchange in advance of submitting a planning application.

### Q2 Service Delivery

#### Directorate Delivery Plan

- Deliver, with partners, 200,000 square feet of Grade A office as part of a new business district in the vicinity of central station between March 2014 and March 2016** - Construction of 135,000 sqft of grade A office accommodation is progressing at Central Square. Planning permission is in place for a HQ of 180,000 sqft and due to commence this year. 80,000 sqft has been completed at Capital Square with a further 80,000 sqft under construction. Legal & General has signed a £400m deal with Rightacres to back the redevelopment of Cardiff city centre representing a vote of confidence from the business community.
- Implement a delivery strategy to progress a Multi-Purpose Arena by March 2016** - A Business Case has been developed for delivering the Multi Purpose Arena, it has been agreed that the Council should progress investigations to deliver the development with partners. Proposals will be reported to Cabinet in December.
- Develop a heritage quarter proposal for the Civic Centre, including a plan for the refurbishment of City Hall by March 2016** - Advisors have been appointed to complete the Cathay's Park Urban Design Framework by the end of the year.
- Establish a new Tourism Development Strategy by June 2015 with a view to doubling the value of overnight tourism**

**in the city-region by 2020** - Cardiff has been awarded £180,000 from Visit Wales as part of the Welsh Government Regional Tourism Engagement Fund. Cardiff will lead on the delivery of 5 tourism activity projects collaboratively with S.E. Wales Local Authorities and private stakeholders aimed at developing visitor numbers and tourism promotion across the region.

5. **Deliver the approved Property Strategy** - During Q2 the gross internal area of buildings in operational use reduced by 102,484 sqft, and the maintenance backlog reduced by £2.2 million. This was achieved through various means including, the demolition of Llanedeyrn High School and the imminent community asset transfer of community centres at Maes-y-Coed and Pentreban.

**Investment Property Model** - New models for managing investment property have been explored and an options report prepared for Consideration by Cabinet in November.

6. **Delivery of an Office Rationalisation programme to deliver £1m of revenue savings and £6m of capital receipts by December 2017** - Arrangements to vacate staff from 5 operational buildings is progressing well to achieve savings by 2017. Charles Street and St David's House have been vacated. A relocation strategy has been agreed to vacate the Howardian Centre in Q3 and Global Link in Q4. Vacation of the Mynachdy Centre is likely to be pushed into the New Year while relocation options are being considered.

**Functions & Retail Catering Units** - The independent operational review of Cardiff Castle, Mansion House, Retail Catering, Sales & Marketing support and City Hall is scheduled for completion mid October. Improvements around menu's and retail operation have already been implemented as part of the review process. Improvements will continue to be implemented in year alongside a wider review of the operation.

7. **Establish the future cultural and leisure needs of the city and ensure the sustainable delivery of cultural and leisure infrastructure and services at less cost through new operating models, by June 2016** – The procurement process for an ADM is on track for completion at the end of the year.

#### Management

**Health and Safety** – No accidents or incidents reported during the quarter. Regular consultation with trade union representatives established. Sickness absence levels remain below the annual target.

**Welsh Bilingual Service** – Managers of front line teams have assessed their Welsh language requirement. Linguistic Assessments to be progressed.

## Directorate: Economic Development

### Key Performance Indicator Data – Q2 2015/16

#### Q2 Progress against Performance Indicators (Corporate & Delivery Plans) 2015/16 (Total No. 32)\*

Green 22% (7)

Amber 12% (4)

\*including 14(44%) annual performance indicators and 7(22%) with results to follow

Performance Indicator	Result 14/15	Position Q1	Position Q2	Position Q3	Position Q4	Target 15/16	Year End 15-16	R.A.G.
Grow membership of the Cardiff Business Council to 1,000 members (by 2016) (cumulative figure)	120	164				1,000		A
The Council has embarked upon a review of the organisation in anticipation of future funding shortfalls and the City Deal opportunity.								
Number of Attendances At Cardiff Castle	274,285	76,636	99,926			285,000		A
It is worth noting that to date we achieved income of £2,170,716 against a target of £2,094,037 – indicating some success in increasing the yield per customer. We have reduced number of Welsh banquet tours to re-focus on higher yielding functions. We are confident attendance figures will improve in Q3 with RWC and Half Term.								
Cardiff Castle Total Income	£3,367,462	£994,751	£1,175,965			£3,105,000		G
Retained Income For St David's Hall and New Theatre	£1,269,492	£403,782	£594,676			£1,337,500		G
At Q2 we are on track to achieve the annual target.								
Customer Satisfaction Level For Cardiff Castle	NPS+53	NPS+25	NPS+47			NPS+50		A
The NPS (Net Promoter Score) score used at Cardiff Castle only takes account of those who would score 9 or 10 out of 10 in								

Performance Indicator	Result 14/15	Q1 Position	Q2 Position	Q3 Position	Q4 Position	Target 15/16	Year End 15-16	R.A.G.
recommending a visit to the site. Unlike, traditional percentage scoring, this measure seeks to increase the number of loyal customers who recommend or promote the venue.								
City Centre Footfall	38.98m	9.4m	10.9m			41,707,500		G
Q2 target achieved upturn in footfall enhanced by major sporting activities in the City.								
Investment Portfolio Income	£4.023m	£1,073m	£1,915m			£4.3m		A
At quarter 2 we received £1,915m of the £4.3m income target.								

### Q2 Challenges Identified

1. City Deal – maintain momentum to progress the City Deal.
2. Central Square – Assisting Rightacres to gain approval from the BBC to commence their building then trigger completion of Central Square and the Bus Station.
3. South of the Station – Complete the assessments and options available to the Council for the delivery of a 15,000 seater Arena and associated developments.
4. ISV – Assist the developer to deliver the new Ice Arena in Q4 together with a clear plan on the remaining developments on the Sports Village and retail site.
5. Funding – complete and deliver employment and jobs output where there has been significant cuts in WG funding / grants.

### Q2 Actions being taken

1. Work with regional partners to complete an ‘in principle’ proposal for submission in November.
2. Complete high level reports on the bus station scheme and costings for Cabinet by Q3.
3. Progress investigations to deliver the development with partners and present proposals to Cabinet in December.
4. Continue to monitor and assist the development of the Ice Arena
5. Submit Capital Cardiff bid and review funding options.

## Directorate: Economic Development

Councillor: Phil Bale, Peter Bradbury & Graham Hinchey

Director: Neil Hanratty

### Q2 Risk Update

#### Corporate Risk

Risk Description	Inherent Risk	Residual Risk	Mitigating Actions	Risk Owner
<b>Asset Management</b> - Ensure effective operation of the Council’s Asset Management Board to achieve effective strategic oversight and identified savings.	Red	Red / Amber	(Q2): Prepare report on future strategy and direction of the Council’s Non Operational Investment Estate to be considered by Cabinet in November 2015.	Neil Hanratty

#### Update on Previous Quarters Emerging Risks

Risk Description	Inherent Risk	Residual Risk	Progress	Risk Owner
<b>Arts Venues</b> (Q4) Should timescale for procurement on Arts Venues alternative management not be met,	Red	Red	(Q4) Sound control by project board and team to drive procurement but ultimately	Kathryn Richards

savings achievement would be delayed.			dependent on procurement timetable and content of bids. (Q1) Progressing the procurement process, completed invitation to submit outline solutions. (Q2) Procurement process on track, tender requirements and descriptive documents issued.	
<b>BID (Q4)</b> - Restructuring of the City Centre Management team and delay with the implementation of BID.	<b>Red / Amber</b>	<b>Green</b>	(Q4) Agreed viable business model to take the BID process forward. Funding secured internally to progress a BID approach to City Centre Management. Advisors appointed to undertake BID application process (Q1) Task Group established to develop a baseline analysis of service delivery. (Q2) Work is progressing to develop a BID to take to a ballot position by the end of the year. Representatives from the local business community have been appointed as Chair and Vice Chair the BID task group.	<b>Ken Poole</b>
<b>Advertising Strategy (Q4)</b> - Local Member/Planning/Highways/Safety approvals not achieved leading to delay in generating income through the advertising strategy to offset savings	<b>Red / Amber</b>	<b>Green</b>	(Q4) Planning applications submitted. Income expected to be realised in time for next financial year. (Q1) Terms agreed for 1st site, which is awaiting planning approval. (Q2) Large Format Digital Advertising Strategy in place.	<b>Ken Poole</b>

# Directorate: Education & Lifelong Learning

Director: Nick Batchelar

Councillor: Sarah Merry

## Q2 2015/16

Budget	Projected Outturn	Variance	Variance (%)
£234,661,000	£234,661,000	-	-

Number of Employees (FTE)	750
Sickness Absence YTD (Days Per Person)	3.1
PPDR Initiation Stage (Permanent Staff)	89.9%

Target Savings 15/16	Projected Savings	Variance	Variance (%)
£2,621,000	£2,357,000	£264,000	10.07%

### Q2 Progress against Corporate Plan Commitment Actions 2015/16 (Total No. 23)

Green 70% (16)

Amber 30% (7)

### Q2 Progress against Directorate Plan actions (Core Business Priorities) 2015/16 (Total No. 50)

Green 52% (26)

Amber 42% (21)

Red 6% (3)

### Progress on Challenges Identified Q1 (previous quarter)

- Changes to the challenge adviser team - The Consortium and Local Authority have arranged a training and induction programme for new challenge advisers. The senior challenge advisers are undertaking joint visits with new challenge advisers to support the transition arrangements.
- Appointing governors to schools causing concern - Additional governors have successfully been appointed to schools which have been subject to local authority intervention and also to schools where governor vacancies existed.

### Q2 Service Delivery

#### Directorate Delivery Plan

#### An Initial View of School Performance – Academic Year 2014/15

In both the Foundation Phase and Key Stage 2, the rate of improvement has increased in Cardiff in each of the past three years. Cardiff is now at least in line with the national average in all the main indicators in the primary phase.

At Key Stage 3 performance is still improving, albeit the rate of improvement has slowed.

Cardiff's results at Key Stage 5 compare positively with the national figures for both Wales and England. The proportion of students achieving the level 3 threshold this year is 97%, a slight increase on 2014 at 96.8%.

Provisional performance data for Key Stage 4 illustrates:

- An improvement of 5 percentage points at the level 2+ threshold, from 54.04% in 2014 to 59.06% in 2015. This is the biggest improvement in the Consortium region and performance is now above the Wales average of 57.58%. However, this means that four out of every ten pupils did not achieve five good GCSEs including English/ Welsh and mathematics. In five schools more than half of the pupils failed to reach the level 2+ threshold, and in three schools it was more than seven out of every ten pupils.
- Eight of eighteen Secondary Schools met or exceeded their expected performance at the L2+ threshold.
- An improvement of 4.96 percentage points at the level 2 threshold, from 76.03% in 2014 to 80.99% in 2015. However, on this wider measure of attainment, performance remains below where it should be given the very low standards previously and below the Wales average of 83.43%.
- A decrease in the level 1 threshold, from 93.19% in 2014 to 92.06% in 2015. Performance is below the Wales average of 94.32%.

Provisional Key Stage 4 data is currently being verified by schools. Final performance data will be available in December 2015 and will be presented in the Quarter 3 report.

**School Organisation Programme:** Significant progress has been made in the implementation of projects within the 21<sup>st</sup> Century Schools Programme. This includes the completion of the extension to Mount Stuart Primary School, the completion and opening of the starter class and nursery of the new Howardian Primary School and the completion of the new Pontprennau Primary, community focused school. Design of the new Eastern High School is complete and planning permission has been submitted. Demolition of buildings on the site is on course for completion by late Spring 2016 with Wilmott Dixon due to take possession of the site by 5<sup>th</sup> May 2016, to deliver the new school by September 2017. Consultation will commence for the new high school in the West in October 2015.

**Challenge Cymru Schools:** A new Head teacher has taken up post at the Michaelston Glyn Derw Federation.

Eastern High School, Michaelston Glyn Derw Federation and Cantonian High School have structured partnerships with high performing schools.

**Self-Improving School System:** Improvements in school performance data this year suggest that there will be an increase in the number of green schools in Cardiff when national categorisation data is published in January 2016.



In July, Cardiff hosted a major international conference on international school to school partnerships under the EU Erasmus programme.

Through the Education Development Board, Secondary Head teachers are also leading a programme to improve teaching and learning in core subject areas, commencing with Mathematics. This will be further developed in collaboration with the Consortium.

**School Governance:** As at the end of September 2015, the % of governor vacancies has increased slightly to 9.35% (179 governors) from 9.14% at the end of the last quarter. This is expected due to academic year end turnover. The % of LA governor vacancies has decreased to 6.92% (27 governors). The Communications campaign 'Education is Everybody's business' has been launched. A full training programme is now available covering all mandatory training.

**Youth Guarantee:** Guidance outlining the expectations of schools to offer Impartial Careers Advice and Guidance has been issued to schools and the majority of schools have uploaded their courses onto the Common Area Prospectus. All schools are being followed up to ensure 100% completion. Careers Wales are offering training to upskill school staff and the LA and Careers Wales are re-instigating a Careers Co-ordinators forum in Cardiff to support progress.

**NEETS and the Vulnerability Assessment Profile (VAP):** Of the 366 young people leaving Year 11, who were identified as at risk of becoming NEET, 61% had a positive destination as at the end of September 2015. Those without a destination are being prioritised for follow up in the neighbourhoods. Impact will not be fully assessed until the Careers Wales Destinations Survey is undertaken mid November 2015.

**Looked After Children Delivery Plan:** A 'virtual school' data tracking system for all Looked After pupils is now live and provides a profile of every child to include end of Key Stage attainment data, attendance and exclusions. A learning mentor has been appointed to focus on KS4 attainment and wellbeing. The Looked After Children KS4, L2+ indicator for 2014/15 has increased from 10% to 17% - an increase from 3 to 6 pupils achieving this indicator. The Joint Education and Children's Services Looked After Children's Education Delivery Plan has been integrated into the Corporate Parenting Strategy and will be monitored through the Strategy's implementation plan and processes.

**Youth Services:** The commissioning process has been undertaken and 10 neighbourhood grants have been issued. 5 areas have not been allocated. The second round grant process is closing in October 2015 and will ensure more focus on those areas not covered from bids in round 1. Disposal of buildings has progressed with five buildings remaining surplus to requirements. Plans are in place to remove a further two in the short term. An Investment plan is being considered for retained buildings. Work is progressing on slotting and matching to the new Youth Service Structure, for implementation by March 2016. 24 student placements have been agreed with Cardiff Met for October 2015.

**Partnerships: Additional Learning Needs/Special Education Needs** – The ALN/SEN provision strategy is being implemented and will guide the review and development of provision in Cardiff. The SEN funding formula is also under review in partnership with schools.

**Exclusions-** Good progress has been made in reducing fixed term exclusions in the majority of schools. However, year-end targets were not met due to exclusion rates in eight secondaries and a small number of primary schools. The service is continuing to re-shape provision to enable schools to build capacity to manage pupil behaviour and to access appropriate services for extreme cases, whilst managing financial pressures.

**Education Development Board** – The Board has been reconstituted and has developed a new work programme which will focus upon 1) developing the capacity of schools to lead and support their own improvement 2) developing more effective partnerships to improve outcomes for children and young people 3) developing a vision and strategy for excellent education in Cardiff to 2020.

#### **Core Support Services:**

There has been significant progress for all the Education services in reaching a balanced financial position for this financial year. Each of the education traded services will be able to finance all their costs through generating sufficient income. Much work has been done in examining other models of delivering these services. All the school SLAs have been refreshed and have now adopted a consistent format and moved to an academic year trading basis.

During the summer term a new ICT scheme of work for both primary and key stage 3 settings was completed with the help of a number of school settings. This will be rolled out during the autumn term.

Finalised reports on alternative delivery models will be examined early in the Spring term.

Performance and management information reporting arrangements continue to improve. Opportunities for greater collaboration with the Consortium and individual local authority performance and data teams are being pursued, to increase capacity to respond to both local and regional information requirements.

Progress has been made to present educational information for Looked After Children via the Education Management System, through the development of a 'Virtual School' tracking system. Opportunities to extend the model to other vulnerable groups will be considered in the months ahead.

#### **Management (PPDR, Sickness and Health & Safety)**

Whilst PPDR compliance has improved this quarter, there remains scope to increase participation within timescales.

Work is also ongoing to continue to enhance the quality of the process, through consistent alignment on

individual objectives with directorate priorities.

## Directorate: Education & Lifelong Learning

### Key Performance Indicator Data – Q2 2015/16

Q2 Progress against Performance Indicators (Corporate & Delivery Plans) 2015/16

(Total No. 19 reportable in Quarter 2, (CP) = Corporate Plan KPI P = Provisional Result NYA- Not Yet Available)

Green 37% (7)

Amber 21% (4)

Red 42% (8)

Performance Indicator	Result Academic Year 13/14	Target Academic Year 14/15	Result Academic Year 14/15	Target Academic Year 15/16	RAG
% pupils achieving Foundation Phase Outcome Indicator	83.70%	85.8%	86.73%	86.4%	Green
(CP) % pupils at Key Stage 2 achieving the CSI	85.11%	86.5%	87.76%	88%	Green
(CP) % pupils at Key Stage 3 achieving the CSI	81.51%	79.3%	83.40%	82%	Green
(CP) % pupils at Key Stage 4 achieving Level 1 threshold	93.19%	94.5%	92.06% (P)	96%	Red
% pupils at Key Stage 4 achieving Level 2 threshold	76.03%	81.15%	80.99% (P)	82.3%	Red
(CP) % pupils at Key Stage 4 achieving L2+ threshold (inc. English/Welsh and Maths)	54.04%	60%	59.06% (P)	65%	Green
(CP) Average point score Key Stage 4	476.6	497	464 (P)	525	Red
(CP) % point gap between eFSM / non FSM at Key Stage 2 CSI	17.50%	16.22%	14.3% (P)	15%	Green
(CP) % point gap between eFSM / nonFSM at Key Stage 4 L 2+	33.29%	30%	34.37% (P)	27%	Red
(CP) Number of LA maintained schools placed in 'Special Measures' or 'Significant Improvement' in previous year	2	0	6	0	Red
(CP) % pupils leaving with no qualification (Yr 11)	1.1%	0.3%	NYA	0.15%	Black
(CP) % Looked After Children leaving with no qualification (yr 11)	6.25%	2%	NYA	2%	Black
(CP) % pupils entering volume equivalent to 2 A Levels achieving Level 3 threshold	96.8%	97.5%	97%	98%	Amber
(CP) Attendance at Primary School	94.9%	94.6%	95.3% (P)	95.4%	Green
(CP) Attendance at Secondary School	93.8%	94.1%	93.86%	95%	Amber
(CP) The percentage of pupils assessed at end Key Stage 3, receiving teacher assessment in welsh.	11.22%	11.3%	11.8%	11.9%	Green
(CP) % Year 11 Leavers NEET	4.26%	2.5%	NYA	2.3%	Black
(CP) % Year 13/14 Leavers NEET	4.71%	3%	NYA	2.5%	Black
Number fixed term exclusions in primary schools 5 days or fewer (per 1000 pupils)	13.19	8.5	9.16	8	Amber
Number fixed term exclusions in primary schools 6 days or more (per 1000 pupils)	0.3	0.25	0.3	0.2	Amber
Number fixed term exclusions in secondary schools 5 days or fewer (per 1000 pupils)	95.9	55	76.73	55	Red
Number fixed term exclusions in secondary schools 6 days or more (per 1000 pupils)	3.7	3.3	4.7	3.1	Red
% School Governor Vacancies	9%	5%	9.35%	4%	Red
(CP) % final statements of special educational needs issued within 26 weeks (excluding exceptions)	100%	100%	Calendar year –report Dec	100%	Black
(CP) % final statements of special educational needs issued within 26 weeks (including exceptions)	70.5%	72%	Calendar year – report Dec	73%	Black

N.B. This set of KPIs supports the Directorate to manage performance in line with academic year cycle.



## Q2 Challenges Identified

## Q2 Actions being taken

<ul style="list-style-type: none"> <li>- Improving outcomes for vulnerable learners, to be informed by more intelligent data analyses.</li> <li>- There is a need to broaden the role of the challenge advisers to ensure a focus on underachievement and well-being.</li> </ul>	<ul style="list-style-type: none"> <li>- Ensuring challenge advisers are challenging schools on the appropriateness of their provision for these learners.</li> <li>- Redesigning management information reports in key areas.</li> <li>- Liaison with the Consortium to appropriately engage challenge advisers in the broader inclusion and well-being agenda.</li> <li>- Better information sharing with challenge advisers.</li> </ul>
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## Q2 Risk Update

Corporate Risk				
Risk Description	Inherent Risk	Residual Risk	Mitigating Actions	Risk Owner
The Central South Consortium does not deliver effective services that challenge and support Cardiff schools to improve and Educational Attainment does not improve at the required rate.	Red/ Amber	Amber	Ensure the agreed commissioning arrangements are delivered and make a positive impact on the performance of schools.	Angela Kent
Large scale programme with tight timescales for delivery, in context of very rapidly growing primary age school population.	Red	Amber	Ensure consistent monitoring and reporting of all risks to Schools Programme Board. Strengthen capacity in team.	Janine Nightingale
Schools Delegated Budgets. Secondary schools with deficit budgets do not deliver agreed deficit recovery plans, impacting on the overall budgets for all schools.	Red	Amber	The revision of the protocol for responding to schools in deficit, the alignment of LFMS Officers and Challenge Advisers, the intervention in three secondary school Governing Bodies is beginning to have a positive impact on the ability of the Council to ensure schools meet the targets set out in their deficit recovery plans.	Neil Hardee

## Emerging Risks Identified this Quarter

Risk Description	Inherent Risk	Residual Risk	Mitigating Actions	Risk Owner
The Careers Wales destination survey in November 2015 will determine the number of Year 11 Leavers who are 'NEET' this year. This is a key performance measure for the directorate, whereby we aim to reduce the % of young people NEET from 4.3% in 2014 to 2.5% in 2015.	Red /Amber	Amber	Those young people who were identified as at risk of becoming NEET using the VAP are being closely tracked, monitored and supported by the Youth Service and Neighbourhood Panels to secure appropriate destinations.	Angela Kent

## Update on Previous Quarters Emerging Risks

Risk Description	Inherent Risk	Residual Risk	Progress	Risk Owner
School budget reductions leads to challenges in raising standards and improving the quality of provision	<b>Red</b>	<b>Amber</b>	Collaboration between schools is being maximised. The School Budget Forum is to review the local funding formula.	<b>Angela Kent</b>

## Directorate: Governance & Legal Services

Director: Marie Rosenthal

Councillor: Daniel De'Ath

### Q2 2015/16

Budget	Projected Outturn	Variance	Variance (%)
£4,500,000	£4,500,000	-	-

Number of Employees (FTE)	85
Sickness Absence YTD (Days Per Person)	2.9
PPDR Compliance Stage (Permanent Staff)	87.1%

Target Savings 15/16	Projected Savings	Variance	Variance (%)
£315,000	£315,000	-	-

### Q2 Progress against Directorate Plan actions (Core Business Priorities) 2015/16 (Total No.14)

Green 86% (12)

Amber 14% (2)

#### Progress on Challenges Identified Q1 (previous quarter)

- Progress the development of a Welsh Language Centre with language partners and review options to minimise the cost of translation facilities** – An operational agreement and management plan has been prepared and circulated for consultation with the Cardiff Story Museum and Welsh language partners. The Business case has been developed and awaiting decision.
- Establish new directorate and new management arrangements** – The new management team has been set up and met three times. A regular staff newsletter has been established along with an Ambassadors Group and a staff conference has been held for the new directorate. A Legal Services Improvement Plan is being implemented.
- Preparations to meet Wales Audit Office corporate assessment in the autumn** – Assessment completed.
- Improve voter registration** through Individual Electoral Registration (IER) - A significant amount of work to increase IER has and will continue throughout the Annual Audit and after leading up to the elections next May. Engagement has taken place with Cardiff University, Cardiff Met and work is being undertaken with University of South Wales to increase student registration. Student halls of residences both private and Cardiff University have agreed to include a card on how to register within their packs for students; and a ballot box has been given to all halls for their returns. A card to encourage registration has been included in new Council Tax packs. Canvassers will be knocking doors during mid October to mid November to confirm residency.
- Review the Member Development Programme and Member's satisfaction with the support available to them** – The new chair of Democratic Services Committee led a Member Steering Group in the summer and a presentation given from All Wales Academy & Cardiff Academy. The online training for Members is to be developed and integrated into the Member Development Programme. Published Member Development Programme from September to December. A task and finish group has been established to review support to Members within the budgetary framework; as a result one output will be a member satisfaction survey at the end of quarter 3 to feed into the budget and Democratic Services Committee meeting in January. A Graduate Trainee has been employed to provide additional support for Members.
- Limited resources to manage the 57% increase in schools appeals from September 2014 to September 2015 (199 appeals in 2014 and 312 in 2015)** – A review of the establishment and was undertaken and additional resources were identified to meet the increased school appeals demand. The recruitment process is well under way. An Education Lawyer has been appointed and a new Appeal Clerk post is going to advert. Revised process for Independent Schools Appeal Panel and Service Level Agreement with Education.

#### Q2 Service Delivery

##### Directorate Delivery Plan

- Deliver a successful parliamentary election.** The Parliamentary election was successfully delivered.
- Improve the number of eligible electors registering following the introduction of IER through targeted use of social media and marketing campaigns.** At present the Annual Audit is being run and the comparison table is only available for September showing total electorate for Cardiff at 248,930. This shows an increase of 9,791 from December 2014. There will be no comparison available until December 2015. (Amber)
- Complete the Community Boundary Review as agreed with Local Government Boundary Commission for Wales.** The Local Democracy and Boundary Commission for Wales is currently considering the Council's proposals, the Council will continue to take actions when advised by the Commission.
- Implement recommendations of Improving Scrutiny project including a review of the structural model for delivering scrutiny.** The Improving Scrutiny report has been completed and adopted at Policy Review Committee in September. 20 'Quick Wins' have been identified to be undertaken between October 2015 and May 2016.

5. **Deliver the Council's second Strategic Equality Plan.** Proposals have been drafted into a draft Strategic Equality Plan for publication and consultation during Quarter 3. Cabinet and Senior Management Team have been given the opportunity to shape the proposals, as have a number of third sector expert groups.
6. **Benchmark service performance with core cities, or relevant benchmark organisations, in order to drive better outcomes for citizens, businesses and visitors.** In preparing the Council's draft Strategic Equality Plan, consideration has been taken of a number of other local authority Strategic Equality Plans for comparison of their objectives and Plan content. Organisations have included Vale of Glamorgan Council, Caerphilly County Borough Council, City of Swansea Council, Bristol City Council, Cardiff and Vale University Health Board.
7. **Demonstrate Glamorgan Archives Office commitment to the joint service across authorities through attendance at heritage events in all funding authorities.** Staff have attended events in 5 out of 6 authorities.
8. **Implement revised Welsh Language Skills Strategy in conjunction with HR and evaluate Welsh Language Awareness training module.** Assessing each frontline team's capacity to guarantee a bilingual service is now a requirement in all directorate business plans. From April – August 2015 the Council has advertised 20 Welsh Essential posts, more than the total for 2014/15.  
The Welsh Language awareness module was launched 16th September 2015 and is available bilingually on the Cardiff Learning Pool Site. The training module has been advertised on 'My Inbox' and in the monthly 'Welsh Matters' and Core Brief. The e-module has been amended to reflect the current legislative changes to Welsh language policy (Welsh Language Standards). The module will allow compliance with Standard 132 and complement existing face to face training e.g. Health & Social Care's More than Words Welsh language awareness training.
9. **Raise awareness of and implement the new Welsh Language Standards across all Council Directorates and prepare the Annual Monitoring Report to the Welsh Language Commissioner (WLC).** The Council's response to the WLC standards consultation was sent on the 20th July in compliance with their statutory deadline. Information on the Welsh Language Standards has been included in every monthly 'Welsh Matters' brief in Q2, as well as securing a standing item in the monthly corporate Core Brief. The final compliance notice has been received from the WLC in September 2015 and this was circulated to all Senior Managers, Welsh Language Champions and Co-ordinators. The Council's response to the WLC Annual Monitoring Report 2014/15 response was sent on the 10th September in compliance with their statutory deadline.
10. **Progress the development of a new Welsh Language Centre.** Contractors are now on site with expected completion of the capital works programme on 1st December. The Welsh Language partners are progressing with design, branding and marketing and have appointed a Centre Manager who commences on 3rd November. Work is currently underway to arrange the official opening with the First Minister, Leader, MP's, AM's and Councillors in January 2016.
11. **Assess your team's capacity to deliver a Welsh bilingual service.** The Bilingual greetings and standard signature template issued. Completing assessment of staff skill sets. **(Amber)**
12. **Establish Phase 2 development of Modern.Gov.** The scoping work has been completed for online guides. The E-petitions strategy will be considered at Constitution Committee at the end of the year.
13. **Deliver improvements to scrutiny, decision making and Member development and engagement through the Improving Governance Programme.** A variety of work has been completed in Quarter 2 to progress the Improving Governance Programme and agenda. The Improving Scrutiny project has been closed with the publication of its report and 20 planned quick wins. Amongst these quick wins are measures to achieve a targeted scrutiny meeting length of three hours and a targeted agenda length of three items. Measures have also been introduced to prioritise Committee items and to consider more information outside of formal Committee meetings to improve the effectiveness of Committee meetings. The introduction of Public Questions to Scrutiny Committees has been arranged, with the first wave of questions taking place in the October cycle.
14. **Implementation of Legal Service Review action plan deliver process efficiencies and achieve savings.** A staff improvement group has been established along with a training and development plan. Four new solicitors have been recruited. The scope for an IT strategy for the Service has been agreed and a meeting with the suppliers will take place this month.

#### **Management**

**H&S** – The Directorate has developed its previous County Clerk and Monitoring Officer H&S Policy into a combined Governance and Legal Services H&S Policy, which has been published on the Cardiff Improvement System (CIS). It has merged its two former Directorate legacy H&S Action Plans into one combined Governance and Legal Services H&S Action Plan for 2015/16, which has also been published on CIS. The OM for Scrutiny Services has been allocated Contact Officer Responsibility, and will attend the six monthly Resources Directorate H&S Committee. H&S has been monitored and discussed at the monthly Governance and Legal Management Team.

**Employee Survey** – Staff Conference held for the new directorate.

## Key Performance Indicator Data – Q2 2015/16

### Q2 Progress against Performance Indicators (Corporate & Delivery Plans) 2015/16 (Total No.23)

Green 17% (4)

Amber 26% (6)

**\*including 12 (53%) annual performance indicators and 1 (4%) performance indicator result to follow**

Performance Indicator	Result 14/15	Position Q1	Position Q2	Position Q3	Position Q4	Target 15/16	Year End 15-16	R.A.G.
Printing and Publishing of Council and Committee papers total expenditure (cumulative result)	Reduced by 50.14% (£21,697)	46%	5.72%			10% reduction		A
Costs to September 2015 are: £11,463.86 compared to £12,159.67 at September 2014. The increase in printing seen in June / July due to size of agenda papers and increase in demand from Councillors for hard copy papers.								
Publication of draft minutes within 10 working days of the Committee	New	59%	83.7%			80%		G
Percentage of Scrutiny recommendations accepted by the Cabinet	77% agreed 18% partially 5% not agreed	65% agreed 29% partially 6% not agreed	59% agreed 36% partially 5% not agreed			88% agreed		A
During Q1, 17 Scrutiny recommendations were made, 11 accepted, 5 partially accepted and 1 not accepted. During Q2, 39 Scrutiny recommendations were made. 23 of these were accepted, 14 partially accepted and 2 not accepted.								
Percentage of Accessioning completed within 15 days	NEW	60%	77%			80%		A
Just short of the target in the second quarter, an improvement on quarter 1, although the annual projected average is 68.5% at this stage.								
Percentage growth in take up of volunteering opportunities (hours) cumulative result	7,541	1,670	3,068			7,541		A
1,398 hours in Q2 bringing the total to 3068, under target. Work experience placements have been reduced as we have fewer staff to supervise.								
Legal income achieved from external clients	NEW	£172,072				£352,000		A
Total external income at month 6 is £172,072 against an annual income target of £352,000. However, we are still projecting an end of year variance of £23,994.								
Legal income achieved from Land Charges	NEW	£181,710				£275,000		G
Land charges / search fees income is on track against the annual target with no projected outturn variance.								

#### Q2 Challenges Identified

1. New Welsh Language Standards – meeting the statutory publishing targets for publishing Council meeting minutes and agendas will be financially challenging given reduced resources.
2. Standard 136 of the Welsh language standards will require each advertised post to be assessed for Welsh language requirements which will pose a significant challenge due to the number of posts that are advertised.
3. Hold All Wales Standards Conference modelling good behaviours and showcase the improved governance arrangements in Cardiff.
4. Progress recruitment process to meet an increased customer demand for Legal Services and Welsh translation services.

#### Q2 Actions being taken

1. Engaged in corporate consultation response to the Welsh Language Commissioner. Review options to utilise “f” translation functionality in Modern.Gov and agree with Bilingual Cardiff.
2. Options being discussed with HRPS Recruitment Managers and the Bilingual Cardiff team. HRPS will investigate the possibility of incorporating the linguistic assessments into the DigiGov recruitment process.
3. Host All Wales Standards Conference on 20<sup>th</sup> October 2015 sharing best practice across regional partners.
4. Work with HRPS to progress recruitment to vacant posts.

## Directorate: Governance & Legal Services

Director: Marie Rosenthal      Councillor: Daniel De’Ath

### Q2 Risk Update

Emerging Risks Identified this Quarter				
Risk Description	Inherent Risk	Residual Risk	Mitigating Actions	Risk Owner
Failure to deliver the 20 ‘quick wins’ identified in the recently published Improving Scrutiny Report would result in Regulatory censure, and cause reputational damage to the Council	<b>Red Amber</b>	<b>Amber</b>	(Q2) Progress in implementing recommendations will be monitored at the bimonthly Scrutiny Chairs’ Liaison Forum, and the Director will task officers within the Directorate to ensure that the 20 quick wins are delivered to agreed timescale.	<b>Paul Keeping</b>

Update on Previous Quarters Emerging Risks				
Risk Description	Inherent Risk	Residual Risk	Progress	Risk Owner
Reduction in the numbers of eligible electors registering following introduction of IER reported	<b>Red</b>	<b>Amber</b>	(Q4) Agree new communication and engagement strategy with universities to target students. Establish IER Task and Finish Group to address issue and claw back position. (Q1) Action Plan in place to ensure university student registrations are maintained and campaign in place before freshers arrive. (Q2) Implementing action plan – full canvas being carried out currently.	<b>Ann Philpott</b>
Failure to meet increasing customer demands on Legal Services.	<b>Red / Amber</b>	<b>Amber</b>	(Q1) Review establishment and utilise vacant posts to meet customer demand. (Q2) Progressing recruitment process for posts in Legal Services.	<b>Marie Rosenthal</b>
Failure to meet income targets.	<b>Red</b>	<b>Red / Amber</b>	(Q1) Lobbying Welsh Government to explore options to reduce reduction in NNDR on cultural institutions. (Q2) WG panel appointed to consider the issue and museum’s expert review includes this as a recommendation.	<b>Marie Rosenthal</b>
Failure to meet the significant translation costs associated with the recent legislative changes (Welsh Language [Wales] Measure 2011).	<b>Red</b>	<b>Red / Amber</b>	(Q1)Preparation of a corporate consultation response to the Welsh Language Commissioner (WLC). Exploring options to develop in house simultaneous translation services. (Q2) Corporate consultation response submitted to the WLC. We continue to explore options to use existing IT system.	<b>Ffion Gruffudd</b>



## Directorate: Resources

Director: Christine Salter

Councillor: Graham Hinchey

### Q2 2015/16

Budget	Projected Outturn	Variance	Variance (%)
£16,736,000	£16,560,000	(£176,000)	(1.05%)

Number of Employees (FTE)	927
Sickness Absence YTD (Days Per Person)	3.9
PPDR Compliance Stage (Permanent Staff)	94.7%

Target Savings 15/16	Projected Savings	Variance	Variance (%)
£3,052,000	£3,000,000	£52,000	1.7%

### Q2 Progress against Corporate Plan Commitment Actions 2015/16 (Total No 11)

**Green 73% (8)** **Amber 18% (2)** **Red 9% (1)**

### Q2 Progress against Directorate Plan actions (Core Business Priorities) 2015/16 (Total No 76)

**Green 68% (52)** **Amber 28% (21)** **Red 3% (2)**

\*1 (1 %) Actions are N/A

### Progress on Challenges Identified Q1 (previous quarter)

1. The restructure within CTS is scheduled to be complete by the end of Quarter 3; in the interim additional business support continues to be provided.
2. Demands on Resources staff remains at a high level. Work continues to be undertaken supporting and providing advice regarding ADMs, changing charging models, Service Level Agreements and reviewing Council Wide policies and processes.
3. Resources have been allocated to individual schools, as part of a service level agreement and where additional resources were required to support schools in financial difficulty. All schools have agreed Governor Approved Budgets for 2015/16. Where schools are in deficit applications have been received and approved. Monitoring officers to continue working with schools in order to ensure that medium term plans remain viable. The number of schools in deficit has reduced from 27 in 2014/15 to 12 in 2015/16
4. Following the latest legal advice on the Commissioning & Procurement LATC options have been revised and discussions are ongoing with Senior Officers to progress this matter. The Team is now undertaking work for two local authorities 'at cost' to generate income.
5. No budget is in place for the procurement of the technology or the training that is required for the Cardiff Newsroom website. Funding is being provided through the Communications & Media budget, however this creates a potential risk of an overspend.

### Q2 Service Delivery

#### Directorate Delivery Plan

1. The Council Wide Quarter 2 sickness absence figure is 4.2 FTE days lost, this gives an outturn forecast of 9.1 FTE days against a target of 9.0 FTE days lost, this is the best quarterly performance since sickness absence commenced being measured. The updated Attendance & Well Being Policy was implemented by the Council in July; communications have been disseminated regarding the changes. Further communication and work is being undertaken in schools to support them adopting the new policy. Work is being undertaken to review the monthly sickness absence reporting for schools to develop a new format alongside the new sickness absence reporting format for directorates.
2. ADM project work is being undertaken to inform the strategic direction for the FM & CTS services. Due diligence is currently being undertaken which provides analysis of functions, services and current trading being undertaken. Reviewing opportunities to trade and the infrastructure required to enable this, service managers are working with 'People 2' to develop income generation business plan for next 3 to 5 years. Work is ongoing with the Procurement stream to review if changes can be made to enable the service to operate with more flexibility whilst complying with regulations and to ensure all opportunities to maximise internal income have been explored whilst ensuring value for money.
3. As part of the business case for an online Workforce planning solution three options are being explored, benchmarking has been carried out with Core Cities in respect of what systems are currently in place. Case studies of Workforce Planning in Practise have also been developed to highlight workforce planning activities across the Council; including schemes designed to support staff skills profile e.g. apprenticeships and skills development (Cardiff Manager Programme).
4. Communities and ICT are recruiting two apprentices within each directorate and HRPS are liaising with Democratic Services, City Operations and Childrens (Looked after Children) for further posts. It has been agreed that two apprentices will be allocated to the LAC Traineeship Schemes for the next 2 years. The threshold for the entry requirements has been reviewed to enable a wider group to apply for apprenticeship.
6. Business Rates collection is approximately 0.1% down on a same period in 2014/15. Alongside this there remains a

number of high value debts that are currently outstanding to the Council; these are being progressed by the Chief Executive and the Corporate Director Resources.

7. A two phased approach has been agreed to move forward the Vulnerable Families Project. Data enquiries are being made with various departments within Cardiff Council who own relevant data and copies of privacy statements, where available, will be obtained. Phase I is focussed on internal sharing of data and enquiries are underway to establish relevant data and whether this can be shared. Phase II will investigate the relevance of the data held by our partners and establish relevant legal gateways for sharing data. Discussions to date with UHB have established that the legal gateway put in place in England is not relevant in Wales.

#### Management

**Health & Safety** – Seven accidents were recorded within Resources, all within CTS/FM

**PPDR** – 94.7% of staff within Resources had a PPDR initiated in 2015/16

**Sickness** – Resources had 3.9 FTE days lost per employee in Quarter 2, the forecast for the year is currently is 8.2 against a target of 8.0 FTE days lost per employee.

### Key Performance Indicator Data – Q2 2015/16

#### Q2 Progress against Performance Indicators (Corporate & Delivery Plans) 2015/16 (Total No 29)

**Green 24% (7)**

**Amber 21% (6)**

**Red 3% (1)**

\*including 12 (41%) annual performance indicators and 3 (10%) with results to follow

#### National Strategic Indicators and Public Accountability Measures

Performance Indicator	Result 14/15	Position Q1	Position Q2	Position Q3	Position Q4	Target 15/16	Year End 15-16	R.A.G.
Reduce the levels of sickness absence (Council Wide)	10.11	2.2	4.2			9		A
The Council Wide Quarter 2 Sickness figure is 4.2 FTE days lost, this gives an outturn forecast of 9.1 FTE days against a target of 9.0 FTE days lost, this is the best quarterly performance since sickness commenced being measured.								

#### Directorate Delivery Plan Indicators

Performance Indicator	Result 14/15	Position Q1	Position Q2	Position Q3	Position Q4	Target 15/16	Year End 15-16	R.A.G.
Council Tax Collection - The % of council tax due for the financial year which was received by the Authority	97.03%	28.44%	54.60%			96.7%		G
Council Tax collection is marginally up on the same period last year by 0.21%								
NNDR Collections - The amount of non-domestic rates received during the year, net of refunds	95.63%	32.21%	56.89%			95.7%		A
NNDR collection remains Amber due to a number of significant outstanding debts in respect of Business Rates								
Reliability of top 10 ICT applications	99.99%	99.99%	99.99%			99.90%		G
Internal Customer Satisfaction of ICT services	88.97%	88.32%	88.25%			90%		A
Analysis has been undertaken regarding performance, feedback received shows that improvements can be made in respect of keeping customers up to date on the progress of their logged call.								
Increase the % of personal performance & development reviews completed for permanent staff to (Resources)	94%	93%	94.7%			90%		G
Reduce the levels of sickness absence (Resources)	7.29	1.9	3.9			8.0		A
The forecast sickness absence figure within the Directorate is marginally over the target; however this will be monitored closely.								
Customer Satisfaction through the service desk (Facilities Management)	85.5%	88.62%	85.68%			95%		A
Building Cleaning - Income generation (£150k increase on 2014/15 result)	£5.8m	£1.5m	£2.3m			£5.95m		A
This is a trading account and based on costs, the achievement of this is dependant on the retention of business								
CTS –Income generation (£30k increase on 2014/15 result)	£206,197	£36,000	£88,000			£236,197		R
In terms of meeting & increasing on the 14/15 years target, this may not be achieved due to the process of agreeing work with potential external partners, these avenues are currently being explored								
% of information requests meeting the statutory deadline (FOI)	74.5%	76.79%	82.21%			75%		G



Directorate Delivery Plan Indicators								
Performance Indicator	Result 14/15	Q1 Position	Q2 Position	Q3 Position	Q4 Position	Target 15/16	Year End 15-16	R.A.G.
% completion of Personal Performance & Development Reviews for permanent staff (Council Wide)	88%	90%	92.4%			90%		<b>G</b>

### Q2 Challenges Identified

1. Consideration of insurance needs in relation to Alternative Delivery Models & Community Asset Transfer
2. The demand on the HRPS Recruit team remains, figures support this through an 11% increase in job advert requests and a 19% increase in jobs being advertised from January – August 2014 to the same period in 2015
3. Resource Services face significant challenge in relation to the ADMs in regards to the needs and support required to implement changes and support new models and what the future service might look like.

### Q2 Actions being taken

1. Work is being undertaken to consider the impacts of the ADM's & Community Asset Transfer on insurance & to ensure that insurance is considered in the models to ensure appropriate cover is put in place. Benchmarking has been carried out with other Councils to determine what models have been used.
2. HRPS are undertaking a review of the recruitment procedure to streamline the processes.
3. Corporate Director Resources, key Operational Managers from Resources and Services involved in ADMs to meet to discuss issues and support required from the Directorate.

## Directorate: Resources

Councillor: Graham Hinchey      Director: Christine Salter

### Q2 Risk Update

Corporate Risk				
Risk Description	Inherent Risk	Residual Risk	Mitigating Actions	Risk Owner
<b>Budget Prioritisation</b>	<b>Red</b>	<b>Red</b>	Saving proposals were received from directorates with due diligence being carried out during September. Further consultation with Cabinet Members in early October in order for proposals to be developed, understood & agreed prior to public consultation. Proposals and pressures assessed in respect of Wellbeing of Future Generations Act.	<b>Christine Salter (Ian Allwood)</b>
<b>Financial Resilience</b>	<b>Red</b>	<b>Red</b>	Financial triggers against this snapshot continue to be developed and reviewed.	<b>Christine Salter (Ian Allwood)</b>
<b>Performance Management</b>	<b>Red</b>	<b>Red</b>	Work continues to improve the alignment of objectives from the Corporate Plan/Service Plan into PPDRs of staff & work is being undertaken to improve the quality of the PPDR's.	<b>Christine Salter (Vivienne Pearson)</b>
<b>Organisation Development</b>	<b>Red/Amber</b>	<b>Red/Amber</b>	The Internal Audit Controlled Risk Self – Assessment tool is to be piloted within OD Projects to inform strengths & weaknesses in controls and help prioritise areas for improvement. The budget setting process for	<b>Christine Salter (Dean Thomas)</b>

			2016/17 is likely to produce new projects that will become part of the Organisational Development Programme. This will require early dialogue with Finance & relevant service areas to ensure resources can be planned.	
<b>Workforce Planning</b>	<b>Red</b>	<b>Red/Amber</b>	A refreshed Workforce Planning approach is being taken forward in a number of ways. Social Services have developed a Workforce Strategy for their Directorate. Communities and Neighbourhood Services are piloting the Workforce Planning Canvas tool. Resources have held a workshop which focussed on Professional and Technical areas to inform the key skills required for the Directorate going forward.	<b>Christine Salter (Philip Lenz)</b>

### Emerging Risks Identified this Quarter

Risk Description	Inherent Risk	Residual Risk	Mitigating Actions	Risk Owner
Delay in establishing the LATC will prevent work being secured with private sector organisations and SLA with the Council being developed	<b>Red/Amber</b>	<b>Amber</b>	Following latest legal advice on LATC options, work continues with Senior Officers and relevant Cabinet members to progress the LATC and open up opportunities to secure private sector work.	<b>Steve Robinson</b>
Insufficient staff to meet the Increasing demand from ADMs and OD projects to provide new system and efficiencies	<b>Red/Amber</b>	<b>Amber</b>	This is being mitigated by changing ICT's charging model and recruiting short term resources to meet demand.	<b>Phil Bear</b>

### Update on Previous Quarters Emerging Risks

Risk Description	Inherent Risk	Residual Risk	Progress	Risk Owner
Capacity of Enterprise Architecture to meet the demands of the council due to diminishing resources as a result of external bodies creating Enterprise Architecture teams	<b>Amber</b>	<b>Amber</b>	Enterprise Architecture are currently reviewing the resourcing options to alleviate the capacity in the short term.	<b>Ross Maude</b>
PROACTIS and Sell2Wales are not presently integrated, meaning that when we start advertising procurement opportunities over £25,000 in 2016 they will have to be double entered and this is likely to result in resistance from directorate staff.	<b>Red/Amber</b>	<b>Amber</b>	Continued to deliver class room based training & support directorates with the use of technology through shadowing techniques & work instructions. Continuing to review processes to ensure that they match working practices.	<b>Steve Robinson</b>

## Directorate: Social Services - Adults

Director: Tony Young

Councillor: Susan Elsmore

Budget	Projected Outturn	Variance	Variance (%)
£91,195,000	£94,955,000	£3,760,000	4.12%

Target Savings 15/16	Projected Savings	Variance	Variance (%)
£5,356,000	£3,179,000	£2,177,000	40.64%

Number of Employees (FTE)	650
Sickness Absence YTD (Days Per Person)	6.4
PPDR Initiation of Objectives (Permanent Staff)	94.4%

### Q2 Progress against Corporate Plan Commitment Actions 2015/16 (Total No 7)

**Green 57% (4)** **Amber 29% (2)** **Red 14% (1)**

### Q2 Progress against Directorate Plan actions (Core Business Priorities) 2015/16 (Total No 12)

**Green 75% (9)** **Amber 17% (2)** **Red 8% (1)**

### Progress on Challenges Identified Q1 (previous quarter)

**Budget pressures** – There are ongoing challenges in relation to the achievement of 2014/15(carried forward) and 2015/16 savings. All savings are being actively pursued; however ongoing market pressures are preventing the achievement of savings predicated on recommissioning opportunities. Ongoing initiatives in relation to demand management are restricting the levels of growth within the service compared to previous years, however the predicted savings attributed with the Dynamic Purchasing Model have not been realised, and therefore alternative models of delivery are being explored.

#### Improve Carer Assessments completed/ offers -

- Increased number of offers of and completed carers assessment: carers assessment offers 1494 at end of Q2 2015/16 compared to 910 for the same period 2014/15 and completed assessments increase of 70 compared to Q2 2014/15. (122 - Q2 2014/15 & 192 - Q2 2015/16).
- Work will commence in October 2015 to identify areas for improvement in supporting carers. This will ensure that we are ready to meet the enhanced rights that will be afforded to carers under the Social Services & Wellbeing (Wales) Act 2014 which include the provision of accurate and up to date information and advice.
- Agreement in place to employ 4 temporary Carer Assessment workers for the remainder of this financial year. These posts will be responsible for supporting social care teams to offer all eligible carers on the system a Carers Assessment and support the completion of the assessment.

#### Improve Delayed Transfers of Care (DToC) –

- Following 2014-15 winter pressures there was an unusually high number of delays for social care reasons. The number of DToC for social care reasons for July (15) and August (19) 2015 is 34 a total increase of 4 compared to the July and August 2014-15 (30). It is important to recognise that the forthcoming coming winter pressures will present a challenge to the Directorate. The management of DToC for social care reasons is being directed by the Leadership Group. A number of actions are being undertaken: a joint action plan with Health is frequently reviewed by the Joint Leadership Group to monitor progress, including actions to increase social work and Community Resource Team capacity and undertake a discharge pathway analysis.
- Intermediate Care & Regional Collaboration Fund (ICF & RCF) monies used to enhance the Community Resource Teams (CRT's) e.g. moving to 7 day working to aim to increase capacity. The CRT's provide a multidisciplinary service consisting of social care and Health professionals who provide short-term support and assistance to help users maximise their independence and regain their confidence following illness, trauma or change in their personal circumstances, after hospital admission.
- However, while we are working to create more care capacity in the market to ensure availability of services in both domiciliary care and the nursing bed sector to achieve timely discharges and the appropriate use of escalating concerns procedures is resulting in a reduction of capacity across the market which is a concern.

**Improve performance on Direct Payments against target** - Performance has increased 4 % (24 adults) from 578 (Q1 2015/16) to 602 (at Q2 2015/16). There continues to be a targeted approach to offer direct payments following assessment and review. There are 50 adults working towards Direct Payments

**Improve performance against the sickness absence target** – Although sickness absence year to date shows improvement against Quarter 2 2014/15 with a decrease in more than 1.5 days per FTE, the projected number of days at Q2 is 13.8 against the target of 13, and we are unlikely to meet the target if this trend continues. The Directorate is confident it is compliant with all aspects of the sickness policy and action triggers with regard to both short and long term sickness are fully implemented.

**Delivery of sustainable Social Care in Cardiff** – Interim Director for Adults appointed. The proposed new structure will be presented at the Service Area Joint Committee (where Senior Managers from the Directorate meet with the Unions) for consultation on the 13<sup>th</sup> October 2015.

## Q2 Service Delivery

### Directorate Delivery Plan

- **Increase the number of people who are able to remain at home** – Technical issues with the mobile working & scheduling system in the reablement service are currently being worked on with our suppliers, to go live in Q3.
- **Expand the range of supported accommodation options for vulnerable young adults** – The smooth transition of 294 Learning Disability service users onto the new supported living contract, was completed on the on 1<sup>st</sup> August 2015. The Mental Health Floating Support Project which offers a range of support to people who are experiencing mental health problems to maximise their independence and decision making is ongoing. Gofal are currently working with 6 individuals. Floating Support six month review meeting is due on the 5<sup>th</sup> of October 2015.
- **Transitions** - The Change Manager has been appointed by Childrens Services and is due to start early in Q3.
- **Safeguarding** – The Cardiff & Vale Safeguarding Adults Board on the 15<sup>th</sup> September 2015 discussed and agreed the draft Local Safeguarding Adults Board (LSAB) training proposal and partner agency questionnaire. The questionnaire will be used to collate information on safeguarding training to gain a clear picture of the current position of partner agencies. These returns will inform the training sub group to help shape future safeguarding training and identify local training needs.
- **Day opportunities for Older People**- Review completed and is due to be submitted to Cabinet in November 2015
- **Collaborative Working** - Regional Collaboration Fund (RCF) -The two projects being taken forward in 2015/16 are Enhanced Reablement Services and Enhanced Services for People with Learning Disabilities. Intermediate Care Fund (ICF) - The Local Authorities are leading on three projects namely, Single Point of Access, Accommodation Solutions Discharge project and Preventative Interventions/Services. The Integrated Health and Social Care Governance (Partnership) Board agreed these ICF projects would be supported in 2015/16.
- **Social Services and Wellbeing (Wales) Act 2014** – The Council has submitted its response to the consultation. Welsh Government has issued a timetable which sets out when these will be approved. The Regional Action Plan has been reviewed and risk assessed to undertake targeted work. Key challenges for the Directorate include potential increases in demand stimulated by the new duties and the comprehensive training required for Social care sector staff to implement the Act from 6<sup>th</sup> April 2016.
- **Care First improvements** – Data cleansing is progressing. Once the upgrade date is agreed and implemented, the functionality for reporting will improve.
- **Dementia reablement training programme** – Training manuals will be distributed via the Social Services Improvement Agency (SSiA). Meanwhile work has commenced to roll out a Dementia Training Programme with plans to hold sessions for Occupational Therapists, reablement staff and home care staff from October 2015 through to March 2016.
- **Care Planning Pathway** - Currently developing a ‘dashboard format’ for our Performance Management Core Data Set. This will help to identify areas for improvement in the care planning pathway.

### Management

**Sickness** – Action triggers with regard to both short and long term sickness are fully implemented

**PDDR's** – We have improved from 88% in Q1 to 94.4% in Q2.

**Health & Safety** – A Position Statement on progress of achieving the objectives set in the Directorate Health & Safety Action Plan 2015/16, as at 30<sup>th</sup> September 2015 is due 1<sup>st</sup> November 2015. The December 2015 Health and Safety Advisory Forum will be advised of progress.

## Directorate: Social Services - Adults

### Key Performance Indicator Data – Q2 2015/16

#### Q2 Progress against Performance Indicators (Corporate & Delivery Plans) 2015/16 (20)\*

Green 30 % (6)

Amber 15% (3)

Red 15% (3)

\*10% (2) are annual results, 20% (4) are not appropriate for target setting, 10% (2) not applicable.

#### National Strategic Indicators & Public Accountability Measures

Performance Indicator	Result 14/15	Position Q1	Position Q2	Position Q3	Position Q4	Target 15/16	Year End 15-16	R.A.G.
SCA/001 - The rate of delayed transfers of care for	10.92	3.65	5.10*			5.92%		R

social care reasons per 1,000 population aged 75 or over										
* Result for Q2 contains July & August figures only – September figures will be available late October. Q1 result 3.65 (part result reported in Delivery Report 2.80). For management actions see Section Q2 Challenges Identified & Actions Being Taken.										
SCA/019 - The percentage of adult protection referrals completed where the risk has been managed	91.14%	Annual Result				Not appropriate				
SCA/002a - The rate of older people (aged 65 or over) supported in the community per 1,000 population aged 65 or over at 31 March	44.12	43.58	43.25			47			NA	
Target was set as part of the corporate planning process. The indicator includes people in receipt of traditional services										
SCA/002b - The rate of older people (aged 65 or over) whom the authority supports in care homes per 1,000 population aged 65 or over at 31 March	18.00	18.12	18.24			18.00			A	
For management actions see Directorate Delivery Plan - Increase the number of people who are able to remain at home following reablement.										
SCA/007 - The percentage of clients with a care plan at 31 March whose care plans should have been reviewed that were reviewed during the year	82.4%	37.78	56.6			90.00%			G	
Cumulative indicator										
SCA/018 - The percentage of carers of adults who were offered an assessment or review of their needs in their own right during the year	64.40%	29.16	49.7			93%			G	
Cumulative indicator. For management actions see Section Q2 Challenges Identified & Actions Being Taken										
SCA/020 - The percentage of adult clients who are supported in the community during the year	86.36%	Annual Result				86.80%				

Performance Indicator	Result 14/15	Position Q1	Position Q2	Position Q3	Position Q4	Target 15/16	Year End 15-16	R.A.G.
The percentage of carers who had an assessment or review of their needs in their own right during the year (SID – PI included in Corporate Plan)	26.3	20.53	24.16			58%		A
Cumulative indicator. For management actions see Section Q2 Challenges Identified & Actions Being Taken								
Total number of adults using the direct payments scheme at the end of the quarter (local)	550	578	602			700		A
For management actions see Section Q2 Challenges Identified & Actions Being Taken								
The average number of working days taken from completion of the care plan to provision and/or installation of aids/equipment (local)	4.9	3.31	3.53			4		G
This indicator includes all ages.								
The average number of working days between initial enquiry and completion of the care plan, including specialist assessments (local)	26	23	23			26		G
Percentage of people helped back to independence without ongoing care services, through short term intervention(local)	78.04	68.49	72.26*			65		G
* Result for Q2 contains July & August figures only – September figures will be available late October.								

## Q2 Challenges Identified

- Unachieved Savings
- Improve Carer Assessments completed/ offers
- Improve Delayed Transfers of Care (DToC)
- Improve Direct Payments
- Improve staff sickness performance
- Delivery of sustainable Social Care in Cardiff
- Application of escalating concerns resulting in reduced capacity in nursing & domiciliary care

## Q2 Actions being taken

- All savings are being actively pursued however, ongoing market pressures are preventing the achievement of savings predicated on recommissioning opportunities
- Employing 4 temporary Carer Assessment Workers
- A monitoring exercise of will commence in October
- We have used ICF & RCF monies to enhance the Community Resource Teams
- We are working to create more domiciliary care capacity to achieve timely discharges
- We have developed a joint action plan with Health
- Overall targeted approach to offer Direct Payments following assessment and review
- Action triggers with regard to both short and long term sickness are fully implemented
- A new Improvement Board is to be established for Adult Social Services
- Action Plans are being developed to improve performance for providers in escalating concerns

## Directorate: Social Services - Adults

Councillor: Susan Elsmore

Director: Tony Young

### Q2 Risk Update

### Corporate Risk

Risk Description	Inherent Risk	Residual Risk	Mitigating Actions	Risk Owner
<b>1. Adult Social Services</b> - Failure to implement the Social Services & Wellbeing (Wales) Act 2014.	Red	Red/Amber	New Governance arrangements ensure effective monitoring and prioritisation of resources. Lead officers at senior level identified for work streams. The Regional Lead for Sustainable Social Services is overseeing s programme. Task and finish groups are being established with action plans. The Regional Implementation Plan will be submitted to WG on 16/10/15. The Director is leading Workforce development planning for the region and an updated social care Development Workforce Plan was submitted to WG September 2015.	<b>Tony Young &amp; Amanda Phillips</b>
<b>2. Adult Social Services</b> -Failure to reduce the cost of delivering social services.	Red	Red	Adult Social Care Strategic Commissioning Project being established, to address the budget gap and will provide a significant contribution to Adult Care Commissioned Services.	<b>Tony Young &amp; Amanda Phillips</b>
<b>3. Adult Social Services</b> -Failure (with Health partners) to reduce the number of Cardiff residents experiencing delayed transfers of care.	Red	Red	DTOC action plan agreed with key partners with ongoing monitoring.	<b>Tony Young &amp; Amanda Phillips</b>



## Update on Previous Quarters Emerging Risks

Risk Description	Inherent Risk	Residual Risk	Progress	Risk Owner
<b>Failure to correctly align resources with demand and priorities - Sleep in Judgement – Whittlestone and Esparon</b> The Judgement will have financial implications	<b>Amber</b>	<b>Green</b>	Scoping exercise with providers undertaken. No further impact identified.	<b>Tony Young &amp; Sarah McGill</b>
<b>Living Wage</b> –effects employee costs for social care providers (£7.20 with effect from 1.4.16)	<b>Amber</b>	<b>Amber</b>	Growth bid submitted by Directorate for budget 2016/17	<b>Tony Young &amp; Sarah McGill</b>

## Directorate: Social Services - Children's

Director: Tony Young

Councillor: Sue Lent

### Q2 2015/16

Budget	Projected Outturn	Variance	Variance (%)
£46,617,000	£47,817,000	£1,200,000	2.57%

Number of Employees (FTE)	350
Sickness Absence YTD (Days Per Person)	8.0
PPDR Compliance Stage (Permanent Staff)	78.7%

Target Savings 15/16	Projected Savings	Variance	Variance (%)
£2,781,000	£1,828,000	£953,000	34.2%

### Q2 Progress against Corporate Plan Commitment Actions 2015/16 (7)

Green 71% (5)

Amber 29% (2)

### Q2 Progress against Directorate Plan actions (Core Business Priorities) 2015/16 (19)

Green 84% (16)

Amber 16% (3)

### Progress on Challenges Identified Q1 (previous quarter)

#### The need to establish a single, integrated Social Services Directorate and align performance management arrangements coherently:

Single Directorate Management Team established.

Senior management structure prepared for consultation via Trade Unions early in Quarter 3.

Advert for permanent Assistant Director, Adult Services post imminent.

### Q2 Service Delivery

#### Budget

The month 6 position for Childrens Services shows an overspend of £1.2m (2.5%) against a budget of £46.6m. As in previous years, there is ongoing pressure on external commissioning budgets, notably in relation to fostering placements. The position also reflects current projections in relation to the savings targets set for the service in 2015/16. The latest position shows an anticipated shortfall of £0.99m in relation to the savings target, although work is ongoing to reduce the number of high cost out of area placements.

#### Directorate Delivery Plan

Of the 7 actions in the Corporate Plan, 2 are rated amber at 30.09.15:

- Child Sexual Exploitation Strategy  
The Cardiff & Vale Child Sexual Exploitation Strategy was delayed at the Local Safeguarding Children's Board. Director to intervene and seek urgent acceleration.
- Work with Education to improve educational outcomes for looked after children and care leavers  
Early indications are that the new Personal Education Plan (PEP) process launched in Quarter 1 has not improved the timely completion and quality of PEPs. Actions to address this involve the OM receiving:
  - Weekly updates on PEP performance
  - Information on children accommodated in the past week in order to proactively monitor PEPs
  - Progress in relation to timely completion of PEPs

3 further actions from the Directorate Plan have been rated as amber. These relate to:

- Enhanced Fostering Scheme  
The first meeting of the Enhanced Fostering Scheme Governance Board was held, the Multi-Agency Steering Decision-Making Group became operational and the first young person was placed within the scheme. However, from the middle of the quarter concerns about the capacity of the provider to deliver on its commitments prompted the Director to intervene. The provider's initial reaction was positive and signalled an intention to address issues.
- Re-commissioning of the Supervised Contact Service  
Delay in the invitation to tender will result in later than anticipated implementation. The project plan has been revised and implementation planned for April 2016.
- Improving the quality of referrals  
The review of the Multi-Agency Referral Form planned for Quarter 2 will now be completed in Quarter 3; work on developing the form and identifying training needs will follow.

Good progress has been made in relation to:

- Corporate Parenting Strategy



The Strategy was prepared for consultation and targeted for Cabinet endorsement and launch in Quarter 3. The anticipated impact of the Strategy includes strengthened inter-agency support for looked after children, and enhancing the voice of the child in improving services for looked after children.

- **Early Help and Preventative Strategy**  
Agreed by Cabinet and public launch prepared with partners for early in Quarter 3. The anticipated impact of the Strategy is to transform the relationship between targeted and preventative services and to reduce the demand for costly interventions.
- **Business Case for Over Recruitment of Social Workers**  
Approved by Investment Review Board - a good example of management responding to concerns expressed by teams about vacancies and capacity. Significant financial benefit is anticipated when staff are in post.
- **Multi Agency Safeguarding Hub (MASH)**  
The Project Manager is now in post and this has led to greater confidence that the target implementation date can be achieved. The next steps are to establish governance arrangements and implement the project plan.
- **Services for children with disabilities**  
Appointment made to Change Manager post. This additional capacity will enable accelerate the development of services for disabled children and reduce the number of high cost complex care packages.
- **Reduction in average social worker caseloads**  
Close monitoring of caseloads on a monthly basis was introduced in June 2014 when caseload averages in case management teams were at 24.5. Caseloads steadily reduced to 18.9 in June 2015 which is within safe limits. Caseloads were at 17.5 at the end of September 2015. It is understood that an average is not sufficiently sensitive so distribution of cases is considered quarterly. Where necessary, an examination of individual social worker caseloads has enabled adjustment as appropriate. The Family Intervention and Support Service has taken case responsibility for some Child in Need cases as appropriate. The safeguarding and qualitative risks associated with high caseloads have been significantly reduced. First and second quarter performance results have demonstrated sustained significant improvement as a result of social workers being more able to prioritise key areas of work.
- **Partnership working**  
The Vulnerable Children and Families Partnership Board (now in its third quarter) has made significant strides in securing strong partnership engagement around:
  - Remodelling services for disabled children
  - Early Help and Preventative Strategy
  - Development of Adolescent Resource Centre
- **Fostering Recruitment Strategy**  
The high impact strategy was launched with direct carer involvement and has stimulated significant response from across the city.
- **New model of delivery for children's social services**  
Work is progressing to plan and will:
  - Implement best practice methodology, i.e. signs of safety
  - Redistribute capacity to support more effective direct work with families
  - Enhance opportunities to prevent admissions to care
- **Single Gateway for accommodation for vulnerable young adults**  
The Gateway has been developed with Communities and is ready for implementation in Quarter 3. This will standardise arrangements for young people to access accommodation and will also enable data gathering in relation to need and resources.

The Children's Services Improvement Board will be refocused on a Council wide and multi-agency preventative agenda with representatives from Education, Health, the Police and the voluntary sector to have a strategic overview of key developments, including the Multi Agency Safeguarding Hub, remodelling Children's Services and services for disabled children. The purpose of the Board is to ensure that services to children are effective and to consider where resources can be maximised.

### **Management**

At the time of writing, the Directorate had achieved 78.7% compliance with finalisation of objectives. A small percentage cannot be initiated due to staff absence (e.g. maternity leave and long term sick leave), and a high level of recruitment activity and new intake accounts for a proportion of the outstanding PPDRs. The underachievement of PPDR compliance will be investigated along with emergent pressures in relation to sickness absence.

# Directorate: Social Services Children's

## Key Performance Indicator Data – Q2 2015/16

### Q2 Progress against Performance Indicators (Corporate & Delivery Plans) 2015/16 (36)

Green 29% (2)

Amber 71% (5)

Of the total number of indicators above 31% (11) are annual and 50% (18) have no or limited results as yet.

During 2014/15 Social Services focussed on improving performance in relation to indicators that have the greatest significance for safe and effective practice concerning children – these are represented in the second table below\*. The stronger strategic focus that has characterised the Directorate's work in 2014-15 will provide a basis for improving performance against NSIs and PAMs.

National Strategic Indicators and Public Accountability Measures								
Performance Indicator	Result 14/15	Position Q1	Position Q2	Position Q3	Position Q4	Target 15/16	Year End 15-16	R.A.G.
SCC/002 - Percentage of children looked after at 31 March who have experienced one or more changes of school, during a period or periods of being looked after, which were not due to transitional arrangements, in the 12 months to 31 March	17.80%	Annual Result				11%		
SCC/004 - The percentage of children looked after on 31 March who have had three or more placements during the year	10.50%	Annual Result				8%		
SCC/011b - The percentage of initial assessments that were completed during the year where there is evidence that the child has been seen alone by the Social Worker	26.40%	28.5	29.5			appropriate	Not	
Non cumulative. It is not appropriate for RAG rating as there is no target or threshold for intervention.								
SCC/025 - The percentage of statutory visits to looked after children due in the year that took place in accordance with regulations	88.90%	85.1	85.3			95%		A
Non cumulative								
SCC/033d - The percentage of young people formerly looked after with whom the authority is in contact at the age of 19	90.50%	Annual Result				96%		
SCC/033e - The percentage of young people formerly looked after with whom the authority is in contact, who are known to be in suitable, non-emergency accommodation at the age of 19	91.20%	Annual Result				96%		
SCC/033f - The percentage of young people formerly looked after with whom the authority is in contact, who are known to be engaged in education, training or employment at the age of 19	56.10%	Annual Result				58%		
SCC/037 - The average external qualifications point score for 16 year old looked after children, in any local authority maintained learning setting	191	Annual Result				220		
SCC/041a - The percentage of eligible, relevant and former relevant children that have pathway plans as required	60.50%	Annual Result				90%		
SCC/045 - The percentage of reviews of looked after children, children on the Child Protection Register and children in need carried out in line with the statutory timetable	70.80%	Annual Result				90%		

*Performance Indicator	Result 14/15	Q1 Position	Q2 Position	Q3 Position	Q4 Position	Target 15/16	Year End 15-16	R.A.G.
% of referrals with decision made within 1 working day	83.1	89.8	94.1			100		A
	Performance has continued to improve slightly in Quarter 1 in the context of an 11% increase in the number of referrals (844 to 936). The performance report is based on electronic records, but there is evidence that the electronic capture of the information is delayed. However, management oversight confirms all referrals are subject to manager decision and prioritisation on the day of receipt.							
% of referrals that are re-referrals within a year of previous referral	25.4	25.6	25.2			24		A
	There has been a marginal decrease over the quarter – regular monitoring will continue. In order to ensure that referrals are appropriate and of high quality, the Multi Agency Referral Form is being reviewed. Once this review is complete, the Safeguarding Officer for Education and Children’s Access Point (CAP) Manager will resume work to engage with schools in respect of the quality and appropriateness of referrals made to Children’s Services. It is also envisaged that the Multi Agency Safeguarding Hub (MASH), once implemented, will lead to a reduction in inappropriate referrals and re-referrals. There has also been a renewed focus on achieving better outcomes for children at the point of case closure thereby reducing re-referrals to the Directorate.							
% of initial assessments carried out within 7 working days	50.6	67.1	91.7			80		G
	Improving results seen from end of year 2014-15 through to Quarters 1 and 2 evidences that the actions that are being taken by Children’s Services in this area are obtaining the required improvements.							
% of children seen by a social worker during their initial assessment	60.9	64.4	66.6			80		A
	<p>There has been a significant drive in empowering social workers and managers to undertake the most appropriate assessment at the point of referral. This has led to a range of outcomes including initial assessments:</p> <ul style="list-style-type: none"> <li>• Proceeding straight to child protection investigations / core assessment / specialist assessments.</li> <li>• Being closed with no further action after receiving managers have re-evaluated the decision to proceed to initial assessment.</li> </ul> <p>In these circumstances a full initial assessment would not have been completed - a more appropriate assessment would have been undertaken and the child seen as part of that assessment. This is commensurate with the new Social Services &amp; Wellbeing (Wales) Act 2014 wherein a proportionate assessment will be undertaken following all referrals. The target set by the ADSS, WLGA and CSSIW pre-dates this new approach which is consistent with the direction of travel across the country.</p>							
% of core assessments carried out within 35 working days	61.0	71.2	75.1			80		A
	Performance against this indicator continued to improve in Quarter 2. July = 68.9%; August = 71.9%; September = 83.6%							
% of child protection reviews carried out within statutory timescales	99.8	100	99.6			100		A
% of social work vacancies in all teams	27.2	23.5	21.4			15		A
	The vacancy position has continued to improve very slightly during the quarter as appointed social workers take up post. The recruitment campaign has been very successful and has directly contributed to the service’s ability to retain social workers. During the quarter a business case for the over-recruitment of social workers was approved. The ambitious 15% target remains our aspiration for 31 <sup>st</sup> March 2016.							

### Q2 Challenges Identified

### Q2 Actions being taken

Cost of meeting demand pressures in relation to Unaccompanied Asylum Seeking Children and asylum seekers with no recourse to public funds.

Corporate leadership group established to prepare a plan to respond.

## Directorate: Social Services - Children's

Councillor: Sue Lent Director: Tony Young

### Q2 Risk Update

<b>Corporate Risk</b>				
<b>Risk Description</b>	<b>Inherent Risk</b>	<b>Residual Risk</b>	<b>Mitigating Actions</b>	<b>Risk Owner</b>
Failure to implement the Social Services & Wellbeing (Wales) Act 2014.	<b>Red</b>	<b>Red</b>	<ul style="list-style-type: none"> <li>• New governance arrangements in place to ensure effective monitoring of progress across the region.</li> <li>• Senior lead officers identified with responsibility for each work stream.</li> <li>• Regional task and finish groups established for each work stream and action plans being delivered.</li> <li>• Updated Social Care Development and Workforce Plan submitted to Welsh Government in September 2015.</li> <li>• Successful partnership workshop held to ensure full engagement in process.</li> <li>• Officers contributing to national work groups as required.</li> <li>• Regular reports to Scrutiny Committee with references to Cabinet in place.</li> </ul>	<b>Tony Young</b>
Failure to reduce the cost of delivering social services.	<b>Red</b>	<b>Red</b>	<p>Strategic service improvement governance arrangements including:</p> <ul style="list-style-type: none"> <li>• Organisational Development Programme.</li> <li>• Children's Services Improvement Board.</li> <li>• Vulnerable Families Partnership Board.</li> <li>• Social Services Reshaping Programme.</li> </ul>	<b>Tony Young</b>

<b>Emerging Risks Identified this Quarter</b>				
<b>Risk Description</b>	<b>Inherent Risk</b>	<b>Residual Risk</b>	<b>Mitigating Actions</b>	<b>Risk Owner</b>
Ability of Enhanced Fostering Scheme provider to deliver commitments.	<b>Red</b>	<b>Red/Amber</b>	<p>Intervention by Director. Subsequent face to face meeting between Council and provider.</p>	<b>Angela Bourge</b>

## Key

### Actions/Performance Indicators

Progress against Directorate Plan/Corporate Plan Actions and Performance Indicators

<b>Green</b>	On target for delivery
<b>Amber</b>	Issues are currently impacting delivery of action/result
<b>Red</b>	Action/result unlikely to be delivered without significant intervention

### Risk

The four risk categories are as follows:

<b>High Priority</b>	Red – significant management action, control, evaluation or improvements required with continued proactive monitoring
<b>Medium Priority</b>	Red / Amber – Seek cost effective management action, control, evaluation or improvements with continued proactive monitoring.
<b>Medium Priority</b>	Amber / Green – Seek cost effective control improvements if possible and/or monitor and review regularly.
<b>Low Priority</b>	Green – Seek control improvements if possible and/or monitor and review.

### Risk Matrix:

		CONSEQUENCES				
		1	2	3	4	
LIKELIHOOD	A	<b>A1</b>	<b>A2</b>	<b>A3</b>	<b>A4</b>	<b>Likelihood:</b> A Very Likely B Likely C Unlikely D Very Unlikely
	B	<b>B1</b>	<b>B2</b>	<b>B3</b>	<b>B4</b>	
	C	<b>C1</b>	<b>C2</b>	<b>C3</b>	<b>C4</b>	
	D	<b>D1</b>	<b>D2</b>	<b>D3</b>	<b>D4</b>	
						<b>Consequences:</b> 1 Major 2 Significant 3 Moderate 4 Minor

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**CITY OF CARDIFF COUNCIL  
CYNGOR DINAS CAERDYDD**



**CABINET MEETING: 10 DECEMBER 2015**

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**CALCULATION OF COUNCIL TAX BASE**

**REPORT OF CORPORATE DIRECTOR RESOURCES**

**AGENDA ITEM: 4**

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**PORTFOLIO: CORPORATE SERVICES AND PERFORMANCE  
(COUNCILLOR GRAHAM HINCHEY)**

**Reason for this Report**

1. The information is required by the Welsh Government under its powers in section 68 of the Local Government Finance Act 1992, as amended. Previously, the Council was required to approve the calculation of the council tax base but the Full Council of 19 December 2013 recommended and agreed that this function be delegated to the Cabinet.

**Background**

2. Section 33 of the Local Government Act 1992 requires each billing authority to calculate the Council Tax Base each year. The Local Authorities (Calculation of Council Tax Base)(Wales) Regulations 1995, as amended, contain rules for this calculation, which in essence, are as follows: -
  - a) Determine the number of chargeable dwellings in each valuation band, taking account of exemptions and anticipated changes during the year.
  - b) Adjust the numbers in each band to take account of the disablement reductions.
  - c) Allow for discounts in respect of unoccupied properties and those occupied by one person only.
  - d) Weight the adjusted total for each band to equate it to band D.
  - e) Repeat the calculation for each of the six Community Councils that issue precepts.

**Issues**

3. The Council tax base calculation is a complex annual exercise that is used by the Welsh Government for the distribution of Revenue Support

Grant. It is also used by the Council for calculating the council tax charges for each year. Appendices A to G set out the detailed calculation. As the Appendices are in a format prescribed by WG the following points explain the details included in those Appendices.

- The number of domestic dwellings in the valuation list in force at the 31<sup>st</sup> October is used and adjusted to take account of anticipated new properties, demolitions, appeals and exemptions which is represented as chargeable dwellings (line A1 Appendix A).
- Properties in receipt of disablement relief receive a reduction of 1 band in their amount payable. Lines A2 and A3 reflect these adjustments. For example the number of properties in band B (at line A1) amounting to 16907 is reduced by 78 for those that will receive the 1 band reduction and increased by 282 for those properties coming down from band C. This gives a new total of 17111.
- An estimate of the number of single person discounts (B2) and empty property discounts (B3) are also taken into account in the calculation. Line C1 represents the total number of equated single person discounts (25% discount each). This total is then divided by 4 to convert to assumed full properties and deducted from line A3 to reach the weighted total in line C2.
- To convert the total in each band to a band D equivalent the appropriate ratio as set out in line C3 is applied to reach the total band D equivalents in C4.

4. The total band D equivalent properties calculated are then adjusted to take account of the estimated collection rate, as well as any contributions in respect of M.o.D. properties, as follows: -

2015/16		2016/17
141,863.18	a) Total Discounted chargeable dwellings: band D equivalent	143,390.40
98.3%	b) Estimated Collection Rate	98.5%
139,451.51	a) x b)	141,239.54
48.55	M.o.D. exempt dwellings : band D equivalent	48.55
-----		-----
139,500.06		141,288.09
-----		-----
(139,500)		(141,288)

The table above shows an increase in the Council Tax Base of 1788 properties at band D equivalent.



5. It is proposed to increase the ultimate collection rate from 98.3% to 98.5% to reflect recent improvements in collection. These improvements are the result of the implementation of new and improved collection methods. The table below outlines the recent increase in in-year collection rates. Whilst trend analysis shows that the ultimate collection rate takes a number of years to become visible, it is felt that it is appropriate to increase the ultimate collection rate based on the sustained improvement to the in-year rate. It is also felt that, with the imminent changes to welfare arrangements, it is prudent to not increase the ultimate collection rate any further than 98.5%. This position will continue to be kept under review and closely monitored.

Financial Year	In-Year Collection Rate
2010/11	94.49%
2011/12	95.15%
2012/13	95.34%
2013/14	96.35%
2014/15	97.03%

#### Schedule of precept payments

6. Regulations require that by 31 December each year the Council inform each of its precepting authorities of the proposed dates of monthly precept payments in the following year and determines a payments schedule by 31 January.
7. Currently instalment payments to the South Wales Police Authority are paid on the last working day of each month and to the Community Councils on 1 April, and it is recommended that these arrangements should continue for 2016/2017.

#### **Reasons for Recommendations**

8. It is a statutory obligation for the Council to agree its council tax base annually and this figure is used for council tax setting.

#### **Legal Implications**

9. The council tax base is essentially the constituency of council tax payers having regard to the fact that some persons will be entitled to reductions in council tax and others will be eligible for exemptions from payment. The council tax base is calculated in accordance with a complicated formula laid down in the Local Authorities (Calculation of Council Tax Base) (Wales) Regulations 1995, as amended.
10. The central provision is regulation 3, which provides that the council tax base is calculated by multiplying the total of the 'relevant amounts' by the authority's estimate of its collection rate for the year. It is therefore necessary to identify both the 'relevant amount' and the 'collection rate'.

11. Regulation 3 of the Local Authorities (Calculation of Council Tax Base) and the Council Tax (Prescribed Classes of Dwellings) (Wales) (Amendment) Regulations 2000 inserts a new regulation 5A into the 1995 Regulations. This provides for the calculation of “the relevant amounts” by a billing authority for financial years beginning on or after 1 April 2005. The relevant amount for each council tax band is a measure of the number of dwellings in that band after taking account of exempt dwellings and discounts.
12. The ‘relevant amount’ is the maximum sum which the authority would recover in respect of the dwellings in the particular band. However, the regulations anticipate that this will not always be the case. Thus in order to ascertain the council tax base, it is necessary to determine the collection rate. This is governed by regulation 3 of the 1995 Regulations. The Council must estimate its collection rate for the financial year by estimating the aggregate of the amounts in respect of Council tax for the year which are likely to be paid to the Council expressed as a proportion of its estimate of the total of such amounts which are payable to the Council taking into account certain discounts. In order to calculate the council tax base, the authority then adds up the total of the relevant amounts previously calculated and multiplies this by the estimate of the collection rate. This leaves the ‘council tax base’. The sum which the authority has calculated must be raised locally and is then divided by the Council tax base figure to give the ‘basic amount of council tax’ as defined in section 33 of the Local Government Finance Act 1992.
13. The relevant day for the financial year commencing 1 April 2016 will be 31<sup>st</sup> October 2015.
14. 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. standing orders and financial regulations; (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**

15. The council tax base will be used to set the specific council tax charges for 2016/17 when the budget is approved. There are a large number of variables that are included in this calculation such as new properties, demolitions, effect of appeals, changes to discounts and exemptions and it is important to ensure that the resulting estimate of properties is as accurate as possible. A small percentage variance could result in a large difference against the budget. The tax base calculation is also used by the Welsh Government for the determination of the distribution of Revenue Support Grant. The provisional financial settlement from the Welsh Government will include the redistribution impact of these figures across Wales.

16. The increase in the tax base as set out in this report is estimated to generate an additional £2,185,508 in 2016/17 without raising the actual rate of tax. Of this sum £357,350 represents the extra revenue for the Police and Crime Commissioner for South Wales whilst Cardiff Council will receive an extra £1,828,158.

## RECOMMENDATIONS

Cabinet is recommended to agree that: -

- (1) the calculation of the Council's tax base for the year 2016/2017 be approved;
- (2) pursuant to this report and in accordance with the Local Authorities (Calculation of Tax Base) (Wales) Regulations 1995, as amended, the amount calculated by Cardiff Council as its council tax base for the year 2016/2017 shall be 141,288;
- (3) pursuant to this report and in accordance with the Local Authorities (Calculation of Tax Base) (Wales) Regulations 1995, as amended, the amounts calculated by the Council as the council tax base for the year 2016/2017 in the community areas subject to a precept shall be as follows: -

Lisvane	2347
Pentyrch	3184
Radyr	3655
St. Fagans	1234
Old St. Mellons	1289
Tongwynlais	811

- (4) the arrangements for the payment of precepts in 2016/2017 to the South Wales Police Authority be by equal instalments on the last working day of each month from April 2016 to March 2017 and the Community Councils be by one payment on 1 April 2016, be on the same basis as that used in 2015/2016 and the precepting authorities be advised accordingly.

## CHRISTINE SALTER

Corporate Director  
4 December 2015

*The following Appendices are attached:*

- Appendix A: Calculation of the council tax base for the City and County of Cardiff
- Appendices B-G: Calculation of the council tax base for the 6 Community Councils

**CARDIFF COUNCIL  
COUNCIL TAX BASE CALCULATION FOR 2016-17**

**APPENDIX A**

DESCRIPTION	BAND A*	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	BAND I	TOTAL
Dwellings per V.O. listing	0	4,044	17,766	31,358	34,745	29,199	20,835	9,792	2,658	1,388	151,785
All Chargeable Dwellings (A1)	0	3,775	16,907	29,626	32,850	25,547	19,366	9,420	2,614	1,372	141,477
Disabled (A2)	0	8	78	282	359	344	318	180	43	52	1,664
Adjusted chargeable Dwellings (A3)	8	3,845	17,111	29,703	32,835	25,521	19,228	9,283	2,623	1,320	141,477
Dwellings with no discount (B1)	2	905	7,087	16,250	19,727	17,185	14,269	7,392	2,145	1,144	86,106
Dwellings with one discount (B2)	6	2,916	9,873	13,241	12,859	8,142	4,827	1,827	426	157	54,274
Dwellings with two discounts (B3)	0	24	151	212	249	194	132	64	52	19	1,097
Total number of discounts (C1)	6	2,964	10,175	13,665	13,357	8,530	5,091	1,955	530	195	
Weighted Total (C2)	6.50	3,104.00	14,567.25	26,286.75	29,495.75	23,388.50	17,955.25	8,794.25	2,490.50	1,271.25	
Band D Relation (C3)	5/9	6/9	7/9	8/9	1	11/9	13/9	15/9	18/9	21/9	
Band D Equivalent (C4)	3.61	2,069.33	11,330.08	23,366.00	29,495.75	28,585.94	25,935.36	14,657.08	4,981.00	2,966.25	143,390.40

**CITY OF CARDIFF COUNCIL  
COUNCIL TAX BASE CALCULATION NOVEMBER 2015**

**APPENDIX B**

**LISVANE**

DESCRIPTION	BAND A*	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	BAND I	TOTAL
Dwellings per V.O. listing (+ projections)	0	0	2	4	53	56	144	721	286	192	1,458
Exemptions	0	0	-1	-3	-5	-1	-2	-8	-1	-1	-22
Chargeable Dwellings	0	0	1	1	48	55	142	713	285	191	1,436
Disabled totals	0	0	0	0	0	0	2	11	4	1	18
Adjusted Total	0	0	1	1	48	57	151	706	282	190	1,436
Dwellings with two discounts	0	0	0	0	1	4	3	2	2	0	12
Dwellings with one discount	0	0	0	1	29	24	42	134	54	28	312
Dwellings with no discount	0	0	1	0	18	29	106	570	226	162	1,112
Total number of discounts	0	0	0	1	31	32	48	138	58	28	
Weighted Total	0.00	0.00	1.00	0.75	40.25	49.00	139.00	671.50	267.50	183.00	1,352.00
Band D Relation	5/9	6/9	7/9	8/9	1	11/9	13/9	15/9	18/9	21/9	
Band D Equivalent	0.00	0.00	0.78	0.67	40.25	59.89	200.78	1,119.17	535.00	427.00	2,383.54
Estimated Collection Rate											98.5%
Tax Base											2,347.79

**CITY OF CARDIFF COUNCIL  
COUNCIL TAX BASE CALCULATION NOVEMBER 2015**

**APPENDIX C**

**PENTYRCH**

DESCRIPTION	BAND A*	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	BAND I	TOTAL
Dwellings per V.O. listing (+ projections)	0	1	81	242	323	379	836	407	155	91	2,515
Exemptions	0	0	-5	-4	-4	-4	-5	-2	-2	0	-26
Chargeable Dwellings	0	1	76	238	319	375	831	405	153	91	2,489
Disabled	0	0	0	1	7	0	12	3	1	2	26
Adjusted Total	0	1	77	244	312	387	822	403	154	89	2,489
Dwellings with two discounts	0	0	2	0	7	2	7	4	2	0	24
Dwellings with one discount	0	1	49	135	116	99	159	55	13	4	631
Dwellings with no discount	0	0	26	109	189	286	656	344	139	85	1,834
Total number of discounts	0	1	53	135	130	103	173	63	17	4	
Weighted Total	0.00	0.75	63.75	210.25	279.50	361.25	778.75	387.25	149.75	88.00	2,319.25
Band D Relation	5/9	6/9	7/9	8/9	1	11/9	13/9	15/9	18/9	21/9	
Band D Equivalent	0.00	0.50	49.58	186.89	279.50	441.53	1,124.86	645.42	299.50	205.33	3,233.11
Estimated Collection Rate											98.5%
Tax Base											3,184.61

**CITY OF CARDIFF COUNCIL  
COUNCIL TAX BASE CALCULATION NOVEMBER 2015**

**APPENDIX D**

**RADYR**

DESCRIPTION	BAND A*	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	BAND I	TOTAL
Dwellings per V.O. listing (+ projections)	0	0	8	92	337	449	819	747	201	86	2,739
Exemptions	0	0	-1	-3	-12	-16	-8	-5	-2	-2	-49
Chargeable Dwellings	0	0	7	89	325	433	811	742	199	84	2,690
Disabled	0	0	1	0	2	4	10	11	3	2	33
Adjusted Total	0	1	6	91	327	439	812	734	198	82	2,690
Dwellings with two discounts	0	0	0	3	8	3	2	1	2	0	19
Dwellings with one discount	0	1	4	53	144	152	167	98	20	8	647
Dwellings with no discount	0	0	2	35	175	284	643	635	176	74	2,024
Total number of discounts	0	1	4	59	160	158	171	100	24	8	
Weighted Total	0.00	0.75	5.00	76.25	287.00	399.50	769.25	709.00	192.00	80.00	2,518.75
Band D Relation	5/9	6/9	7/9	8/9	1	11/9	13/9	15/9	18/9	21/9	
Band D Equivalent	0.00	0.50	3.89	67.78	287.00	488.28	1,111.14	1,181.67	384.00	186.67	3,710.93
Estimated Collection Rate											98.5%
Tax Base											3,655.27

**CITY OF CARDIFF COUNCIL**  
**COUNCIL TAX BASE CALCULATION NOVEMBER 2015**  
**ST. FAGANS**

**APPENDIX E**

DESCRIPTION	BAND A*	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	BAND I	TOTAL
Dwellings per V.O. listing (+ projections)	0	0	2	71	143	223	185	188	93	43	948
Exemptions	0	0	-1	0	-2	-4	-1	-1	0	0	-9
Chargeable Dwellings	0	0	1	71	141	219	184	187	93	43	939
Disabled	0	0	0	0	3	4	4	3	2	0	16
Adjusted Total	0	0	1	74	142	219	183	186	91	43	939
Dwellings with two discounts	0	0	0	1	1	3	1	2	4	2	14
Dwellings with one discount	0	0	0	33	44	51	42	25	11	6	212
Dwellings with no discount	0	0	1	40	97	165	140	159	76	35	713
Total number of discounts	0	0	0	35	46	57	44	29	19	10	
Weighted Total	0.00	0.00	1.00	65.25	130.50	204.75	172.00	178.75	86.25	40.50	879.00
Band D Relation	5/9	6/9	7/9	8/9	1	11/9	13/9	15/9	18/9	21/9	
Band D Equivalent	0.00	0.00	0.78	58.00	130.50	250.25	248.44	297.92	172.50	94.50	1,252.89
Estimated Collection Rate											98.5%
Tax Base											1,234.10



**CITY OF CARDIFF COUNCIL**  
**COUNCIL TAX BASE CALCULATION NOVEMBER 2015**  
**OLD ST. MELLONS**

**APPENDIX F**

DESCRIPTION	BAND A*	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	BAND I	TOTAL
Dwellings per V.O. listing (+ projections)	0	71	99	149	201	137	217	120	81	58	1,133
Exemptions	0	0	-1	-4	-2	-3	-2	-1	-1	-1	-15
Chargeable Dwellings	0	71	98	145	199	134	215	119	80	57	1,118
Disabled	0	1	0	1	2	1	4	3	0	0	12
Adjusted Total	1	70	99	146	198	137	214	116	80	57	1,118
Dwellings with two discounts	0	0	1	3	3	0	2	3	1	3	16
Dwellings with one discount	1	54	63	63	59	31	38	23	9	12	353
Dwellings with no discount	0	16	35	80	136	106	174	90	70	42	749
Total number of discounts	1	54	65	69	65	31	42	29	11	18	
Weighted Total	0.75	56.50	82.75	128.75	181.75	129.25	203.50	108.75	77.25	52.50	1,021.75
Band D Relation	5/9	6/9	7/9	8/9	1	11/9	13/9	15/9	18/9	21/9	
Band D Equivalent	0.42	37.67	64.36	114.44	181.75	157.97	293.94	181.25	154.50	122.50	1,308.80
Estimated Collection Rate											98.5%
Tax Base											1,289.17

**CITY OF CARDIFF COUNCIL  
COUNCIL TAX BASE CALCULATION NOVEMBER 2015**

**APPENDIX G**

**TONGWYNLAIS**

DESCRIPTION	BAND A*	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	BAND I	TOTAL
Dwellings per V.O. listing (+ projections)	0	1	112	165	198	201	92	45	5	9	828
Exemptions	0	0	-3	-2	-5	-2	0	-2	0	0	-14
Chargeable Dwellings	0	1	109	163	193	199	92	43	5	9	814
Disabled	0	0	1	2	4	5	0	2	0	1	15
Adjusted Total	0	2	110	165	194	194	94	41	6	8	814
Dwellings with two discounts	0	1	1	1	2	2	1	0	0	0	8
Dwellings with one discount	0	1	74	78	60	46	17	8	0	1	285
Dwellings with no discount	0	0	35	86	132	146	76	33	6	7	521
Total number of discounts	0	3	76	80	64	50	19	8	0	1	
Weighted Total	0.00	1.25	91.00	145.00	178.00	181.50	89.25	39.00	6.00	7.75	738.75
Band D Relation	5/9	6/9	7/9	8/9	1	11/9	13/9	15/9	18/9	21/9	
Band D Equivalent	0.00	0.83	70.78	128.89	178.00	221.83	128.92	65.00	12.00	18.08	824.33
Estimated Collection Rate											98.5%
Tax Base											811.97

**CITY OF CARDIFF COUNCIL  
CYNGOR DINAS CAERDYDD**



**CABINET MEETING: 10 DECEMBER 2015**

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**CORPORATE RISK REGISTER – MID YEAR REVIEW 2015/16**

**REPORT OF CORPORATE DIRECTOR RESOURCES**

**AGENDA ITEM: 5**

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**PORTFOLIO: CORPORATE SERVICES & PERFORMANCE (COUNCILLOR  
GRAHAM HINCHEY)**

**Reason for this Report**

1. To bring the Corporate Risk Register (CRR) to the attention of the Cabinet, in order to consider the strategic risks facing the Council.

**Background**

2. To support the arrangements for good corporate governance it is necessary for the Council to have a clear statement of its overall position in relation to corporate risks and to review them on a regular basis.
3. The CRR should identify the main risks facing the Council so that elected Members and Senior Management can make informed decisions and prioritise actions, with these high level risks in mind. The process followed is to identify the risk and then to address it through the control environment and mitigations in place or planned within the Council. This exercise results in a residual risk score which should demonstrate the effectiveness of the controls in place to manage the risk.
4. The Cabinet last sighted the CRR on 2 July 2015 which reflected the year end position for 2014/15. The register continues to be updated quarterly and presented to the Senior Management Team to ensure their collective ownership of the strategic risks facing the Council. On this occasion the register has been updated to reflect the mid year position for 2015/16.

**Issues**

5. The CRR is currently made up of twenty four risks, all of which are assigned to members of the Senior Management Team to ensure the most senior level of ownership and accountability by officers.
6. Each risk has been reviewed and updated by the respective risk owner to reflect the mid year position, which was shared with all Directors at a Senior Management Team meeting, to gain collective agreement.

7. Since the Cabinet last sighted the register in July 2015:
  - The number of corporate risks has reduced by one to twenty four;
  - A Senior Management restructure took place in April 2015, reducing the number of Directors from eleven to seven. Risk owners have been updated accordingly to ensure ongoing risk ownership and management.
8. The Social Services Directorate was formed in April 2015, to combine the Health and Social Care and Children's Services Directorates. The former Directorates collectively owned four risks on the CRR which have been amalgamated into three as part of the mid year review. The Director of Social Services has taken ownership of these risks which relate to the Social Services and Wellbeing (Wales) Act 2014, the cost of delivering Social Services and delayed transfers of care.
9. The Risk Management Steering Group met in September and considered whether four risks, which had been escalated from Directorates, should be included on the CRR. The risks were considered by the Risk Management Steering Group who determined that it is appropriate for these to be managed and mitigated within individual Directorates.
10. A benchmarking exercise has recently been completed with UK Core Cities to identify and consider the comparability of risk themes on the CRR with other Local Authorities. A review of this data provides general assurance that the makeup of the CRR is broadly aligned with those of the other Core Cities. The Audit Risk Team is working with Directors to review the benchmarking data in greater detail.
11. The Social Services Directorate has acknowledged the efforts made to manage and control the risk of failure to deliver the Social Services and Wellbeing (Wales) Act 2014. Reflecting on the ongoing controls and the proposed improvement actions going forward it was considered appropriate to reduce the residual risk score from high priority (red) risk to medium priority (red / amber) risk.
12. With the exception of the aforementioned change, all other risk scores have remained the same as the year end position 2014/15. Although residual risks have remained relatively constant, there has been significant progress by risk owners updating their current controls and seeking further mitigation actions, as detailed in the CRR.
13. The register will continue to be refreshed quarterly and the identified risk owners have a responsibility to ensure the register remains focused and relevant.
14. Since the Cabinet last sighted the register, the Director of Social Services has joined the Risk Management Steering Group to maintain appropriate representation following the departure of the Director of Health and Social Care.

15. In order to recognise the fundamental importance of the CRR, in the governance of the Council, the Audit Committee and Cabinet will continue to consider reports on a biannual basis.
16. It is appreciated that there is considerable detail in the complete register and, therefore, two appendices are attached; Appendix B details the complete register, Appendix A is a summarised version.

### **Reason for Recommendation**

17. As part of the arrangements for good corporate governance, it is necessary for the Council to have a clear statement identifying what strategic risks the Authority faces. The CRR will update Members and enable them to make informed decisions. In addition, the Council will be able to demonstrate that there are effective and robust systems in place for managing risk.

### **Financial Implications**

18. There are no direct financial implications arising from this report. The Corporate Risk Register will be used to guide the Internal Audit Plan and the Council's resource planning processes and forms an important part of the governance arrangements for the Council.

### **Legal Implications**

19. There are no direct legal implications arising from this report. However, one of the benefits of identifying risk is that mitigation measures may be taken, if appropriate, and consequently successful claims against the Council may be avoided altogether, or reduced.

## **RECOMMENDATION**

The Cabinet is recommended to note the content of the Corporate Risk Register.

### **CHRISTINE SALTER**

Corporate Director

4 December 2015

*The following Appendices are attached:*

**Appendix A** – Corporate Risk Register – Mid Year Review 2015/16  
(Summarised)

**Appendix B** – Corporate Risk Register – Mid Year Review 2015/16 (Detailed)

Risk Description	Inherent Risk	Residual Risk	Risk Owner	Cabinet Member
<b>EVENT DRIVEN RISKS</b>				
<b>Social Services and Wellbeing (Wales) Act</b> Failure to implement the Social Services & Wellbeing (Wales) Act 2014.	High Priority B1	Medium Priority (Red/Amber) B3	Tony Young	<b>Councillor Sue Lent</b> , Deputy Leader - Early Years, Children & Families & <b>Councillor Susan Elsmore</b> Health, Housing & Wellbeing
<b>Hostile Vehicle Mitigation in Cardiff</b> Vehicle Borne Improvised Explosive Device (VBIED) detonating in an area identified as a high risk crowded place, as a result of the inappropriate boundary treatments and access control processes protecting and managing it.	High Priority B1	High Priority B1	Andrew Gregory	<b>Councillor Ramesh Patel</b> Transport, Planning & Sustainability
<b>Welfare Reform</b> That the Council cannot meet its statutory obligations with the increased demands and reduced budgets placed upon it by the Welfare Reform Bill 2011, Universal Tax Credit, localisation of Council Tax Benefits, Social Fund reform, Introduction of the Benefit Cap and size restrictions for social tenants. Lack of information, short timescales for implementation and the large number of citizens affected makes this a significant risk. This risk is increased by the 2015 Budget which announced further welfare benefit cuts and introduction of Universal Credit from Nov 2015.	High Priority A2	High Priority B2	Sarah McGill (Jane Thomas)	<b>Councillor Susan Elsmore</b> Health, Housing & Wellbeing
<b>Waste Management</b> Failure to achieve targets for Landfill allowance, specifically for Biodegradable Municipal Waste and WG statutory Recycling Targets. Ineffective delivery of recycling targets and residual waste treatment.	High Priority B1	High Priority B2	Andrew Gregory	<b>Councillor Bob Derbyshire</b> Environment
<b>Preparation of Local Development Plan</b> Preparing a plan that is considered 'sound' by the Inspector, within the proposed timetable.	High Priority B1	Medium Priority (Red/Amber) C1	Andrew Gregory	<b>Councillor Ramesh Patel</b> Transport, Planning & Sustainability
<b>Education – Schools - SOP</b> Very ambitious timescales for project delivery, by a lean team, with restricted capital allocations to support reorganisation, improvement and expansion of school provision to meet growing pupil population.	High Priority B1	High Priority B2	Nick Batchelar (Janine Nightingale)	<b>Councillor Julia Magill</b> Education & Skills
<b>Education Consortium &amp; Attainment</b> The Central South Consortium does not deliver effective services that challenge and support Cardiff schools to improve and Educational Attainment does not improve at the required rate.	High Priority B1	High Priority B2	Nick Batchelar (Angela Kent)	<b>Councillor Julia Magill</b> Education & Skills
<b>ICT Platforms Unsuitable/ Outdated</b> The ICT platforms (desktop, software, network, servers, and telephones) will not be able to support the technologies required by the corporate change programme and deliver effective service to the council, or will not provide a reliable service due to age and condition of equipment and systems.	High Priority A2	Medium Priority (Red/Amber) C2	Christine Salter (Phil Bear)	<b>Councillor Graham Hinchey</b> Corporate Services & Performance
<b>ONGOING RISKS</b>				
<b>Budget prioritisation</b> The delivery of a balanced budget for 2016/17 alongside the deliverability of further significant savings over the life of the Medium Term Financial Plan  Strong indication from Welsh Government that provisional settlement figure will not be received until December 2015 leaving very little time to react to any unanticipated settlement figures. Also, current indications are that the final settlement will not be announced until March 2016.	High Priority A1	High Priority A1	Christine Salter (Ian Allwood)	<b>Councillor Graham Hinchey</b> Corporate Services & Performance
<b>Financial Resilience</b> The financial resilience of the Council is likely to reduce over the medium term, given the scale of the financial challenge ahead.	High Priority A1	High Priority A1	Christine Salter (Ian Allwood)	<b>Councillor Graham Hinchey</b> Corporate Services & Performance
<b>Budget Monitoring 2015/16</b> The Council's 2015/16 Budget included budget savings of £35.96 million of which £3.487m was identified as a capitalisation direction. £32.473 million were identified by directorates. Whilst lower than the £48.6 million identified for 2014/15 this level of in-year savings continues to pose a significant risk to the budget monitoring and the achievement of a balanced spending position for the financial year.  At the time the budget was set the achievability risk ratings for the directorate savings identified that of the £32.473 million £10.23 million was rated red or red / amber with £5.854 million proposals still at a general planning stage. In the outturn report for 2014/15 £7.543 million of savings accepted had not yet been achieved which needed to be addressed in 2015/16.	High Priority A1	High Priority B1	Christine Salter (Allan Evans)	<b>Councillor Graham Hinchey</b> Corporate Services & Performance
<b>Health and Safety</b> Ineffective compliance of health and safety through poor application and embedding of the 'Framework for Managing Health and Safety in Cardiff Council.	High Priority A1	High Priority B1	Christine Salter (Christina Lloyd)	<b>Councillor Graham Hinchey</b> Corporate Services & Performance
<b>Climate Change &amp; Energy Security</b> Un-preparedness to the effects of climate change due to lack of future proofing for key (social and civil) infrastructure and business development, and inability to secure consistent energy supply due to rising energy costs and insecurity of energy supply.	High Priority B1	High Priority B1	Andrew Gregory	<b>Councillor Bob Derbyshire</b> Environment
<b>Information Governance</b> Information handled inappropriately leaves the Council exposed to intervention and financial penalties issued by the Information Commissioner (ICO). This includes information held by Cardiff Schools.	High Priority A1	High Priority A2	Christine Salter (Vivienne Pearson)	<b>Councillor Graham Hinchey</b> Corporate Services & Performance
<b>Social Services - Costs</b> Failure to reduce the cost of delivering social services.	High Priority B1	High Priority B2	Tony Young	<b>Councillor Sue Lent</b> , Deputy Leader - Early Years, Children & Families
<b>Delayed Transfers of Care</b> Failure (with Health partners) to reduce the number of Cardiff residents experiencing delayed transfers of care.	High Priority B1	High Priority B2	Tony Young	<b>Councillor Susan Elsmore</b> Health, Housing & Wellbeing
<b>Performance Management</b> A performance management culture is not embedded within the Council leaving the Council exposed to intervention by Welsh Government in line with the Local Government (Wales) Measure 2009 and associated requirements	High Priority B2	High Priority B2	Christine Salter	<b>Councillor Graham Hinchey</b> Corporate Services & Performance
<b>Organisation Development</b> OD projects fail to deliver the radical change required to deliver efficiency savings and service changes, due to service and resource pressures.	High Priority B1	High Priority B2	Christine Salter (Dean Thomas)	<b>Councillor Graham Hinchey</b> Corporate Services & Performance
<b>Business Continuity</b> Large scale incident/loss affecting the delivery of services.	High Priority B1	Medium Priority (Red/Amber) C1	Christine Salter	<b>Councillor Phil Bale</b> , Leader – Economic Development & Partnerships
<b>Education – Schools Delegated Budgets</b> Secondary Schools with deficit budgets do not deliver agreed deficit recovery plans, impacting on the overall budgets for all schools.	High Priority A2	High Priority B2	Nick Batchelar (Neil Hardee)	<b>Councillor Julia Magill</b> Education & Skills
<b>Legal Compliance</b> Changes in services and staff roles across the Council resulting in: 1) Gaps in Council wide knowledge of the local authority framework of responsibilities and duties within which we have to operate; 2) Inability to deliver the services in accordance with all duties and responsibilities due to lack of resource in each case leading to increased risk of challenges. Reduction and changes in front-line services, discretionary and statutory, will lead to increased risks of challenge from users and other stakeholders affected.	High Priority B2	Medium Priority (Red/Amber) C2	Marie Rosenthal	<b>Councillor De' Ath</b> Skills, Safety & Engagement
<b>Fraud</b> Fraud, financial impropriety or improper business practices increase as internal controls are amended as resources become severely stretched.	High Priority B2	Medium Priority (Red/Amber) B3	Christine Salter (Derek King)	<b>Councillor Graham Hinchey</b> Corporate Services & Performance
<b>Asset Management</b> Ensure effective operation of the Council's Asset Management Board to achieve effective strategic oversight and identified savings.	High Priority B2	Medium Priority (Red/Amber) C2	Neil Hanratty	<b>Councillor Phil Bale</b> , Leader – Economic Development & Partnerships
<b>Workforce Planning</b> Importance of forecasting and planning to building capability and capacity is not recognised and is not fully embedded.	Medium Priority (Red/Amber) B3	Medium Priority (Red/Amber) B3	Christine Salter (Philip Lenz)	<b>Councillor Graham Hinchey</b> Corporate Services & Performance



Risk Description	Potential Consequence	L	C	Inherent Risk	Current/Existing Controls	L	C	Residual Risk	Proposed Improvement Action	Risk Owner & Cabinet Member
<b>EVENT DRIVEN RISKS</b>										
<p><b>Social Services and Wellbeing (Wales) Act</b></p> <p>Failure to implement the Social Services &amp; Wellbeing (Wales) Act 2014.</p>	<p>Reputational / Financial / Stakeholders / Service delivery / Legal / Partnership / Community</p> <ul style="list-style-type: none"> <li>Legal challenge around interpretation of 'duties' under the 'wellbeing' concept.</li> <li>Increases in demand, or service offer, stimulated by new duties under the Act.</li> <li>Social care sector staff not sufficiently trained to implement Act from 6<sup>th</sup> April 2016.</li> </ul>	B	1	<b>High Priority</b>	<ul style="list-style-type: none"> <li>New governance arrangements in place to ensure effective monitoring of progress across the region.</li> <li>Senior lead officers identified with responsibility for each work stream.</li> <li>Regional task and finish groups established for each work stream and action plans being delivered.</li> <li>Updated Social Care Development and Workforce Plan submitted to Welsh Government in September 2015.</li> <li>Successful partnership workshop held to ensure full engagement in process.</li> <li>Officers contributing to national work groups as required.</li> <li>Regular reports to Scrutiny Committee with references to Cabinet in place.</li> </ul>	B	3	<b>Medium Priority (Red/Amber)</b>	<ul style="list-style-type: none"> <li>Regional Implementation Plan updated for submission to WG on 16<sup>th</sup> October 2015.</li> <li>Joint approaches to developing opportunities across Cardiff, the Vale of Glamorgan and UHB closely monitored through IHSC Strategic Implementation Group, Leadership Group &amp; Governance Group.</li> <li>National Learning &amp; Development Plan being developed by Care Council for Wales to support implementation of the Act.</li> <li>First tranche of staff and partner development in progress through general awareness sessions.</li> </ul>	<p><b>Tony Young</b></p> <p><b>Councillor Sue Lent, Deputy Leader - Early Years, Children &amp; Families</b></p> <p><b>Councillor Susan Elsmore - Health, Housing &amp; Wellbeing</b></p> <p><b>Updated Potential Consequence, Current Controls and Proposed Improvement Actions</b></p> <p>(Residual risk updated from B1)</p>
<p><b>Hostile Vehicle Mitigation in Cardiff</b></p> <p>Vehicle Borne Improvised Explosive Device (VBIED) detonating in an area identified as a high risk crowded place, as a result of the inappropriate boundary treatments and access control processes protecting and managing it.</p>	<p>Service Delivery / Reputation / Legal / Financial / Health &amp; Safety / Financial / Partnership / Community &amp; Environment / Stakeholders</p> <p>Potential for:-</p> <ul style="list-style-type: none"> <li>Large no's of fatalities, injuries to public in crowded place.</li> <li>Extensive structural damage and/or collapse of surrounding buildings.</li> <li>Major fire.</li> <li>Damage/disruption to utilities (gas, electricity, water etc.)</li> <li>Immediate impact to businesses in the Cardiff area.</li> <li>Media coverage affecting public perception, leading to a loss of public confidence directly resulting in reduced business, retail and tourism revenues generated in the city.</li> <li>Area to be viewed as a risk for potential future business investment.</li> <li>Inability to attract major future national and international events (political, sporting etc.)</li> <li>Increase in demand for council services/support for all affected.</li> <li>Current economic climate to reduce the effectiveness of any recovery/regeneration of the area</li> </ul>	B	1	<b>High Priority</b>	<ul style="list-style-type: none"> <li>All existing identified high risk; crowded places have been formally assessed.</li> <li>Most crowded places have an extremely limited and in some cases 'third party managed' access control process to operate them; providing little/no challenge.</li> <li>Most crowded places have varying standards of boundary treatments protecting them; providing a limited/cursory visual deterrent but little/no protection from a hostile vehicle.</li> <li>CONTEST Protect/Prepare Task &amp; Finish Group has developed a City Gateways Public Realm Enhancement Scheme, with agreed options for suitable PAS 68/69 mitigation for appropriate boundary locations; referred to as 'gateways'.</li> <li>20 (40%) of the identified 'gateways' into the crowded places already benefit from PAS 68/69 mitigation in place, implemented as a direct result of Home Office (Crowded Places) and Olympic Legacy funding.</li> <li>Wales Extremism and Counter Terrorism Unit (WECTU) Counter Terrorist Security Advisor's (CTSA's), the Emergency Services &amp; Cardiff Council provide Project Argus and EVAC/Griffin training across the city to raise awareness for likely impacts associated with major incidents and in particular, terrorist attacks. The sessions also cover the support likely to be immediately available from the emergency services and Cardiff Council, the practical and simple preparations people/organisations can make prior to incident occurring to help themselves manage and recover from its impacts.</li> </ul>	B	1	<b>High Priority</b>	<ul style="list-style-type: none"> <li>WECTU CTASAs, the Emergency Services &amp; Cardiff Council continue to promote and provide Project Argus and EVAC/Griffin training across the city. The revised products were launched nationally in November 2014 and are now being rolled out in South Wales.</li> <li>The CONTEST Protect/Prepare Group will continue to maintain the City Gateways Public Realm Enhancement Scheme to ensure that the proposed PAS 68/69 mitigation for the remaining gateways remains appropriate. This work also includes the estimated costs for the procurement and installation of the PAS 68/69 mitigation and ancillary services.</li> <li>Work is ongoing with Strategic, Planning, Highways, Traffic &amp; Transportation (SPHTT) to advise developers across the city in relation to appropriate mitigation required.</li> <li>The CONTEST Protect/Prepare Group will continue to monitor and review the scheme to ensure it is fit for purpose until it is fully installed.</li> <li>Additional funding must be secured to procure and install the PAS 68/69 mitigation at the remaining 30 gateways (currently).</li> <li>The Cardiff City Centre Access Control Protocol is currently operating at the heightened response level, reflecting the UK National Threat Level; permitting vehicles onto the pedestrianised areas within Cardiff City Centre using strict parameters.</li> <li>Further work has been undertaken to incorporate the car parking requirements of the Tabernacle, with an annex document being developed to better manage its 'users', covering their requirements whilst adhering to the existing Traffic Regulation Order. 'Sign-off' for this document is anticipated shortly.</li> <li>Two CT briefings were held in 15<sup>th</sup> &amp; 22<sup>nd</sup> January 2015 for Civil Parking Enforcement staff to raise awareness of in relation to the Access Control Protocol, the National Threat Level and the ways in which they can support the work of CONTEST.</li> <li>The CONTEST Protect/Prepare Group will continue to support SPHTT in the delivery of all outstanding and future works associated with this risk.</li> </ul>	<p><b>Andrew Gregory</b></p> <p><b>Councillor Ramesh Patel – Transport, Planning &amp; Sustainability</b></p> <p><b>Reviewed – No change</b></p>

Risk Description	Potential Consequence	L	C	Inherent Risk	Current/Existing Controls	L	C	Residual Risk	Proposed Improvement Action	Risk Owner & Cabinet Member
<p><b>Welfare Reform</b></p> <p>That the Council cannot meet its statutory obligations with the increased demands and reduced budgets placed upon it by the Welfare Reform Bill 2011, Universal Tax Credit, localisation of Council Tax Benefits, Social Fund reform, Introduction of the Benefit Cap and size restrictions for social tenants. Lack of information, short timescales for implementation and the large number of citizens affected makes this a significant risk. This risk is increased by the 2015 Budget which announced further welfare benefit cuts and introduction of Universal Credit from Nov 2015.</p>	<ul style="list-style-type: none"> <li>Private landlords stop renting to benefit claimants</li> <li>Increased homelessness and demand for temporary accommodation</li> <li>Increased rent arrears</li> <li>Redeployment / Severance for 140 staff</li> <li>Changing demands on Council stock resulting in increased voids and/or undersupply of smaller properties.</li> <li>Funding issues with Council Tax Reduction Scheme</li> <li>Barriers to building additional affordable housing.</li> </ul>	A	2	High Priority	<ul style="list-style-type: none"> <li>Communities staff continue to work closely with private landlords and advice agencies to mitigate wherever possible the reduction in benefit. To date private landlords have not withdrawn from the benefits market in large numbers but changes in the economy could influence this in the future so this will continue to be monitored closely.</li> <li>Discretionary Housing payments are being used to top up the benefit claims of those most affected by the changes and to pay rent in advance and bonds to help private tenants to move accommodation where necessary.</li> <li>Timely information is being given to claimants to help them respond to the changes.</li> <li>Council Tax Reduction scheme worked well in 2014/15 and has been continued for 2015/16. Currently the reduction is based on 100% of liability so there has been no across the board cut to benefit. However funding issues could prevent this in the future.</li> <li>A streamlined process is in place for re-housing tenants who need to downsize as a result of the social housing size restrictions. DHP is being used to pay removal costs and to cover shortfall while tenants are waiting to move. Unfortunately the DHP grant has decreased in 2015/16</li> <li>While arrears have increased this increase was much lower than anticipated due to effective management of the DHP fund and close monitoring of arrears. Many tenants remain affected and concern remains that arrears could rise further in the future</li> <li>The number of properties becoming vacant has increased as a result of Welfare reform and this combined with other issues has resulted in a significant increase in void rent loss. Work is being done to encourage exchanges rather than transfers as this will prevent properties becoming vacant as a result of the changes.</li> <li>The number of tenants in temporary accommodation has increased, however there are a number of factors contributing to this, this is being monitored carefully and has recently started to reduce.</li> <li>The benefit cap - the impact on rent arrears of this change is being monitored. Schemes have been put in place to protect those in Temporary accommodation and to encourage other tenants affected to return to work. Work is underway to identify additional cases following budget announcement.</li> <li>The communication plan is working well Factsheets have been developed and are constantly being updated as more is understood about the changes. Briefings are sent to external stakeholders updating them of any changes.</li> <li>The Welfare Reform Task Group is working well in coordinating multi-agency activity and developing appropriate interventions during a difficult transition period for many people affected.</li> <li>Briefings continue to be provided to Members on Welfare Reform and further information is sent as appropriate.</li> <li>The date of the commencement of the transition to Universal Credit is 30 November 2015 however this will initially affect only a small number of clients, planning for staff reductions is still not possible. The scheme has been changed to include more information sharing for landlords and this should offset some of the risk. Work on digital inclusion and banking project is going well and training is provided across the city.</li> <li>The Advice Hub has moved to Central Library and is working well, providing comprehensive advice services for those affected by Welfare Reform.</li> </ul>	B	2	High Priority	<ul style="list-style-type: none"> <li>Universal Credit will be introduced from 30/11/15 but only for a small number of claimants. A review of workforce is currently underway using approximate roll out timetable. Agreement has been reached with DWP to provide face to face services for UC claimants and funding will be provided for this in the current year. Services and appropriate publicity are being developed.</li> <li>Digital inclusion training and banking support has been successfully implemented and will continue to be monitored.</li> <li>Additional resource has been agreed for supporting council tenants with the Universal Credit changes, staff have been recruited to assist with this and procedures are being developed.</li> <li>Work has been undertaken to cost the potential risks of Universal Credit and this will continue to be updated as the more information is known.</li> <li>Size restriction for social tenants and the Benefit Cap remains a significant risk with potential increased arrears and homelessness; procedures are being kept under review to identify any further action that can be taken, including more support for those wishing to exchange. Regular meetings are held with social housing providers to monitor and improve processes.</li> <li>DHP spend is being monitored carefully following the reduction in budget for 2015/16, to date spend is within budget.</li> <li>Work has been carried out on the impact of possible council rent decreases on the HRA business plan and discussion is ongoing with social landlords about the impact of possible rent decreases on future housing development. Further work will be undertaken when more information becomes available.</li> <li>Impacts of the Budget announcements such as the restrictions on benefit for younger people and reduction in benefit cap to £20k will be reviewed as more information becomes available.</li> </ul>	<p>Sarah McGill (Jane Thomas)</p> <p>Councillor Susan Eismore – Health, Housing &amp; Wellbeing</p> <p>Updated Potential Consequence, Current Controls and Proposed Improvement Actions</p>
<p><b>Waste Management</b></p> <p>Failure to achieve targets for Landfill allowance, specifically for Biodegradable Municipal Waste and WG statutory Recycling Targets. Ineffective delivery of recycling targets and residual waste treatment.</p>	<p>Reputational / Financial / Stakeholder / Service delivery / Legal / Environmental / Community</p> <ul style="list-style-type: none"> <li>Significant financial penalties for failure at up to £200/tonne or incorrectly capture tonnage data</li> <li>Procure landfill elsewhere with additional costs.</li> <li>Reputation damage</li> <li>Increased costs of landfill and alternative treatment markets</li> <li>Risk to grant funding currently £7.25m 2015/16</li> <li>No MTFP for future grant funds or capital confirmed by WG</li> <li>Reducing Grants; reducing market values for recycles</li> </ul>	B	1	High Priority	<p><b>Policies / Strategy</b></p> <ul style="list-style-type: none"> <li>Previous updates contain the policy position improvements between 2008-2015.</li> <li>Waste Management Strategy 2011-2016 was approved on 13th Jan 2011 and was revised in April 2015.</li> <li>Several progress reports have been made to Cabinet and Environmental Scrutiny in that period.</li> <li>Monthly performance tracking of recycling has been established to help predict the end of year position.</li> <li>Steps taken to improve MRF processing rates means less waste to landfill.</li> <li>Commercial recycling centre opened march 2014.</li> <li>Focus on pre-sort on the HWRCs is showing improvements in site recycling.</li> </ul> <p><b>Contracts / Projects</b></p> <ul style="list-style-type: none"> <li>Several Contracts have been put in place for additional materials to be recycled from the HWRC's.</li> <li>Interim contract in place for disposal of biodegradable green/food waste</li> <li>A flexible Interim Disposal Contract in place with Biffa for 2-10 years; commenced April 2009.</li> <li>Aggregate recycling is now in place.</li> <li>Recycling litter bins are in place in the city centre.</li> <li>New initiatives such a charging for bulky waste, commercial recycling</li> </ul>	B	2	High Priority	<p><b>Risk of Fines</b></p> <p>The minister still has waived fines for the 13/14 failings. However, the targets increase from 52% to 58% in 15/16, therefore, the risk rating remains high.</p> <p><b>Policy / Strategy</b></p> <ul style="list-style-type: none"> <li>The outline waste strategy has been approved by Cabinet and work continues on the detailed planning for the five phases of the strategy implementation. The first phase of reducing waste capacity began in Qtr. 2 and the city wide changes will be completed by the end of Qtr. 3.Flats Strategy to improve waste and recycling collections from flats is designed to enable greater recycling and food waste form hard to capture areas.</li> <li>the sweepings contract is now in place</li> <li>Exploring reuse partners.</li> <li>Working with other Local Authorities to explore TEEP business cases and/or exploring joint working options</li> <li>Delays have been experienced in the HWRCs changes, which will reduce the recycling potential and waste minimisation activities that were planned for Qtr. 2 onwards.</li> </ul> <p><b>Contracts / Projects</b></p> <ul style="list-style-type: none"> <li>Progress the Organic procurement is to timescale to SCD of</li> </ul>	<p>Andrew Gregory</p> <p>Councillor Bob Derbyshire - Environment</p> <p>Updated Potential Consequences, Current Controls &amp; Proposed Improvement Actions</p>



Risk Description	Potential Consequence	L	C	Inherent Risk	Current/Existing Controls	L	C	Residual Risk	Proposed Improvement Action	Risk Owner & Cabinet Member
					<p>centre, sweepings, mattress and carpet recycling schemes are all underway.</p> <ul style="list-style-type: none"> <li>New HWRC delivery model is under review.</li> </ul> <p>This year, placing the focus on pre sort high quality recycling and removing the reliance on post sorting of waste.</p> <p><b>Prosiect Gwyrdd</b> Financial Close occurred December 2013 Viridor are the appointed contractor which commenced Sept 2015.</p> <p><b>Organic procurement</b> The procure of a processing facility for food and green waste was completed for both Cardiff and the Vale of Glamorgan. The new facility will be operational in 2016, whilst the interim arrangements remain in place.</p> <p><b>Household &amp; Commercial Waste Collections</b> Household Waste collections were changed further towards the WG recycling blueprint is now underway by changing to: smaller fortnightly black (with accompanying hygiene services and weekly food and dry recycling and fortnightly green. National government discussions on comingled recycling remain an issue and further modelling on the best option for Cardiff will be completed in 2016</p> <p><b>Collaboration work</b> Working and engaging with Welsh Government on legal and policy changes.</p>				<p>01/04/16. Interim contracts remain valid.</p> <ul style="list-style-type: none"> <li>An interim Contract for residual treatment is in place for when the landfill closes and to ensure LAS targets are met and tax avoided wherever possible.</li> <li>New markets for carpets and mattresses are being explored</li> <li><b>Project Gwyrdd</b> - Financial Close occurred December 2013 Viridor are the appointed contractor which commenced Sept 2015. Planning transitional management &amp; contractual commencement arrangements</li> <li>IBA recycling will begin in Qtr. 2 to secure additional recycling tonnages</li> </ul> <p><b>Collections</b></p> <ul style="list-style-type: none"> <li>Commercial waste operations have refined the marketing package for recycling in the commercial sector to increase recycling from commercial waste collected by the Waste Collection Authority that is included in the total MSW (and therefore relevant to statutory targets).</li> <li>Set and achieve new commercial recycling opportunities for new materials and new income opportunities – targeting food collections and schools.</li> <li>Risk remains high that recycling performance and weather impacts on green waste could lead to a status quo in recycling performance or at worse a drop in performance</li> </ul>	
<p><b>Preparation of Local Development Plan</b></p> <p>Preparing a plan that is considered 'sound' by the Inspector, within the proposed timetable.</p>	<p>Service delivery / Reputation / Legal / Financial / Partnership / Community &amp; Environment &amp; Stakeholder</p> <ul style="list-style-type: none"> <li>Preparing a plan which the independent Inspector considers 'unsound' and therefore cannot be adopted.</li> <li>Reputational issues for the Council.</li> <li>No adopted plan in place would mean the Council would not be in a position to effectively manage and control development- its ability would be significantly reduced.</li> <li>Failure to achieve corporate priorities which the LDP would help deliver relating to economic, social and environmental objectives.</li> <li>Possible breakdown of key strategic partnerships and with stakeholder groups.</li> <li>Delays in preparation.</li> <li>Possibility of planning applications being submitted in advance of plan adoption.</li> <li>Possible negative publicity on delay.</li> <li>Stakeholder concern at delay to timetable.</li> <li>Potentially significant objections raised by objectors and / or legal challenge submitted against Council impacting on timetable and plan content.</li> <li>Infraction proceedings against the Council resulting in significant financial penalties.</li> <li>Insufficient resources.</li> <li>Staff resource and monies required to undertake technical studies and other specialist advice considered necessary.</li> </ul>	B	1	High Priority	<ul style="list-style-type: none"> <li>Use of project management techniques to effectively manage process and regular update meetings between Senior Officers and Members.</li> <li>Monitor emerging legislation/guidance/evidence and respond early to changes.</li> <li>Monitor budget spend and consider additional resources when required. A medium term financial bid has been agreed for 2013/14.</li> <li>Undertake Scrutiny process together with wider Member Briefing to raise awareness.</li> <li>Build in effective consultation and engagement into process to ensure stakeholders are informed at all stages.</li> <li>Close liaison with the Welsh Government Planning Division and Planning Inspectorate to:</li> <li>Ensure early warning of any problems (e.g. Consultation on LDP)</li> <li>Ensure LDP is sound, founded on a robust evidence base with sustainability appraisal and well audited community and stakeholder engagement. Undertake tests of soundness 'self assessment' at all stages of LDP preparation as recommended in national guidance</li> <li>Ensure procedures, Act, Regulations etc, are complied with and no undue risks taken</li> <li>LDP Corporate Officers Working Group</li> <li>A revised timetable for preparation of the LDP has been agreed by Executive and Council in November 2011. The revised timetable for the Delivery Agreement was agreed by WG in December 2011</li> <li>Initiated schedule of meetings with Authorities within South East Wales and other stakeholders to discuss cross border and consistency issues to meet the tests of soundness</li> <li>Meetings held with Authorities within South East Wales and other stakeholders to discuss cross border and consistency issues to meet the tests of soundness. Report of Findings agreed and forms a background paper to the Preferred Strategy.</li> <li>A Flood Study Report to investigate fluvial food risk from reens in the Wentloog Levels has been completed and evidence presented in the report has informed the assessed candidate sites and inclusion of an additional strategic site.</li> <li>The LDP Preferred Strategy was approved by Cabinet on 18th October 2012 and Council on 25th October 2012.</li> <li>A consultation on the Preferred Strategy was completed on 14th December and over 1000 responses have been received.</li> <li>Final report has been completed on population and household projections as part of the evidence base to support the Deposit Plan. Report recommends reducing the overall level of housing growth in the Plan by approximately 4,000 dwellings.</li> <li>Final draft Gypsy and Traveller study investigating potential new sites has been completed and circulated for Member agreement.</li> <li>Report on Masterplanning general principles was approved by Cabinet on 16th May. These principles inform the preparation of the schematic Masterplans.</li> <li>Workshops held with officers to help inform the development of the strategic sites specific frameworks.</li> <li>A Masterplanning Framework Document has been prepared as a background paper to the Deposit Plan.</li> </ul>	C	1	Medium Priority (Red/Amber)	<ul style="list-style-type: none"> <li>To ensure effective partnership with service areas across the Council and seek to respond to the Action Points raised by the Inspectors at the further Hearing Sessions held on 28<sup>th</sup> and 29<sup>th</sup> September 2015 by mid October 2015 to support the ongoing LDP examination.</li> <li>Additional funding over the financial year 2015/16 will be needed to meet statutory requirements and support the ongoing examination of the LDP and commitments made in the LDP Delivery Agreement, which sets out a timetable agreed with Welsh Government for preparation of the LDP. Main expenditure headings over this year include the cost of the ongoing examination including planning Inspectorate costs, legal costs and other independent advice costs and publicity and printing costs relating to the Matters Arising Changes Schedule and adoption of the final version of the LDP following the publication of the Inspectors Report.</li> <li>Key dates remaining in the process are consultation on the second Matters Arising Schedule in October 2015 and following this publication of the Inspectors Report in late 2015 and adoption of the Plan in early 2016.</li> </ul>	<p>Andrew Gregory</p> <p>Councillor Ramesh Patel - Transport, Planning &amp; Sustainability</p> <p>Updated Current Controls &amp; Proposed Improvement Actions</p>

Risk Description	Potential Consequence	L	C	Inherent Risk	Current/Existing Controls	L	C	Residual Risk	Proposed Improvement Action	Risk Owner & Cabinet Member
					<ul style="list-style-type: none"> <li>The Deposit Plan was approved by Cabinet on 12th September 2013 and Council on 26th September 2013 for consultation purposes.</li> <li>Consultation on the Deposit Plan was completed on 26th November 2013 and over 400 responses have been received.</li> <li>Consultation on the Alternative Sites was undertaken between 11th February and 4th April 2014.</li> <li>Following approval by Council on 26th June, 2014 the Deposit Plan and supporting information was submitted to the Welsh Government and Planning Inspectorate for examination on 14th August 2014.</li> <li>Following commencement of the examination, the Council submitted Statements relating to the "Matters and Issues" raised by the Inspectors and the LDP Examination Hearing Sessions were held in January and February 2015. These Statements included Statements of Common Ground agreed with key stakeholders.</li> <li>Following the request by the Inspectors the Council responded to the 187 Action Points within the agreed timescales to support the LDP at examination. These responses were prepared in partnership with relevant service areas.</li> </ul>					
<p><b>Education – Schools - SOP</b></p> <p>Very ambitious timescales for project delivery, by a lean team, with restricted capital allocations to support reorganisation, improvement and expansion of school provision to meet growing pupil population.</p>	<p>Reputational / Legal / Financial / Social / Stakeholder / Health &amp; safety.</p> <ul style="list-style-type: none"> <li>Insufficient primary places in some areas of the City.</li> <li>Further degeneration of school buildings</li> <li>Reducing educational standards.</li> <li>Project cost and time overruns</li> <li>Risk that Welsh Government do not support the revised strategy and associated capital bid incl agreement to the additional funds requested and/or withhold individual project funding if not satisfied with Business Cases.</li> <li>Difficulties associated with data source and production could undermine proposals and stakeholder trust in the SOP change process</li> </ul>	B	1	High Priority	<p>Proposals to balance supply and demand at primary level to reduce risk of insufficiency incl:</p> <ul style="list-style-type: none"> <li>Public consultation on the provision of additional Welsh-medium and English-medium primary schools places in and around the Butetown, Canton, Grangetown and Riverside areas running from 07 September – 19 October 2015.</li> <li>Public consultation on the provision of additional primary school places in the Willows Catchment will be starting early October.</li> <li>Provision of Welsh-medium and English-medium primary school places in and around Llandaff North (Gabalffa/ Ysgol Glan Ceubal) consultation completed 25 March; report on the outcome of consultation to be considered at November Cabinet meeting.</li> <li>Post statutory notice; a report recommending the transfer of Glyn Derw High School onto the Michaelston Community College site from January 2016 will be considered by the Cabinet on 17 September.</li> <li>A report seeking permission to go out to public consultation on a proposal to establish a new high school in the West to replace Glyn Derw High School and Michaelston Community College will be considered at the Cabinet meeting on 17 September.</li> <li>A report seeking permission to go out to public consultation on the closure of Meadowbank Special School is due to be considered at the November Cabinet meeting.</li> <li>Realigned 21<sup>st</sup> Century Schools Programme of a greater value was approved by Cabinet on 19 March. Approval in principle of the realigned strategy the Welsh Government is required including the additional grant funding requested. Funds to target reduction of asset liabilities as part of the overall consideration in prioritisation of projects to go forward and options for resolving issues in place.</li> <li>Capital bid submitted to meet suitability and sufficiency issues - suitability and sufficiency was approved as £500k per year, 2015/16 to 2019/20.</li> <li>Assets being considered corporately to maximise the opportunity to focus funds realised within the Council and through other sources on fewer high quality buildings.</li> <li>Alternative models of design, procurement and construction in the initial stages of implementation with a view to reducing likelihood of cost overruns and reduce time required to complete the whole process. For example the Eastern High two stage tender process and incorporation of standardised design approaches.</li> <li>Extensive work on the 21<sup>st</sup> Century Schools realignment undertaken in conjunction with the Welsh Assembly to ensure the bid is consistent with their aims and expectations prior to submission.</li> <li>All training specific to 5 case business training has been undertaken by several member so the team and close contact with the Welsh Government officers during preparation of bids is improving quality and resulting in good outcomes on detailed business case approvals.</li> <li>Staff being recruited on a temporary basis until a new structure is in place by March 2016.</li> </ul>	B	2	High Priority	<p>All risks being monitored and reported to Schools Programme Board.</p> <ul style="list-style-type: none"> <li>Pursue 'Turn Key solution' i.e. one contract, single point of management and responsibility</li> <li>Two step procurement methods being trialled</li> <li>Standardised design methods being pursued</li> <li>Continued active dialogue with Welsh Government and other professional parties to support progress and development</li> <li>Prioritise population data development to support accurate projections and forecasts for existing resident populations and to support effective s106 negotiations going forward</li> </ul>	<p>Nick Batchelar (Janine Nightingale)  Councillor Julia Magill Education &amp; Skills  Updated Potential Consequences, Current Controls and Proposed Improvement Actions</p>
<p><b>Education Consortium &amp; Attainment</b></p> <p>The Central South Consortium does not deliver effective services that challenge and support Cardiff schools to improve and Educational Attainment does not improve at the</p>	<p>Reputational / Legal / Financial.</p> <ul style="list-style-type: none"> <li>Budget implications.</li> <li>Educational standards falling behind other LA's.</li> <li>Potential impact on Estyn judgement for LA.</li> <li>Intervention from WG</li> </ul>	B	1	High Priority	<ul style="list-style-type: none"> <li>The new Director of Education and Lifelong Learning continues to be part of the officer governance arrangements at CSC and the Cabinet Member for Education is part of the Joint Committee governance arrangement for the JES. The Director of Education and Lifelong Learning also continues to work alongside colleagues at ADEW and the WLGA to work through a consistent response from an All Wales perspective.</li> <li>A strengthened challenge and support framework is becoming</li> </ul>	B	2	High Priority	<ul style="list-style-type: none"> <li>Officers will continue to monitor risks and report to corporate management, EIG and the Cabinet.</li> <li>Establish a clearer commissioning relationship between the Council and CSC, to more robustly hold the consortium to account.</li> <li>Continue to respond to Improvement actions identified by the Estyn March 2015 monitoring visit.</li> <li>Directorate delivery plan now refreshed with clear</li> </ul>	<p>Nick Batchelar (Angela Kent)  Councillor Julia Magill -</p>

Risk Description	Potential Consequence	L	C	Inherent Risk	Current/Existing Controls	L	C	Residual Risk	Proposed Improvement Action	Risk Owner & Cabinet Member
required rate.					<ul style="list-style-type: none"> <li>embedded and the performance management of Challenge Advisors has been prioritised to provide consistency in the quality of service received.</li> <li>Officers from Education work with the Central South Consortium to provide challenge and support to Head teachers and Governing Bodies.</li> <li>Schools identified as requiring additional support are required to meet with the Cabinet Member for Education and Lifelong Learning and the Director of Education and Lifelong Learning.</li> <li>Council make full use, if necessary, of formal warnings and powers of intervention.</li> <li>Actions to improve challenge and support arrangements for schools and to raise standards are being closely monitored via the Estyn Action Plan by EMT and EIG, which includes the Chief Executive and Corporate Services.</li> <li>School performance is now being tracked In Year via the regular collection of currently secure results from schools.</li> </ul>				accountabilities and performance measures.	<b>Education &amp; Skills</b>  <b>Updated Risk Description, Potential Consequences, current Controls and Proposed Improvement Actions</b>
<b>ICT Platforms Unsuitable/ Outdated</b>  The ICT platforms (desktop, software, network, servers, and telephones) will not be able to support the technologies required by the corporate change programme and deliver effective service to the Council, or will not provide a reliable service due to age and condition of equipment and systems.	<ul style="list-style-type: none"> <li>Reputational / Financial / Stakeholder / Service delivery.</li> <li>Loss of PSN services.</li> <li>Service delivery impacts from unreliable/unavailable ICT systems.</li> <li>Cardiff seen as unable to deliver on aspirations.</li> <li>Poor morale from frustrations with inability to deliver services.</li> <li>Potential for income losses from revenue collection impacts.</li> <li>Unable to meet delivery deadlines on both business as usual and transformation projects.</li> </ul>	A	2	High Priority	<ul style="list-style-type: none"> <li>Measurements put in place to track impact.</li> <li>Existing ICT budget spend focused on dealing with critical issues, capital and revenue budget resource provided to address major issues, medium term financial plan investment programme in place for subsequent years.</li> <li>Spending complete for renewal/upgrade of highest risk items, in particular firewalls, core servers/switches and external bandwidth.</li> <li>New system down analysis process in place to ensure that key pressure points are rapidly identified and fixed at minimum cost until full programme can be initiated. Recent issues with telephony have resulted in retargeting of some resources to focus on weak points now identified.</li> <li>New deliveries are all being designed for a 99.99% minimum uptime, with critical systems targeted at 99.999% (equating to less than 6 minutes per year).</li> <li>Active projects underway and the current aged file storage solution have been replaced and cloud based storage for additional resilience and flexibility is being assessed. Other projects underway to replace many of the core older back end servers.</li> <li>Corporate file storage systems replaced and new disk to disk backup option installed to improve performance and resilience.</li> <li>Due to mitigation actions so far to reduce the risk, the risk of critical service downtime has been reduced to medium.</li> <li>Additional load balancers to be purchased for application resilience in key systems.</li> <li>All SAP hardware was replaced in 2014/15 and virtualised where possible with older versions updated to current version by Nov 2015</li> <li>Continued replacement of unsupported window servers.</li> <li>Publication of system and application support lifecycles.</li> </ul>	C	2	Medium Priority (Red/Amber)	<ul style="list-style-type: none"> <li>Define a renewal programme for all desktop, software, network, servers, and telephones, appropriate to Cardiff's ambitions and resources.</li> <li>Continued assessment of priorities for replacement – applications infrastructure and servers are the next priority.</li> <li>Refresh of existing SAP, thin client and virtual server farms.</li> <li>Development of lifecycle monitoring.</li> <li>Successful pilot leasing scheme within schools to be considered for corporate desktop estate.</li> <li>Firmer engagement with business on decommissioning or replacing unsupported platforms and applications.</li> </ul>	<b>Christine Salter</b>  <b>(Phil Bear)</b>  <b>Councillor Graham Hinchey - Corporate Services &amp; Performance</b>  <b>Updated current Controls and Proposed Improvement Actions</b>
<b>ONGOING RISKS</b>										
<b>Budget prioritisation</b>  The delivery of a balanced budget for 2016/17 alongside the deliverability of further significant savings over the life of the Medium Term Financial Plan  Strong indication from Welsh Government that provisional settlement figure will not be received until December 2015 leaving very little time to react to any unanticipated settlement figures. Also, current indications are that the final settlement will not be announced until March 2016.	Reputational / Financial / Legal / Service delivery / Stakeholder <ul style="list-style-type: none"> <li>Risk of failing to meet statutory budget setting deadlines</li> <li>Risk that service delivery impacted due to decreasing resources or failure to effectively prioritise spend inline with Corporate Plan Objectives</li> <li>Risk that settlement figures will not be as anticipated giving an element of uncertainty to any proposals from Cabinet during public consultation and beyond.</li> <li>Risk that savings identified as part of business as usual and efficiencies are not achieved as planned</li> <li>Risk that financial constraints lead to increased instances of non compliance and financial impropriety</li> <li>Risk that annual budget settlement frustrates medium / longer-term planning and that the cycle does not integrate with other business cycles and vice versa</li> <li>Risk of unbalanced budget as savings required over the medium term become harder to achieve and their impact on service delivery more difficult to manage.</li> <li>Failure of financial organisations with whom the Council has invested money.</li> <li>Risk that organisational development does not align to the financial strategy in relation to budget reduction requirements.</li> <li>Additional obligations such as Wellbeing of Future</li> </ul>	A	1	High Priority	2015/16 Budget Setting <ul style="list-style-type: none"> <li>The 2015/16 Budget Report was set in February 2015 and included savings of £32.476M and savings from a capitalisation direction of £3.487M. The challenge now is in respect of delivery of these savings.</li> </ul> 2016/17 and Medium Term <ul style="list-style-type: none"> <li>The 16 July Budget Strategy Report updates the MTFP set out in the February 2015 Budget Report and resets the Budget Reduction Requirement to £47.37 M. Three year requirement remains a high figure of £116.9M.</li> <li>As per the above Directorates have been asked to propose £29.66 M savings in addition to £7.05 M addressable Spend Savings proposals that will be assessed for due diligence during September and then taken forwards for Cabinet consideration prior to Public Budget consultation.</li> <li>The uncertainty as a result of the delay of the settlement from WG means there will be a need to identify additional savings over and beyond the original targets in order to react to any additional reductions in funding.</li> <li>Additional obligations such as Wellbeing of Future Generations Act being met with no extra resource from Welsh Government.</li> </ul>	A	1	High Priority	2016/17 and Medium Term <ul style="list-style-type: none"> <li>Saving proposals received from directorates with due diligence being carried out during September.</li> <li>Further consultation with Cabinet Members in early October in order for proposals to be developed, understood and agreed prior to public consultation.</li> <li>Proposals and pressures assessed in respect of Wellbeing of Future Generations Act.</li> </ul>	<b>Christine Salter</b>  <b>(Ian Allwood)</b>  <b>Councillor Graham Hinchey - Corporate Services &amp; Performance</b>  <b>Updated Potential Consequence, Current Controls and Proposed Improvement Actions</b>



Risk Description	Potential Consequence	L	C	Inherent Risk	Current/Existing Controls	L	C	Residual Risk	Proposed Improvement Action	Risk Owner & Cabinet Member
	Generations Act leading to Council failing in statutory duty.									
<p><b>Financial Resilience</b></p> <p>The financial resilience of the Council is likely to reduce over the medium term, given the scale of the financial challenge ahead.</p>	<p>Reputational / Financial / Legal / Service delivery / Stakeholder</p> <ul style="list-style-type: none"> <li>Risk that the financial position of the Council is not understood by key stakeholders</li> <li>Risk that relevant, timely action commensurate with the Council's financial challenges are not taken</li> <li>Risk that this leads to intervention and increasing issues in respect of financial resilience</li> </ul>	A	1	High Priority	<ul style="list-style-type: none"> <li>The Council regularly reports in relation to its financial performance.</li> <li>The Budget Report and the Budget Strategy Report on 16 July brought together a number of key statements in respect of financial resilience and identified the further work that was to take place.</li> </ul>	A	1	High Priority	<ul style="list-style-type: none"> <li>A financial snapshot has been developed in respect of the financial resilience of the Council and will be reviewed 3 times a year.</li> <li>Key stakeholders will be briefed on this position.</li> <li>Financial triggers against this snapshot continue to be developed and reviewed.</li> </ul>	<p>Christine Salter</p> <p>(Ian Allwood)</p> <p>Councillor Graham Hinchey - Corporate Services &amp; Performance</p> <p>Updated Potential Consequence, Current Controls and Proposed Improvement Actions</p>
<p><b>Budget Monitoring 2015/16</b></p> <p>The Council's 2015/16 Budget included budget savings of £35.96 million of which £3.487m was identified as a capitalisation direction. £32.473 million were identified by directorates. Whilst lower than the £48.6 million identified for 2014/15 this level of in-year savings continues to pose a significant risk to the budget monitoring and the achievement of a balanced spending position for the financial year.</p> <p>At the time the budget was set the achievability risk ratings for the directorate savings identified that of the £32.473 million £10.23 million was rated red or red / amber with £5.854 million proposals still at a general planning stage.</p> <p>In the outturn report for 2014/15 £7.543 million of savings accepted had not yet been achieved which needed to be addressed in 2015/16.</p>	<ul style="list-style-type: none"> <li>Inability to balance spend, against budget, for the financial year.</li> <li>Requirement to implement emergency measures to reduce spending during the financial year.</li> <li>Requirement to drawdown from General Reserves at the year end.</li> <li>Impact on the 2016/17 Budget where issues remain with achieving 2015/16 budget savings and any unachieved savings brought forward from 2014/15.</li> </ul>	A	1	High Priority	<ul style="list-style-type: none"> <li>Clear financial procedure rules setting out roles and responsibilities for budget management are in place.</li> <li>In recognition of the quantum of savings and the risks posed a £4 million General Contingency was allocated in the Budget.</li> <li>Full financial monitoring processes are in place for month 3 to 11 of the financial year including achievement of budget savings.</li> <li>Monthly meetings are held between service accountants, directors and Cabinet Members. An initial review of the budget savings took place in month 2 with full directorate / portfolio monitoring meetings being undertaken for Months 3, 4 and 5. Work is currently being undertaken in respect of Month 6.</li> <li>Availability of General Reserve should this be required.</li> <li>Full Council monitoring report for Month 4 was presented to Cabinet on 17 September 2015. Although overall a balanced position was reported, a projected overspend of £6.1 m was identified in relation to directorate budgets with projected shortfalls of £5.854m against 2015/16 savings targets and £2.769m against shortfalls carried forward from 2014/15. This represents a significant concern.</li> <li>The final outturn position will be presented to Cabinet in June 2016.</li> <li>The Corporate Director of Resources and Chief Executive have held challenge meetings with directors in those areas where significant overspends are reported.</li> </ul>	B	1	High Priority	<ul style="list-style-type: none"> <li>The final outturn position was reported to Cabinet in June.</li> <li>The month 4 monitoring report reflected a projected balanced position for the council as a whole, although within that a projected net overspend of £2 million was stated for directorates.</li> <li>Significant work will be undertaken to reduce the amount of unachieved savings but where they exist they will be tracked and resolved during 2016/17 as part of the monitoring arrangements for that year.</li> </ul>	<p>Christine Salter</p> <p>(Allan Evans)</p> <p>Councillor Graham Hinchey - Corporate Services &amp; Performance</p> <p>Updated Potential Consequence, Current Controls and Proposed Improvement Actions</p>
<p><b>Health and Safety</b></p> <p>Ineffective compliance of health and safety through poor application and embedding of the 'Framework for Managing Health and Safety in Cardiff Council.</p>	<p>Reputational / Legal / Financial / Service delivery</p> <ul style="list-style-type: none"> <li>Fatalities</li> <li>Serious injuries</li> <li>Prosecution – fines for body corporate and/ or fines/imprisonment for individual</li> <li>Claims</li> </ul>	A	1	High Priority	<ul style="list-style-type: none"> <li>Dedicated team of competent Health and Safety Advisers providing specialist advice and guidance (Christina Lloyd).</li> <li>Implementation of the 'Framework for Managing Health and Safety' based on the HSE model for successful health and safety management as detailed in the Council's Health and Safety Policy (revised 2014).</li> <li>The five key elements of the management system model for occupational health and safety are:-</li> <li>Policy 2. Organising - Control, Co-operation, Communication, Competence 3. Planning 4. Measuring Performance and 5. Audit and Review. (These elements encompass a wide range of actions including development and implementation of relevant policies and procedures, risk assessing, Annual Directorate Health and Safety Action Plans, corporate health and safety objectives, Directorate and Council Annual Health and Safety Reports, monitoring by Directorates, training, consultation with trade unions through corporate and Directorate meetings, accident reporting and investigation and auditing).</li> <li>Directorates carry out suitable and sufficient risk assessments as appropriate and ensure any necessary control measures are implemented and monitored.</li> </ul>	B	1	High Priority	<ul style="list-style-type: none"> <li>Update Directorate Health and Safety Policies using 2014 Policy template ensuring more detail and cross referencing of operational documentation (All Directors / Chief Officers / Heads of Service).</li> <li>Address corporate H&amp;S objectives for 2015/16 (Christina Lloyd and All Directors -- to be completed by April 2016)).</li> <li>Business objectives in Team Plan for H&amp;S Advisers for 2015/16</li> <li>Implementation of Directorate H&amp;S Action Plans by Directorates (All Directors).</li> </ul>	<p>Christine Salter</p> <p>(Christina Lloyd)</p> <p>Councillor Graham Hinchey - Corporate Services &amp; Performance</p> <p>Updated Current Controls</p>

Risk Description	Potential Consequence	L	C	Inherent Risk	Current/Existing Controls	L	C	Residual Risk	Proposed Improvement Action	Risk Owner & Cabinet Member
					<ul style="list-style-type: none"> <li>Health and Safety Advisers carry out a programme of health and safety audits, focussing on high risk activities, and undertake other inspections / investigations as necessary.</li> <li>Annual Business Objectives for Health and Safety Advisers.</li> <li>Code of Guidance on Leading Health and Safety for Senior Managers and Headteachers included on CIS.</li> </ul>					
<p><b>Climate Change &amp; Energy Security</b></p> <p>Un-preparedness to the effects of climate change due to lack of future proofing for key (social and civil) infrastructure and business development, and inability to secure consistent energy supply due to rising energy costs and insecurity of energy supply.</p>	<p>Reputational / Financial / Stakeholder / Service delivery / Legal / Partnership / Community / Health &amp; Safety</p> <p>Flooding &amp; increased frequency and severity of storm events:</p> <ul style="list-style-type: none"> <li>Loss of life and personal injury</li> <li>Direct damage to property, infrastructure and utilities</li> <li>Contamination and disease from flood and sewer water and flood on contaminated land</li> <li>Increased costs of insurance</li> <li>Break up of community and social cohesion</li> <li>Blight of land and development</li> </ul> <p>Increased summer temperatures:</p> <ul style="list-style-type: none"> <li>An increase in heat related discomfort, illness and death, increasing pressure on health and emergency services</li> <li>An increase in demand for limited water supplies</li> <li>Damage to temperature sensitive infrastructure (transport systems, electrical systems).</li> <li>Migration of biodiversity.</li> </ul> <p>Inconsistent energy supply and cost:</p> <ul style="list-style-type: none"> <li>Inability to deliver public services</li> <li>Decrease in economic output</li> <li>Disruption to the supply of utilities</li> <li>Increased transport costs</li> <li>Increased costs for heating / providing services to buildings</li> <li>Increased fuel poverty</li> </ul>	B	1	High Priority	<p><b>Emergency Management Unit</b></p> <ul style="list-style-type: none"> <li>Cardiff Council Emergency Management Unit is working through the Local Resilience Forum (LRF) with Utilities (including Dwr Cymru) and Telecom companies to ensure planning is carried out with consideration of flood risk.</li> <li>Cardiff Area Community Risk Register is developed and reviewed on a regular basis by the Cardiff Area Risk Group. It takes into account changes in the national risk register and how those changes affect Cardiff.</li> <li>Cardiff Area flood group meet regularly to exchange information, this group consists of NRW, Met Office, Emergency Services and Council Departments with a response to flooding. We also link into other responding agencies and voluntary organisations through the LRF via the Severe Weather Group, the Warning and Informing group and the Humanitarian Assistance and Community Resilience Group to promote preparedness through exchange of knowledge, assistance in plan writing and training.</li> <li>Cardiff Council Emergency Management Unit are carrying out a large and long term communication strategy in Cardiff in conjunction with multi agency partners highlighting flood awareness alongside other emergency eventualities and how residents, businesses and communities can be aware of the risks in their area and hence better prepare for them should that risk materialise. Cardiff now has 4 active community flood plans with two others in the planning stage, we have also, through multi agency consultation, produced a 'Preparing for Emergencies' document which is now available to all agencies and organisations. It provides information on how to prepare, respond and recover from an incident including flooding.</li> <li>Emergency Management Unit maintain up to date flood warning information from Natural Resources Wales on the Council GIS system.</li> </ul> <p><b>Energy Management Unit</b></p> <ul style="list-style-type: none"> <li>The Energy Management Team, in conjunction with Service Areas continues to promote initiatives to reduce energy consumption and carbon emissions, with the establishment of various loan funds, coupled with capital bids and allocations.</li> <li>The Council procures competitive energy contracts through the Welsh Purchasing Consortium.</li> <li>Key sites are fitted with back up generators for short term issues.</li> <li>Council Carbon Management Programme</li> <li>Renewables – October 2011 EBM considered Wind and Solar PV Opportunities in the Council Estate and approved the recommendations.</li> </ul> <p><b>Local Flood Risk Management Strategy</b></p> <p>A Local Flood Risk Management Strategy was produced by the end of 2012 based on WG's Flood &amp; Coastal Risk Strategy guidance. Which integrates; the PFRA, a coastal protection strategy, stakeholder communications and set a clear corporate approach to flood management and risk was presented to the Environmental Scrutiny on 2 Oct 2012. Public consultation was undertaken on the full strategy between January and March.</p> <p><b>Planning</b></p> <ul style="list-style-type: none"> <li>Flood Consequence Assessment to inform LDP process (ongoing).</li> <li>A Flood Study Report to investigate fluvial food risk from reens in the Wentloog Levels completed to inform the assessed candidate sites.</li> <li>Compliance with WAG TAN 15 (Development &amp; Flood Risk - 2004) is already part of the planning process.</li> </ul> <p><b>Sustainable Development Unit</b></p> <ul style="list-style-type: none"> <li>Carbon Lite Cardiff Vision Forum project - Carbon Lite Cardiff Action Plan</li> <li>Changing Climate, Changing Places pilot project.</li> <li>Further guidance to be disseminated to service areas on climate change issues as and when new information becomes available.</li> <li>Share learning experiences of climate change related risks with Integrated Strategy partners as and when information becomes available.</li> </ul>	B	1	High Priority	<ul style="list-style-type: none"> <li>A public and key stakeholder consultation exercise has been completed, and the Local Flood Risk Management Strategy drafted for cabinet approval.</li> <li>An officers flood working group has been establish to improve internal and key stakeholder communications on flooding issues.</li> <li>The proposal to further progress Surface Water modelling further in line with national guidance and deadlines to inform the Cardiff Area Flood Plan awaits the next guidance from the Welsh Government</li> <li>Identify where flood risk information is in place for key social and civil infrastructure and identify where there are gaps (i.e. contaminated land).The Flood Regulations 2009 require Flood Hazard &amp; Risk Maps to be produced showing impact and extent of future significant flood events (City Services by June 2015)</li> <li>To consider flood risks recognised in the Community Risk Register in the Community Planning/Integrated Partnership process. Community resilience workshops continue in high risk areas</li> <li>Strategic climate change resilience action plan approved by Cabinet on 11th July as part of a wider One Planet Cardiff Cabinet Report. Actions and recommendations in the plan cover heat planning and flooding issues.</li> <li>Corporate PI on climate change resilience developed to ensure that the authority and its services are prepared for a changing climate, and to enable robust reporting to WG on this work (in line with the potential reporting requirements of the Climate Change Act and Well-being of Future Generations Act). To focus on different aspects of climate change resilience annually - to enable Directorates to consider impacts from climate change to their assets, infrastructure, service delivery, strategy and partnerships, and to identify actions for improvement from this process. Meetings held with Performance to embed within corporate processes. Training and 1-2-1 support has been offered by the SD Unit to all Directorates to support them addressing the Corporate PI on this issue but uptake from Directorates has been low. The SD Unit will offer further support to Directorates to provide a combined year 1 &amp; 2 response and will investigate other ways to ensure that parties are more proactively engaged, including an analysis of how new legislation (Well-being of Future Generations Act and upcoming Environment Bill) will help to influence this agenda.</li> <li>To consider the long term planning implications for coastal protection owned/managed by the Council (will be considered under the Local Flood Risk Management Strategy). An initial coastline survey has been completed and added to the strategy report, which indicates high levels of coastal erosion in south east Cardiff, further study is required into the high priority sites identified consideration of strategic defences is required alongside Welsh Government.</li> <li>A new energy policy and carbon reduction map has been developed which focuses on electricity and gas. This will be implemented from 2015/16 and run through until 2022 and will set an overall carbon target as well as site specific including a project programme.</li> <li>Progress has been made to establish up to date energy budgets.</li> <li>Deliver development of local power generation within city boundaries and with neighbouring LAs by securing heat networks, deliver the fuel Poverty strategy through measures such as Cyd Cymru, ECO and Green Deal opportunities, provide supplementary planning guidance on passive and renewal heating systems to new build and retrofit schemes.</li> <li>Energy security related issues to inform corporate financial systems revised buying and power consumption monitoring arrangements to save money and reduce demand and provide corporate &amp; community planning for Energy City Wide to Business and public sector.</li> <li>Further guidance to be disseminated to service areas on</li> </ul>	<p>Andrew Gregory</p> <p>Councillor Bob Derbyshire - Environment</p> <p>Updated Current Controls and Proposed Improvement Actions</p>

Risk Description	Potential Consequence	L	C	Inherent Risk	Current/Existing Controls	L	C	Residual Risk	Proposed Improvement Action	Risk Owner & Cabinet Member
									energy security and energy savings opportunities such as implementation of Carbon Culture, delivering extensive energy invest to save programmes on the Council Estate. <ul style="list-style-type: none"> <li>Delivering renewables within larger properties to lower dependency to grid supply.</li> <li>Energy Performance certificates undertaken to Council owned stock to improve understanding along with a variety of energy efficiency measures (cavity / loft / external wall insulation and boiler upgrades) funded via ARBED, ECO and Green Deal.</li> </ul>	
<p><b>Information Governance</b></p> <p>Information handled inappropriately leaves the Council exposed to intervention and financial penalties issued by the Information Commissioner (ICO). This includes information held by Cardiff Schools.</p>	<p>Reputational / Financial / Legal / Service delivery / Stakeholder</p> <ul style="list-style-type: none"> <li>Leads to the Information Commissioner issuing notices of non compliance and implementing financial penalties</li> </ul>	A	1	High Priority	<ul style="list-style-type: none"> <li>Information Security Board chaired by the SIRO held quarterly.</li> <li>Suite of Information Governance Policies in place.</li> <li>Processes for Information Requests, Data Loss in place.</li> <li>The Information Governance Training Strategy in place.</li> <li>Information Requests and Training compliance monitoring reports provided and reported to Information Security Board, SIRO.</li> <li>The processing of CCTV requests (section 35 requests) has been centralised to ensure that these are dealt with appropriately</li> <li>ICO Consensual Audit determined that the Council is considered to have a 'reasonable level of assurance' in place</li> <li>Procurement contracts to include a clause regarding 3rd Parties processing personal data</li> <li>Privacy Impact Assessment process realigned and a PIA Board established to ensure that the Council, when changing systems and processes where personal data is involved, considers relevant legislation. (in preparation for the new EU requirements)</li> <li>PQA process includes the requirement for PIA's where personal information is being processed</li> </ul>	A	2	High Priority	<ul style="list-style-type: none"> <li>The Improvement and Information Team who are responsible for the Governance of CCTV have compiled a register of all CCCTV devices owned by the Council. A review of the use of these devices is being undertaken through the council's Information Security Board and the nominated Directorate Information Asset Owners</li> <li>Work is underway to provide advice and guidance to Directors and Lead Officers working on the Alternative Delivery Models on Information Governance matters</li> <li>Work is underway to ensure that Information Governance matters are key considerations as the Council moves towards being 'digital by default'</li> <li>Work to support the collaborative services i.e. Regional Regulatory Service, Vale Valleys and Cardiff Adoption Service continues to ensure that the on-going Information Governance requirements are met and delivered</li> <li>Advice and assistance provided to the National Adoption Service and Rent Smart Wales continues as Cardiff Council is the Data Controller for these services</li> </ul>	<p>Christine Salter</p> <p>(Vivienne Pearson)</p> <p>Councillor Graham Hinchey - Corporate Services &amp; Performance</p> <p>Updated Current Controls and Proposed Improvement Actions</p>
<p><b>Social Services – Costs</b></p> <p>Failure to reduce the cost of delivering social services.</p>	<p>Reputational / Community / Legal / Financial / Stakeholders / Service delivery</p> <p>Quality and range of services and interventions compromised, e.g.:</p> <ul style="list-style-type: none"> <li>Safety and welfare of individuals in the community compromised.</li> <li>Achievement of good outcomes for service users compromised.</li> <li>Shortage of appropriate services including placements.</li> <li>Inability to meet key objectives and performance targets.</li> <li>Increase in challenges from carers, including financial challenges.</li> <li>Increase in Delayed Transfers of Care (DToC).</li> </ul>	B	1	High Priority	<p>Strategic service improvement governance arrangements including:</p> <ul style="list-style-type: none"> <li>Organisational Development Programme.</li> <li>Children's Services Improvement Board.</li> <li>Vulnerable Families Partnership Board.</li> <li>Social Services Reshaping Programme.</li> <li>Adult Social Care Strategic Commissioning Programme.</li> <li>DToC action plan.</li> <li>Internal Review team within Assessment &amp; Care Management continues to focus on delivery of targeted reviews and reviewing packages of domiciliary care for individuals.</li> <li>Assessment &amp; Case Management Business Process Review - commenced with corporate resources.</li> </ul>	B	2	High Priority	<ul style="list-style-type: none"> <li>Remodelling Children's Services.</li> <li>MASH (Multi-Agency Safeguarding Hub).</li> <li>Remodelling services to disabled children.</li> <li>Redesign services for children with emotional, behavioural or mental health difficulties (UHB led).</li> <li>Enhance Community Resource Teams e.g. moving to 7 day working (ICF and RCF funding).</li> <li>Plan to increase domiciliary care capacity.</li> <li>Adult Services Improvement Board - in process of being established.</li> <li>Creation of combined Health &amp; Social Care Locality Community Resource Teams to increase efficiency and effectiveness.</li> <li>Review and implement effective contract monitoring and management arrangements.</li> <li>Identify commercialisation opportunities.</li> </ul>	<p>Tony Young</p> <p>Councillor Sue Lent, Deputy Leader - Early Years, Children &amp; Families</p> <p>Councillor Susan Elsmore - Health, Housing &amp; Wellbeing</p> <p>Updated Potential Consequence, Current Controls and Proposed Improvement Actions</p>
<p><b>Delayed Transfers of Care</b></p> <p>Failure (with Health partners) to reduce the number of Cardiff residents experiencing delayed transfers of care.</p>	<p>Reputational / Legal / Financial / Community / Stakeholders / Service delivery</p> <ul style="list-style-type: none"> <li>Potential ministerial intervention incurring significant reputational and political risk.</li> </ul>	B	1	High Priority	<ul style="list-style-type: none"> <li>Leadership group established to tackle DToC - consisting of Cabinet Members from the Cardiff, Vale of Glamorgan, Chair of UHB and relevant officers.</li> <li>Joint action plan received and agreed by the Health Minister on 29th June 2015 under frequent review to monitor progress.</li> <li>Health &amp; Social Care Integration - continued progression on integration with Health - partnership / governance arrangements for Mental Health, Learning Disabilities and frail older people; development of integrated complex hospital discharge team across Cardiff, Vale of Glamorgan and the UHB.</li> </ul>	B	2	High Priority	<ul style="list-style-type: none"> <li>Performance challenges set to improve DToC - monitored regularly.</li> <li>Strategic review of reablement as part of ODP.</li> <li>Strategic review of DToC re-engineering as part of ODP.</li> <li>ICF and RCF monies to enhance the Community Resource Teams - e.g. moving to 7 day working.</li> <li>Plan to create more domiciliary care capacity to ensure availability of services to achieve timely discharges.</li> </ul>	<p>Tony Young</p> <p>Councillor Susan Elsmore - Health, Housing &amp; Wellbeing</p> <p>Updated Potential Consequence, Current Controls and Proposed Improvement Actions</p>



Risk Description	Potential Consequence	L	C	Inherent Risk	Current/Existing Controls	L	C	Residual Risk	Proposed Improvement Action	Risk Owner & Cabinet Member
<p><b>Performance Management</b></p> <p>A performance management culture is not embedded within the Council leaving the Council exposed to intervention by Welsh Government in line with the Local Government (Wales) Measure 2009 and associated requirements</p>	<p>Reputational / Service delivery / Stakeholder</p> <ul style="list-style-type: none"> <li>The strategic and corporate level changes do not have the intended impact because they are not fully embedded in operational practices.</li> <li>Council unable to accelerate performance improvement as planned/desired.</li> </ul> <p><u>Outcome Agreement 2013/16</u> Financial</p> <ul style="list-style-type: none"> <li>The WG guidance for the Outcome Agreement for 2013/16 means that there is a risk of not securing all or part of the £3.2m funding for 2013/14 and subsequent years</li> </ul>	B	2	High Priority	<ul style="list-style-type: none"> <li>The Council's Corporate Plan sets the priorities of the Council and was approved alongside the budget in February 2015</li> <li>The content of the Outcome Agreement with the Welsh Government agreed which provides a number of priorities that the Council is required to deliver and monitor</li> <li>The Performance Management framework for the Council has been revitalised, involving much greater corporate challenge and member engagement than was previously the case, with service and financial performance being discussed together on a monthly basis. In addition, specific arrangements have been developed for areas targeted for specific improvement, involving peer challenge and support.</li> <li>Benchmarking Strategy which clearly sets out the Council's vision in place</li> <li>Balanced Scorecards are in draft for Quarter 1 and will be used as communication tools within Directorates from Quarter 2 2015/16</li> </ul>	B	2	High Priority	<ul style="list-style-type: none"> <li>Evaluate the impact of the revised arrangements for Performance Boards to evaluate the engagement</li> <li>Evaluate the impact of the Challenge Forum, Star Chamber, and Service Improvement Boards to ensure that these arrangements are fit for purpose.</li> <li>Regular programme of meetings of the Performance Leads is in place to ensure that these key staff across the Council work to deliver what is required at the right time and in line with the Council's requirements.</li> <li>Programme of training on Continuous Improvement secured from WG for the Performance Leads which aims to ensure that all have the skills required to take forward the performance improvement agenda across the Council</li> <li>Work continues to improve the alignment of objectives from the Corporate Plan / Service Plan into PPDRs of staff and work is being undertaken to improve the quality of the PPDR's.</li> </ul>	<p>Christine Salter</p> <p>Councillor Graham Hinchey - Corporate Services &amp; Performance</p> <p>Updated Proposed Improvement Actions</p>
<p><b>Organisation Development</b></p> <p>OD projects fail to deliver the radical change required to deliver efficiency savings and service changes, due to service and resource pressures.</p>	<ul style="list-style-type: none"> <li>The Council's budget constraints are so severe that the consequence of not delivering large-scale change could have a major impact on customer services.</li> <li>Radical changes to service delivery models may impact on the Council's reputation if not planned, co-ordinated and governed effectively.</li> <li>If change is not delivered, there could be unplanned reduction in staffing to achieve savings, which would result in loss of business knowledge and resources to implement change.</li> <li>Reputational impact if services do not meet increasing customer expectations.</li> <li>If change is not effectively planned, managed and implemented it may be delayed and subsequently impact on the Council's ability to achieve necessary savings and service improvements.</li> <li>With the increased budget pressures, the Council may not have sufficient capital and revenue to invest in technology which would achieve medium and long-term improvements and savings.</li> </ul>	B	1	High Priority	<ul style="list-style-type: none"> <li>Governance arrangements established, led by the Chief Executive and Programme Boards, chaired by Directors to ensure change is delivered</li> <li>Disciplined approach, where risk assessment forms an integral part of the approach to change</li> <li>Programmes initiated with dedicated resources</li> <li>Experienced gained by managing programmes and projects over a number of years, building on lessons learned</li> <li>Building capacity and capability across the organisation through development opportunities and skills transfer</li> <li>Appropriate engagement and stakeholder management, including Trade Union meetings and updates for PRAP, Scrutiny and Internal Audit.</li> <li>Improving compliance to project and programme management governance standards by streamlining core processes and enhancing reporting, increasing transparency across change initiatives.</li> <li>Implementation of Programme &amp; Project Management Database to enhance management information and reporting. The database has replaced spreadsheets and double-handling of information and will support the enforcement of a standardised approach to corporate policies; improving governance and ensuring that PQA Programme &amp; Project management processes are being used across the Council.</li> <li>Investment Review Board initiated in April 2014 to review/approve Business Cases and prioritise resources.</li> <li>Organisational Development Board joined up with Senior Management Team who meets monthly to discuss the OD Programme. This ensures all Directors are fully engaged with the OD Programme.</li> <li>OD/SMT Board approved Programme Briefs for Reshaping Services, Social Services Improvement, Customer Focus &amp; Enabling Technology and Vulnerable Children &amp; Families Programmes in September 2015. It also approved refreshed Mandate for Neighbourhoods/Infrastructure Services programme.</li> <li>Improved reporting for the OD Programme has been developed (Dashboard Reports) and approved for use at OD/SMT Board.</li> <li>Appointment of programme managers to oversee the OD Programme (OM2 in April 2015 and OM1 in August 2015) has provided additional capacity and direction.</li> </ul>	B	2	High Priority	<ul style="list-style-type: none"> <li>New Programmes &amp; projects being initiated as part of Organisational Development – driving change from within Directorates, but corporately governed.</li> <li>Updated Programme Briefs and Project Briefs for the Enabling &amp; Commissioning Programme to be considered by the Enabling &amp; Commissioning Board and SMT/OD Board in quarter 3 of 2015/16.</li> <li>Programme Brief for Neighbourhoods /Infrastructure Services to be developed and considered by OD/SMT Board in quarter 3 of 2015/16.</li> <li>Digital Strategy and Roadmap to be finalised and used to inform delivery.</li> <li>Further work required to improve programme reporting and information flow.</li> <li>Further work required to understand the interdependencies for all the projects ongoing in the OD Programme to ensure best use of resources and no duplication of effort.</li> <li>Internal Audit Controlled Risk Self – Assessment tool to be piloted within OD Projects to inform strengths and weaknesses in controls and help prioritise areas for improvement.</li> <li>The budget setting process for 2016/17 is likely to produce new projects that will become part of the Organisational Development Programme. This will require early dialogue with Finance and relevant service areas to ensure resources can be planned.</li> <li>Enabling technologies to be realigned as appropriate to the priority areas.</li> </ul>	<p>Christine Salter (Dean Thomas)</p> <p>Councillor Graham Hinchey - Corporate Services &amp; Performance</p> <p>Updated Current Controls and Proposed Improvement Actions</p>
<p><b>Business Continuity</b></p> <p>Large scale incident/loss affecting the delivery of services.</p>	<p>Reputational / Legal / Financial / Stakeholder / Service delivery / Health &amp; safety</p> <ul style="list-style-type: none"> <li>Inability to operate in a timely and efficient manner.</li> <li>Potential impact on health and safety.</li> <li>Impact on key services to the public.</li> <li>Inability to meet business obligations e.g. partnership arrangements.</li> </ul>	B	1	High Priority	<ul style="list-style-type: none"> <li>The Council has a BCM Champion who sponsors BCM at a strategic level and is actively supporting the BCM Programme.</li> <li>We have an approved Business Continuity Policy which is aligned to ISO22301.</li> <li>BCM Intranet web page.</li> <li>BCM toolkit is now available on CIS allowing all service managers to develop an appropriate BCM response for their services allowing future effective maintenance and audit. BCM workshops are available from the BC Officer on request.</li> <li>The Council has employed a Business Continuity Officer (appointed October 2010). The officer is a qualified ISO22301 lead auditor.</li> <li>The Council worked with Marsh to complete a corporate exercise to identify and prioritise all activities. Marsh conducted a follow up BCM session at CMB on the 24th May 2011 which concluded the work on prioritising and classifying all of the Councils activities. This work to prioritise activities continues to be reviewed annually by the senior leadership team to keep the work live.</li> <li>The Red and Amber activities were last reviewed in July 2014. The BCM Champion presented a report to the SLT on the position on all the Red and Amber activities. Directors, Assistant Directors and Chief Officers were tasked with ensuring that their Red and Amber activities had business continuity plans produced and audited by the end of 2014/2015.</li> <li>A partnership approach between the Emergency Management Unit and</li> </ul>	C	1	Medium Priority (Red/Amber)	<ul style="list-style-type: none"> <li>It was agreed by SLT in July 2014 that a target date for completion of effective up to date Red and Amber business continuity plans would be put in place and this would have a target date of the end of 2014/2015, individual Directorates are responsible for progressing this work.</li> <li>The BC Officer has started working with Directorates to start building business continuity plans for the Councils 62 Amber activities (activities that need to be recovered between 1 hour and 24 hours following business disruption)</li> <li>The Emergency Management Unit has developed an Incident Management Plan (Cardiff Councils Emergency Management Plan) to ensure alignment with ISO22301 this has been distributed to all Directorates.</li> <li>The BC Officer is working closely with Facilities Management to ensure they have effective plans in place to help manage possible business disruptions to our four core buildings.</li> <li>Continue to promote the need for the Office Rationalisation Project to incorporate a solution to manage the risk and impact of loss of work space effectively, to limit impact on the provision of council services should there be a business continuity incident. This would probably be best achieved through roll out of an effective mobile working solution. A solution has been identified and is available to staff. Internal</li> </ul>	<p>Christine Salter</p> <p>Councillor Phil Bale, Leader – Economic Development &amp; Partnerships</p> <p>Updated Current Controls and Proposed Improvement Actions</p>

Risk Description	Potential Consequence	L	C	Inherent Risk	Current/Existing Controls	L	C	Residual Risk	Proposed Improvement Action	Risk Owner & Cabinet Member
					<p>the Corporate Risk Steering Group is helping to raise awareness and drive forward the BCM programme.</p> <ul style="list-style-type: none"> <li>68 % of our most time critical activities (Reds) now have Business Continuity plans which have met, or are going through, audit. Work on the remaining plans is ongoing to close gaps and bring them up to date and in line with the corporate audit requirement</li> <li>19 % of our Amber activities now have business continuity plans which meet the business continuity audit requirement.</li> <li>The Council now has a 24 hour Incident Management structure for Gold and Silver Officers. This structure was exercised in a corporate exercise OTAN run by the Emergency Management Unit in 6th and 9th of June 2014. This exercise also gave BC plan owners the opportunity to exercise their own BC arrangements. Further training for our Gold officers is due in November 2015.</li> <li>The existing and well tested corporate emergency management structure was successfully and extensively used in the preparation for and over the NATO summit period. This structure was ready to manage a corporate response to any incident.</li> <li>Cardiff Council is a member of the Core Cities Business Continuity Group and has been for the last 4 years. This membership allows the sharing of best practice and joint initiatives between group members.</li> <li>The Business Continuity Officer has been working closely with the procurement section of Resources to ensure that the resilience of suppliers is considered carefully when procuring services which are important to our most time sensitive activities, our Red and Amber activities.</li> <li>Risk and Audit conducted an audit of the Business Continuity Risk in the first 2 quarters of 2015 / 2016 a briefing note has been issued to SLT on the current position and actions moving forward to further enhance our organisational resilience.</li> </ul>				<p>services have been working to improve the resilience and capability of infrastructure to support the use of this solution.</p> <ul style="list-style-type: none"> <li>Work with ICT to ensure our core infrastructure is as resilient as practical to support a resilient and effective delivery of essential ICT services and the effective planning for recovery of critical IT services after an incident that affects our IT.</li> <li>Work with the teams involved with looking at the potential of using alternative delivery models for council services. Identifying risks associated with alternative delivery models for specific services and recommend potential risk management solutions for implementation, to protect the delivery of our most critical services.</li> <li>Facilities Management have identified a vulnerability within one of our electrical emergency generator supplies which the BC Officer is working to support the closure of this vulnerability.</li> <li>The BC Officer is actively supporting the development of an appropriate Threat and Response Policy to support council security arrangements.</li> </ul>	
<p><b>Education – Schools Delegated Budgets</b></p> <p>Secondary Schools with deficit budgets do not deliver agreed deficit recovery plans, impacting on the overall budgets for all schools.</p>	<p>Reputational / Legal / Financial.</p> <ul style="list-style-type: none"> <li>Budget implications.</li> <li>Reducing educational standards.</li> <li>Intervention from WG</li> </ul>	A	2	High Priority	<ul style="list-style-type: none"> <li>2015/2016 Budget allocations issued to schools in early March 2015 and monitoring arrangements put in place for those schools showing financial concern</li> <li>Officers from Education and Financial Services worked with individual schools through Headteachers and Governing Bodies to formulate Medium Term Financial Plans (MTFP) to seek to either balance individual school deficits within four financial years or to ensure that the accumulated deficits were frozen or slowed as much as possible. .</li> <li>The fall in pupil numbers for certain schools made it clear that a longer period than four years was needed in order to achieve a balanced medium term position</li> <li>Officers continue to monitor and challenge those schools in deficit before allowing any additional financial commitments, both staffing and other expenditure.</li> <li>The 2015/16 resulted in a school budget which exceeded WG protection levels albeit there was an acknowledgment that the financial pressures facing schools exceeded the additional funding.</li> <li>January 2015 letter written to all Chairs and Head Teachers providing a clear explanation of the financial challenges facing schools and the Council.</li> <li>Work ongoing with all schools but focussed targeting on specific secondary schools to continue to dampen the growth in deficits and ensure that those that do occur are recoverable.</li> <li>All Primary schools holding surplus over £50,000 were instructed to stay within WG levels but no surplus were reclaimed as there was a recognition by Council of difficult budget facing schools for 2014/15 and 2015/16. However, any sustained level of high surpluses will be recovered during 2015/16.</li> <li>2015/16 Budgets issued in early March 2015 with a focus on protecting or increasing the AWPU. This was an acknowledgment that schools with pupils needed some element of funding. The Grants are increasingly focussing on need thus the need to use any school funding formula for those with pupils.</li> <li>Medium term budgets have been produced for 2016/17 and 2017/18 at very cautious levels in the absence of any indicative budgets at WG level and the need to manage expectations of the Council budget in the absence of any decisions yet made for 2016/17 in respect of school budget. MTFP shows a potential £10 million financial pressure on school budgets but it is unclear whether this pressure can be relieved by additional funds. The pressures are both in terms of inflationary and demographic of nature.</li> <li>Officers from Education, HR, finance and legal looking at potential intervention strategies and developing a protocol for intervention.</li> <li>Reviewing closely with Education Management Team and SOP in particular as to the opportunities available to address short medium term fall in pupil numbers for certain secondary schools. Some schools are unviable in short term but the spaces will be required in the next five years so financial plans required to get over the next few years with low pupil numbers.</li> </ul>	B	2	High Priority	<ul style="list-style-type: none"> <li>Council make full use, if necessary, of formal warnings and powers of intervention.</li> <li>Officers exercise the statutory powers of intervention on a school or schools in deficit who are unable to provide a medium term financial plan, this may involve removing delegation from a Governing Body.</li> <li>Officers explore through the School Organisation Planning process how different organisational arrangements for schools would affect the supply of pupils to schools thus affecting their delegated budgets. This will include an understanding of the long term impact of any unused school supply places on the funding formula.</li> <li>School Budget Forum has agreed a revised protocol for responding to schools in deficit and this needs regular review with a tightening on the number of deficit budgets accepted. This has been reflected in the harder message contained within the 2015/16 school budget letters and the 2015/16 Budget Report.</li> <li>Finance Officers continue to meet with Challenge Advisers to discuss individual schools in respect of their financial and school standard performance.</li> <li>2015/16 budgets have been drawn up and several schools have been identified as requiring meeting with S151 officer and senior education officers. These meetings took place in April and early May.</li> <li>Work is continuing with the School Budget Forum and consortium to ensure that the formula funding mechanism is transparent and remains fit for purpose whilst considering any interaction or impact of any grant allocation decisions.</li> <li>Maintaining the need for financial probity whilst ensuring that each school has the opportunity to improve school standards.</li> <li>Working with consortium to ensure that maximising value from constituent parts of Education Improvement Grant is secured and that there is clarity of allocation mechanism for 2016/17 and beyond.</li> <li>Developing the budget strategy for 2016/17 and providing early notification to budget forum and individual schools of likely impact of said strategy.</li> </ul>	<p>Nick Batchelar (Neil Hardee)</p> <p>Councillor Sarah Merry - Education &amp; Skills</p> <p>Updated Current Controls and Proposed Improvement Actions</p>



Risk Description	Potential Consequence	L	C	Inherent Risk	Current/Existing Controls	L	C	Residual Risk	Proposed Improvement Action	Risk Owner & Cabinet Member
					<ul style="list-style-type: none"> <li>For each school in deficit, the Council has identified a monitoring officer to provide an independent challenge to the school. This is in addition to the LFM Officer currently supporting that school</li> <li>Individual school budget monitoring positions reported to Education Management Team on a quarterly basis</li> </ul>					
<p><b>Legal Compliance</b></p> <p>Changes in services and staff roles across the Council resulting in:</p> <ul style="list-style-type: none"> <li>- gaps in Council wide knowledge of the local authority framework of responsibilities and duties within which we have to operate;</li> <li>- inability to deliver the services in accordance with all duties and responsibilities due to lack of resource:</li> </ul> <p>in each case leading to increased risk of challenges.</p> <p>Reduction and changes in front-line services, discretionary and statutory, will lead to increased risks of challenge from users and other stakeholders affected.</p>	Reputational / Legal / Financial / Service delivery	B	2	High Priority	<ul style="list-style-type: none"> <li>Professional internal legal and financial advice provided to a high standard.</li> <li>Legal Services repositioned in the senior management structure.</li> <li>Maintaining robust decision making process with legal implications on all reports.</li> <li>Appropriate use of South Wales Legal Consortium external legal services and external barristers through separate framework to increase resilience.</li> <li>Dedicated teams in specialist areas e.g. equalities, FOI / DPA.</li> <li>Sharing training/publications received</li> </ul>	C	2	Medium Priority (Red/Amber)	<ul style="list-style-type: none"> <li>Prioritisation of work to make best use of internal expertise (including programme of projects in accordance with SMT decision)</li> <li>Continue efforts with exploration of collaboration with other legal services to see if there is the potential to increase resilience and / or efficiencies.</li> <li>Development of toolkits (led by Corporate resources) for major projects to reduce repetitive work and standard precedents with guidance for use in case of low value/low risk matters</li> <li>Increase training programme Council wide to cover legal, financial and regulatory matters but with sharing to develop knowledge within Directorates of specific statutory functions.</li> <li>Ensuring reports are discussed at preliminary stage in development to ensure all legal, financial and regulatory issues are addressed early</li> </ul>	<p>Marie Rosenthal</p> <p>Clir DeAth - Skills, Safety &amp; Engagement</p> <p>Reviewed – No Change</p>
<p><b>Fraud</b></p> <p>Fraud, financial impropriety or improper business practices increase as internal controls are weakened as resources become severely stretched.</p>	Reputational / Financial / Legal / Service delivery / Stakeholder	B	2	High Priority	<ul style="list-style-type: none"> <li>Financial Procedure Rules, Contract Procedure Rules framework for staff to follow.</li> <li>Proactive work of the Internal Audit team, including a small team dedicated to combating fraud and financial impropriety.</li> <li>Professionally trained and experienced investigators to prevent deter and detect fraud against the Council.</li> <li>Regular reports to the Section 151 Officer and Audit Committee.</li> <li>Audit Committee review and assess the risk management, internal control and corporate governance arrangements of the authority.</li> <li>Wales Audit Office overview and work programme.</li> <li>Procurement team compliance role relating to contract procedure rules</li> <li>Management awareness as voluntary severance business cases are constructed and restructures considered.</li> <li>Regular review of Fraud policies and procedures e.g. the Anti-Money Laundering Policy.</li> <li>Ongoing training sessions provided for Officers, Head Teachers and Governing Bodies on Financial Procedure Rules and Contract Standing Orders and Procurement Rules.</li> <li>Cardiff Manager programme includes session on risk management and compliance / control.</li> <li>Senior Management Assurance Statements – challenge to Directors.</li> <li>Increased role and awareness now that the Discipline module is live in DigiGov.</li> <li>Working with Human Resources to review and update the disciplinary policy.</li> </ul>	B	3	Medium Priority (Red/Amber)	<ul style="list-style-type: none"> <li>Continued vigilance</li> <li>Continue to provide the Chief Executive with regular briefing notes</li> <li>Continue to produce regular reports for Audit Committee</li> <li>Continual assessment of training needs for 'Rules'.</li> <li>Considering forum for sharing investigation outcomes, raising profile of fraud work.</li> <li>Formalise a policy for Monitoring Employees at work to provide Managers with the tools to undertake effective investigations.</li> <li>Development of training programme for Senior Management regarding Fraud Awareness targeting disciplinary chairs and HR to help with (employee) fraud prevention and investigation.</li> <li>Review of induction material relating to Fraud.</li> <li>Refine training through the Cardiff Manager Programme.</li> <li>Challenge inconsistent disciplinary sanctions and report findings to the Audit Committee.</li> <li>Assessing investigation outcomes to target high risk areas based on previous finding / knowledge.</li> </ul>	<p>Christine Salter</p> <p>(Derek King)</p> <p>Councillor Graham Hinchey - Corporate Services &amp; Performance</p> <p>Updated Current Control &amp; Proposed Improvement Actions</p>
<p><b>Asset Management</b></p> <p>Ensure effective operation of the Council's Asset Management Board to achieve effective strategic oversight and identified savings.</p>	Reputational / Legal / Financial / Health & Safety / Stakeholders	B	2	High Priority	<ul style="list-style-type: none"> <li>Cabinet formally approved a new Property Strategy in November 2014.</li> <li>Corporate Asset Management Board and supporting Working Group now set up to raise property profile and introduce more structured, disciplined approach to management of property and the Office Accommodation Rationalisation Programme.</li> <li>Established rolling programme of 'Fitness for Purpose' reviews of all council properties providing high level assessment of the current performance and value of buildings.</li> <li>Carbon Management / Energy Efficiency - Certificates / General Awareness / Introduction of Energy Renewables Strategy.</li> <li>Established Implementation Plan for the new Property Strategy.</li> <li>Determined governance and work programme updates for new Corporate Asset Management Board at meeting in January 2015.</li> </ul>	C	2	Medium Priority (Red/Amber)	Review of Investment portfolio completed. Report on future strategy and direction of non-operational estate presented to PRAP in January 2015 for onward consideration by Cabinet in June 2015.	<p>Neil Hanratty</p> <p>Councillor Phil Bale, Leader – Economic Development &amp; Partnerships</p> <p>Updated Current Controls and Proposed Improvement Actions</p>
<p><b>Workforce Planning</b></p> <p>Importance of forecasting and planning to building capability and capacity is not recognised and is not fully embedded.</p>	Reputational / Financial / Stakeholder / Service delivery	B	3	Medium Priority (Red/Amber)	<ul style="list-style-type: none"> <li>A Workforce Planning Project (PL04) forms one of the projects within the People and Leadership Programme to review, develop and implement the workforce planning project</li> <li>Workforce planning Stage 1 Design is completed producing a number of key reports outlining required next steps for workforce planning</li> <li>HRPS provided the Workforce Planning data (within the Resources/Staff section of Directorate Delivery Plan) and commenced work with</li> </ul>	B	3	Medium Priority (Red/Amber)	<ul style="list-style-type: none"> <li>Workforce planning dashboard data provided to each Directorate to inform Directorate Delivery Planning discussions and development. The alignment of DDP's and the Workforce Strategy has been piloted within Children's Services. To be reviewed before role out a version of which will be incorporated into the Delivery Plans, integrating Workforce planning and business planning.</li> </ul>	<p>Christine Salter</p> <p>(Philip Lenz)</p> <p>Councillor</p>

Risk Description	Potential Consequence	L	C	Inherent Risk	Current/Existing Controls	L	C	Residual Risk	Proposed Improvement Action	Risk Owner & Cabinet Member
	<p>managers</p> <ul style="list-style-type: none"> <li>Reduce the likelihood of attracting high calibre managers to Cardiff Council</li> <li>Risk of not meeting statutory and legislative requirements in relation to specific workforce requirement e.g. social care.</li> </ul>				<p>Directorates/Service Areas on the Workforce Planning agenda.</p> <ul style="list-style-type: none"> <li>Behavioural Competence Framework implemented, including 12 behavioural competencies set out in 4 levels as a way in which the Council describes its people and jobs.</li> <li>All new and redesigned jobs are being described and advertised through role profiles.</li> <li>Work is being carried out on linking processes that can be used for the identification and development of potential e.g. Recruitment &amp; Selection, PPDR and Cardiff Academy and underpinning these with the Competency Frameworks.</li> <li>The Workforce Planning approach for 2014/15 commenced with the roll out of the new tool and managers guide in March 2014. Whilst awaiting an IT solution, a new tool has been developed to enable the organisation to take a snapshot of where they are currently and to start to consider the 'skills' requirements piece</li> <li>Managers' guide to WFP developed and disseminated to Directorates March 2014.</li> <li>The Behavioural Competency Framework has been piloted. Stakeholder feedback is being collated to inform the revised approach.</li> <li>Additional research and benchmarking undertaken to help inform WFP approach going forward; including – attendance at WLGA – Work Force Planning Wales event. LGA/ Skills for Local Government hosted COP event.</li> <li>HR working with Directorates where required, to help identify appropriate strategies to support their WFP agenda.</li> <li>Options around the roll out of role profiles and other process efficiencies are also being considered and will be taken forward as part of the HR Delivery Plan for 2014/15</li> <li>Draft workforce strategy developed and consultation commenced which will have workforce planning as a key component.</li> <li>Research and benchmarking planned with core cities during Q3 to review the effectiveness.</li> <li>Need to revisit options appraisal to deliver a workforce planning IT solution.</li> <li>Workforce Strategy consultation completed with key stakeholders – strategy and accompanying employee charter to be considered by Cabinet on 2nd of April. Workforce planning identified as a key priority</li> </ul>				<ul style="list-style-type: none"> <li>VSA (value stream analysis) route identified as potential alternative engagement approach to understand directorate's needs relating to workforce planning, prioritising Vulnerable Adults and Vulnerable Children. Service Area Review Toolkit also provides opportunity for workforce planning questions to be incorporated – discussions with relevant stakeholders to be held in Qtr 1 – 15/16.</li> <li>Workforce Strategy signed off In April 2015 and a refreshed Workforce Planning approach is being taken forward in a number of ways. Social Services have developed a Workforce Strategy for their Directorate. Communities and Neighbourhood Services are piloting the Workforce Planning Canvas tool. Resources have held a workshop which focussed on Professional and Technical areas to inform the key skills required for the Directorate going forward. Work is underway with colleagues across the organisation to build workforce planning into the Directory Delivery Plan process for 2016/17. There is also a review underway with Procurement colleagues of the Service Review Toolkit to fully integrate Workforce Planning into the tool kit. In addition work is still ongoing to identify a suitable Workforce Planning IT solution.</li> </ul>	<p><b>Graham Hinchey - Corporate Services &amp; Performance</b></p> <p><b>Updated Current Controls &amp; Proposed Improvement Actions</b></p>

**CITY OF CARDIFF COUNCIL  
CYNGOR DINAS CAERDYDD**



**CABINET MEETING: 10 DECEMBER 2015**

**SCHOOL ORGANISATION PLANNING: PROPOSED  
ESTABLISHMENT OF A NEW HIGH SCHOOL IN THE WEST TO  
REPLACE GLYN DERW HIGH SCHOOL AND MICHAELSTON  
COMMUNITY COLLEGE**

**REPORT OF DIRECTOR OF EDUCATION AND LIFELONG  
LEARNING**

**AGENDA ITEM: 6**

**PORTFOLIO: EDUCATION (COUNCILLOR SARAH MERRY)**

**Reason for this Report**

1. This report is to inform the Cabinet of the responses received following consultation on a proposal for a new build high school in the West of the city from September 2018.

**Background**

2. At its meeting on 17 September 2015 the Cabinet authorised officers to hold a public consultation on proposals to:
  - Close Glyn Derw High School and Michaelston Community College (the Glyn Derw and Michaelston Federation) from 31 August 2017
  - Establish a new replacement 11-18 community high school to serve the Caerau and Ely areas from 01 September 2017
  - To transfer the newly established high school to new build premises on the current Glyn Derw High School site from September 2018

**Issues**

3. The consultation ran from 12 October to 23 November 2015.
4. Parents and others in the local community, together with staff and Governors of the affected schools were invited to respond to the consultation.
5. The consultation process involved:
  - Distribution of a Consultation Document outlining background, rationale and implications. This document has been distributed to parents, local childcare providers, Headteachers and Chairs of Governors of nearby

schools, all Members and other stakeholders (a copy of the consultation document can be seen at Appendix 1);

- Meetings with Staff and Governors of the schools affected and a public meeting at which the proposal was explained and questions answered;
- Three public drop in sessions where officers were available to answer questions;
- Workshop sessions with pupils at the schools affected to provide an opportunity for pupils to ask questions, learn more about the proposal and give their views. Details of the pupils meetings are attached at Appendix 2 and Appendix 5;
- A consultation response slip for return by post or e-mail, attached to the consultation document;
- An online response form at [www.cardiff.gov.uk/21st Century Schools](http://www.cardiff.gov.uk/21st Century Schools)

6. The views expressed at Council organised meetings and on paper or electronically through the appropriate channels, have been recorded.

### **Responses received during the consultation period**

7. In total 11 responses were received (5 online responses and 6 paper/e-mail responses).

8. The majority view expressed during the consultation at meetings and in written correspondence was one of support however a number of concerns were expressed.

### **Estyn Response**

9. A response from Estyn was received which included the following points: (Please see Appendix 3 for the full response)

- The proposal has been developed in line with the Council's programme to improve its educational provision in the west of the city. It is Estyn's opinion that the proposal is likely to maintain the standard of teaching and education provision in the area.
- Whether the proposal succeeds in improving outcomes and provision is very much dependent on the new school appointing high quality leadership. The proposer states that it will 'urge' the temporary governing body to advertise nationally for the Headteacher and deputy Headteacher posts and put in place a robust recruitment process to appoint the right people. Unless this is realised, it is likely that the proposal will do no more than maintain the present outcomes and provision for pupils, which as the proposer states are 'poor'.

### **Appraisal of views expressed**

10. The Council acknowledges the view that the quality of leadership will be central to the success of the proposed new school and would work closely with the leadership of any new school to develop a rigorous whole school approach to improvement planning and secure good relationships

with parents and other partners in order to ensure pupils receive a high quality education.

11. Careful planning will take place during the proposed period of change to avoid any risk of distraction to leadership and governance that could impact on educational standards.
12. Formal written responses were received from the Glyn Derw and Michaelston Federation, Ely and Caerau Childrens Centre, the Governing Body at St Fagans Church in Wales Primary School, Fitzalan High School, Mark Drakeford AM and Kevin Brennan MP. (Please see Appendix 4 for the full responses).

### **The Governing Body of Glyn Derw High School and Michaelston Community College**

13. The response from the Governing Body of Glyn Derw High School and Michaelston Community College included the following points:
14. The Governing Body of Glyn Derw and Michaelston Community College support the proposal to close Glyn Derw High School and Michaelston Community College and establish a new replacement school from 2017, and also support the proposal to transfer the new established high school to new build premises on the current Glyn Derw site from September 2018.
15. They included the following points in their response:
  - *Our new school will aim to prepare our pupils well for their chosen pathway; into further or high education or into the world of work, recognising that the careers of many will require an ability to adapt to continuous and accelerating change. Our pupils will be confident, socially aware, tolerant of peoples' differences and able to contribute positively to their local and wider community.*
  - *We are intent on becoming a "community focused school" that will have a strong relationship with our local communities in Cardiff West and will also develop strong partnerships with the rich array of flagship public and private sector organisations within our capital city.*
  - *A key challenge for our school will be the need to develop strong partnerships with leading organisations from a range of sectors. Providers of further and higher education and organisations within the burgeoning creative industry sector are clear examples. We will also need to further develop the relationship with our associated primary schools, reflected in curriculum links, outreach activities and a strong programme supporting transition. Partnerships involving the creative industries would clearly have the potential to add value to these potential networks.*
  - *Some pupils resident in parts of the Ely estate will be faced with crossing one of the busiest roads in and out of the city as well as a*

*long walk through the Caerau estate. We would welcome assistance to prepare an effective transport plan for September 2018 in order to maximise the new school's appeal to all its future pupils.*

- *We wish to maintain a close link with the Ely and Caerau Integrated Children's Centre. The centre currently uses some of the facilities at the Michaelston Community College site and consideration needs to be given to how these activities can continue to be supported.*
- *We understand that the Multi Use Activity Centre is to be retained and that our school might have an option to continue to be responsible for its operation. Whilst we welcome the continuation of this facility for community use we are unsure, at the moment, of the implications this would have for the new school's operation and would welcome further discussion on this with the Council's relevant officers.*

### **Appraisal of views expressed**

16. The Council welcomes the support of the Federated Governing Body and will work to support the school in improving outcomes for all pupils, developing a relevant, challenging, creative and coherent curriculum and the schools community identity.
17. The Council acknowledges the Governing Body's wish to develop strong partnerships with leading organisations from a range of sectors and will work with the school to this end.
18. The Council would work with the Governing Body of the school to develop a Travel Plan.
19. The Ely and Caerau Children's Centre provides integrated education, family support and health services for children aged eight weeks to five years. The Centre is sited on part of the Michaelston Community College site. Any future use of the site would need to take the continued operating requirements of the centre into consideration e.g. appropriate access, parking etc.
20. There is a wish to see the Multi Use Activity Centre ('The Barn') retained and the Council will work with interested parties regarding the retention and operation of the facility. There is more than one option as to how this could function and further engagement with relevant stakeholders will inform how these facilities could continue to function to maximise their use effectively.

### **Ely and Caerau Childrens Centre**

21. The Response from Ely and Caerau Childrens Centre included the following point:
  - *It needs to be written that the future of the Ely and Caerau Integrated Children's Centre will not be compromised in any way as a result of the move and detail regarding the future use of the*

*current post sixteen rooms attached to the centre needs consideration.*

### **Appraisal of views expressed**

22. As set out at Paragraph 19 any future use of the Michaelston Community College site would need to take the continued operating requirements of the centre into consideration.

### **St Fagans Church in Wales Primary School**

23. The response from St Fagans Church in Wales Primary School included the following points:

- *The Governing Body of St Fagans Church in Wales Primary School supports the proposal to establish a new high school in the West to replace Glyn Derw High School and Michaelston Community College.*
- *We share a boundary with Michaelston as well as the driveway which gives vehicle and pedestrian access to both our school and the Barn sports facility and are keen to ensure that any future use is appropriate to the school environment.*
- *We would welcome an opportunity to discuss the use and management of the Barn sports facility as it has the potential to provide much needed additional space for PE. Its use could also allow us to considerably enhance our provision of after school sporting clubs. The governing body would like to formally express an interest in the possibility of taking over the management of the barn.*

24. In summary St Fagans Church in Wales Primary School made the following requests which they would like noted:

- *To take over the management of the sports barn;*
- *The provision of an alternate car park to allow for dedicated pedestrian access;*
- *The opportunity to extend the cramped Foundation Phase playground around the school building;*
- *The opportunity to use playing fields on the current Michaelston site;*
- *Retaining the “Secret Garden” created by St Fagans Church in Wales Primary School which is located at the back of the Sports Barn*

### **Appraisal of views expressed**

25. The Council welcomes the support of the St Fagans Church in Wales Primary School Governing Body for the proposal and acknowledges the requests made for consideration by St Fagans Church in Wales Primary School.

26. If the proposal is progressed the Council would work with the school to further explore the opportunities that this proposal may provide to



improve the existing provision and school site (as detailed in paragraph 20).

### **Fitzalan High School**

27. The response from the Governing Body of Fitzalan High School included the following point:

- *The Governors of Fitzalan High School are cautiously supportive of the need to replace both Glyn Derw High School and Michaelston Community College. However, we welcome recognition from the Council that there remain urgent issues to be addressed at Fitzalan High School, and we welcome confirmation that the redevelopment or replacement of other schools, such as Fitzalan High School and Cantonian High School will need to be prioritised in any future programme.*

### **Appraisal of views expressed**

28. The Council acknowledges the response from the Governing Body of Fitzalan High School and notes the points raised regarding the school's desire to be considered for future developments within future programmes.

### **AM and MP Representatives**

29. Mark Drakeford (AM for Cardiff West) and Kevin Brennan (MP for Cardiff West) sent a joint response which included the following point:

- *There is an urgent need to improve the provision of secondary education in the Caerau and Ely areas. We therefore support the Council's efforts as set out in the consultation document. Given that this will be a significant change for families who live at the furthest end of the area from the Glyn Derw site, it will be very important for the local authority to plan actively for the transport consequences of the proposal including a focus on the provision of safe routes to the new school.*

30. The Council welcomes the support for the proposal.

31. The Council would work with the Governing Body of the school to develop a Travel Plan to minimise any potential disruption. Traffic and transport implications would be considered as part of the Transport Assessment that would be required in order to achieve planning consent for any building works.

32. Cardiff's Supplementary Planning Guidance (Access, Circulation and Parking Standards 2010) sets out that all new or expanded schools are required to develop a Travel Plan for submission with a planning application. A School Travel Plan is specifically designed to address the transport needs of pupils and staff and will vary according to the nature of

the education being provided, any community facilities on site and the catchment area of a school.

33. Additional points raised in the consultation are set out in *italics* below and have been grouped according to the issues raised where appropriate.

### **Traffic and pupil congestion**

34. *Issues were raised with regard to the need to make provision for the increase in pupil numbers in Bishopston Road, Heol Eglwys, Heol Trelai, Penally Road and Dew Crescent. There is currently an issue with litter on these streets and there are zero public litter bins. The streets are fairly densely populated and there are zero allowances for cyclists such as cycle lanes.*
35. The Council would work with the Governing Body of the school to develop a Travel Plan to minimise any potential disruption. Traffic and transport implications would be considered as part of the Transport Assessment that would be required in order to achieve planning consent for any building works.
36. If increased littering as a result of this proposal did become problematic within the local area, the provision of additional litter bins could be considered by the Council along designated walking routes nearest to the school to try and minimise the issue. The Council would also work with the school to raise awareness of the impact of littering and to promote positive behaviour amongst the pupils.

### **Lunch times**

37. *Shops on Bishopston Road at lunch times are swamped with pupils and with increased numbers comes the chance of disruption to local residents; consideration should be given to whether lunch times will be monitored by school staff in the area around the shops to ensure good behaviour.*
38. The issue of whether pupils would be allowed to leave the school premises during the school day (i.e. at lunchtimes) would need to be decided upon by the school management team. The behaviour of pupils whilst off site during the school day is also the responsibility of the school management team and officers would work with the school to ensure suitable arrangements were in place.

### **The future of the Barn**

39. *Concern expressed regarding the future of the Barn at Michaelston which is a valuable community asset.*
40. There is a wish to see the Multi Use Activity Centre ('The Barn') retained and the Council will work with all interested parties regarding the retention and operation of the facility as referenced in paragraph 20.

## **Money making scheme**

41. *The proposal is a money making scheme for the Council. The Michaelston site should be being considered publicly.*
42. As set out in the consultation document the options of a replacement new build school on the existing Michaelston Community site (phased move to new school) and a replacement new school which would be accommodated in refurbished existing Michaelston Community College buildings were considered but not progressed as:
  - The capital receipt for the sale of the Michaelston Community site is required in order to part fund the new build school;
  - No alternative funding streams of sufficient value are available;
  - Drainage issues with the playing fields restrict usage and alternative options would need to be explored. Existing challenges in the delivery of the PE curriculum would be compounded;
  - It would result in the loss of opportunity to consider the development of campus arrangements whereby other schools e.g. Woodlands High School could benefit from enhanced facilities at any new school on the Glyn Derw High School site;
  - It would result in the loss of opportunity to consider federation arrangements between schools adjacent to the current Glyn Derw High School site;
  - It would result in disruption on site during any building programme;
  - There is an expectation that a new school build will be delivered and refurbishment/adaptation of existing premises is not likely to meet this expectation.

## **Engagement with children and young people**

### **Primary School pupils**

43. Officers met with pupils from the partner primary schools (Herbert Thompson Primary School, Hywel Dda Primary School, Millbank Primary School, Pencaerau Primary School, Trelai Primary School and Windsor Clive Primary School) to explain the proposal and seek their views.
44. The majority of the pupils welcomed a new school and the potential increased opportunities for learning. However they were concerned about increased traffic that some children would have further to travel which may result in pupils being late for school, the school being too large, the school being crowded and potential bullying.

### **Glyn Derw High School and Michaelston Community College pupils**

45. The Youth Service devised a presentation, recording sheet and teacher guidance to enable Glyn Derw High School and Michaelston Community College to run a consultation exercise with secondary age pupils as part of the consultation process.
46. Pupils were asked the following key questions:

- Question 1: Do you support the proposal to close Glyn Derw High School and Michaelston Community College and establish a new replacement 11-18 community high school from September 2017?
  - Question 2: Do you support the proposal to transfer the new established high school to new build premises on the current Glyn Derw High School site from September 2018?
47. The pupils were also asked to provide their views on the proposals and the following points were recorded:
- Students support the idea of a new school with new facilities;
  - Pupils are worried about mixing with students from other areas and travelling arrangements to the Glyn Derw site;
  - Why can't the Glyn Derw buildings be refurbished?
  - It's a good idea because the Glyn Derw building is in bad condition;
  - Students generally feel annoyed and anxious about the disruption they've already had;
  - Glyn Derw is too far;
  - Proposal seems valid and reasonable and
  - Better for pupils.
48. In summary, over half of the pupils who responded indicated they would support the proposal to close Glyn Derw High School and Michaelston Community College and establish a new replacement 11-18 community high school from September 2017, and over 70% of those who responded indicated they would support the proposal to transfer the new established high school to new build premises on the current Glyn Derw High School site from September 2018.

### **Appraisal of views expressed**

49. The Council would support the school to ensure the transition to one school is as smooth as possible for all pupils and staff. Concerns regarding bullying and anti-social behaviours are school management issues and would be dealt with in line with school policies with support from Cardiff officers as appropriate. If the proposal goes ahead, school staff would ensure that pastoral support is put in place so that any concerns of bullying raised by pupils can be heard and appropriately addressed by the school management.
50. The Council acknowledges concerns regarding the additional travelling times that some pupils would experience. However, there are currently no pupils attending Glyn Derw High School or Michaelston Community College that live more than 3 miles from either site. Therefore no pupils would qualify for free home to school transport, as this is only provided for secondary age pupils who live three or more miles, from the nearest appropriate catchment area school.

51. For those living very close to the Michaelston Community College site, the walk to the Glyn Derw High School site is approximately 2.1 miles (distance from Glyn Derw HS to Michaelston CC) and takes approximately 45 minutes. The area is served by a regular bus service, with four buses (Numbers 13, 15, 17 and 18) operating. The bus journey time is approximately 23 minutes and the buses (run by Cardiff Bus) can be caught from several locations close to both the Glyn Derw School and the Michaelston Community College site.
52. Cardiff Council School Transport section would be able to provide families with advice on safe walking routes to school based on individual home addresses. If specific pupils were experiencing difficulties in attending school they would be referred by the school to the School Attendance Officer who would support the pupil and their family in adapting to a new routine and in finding ways to successfully get to and from the school site each day.
53. The physical condition of the Glyn Derw High School premises is poor. Whilst some essential, remedial work has been carried out to enable parts of the school to continue to function, disproportionate levels of expenditure would be required to bring the whole school up to modern standards. This is not an environment conducive to quality teaching.
54. Full details of the primary school pupil consultation can be seen at Appendix 2.
55. Full details of the secondary school pupil consultation can be seen at Appendix 5.

### **Local Member Consultation**

56. Local Members expressed support for the proposal and the view that local sports clubs and the provision of community sport facilities need to be considered as part of the final design for the new school.

### **Reason for Recommendations**

57. To respond to the need to rationalise high school accommodation in the West of the city as part of maximising educational outcomes.

### **Financial Implications**

58. As at 31 March 2015 the combined budget deficit of the two schools was £1.177 million. It is anticipated that this position will deteriorate further for the year 2015/16 mainly as a result of the two schools operating at low pupil number levels.
59. The opportunities arising from the two schools operating from one site from January 2016 and the current suspension of the two schools delegated budgets should provide a basis for the financial position to be stabilised so that no further increase is made to the deficit as of 31 March 2016.

60. The closure of the two schools and the establishment of a new replacement community High School from 1 September 2017 will require this deficit to be made good and it is currently anticipated that this will be funded from the SOP reserve, with any mitigation or improvement of the position in the intervening period having a beneficial effect on the anticipated SOP reserve balance and the affordability of the wider 21<sup>st</sup> Century Schools Programme.
61. The Authority's re-aligned 21<sup>st</sup> Century Schools Capital Investment programme includes a budget of £36.4 million for a project to deliver a High School in the West of Cardiff. At this stage this project has in-principle approval only and will be subject to full Business Case approval as the scheme progresses. Any expenditure undertaken by the Local Authority to progress this project prior to Full Business Case approval from Welsh Government will be undertaken at the risk of not achieving Full business Case approval and the anticipated 50% Welsh Government Funding contribution.
62. The recommended option to deliver a new build school on the current Glyn Derw High School site would be affordable within the identified budget. However a fundamental element of this assessment is the initial valuation from the Council's Valuers concerning the level of the Capital Receipt achievable from the sale of the Michaelston site after September 2018.
63. This level of capital receipt is crucial to ensuring the project is affordable within the approved programme and therefore a more robust valuation must be undertaken to support the achievability of the required level of Capital Receipt if this is to be the approved option for the new build School.

### **Legal Implications**

64. The proposals and proposed delivery options qualify as regulated alterations which must comply with the requirements of Part 3 of the School Standards and Organisation (Wales) Act 2013, which include provisions for consultation and publication of statutory notices. Those are supplemented by the School Organisation Code issued by the Welsh Government.
65. The recommendation in this Report to publish a statutory notice follows a period of consultation which ran from 12 October to 23 November 2015. This Report (together with the appendices attached to it) represents the consultation report which the Code requires to be published. The Cabinet must have due regard to the responses received during the consultation before it makes a decision upon whether to publish a statutory notice.
66. The Code requires that the statutory notice must be published within 26 weeks of the end of the consultation period unless an extension of time has been granted by the Welsh Ministers.

67. Following publication of the statutory notice there would be a period for objections of at least 28 days following which a further Report would need to be made to the Cabinet summarising the statutory objections and giving responses to those objections. It would then be for the Cabinet to review those objections and determine whether to implement the proposals.

### **HR Implications**

68. A Human Resources Framework has been produced in consultation with key stakeholders including head teachers, governors, representatives of the diocesan authorities and the trade unions. It provides the basis for managing the human resources issues associated with School Organisation Planning and its purpose is to support governing bodies and staff working in schools, through a variety of strategies and with the ultimate aim of minimising compulsory redundancies across schools in Cardiff. This is currently undergoing a review to ensure that the Framework is in line with the realigned 21<sup>st</sup> Century Schools Programme and the human resource implications which this may present.
69. In the period leading up to the school closure the Council would work with the Federation Headteacher and Governing Body to ensure that staff continue to be supported and motivated during what may be a potentially difficult situation. Full consultation with staff and trade unions would need to begin immediately following the outcome of this report. A school closure places school staff at a potential risk of redundancy and this will need to be managed in line with the School Redeployment and Redundancy Policy which has been adopted by the Federated Governing Body. During a period of suspended delegated budget, HR People Services would continue to provide extensive support to the Governing Body in relation to all staffing and human resource matters.
70. A key aspiration for the Council is to achieve staff reductions as far as possible through redeployment rather than voluntary or compulsory means. Therefore the Council is committed to maximising opportunities for school staff to secure employment in other schools in Cardiff, and in particular, such as the new school proposed to be established. Under the Staffing of Maintained Schools (Wales) Regulations 2006 the Temporary Governing Body of a new school is responsible for the appointment of staff. The Council would advocate that the new temporary governing body operates a ring-fenced recruitment process which is ring-fenced to those staff affected by the school closures.
71. The first matter which the Temporary Governing Body must consider is the new school's leadership arrangements and the structure of the staff within the school. Timely creation of the Temporary Governing Body is crucial to this. Whilst the Staffing of Maintained Schools (Wales) Regulations 2006, as amended, allow for ring fenced recruitment to Headteacher and Deputy Headteacher posts in school reorganisation situations, the Council would urge the Temporary Governing Body to advertise nationally for both Headteacher and Deputy Headteacher positions and to put in place a robust recruitment process to appoint high



quality leadership. HR People Services will work with the Temporary Governing Body to support the recruitment process.

72. Full support will be offered to the school staff and Governing Body by HR People Services throughout the reorganisation. This would involve attendance at consultation meetings, meetings with school staff where appropriate and the circulation of a Frequently Asked Questions document.

### **Transport Implications**

73. Traffic and transport implications will be considered as part of the Transport Assessment that would be required in order to achieve planning consent for any new build school should the proposals be implemented. If there are circumstances where a planning application is not required it is recommended that a Transport Investigation is undertaken for each site to identify any potential road safety highway improvements which are required to improve pupil access and to encourage Active Travel.

### **Learner Travel Arrangements**

74. Under this proposal there are no plans to change the Council's policy on the transport of children to and from schools. All pupils living within the current Glyn Derw High School and Michaelston Community College catchment areas live within three miles of the Glyn Derw site.
75. The Council's current transport policy for school children can be viewed on the Council's website ([www.cardiff.gov.uk](http://www.cardiff.gov.uk)).

### **Admission Arrangements**

76. There are no plans to change the Council's policy on the admission of children to schools as a result of these proposals.
77. The statutory processes required to establish any new provision could be completed by September 2017 and these would therefore enable the admission of pupils from this date. Consultation on changes to admission arrangements including catchment areas would take place in the prescribed timescale, to be completed by 1 March 2016, in accordance with the School Admission Code.
78. It is proposed that the new school serves the combined existing catchment areas of Glyn Derw High School and Michaelston Community College.
79. Detailed information regarding admission arrangements is contained in the Council's Admission to Schools booklet and this information can also be viewed on the Council's website ([www.cardiff.gov.uk](http://www.cardiff.gov.uk)).

## **Equality Impact Assessment**

80. An Equality Impact Assessment on this proposal has been carried out. The assessment concluded that this proposal would not adversely affect any particular group in society. If the proposal were to proceed, further equality impact assessments would be undertaken including an assessment on the design for any new build accommodation. (Please see Appendix 6).

## **Sustainability Assessment**

81. A Strategic Environmental Assessment (SEA) of the proposal has been carried out in accordance with European Legislation. The assessment confirms that the proposal is compatible with the environmental objective identified in the SEA of Cardiff's 21<sup>st</sup> Century: A Strategic Framework for a School Building Improvement Programme. If the proposal were to proceed, an environmental assessment would be carried out as part of the planning application process. (Please see Appendix 6).

## **Community Impact**

82. There is a need to provide appropriate secondary education in the West of the city without impacting adversely on the community. The following are taken into account when considering a proposal: Public Open Space, parkland, noise and traffic congestion. Officers will work with schools and any community groups to ensure that should the proposals proceed negative impacts would be avoided where possible. (Please see Appendix 6).

## **RECOMMENDATIONS**

The Cabinet is recommended to:

1. Delegate authority to the Director of Education and Director of Governance and Legal Services to publish a statutory notice to:
  - Close Glyn Derw High School and Michaelston Community College (the Glyn Derw and Michaelston Federation) from 31 August 2017
  - Establish a new replacement 11-18 community high school to serve the Caerau and Ely areas from 01 September 2017
  - To transfer the newly established high school to new build premises on the current Glyn Derw High School site from September 2018
2. Note that prior to implementation of the proposal 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 proposal.

**NICK BATCHELAR**

**Director**

4 December 2015

*The following appendices are attached:*

Appendix 1 – Consultation Document

Appendix 2 – Details of primary pupil consultations

Appendix 3 – Estyn response

Appendix 4 – Formal responses

Appendix 5 – Details of secondary pupil consultations

Appendix 6 – Statutory Screening Tool

# 21st Century Schools Consultation Document 2015

**Proposed establishment of a new high school in the West to replace  
Glyn Derw High School and Michaelston Community College**

12 October – 23 November 2015



This document can be made available in Braille. Information can also be made available in other community languages if needed. Please contact us on 029 2087 2720 to arrange this.



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## Introduction

This consultation is an opportunity for people to learn about the school organisation proposal put forward in your area. It is your chance to ask questions and make comments that will be considered when the Council decides how to proceed.

Our consultation process follows Welsh Government guidelines outlined in the School Organisation Code 2013 and therefore a range of individuals and groups are being asked for their views about these proposals.

However, before any decisions are made the Council needs to ensure that it offers a number of opportunities for individuals and interested groups to make their views and opinions on the proposal known.

Table 1 below sets out details of the groups the Council is consulting:

<b>Table 1: Groups the Council is consulting with</b>	
Children and young people	Welsh Ministers
Parents/carers	Police & Crime Commissioner
School staff	Central South Consortium Joint Education Service (CSCJES)
School Governing Bodies	Welsh Language Commissioner
Local residents	Rhieni dros Addysg Gymraeg (RHAG)
Local Members/Assembly Members (AMs)/ Regional Assembly Members/Members of Parliament (MPs)	Trade Unions
Diocesan Directors of Education	Neighbouring Authorities
Neighbouring Primary and Secondary school within Cardiff	Estyn
Communities First Partnership	Cardiff and Vale College
St Davids College	

## How can you find out more and give your views

Public meetings and drop in sessions have been arranged where the proposals will be explained. These are provided so you can ask questions and make comments that will be recorded. You may also provide your views in writing.

Information regarding this proposal will be displayed at Glyn Derw High School, Michaelston Community College, Ely and Caerau Children's Centre and Ely and Caerau Community Hub.



Details of the consultation meeting dates are given in Table 2 below:

<b>Nature of Consultation</b>	<b>Date/Time</b>	<b>Venue</b>
Staff Meeting	20 October 2015 3:30pm – 5:00pm	Michaelston Community College
Governors Meeting	20 October 2015 5:00pm – 6:30pm	Michaelston Community College
Drop in session	22 October 2015 4pm – 6pm	Western Leisure Centre
Drop in session	04 November 2015 10am – 12 noon	Ely and Caerau Hub
Public meeting	10 November 2015 6:30pm – 8:30pm	Western Leisure Centre
Drop in session	16 November 2015 12:30pm – 2:30pm	Ely and Caerau Integrated Childrens Centre

In addition, workshop sessions will be arranged with pupils from both schools and local primary schools to provide an opportunity for pupils to ask questions and learn more about the proposal and give their views.

## **Your Views Matter**

Your views matter and we want you to tell us what you think about the proposal. You can do this by attending one of the meetings or drop in sessions above, and/or by completing the Consultation Response Form which can be found on page 23 of this document or completing the online form [www.cardiff.gov.uk/21stCenturySchools](http://www.cardiff.gov.uk/21stCenturySchools).

The closing date for responses to this consultation is 23 November 2015.

## **Explanation of terms used in this document**

Please note the following terms used throughout this document:

**FE** - a Form of Entry refers to a class of 30 children in each year group. A 2FE school is therefore two classes of 30 children in each year group.

**WG** – Welsh Government

**Number on roll data** - the number of pupils attending school.

**PLASC** - Pupil Level Annual School Census. In January of every year, verified information is collected by schools for submission to the Welsh Government. This includes the number of pupils enrolled in each school, their age groups, home addresses, ethnicity, and data on Welsh language, Free School Meals eligibility, Special Educational Needs and first language.

**CSCJES** – Central South Consortium Joint Education Service. The regional School Improvement Service for the five local authorities of Bridgend, Cardiff, Merthyr Tydfil, Rhondda Cynon Taff and the Vale of Glamorgan.

**SEN** - Special Educational Needs



**School Action (SA)** - When a class or subject teacher identifies that a pupil has SEN they provide interventions that are additional to or different from those provided as part of the school's usual curriculum.

**School Action Plus (SA+)** - When the class or subject teacher and the SEN Co-ordinator are provided with advice or support from outside specialists, so that alternative interventions additional or different to those provided for the pupil through School Action can be put in place.

**Statemented** - A child has SEN if he or she has learning difficulties which requires special educational provision to be made for him or her. A learning difficulty means that the child has significantly greater difficulty in learning than most children of the same age or that the child has a disability that needs different educational facilities from those that the school generally provides for children.

**FSM** - Free School Meals

**EAL** - English as an Additional Language

## **Background to the proposal**

Glyn Derw High School and Michaelston Community College are the English-medium community high schools serving the West of the city. The Ely area is currently served by Michaelston Community College and the Caerau area is currently served by Glyn Derw High School. The schools were federated under one Governing Body and an Executive Headteacher in 2011 but have, for the most part, remained on their respective sites to date. The exceptions are Year 10, Year 11 and Post 16 who are all taught on the Michaelston Community College site.

In March 2015 the Council submitted its realigned 21st Century School Strategic Outline Programme to the Welsh Government (WG).

As set out in the 21st Century School Strategic Outline Programme, the Council's proposed vision for its realigned 21st Century School Strategy is to deliver "*Inspiring, sustainable, community-focused schools in which children and young people can achieve their potential*".

This realignment of the strategy is based on the achievement of four Key Educational Aims:

- Aim 1: To improve Educational Attainment, particularly in Key Stage 4 across the southern arc of the city. A good level of educational attainment, particularly at KS4, for the children and young people of Cardiff is a key educational priority. Educational attainment is varied across the City and within the Southern Arc it is particularly low at Key Stage 4.
- Aim 2: To improve the Sufficiency and Suitability of School Places across Cardiff and ensure the provision of a 21st Century School Standard.
- Aim 3: To ensure that Cardiff achieves Best Value from its financial resources to improve the efficiency and cost-effectiveness of the education estate. The Council will ensure it achieves Best Value by investigating the potential for innovative procurement and standardised designs.
- Aim 4: To facilitate the development of Community Focused Schools, for the benefit of the wider community, across Cardiff. When new schools are being constructed, their potential to accommodate a range of community facilities, will be proactively explored and where possible incorporated within the scheme.

In recognition of the current issues specific to KS4 attainment in the Ely and Caerau areas and consistent with the aims set out above, the Council has included a proposal for a new high school in the West to replace Glyn Derw High School and Michaelston Community College within the realigned 21st Century Schools Programme.

Additionally in order to respond to the need to rationalise high school accommodation in the West of the city as part of maximising educational outcomes, the Council Cabinet at its meeting on 17 September approved the transfer of Glyn Derw High School to the Michaelston Community College site from January 2016. The schools will remain as school in their own right but will share the accommodation. The existing Glyn Derw High School buildings are to be demolished.

## **The proposal**

- Close Glyn Derw High School and Michaelston Community College ( the Glyn Derw and Michaelston Federation) from 31 August 2017
- Establish a new replacement 11-18 English-medium community high school to serve the Caerau and Ely areas from 01 September 2017
- To transfer the newly established high school to new build premises on the current Glyn Derw High School site from September 2018

The school would initially be accommodated on the existing Michaelston Community College site before transferring to new build \*standardised design premises on the current Glyn Derw High School site from September 2018. The new school is proposed to be 8FE with scope to be enlarged beyond this should demand require this in the future.

\* A standardised design refers to a predetermined building form, the client (i.e. the Council) effectively buys 'off plan' to a pre designed solution. Contractors are able to minimise costs by reducing the fees spent on design and tendering as they already have a predetermined design and supply chain and also do not have to set aside a significant cost for risk due to the early engagement of the contractor. In-house design fees are also significantly reduced as it does not require a bespoke design.

## **Facilities included in a school**

Any new buildings required in the event of the proposal proceeding to implementation would be equal to/meet Welsh Government Funding conditions such as BREEAM and also be designed in accordance with the Department of Education Building Bulletins which sets out that the following facilities need to be included in any school:

Teaching space: internal and external

Halls, dining area

Learning resource areas

Staff and administration

Storage

Toilets and personal care

Kitchen facilities'



Circulation, plant and internal walls

An indicative layout showing the Glyn Derw High School site and how the site would look can be viewed on line at [www.cardiff.gov.uk](http://www.cardiff.gov.uk) and will be available to view at Glyn Derw High School, Michaelston Community College, Ely and Caerau Children's Centre and Ely and Caerau Community Hub.

# Schools Catchment Area Map



## Existing English-medium Secondary School catchment areas

-  Glyn Derw High School
-  Michaelston Community College

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## **Schools serving the area at present**

The Ely and Caerau area is currently served by two English-medium community secondary schools: Glyn Derw High School and Michaelston Community College.

The following secondary schools also serve the area:

- The Welsh-medium community secondary school serving the area is Ysgol Plasmawr which is located in Fairwater;
- The English-medium Voluntary Aided secondary schools in the area are Mary Immaculate RC High School, located in Wenvoe, and The Bishop of Llandaff CiW High School, located in Llandaff.

There are three special schools in the area – Riverbank School (ages 4-11), Ty Gwyn School (ages 3 – 19) and Woodlands High School (ages 11 – 19). These schools provide SEN specialist provision for the City;

The English-medium community primary schools that are within the catchment areas for Glyn Derw High School and Michaelston Community College are:

- Herbert Thompson Primary School
- Hywel Dda Primary School
- Millbank Primary School
- Pencaerau Primary School
- Trelai Primary School
- Windsor Clive Primary School

The Welsh-medium community primary schools serving the area are:

- Ysgol Coed Y Gof
- Ysgol Nant Caerau

The English-medium Voluntary Aided primary schools serving the area are:

- St Fagan's CW Primary School
- St Francis RC Primary School

The area is also served by an integrated children's centre that includes English-medium and Welsh-medium maintained nursery provision along with childcare, open access play and parent classes:

- Ely and Caerau Children's Centre

## **Why are we proposing the changes?**

One of the key education priorities for children and young people in Cardiff is for a good level of educational attainment. The Council is committed to breaking the link between disadvantage and educational attainment. It firmly believes that a young person's background must never limit their achievements and that all children should receive a good education regardless of where they live in the city.

Both Glyn Derw High School and Michaelston Community College are currently experiencing a number of challenges including poor outcomes, surplus places, significant budget deficits and substandard accommodation for pupils.

## **Outcomes**

GCSE results for pupils at Glyn Derw for 2013/14 saw only 27.3% of pupils achieve grade A-C including English/Welsh and Mathematics, Michaelston results saw only 25.4% of pupils achieve A-C including English/Welsh and Mathematics.

Provisional results for 2014/15 saw 24% of pupils at Glyn Derw High School achieve 5 GCSEs grade A\*-C including English/Welsh and Mathematics and Michaelston results saw 25% of pupils achieve 5 GCSEs grade A\*-C including English/Welsh and Mathematics.

In order to ensure pupils have access to the full breadth of the GCSE curriculum all Year 10 and Year 11 pupils are being taught at the Michaelston Community College site.

Post 16 provision has also been centralised on the Michaelston Community College site to ensure that pupils have access to an appropriate range of options.

Owing to the high levels of Free School Meals entitlement at both Glyn Derw High School and Michaelston Community College both schools are in receipt of additional funding in the form of the Pupil Deprivation Grant (PDG) which is intended to help reduce the impact of poverty on educational attainment.

Additionally both schools are part of the Challenge Wales Cymru initiative launched by the Welsh Government in May 2014 to improve the quality of teaching and learning. As part of the programme schools receive additional resources and expertise to undertake a programme of swift, sustained improvement. A total of 40 schools are taking part in this initiative.

Maintaining both schools does not allow for the full benefits of these programmes to be realised.

Closing both schools and establishing a new replacement high school would allow for the value of additional funding through the PDG and Challenge Wales Cymru programme to be maximised.

## **Budget**

School budgets are primarily funded by formula funding mechanism which uses pupil numbers as its main driver. Any increase or decrease in pupil numbers at individual schools would need to be reflected in the revenue budget of the school.

Between them, the two schools, Glyn Derw High School and Michaelston Community College had a combined surplus of 923 places at September 2014. Pupil projections indicate that both schools will continue to have high levels of surplus places. Based on recent levels of take up this level of surplus has had a significant impact on the funding available to both schools and has contributed to a combined revenue deficit of c£1m across the two schools.

## **School Capacities, Condition and Suitability of School Buildings**

This section sets out the capacities, condition and suitability of the school buildings, existing demand for English-medium secondary school places that serve the Ely and Caerau areas and the projected number of secondary school places.

Table 3 below provides details of school capacities and information regarding the condition and suitability of school buildings.

<b>Table 3: School capacities, condition and suitability</b>				
<b>Name of School</b>	<b>Type of school</b>	<b>* Condition of School Buildings</b>	<b>* Suitability of School Buildings</b>	<b>Capacity (age 11-18)</b>
Glyn Derw High School	English-medium Community	Category C – Poor.	Category C – Poor.	917
Michaelston Community College	English-medium Community	Category B – Satisfactory	Category B - Reasonable	983
Mary Immaculate RC High School	English-medium Voluntary Aided	Category B – Satisfactory	Category A – Good	795
The Bishop of Llandaff CiW High School	English-medium Voluntary Aided	Category B – Satisfactory	Category B - Reasonable	1,085

\* The EC Harris survey - Welsh Government national exercise in 2010.

The physical condition of the Glyn Derw High School premises is poor. Whilst some essential remedial work is being carried out to enable parts of the school to continue to function, disproportionate levels of expenditure would be required to bring the whole school up to modern standards. This is not an environment conducive to quality teaching and is deemed to be having a negative impact on learning and standards.

Accommodation at Michaelston Community College whilst not effectively supporting the delivery of the curriculum in some areas is deemed to be satisfactory.

As set out at page 4, the Council Cabinet has approved the transfer of Glyn Derw High School to the Michaelston Community College site from January 2016. The schools will remain as schools in their own right but will share the accommodation. The existing Glyn Derw High School buildings are to be demolished.

Internal reconfiguration of the accommodation to allow for additional classroom provision is being undertaken to facilitate the transfer of Glyn Derw High School to the Michaelston Community College site.

## **Future demand for places**

### **Meeting projected demand from the population**

In order to calculate the likely demand for school places, trends specific to the established school catchment areas have been used.

Table 4 below illustrates the recent and projected numbers on roll at Glyn Derw High School, Michaelston Community College and faith secondary schools serving the combined catchment area.

School	January 2010	January 2011	January 2012	January 2013	January 2014	January 2015	2015/2016 Projection	2016/2017 Projection	2017/2018 Projection	2018/2019 Projection	2019/2020 Projection	2020/2021 Projection
Michaelston Community College	704	727	703	723	739	597	608	616	633	654	692	728
Glyn Derw High School	644	623	574	542	432	358	441	444	448	455	459	460
Mary Immaculate RC High School	554	541	526	579	621	663	670	700	688	697	738	757
The Bishop of Llandaff CiW High School	1232	1235	1230	1222	1179	1185	1239	1246	1252	1257	1263	1262

Analysis suggests that 8FE should be sufficient up until September 2020. Beyond this it is too early to establish a clear trend.

This period covers that of Band A of 21st Century Schools and thus avoids building capacity that might remain empty and an increased capital cost which could prejudice the chances of funding what is necessary for the foreseeable future.

The proposed reduction in capacity to 8FE, compared to the existing 11.4FE between the separate school sites, is not expected to cause the displacement of pupils to other schools, nor would it allow for an overall increase in the number of pupils able to be admitted. It is therefore anticipated that the proposal would have little or no effect on the number of pupils on roll at schools in the local area.

Although there is no faith based secondary school provision located in Ely or Caerau, some pupils from this area attend faith schools in other areas, including Mary Immaculate RC High School, located in Wenvoe, and The Bishop of Llandaff CiW High School, located in Llandaff.

Admission to these schools is determined by the Governing Body of the individual school. The Bishop of Llandaff CiW High School has been fully subscribed at entry to Year 7 for a number of years, and the take up of places at Mary Immaculate has increased in recent years. Demand for places at each of these schools is projected to continue at similar levels in future years and it is not expected that the proposal will impact upon this.

## How would schools be affected?

The schools directly affected by this proposal are Glyn Derw High School and Michaelston Community College. The schools have been part of The Glyn Derw Michaelston Federation since 2011 and have been working together since that time. Therefore good working relationships have already been established between the schools which should support the change. It is anticipated that the proposal would result in a range of positive benefits as set out at page 15.



## How would other schools be affected?

The proposal would reduce the total number of places available however this is expected to more closely match the future demand for places.

The reduction in its capacity to this size is not expected to cause the displacement of pupils to other schools, nor will it allow for an overall increase in the number of pupils able to be admitted.

It is therefore anticipated that the proposal would have little or no effect on the number of pupils on roll at schools in the local area.

Table 5 below illustrates the number of pupils on roll at schools serving the area and schools in adjacent areas, and the projected numbers of pupils on roll should the proposal proceed as described.

School	Is this school expected to be affected by the proposals?	January 2010	January 2011	January 2012	January 2013	January 2014	January 2015	2015/2016 Projection	2016/2017 Projection	2017/2018 Projection	2018/2019 Projection	2019/2020 Projection	2020/2021 Projection
Michaelston Community College	Yes	704	727	703	723	739	597	608	616	633	654	692	728
Glyn Derw High School	Yes	644	623	574	542	432	358	441	444	448	455	459	460
Mary Immaculate RC High School	No	554	541	526	579	621	663	670	700	688	697	738	757
The Bishop of Llandaff CiW High School	No	1232	1235	1230	1222	1179	1185	1239	1246	1252	1257	1263	1262

The data for each of the above schools represent the projections if the proposals were to proceed. They also represent the projection if no changes were made and school provision remained as at present. Those pupils unable to gain admission to schools due to oversubscription could elect to attend alternative English-medium, Welsh-medium, Faith, private schools or schools outside of Cardiff and for the purpose of clarity are not added to the Numbers on Roll at alternative schools.

The Glyn Derw site is in close proximity to a number of other schools and therefore pick up/drop off times may become more congested in the area.

The Council would work with the Governing Body of the schools to develop a Travel Plan to minimise any potential disruption.

## How would SEN and EAL provision be affected?

A child has special educational needs if he or she has a learning difficulty which requires special educational provision. A learning difficulty means the child has significantly greater difficulty in learning than most children of the same age or that the child has a disability that needs different educational facilities for those that the school generally provides for children.

Neither Glyn Derw High School nor Michaelston Community College have a specialist resource base attached to the school, however the percentage of students needing SEN provision is higher than the LA and Wales average at both schools therefore there is a need for school SEN support as shown in the table below.

Table 6 shows the percentage of FSM, EAL and Minority Ethnic pupils at the affected schools:

<b>Table 6: SEN, FSM, EAL and Minority Ethnic Information</b>					
2014		Glyn Derw High School	Michaelston Community College	LA	Wales
Percentage of SEN Pupils	School Action	18.6%	25.6%	15.1%	14.6%
	School Action Plus	13.3%	19.9%	7.9%	8.1%
	Statemented	2.6%	3.4%	2.9%	2.6%
Percentage of FSM Pupils – 3 year average		38%	43%	20.1%	17.5%
Percentage of EAL Pupils		3.5%	3.2%	9.6%	2.6%
Percentage of Minority Ethnic Pupils		9.8%	13.9%	26.2%	7.9%

\* further information can be found on the website: [mylocalschool.wales.gov.uk](http://mylocalschool.wales.gov.uk).

There is no information available that suggests that the proposals would have a negative effect on SEN provision at the schools and the schools would continue to provide SEN support for pupils. However consideration would need to be given to how any new buildings would facilitate this ongoing requirement.

Furthermore, there is no information available that suggests that the proposals would have a negative effect on provision for any group including those who are from minority Ethnic groups, have EAL needs or in receipt of free school meals and the schools would continue to provide support as appropriate in line with individual needs for all pupils

The school will continue to provide SEN support for pupils from both Michaelston Community College and Glyn Derw High School.

## **Ely and Caerau Childrens Centre**

The Ely and Caerau Children’s Centre provides integrated education, family support and health services for children aged eight weeks to five years. The Centre is sited on part of the Michaelston Community College site. In the event of the proposal being progressed to implementation the disposal of the Michaelston Community College site would need to take the continued operating requirements of the centre into consideration e.g. appropriate access, parking etc.

## **Quality and Standards**

The Council works closely with the governing bodies of schools to ensure that standards in schools are high, that teaching is good and that leadership and governance is strong. The

Council works closely with two organisations in order to monitor the performance of schools and to support school improvement.

Estyn is the office of Her Majesty's Chief Inspector of Education and Training in Wales. It is a Crown body, established under the Education Act 1992. Estyn is independent of the National Assembly for Wales but receives its funding from the Welsh Government under Section 104 of the Government of Wales Act 1998. Estyn inspects quality and standards in education and training providers in Wales.

Central South Consortium Joint Education Service (CSCJES) was established in September 2012. The Local Authority has commissioned the Consortium to support and challenge schools in Cardiff.

When proposing changes of this type to schools Local Authorities are required to refer to the most recent Estyn reports, other evidence derived from performance monitoring and any other information available on a school's effectiveness.

They must also demonstrate the likely impact of the proposals on the quality of:

- outcomes (standards and wellbeing);
- provision (learning experiences, teaching, care support and guidance, and learning environment);and
- leadership and management (leadership, improving quality, partnership working and resource management).

## **Estyn**

Schools are inspected as part of a national programme of school inspection. The purpose of an inspection is to identify good features and shortcomings in schools in order that they may improve the quality of education offered and raise standards achieved by their pupils (Estyn).

The relevant Estyn Inspection reports provide grades against Key Questions and provide schools with recommendations for improvement.

Estyn inspection reports after September 2010 provide judgements against Key Questions and provide schools with recommendations for improvement.

Each Key Question is provided with a judgement:

Excellent - Many strengths, including significant examples of sector-leading practice

Good - Many strengths and no important areas requiring significant improvement

Adequate - Strengths outweigh areas for improvement

Unsatisfactory - Important areas for improvement outweigh strengths

In 2011 Estyn described outcomes for learners at Glyn Derw as unsatisfactory and outcomes for learners at Michaelston Community College as adequate.

A follow up visit to Glyn Derw High School in January 2013 judged the school to have made sufficient progress in relation to the recommendations following the core inspection in November 2011 and as a result the school was removed from any further follow-up activity.

A follow up visit to Michaelston Community College in February 2013 judged the school to have made good progress in respect of the key issues for action and the school was removed from the list of schools requiring Estyn monitoring.

Table 7 below shows Estyn judgements and recommendations.

<b>Table 7: Estyn judgements and recommendations</b>		
	<b>Glyn Derw High School Estyn Report November 2011</b>	<b>Michaelston Community College Estyn Report November 2011</b>
<b>Key Questions</b>	<b>Judgement</b>	<b>Judgement</b>
<b>Key Question 1: How good are the outcomes?</b>	<b>Unsatisfactory</b>	<b>Adequate</b>
Standards	Unsatisfactory	Adequate
Wellbeing	Adequate	Adequate
<b>Key Question 2: How good is provision?</b>	<b>Adequate</b>	<b>Adequate</b>
Learning experiences	Adequate	Adequate
Teaching	Adequate	Adequate
Care, support and guidance	Adequate	Good
Learning environment	Unsatisfactory	Good
<b>Key Question 3: How good are leadership and management?</b>	<b>Adequate</b>	<b>Adequate</b>
Leadership	Adequate	Good
Improving quality	Adequate	Adequate
Partnership working	Adequate	Good
Resource management	Unsatisfactory	Adequate
<b>Recommendations</b>		
R1	Raise standards in all subjects at key stage 4 and the attainment of boys and more able pupils at key stage 3 and key stage 4;	Raise standards at key stage 3 and key stage 4, ensuring greater consistency between the performance of subjects;;
R2	Improve attendance;	Improve attendance;
R3	Strengthen provision to develop pupils' skills, particularly in literacy and numeracy;	Strengthen provision to develop pupils' skills, particularly numeracy and higher-order literacy skills;
R4	Improve the quality of teaching and focus particularly on increasing the progress pupils make during lessons;	Improve the quality of teaching, focussing particularly on challenging higher ability pupils within the group;

R5	Develop the role of the governing body so that they meet all statutory requirements;	Improve standards in Welsh second language and ensure that all pupils are entered for a recognised qualification that matches their ability.
R6	Strengthen the role and voice of the school council and elect associate pupil governors.	

## Welsh Government categorisation of schools

In January 2015 the Welsh Government introduced a new categorisation system that considered each school's standards alongside the school's capacity to improve so as to understand the level of support that organisations such as CSC need to give each school in order that they achieve their targets.

The categorisation system is described in table 8 below:

Category	What the category means
Green	A highly effective school which is well run, has a strong leadership and is clear about its priorities for improvement.
Yellow	An effective school which is already doing well and knows the areas it needs to improve.
Amber	A School in need of improvement which needs help to identify the steps to improve or to make change happen more quickly.
Red	A school in need of greatest improvement and will receive immediate, intensive support.

To determine the colour coded category as explained in the table above, schools are placed in one of four groups for standards (1-4) and for bringing about improvement (A-D) with one being the highest grouping for standards and A being the highest for improvement capacity.

The latest categorisation from the Welsh Government (January 2015) has placed both Glyn Derw High School and Michaelston Community College in the Red Support Category.

## Standards

The Council's aim is to provide sufficient good quality places to a 21st Century School standard across the city. All children and young people in Cardiff should be educated in environments that are fit for purpose, in the right place and that are the appropriate size to enable the effective delivery of first class education, improve the sufficiency and suitability of school places across Cardiff and ensure the provision of a 21st Century School Standard.

The Council has in place policies to support school improvement e.g. 'High Achievement for All' and 'Achievement for Inclusion'. It is working to respond to the key principles of the 'School Effectiveness Framework' to secure better learning outcomes and well-being for all children including those at the existing schools which form part of these proposals and any new schools established subsequently.

## **Provision**

The proposal will provide the opportunity to invest in providing high quality, modern facilities which would be able to support the delivery of a broad and balanced curriculum.

## **Leadership and Governance**

The Council will work with the leadership of any new school to develop a rigorous whole school approach to improvement planning and secure good relationships with parents and other partners in order to ensure pupils receive a high quality education.

Careful planning will take place during the proposed period of change to avoid any risk of distraction or disruption to leadership and governance that could impact on educational outcomes.

The LA has no information to suggest that the Quality and Standards of the existing schools would be negatively affected by the proposals. The expectation would be that investment in new school facilities would add value and have the potential to better support delivery of relevant curriculums and children's learning experiences.

## **What are the educational benefits of these proposals?**

The proposal would continue to build on the benefits realised through the federation and would provide opportunities to:

- Provide 21st Century new build facilities that would support the delivery of a broad and balanced curriculum.
- Further streamline policies and structures
- Share good practice, preparation materials and resources
- Enhance opportunities for staff professional development
- Improve staff morale/decrease staff absence
- Improve social opportunities for pupils
- Maximise resources and professional expertise
- Support efficiency by providing an economy of scale for undertaking key activities
- Promote the broader welfare of pupils by offering potential for bringing together pastoral and other services to meet their all-round needs
- Support school improvement
- Enhance opportunities for pupil activities and the provision of a broad and balanced curriculum.
- Maximise the benefits accrued from National initiatives
- Foster a natural progression from school through to post 16 provision
- Support more effective teaching and learning.

Furthermore engaging with one school parent community in a consistent way is anticipated to contribute toward improving outcomes and raising standards.

## Potential disadvantages of these proposals

Potential increased traffic congestion around the existing Glyn Derw High School site at the start/end of the school day. However the Council would work with the Governing Body of the school to develop a Travel Plan to minimise any potential disruption.

The proposal would result in longer travel distances for some pupils particularly those of the edge of the Michaelston Community College catchment area.

The overall capacity for availability of school places in the Ely and Caerau area will reduce.

## Risks associated with these proposals

The Council must consider the risk that population distributions and the requirement for places does not follow the projected trend, and that demand could diverge from anticipated levels. The Council must therefore keep its projections under review and respond to any such changes in demand accordingly.

There is a possibility of development constraints not yet identified becoming apparent and having both a cost and delay implications. Site surveys and geo-technic reports would provide further information around this and inform management strategies.

There is a risk that upon progressing the option of a standardised design, it emerges that the approach is not suitable. Further work around this option would help to identify any potential issues and inform management strategies.

The proposal may not be achievable if Welsh Government capital funding is not secured at the business case stage.

If the Council were not successful in achieving this funding from the Welsh Government then the Council would be fully responsible for all costs relating to the proposal. In these circumstances, it would be necessary to review investment options to ensure the delivery of sufficient school places.

## Alternatives Considered

Details of the alternative options considered are set out below:

**Close Glyn Derw High School and Michaelston Community College and establish a replacement new build school on the existing Michaelston Community site (phased move to the new school)**

This is not considered to be a viable option as:

- The capital receipt from the sale of the Michaelston Community College site is required in order to part fund the new build school.
- No alternative funding streams of sufficient value are available.
- Drainage issues with the playing fields restrict usage and alternative options would need to be explored. Existing challenges in the delivery of the PE curriculum would be compounded.
- It would result in the loss of opportunity to consider the development of campus arrangements whereby other schools e.g. Woodlands Special School could benefit from enhanced facilities at any new school on the Glyn Derw High School site.
- It would result in the loss of opportunity to consider federation arrangements between schools adjacent to the current Glyn Derw High School site.



- It would result in disruption on site during any build programme.

## **Close Glyn Derw High School and Michaelston Community College and establish a replacement new school which would be accommodated in refurbished existing Michaelston Community College buildings**

This is not considered a viable option as:

- The capital receipt from the sale of the Michaelston Community College site is required in order to finance the new build school.
- No alternative funding streams of sufficient value are available.
- Drainage issues with the playing fields restrict usage and alternative options would need to be explored. Existing challenges in the delivery of the PE curriculum would be compounded.
- It would result in the loss of opportunity to consider the development of campus arrangements whereby other schools e.g. Woodlands could potentially benefit from enhanced facilities at any new school on the Glyn Derw site.
- It would result in the loss of opportunity to consider federation arrangements between schools adjacent to the current Glyn Derw site.
- It would result in disruption on site during any build programme.
- There is an expectation that a new school build will be delivered and refurbishment/adaptation of existing premises is not likely to meet this expectation.

## **Admissions and catchment area arrangements**

There are no plans to change the Council's policy on the admission of children to schools as a result of these proposals.

The statutory processes required to establish any new provision could be completed by September 2017 and these would therefore enable the admission of pupils from this date. Consultation on changes to admission arrangements including catchment areas would take place in the prescribed timescale and be completed by 1 March 2016, in accordance with the School Admission Code.

It is proposed that the new school will incorporate the existing catchment areas of both Glyn Derw High School and Michaelston Community College.

Detailed information regarding admission arrangements is contained in the Council's Admission to Schools booklet and this information can also be viewed on the Council's website ([www.cardiff.gov.uk](http://www.cardiff.gov.uk)).

## **Financial Matters**

The realigned 21st Century Schools Programme totalling £167.6 million was approved by Cabinet in March and submitted to Welsh Government. Welsh Government subsequently approved in-principle a slightly reduced programme of £164.1 million. Within this re-aligned programme is a budget of £36.4 million for a project to deliver a High School in the West of Cardiff. At this stage this project has in-principle approval only and will be subject to full Business Case approval as any scheme progress.

The 21st Century Schools Programme is funded 50/50 by Welsh Government and Cardiff Council. The Council funded element of a project to deliver a High School in the west of Cardiff would require the achievement of a significant Capital Receipt as part of this project in order to make the project affordable with the remainder funded by prudential borrowing. There are no alternative

resources available to fund this project and given the timeframe of this project which falls at the end of the Band A 21st Century Schools programme there is unlikely to be any opportunity to re-allocate resources from other projects within the current programme as the authority will already be committed to the other projects in the programme.

Initial advice from the Council's valuers suggests that the indicative capital receipt from the sale of the Michaelston Community College site would be sufficient to make the High School in the West project affordable as per the option recommended to be consulted upon in this paper. A more robust valuation will be required if the approach recommended in this paper is approved by Cabinet.

Further advice from the Council's valuers suggests that the sale of the Glyn Derw site would not generate a Capital receipt of sufficient value to make the other two project options in this paper affordable without significant additional prudential borrowing by the Authority.

Additional prudential borrowing of the scale required to make any such option affordable would have an extremely detrimental impact on the SOP reserve balance taking the reserve balance well below the minimum threshold of £1.5m over the life of the programme which was identified in the Re-aligned 21st Century School Cabinet Report of 19<sup>th</sup> March 2015. Therefore within the constraints of the Re-aligned 21st Century Schools Programme and associated affordability criteria identified by the Cabinet report in March 2015, the options in this paper which retain the Michaelston site and seek to sell the Glyn Derw site would be unviable from a financial perspective.

As at 31<sup>st</sup> March 2015 the combined budget deficit of the two schools was £1.177 million. It is anticipated that this position will deteriorate further for the year 2015/16 mainly as a result of the two schools operating at low pupil number levels. The opportunities arising from the two schools operating from one site will provide a basis for the financial position to be stabilised so that no further increase is made to the deficit as of 31 March 2016. It is currently anticipated that this will be funded from the SOP reserve, with any mitigation or improvement of the position in the intervening period having a beneficial effect on the anticipated SOP reserve balance and the affordability of the wider 21st Century Schools Programme.

## **Human Resources Matters**

A Human Resources Framework has been produced in consultation with key stakeholders including head teachers, governors, representatives of the diocesan authorities and the trade unions. It provides the basis for managing the human resources issues associated with School Organisation Planning and its purpose is to support governing bodies and staff working in schools, through a variety of strategies and with the ultimate aim of minimising compulsory redundancies across schools in Cardiff. This is currently undergoing a review to ensure that the Framework is in line with the realigned 21st Century Schools Programme and the human resource implications which this may present.

In the period leading up to the school closure the Council will work with the Federation Headteacher and governing body to ensure that staff continue to be supported and motivated during what may be a potentially difficult situation. Full consultation with staff and trade unions will need to begin immediately following the outcome of this report. A school closure places school staff at a potential risk of redundancy and this will need to be managed in line with the School Redeployment and Redundancy Policy which has been adopted by the Federated Governing Body. During a period of suspended delegated budget, HR People Services will continue to provide extensive support to the Governing Body in relation to all staffing and human resource matters.

A key aspiration for the Council is to achieve staff reductions as far as possible through redeployment rather than voluntary or compulsory means. Therefore the Council is committed to maximising opportunities for school staff to secure employment in other schools in Cardiff, and in particular, in the new school which is established as a result of the agreed proposals. Under the Staffing of Maintained Schools (Wales) Regulations 2006 the Temporary Governing Body of a new school is responsible for the appointment of staff. The Council will advocate that the new temporary governing body operates a ring-fenced recruitment process which is ring-fenced to those staff affected by the school closures.

The first matter which the Temporary Governing Body must consider is the new school's leadership arrangements and the structure of the staff within the school. Timely creation of the Temporary Governing Body is crucial to this. Whilst the Staffing of Maintained Schools (Wales) Regulations 2006, as amended, allow for ring fenced recruitment to Headteacher and Deputy Headteacher posts in school reorganisation situations, the Council will urge the Temporary Governing Body to advertise nationally for both Headteacher and Deputy Headteacher positions and to put in place a robust recruitment process to appoint high quality leadership. HR People Services will work with the Temporary Governing Body to support the recruitment process.

Full support will be offered to the school staff and Governing Body by HR People Services throughout the reorganisation, this will involve attendance at consultation meetings, meetings with school staff where appropriate and the circulation of a Frequently Asked Questions document.

## **Transport Matters**

Traffic and transport implications will be considered as part of the Transport Assessment that would be required in order to achieve planning consent for building works should the proposals be implemented.

## **Learner Travel Arrangements**

Under this proposal there are no plans to change the Council's policy on the transport of children to and from schools.

All addresses within the catchment areas of Glyn Derw High School or Michaelston Community College are within 3 miles of either site, and therefore no pupils resident in the catchment area of either school wishing to attend an English-medium community secondary school would qualify for free home to school transport. This is only provided for secondary age pupils who live three or more miles from the nearest appropriate catchment area school.

For those living very close to the Michaelston Community College site, the walk to the Glyn Derw High School site will be approximately 2.1 miles (distance from Michaelston Community College to Glyn Derw High School) and will take approximately 45 minutes. The area is served by a regular bus service, with several buses (operated by Cardiff Bus) running from bus stops close to both the Michaelston Community College site and the existing Glyn Derw High School site.

Cardiff Council School Transport section would be able to provide families with advice on safe walking routes to school based on individual home addresses.

If specific pupils were experiencing difficulties in attending school they would be referred by the school to the School Attendance Officer who would support the pupil and their family in adapting to a new routine and in finding ways to successfully get to and from the school site each day.

The Council's transport policy for school children can be viewed on the Council's website ([www.cardiff.gov.uk](http://www.cardiff.gov.uk)).

## **Impact of the proposal on the Welsh Language**

It is not anticipated that there will be any negative impact on the Welsh Language as a result of these proposals.

This proposal does not seek to change the number of Welsh-medium high school places available for the area.

Officers are monitoring birth rates, the proposed housing developments and the patterns of take up in Welsh-medium provision at primary and secondary age with a view to bringing forward appropriate plans to meet any increased demand.

## **Equality Impact Assessment**

An Initial Equality Impact Assessment has been carried out and concluded that these proposals would not adversely affect a particular group in society. This assessment will be reviewed following consultation. If the proposal were to proceed, further equality impact assessments would be undertaken including an assessment on the design for any adaption of Michaelston Community College.

## **Sustainability Matters**

A Strategic Environmental Assessment (SEA) of the proposal has been carried out in accordance with European Legislation. The assessment confirms that the proposal is compatible with the environmental objectives identified in the SEA of Cardiff's 21st Century: A Strategic Framework for a School Building Improvement Programme. If the proposals were to proceed, an environmental assessment would be carried out as part of the planning process.

## **Considering Community Impact**

There is a need to improve educational outcomes for children in this area of the city without impacting adversely on the community. The potential to accommodate a range of community facilities will be proactively explored and where possible incorporated within any new build school.

The following are taken into account when considering a proposal: Public Open Space, parkland, noise and traffic congestion. Officers will work with the schools and any community groups to ensure that should the proposal proceed negative impacts would be avoided wherever possible.

There are sport facilities located on the Michaelston Community College site which are for use by the community. Feedback during the consultation will inform whether these facilities are retained on the current site or whether they would be better provided as part of the new high school facilities on the Glyn Derw High School site.

## **What happens next?**

### **Key Dates**

The feedback from this consultation will be collated and summarised, and a report presented to the Council's Cabinet. This consultation report will be available for all persons to view on the

Council website and copies can be obtained on request by using the contact details in this document.

There are a number of further stages that the Council would have to go through before a final decision is made by the Council.

These stages are set out in Table 9 below:

<b>Statutory Process</b>	<b>Timescale</b>
Consultation Period	12 October – 23 November 2015
Consultation report considered by the Council Cabinet and published on the Council website	December 2015
Subject to approval statutory notice issues during which time formal written objections can be made	January 2016
Determination by the Council's Cabinet	March 2016
Objection report published on the Council's website and notification of Cabinet's decision	March 2016

The proposed timetable may be subject to change

## **Consultation period**

The consultation period for these proposals starts on 12 October 2015 and ends on 23 November 2015. See page 23 for further details of how to respond and make your views known.

Within 13 weeks of 23 November 2015 a consultation report will be published on the City of Cardiff Council website. Hard copies of the report will also be available on request. The report will summarise the issues raised by consultees during the consultation period and provide the Council's response to these issues. The report will also contain Estyn's view of the proposals.

The Council's Cabinet will consider the consultation report and decide whether or not to proceed with the proposals.

If the Cabinet decides to continue with the proposals the City of Cardiff Council must publish a statutory notice.

## **Statutory Notice**

The statutory notice would be published on the City of Cardiff Council website and posted at or near the main entrance to the schools/sites subject to the notice. Copies of the notice would be made available to schools identified in the notice to distribute to pupils, parents, guardians, and staff members (the school may also distribute the notice by email). The notice sets out the details of the proposals and invites anyone who wishes to object to do so in writing within the period specified.

## **Determination of the proposals**

The City of Cardiff Council Cabinet will determine the proposals. Cabinet may decide to approve, reject or approve the proposals with modifications. In doing so, Cabinet will take into account any statutory objections that it has received.

## Decision Notification

Following determination of proposals all interested parties will be informed of the decision which will be published electronically on the City of Cardiff Council's website.

## Frequently Asked Questions

- **Would the proposal have an impact on the Governing Body?**

If Glyn Derw High School and Michaelston Community College were to close the existing Governing Body would cease to exist. A temporary governing body would be established for any new school following the publication of a statutory notice. A range of stakeholders would be represented on the temporary governing body, including parents, teachers, non teaching staff, Local Authority representatives and community partners. Any new school would require the established of a new Governing Body.

- **Would the proposal affect the Ely and Caerau Children's Centre?**

The Ely and Caerau Children's Centre would remain at its existing site.

- **What would the uniform be?**

Any changes to school uniform would be decided upon by the Governing Body of the school.

# CONSULTATION RESPONSE FORM (Secondary school provision in the West of Cardiff 2015)

Your views matter, please tell us what you think about the proposal by:

Completing and returning the accompanying questionnaire to the address given at the bottom of the form.

Completing the on line response form at [www.cardiff.gov.uk/21stcenturyschools](http://www.cardiff.gov.uk/21stcenturyschools)

Or if you prefer you can e-mail your views to: [schoolresponses@cardiff.gov.uk](mailto:schoolresponses@cardiff.gov.uk)

**Please note that all comments sent in writing or by e-mail must contain the full name and full postal address of the person making the comments.**

**The closing date for responses to this consultation is 23 November 2015. Unfortunately no responses received after this date can be considered by the Council.**

Consultation responses will **not** be counted as objections to the proposals. Objections could only be registered following publication of a **statutory notice**.

Any responses received can be requested under the Freedom of Information Act and may have to be made public, however any information that would identify an individual such as name, email address and address would be removed.

Your name: .....  
Address:.....  
Postcode:.....

Email Address: .....

Date:.....

Please tell us whether you are responding as:

- 1. Parent
- 2. Pupil
- 3. Governor
- 4. Member of Staff
- 5. Local resident
- 6. Other (please specify)

.....

Do you support the proposal to close Glyn Derw High School and Michaelston Community College and establish a new replacement 11-18 community high school from September 2017?

Yes  No



Do you support the proposal to transfer the new established high school to new build premises on the current Glyn Derw High School site from September 2018?

Yes

No

If you do not support the proposal, please give your reasons together with any changes or alternatives that you would like to suggest.

Do you wish to make any other comments?

Thank you for your comments

Please tick the box below if you wish to be notified of publication of the consultation report

Please return this form to the School Organisation Planning Team, Room 219, County Hall, CF10 4UW by 23 November 2015.

This document is about changes proposed to schools in your area. You have been sent this document for you to find out more about this proposal and for you to give your views. Please tick this box if you require this information in your language and write your name, address and telephone number in English or Welsh in the large box at the bottom of the form. Please return this form to the address at the top of the form.

FR	<input type="checkbox"/>	Ce document est sur les changements proposés dans les écoles de votre région. Vous avez été envoyé ce document pour que vous vous renseigniez d'avantage au sujet de la proposition et pour vous de donner votre opinion. Veuillez cocher cette case si vous avez besoin de cette information dans votre langue et écrire votre nom, l'adresse et numéro de téléphone en Anglais ou en Welsh/Gallois dans la grande case au bas de ce formulaire. S'il vous plait, retourner ce formulaire à l'adresse indiquée au début de ce formulaire.
CN	<input type="checkbox"/>	這份文件是關於您所在地區附近學校更改的提議。該文件已發送給您， 讓您更加了解這些提議，並讓你提出你的意見。 如果您需要了解這些用你的母語翻譯的信息，請勾選此框。 在表格末的大框格里，用英語或威爾士語寫你的姓名，地址和電話號碼。並請將本表格寄回該表格頂部的地址。
SM	<input type="checkbox"/>	Warqadani waxay ku saabsantahay aragtida is bedel la doonaayo in lagu sameeyo iskuulada xaafada. Fadlan hadaad u baahantahay faahfaahin ku qoran afkaaga hooyo ,hoos calaamadee. Magacaaga,adireeskaaga, iyo telefonkaagaba ku qor afka ingiriisiga , AMA welshka. Dibna igu soo dir foomka , adireeska kor ku qoran
PL	<input type="checkbox"/>	Dokument ten dotyczy proponowanych zmian w szkołach w Pańskiej okolicy. Wysłano go po to, by mogli się Państwo dowiedzieć więcej na temat projektu oraz wyrazić swoją opinię. Proszę zaznaczyć to okienko, jeżeli potrzebują Państwo owych informacji w języku ojczystym oraz proszę podać imię, nazwisko, adres i numer telefonu po angielsku lub walijsku w dużym okienku na dole formularza. Proszę zwrócić formularz na adres <u>podany na górze</u> .
CZ	<input type="checkbox"/>	Tento dokument se týká změn, které byly navrženy školám ve vašem okrsku. Dokument vám byl zaslán, abyste se dozvěděli více o tomto návrhu a abyste měli možnost vyjádřit své názory. Prosím zaškrtněte toto políčko, pokud potřebujete tuto informaci ve vašem jazyce a napište svoje jméno, adresu a telefonní číslo v anglickém nebo velšském jazyce do velkého políčka, které je v dolní části tohoto formuláře. Prosím zašlete tento formulář zpět na adresu, která je poskytnuta v horní části tohoto formuláře.
AR	<input type="checkbox"/>	هذه الوثيقة بخصوص بعض التغييرات المقترحة على المدارس في منطقتك . و لقد أرسلنا هذه الوثيقة إليك لكي تعلم و تتعرف على هذه المقترحات ثم تبدي رأيك فيها. من فضلك ضع علامة على هذا المربع إذا كنت تحتاج معرفة هذه المعلومات مترجمة الى لغتك الأصلية ، ثم اكتب أسمك ، و عنوانك ، و رقم هاتفك باللغة الإنجليزية أو لغة الويلش في المربع الكبير الموجود بأسفل هذه الورقة . من فضلك أرسل هذه الورقة الى العنوان الموجود في أعلى هذه الورقة.
HD	<input type="checkbox"/>	यह दस्तावीज़ आपके क्षेत्र में स्कूलों के लिए प्रस्तावित परिवर्तनों के बारे में हैं। आपको यह दस्ताविज़ इस प्रस्ताव के बारे में और अधिक जानकारी देने के लिए और इसके बारे में आप आपने विचार देने के लिए भेजा गया हैं। अगर आपको आपनी भाषा में इस जानकारी की अवश्यकता हैं तो कृपया इस बॉक्स में टिक करे, और फॉर्म के ताल पर बड़े बॉक्स में अंग्रेजी या वेल्श में अपना नाम, पता और टेलिफोने नंबर लिखे। कृपया इस फार्म को उपर दिए गए पते पर वापस भेजे।

Please return this form to **Room 219, County Hall, Atlantic Wharf, Cardiff CF10 4UW** by  
**28 OCTOBER 2015**

DR	<input type="checkbox"/>	این اطلاعات راجب عوض شدن برنامه در مکتب ہا در این منطقه است. این اطلاعات برای شما روان شدہ است کہ شما بیشتر راجب این موضع بفہمید و نظر خود را بگویید. این چارخانہ را علامت بزنید اگر می خواهید این اطلاعات در زبان خودتان باشد. اسم و ادرس و تلفن نمبر خود را در انگلیسی یا در ولسی در داخل چار خانہ کلن کہ در پایان این فورم است نوشتہ کنید. خواہش یس این فورم را در ادرس کہ در بالا فورم نوشتہ است روان کنید.
GJ	<input type="checkbox"/>	આ દસ્તાવેજ તમારાં વિસ્તારની શાળાઓના દરખાસ્ત થયેલ ફેરફારો બારામાં છે. આ દસ્તાવેજ તમને દરખાસ્ત બાબત વધુ માહિતી મેળવવાં ને તમારાં અભિપ્રાયો આપવા માટે મોકલાયેલ છે. મહેરબાની કરી આ માહિતી તમને તમારી ભાષામાં જોઈએ તો આ ખાનું ભરી દર્શાવો ને તમારું નામ, સરનામું ને ટેલીફોન નંબર અંગ્રેજી કે વેલ્શમાં પત્રકના છેવાડે મોટાં ખાનામાં લખો. મહેરબાની કરી આ પત્રક મથાળે આપેલ સરનામે પરત કરશો.
KD	<input type="checkbox"/>	نه م نامہ یہ دہ ربارہ ی نہ و گورانکارپانہ یہ کہ پیشنیار کراون بو فوتابخانہ کانی ناو چہ کہ ت نہ م نامہ یہ ت بو دہ نیرین بو نہ وہ ی ناگداری نہ و پیشنیار انہ ت بکہ یں و بو چونی خوتمان بو روون بکہ پتہ و ہ . تکایہ نہ و چوار گوشہ ب چوکہ دہ ستیشان بکہ نہ گہ ر دہ تہ ویت کویبہ کہ لہ م زانیارنہ بہ زمانی خوت بو بنیرین. ناوی خوت و نہ درہ سہ کہ ت و زمارہ ی تہ لہ فونہ کہ ت بہ ننگلیزی یان بہ ویلزی لہ و چوار گوشہ گہ ورہ یہ ی خوارہ وہ ی نہ م لا پہ رہ یہ بنوسہ . تکلیہ نہ م لا پہ رہ بنیرہ بو نہ و نہ درہ سہ ی لہ سہ روی نہ م لا پہ رہ نوسراوہ
PJ	<input type="checkbox"/>	ਇਹ ਦਸਤਾਵੇਜ਼ ਆਪ ਜੀ ਦੇ ਇਲਾਕੇ ਦੇ ਸਕੂਲਾਂ ਵਿੱਚ ਆਉਣ ਵਾਲੇ ਪ੍ਰਸਤਾਵ ਉਪਰ ਹੈ। ਇਹ ਦਸਤਾਵੇਜ਼ ਆਪ ਦੀ ਇਨ੍ਹਾਂ ਪ੍ਰਸਤਾਵਾਂ ਉਪਰ ਹੋਰ ਜਾਣਕਾਰੀ ਵਧਾਉਣ ਅਤੇ ਆਪ ਦੇ ਸੁਝਾਵ ਲੈਣ ਲਈ ਭੇਜਿਆ ਗਿਆ ਹੈ। ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਹ ਜਾਣਕਾਰੀ ਅਪਣੀ ਭਾਸ਼ਾ ਵਿੱਚ ਚਾਹਿਦੀ ਹੈ ਤਾਂ ਇਸ ਖਾਨੇ ਵਿੱਚ ਟਿੱਕ ਕਰੋ ਅਤੇ ਅਪਣਾਂ ਨਾਂ, ਪਤਾ ਅਤੇ ਟੈਲੀਫੋਨ ਨੰਬਰ ਇੰਗਲਿਸ਼ ਜਾਂ ਵੈਲਸ਼ ਵਿੱਚ ਫਾਰਮ ਦੇ ਨਿੱਚੇ ਬੱਠੇ ਵੱਖ ਖਾਨੇ ਵਿੱਚ ਲਿਖੋ। ਕਿਰਪਾ ਕਰਕੇ ਇਹ ਫਾਰਮ ਉਪਰ ਦਿੱਤੇ ਪਤੇ ਤੇ ਵਾਪਸ ਕਰੋ।
UD	<input type="checkbox"/>	یہ دستاویز آپ کے علاقے میں سکولوں کی تجویز تہدیلیوں کے بارہ میں ہے۔ آپ کو یہ دستاویز اس لیے لیے بھیجی جارہی ہے تاکہ آپ اس تجویز کے بارہ میں مزید جان سکیں اور اپنی رائے سے آگاہ کریں۔ اگر آپ کو یہ معلومات اپنی زبان میں چاہیے تو برائے مہربانی اس خانے میں نشان لگادیں اور اپنا نام، پتہ اور فون نمبر انگریزی یا ویلش زبان میں اس فارم میں چھپدے گئے بڑے خانے میں لکھ دیں۔ مہربانی فرما کر یہ فارم اوپر دیے گئے پتہ پر واپس بھیجوا دیں۔
BG	<input type="checkbox"/>	ইহা আপনার এলাকার স্কুলগুলিতে পরিবর্তন সম্বন্ধে প্রস্তাবিত একটি ডকিউমেন্ট। এই ডকিউমেন্টটি আপনাকে পাঠানো হয়েছে আপনার অবগতি এবং আপনার মতামত জানার জন্য। যদি এই তথ্যটি আপনার ভাষায় পেতে চান তবে দয়াকরে এই বাজেট টিক দিন এবং আপনার নাম, ঠিকানা ও টেলিফোন নাম্বার ওয়েলশ অথবা ইংরেজীতে এই ফর্মের নিচের বড় বাজের মধ্যে লিখুন। দয়াকরে ফর্মের উপরে লিখিত ঠিকানায় এই ফর্মটি ফেরৎ পাঠিয়ে দিন।

✉	Name:
	Address:
☎	Phone:



**Schools Programme  
Record of  
Pupils Meeting  
Millbank Primary School  
16.11.2015  
1:30pm – 2:30pm**

**Present:**

Rachel Willis (Project Officer), Brett Andrewartha (Project Officer).

*Please note: The following is not a transcript but a contemporaneous note of the meeting.*

No	Heading	Action
1.	<b>Presentation</b>	
	<p><b>Meeting with year 6 pupils</b></p> <p>RW and BA opened the meeting, introduced themselves as Council Officers and welcomed everyone to the meeting.</p> <p>RW and BA ran through a short PowerPoint presentation on the following proposal for secondary school provision in the West of Cardiff:</p> <ul style="list-style-type: none"> <li>• Close Glyn Derw High School and Michaelston Community College ( the Glyn Derw and Michaelston Federation) from 31 August 2017</li> <li>• Establish a new replacement 11-18 community high school to serve the Caerau and Ely areas from 01 September 2017</li> <li>• To transfer the newly established high school to new build premises on the current Glyn Derw High School site from September 2018</li> </ul>	
2.	<b>Comments</b>	
	<p>Following the presentation officers answered questions and discussed the pupils' likes and dislikes of the proposal. Their responses were recorded using post it notes and stickers.</p> <p>Pupils <b>liked the proposal</b> as it might mean easier to manage, good to have one big school community, good for communities to socialise, easier to make friends, nice new/different colour school uniform, more opportunities for learning/post 16 opportunities, fresh start/new reputation, more after school activities, a better school, brand new building, MUGA &amp; sports facilities, outdoor play equipment, want a really good canteen, quiet place, separation of year groups. The issues which received the most stickers from pupils (and were therefore the most popular) were, in descending order :</p>	

No	Heading	Action
	<ol style="list-style-type: none"> <li>1. One big school community</li> <li>2. Post 16 opportunities/more opportunities for learning &amp; MUGA/outdoor play &amp; sports facilities (joint 2<sup>nd</sup>)</li> <li>3. Nice new uniform</li> </ol> <p>Pupils <b>disliked the proposal</b> as it might mean there is not enough parking, more traffic, traffic causing lateness, too crowded, more bullying, building layout and design concerns, problems with moving schools, will the school be big enough, might get lost in school. The issues which received the most stickers from pupils (and were therefore the most popular) were, in descending order:</p> <ol style="list-style-type: none"> <li>1. More traffic/traffic causing lateness</li> <li>2. More bullying</li> <li>3. Too crowded</li> </ol> <p>Following the interactive exercise above, officers then explained that their responses will form part of the cabinet report for responses from the consultation.</p>	



Schools Programme  
Record of  
Pupils Meeting  
Herbert Thompson Primary School  
19.11.2015  
1:30pm – 2:30pm



**Present:**

Ian Warburton (Project Officer), Rosalie Phillips (Project Officer).

*Please note: The following is not a transcript but a contemporaneous note of the meeting.*

No	Heading	Action
1.	<b>Presentation</b>	
	<b>Meeting with year 6 pupils</b>  IW and RP opened the meeting, introduced themselves as Council Officers and welcomed everyone to the meeting.  RP ran through a short PowerPoint presentation on the following proposal for secondary school provision in the West of Cardiff: <ul style="list-style-type: none"><li>• Close Glyn Derw High School and Michaelston Community College ( the Glyn Derw and Michaelston Federation) from 31 August 2017</li><li>• Establish a new replacement 11-18 community high school to serve the Caerau and Ely areas from 01 September 2017</li><li>• To transfer the newly established high school to new build premises on the current Glyn Derw High School site from September 2018</li></ul>	
2.	<b>Comments</b>	
	Following the presentation officers answered questions and discussed the pupils' likes and dislikes of the proposal. Their responses were recorded using post it notes and stickers.  Pupils <b>liked the proposal</b> as it might mean a bigger pupil voice, more teachers & staff, more subjects, healthy school, better education, better outdoor facilities, "fresh start in a fresh school", more activities, better ICT, better buildings, better learning environment, more friends. The issues which received the most stickers from pupils (and were therefore the most popular) were, in descending order : <ol style="list-style-type: none"><li>1. Better ICT</li><li>2. More friends</li><li>3. More subjects</li></ol>	



No	Heading	Action
	<p>Pupils <b>disliked the proposal</b> as it might mean a long way to travel, too long to wait, may be too crowded, would prefer two schools, teachers might not like change, too busy, more traffic, new uniforms may be needed costing more money, hard to manage all children together, new buildings may be too big. The issues which received the most stickers from pupils (and were therefore the most popular) were, in descending order:</p> <ol style="list-style-type: none"> <li>1. Long way to travel</li> <li>2. May be too crowded / More traffic (joint 2<sup>nd</sup>)</li> <li>3. Would prefer two schools/ new uniforms may be needed costing more money (joint 3<sup>rd</sup>)</li> </ol> <p>Following the interactive exercise above, officers then explained that their responses will form part of the cabinet report for responses from the consultation.</p>	





Schools Programme  
Record of  
Pupils Meeting  
Hywel Dda Primary School  
20.11.2015  
1:30pm – 2:30pm



**Present:**

Ian Warburton (Project Officer), Rosalie Phillips (Project Officer).

*Please note: The following is not a transcript but a contemporaneous note of the meeting.*

No	Heading	Action
1.	<b>Presentation</b>	
	<b>Meeting with year 6 pupils</b>  IW and RP opened the meeting, introduced themselves as Council Officers and welcomed everyone to the meeting.  RP ran through a short PowerPoint presentation on the following proposal for secondary school provision in the West of Cardiff: <ul style="list-style-type: none"><li>• Close Glyn Derw High School and Michaelston Community College ( the Glyn Derw and Michaelston Federation) from 31 August 2017</li><li>• Establish a new replacement 11-18 community high school to serve the Caerau and Ely areas from 01 September 2017</li><li>• To transfer the newly established high school to new build premises on the current Glyn Derw High School site from September 2018</li></ul>	
2.	<b>Comments</b>	
	Following the presentation officers answered questions and discussed the pupils' likes and dislikes of the proposal. Their responses were recorded using post it notes and stickers.  Pupils <b>liked the proposal</b> as it might be good for the environment, near Trelai Park, closer to home/relatives, more clubs, can do more work, new friends, can do more things with the land, new and better buildings, more space, better outcomes, more pupils, more money, more teachers. The issues which received the most stickers from pupils (and were therefore the most popular) were, in descending order : <ol style="list-style-type: none"><li>1. More clubs</li><li>2. More space</li><li>3. New friends</li></ol>	

No	Heading	Action
	<p>Pupils <b>disliked the proposal</b> as it might mean there would be bullying, too big, too crowded, further to travel, late for school, more traffic, more accidents, anxiety over how to get to school, needing to get up earlier. The issues which received the most stickers from pupils (and were therefore the most popular) were, in descending order:</p> <ol style="list-style-type: none"> <li>1. Further to travel/wake up earlier</li> <li>2. Might be late for school</li> <li>3. Would have to cross a busy road/ more traffic</li> </ol> <p>Following the interactive exercise above, officers then explained that their responses will form part of the cabinet report for responses from the consultation.</p>	



Schools Programme  
Record of  
Pupils Meeting  
Windsor Clive School  
20.11.2015  
1:30pm – 2:30pm



**Present:**

Ian Warburton (Project Officer), Rosalie Phillips (Project Officer).

*Please note: The following is not a transcript but a contemporaneous note of the meeting.*

No	Heading	Action
1.	<b>Presentation</b>	
	<b>Meeting with year 6 pupils</b>  IW and RP opened the meeting, introduced themselves as Council Officers and welcomed everyone to the meeting.  RP ran through a short PowerPoint presentation on the following proposal for secondary school provision in the West of Cardiff: <ul style="list-style-type: none"><li>• Close Glyn Derw High School and Michaelston Community College ( the Glyn Derw and Michaelston Federation) from 31 August 2017</li><li>• Establish a new replacement 11-18 community high school to serve the Caerau and Ely areas from 01 September 2017</li><li>• To transfer the newly established high school to new build premises on the current Glyn Derw High School site from September 2018</li></ul>	
2.	<b>Comments</b>	
	Following the presentation officers answered questions and discussed the pupils' likes and dislikes of the proposal. Their responses were recorded using post it notes and stickers.  Pupils <b>liked the proposal</b> as it might mean more clubs, more teachers, more money for schools, a new building, better results, closer for some children, learn more things, more equipment. The issues which received the most stickers from pupils (and were therefore the most popular) were, in descending order : <ol style="list-style-type: none"><li>1. More clubs</li><li>2. More equipment</li><li>3. More Teachers &amp; Learn more things (joint 3<sup>rd</sup>)</li></ol>	

No	Heading	Action
	<p>Pupils <b>disliked the proposal</b> as it might mean there would be bullying, too big, too crowded, further to travel, late for school, more traffic, more accidents, anxiety over how to get to school, needing to get up earlier. The issues which received the most stickers from pupils (and were therefore the most popular) were, in descending order:</p> <ol style="list-style-type: none"> <li>1. Bullying</li> <li>2. Getting up earlier</li> <li>3. How to get to school</li> </ol> <p>Following the interactive exercise above, officers then explained that their responses will form part of the cabinet report for responses from the consultation.</p>	



Schools Programme  
Record of  
Pupils Meeting  
Trelai Primary School  
23.11.2015  
1:30pm – 2:30pm



**Present:**

Rachel Willis (Project Officer), Rosalie Phillips (Project Officer).

*Please note: The following is not a transcript but a contemporaneous note of the meeting.*

No	Heading	Action
1.	<b>Presentation</b>	
	<b>Meeting with 40 year 6 pupils</b>  RP and RW opened the meeting, introduced themselves as Council Officers and welcomed everyone to the meeting.  RP ran through a short PowerPoint presentation on the following proposal for secondary school provision in the West of Cardiff: <ul style="list-style-type: none"><li>• Close Glyn Derw High School and Michaelston Community College ( the Glyn Derw and Michaelston Federation) from 31 August 2017</li><li>• Establish a new replacement 11-18 community high school to serve the Caerau and Ely areas from 01 September 2017</li><li>• To transfer the newly established high school to new build premises on the current Glyn Derw High School site from September 2018</li></ul>	
2.	<b>Comments</b>	
	The 40 pupils were split into two groups (A & B) and officers discussed the pupils' likes and dislikes of the proposal and recorded their responses using post it notes and stickers.  <b>Group A</b>  Group A pupils <b>liked the proposal</b> as it might mean a better building, better for staff, more pupils together, more friends, more ICT, more equipment, more opportunities, more staff, better classrooms, different lessons, more clubs. The issues which received the most stickers from pupils in group A (and were therefore the most popular) were, in descending order : <ol style="list-style-type: none"><li>1. More ICT</li><li>2. More clubs</li><li>3. Different lessons</li></ol>	

No	Heading	Action
	<p>Group A pupils <b>disliked the proposal</b> as it might mean there would be further to travel, more traffic, too big/scary, crowded, bullying, too many older children, too expensive. The issues which received the most stickers from pupils (and were therefore the most popular) were, in descending order:</p> <ol style="list-style-type: none"> <li>1. Further to travel &amp; too many older children (joint first)</li> <li>2. More traffic &amp; too expensive (joint second)</li> <li>3. Overcrowded</li> </ol> <p><b>Group B</b></p> <p>The pupils <b>liked the proposal</b> as it might mean a MUGA and sports field, First Aid room, new facilities, calm room, more equipment, a gym, new building would be safer, new building more attractive, security cameras, bigger lunch rooms, lockers, would like vegetarian foods, swimming pool, dance studio. The issues which received the most stickers from pupils in group B (and were therefore the most popular) were, in descending order :</p> <ol style="list-style-type: none"> <li>4. Swimming Pool</li> <li>5. Lockers</li> <li>6. Gym</li> </ol> <p>Group B pupils <b>disliked the proposal</b> as it might mean getting lost, too many people, fighting, bullying, further to travel, more traffic. The issues which received the most stickers from pupils (and were therefore the most popular) were, in descending order:</p> <ol style="list-style-type: none"> <li>7. More traffic</li> <li>8. Bullying</li> <li>9. Fighting</li> </ol> <p>Following the interactive exercise above, officers then explained that their responses will form part of the cabinet report for responses from the consultation.</p>	



**Schools Programme  
Record of  
Pupils Meeting  
Pencaerau Primary School  
23.11.2015  
14:00pm – 15:30pm**



**Present:**

Ian Warburton (Project Officer), Brett Andrewartha (Project Officer).

*Please note: The following is not a transcript but a contemporaneous note of the meeting.*

No	Heading	Action
1.	<b>Presentation</b>	
	<b>Meeting with year 6 pupils</b>  IW and RP opened the meeting, introduced themselves as Council Officers and welcomed everyone to the meeting.  IW ran through a short PowerPoint presentation on the following proposal for secondary school provision in the West of Cardiff: <ul style="list-style-type: none"><li>• Close Glyn Derw High School and Michaelston Community College ( the Glyn Derw and Michaelston Federation) from 31 August 2017</li><li>• Establish a new replacement 11-18 community high school to serve the Caerau and Ely areas from 01 September 2017</li><li>• To transfer the newly established high school to new build premises on the current Glyn Derw High School site from September 2018</li></ul>	
2.	<b>Comments</b>	
	Following the presentation officers answered questions and discussed the pupils' likes and dislikes of the proposal. Their responses were recorded using post it notes and stickers.  Pupils <b>liked the proposal</b> as it might mean one uniform, better design, bigger library, more storage, attract new children, better for environment, new school could help to stop rivalries, better IT, more subjects, mix of staff knowledge, more teachers can teach more pupils, newer more modern building. The issues which received the most stickers from pupils (and were therefore the most popular) were, in descending order : <ol style="list-style-type: none"><li>1. Better IT</li><li>2. One Uniform</li><li>3. More storage</li></ol>	



No	Heading	Action
	<p>Pupils <b>disliked the proposal</b> as it might mean there would be more bullying, further to walk, could be mixed toilets, less support for special needs, staff wont know pupils as well in a bigger school, rivalry between schools, traffic problems, more buses, not enough room in cafeteria, more pupils may misbehave, too busy for year 11.</p> <ol style="list-style-type: none"> <li>1. Bullying</li> <li>2. Further to walk</li> <li>3. Traffic problems/more buses &amp; not enough room in Cafeteria (joint 3rd)</li> </ol> <p>Following the interactive exercise above, officers then explained that their responses will form part of the cabinet report for responses from the consultation.</p>	

## **Estyn's response to the proposal by City of Cardiff Council to establish a new high school to replace Glyn Derw High School and Michaelston Community College by September 2018**

This report has been prepared by Her Majesty's Inspectors of Education and Training in Wales.

Under the terms of the School Standards and Organisation (Wales) Act 2013 and its associated Code, proposers are required to send consultation documents to Estyn. However, Estyn is not a body which is required to act in accordance with the Code and the Act places no statutory requirements on Estyn in respect of school organisation matters. Therefore as a body being consulted, Estyn will provide their opinion only on the overall merits of school organisation proposals.

Estyn has considered the educational aspects of the proposal and has produced the following response to the information provided by the proposer and other additional information such as data from Welsh Government and the views of the Regional Consortia which deliver school improvement services to the schools within the proposal.

### **Introduction**

The proposal is by the City of Cardiff Council.

The proposals are:

- to close Glyn Derw High School and Michaelston Community College from 31 August 2017.
- to establish a new replacement 11-18 English-medium community high school to serve Caerau and Ely from 1 September 2017.
- to transfer the newly established high school to a new build premises on the current Glyn Derw High school site from September 2018

### **Summary/ Conclusion**

The proposal has been developed in line with the council's programme to improve its educational provision in the west of the city.

It is Estyn's opinion that the proposal is likely to maintain the standard of teaching and education provision in the area. Whether the proposal succeeds in improving outcomes and provision is very much dependent on the new school appointing high quality leadership. The proposer states that it will 'urge' the temporary governing

body to advertise nationally for the headteacher and deputy headteacher posts and put in place a robust recruitment process to appoint the right people. Unless this is realised, it is unlikely that the proposal will do no more than maintain the present outcomes and provision for pupils, which as the proposer states are 'poor'.

### **Description and benefits**

The proposer has given a clear rationale for the proposal. The proposer clearly sets out its vision for a 21<sup>st</sup> Century School Strategy with four Key Educational Aims which are to 'improve educational attainment'; improve sufficiency and suitability of school places; to achieve best value from its financial estate and to facilitate the development of community focused schools.

The proposer clearly states that it believes that the proposal will rationalise high school accommodation in the West of the City and maximise educational outcomes.

The proposer has included an indicative layout showing how the new site would look.

The proposer has set out the commitment the Council has to breaking the link between disadvantage and educational attainment. Both Glyn Derw School and Michaelston Community College are currently experiencing poor outcomes, surplus places, significant budget deficits and substandard accommodation for pupils. However, the proposer does not provide sufficient details about how these issues will be resolved. It states that the environment is not conducive to teaching and is deemed to have a negative impact on standards. However, it does not set out clearly or demonstrate how a new build will improve teaching and learning.

The proposer clearly sets out how SEN and EAL provision would be affected. The information presented suggests that the proposal will not have a negative effect on SEN and EAL provision.

The proposer has clearly defined the expected benefits of the proposal. These appear to be reasonable and focus on the sharing of good practice, development opportunities for staff and foster a natural progression from school to post-16 education and training.

The proposer has considered two alternatives to the proposal. It has provided clear evidence as to why these alternatives have been considered unsuitable. For example, the alternatives are not considered to be viable mainly due to the capital receipt from the sale of either school is required in order to fund part or all of the new school.

The proposer has set out in detail the risks associated with the proposal. Risks include, securing capital funding from Welsh Government and cost delay implications.

The proposer has stated that potential traffic congestion may be a disadvantage at the start and end of the school day. There is a detailed section in the proposal about travel arrangements; however, there are no plans to change the Council's transport policy. The proposal may also result in longer travel distances for some pupils. The proposer has not considered how the impact of increased travel time will have on some pupils' ability to access important provision (particularly with disadvantaged pupils') such as breakfast clubs and after school provision.

The proposer has provided information about school capacities and tables of current and anticipated pupil numbers. The proposer states that trends specific to the established school catchment had been used to calculate the likely demand for places. It states that the anticipated proposal will have little or no effect on the pupils on roll in the local area.

The proposer has undertaken a Welsh language impact assessment. It does not anticipate any negative impact on the Welsh language as a result of these proposals.

The proposer has undertaken an initial Equality Impact Assessment. It has concluded that these proposals would not adversely affect a particular group or society. This will be reviewed should the proposal go ahead.

### **Educational aspects of the proposal**

The proposer has included the Estyn inspection outcomes for the school and community college as well as the Welsh Government categorisation. It has included a brief narrative on how the school and community college have improved since the inspection.

The proposer states reasonably that the proposal is likely to provide high quality, modern facilities to support the delivery of a broad and balanced curriculum. It states careful planning will take place to avoid any risk of disruption or distraction that could impact on standards. However, it does not detail what plans are in place or propose how it will support teachers to deliver high standards. The proposal recognises that securing high quality leadership is key and if this is realised, it is more likely that the proposal will result in improved standards and provision for the pupils at the new school.

The proposer has included a summary table that details the percentage of FSM, EAL and Minority Ethnic pupils at the school and community college. It states there is no

information available to suggest the proposals would have a negative effect on this provision or support.

The proposer states that the Council works closely with governing bodies to monitor the performance of the schools and support school improvement. The proposer has included a brief summary of outcomes achieved by pupils in 2013/14 and provisional results for outcomes in 2014/15. However, the proposer has not included a detailed table showing the standards achieved by pupils who attend the schools.

The proposal does set out a timescale that would close the school and college and transfer to the newly established high school from September 2018. It is important that the new build is finished before the merger is realised to minimise any disruption to pupils' learning experiences.

W15 15 | 07

## **Glyn Derw and Michaelston Community College Governing Body response to Cardiff City Council's consultation on a new community high school in Cardiff West**

This response is on behalf of the current governing body of the Glyn Derw and Michaelston Community College Federation.

In order to aid the compilation and summary of the responses to the Council's proposal, our response follows the format indicated in the consultation document.

- 1) We support the proposal "to close Glyn Derw and Michaelston Community College and establish a new replacement 11-18 community high school from September 2017".
- 2) We also support the proposal "to transfer the new established high school to new build premises on the current Glyn Derw site from September 2018".
- 3) Other comments.

### a) Pupils

Our new school will aim to prepare our pupils well for their chosen pathway; into further or higher education or into the world of work, recognising that the careers of many will require an ability to adapt to continuous and accelerating change. Our pupils will be confident, socially aware, tolerant of peoples' differences and able to contribute positively to their local and wider community.

### b) A "Community Focused School"

We are conscious that our new school, especially from September 2018 onwards, will be at the geographical periphery of its community. However, we are intent on becoming a "community focused school" that will have a strong relationship with our local communities in Cardiff West and will also develop strong partnerships with the rich array of flagship public and private sector organisations within our capital city.

The "community dimension" will be reflected in the school's curriculum, the involvement of parents in support of pupils' learning and through the facility to co-locate complementary services, especially when adopting a holistic approach to a pupil's needs. The school will, hopefully, be central to an integrated approach to the provision of services. The reception area will need to be welcoming to visitors and especially parents, with high specification waiting areas and meeting rooms.

### c) A school in and for Cardiff

Cardiff has long been a major centre of government, the home of numerous national organisations and is increasingly the hub for burgeoning industries in the financial and creative arts sectors. There are also major venues for further and higher education, sports, entertainment and the arts and a myriad of small and medium sized companies in the service and manufacturing sectors.

A key challenge for our school will be the need to develop strong partnerships with leading organisations from a range of sectors. Providers of further and higher education and organisations within the burgeoning creative industry sector are clear examples. We will also need to further develop the relationship with our associated primary schools, reflected in curriculum links, outreach activities and a strong programme supporting transition. Partnerships involving the creative industries would clearly have the potential to add value to these potential networks.

In recent years Cardiff has become a magnet for industries within and connected to the creative arts. Television companies (BBC and S4C) have long been present but there has been a significant growth in a range of private companies supporting various arts and entertainment productions. This growth in the creative industries has impacted positively on a range of complementary services including; design, digital media, publishing, music production, public relations, marketing and specialist skills in lighting, sound engineering, set construction etc. This development offers our pupils, present and future, with an unique opportunity, not only for potential careers but for an enriched curriculum that will enhance their learning and educational experience.

#### d) The curriculum.

Our society and our approach to work is changing much more quickly than in the past and, therefore, our pupils will need the skills and ability to adapt to changing circumstances. For them careers are more likely to be episodic rather than linear. As with our pupils, our new building will also need the ability to adapt, to be flexible as the curriculum evolves to meet the demands of the 21st century.

As a community focused school our curriculum will need to respect and relate to pupils' life experience. It will need to be relevant, challenging, creative and coherent ensuring that pupils are engaged in and enthused by their learning. Learning pathways will need to reflect pupils' needs and aspirations and incorporate the essential skills and knowledge that develops understanding and self esteem. The curriculum will also need to accommodate differentiated approaches to learning including nurture groups and support for the gifted and talented. Integration and inclusion will be embedded. Wherever possible "Stage 4" provision will be conducted on site. This will require a range of accredited courses matched to pupils' abilities, opportunities for work experience and good transition to further and higher education and employment opportunities.

A positive "learning to learn" culture will underpin the curriculum. Personalised programmes of learning will be common with pupils increasingly responsible for their own learning - with the ability to reflect on their learning and be resourceful and resilient when faced with challenges. Pupils will understand and participate in assessment for learning (AfL) with teachers increasingly acting as facilitators, coaches and role models as part of a team approach to learning, rather than simply transmitting information.

As a 21st century school, information technology will inevitably play an increasingly influential role in supporting learning - through the use of a wide range of applications and utilising a number of devices on and off site. IT platforms will be used to enhance the curriculum offer, to support staff CPD, collaboration between subject areas and partner schools, all incorporated within a VLE which will be active 24/7, throughout the year.

Whilst the curriculum will be school-led, the partnerships referred to earlier, especially those related to Cardiff's creative industries, have the potential to enrich all aspects of the curriculum and pupils' learning experiences.

#### e) Organisation

These curriculum requirements will make demands on the school's organisation. The timetable will need to allow for a variety of experiences including workshops, project based learning, on-line tutoring, large groups for presentations and small groups for specific interests etc. The school will also ensure learning extends beyond the "normal" school day (and the school's site). If the school is to become the "learning heart" of our community it will need to become a hub for learning and the place for learners to interact and share their experiences. Engaging parents in support of their children's learning will be key. Parents will be regarded as their children's "first and co-educators" and the school will develop a range of strategies to maximise parents' potential to support pupils' learning.



f) Implications for the school's design

Spaces for learning and teaching will need to reflect the flexibilities and adaptability referred to above. Whilst Welsh Government specifications may have to be applied, wherever possible, spaces need to be flexible and adaptable, capable of change to reflect the school's evolving priorities and a range of working styles. Some internal walls could be removable. Modern bi-fold and sound insulated sliding screens are increasingly used to secure flexible spaces. We will also need a dynamic relationship between social and learning spaces and between indoor and outdoor areas. Pupils will need to move through stimulating and secure zones and the building's flexibility will allow for social and learning spaces to be easily modified. We would also welcome a variety of spaces to dine, with access to a varied menu and a range of spaces for pupils and staff to socialise and learn. Clearly some curriculum areas will need a high specification, both in the spaces and equipment provided e.g. physical education, science, technology, recording suites etc. We are also conscious of the need for the new building to be sustainable, both in its design and in the demands it will make for maintenance in future years.

g) Some practical considerations.

i) As previously mentioned, the new build for September 2018 will be at the periphery of the school's catchment area. This will not preclude the school adopting a vigorous approach to expressing its "community dimension", which will include being a valuable resource for a range of community activities. However, some pupils resident in parts of the Ely estate will be faced with crossing one of the busiest roads in and out of the city as well as a long walk through the Caerau estate to reach the Glyn Derw site. We are aware of the Council's transport policy for transporting children to school and recognise that the vast majority of our pupils will fall within the three mile limit. However, we would welcome every assistance to prepare an effective transport plan for the Glyn Derw site, for September 2018, in order that we maximise the new school's appeal to all its future pupils.

ii) It is understood that the existing Integrated Children's Centre, at the Michaelston Community College site is to be retained. We would welcome this and wish to maintain a close link with this establishment. We are aware that the Centre currently uses some of the facilities at the Michaelston Community College site and clearly, consideration needs to be given to how these activities can continue to be supported.

iii) We also understand that the Multi Use Activity Centre is to be retained and that our school might have an option to continue to be responsible for its operation. Whilst we welcome the continuation of this facility for community use we are unsure, at the moment, of the implications this would have for the new school's operation and would welcome further discussion on this with the Council's relevant officers.

Finally we would like to record our appreciation to the school's staff for their continuing efforts on behalf of our pupils and for the support provided by the Council's officers in Education, Human Resources and Finance in particular in ensuring the school successfully manages this period of significant change.

Dewi Jones  
Chair of Governors  
22nd November 2015

The Commission has been reviewing the progress of the various projects and the results of the work done in the various areas. It has been pleased to see the progress made in the various areas and the results of the work done in the various areas. It has been pleased to see the progress made in the various areas and the results of the work done in the various areas.

2. The Commission's work in the various areas

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John H. Johnson  
Chairman  
The Commission

### Ely and Caerau Children's Centre Response

It needs to be written that the future of the Ely and Caerau Integrated Children's Centre will not be compromised in any way as a result of the move and detail regarding the future use of the current post sixteen rooms attached to the centre needs consideration.

The following information is provided for your information only. It is not intended to be a substitute for professional advice. Please consult your attorney for more information.



PRIMARY SCHOOL

St. Fagans Church in Wales Primary School

Ysgol yr Eglwys Sain Ffagan

Drope Road, Michaelston Super Ely, Cardiff CF5 4SZ

Phone: 02920 670569

Fax: 02920 599266

Email: [stfagansprm@cardiff.gov.uk](mailto:stfagansprm@cardiff.gov.uk)

WNS 15 | 08



Headteacher/Pennaeth Alison Price

16 November 2015

By email to: [schoolresponses@cardiff.gov.uk](mailto:schoolresponses@cardiff.gov.uk)  
School Organisation Planning Team  
Room 219, County Hall  
CF10 4UW

### 21<sup>st</sup> Century Schools Consultation Document 2015

The Governing Body of St Fagans Church in Wales Primary School supports the proposal to establish a new high school in the West to replace Glyn Derw High School and Michaelston Community College.

We met Janine Nightingale last week to assess the impact of the proposals on us as we share a boundary with Michaelston as well as the driveway which gives vehicle and pedestrian access to both our school and the Barn sports facility.

We were encouraged by our constructive meeting with Janine and wish to register our interest to further explore the opportunities that this proposal will give to improve the provision at St Fagans.

The future management of the Barn is of concern to us. As it currently shares a driveway and its entrance overlooks our school, we are keen to ensure that any future use is appropriate to our school environment. We would welcome an opportunity to discuss the use and management of the Barn as it has the potential to provide much needed additional space for PE. Its use could also allow us to considerably enhance our provision of after school sporting clubs. The governing body would like to formally express an interest in the possibility of taking over the management of the barn.

We discussed security issues around our building and the difficulties of shared pedestrian and vehicle access. The safety of our site for our children would be greatly enhanced by the provision of an alternate car park to allow for dedicated pedestrian access and the opportunity to extend the cramped Foundation Phase playground around the building.

A concern for us at present is the lack of outdoor sports facilities. We would welcome an opportunity to use playing fields on the current Michaelston site.

The Michaelston Barn borders our school and some years ago (at Michaelston's request) we took over a patch of waste ground at the back of the Barn. Over the last few years it has been transformed in to an award winning Secret Garden which provides an outstanding outdoor learning facility for the whole school. Janine has assured us that this will be noted on the Michaelston plans as it is not an area that we can afford to lose.

Yours faithfully,

Kathryn Jenkins  
Chair of the Governing Body



Department of Education  
 Western Australia  
 Perth



10/10/2010

By email to [education@perth.wa.gov.au](mailto:education@perth.wa.gov.au)  
 2010/10/10 10:10 AM  
 10/10/2010

10/10/2010 10:10 AM

The Department of Education, Western Australia, is pleased to announce the opening of a new school in the West Perth area. The school will be a primary school and will be named after the local area.

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Rhodfa Lawrenny  
Caerdydd  
CF11 8XB

Lawrenny Avenue  
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CF11 8XB

Pennaeth – Headteacher  
Mrs C Bradshaw.

Phone : 029 2023 2850  
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Email: [fitzalanhigh@cardiff.gov.uk](mailto:fitzalanhigh@cardiff.gov.uk)  
Website: [www.fitzalan.cardiff.sch.uk](http://www.fitzalan.cardiff.sch.uk)

### Response to Consultation on Secondary School Provision in the West of Cardiff

Your name: Sally Spillane

Address: Chair of Governors, Fitzalan High School, Lawrenny Avenue, Cardiff

Email Address:

Please tell us whether you are responding as: Governor

As Governors of Fitzalan High School we have read with interest the recent consultation document on the proposals to establish a new high school in the West of Cardiff to replace both Glyn Derw and Michaelston Community College.

We note from this document, and the more detailed papers which were considered by the Cabinet of Cardiff Council on 19<sup>th</sup> March 2015, that the 'realignment' of the Band A proposals within 21<sup>st</sup> Century Schools seeks to prioritise investment in the Southern Arc of the city which have suffered historically from under-investment. The Governors of Fitzalan High, a school within the arc, wish to support proposals which seek to address that under-investment and as such we are cautiously supportive of the need to replace both Glyn Derw and Michaelston Community College. However, there are a number of broader points that we wish to emphasise within this consultation:

We welcome recognition from the Council that there remain urgent issues to be addressed at Fitzalan High, and we welcome the confirmation that "*the redevelopment or replacement of other high schools, such as Fitzalan High and Cantonian High will need to be prioritised in any 'Band B' funding*" and we look forward to working with the Council to develop such proposals. We also welcome the commitment to fast-tracking any such proposals where possible, and working with Welsh Government.

We wish to note that:

- The proposals, and other Council papers ([such as the 19<sup>th</sup> March 2015 Cabinet report](#)) make reference to school budget deficits being as a result of surplus places within schools. While this is certainly a factor, it should also be recognised, that schools such as Fitzalan have effectively moved from a position of budget deficit to breakeven/ surplus within recent years. We believe this is as a result of clear and effective leadership from the Head, a strong and united senior management team and Governing Body. This has not been an easy journey, but one which the school has been committed to.
- The broader vision at Fitzalan which has sought to tackle poor attendance and behaviour, challenge and support better teaching standards, improve attainment levels, design a more fit for purpose curriculum and address estate issues have all led to a sea-change in the way the school is perceived and valued by its local communities, parents





and pupils. All these factors have led to an increase in pupil numbers, and we believe are crucial in the journey of successful schools.

- Given the numbers of pupils on roll at Fitzalan (1,720) compared with other schools securing investment in Band A, we believe that future investment in Fitzalan High would have a strong business case as it would benefit a greater number of pupils across Cardiff.
- As previously stated, the Governors at Fitzalan agree with the Council's commitment to prioritising investment in schools in the 'Southern Arc'. The Cabinet report of 19<sup>th</sup> March 2015 included details of the Equality Impact Assessment undertaken to support the 'realignment' proposals. On page 15 of that report it states that "*The programme would not have a differential impact on one particular ethnic group as the provision would be available to all*". We wish to make the point that while provision may be available to all, it is a clear fact that some areas of Cardiff are more ethnically diverse than others, and that some schools will therefore necessarily serve the groups identified by the 'protected characteristics' more than others. At Fitzalan, 35.1% of pupils are eligible for free school meals (FSM). This figure is well above the national average of 17.1%. In addition, a high proportion of pupils receive support teaching in English as an additional language (EAL) as 80.9% come from homes where other languages are spoken. It is therefore important in future considerations (such as prioritisations for Band B funding) that the Council takes into account where previous investment in secondary schools has been made- for example serving predominantly ethnically white British cohorts of pupils. Fitzalan is a thriving and diverse school where over 40 languages are spoken. We agree with the Council that new environments will help raise aspirations of some of the most disadvantaged pupils in Cardiff- and the pupils served by Fitzalan deserve the same access to high quality learning environment as others across Cardiff.
- We understand the financial constraints facing the Council, and the model within the 21<sup>st</sup> Century Schools funding programme which depends in part on the capital receipts from disposal of appropriate land to fund future development. We believe that the position of Fitzalan currently, lends itself well to a new build on a new site, as the capital receipt from the sale of our current site would be more substantial than in other parts of the city.

Finally, we believe that Fitzalan High is on an exciting journey. We have made some of the greatest improvements in standards and attainment of any school in Cardiff, and indeed across Wales. Given the recognition by the Council, Estyn and the categorisation by Welsh Government (based on the EC Harris Survey) of the need to address both the poor condition and suitability of the estate at Fitzalan High, we look forward to working constructively with the Council for future developments within Band B at Fitzalan.

S Spillane  
Chair of Governors

cc: Mark Drakeford AM  
Kevin Brennan MP  
Paul Orders (Chief Exec, Cardiff Council)  
Cllr Sarah Merry - Cardiff Council



# 21st Century Schools Consultation Document 2015

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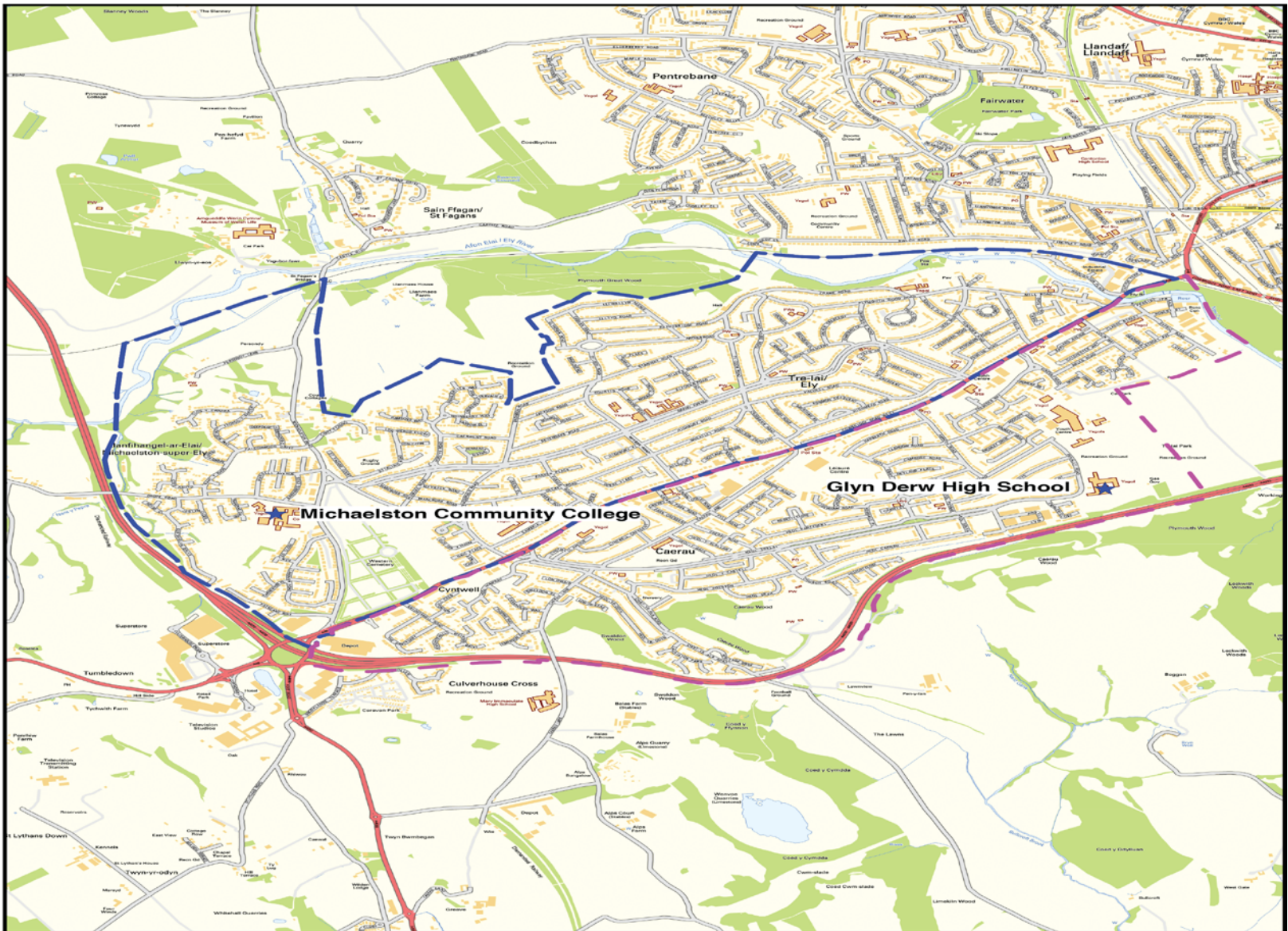
## Proposal to establish a new high school to replace Glyn Derw High School and Michaelston Community College

## Have your say

This is your opportunity to contribute your views and opinions on the proposal.

# The proposal

- Close Glyn Derw High School and Michaelston Community College from 31 August 2017
- Establish a new replacement 11-18 English-medium community high school from 01 September 2017
- To transfer the newly established high school to new build premises on the current Glyn Derw High School site from September 2018



**Existing English-medium Secondary School catchment areas**

-  Glyn Derw High School
-  Michaelston Community College

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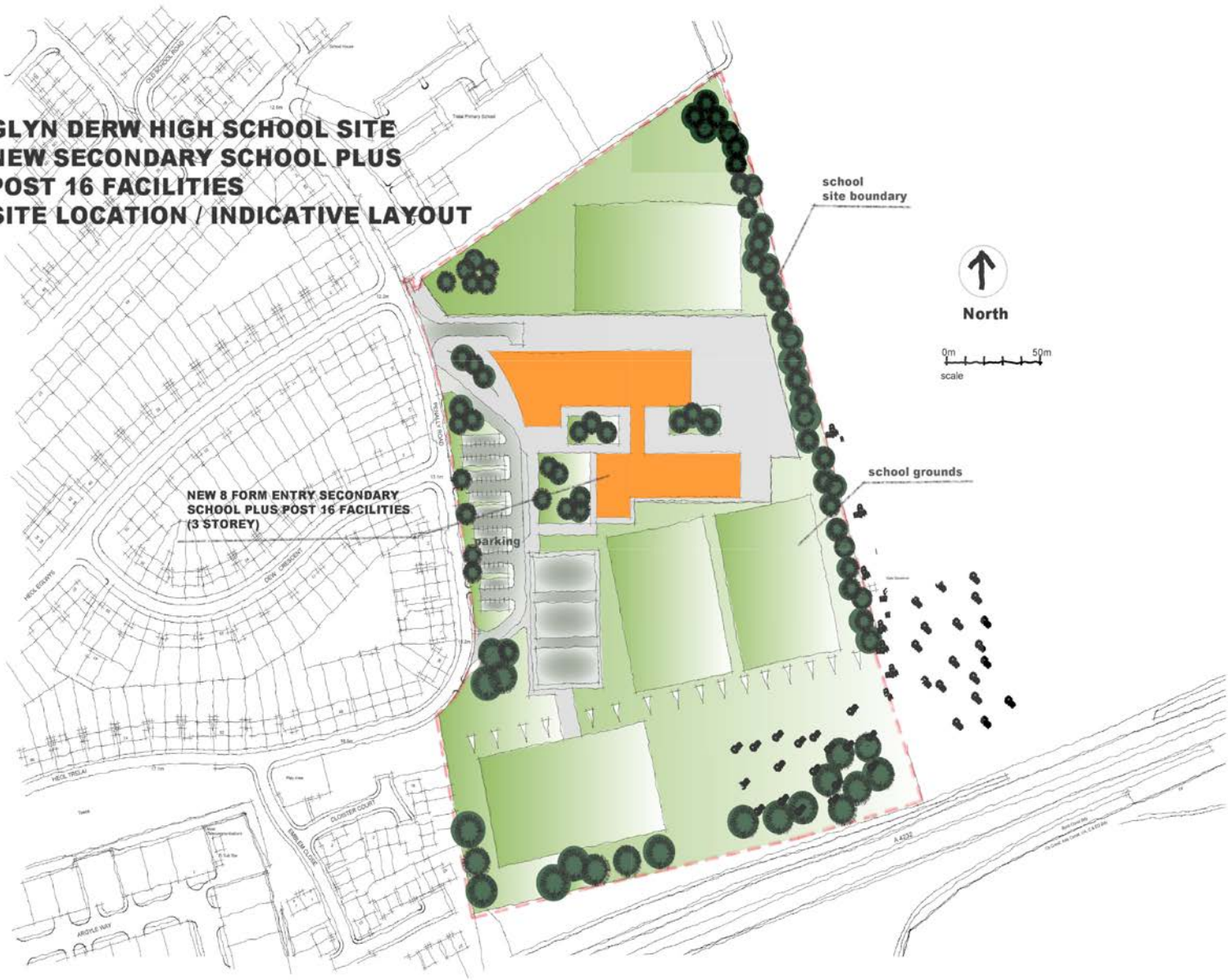
**CARDIFF COUNTY COUNCIL**  
Licence no.LA09005L.

# Why are we proposing the change

- Surplus places
- Budget
- Improved outcomes



**GLYN DERW HIGH SCHOOL SITE  
NEW SECONDARY SCHOOL PLUS  
POST 16 FACILITIES  
SITE LOCATION / INDICATIVE LAYOUT**



**NEW 8 FORM ENTRY SECONDARY  
SCHOOL PLUS POST 16 FACILITIES  
(3 STOREY)**

school  
site boundary



0m 50m  
scale

school grounds

parking

# Benefits

- New build facilities
- More opportunities for staff
- Support school improvement
- More opportunities for pupils

# Disadvantages

- Increased traffic congestion around the Glyn Derw Site
- Longer travel distances for some pupils
- The number of secondary school places in the Ely and Caerau are would reduce

# Alternatives

## **New build school on the Michaleston site**

- The money from the sale of the Michaelston site is needed to part fund the new build school

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## **Refurbished new school on the Michaelston site**

- The money from the sale of the Michaelston site is needed to part fund the new build school
- On site disruption
- Would not allow for a new build school

# What happens next?

**Consultation Period 12 October – 23 November 2015**

**December 2015** - Consultation report considered by Council Cabinet and published on Council website

**January 2016** – Subject to approval statutory notice issued during which time formal written objections can be made

**March 2016** – Determination by the Council's Cabinet

**March 2016** – Objection report published on Council's website & notification of Cabinet's decision

Thank you for your time, your opinion  
is important.

# 21st Century Schools

## Classroom Consultation Findings Sheet

Class: .....

Date:.....

1. Do you support the proposal to close Glyn Derw High School and Michaelston Community College and establish a new replacement 11-18 community high school from September 2017?

Yes

No

2. Do you support the proposal to transfer the new established high school to new build premises on the current Glyn Derw High School site from September 2018?

Yes

No

3. Why have you voted in this way?  
What did you like or not like about the proposal?

W

--

Y  
ou change?

# 21st Century Schools

Note: Please record total number of votes and comments on one sheet.

Teacher signature:.....



# 21st Century Schools

## Glyn Derw High School and Michaelston Community College

### Consultation

### Briefing For Teachers

This consultation pack has been written to enable a classroom based consultation regarding the proposal to changes to high school provision in the area. This element of the consultation is to be delivered in both Glyn Derw High School and MCC regarding the proposal to close Glyn Derw High School and Michaelston Community, establish a new replacement 11-18 English-medium community high and to transfer the newly established high school to new build premises on the current Glyn Derw High School site.

#### **Duration:**

Class based consultation should take between 10-15 minutes including group discussion, feedback and final vote.

#### **Role of the teacher:**

Using the PowerPoint provided the teacher should introduce the context outlined within the main consultation document that should be available in all school settings.

Follow the PowerPoint and encourage pupils to discuss the proposal and share their views. Teachers are asked to facilitate the session and capture key themes and views and ask the pupils to vote by showing hands on both proposals.

Ensure that the pupils understand that the decision will be made by Cardiff County Councillors once the consultation findings have been collated and presented to decision makers. This can take some time but the results will be passed back to the school and shared with pupils as soon as possible.

#### **Collation of Findings:**

Each teacher is to take their classroom findings to an agreed central point within school. School when then contact County Hall and arrange collection. This information will then be collected and collated by the School Organisation Planning Team and presented within the official consultation report.

## Appendix 6

### Cardiff Council Statutory Screening Tool Guidance

If you are developing a strategy, policy or activity that is likely to impact people, communities or land use in any way then there are a number of statutory requirements that apply. Failure to comply with these requirements, or demonstrate due regard, can expose the Council to legal challenge or other forms of reproach.

For instance, this will apply to strategies (i.e. Housing Strategy or Disabled Play Strategy), policies (i.e. Procurement Policy) or activity (i.e. developing new play area).

Completing the Statutory Screening Tool will ensure that all Cardiff Council strategies, policies and activities comply with relevant statutory obligations and responsibilities. Where a more detailed consideration of an issue is required, the Screening Tool will identify if there is a need for a full impact assessment, as relevant.

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The main statutory requirements that strategies, policies or activities must reflect include:

- **Equality Act 2010 - [Equality Impact Assessment](#)**
- **Welsh Government's [Sustainable Development Bill](#)**
- **Welsh Government's Statutory Guidance - [Shared Purpose Shared Delivery](#)**
- **[United Nations Convention on the Rights of the Child](#)**
- **[United Nations Principles for Older Persons](#)**
- **[Welsh Language Measure 2011](#)**
- **[Health Impact Assessment](#)**
- **[Habitats Regulations Assessment](#)**
- **[Strategic Environmental Assessment](#)**

This Statutory Screening Tool allows us to meet all the requirements of all these pieces of legislation as part of an integrated screening method that usually taken no longer than an hour.

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The Screening Tool can be completed as a self assessment or as part of a facilitated session, should further support be needed. For further information or if you require a facilitated session please contact the Policy, Partnerships and Citizen Focus Team on 2078 8563 e-mail: [siadavies@cardiff.gov.uk](mailto:siadavies@cardiff.gov.uk). Please note:

- **The completed Screening Tool must be submitted as an appendix with the Cabinet report.**
- **The completed screening tool will be published on the intranet.**

## Statutory Screening Tool

<b>Name of Strategy / Policy / Activity:</b>  SCHOOL ORGANISATION PLANNING: SECONDARY PROVISION IN THE WEST OF CARDIFF	<b>Date of Screening:</b>  NOVEMBER 2015
<b>Service Area/Section:</b> Education & Lifelong Learning, Schools Organisation Planning	<b>Lead Officer:</b> Nick Batchelar
<b>Attendees:</b> Self assessment	

<b>What are the objectives of the Policy/Strategy/Project/Procedure/Service/Function</b>	<b>Please provide background information on the Policy/Strategy/Project/Procedure/Service/Function and any research done [e.g. service users data against demographic statistics, similar EIAs done etc.]</b>
<p>Proposal:</p> <p>At its meeting on 17 September 2015 the Cabinet authorised officers to hold a public consultation on proposals to:</p> <ul style="list-style-type: none"> <li>1. Close Glyn Derw High School and Michaelston Community College (the Glyn Derw and Michaelston Federation) from 31 August 2017</li> <li>2. Establish a new replacement 11-18 community high school to serve the Caerau and Ely areas from 01 September 2017</li> <li>3. To transfer the newly established high school to new build premises on the current Glyn Derw High School site from September 2018</li> </ul>	<p>As recognition of the current issues specific to KS4 attainment in the Ely and Caerau areas and in line with the commitment to improve outcomes, the Council has included a proposal for a new high school in the West to replace Glyn Derw High School and Michaelston Community College within the realigned 21<sup>st</sup> Century Schools Programme.</p> <p>Both Glyn Derw and Michaelston Community College are currently experiencing a number of challenges including surplus places, significant budget deficits, substandard accommodation and poor outcomes for pupils.</p> <p>Between them, the two schools had a combined surplus of 692 places at September 13. Pupil projections indicate that both schools will continue to have high levels of surplus places. The level of surplus has had a significant impact on the funding available to both schools and has contributed to a combined revenue deficit of c£1m across the two schools.</p> <p>In order to overcome the challenges to providing Year 10 provision on two sites and to ensure pupils have access to the full breadth of the GCSE curriculum all Year 10 pupils have been taught at the Michaelston Community College site since September 2014. Additionally Post 16 provision has been centralised on the Michaelston Community College site to ensure that pupils have access to an appropriate range of options.</p>

### Condition of existing buildings

The physical condition of the Glyn Derw High School premises is poor. Whilst some essential remedial work is being carried out to enable parts of the school to continue to function, disproportionate levels of expenditure would be required to bring the whole school up to modern standards. This is not an environment conducive to quality teaching and is deemed to be having a negative impact on learning and standards.

Accommodation at Michaelston College whilst not effectively supporting the delivery of the curriculum in some areas is deemed to be satisfactory.

The EC Harris survey which was part of a Welsh Government national exercise in 2010 summarised the premises as follows:

#### Glyn Derw High School

Overall condition: Category C – Poor. Exhibiting major defects and/ or not operating as intended.

Overall suitability: Category C – Poor. Teaching methods inhibited/ adverse impact on school organisation.

Overall rating: Red

#### Michaelston Community College

The Michaelston Community College premises were more suitable.

Overall condition: Category B – Satisfactory. Performing as intended but exhibiting minor deterioration.

Overall suitability: Category B – Satisfactory. Performing as intended, but does not effectively support the delivery of the curriculum in some areas

Overall rating: Amber

**Quality and Standards**

Quality and standards in schools in Cardiff are monitored by Estyn and the Local Authority (LA). In 2011 Estyn described outcomes for learners at Glyn Derw High School as unsatisfactory and outcomes for learner at Michaelston Community College as adequate.

Since the establishment of the Central South Consortium (CSC) in September 2012 the LA has commissioned the Consortium to support and enable improvement in Cardiff Schools.

In January 2014 the CSC placed both Glyn Derw High School and Michaelston Community College in Category D which is defined as underperforming school with significant weakness across a wide range of areas – requires intensive additional support.

The latest available categorisation from the Welsh Government's School Standards Unit provided data on the performance of the schools. Each school was compared with similar schools nationally. This translated into an overall score that placed the schools in one of five bands. Band 1 being the highest and band 5 the lowest. In 2013 Glyn Derw appeared in Band 4 and Michaelston in Band 5.

GCSE results for pupils at Glyn Derw for 1013/14 saw only 27.3% of pupils achieve grade A-C including English/Welsh and Mathematics, Michaelston results saw only 25.4% of pupils achieve A-C including English/Welsh and Mathematics.

Owing to the high levels of Free School Meals entitlement at both Glyn Derw High School and Michaelson Community College (check %) both schools are in receipt of additional funding in the form of the Pupil Deprivation Grant (PDG) which is intended to help reduce the impact of poverty on educational attainment.

Additionally both schools are part of the Challenge Wales Cymru initiative launched by the Welsh Government in May 2014 to improve the quality of teaching and learning. As part of the programme schools receive additional resources and expertise to undertake a programme of swift, sustained improvement.

Maintaining both schools on their existing sites does not allow for the full benefits of these programmes to be fully realised.

In order to respond appropriately to the challenges faced by both of these schools a proposal has been developed to establish a new build 10FE high school to replace both Glyn Derw High School and Michaelston Community College from September 2018. The new school would be on the current Glyn Derw High School site in order to maintain the links between the secondary school and adjacent special schools. As part of the proposal the Michaelston Community College site would be disposed of with any capital receipt contributing towards the funding of the proposed new school included in the realigned 21st Century Schools Programme.

To allow for both schools to begin realising the benefits of this reorganisation as quickly as possible and to maximise the value of additional funding through the PDG and Challenge Wales Cymru programme, it is proposed that Glyn Derw High School is transferred to the Michaelston Community College site from January 2016.

## Part 1: Impact on outcomes and due regard to Sustainable Development

Please use the following scale when considering what contribution the activity makes:		
<b>+</b>	Positive	Positive contribution to the outcome
<b>-</b>	Negative	Negative contribution to the outcome
<b>ntrl</b>	Neutral	Neutral contribution to the outcome
<b>Uncertain</b>	Not Sure	Uncertain if any contribution is made to the outcome

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	-	Ntrl	Un-Crtn	
<b>1.1</b>	<p><b>People in Cardiff are healthy;</b> <i>Consider the potential impact on</i></p> <ul style="list-style-type: none"> <li><i>the promotion of good health, prevention of damaging behaviour, promote healthy eating/active lifestyles etc,</i></li> <li><i>vulnerable citizens and areas of multiple deprivation</i></li> <li><i>Addressing instances of inequality in health</i></li> </ul>	x				<ul style="list-style-type: none"> <li>See 1.2 below – encouraging walking, cycling and use of public transport</li> </ul>
<b>Page 247</b>	<p><b>People in Cardiff have a clean, attractive and sustainable environment;</b> <i>Consider the potential impact on</i></p> <ul style="list-style-type: none"> <li><i>the causes and consequences of Climate Change and creating a carbon lite city</i></li> </ul>	x				<ul style="list-style-type: none"> <li>This proposal would result in pupils being accommodated in new buildings fit for the 21<sup>st</sup> Century. Combining pupils from the current two high schools in the West means that there would be high utilisation rates and therefore more efficient energy use.</li> <li>The proposal is to establish a new build high school on the existing Glyn Derw High School site so there would be minimal impact on the external environment.</li> </ul>
	<ul style="list-style-type: none"> <li><i>encouraging walking, cycling, and use of public transport and improving access to countryside and open space</i></li> </ul>			x		<ul style="list-style-type: none"> <li>The limited scope for parking would encourage walking and cycling to school.</li> </ul>
	<ul style="list-style-type: none"> <li><i>reducing environmental pollution (land, air, noise and water)</i></li> </ul>			x		<ul style="list-style-type: none"> <li>The proposal is to establish a new build high school on the existing Glyn Derw High School site so there would be minimal impact on the external environment.</li> </ul>
	<ul style="list-style-type: none"> <li><i>reducing consumption and encouraging waste reduction, reuse, recycling and recovery</i></li> </ul>	x				<ul style="list-style-type: none"> <li>The proposal is to establish a new build high school on the existing Glyn Derw High School site so there will be no negative impact on these issues.</li> </ul>

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	-	Ntrl	Un-Crtn	
	<ul style="list-style-type: none"> <li>encouraging biodiversity</li> </ul>			x		<ul style="list-style-type: none"> <li>The proposal is to establish a new build high school on the existing Glyn Derw High School site so there will be no negative impact on these issues.</li> </ul>
1.3	<b>People in Cardiff are safe and feel safe;</b> <i>Consider the potential impact on</i> <ul style="list-style-type: none"> <li>reducing crime, fear of crime and increasing safety of individuals</li> <li>addressing anti-social behaviour</li> <li>protecting vulnerable adults and children in Cardiff from harm or abuse</li> </ul>			x		<ul style="list-style-type: none"> <li>The proposal is to establish a new build high school on the existing Glyn Derw High School site so there will be no negative impact on these issues.</li> </ul>
1.4	<b>Cardiff has a thriving and prosperous economy;</b> <i>Consider the potential impact on</i> <ul style="list-style-type: none"> <li>economic competitiveness (enterprise activity, social enterprises, average earnings, improve productivity)</li> <li>Assisting those Not in Education, Employment or Training</li> <li>attracting and retaining workers (new employment and training opportunities, increase the value of employment,)</li> <li>promoting local procurement opportunities or enhancing the capacity of local companies to compete</li> </ul>	x		x	x	<ul style="list-style-type: none"> <li>The school provides employment.</li> <li>Consideration would be given to using local contractors and suppliers.</li> </ul>
1.5	<b>People in Cardiff achieve their full potential;</b> <i>Consider the potential impact on</i> <ul style="list-style-type: none"> <li>promoting and improving access to life-long learning in Cardiff</li> <li>raising levels of skills and qualifications</li> <li>giving children the best start</li> <li>improving the understanding of sustainability</li> <li>addressing child poverty (financial poverty, access poverty, participation poverty)</li> <li>the United Nations Convention on the Rights of a Child and Principles for Older persons</li> </ul>	x				<p>The proposal is to build on the benefits realised through the federation of the schools and would provide opportunities to:</p> <ul style="list-style-type: none"> <li>Further streamline policies and structures</li> <li>Share good practice, preparation materials and resources</li> <li>Enhance opportunities for staff professional development</li> <li>Improved staff morale/decreased staff absence</li> <li>Improve social opportunities for pupils</li> <li>Maximise resources and professional expertise</li> <li>Support efficiency by providing an economy of scale for undertaking key activities</li> <li>Promote the broader welfare of pupils by offering potential for bringing together pastoral and other services to meet their all round needs</li> <li>Support school improvement</li> </ul>



	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	-	Ntrl	Un-Crtn	
Page 249						<ul style="list-style-type: none"> <li>Enhance opportunities for activities and the provision of a broad and balanced curriculum.</li> <li>Maximise the benefits accrued from National initiatives</li> <li>Foster a natural progression from school through to post 16 provision</li> </ul>
					x	Potentially the buildings could be used to deliver community provision including life-long learning activities outside of school hours.
						x
	<b>Cardiff is a Great Place to Live, Work and Play</b> <i>Consider the potential impact on</i> <ul style="list-style-type: none"> <li><i>promoting the cultural diversity of Cardiff</i></li> <li><i>encouraging participation and access for all to physical activity, leisure &amp; culture</i></li> <li><i>play opportunities for Children and Young People</i></li> <li><i>protecting and enhancing the landscape and historic heritage of Cardiff</i></li> <li><i>promoting the City's international links</i></li> </ul>			x		<p>There are no registered historic assets on the proposed site for the new build high school.</p> <p>There should be no impact on the landscape as the proposed site is currently occupied by Glyn Derw High School.</p>
1.7	<b>Cardiff is a fair, just and inclusive society.</b> <i>Consider the potential impact on</i> <ul style="list-style-type: none"> <li><i>the elimination of discrimination, harassment or victimisation for equality groups</i></li> </ul>			x		<ul style="list-style-type: none"> <li>- See Equality Impact Assessment below and attached.</li> <li>- The Council's recruitment process would ensure that good practice is followed, including the application of the Council's policies on equal opportunities.</li> </ul>

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	-	Ntrl	Un-Crtn	
	<ul style="list-style-type: none"> <li>has the community or stakeholders been engaged in developing the strategy/policy/activity?</li> <li>how will citizen participation be encouraged (encouraging actions that consider different forms of consultation, through more in depth engagement to full participation in service development and delivery)?</li> </ul>			x		- Public consultation with relevant stakeholders.
	<b>EQUALITY IMPACT ASSESSMENT (This is attached on page 13)</b> Will this Policy/Strategy/Project have a <b>differential impact</b> on any of the following:					
1.8	<b>The Council delivers positive outcomes for the city and its citizens through strong partnerships</b> Consider the potential impact on <ul style="list-style-type: none"> <li>strengthening partnerships with business and voluntary sectors</li> <li>the collaboration agenda and the potential for shared services, cross-boundary working and efficiency savings</li> </ul>			x		N/A

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**SUMMARY OF APPRAISAL (highlight positive and negative effects of the policy / plan / project being assessed, demonstrating how it contributes to the economic, social and environmental sustainability of the city):**

**Economic**

- Investment in new build facilities that would support the delivery of a broad and balanced curriculum.
- The new build school would provide employment opportunities.
- Consideration would be given to using local contractors and suppliers.

**Social**

- There could be the potential for community use of school facilities outside of school hours.

**Environmental sustainability**

- This proposal would result in the pupils attending a new build, fit for purpose 21<sup>st</sup> Century school. There would be high utilisation rates and therefore more efficient energy use.

**WHAT ACTIONS HAVE BEEN IDENTIFIED OR CHANGES BEEN MADE TO THE POLICY / PLAN / PROJECT AS A RESULT OF THIS APPRAISAL:**

If the proposal were to proceed, an equality impact assessment would be carried out to identify accessibility to the new build high school site. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design 2014 as well as building regulations such as, BS8300, Part M and relevant Building Bulletins.

## Part 2: Strategic Environmental Assessment Screening

		Yes	No
2.1	Does the plan or programme set the framework for future development consent?	x	
2.2	Is the plan or programme likely to have significant, positive or negative, environmental effects?		x

Is a Full Strategic Environmental Assessment Screening Needed?	Yes	No
<ul style="list-style-type: none"> <li>▪ If yes has been ticked to both questions 2.1 and 2.2 then the answer is yes</li> <li>▪ If a full SEA Screening is required then please contact the Sustainable Development Unit to arrange (details below)</li> </ul>		X An SEA has been undertaken (attached)

If you have any doubt on your answers to the above questions regarding SEA then please consult with the Sustainable Development Unit on 2087 3228 [sustainabledevelopment@cardiff.gov.uk](mailto:sustainabledevelopment@cardiff.gov.uk)

## Part 3: Habitat Regulation Assessment (HRA)

		Yes	No	Unsure
3.1	Will the plan, project or programme results in an activity which is known to affect a European site, such as the Severn Estuary or the Cardiff Beech Woods?		x	
3.2	Will the plan, project or programme which steers development towards an area that includes a European site, such as the Severn Estuary or the Cardiff Beech Woods or may indirectly affect a European site?		x	
3.3	Is a full HRA needed?		x	

Details of the strategy will be sent to the County Ecologist on completion of the process to determine if a Habitat Regulation Assessment is needed. For further information please phone 2087 3215 or email [biodiversity@cardiff.gov.uk](mailto:biodiversity@cardiff.gov.uk)

## Appendix 1 – Statutory Requirements

It is possible that the Impact Screening Tool will identify the need to undertake specific statutory assessments:

- **Equality Impact Assessment:** *This assessment is required by the Equality Act 2010 and Welsh Government's Equality Regulations 2011.*
- **Sustainable Development Bill:** *The Bill, when it comes into effect, will require sustainable development (SD) to be a central organising principle for the organisation. This means that there is a duty to consider SD in the strategic decision making processes.*
- **Shared Purpose Shared Delivery-** *The Welsh Government requires local authorities to produce a single integrated plan to meet statutory requirements under a range of legislation. Cardiff Council must therefore demonstrate its contribution towards Cardiff's own integrated plan; "What Matters".*
- **United Nations Convention on the Rights of the Child:** *The Children Act 2004 guidance for Wales requires local authorities and their partners to have regard to the United Nations Convention on the Rights of a Child.*
- **United Nations Principles for Older Persons:** *The principles require a consideration of independence, participation, care, self-fulfillment and dignity.*
- **The Welsh Language Measure 2011:** *The measure sets out official status for the Welsh language, a Welsh language Commissioner, and the freedom to speak Welsh.*
- **Health Impact Assessment:** *(HIA) considers policies, programmes or projects for their potential effects on the health of a population*
- **Strategic Environmental Impact Assessment:** *A Strategic Environmental Assessment (SEA) is an European Directive for plans, programmes and policies with land use implications and significant environmental effects.*
- **Habitats Regulations Assessment:** *The Conservation (Natural Habitats, &c.) (Amendment) Regulations 2007 provides a requirement to undertake Habitats Regulations Assessment (HRA) of land use plans.*

## Equality Impact Assessment

### Corporate Template



<b>Policy/Strategy/Project/Procedure/Service/Function Title:</b> <b>Proposal to:</b> <ul style="list-style-type: none"> <li>▪ Close Glyn Derw High School and Michaelston Community College ( the Glyn Derw and Michaelston Federation) from 31 August 2017</li> <li>▪ Establish a new replacement 11-18 community high school to serve the Caerau and Ely areas from 01 September 2017</li> <li>▪ To transfer the newly established high school to new build premises on the current Glyn Derw High School site from September 2018</li> </ul>
<b>New/Existing/Updating/Amending</b>  <b>Updating</b>

<b>Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?</b>	
Name: Janine Nightingale	Job Title: Head of Schools Organisation, Access & Planning
Service Team: Schools Organisation Planning (SOP)	Service Area: Education
Assessment Date: November 2015	

**1. What are the objectives of the Policy/Strategy/Project/ Procedure/ Service/Function?**

To improve educational outcomes by building a new high school in the West to replace Glyn Derw High School and Michaelston Community College within the realigned 21 <sup>st</sup> Century Schools Programme.
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**2. Please provide background information on the Policy/ Strategy / Project / Procedure / Service / Function and any research done [e.g. service users data against demographic statistics, similar EIAs done etc.]**

<p><b>(What is the basis for the proposal?)</b></p> <p>As recognition of the current issues specific to KS4 attainment in the Ely and Caerau areas and in line with the commitment to improve outcomes, the Council has included a proposal for a new high school in the West to replace Glyn Derw High School and Michaelston Community College within the realigned 21<sup>st</sup> Century Schools Programme.</p> <p>Both Glyn Derw High School and Michaelston Community College are currently experiencing a number of challenges including surplus places, significant budget deficits, substandard accommodation and poor outcomes for pupils.</p> <p>Between them, the two schools had a combined surplus of 692 places at September 13. Pupil projections indicate that both schools will continue to have high levels of surplus places The level of surplus has had a significant impact on the funding available to both schools and has contributed to a combined revenue deficit of c£1m across the two schools.</p> <p>At September 2014 there were 89 Year 10 pupils on roll at Glyn Derw High School and 110 on roll at Michaelston Community College in comparison to the 342 places available across the two schools. This is due to fall to 254 pupils at Glyn Derw High School and 92 at</p>
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Michaelston Community College in 2015. In order to overcome the challenges to providing Year 10 provision on two sites and to ensure pupils have access to the full breadth of the GCSE curriculum all Year 10 pupils have been taught at the Michaelston Community College site since September 2014.

Additionally Post 16 provision has been centralised on the Michaelston Community College site to ensure that pupils have access to an appropriate range of options.

### **Condition of existing school buildings**

The physical condition of the Glyn Derw High School premises is poor. Whilst some essential remedial work is being carried out to enable parts of the school to continue to function, disproportionate levels of expenditure would be required to bring the whole school up to modern standards. This is not an environment conducive to quality teaching and is deemed to be having a negative impact on learning and standards.

Accommodation at Michaelston College whilst not effectively supporting the delivery of the curriculum in some areas is deemed to be satisfactory.

The EC Harris survey which was part of a Welsh Government national exercise in 2010 summarised the premises as follows:

#### *Glyn Derw High School*

Overall condition: Category C – Poor. Exhibiting major defects and/ or not operating as intended.

Overall suitability: Category C – Poor. Teaching methods inhibited/ adverse impact on school organisation.

Overall rating: Red

#### *Michaelston Community College*

The Michaelston Community College premises were more suitable.

Overall condition: Category B – Satisfactory. Performing as intended but exhibiting minor deterioration.

Overall suitability: Category B – Satisfactory. Performing as intended, but does not effectively support the delivery of the curriculum in some areas

Overall rating: Amber

### **Quality and Standards**

Quality and standards in schools in Cardiff are monitored by Estyn and the Local Authority (LA). In 2011 Estyn described outcomes for learners at Glyn Derw High School as unsatisfactory and outcomes for learner at Michaelston Community College as adequate.

Since the establishment of the Central South Consortium (CSC) in September 2012 the LA has commissioned the Consortium to support and enable improvement in Cardiff Schools.

In January 2014 the CSC placed both Glyn Derw High School and Michaelston Community College in Category D which is defined as underperforming school with significant weakness across a wide range of areas – requires intensive additional support.

The latest available categorisation from the Welsh Government's School Standards Unit provided data on the performance of the schools. Each school was compared with similar

schools nationally. This translated into an overall score that placed the schools in one of five bands. Band 1 being the highest and band 5 the lowest. In 2013 Glyn Derw appeared in Band 4 and Michaelston in Band 5.

GCSE results for pupils at Glyn Derw for 1013/14 saw only 27.3% of pupils achieve grade A-C including English/Welsh and Mathematics, Michaelston results saw only 25.4% of pupils achieve A-C including English/Welsh and Mathematics.

Owing to the high levels of Free School Meals entitlement at both Glyn Derw High School and Michaelston Community College (check %) both schools are in receipt of additional funding in the form of the Pupil Deprivation Grant (PDG) which is intended to help reduce the impact of poverty on educational attainment.

Additionally both schools are part of the Challenge Wales Cymru initiative launched by the Welsh Government in May 2014 to improve the quality of teaching and learning. As part of the programme schools receive additional resources and expertise to undertake a programme of swift, sustained improvement.

Maintaining both schools on their existing sites does not allow for the full benefits of these programmes to be fully realised.

In order to respond appropriately to the challenges faced by both of these schools it is proposed to establish a new build 10FE high school to replace both Glyn Derw High School and Michaelston Community College from September 2018. The new school would be on the current Glyn Derw High School site in order to maintain the links between the secondary school and adjacent special schools. As part of the proposal the Michaelston Community College site would be disposed of with any capital receipt contributing towards the funding of the proposed new school included in the realigned 21st Century Schools Programme.

To allow for both schools to begin realising the benefits of this reorganisation as quickly as possible and to maximise the value of additional funding through the PDG and Challenge Wales Cymru programme, it is proposed that Glyn Derw High School is transferred to the Michaelston Community College site from January 2016.

### **Dissolution of the Federation**

Glyn Derw High School and Michaelston Community College were federated under one Governing Body and an Executive Headteacher in 2011. In the event of the proposal being progressed to implementation the Federation would be dissolved at the point that both schools close at 31 August 2017.

## **3 Assess Impact on the Protected Characteristics**

### **3.1 Age**

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

	<b>Yes</b>	<b>No</b>	<b>N/A</b>
3 to 11 years			
11 to 18 years	<b>The proposal would continue to build on the benefits realised through the federation and would provide opportunities to</b>		



	<b>provide 21<sup>st</sup> Century new build facilities that would support the delivery of a broad and balanced curriculum.</b>		
18 - 65 years			
Over 65 years			

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

### **Educational provision (Age 11-18)**

The proposal would continue to build on the benefits realised through the federation and would provide opportunities to:

- Provide 21st Century new build facilities that would support the delivery of a broad and balanced curriculum.
- Further streamlining of policies and structures
- Share good practice, preparation materials and resources
- Enhance opportunities for staff professional development
- Improved staff morale/decreased staff absence
- Improve social opportunities for pupils
- Maximise resources and professional expertise
- Support efficiency by providing an economy of scale for undertaking key activities
- Promote the broader welfare of pupils by offering potential for bringing together pastoral and other services to meet their all round needs
- Support school improvement
- Enhance opportunities for pupils activities and the provision of a broad and balanced curriculum.
- Maximise the benefits accrued from National initiatives
- Foster a natural progression from school through to post 16 provision
- Support more effective teaching and learning.

### **Pupils would be taught in new build facilities that are more suitable than Glyn Derw High School and Michaelston Community College:**

#### *Glyn Derw High School*

Overall condition: Category C – Poor. Exhibiting major defects and/ or not operating as intended.

Overall suitability: Category C – Poor. Teaching methods inhibited/ adverse impact on school organisation.

Overall rating: Red

#### *Michaelston Community College*

The Michaelston Community College premises were more suitable.

Overall condition: Category B – Satisfactory. Performing as intended but exhibiting minor deterioration.

Overall suitability: Category B – Satisfactory. Performing as intended, but does not effectively support the delivery of the curriculum in some areas

Overall rating: Amber
<b>What action(s) can you take to address the differential impact?</b>
<b>If no differential impact, explain the reason(s) for this assessment:</b>
<p>The other high school serving the area is Mary Immaculate RC High School and it is not expected that this community school proposal would have any impact on Mary Immaculate as the school serves a Faith community.</p> <p><i>Transport and traffic</i></p> <p>Under this proposal there are no plans to change the Council's policy on the transport of children to and from schools. The Council's transport policy for school children can be viewed on the Council's website (<a href="http://www.cardiff.gov.uk">www.cardiff.gov.uk</a>).</p> <p>The Michaelston Community College catchment area encompasses the area North-West of Cowbridge Road West and the Glyn Derw High School catchment area encompasses the area South-East of Cowbridge Road West .</p> <p>Pupils' resident within both the Glyn Derw High School catchment area and the Michaelston Community College site reside within the statutory 3 mile limit for home to school transport to the nearest appropriate secondary school. Therefore, home to school transport would not be provided if a new school were to be established on the Glyn Derw High School site.</p> <p><i>Redeployment opportunities</i></p> <p>There may still be a perception that redeployment opportunities could be affected by age. The Council's procedure for managing staffing changes arising from reorganisation would be used in implementing any changes as a result of this proposal. This would ensure that good practice is followed, including the application of the Council's policies on equal opportunities.</p>

### 3.2 Disability and Access

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

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

<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
<b>What action(s) can you take to address the differential impact?</b>

<p><b>If no differential impact, explain the reason(s) for this assessment:</b></p> <p><b>Accessibility of the accommodation</b></p> <p>If the proposal were to proceed, an equality impact assessment would be carried out to identify the accessibility of the new school building. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design 2014 as well as building regulations such as, BS8300, Part M and relevant Building Bulletins.</p> <p><b>Transport</b></p> <p>Transport for pupils with a disability would not be affected as it would be provided if required to meet the child's needs in accordance with the SEN Code of Practice.</p>
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### 3.3 Gender Reassignment

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

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

<p><b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b></p>
<p><b>What action(s) can you take to address the differential impact?</b></p>
<p><b>If no differential impact, explain the reason(s) for this assessment:</b></p> <p>The Council's procedure for managing staffing changes arising from reorganisation would be used in implementing any changes as a result of this proposal. This would ensure that good practice is followed, including the application of the Council's policies on equal opportunities.</p>

### 3.4. Marriage and Civil Partnership

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on marriage and civil partnership?

	Yes	No	N/A
Marriage			X
Civil Partnership			X

<p><b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b></p>
<p><b>What action(s) can you take to address the differential impact?</b></p>
<p><b>If no differential impact, explain the reason(s) for this assessment:</b></p> <p>N/A</p>

### 3.5 Pregnancy and Maternity

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on pregnancy and maternity?

	Yes	No	N/A
Pregnancy			
Maternity			N/A

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

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

If no differential impact, explain the reason(s) for this assessment:

The Council's procedure for securing staffing requirements to implement this proposal would be used in implementing this proposal. This would ensure that good practice is followed, including the application of the Council's policies on equal opportunities.

### 3.6 Race

Will this Policy/Strategy/Project//Procedure/Service/Function have a **differential impact [positive/negative]** on the following groups?

	Yes	No	N/A
White		x	
Mixed / Multiple Ethnic Groups		x	
Asian / Asian British		x	
Black / African / Caribbean / Black British		x	
Other Ethnic Groups		x	

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

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

If no differential impact, explain the reason(s) for this assessment:

The proposal would not have a differential impact upon one particular ethnic group as the provision would be available to all.

### 3.7 Religion, Belief or Non-Belief

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on people with different religions, beliefs or non-beliefs?

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

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

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

If no differential impact, explain the reason(s) for this assessment:

The senior staff in a school would be best placed to manage diversity in terms of belief. (e.g. provision of a space for prayer).
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### 3.8 Sex

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on men and/or women?

	Yes	No	N/A
Men		x	
Women		x	

<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
<b>What action(s) can you take to address the differential impact?</b>
<b>If no differential impact, explain the reason(s) for this assessment:</b>
The Council's procedure for managing staffing changes arising from reorganisation would be used in implementing any changes as a result of this proposal. This would ensure that good practice is followed, including the application of the Council's policies on equal opportunities.

### 3.9 Sexual Orientation

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on the following groups?

	Yes	No	N/A
Bisexual		x	
Gay Men		x	
Gay Women		x	
Heterosexual		x	

<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
<b>What action(s) can you take to address the differential impact?</b>
<b>If no differential impact, explain the reason(s) for this assessment:</b>
(Fears that recruitment opportunities could be affected by sexual orientation)  Evidence collated by the Stonewall lobby group alleges that Lesbian, Gay, Bisexual people are likely to be discriminated against in workplace recruitment.  The Council's procedure for managing staffing changes arising from reorganisation would be used in implementing any changes as a result of this proposal. This would ensure that good practice is followed, including the application of the Council's policies on equal opportunities.

### 3.10 Language

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on Welsh Language?

	Yes	No	N/A
Welsh Language		x	

Other languages		x	
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<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
<b>What action(s) can you take to address the differential impact?</b>
<b>If no differential impact, explain the reason(s) for this assessment:</b>
<p><b>Language support</b></p> <p>The proposal will not directly impact on the level of support provided as all support is dependent on the Minority Ethnic Achievement Grant which is reviewed and then renewed according to the results of the annual Needs Assessment Survey. The allocation of teachers and BTAs is usually in place for the period of the academic year but is liable to change throughout the year to meet fluctuations in demand.</p>

#### 4. Consultation and Engagement

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

The Council's Accessibility Officer would be given the opportunity to comment on the scheme.
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#### 5. Summary of Actions [Listed in the Sections above]

Groups	Actions
Age	See Generic over-arching actions below
Disability	
Gender	
Reassignment	
Marriage & Civil Partnership	
Pregnancy & Maternity	
Race	
Religion/Belief	
Sex	
Sexual Orientation	
Language	
Generic Over-Arching [applicable to all the above groups]	If the proposal were to proceed, an equality impact assessment would be carried out to identify the accessibility of the new school building. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design 2014 as well as building regulations such as, BS8300, Part M and relevant Building Bulletins.

#### 6. Further Action

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

#### 7. Authorisation

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

Completed By: Rachel Willis	Date: November 2015
Designation: Policy, Equalities and Reports Officer	
Approved By: Michele Duddridge-Hossain	
Designation: SOP Team Manager	
Service Area: Education	

- 7.1 On completion of this Assessment, please ensure that the Form is posted on your Directorate's Page on CIS - *Council Wide/Management Systems/Equality Impact Assessments* - so that there is a record of all assessments undertaken in the Council. For further information or assistance, please contact the Citizen Focus Team on 029 2087 3059 or email [citizenfocus@cardiff.gov.uk](mailto:citizenfocus@cardiff.gov.uk)

## Background

In 2008, a retrospective Strategic Environmental Assessment (SEA) of Cardiff's 21<sup>st</sup> Century: A Strategic Framework for a School Building Improvement Programme (published in 2006) was carried out based on the guidance that supports the European SEA Directive 2001/42/EC.

The retrospective approach to assessment was quality assured by an external consultant and their independent compliance review determined that the report detailing the assessment on the strategic framework met the key requirements set out for reporting the SEA process as required by the SEA Directive.

The retrospective assessment provides the basis for assessing current and future school organisation proposals at a strategic level.

If a proposal were to proceed, an environmental assessment would be carried out as part of the planning application process.

**To request a copy of the assessment on the Strategic Framework please contact Rachel Willis, 029 2087 3946, [RWillis@cardiff.gov.uk](mailto:RWillis@cardiff.gov.uk)**

- Close Glyn Derw High School and Michaelston Community College ( the Glyn Derw and Michaelston Federation) from 31 August 2017
- Establish a new replacement 11-18 community high school to serve the Caerau and Ely areas from 01 September 2017
- To transfer the newly established high school to new build premises on the current Glyn Derw High School site from September 2018

## Condition of existing school buildings

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Additionally both schools are part of the Challenge Wales Cymru initiative launched by the Welsh Government in May 2014 to improve the quality of teaching and learning. As part of the programme schools receive additional resources and expertise to undertake a programme of swift, sustained improvement.

Maintaining both schools on their existing sites does not allow for the full benefits of these programmes to be fully realised.

In order to respond appropriately to the challenges faced by both of these schools a proposal has been developed to establish a new build 1055 high school to replace both Glyn Derw High School



and Michaelston Community College from September 2018. The new school would be on the current Glyn Derw High School site in order to maintain the links between the secondary school and adjacent special schools. As part of the proposal the Michaelston Community College site would be disposed of with any capital receipt contributing towards the funding of the proposed new school included in the realigned 21st Century Schools Programme.

To allow for both schools to begin realising the benefits of this reorganisation as quickly as possible and to maximise the value of additional funding through the PDG and Challenge Wales Cymru programme, it is proposed that Glyn Derw High School is transferred to the Michaelston Community College site from January 2016.

Key:

xx	= very incompatible; very negative effect
x	= incompatible; negative effect
✓	= compatible; positive effect
✓✓	= very compatible; very positive effect
0	= no links; neutral effect
? and/or mitigation	= uncertain effects
DNA	= data not available

See table headers below: \* Comparison of the preferred option to a possible alternative option(s) are required in a SA/SEA.

SEA objective	Proposal to establish a new build high school in the West of the city from September 2018.		Do nothing	
	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective
1. Promote a greener economy by delivering a sustainable pattern of schools across Cardiff	✓	<p>The current school buildings at Glyn Derw High School and Michaelston Community College are rated B &amp; C (Poor) for sustainability. The buildings are also under utilised due to the number of surplus places and therefore energy use is inefficient.</p> <p>This proposal would result in the pupils attending a new build, fit for purpose 21<sup>st</sup> Century school. The new building would be energy efficient and there would be high utilisation rates and therefore more efficient energy use.</p>	x	The current school buildings are not considered fit for the 21 <sup>st</sup> Century. The buildings are also under utilised due to the number of surplus places and therefore energy use is inefficient.
2. Reduce greenhouse gas emissions through: a) Energy efficient building design and disposing of poor quality surplus accommodation b) Promoting sustainable modes of transport and integrated transport systems	<p>✓</p> <p>X</p> <p>Mitigation</p>	<p>a)</p> <p>This proposal would result in the pupils attending a new build, fit for purpose 21<sup>st</sup> Century school. There would be high utilisation rates and therefore more efficient energy use.</p> <p>b)</p> <p>An increase in the number of children attending the new build school site could increase the volume of traffic in the vicinity of the school.</p> <ul style="list-style-type: none"> <li>- Emphasis is placed on travel by active modes where this is possible and on providing the facilities and opportunities at school for students to travel by walking, cycling and public transport. Encouraging active travel to school is a very important means of increasing levels of physical activity in children and tackling the growing problem of childhood obesity. Reducing congestion at the school gate is key to ensuring the safety of pupils and to mitigating impacts on the local neighbourhood.</li> <li>- Provision of parent parking places is generally not supported by Cardiff Council. This is because such provision would promote travel to school by car, generate local traffic,</li> </ul>	x	See comments next to SEA Objective 1 above

SEA objective	Proposal to establish a new build high school in the West of the city from September 2018.		Do nothing		
	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	
Page 267		<p>contribute to congestion and reduce pupil safety. Parking facilities provided at schools is generally only for staff and to meet operational needs.</p> <ul style="list-style-type: none"> <li>- Management of access to the school site prior/during parent drop off and pick up times would help with health &amp; safety.</li> <li>- Cardiff's Supplementary Planning Guidance (Access, Circulation and Parking Standards 2010) sets out that all new or expanded schools are required to develop a Travel Plan for submission with a planning application. A Travel Plan is a policy and action plan to: <ul style="list-style-type: none"> <li>o manage transport efficiently</li> <li>o improve access by all means of travel for employees, visitors, patients and students</li> <li>o encourage sustainable transport – walking, cycling, public transport and car sharing</li> <li>o reduce car use.</li> </ul> </li> <li>- A School Travel Plan is specifically designed to address the transport needs of pupils and staff and will vary according to the nature of the education being provided and the catchment area of the school.</li> </ul> <p>School safety zones would be set up to address health and safety concerns from increased traffic flows in the school vicinity.</p>			
	3. Promote health and wellbeing by protecting and enhancing Public Open Space (POS) and improving access to POS	0	As the open space in and around the school are not accessible to the public the only potential impact of the option on the open space would be loss of visual amenity value. There should be no impact as the proposed scheme is to refurbish and reconfigure internal spaces.	x	See comments next to SEA Objective 1 above
	4. Minimise air, light and noise pollution associated with building development and traffic congestion	0  0	<p>a) Those delivering the scheme would be encouraged to minimise air, light and noise pollution during any works.</p> <p>b) To reduce congestion and associated pollution the following would be considered:</p> <ul style="list-style-type: none"> <li>▪ Formalising the parking regime outside the school to discourage unsafe parking and help with enforcement.</li> <li>▪ The school agrees to a Travel Plan which includes schemes such as the Park Safe / Walk Safe scheme</li> </ul>	x	See comments next to SEA Objective 1 above

SEA objective	Proposal to establish a new build high school in the West of the city from September 2018.		Do nothing	
	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective
		which encourage parents to park further away from the school.		
5. <i>Protect</i> and enhance biodiversity, flora and fauna	<b>0</b>	There should be no impact as the proposed scheme is to refurbish and reconfigure internal spaces.	x	See comments next to SEA Objective 1 above
6. <i>Protect</i> and enhance the landscape (habitats/visual amenities)	<b>0</b>	There should be no impact as the proposed scheme is to refurbish and reconfigure internal spaces.	x	See comments next to SEA Objective 1 above
7. Conserve water resources and increase water efficiency in new developments and promote sustainable urban drainage systems	<b>0</b>	This would not be in scope as the proposed scheme is to refurbish and reconfigure internal spaces.	x	See comments next to SEA Objective 1 above
8. <i>Promote</i> regeneration by delivering inclusive schools that will improve equality of opportunity and access for all	<b>0</b>	Achieved by making schools community focused - opening facilities to the public e.g. evening classes.  If the proposal were to proceed, an equality impact assessment would be carried out to consider the accessibility of the new building site. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design 2014 as well as building regulations such as, BS8300, Part M and relevant Building Bulletins.	x	See comments next to SEA Objective 1 above

SEA objective	Proposal to establish a new build high school in the West of the city from September 2018.		Do nothing	
	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective
9. <i>Protect and enhance</i> designated historic assets	<b>0</b>	There are no registered historic assets on the proposed new school site.	x	See comments next to SEA Objective 1 above

## Conclusion

The proposal has been assessed to be compatible with the environmental objectives used to assess the goal and principles of the "21st Century Schools: A Strategic Framework for A School Building Improvement Programme" that underpin school organisation proposals.

Where the assessment has identified a potential negative environmental impact in terms of an increase in the volume of traffic (Objective 4), measures to mitigate the effect are detailed.

Plans proposed to close Glyn Derw High School and Michaelston Community College from 31 August 2017 and establish a replacement high school from 01 September 2017. The school would initially be accommodated on the existing Michaelston Community College site before transferring to new build premises on the current Glyn Derw High School site from September 2018.

## Dissolution of the Federation

Glyn Derw High School and Michaelston Community College were federated under one Governing Body and an Executive Headteacher in 2011. In the event of the proposal being progressed to implementation the Federation would be dissolved at the point that both schools close at 31 August 2017.

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**CITY OF CARDIFF COUNCIL  
CYNGOR DINAS CAERDYDD**



**CABINET MEETING: 10 DECEMBER 2015**

**SCHOOL ORGANISATION PROPOSALS: THE PROVISION OF ENGLISH-MEDIUM AND WELSH-MEDIUM PRIMARY SCHOOL PLACES IN THE ADAMSDOWN AND SPLOTT WARDS**

**REPORT OF DIRECTOR OF EDUCATION AND LIFELONG LEARNING**

**AGENDA ITEM: 7**

**PORTFOLIO: EDUCATION (COUNCILLOR SARAH MERRY)**

**Reason for this Report**

1. This report is to inform the Cabinet of the responses received following consultation regarding the provision of English-medium and Welsh-medium primary school provision in the Adamsdown and Splott Wards.

**Background**

2. At its meeting on 28 May 2015 the Cabinet authorised officers to hold a public consultation on proposals to:
  - Provide 30 additional English-medium primary school places per year group.
  - Provide 30 additional Welsh-medium primary school places per year group.
  - Provide additional English-medium part-time nursery places.
  - Provide additional Welsh-medium part-time nursery places.
3. Four potential delivery options were identified:

**Option 1**

- A new \*'standardised build' 2FE Baden Powell Primary School with nursery on the Willows High School site serving the age range 3 -11 from September 2017. This would require the transfer of Baden Powell Primary School to the Willows High School site. Both schools (Baden Powell Primary School and Willows High School) would remain as separate establishments with separate staff, management and governing bodies and be funded accordingly.
- Increase the capacity of Ysgol Glan Morfa from 1FE to 2FE with up to 80 part-time nursery places (an increase of 48 part-time places) serving the age range 3 -11 from September 2017. Transfer the

enlarged Ysgol Glan Morfa to the vacated Baden Powell Primary School site from September 2017.

- Increase the capacity of Moorland Primary School from 2FE to 3FE with up to 96 part-time nursery places (an increase of 32 part-time places) serving the age range 3 -11 utilising the vacated Ysgol Glan Morfa buildings from September 2017.
- Tremorfa Nursery School to remain at its current capacity on its existing site.

#### Option 1a

- A new 'standardised build' 2FE Baden Powell Primary School on the Willows High School site serving the age range 4 -11 from September 2017. This would require the transfer of Baden Powell Primary School to the Willows High School site. Both schools (Baden Powell Primary School and Willows High School) would remain as separate establishments with separate staff, management and governing bodies and be funded accordingly.
- A new build Tremorfa Nursery School on the Willows High School site providing up to 176 part-time nursery places serving the age range 3 - 4 from September 2017. This would require the transfer of Tremorfa Nursery School to the Willows High School site. The nursery school would remain as a separate establishment with separate staff, management and governing body and be funded accordingly.
- Increase the capacity of Ysgol Glan Morfa from 1FE to 2FE with up to 80 part-time nursery places (an increase of 48 part-time places) serving the age range 3 -11 from September 2017. Transfer the enlarged Ysgol Glan Morfa to the vacated Baden Powell Primary School site from September 2017.
- Increase the capacity of Moorland Primary School from 2FE to 3FE with up to 96 part-time nursery places (an increase of 32 part-time places) serving the age range 3 -11 utilising the vacated Ysgol Glan Morfa buildings from September 2017.

#### Option 2

- Increase the capacity of Ysgol Glan Morfa from 1FE to 2FE with up to 80 part-time nursery places (an increase of 48 part-time places) serving the age range 3 -11 from September 2017. Transfer the enlarged Ysgol Glan Morfa to a new '\*standardised build' 2FE primary school on a new site at the Maltings from September 2017.
- Increase the capacity of Moorland Primary School from 2FE to 3FE with up to 96 part-time nursery places (an increase of 32 part-time places) serving the age range 3 -11 utilising the vacated Ysgol Glan Morfa buildings from September 2017.
- Baden Powell Primary School to remain at its current capacity on its existing site.
- \*\*Tremorfa Nursery School to remain at its current capacity on its existing site.



## Option 2a

- Increase the capacity of Ysgol Glan Morfa from 1FE to 2FE with up to 80 part-time nursery places (an increase of 48 part-time places) serving the age range 3 -11 from September 2017. Transfer the enlarged Ysgol Glan Morfa to a new \*'standardised build' 2FE primary school on a new site at the Maltings from September 2017.
  - Increase the capacity of Moorland Primary School from 2FE to 3FE with up to 96 part-time nursery places (an increase of 32 part-time places) serving the age range 3 -11 utilising the vacated Ysgol Glan Morfa buildings from September 2017.
  - The age range of Baden Powell Primary School to be reduced from 3 -11 to 4 -11 from September 2017.
  - A new build \*\*Tremorfa Nursery School providing up to 176 part-time nursery places on the Baden Powell Primary School site serving the age range 3 - 4 from September 2017. This would require the transfer of Tremorfa Nursery School to the Baden Powell Primary School site. The nursery would remain as a separate establishment with separate staff, management and governing body and be funded accordingly.
4. \* A 'standardised design' refers to a pre-determined building form, the client (i.e. the Council) effectively buys 'off plan' to a pre designed solution. Contractors are able to minimise costs by reducing the fees spent on design and tendering as they already have a pre-determined design and supply chain and also do not have to set aside a significant cost for risk due to the early engagement of the contractor. In-house design fees are also significantly reduced as it does not require a bespoke design.

## Issues

5. The consultation ran from 12 October to 23 November 2015.
6. Parents and others in the local community, together with staff and Governors of the affected schools were invited to respond to the consultation.
7. The consultation process involved:
- Distribution of a Consultation Document outlining background, rationale and implications. This document has been distributed to parents, local childcare providers, Headteachers and Chairs of Governors of nearby schools, all Members of local wards and other stakeholders (a copy of the consultation document can be seen at Appendix 1);
  - Meetings with Staff and Governors of the schools affected and a public meeting at which the proposal was explained and questions answered;
  - Five public drop in sessions where officers were available to answer questions;
  - Workshop sessions with pupils at the schools affected to provide an opportunity for pupils to ask questions, learn more about the proposal

and give their views. Details of the pupils meetings are attached at Appendix 2.

- A consultation response slip for return by post or e-mail, attached to the consultation document;
  - An online response form at [www.cardiff.gov.uk/21st](http://www.cardiff.gov.uk/21st) Century Schools
8. The views expressed at Council organised meetings and on paper or electronically through the appropriate channels, have been recorded.

### **Responses received during the consultation period**

*(Responses received are summarised below in italicised text)*

9. In total 246 responses were received (26 online responses and 220 paper/e-mail responses).
10. The majority view expressed during the consultation at meetings and in written correspondence was one of support for the proposed provision of additional English-medium and Welsh-medium primary school places within the Adamsdown and Splott Wards.
11. As part of the consultation, respondees were asked to rank the options in order of preference, with 1 being the most preferred option and 4 being the least preferred options.
12. The results from those who ranked the options were compiled using the following methodology:
13. A weighted scoring system was adopted such that the first choice was awarded 4 points progressing sequentially down to the fourth choice being awarded one point.
14. The total points were then aggregated for each option and these represented as shown below.

<b>Option</b>	<b>Points</b>	<b>% of total</b>
Option 1	85	5.44%
Option 1a	50	3.2%
Option 2	863	55.21%
Option 2a	565	36.15%

15. Where all preference choices were not indicated, points were only awarded to those selected. Hence, following the same criteria, first choice would have been awarded 4 points; 2<sup>nd</sup>, 3 points ; unselected, 0 points etc.

### **Estyn Response**

16. A response from Estyn included the following points (for the full response, please see Appendix 3)
17. The proposal focuses on meeting the projected increased demand for extra English and Welsh-medium places in the Adamsdown and Splott

Wards. The proposer has demonstrated clearly the proposals should meet the forecast demand for extra places in both English and Welsh-medium schools.

18. The proposals are likely to at least maintain the current standards of education and provision in the area.
19. The Council acknowledged the views expressed.

### **Other Formal Responses**

20. Summaries of the formal written responses from the Governing Body of Baden Powell Primary School, the Governing Body of Moorland Primary School, the Governing Body and Foundation Phase staff of Ysgol Glan Morfa and the Governing Body of Tremorfa Nursery included the following points (for the full responses please see Appendix 4):

### **Baden Powell Governing Body**

21. A response from the Governing Body of Baden Powell Primary School included the following points:
22. *The Governors support the proposal to increase English-medium and Welsh-medium primary school provision and advocate Option 2, as it provides increased pupil numbers within the catchment area, excellent access to schools for parents and high levels of personal safety for stakeholders using the local roads whilst maintaining high quality nursery provision at Baden Powell Primary School.*
23. *The current location of Baden Powell Primary School is very central and provides excellent access to all families and services within the catchment. Relocating to the Willows High School site would put the school on the edge of the catchment area which would have a negative impact upon pupil attendance.*
24. *In the past Baden Powell Primary School has had to significantly reorganise the school day and times due to an increasing number of incidents relating to the difficult behaviour and actions of Willows High School pupils on the Baden Powell Primary School playground at the beginning and end of the day. A shared site would result in increased behaviour management issues for both schools.*
25. *The governing body fully support the idea and principles behind upgrading school buildings. However, the Donaldson Report clearly states that Welsh education will move towards a Foundation Phase style and include a large element of education outside the classroom. There is concern that this requirement won't be satisfied by the proposed new buildings. The combination of low staff ratios and no free flow to outside areas for pupils located in classrooms above the ground floor will result in those children not receiving their entitlement to outdoor education. If the proposals do go ahead we would strongly request, if space allows, that a single storey school building is built as that future proofs it against the curriculum changes.*

26. *Whilst fully appreciating the requirements to increase nursery provision within the catchment area and fully supporting the benefits from increased nursery access and the impact that provision has on the pupils' immediate and long term outcomes, the governing body believe that the quality of the nursery provision and the impact 3-11 schools have within future years can only be fully achieved by the full integration of the nursery into the life of the primary school and vice versa and not as add on provision to the school site. A relocation of Tremorfa Nursery School to the Baden Powell Primary School site will only bring the difficulties associated with a shared site without the positive impact upon standards, outcomes and school progress that a joint nursery and primary school would achieve.*
27. *There is concern at the suggestion in the consultation that standards at Baden Powell Primary School's nursery may not be of a comparable standard to those at other nurseries. The Governors feel that using the Estyn inspection reports, which are based upon historical findings, up to 5 years old, whilst comparing a nursery inspection to a full primary school inspection may lead to an inaccurate conclusion.*
28. *An recent analysis of the Reception pupils' Foundation Phase Profile outcomes indicates that pupils who have experienced a school based nursery provision achieve higher outcomes and have a much better start to their school based education than pupils that have received a non-school based nursery provision.*

### **Appraisal of views expressed**

29. The Council welcomes the support of the Governing Body for the proposal to increase the number of primary places and acknowledges the school's preference for Option 2.
30. The Council acknowledges the concerns raised by the Governing Body however officers would work with the school to address any issues arising out of the proposal.
31. The Council would work with the Governing Bodies of schools to develop a Travel Plan to minimise any potential disruption. Traffic and transport implications would be considered as part of the Transport Assessment that would be required in order to achieve planning consent for any building works.
32. Cardiff's Supplementary Planning Guidance (Access, Circulation and Parking Standards 2010) sets out that all new or expanded schools are required to develop a Travel Plan for submission with a planning application. A School Travel Plan is specifically designed to address the transport needs of pupils and staff and will vary according to the nature of the education being provided, any community facilities on site and the catchment area of a school.

A Travel Plan is a policy and action plan to:

- manage transport efficiently
  - improve access by all means of travel for employees, visitors, parents and students
  - encourage sustainable transport – walking, cycling, public transport and car sharing
  - reduce car use.
33. Cardiff's transport network is under pressure and experiences congestion from commuters driving into the city and people making short local trips by car. Traffic associated with the school run adds to congestion. The City of Cardiff Council's policy is to encourage and promote the increased use of sustainable travel models and to promote independent travel to school wherever possible.
34. Encouraging active travel to school is a very important means of increasing levels of physical activity in children and tackling the growing problem of childhood obesity. Reducing congestion at the school gate is key to ensuring the safety of pupils and to mitigating impacts on the local neighbourhood.
35. Information related to quality and standards in the consultation document was in accordance with Welsh Government requirements and was not intended to reflect negatively on standards at any of the schools subject to the proposals. It is recognised that the Estyn reports were undertaken at different dates and therefore may not reflect the current position however it is a requirement of the Welsh Government School Organisation Code that this information is included in consultation documents.

### **Tremorfa Nursery School**

36. Responses from the Governing Body and Staff of Tremorfa Nursery School included the following points:
37. *The Governors and staff of Tremorfa Nursery support Option 2. This is the least disruptive option for the families and members of the community who access the building and would save the Local Authority money that would have been spent on a new building.*
38. *In relation to the Welsh Assembly Government (WAG) poverty agenda and the 'Rewriting the Future' document, the nursery is meeting many WAG aims at our current setting where there is a Community Room which is in constant use. In a new building with the strong likelihood of shared facilities the community groups that are run in the nursery cannot be guaranteed to continue and would likely need to reduce.*
39. *There is an established Forest School area on the current site. It is unlikely that any of the proposed options put forward would enable the school to replicate the existing outdoor provision which is an integral part of the learning experience of the pupils.*

40. *The nursery school has been recognised by the Central South Consortium as having excellent provision and have recently become a Foundation Phase Alliance school providing training to many other practitioners across the region. With such large grounds Tremorfa Nursery is able to demonstrate excellent outdoor provision and a variety of outdoor learning experiences. Outdoor space as part of a new build would not be the same as the existing space and the nursery would be limited in its ability to demonstrate to other practitioners.*
41. *One of the four purposes of the New Curriculum for Wales is around 'healthy and confident individuals'. In the current grounds children have space to run, climb, dance and cycle, which would not be the case in smaller grounds.*
42. *Currently the transition between all local primary schools is well established and working well. Children from the nursery go on to attend all the local primary schools including Welsh, faith and non-faith based. Transition between some local schools will be difficult should the nursery be re-located.*
43. *The nursery currently offers wrap around care in the afternoons. If it were to re-locate, any new building would not include additional facilities for wrap around care.*

#### **Appraisal of views expressed**

44. The Council welcomes the support of the Governing Body and Staff for the proposal to increase the number of primary places and acknowledges the school's preference for Option 2.
45. The Council acknowledges points raised regarding the quality of the provision at the Nursery School and the contribution the existing facilities make towards this.
46. Any new accommodation would be able to facilitate commensurate wrap round care places as that offered currently.

#### **Ysgol Glan Morfa**

47. Responses from the Governing Body and Staff of Ysgol Glan Morfa included the following points:
48. *The Governors and staff of Ysgol Glan Morfa support the underlying decisions to develop an additional 1FE capacity in both English and Welsh medium education and support the logic of allowing Moorland Primary School to reclaim the buildings currently occupied by Ysgol Glan Morfa. They support Option 2. The Chair of Governors believes a new-build school on the Maltings site would provide the best setting for Ysgol Glan Morfa to grow and prosper.*
49. *A new building would allow people to identify with the school and understand that Splott has a Welsh school.*

50. *The governing body feel that the Maltings location, on the fringe of an industrial area, could serve to build strong school-business links.*
51. *Developing a new school at the Maltings would add to the identity of the emerging residential community on the fringe of the Splott, Tremorfa, Adamsdown and Roath (STAR) area. A new school at the Maltings site has the potential to add community benefits to the area. A new school on the Willows site would not add greatly to the community facilities already available on that site.*
52. *As a Welsh Medium school, Ysgol Glan Morfa draws on a larger catchment area than Baden Powell. As a consequence it is likely to have a greater proportion of children travelling by car to and from school. This would be easier to cope with at a new build, rather than the existing Baden Powell site, which can already be extremely busy at drop off and pick up times.*
53. *Option 2 would minimise disruption, as only one school would need to relocate, rather than two.*
54. *Irrespective of which option is chosen, money will need to be spent on the Baden Powell site. There is concern that the current budget and plans do not reflect this adequately.*
55. *Moving to the Maltings would be an opportunity for Ysgol Glan Morfa to grow and prosper in its second decade. It would give the school a clear and distinct identity, minimise disruption at other schools in the area and offer community benefits to the Maltings area. Option 2 would also be a better option in terms of school transport, and would send a powerful signal of the Council's support for Welsh medium schooling.*
56. *The Foundation Phase staff expressed excitement at the prospect of widening the opportunity for the community to embrace the Welsh language and culture. They would welcome the opportunity to have more teacher knowledge and expertise which will enable the children to enjoy even more extra-curricular activities.*

### **Appraisal of views expressed**

57. The Council welcomes the support of the Governing Body and Staff for the proposal to increase the number of primary places and acknowledges the school's preference for Option 2.
58. As set out at paragraph 30 the Council would work with the Governing Bodies of schools to develop a Travel Plan to minimise any potential disruption. Traffic and transport implications would be considered as part of the Transport Assessment that would be required in order to achieve planning consent for any building works.
59. The Council acknowledges that there are condition issues at Baden Powell Primary School. It is the intention to work with the School to address these as part of the Asset Management Programme.

## **Moorland Primary School**

60. Responses from the Governing Body and Headteacher of Moorland Primary School included the following points:
61. *The Governors and Headteacher of Moorland Primary School expressed concerns about the substantial increase in pupil population at the school. The ethos and success of the school is based on a close knit community with high levels of support for individual children and their families. It would be difficult to replicate this on a larger scale without a potentially negative impact on standards and behaviour.*
62. *Concerns were expressed about the nature of staff roles changing significantly if the school size increases and about the retention of senior staff if the nature of their roles change too drastically.*
63. *The effective pedagogy within the Foundation Phase is based on year group pairs of shared classroom spaces, which the building currently lends itself to very well. Due to the design and nature of the buildings, it would be very difficult to replicate this across 3 classrooms per year group.*
64. *The volume of traffic at the beginning and end of every day is already a grave health and safety concern to Governors. Potentially increasing this by 50% feels very irresponsible.*
65. *Having seen the plans, it is difficult to envisage how 9 Foundation Phase classrooms and a 48 place nursery would fit into the existing Ysgol Glan Morfa building without substantial building works. There would be no hall space big enough to accommodate the whole school.*
66. *Staff and Governors are very anxious about the Council's capacity to deliver the programme on time and to the standard promised in view of previous experiences.*
67. *Following discussion with staff at the school the following alternative is proposed: Ysgol Glan Morfa to move to a 2FE new build; Baden Powell Primary School to remain at 2FE on its current site; Moorland Primary School to remain on site as 2FE using the Ysgol Glan Morfa building and demolishing the existing Early Years building. This would enable us to continue our very important family engagement work; Build a new 1FE school on Willows site and incorporate flying start provision within this.*

## **Appraisal of Views Expressed**

68. The Council acknowledges the views expressed.
69. Moorland Primary School is well located to meet demand for English-medium places and it is not anticipated that standards at the school would be impacted upon were the school to expand to 3FE.



70. The Council has in place policies to support school improvement e.g. 'High Achievement for All' and 'Achievement for Inclusion'. It is working to respond to the key principles of the School Effectiveness Framework to secure better outcomes and well-being for all children including those at existing schools.
71. The concerns raised are noted however it is expected that the proposal would provide a greater degree of stability at all levels of leadership including maintaining a full and stable complement of school governors and greater flexibility and opportunities for pupils due to an extended, more enhanced and secure financial resource base. Additionally the ability to employ more teaching and support staff would allow the school to cover a wider range of curriculum expertise. This has been the experience with the other 3FE primaries in the LA.
72. Officers would work with the school regarding the configuration of buildings to allow for the needs of the Foundation Phase and Key Stage 2 accommodation to be met and to reflect the school's preferred way of working as much as possible.
73. As set out at paragraph 30 the Council would work with the Governing Bodies of schools to develop a Travel Plan to minimise any potential disruption. Traffic and transport implications would be considered as part of the Transport Assessment that would be required in order to achieve planning consent for any building works.
74. The number of pupils accessing the Moorland site is not planned to exceed the number presently accessing the combined Moorland – Glan Morfa site. The school is also expected to serve a smaller catchment area than the existing catchment area of Ysgol Glan Morfa and it would therefore be reasonable to expect that similar numbers of, or fewer, pupils would travel to school by car.
75. It is not necessary for a 2FE or 3FE to have a single hall space large enough to accommodate the whole school. In many existing school buildings this is not possible. The Building Bulletin guidelines upon which 21<sup>st</sup> Century Schools are based suggest a range of hall spaces as is appropriate for the modern teaching curriculum; a large hall, a small hall and 'studio'.
76. The primary aims of the English-medium aspect of these proposals is to increase the number of places available in the locality. Where an existing school is suitably located and has scope to increase within the available budget as in this case, the Council would not support the retention of the existing accommodation and the establishment of a new build school on the Willows High School site.
77. Additionally given the range of benefits of 2FE/3FE when compared with smaller schools, the Council would not support the establishment of a 1FE school on the Willows High School site

## **Willows High School**

78. A response from the Staff of Willows High School included the following points:
79. *The staff of Willows High School support Option 1, as transferring Baden Powell Primary to the Willows High School Site would provide more opportunities to engage families and the community. Local families will have more access to support, advice and facilities and professionals can work in partnership to put in place strategic intervention strategies in order to close the learning gap for disadvantaged pupils.*
80. *In both Baden Powell Primary School and Willows High School the percentage of pupils receiving Free School Meals (FSM) far exceeds the national average. In order for these pupils to have the best possible chances of achieving, it is imperative that parents are engaged in early learning. Parents and professionals working in partnership from the start of a child's education benefits FSM pupils the most.*
81. *By transferring Baden Powell Primary School to the Willows High School Site, there will be more opportunities to engage families and the community. Local families will have more access to support, advice and facilities and professionals can work in partnership to put in place strategic intervention strategies in order to close the learning gap for these pupils.*
82. *Studies show that many parents of FSM pupils have a negative attitude towards high schools based on their own experiences. Providing them with access to the site on a daily basis can help these barriers to be broken down. This should also impact positively on both our attendance figures and attainment data.*
83. *Many FSM pupils lack the confidence of their peers or display poor behaviour, especially during times of transition. By having the schools closely aligned there would be a fluidity in this process. This option would also benefit the social and emotional well-being of many parents.*
84. *In addition to this, Option 1 allows for the sharing of facilities between the schools without pressing time constraints. There would be more scope to enhance the cultural capital of the pupils with joint educational trips. Similarly, there would be more opportunities for pupil to pupil mentoring and buddying between year groups.*

## **Appraisal of Views Expressed**

85. The Council acknowledges the views expressed.
86. By transferring Baden Powell Primary to the Willows High School Site, it may be possible provide more opportunities to engage families and the community than is presently the case. However, retaining the existing site arrangements would not prevent the schools continuing development that has improved access to support and advice and facilities, nor for the

local English-medium schools to put in place strategic intervention strategies that transfer through the primary and secondary learning phases.

87. The location of Flying Start facilities on the Willows High School site, and nursery and primary school facilities within close geographical proximity is of benefit within the Tremorfa community, and the Council would support the continuation of work to develop links between these.
88. Additional points raised in the consultation are set out in *italics* below and have been grouped according to the issues raised where appropriate.

### **Effect on nursery provision**

89. *There were a large volume of responses from parents praising the facilities and quality of education provided by Tremorfa Nursery School.*
90. *Tremorfa Nursery School currently has a Sensory Room, which may not be included in a new building. All learning is currently accessible and inclusive, the staff have a large area of expertise, especially in dealing with pupils with Special Educational Needs (SEN), and the layout allows for quiet areas and a variety of activities. Disabled children may be negatively affected by moving site.*
91. *Parents of children attending Tremorfa Nursery School rely on the breakfast club and affordable wrap around care in the afternoon that the school offers.*
92. *Parents of children attending Tremorfa Nursery School feel that having a separate nursery site makes the introduction to education easier and less overwhelming for young children. Parents may be reluctant for their child to attend nursery on a high school site.*
93. *The Deputy Manager of Mudiad Meithrin supported Option 2 or 2a and stressed the importance of having a Cylch Meithrin on the new Ysgol Glan Morfa site as well as the cooperation between Welsh medium primary schools and Cylchoedd Meithrin in ensuring growth in demand for Welsh medium education.*

### **Appraisal of views expressed**

94. The Council acknowledges points raised regarding the retention of existing facilities at Tremorfa Nursery School.
95. The Council would work with the Governing Body to address issues regarding future wrap around care and SEN should the school be relocated to either the Baden Powell Primary School or Willows High School sites as these would be intended to remain as part of any relocation.

96. The nursery school would remain as a separate establishment should it transfer onto another school site (Willows High School in the case of Option 1a and Baden Powell Primary School in the case of Option 2a).
97. The Council welcomes the support of Mudiad Meithrin for the proposal to increase the number of Welsh medium nursery places and will consider the points raised regarding retention of a Cylch Meithrin as part of the future provision.

### **Traffic**

98. *Concerns have been raised over the safety of the route to the Maltings site. There are a large number of commercial vehicles, heavy goods vehicles and commuter traffic, a sharp bend in the road, and areas that aren't paved.*

*Once Windsor Road bridge re-opens there will be an increase in traffic.*

99. *For parents who work, the commuting time will take significantly longer making it impossible for some to get to work on time, particularly for those parents who have to drop children in different places and who rely on public transport.*
100. *The walking routes are not suitable for high volumes of pedestrian traffic. It is too far for younger children to cycle, scoot or walk.*
101. *Relocating all three schools and the Flying Start provision on the Willows High School site will make managing traffic increasingly more difficult and will increase the risk of accidents.*
102. *The current location of Tremorfa Nursery School is away from main roads.*

### **Appraisal of views expressed**

103. As set out at paragraph 30 the Council would work with the Governing Bodies of schools to develop a Travel Plan to minimise any potential disruption. Traffic and transport implications would be considered as part of the Transport Assessment that would be required in order to achieve planning consent for any building works.

### **Shared Site**

104. *Sharing a site would expose younger children to bad behaviour and language from older (particularly secondary school aged) children. Many parents, grandparents and children find this intimidating, it may impact on the behaviour of younger children and may affect attendance if parents are put off by the behaviour.*
105. *High school age and nursery school age children have different needs so sharing a site would not be appropriate.*

106. *Transition into education at nursery age would be made more difficult with the nursery located on a busy, noisy site with older children, particularly if these were secondary school pupils.*

### **Appraisal of views expressed**

107. The issue of concern expressed regarding the potential relocation of the nursery to the Willows High School site with particular regard to the behaviour of secondary age pupils impacting on nursery age children is recognised by the Council. Although 3-16 shared site provision is atypical in Cardiff, this arrangement can be found between the Ely and Caerau Childrens Centre and Michaelston Community College which have been co-located for ten years. Furthermore, this model can be found employed successfully by many other Welsh Local Authorities
108. Any design would ensure that each school would be able to function as a separate entity and officers would work closely with the schools to ensure the needs of each school were met.

### **Location of schools**

109. *There is no play park next to the Maltings site, which would make it difficult for Welsh medium children and English medium children to socialise after school.*

### **Appraisal of views expressed**

110. There is an existing play area adjacent to the site.

### **Consultation**

111. *Concerns were raised that staff at Ysgol Glan Morfa were presenting a laminated exemplar form, with Options 1 and 1a crossed out, for parents to copy that could have influenced the opinions they expressed in the consultation.*

### **Appraisal of views expressed**

112. Clarification was sought from Ysgol Glan Morfa with regard to how the school had sought to encourage a greater range of responses particularly from parents and carers of children at the school.
113. The Council is satisfied that the school's approach did not prevent any stakeholder from expressing views regardless of any discussion with the school representatives present.
114. Furthermore it is understood that the school stated its preferred option and the rationale for this but did not place any expectation on parents to support this. The school's representatives demonstrated how to complete the response regardless of a stakeholder's view. Many parents requested clarification from the school of information supplied in the document and the majority expressed their desire to support a particular

option. The school provided guidance on how to record this in a number of ways but none are deemed to have unduly influenced the consultation and all stakeholders had the opportunity to express their individual views through a number of mechanisms.

### **Engagement with children and young people**

115. Officers met with pupils from Baden Powell Primary School, Moorland Primary School and Ysgol Glan Morfa to explain the proposal and seek their views.

#### **Baden Powell Primary School Views**

116. The pupils would like Baden Powell Primary School to remain at its existing site. The school has lots of history, memories and a tree of remembrance.
117. They were concerned about the behaviour of pupils at Willows High School and worried about change.

#### **Moorland Primary School Views**

118. The pupils thought that it would be good to have more school places to serve the local area and a bigger school would have more resources, more staff and a good ethnic mix.
119. They would like their school to remain at 2FE and were concerned about how Moorland Primary would operate at 3FE, some pupils would have further to travel, there would be more traffic, disruption during building works and bullying.

#### **Ysgol Glan Morfa Views**

120. The pupils thought it would be good to have more school places and liked the idea of new facilities.
121. They were concerned about having further to travel and being able to get to school, that children may not know all of the teachers and that a larger school may be too crowded.

#### **Willows High School**

122. The Youth Service devised a presentation, recoding sheet and teacher guidance to enable Willows High School to run consultation work with secondary age pupils as part of the consultation process.
123. Pupils were asked the following key questions:
- Question 1: Do you support the proposal to build a new primary school with a nursery on the Willows High School site serving the age range 3-11 from September 2017?

- Question 2: Do you support the proposal to build a new primary school on the Willows High School site serving the age range 4-11 from September 2017 and the proposal to build a new nursery on the Willows High School site severing the age range 3-4 from September 2017?
124. The pupils thought it would be good to have more school places and new facilities and that it would be easier for parents having the schools on one site.
125. They thought moving other schools onto the Willows site would lead to more traffic, would cause disruption with building work and that the older pupils would influence the younger pupils. There was also a reluctance to lose more land from the site and a feeling that money would be better spent improving poor facilities at Willows High School.
126. Full details of the pupil consultations can be seen at Appendix 2.

### **Appraisal of views expressed**

127. The Council would support any of the schools subject to the proposals to enable a smooth transition to a new site/managing a larger intake.
128. Concerns regarding bullying and anti-social behaviour are school management issues and would be dealt with in line with school policies. School staff would ensure that pastoral support is put in place so that any concerns of bullying raised by pupils can be heard and appropriately addressed by school management.
129. The Council acknowledges concerns regarding travelling time. Cardiff Council School Transport section would be able to provide families with advice on safe walking routes to school based on individual home addresses.
130. Traffic and transport implications would be considered as part of the Transport Assessment required in order to achieve planning consent for building works should this proposal be implemented.
131. The Council has increased experience in the successful delivery of building projects on the sites of occupied schools resulting from the progression of a growing school organisation programme. Any building work carried out on the schools sites would be managed effectively in consultation with the school management to ensure the full curriculum continues to be delivered and that high education standards and safety standards are maintained.

### **Summary**

132. There is clear support for the expansion of Ysgol Glan Morfa from 1FE to 2FE with the majority expressing a preference for a new build school on the Maltings site.
133. Both the Baden Powell Primary School and Tremorfa Nursery School communities have expressed the desire to remain on their current sites

as they believe this is the best way in which both schools can continue to deliver quality education.

134. Whilst concerns have been expressed about the expansion of Moorland Primary School, the school is well paced to meet demand for English-medium places from the local area and the Council will work with the school to ensure standards are maintained.
135. The remaining paragraphs within this report are therefore specific to the potential implementation of this option only.
136. Indicative site drawings which represent the approximate footprint of any new build can be seen at Appendix 6.

## **Land Matters**

### **Amenity land/ Public Open Space near the Maltings**

137. There is a deficiency of Public Open Space in Splott and the proposed transfer of Ysgol Glan Morfa to the Maltings Park site would result in the loss of an amenity area of existing Public Open Space.
138. If selected for the purpose of building an education facility the site would need to be appropriated to reflect the change of use.
139. Those wishing to exercise their dogs, take children to the play area and use the park for informal recreation could continue to do so. However due to loss of this amenity area, mitigation would be required such as improving the remaining facilities and shared pitch provision within the school grounds that would be available to the community for use outside normal school opening hours to mitigate for the loss of the informal kickabout space.
140. Any scheme progressed would therefore be subject to planning permission and appropriation of this amenity area of Public Open Space, taking into account the existing ward deficiencies in open space, and any objections considered.

### **Admission Arrangements including catchment areas**

141. Should the proposals be implemented, permanent expansion of both the English-medium and Welsh-medium provision would commence from September 2017. The Published Admission Number of 60 at Moorland Primary School would increase to 90, and at The Published Admission Number at Ysgol Glan Morfa would increase from 30 to 60, from September 2017.
142. Should the proposed expansion of Moorland Primary school proceed, then it would be necessary to review catchment area arrangements in Adamsdown and Splott to better match the supply of places to local demand.



143. The establishment of each individual school catchment area requires the Council to undertake a formal consultation. The Council, in its role as admission authority, consults with schools annually in respect of school admission arrangements, including school catchment areas. School admission arrangements have been set until the end of the 2016-17 school year.
144. It is expected that, following further analysis of the take-up of Reception places in 2015 and 2016, any proposed changes to primary school catchment areas would be consulted on in early 2017 or 2018 and the arrangements would then be implemented in September 2018 or 2019.

### **Local Member Consultation**

145. Members were consulted as part of the consultation process.

### **Reasons for Recommendations**

146. To address the shortfall of English-medium and Welsh-medium primary school places in the Adamsdown and Splott Wards.

### **Financial Implications**

147. The realigned 21<sup>st</sup> Century Schools Programme totalling £167.6 million was approved by Cabinet in March and submitted to Welsh Government. Welsh Government subsequently approved in-principle a slightly reduced programme of £164.1 million. Within this re-aligned programme is a budget of £6.86 million for a project to deliver increased Primary School and Nursery Provision in the Adamsdown and Splott Wards.
148. At this stage this project has in-principle approval only and will be subject to full Business Case approval as the scheme progresses. Therefore any expenditure undertaken to progress these proposals prior to Full business case approval from WG will be undertaken by the Local Authority at the risk of not achieving Full Business case approval and therefore the anticipated 50% WG funding contribution to the project costs.
149. The sufficiency of the in-principle approved budget to deliver the recommended proposals will become clearer as further work is undertaken to progress the project towards Full Business Case approval and the specific detail and costs of the works required are clearly identified.
150. The revenue implications for the impacted Schools' delegated budgets of the proposed additional pupil numbers should be covered by increased formula funding which would be received in recognition of the increased number of pupils.

## **Legal Implications**

151. The proposals and proposed delivery options qualify as regulated alterations which must comply with the requirements of Part 3 of the School Standards and Organisation (Wales) Act 2013, which include provisions for consultation and publication of statutory notices. Those are supplemented by the School Organisation Code issued by the Welsh Government.
152. The recommendation in this Report to publish a statutory notice follows a period of consultation which ran from 12 October to 23 November 2015. This Report (together with the appendices attached to it) represents the consultation report which the Code requires to be published. The Cabinet must have due regard to the responses received during the consultation before it makes a decision upon whether to publish a statutory notice.
153. The Code requires that the statutory notice must be published within 26 weeks of the end of the consultation period unless an extension of time has been granted by the Welsh Ministers.
154. Following publication of the statutory notice there would be a period for objections of at least 28 days following which a further Report would need to be made to the Cabinet summarising the statutory objections and giving responses to those objections. It would then be for the Cabinet to review those objections and determine whether to implement the proposals.
155. The Council has power to appropriate land to a different statutory purpose if it is no longer needed for its present purpose pursuant to section 122 of the Local Government Act 1972. In the case of open space land, the Council is required to publicly advertise the proposed appropriation and to conscientiously consider any responses to the advertisement.

## **HR Implications**

156. HR People Services will work with the Governing Bodies of Ysgol Glan Morfa and Moorland Primary Schools in readiness for their respective expansions to 2FE and 3 FE. The Governing Bodies during this time will be encouraged in line with the SOP HR Framework to undertake a review of their staffing structure to ensure that they are sufficient for expansion as the numbers on roll increase.
157. HR People Services will also provide advice and guidance for the additional recruitment. As both schools have adopted the Council's Redeployment and Redundancy Policy any new vacancies arising as a consequence of an increase in numbers on the role will provide opportunities for staff on the school redeployment register.

## **Equality Impact Assessment**

158. An Equality Impact Assessment on the proposed option has been carried out. The assessment concluded that this proposal would not adversely affect a particular group in society. If the proposal were to proceed, further equality impact assessments would be undertaken including an assessment on the design for any new build accommodation. (Details of the Equality Impact Assessment can be seen at Appendix 5)

## **Sustainability Assessment**

159. A Strategic Environmental Assessment (SEA) of the proposal has been carried out in accordance with European Legislation. The assessment confirms that the proposal is compatible with the environmental objective identified in the SEA of Cardiff's 21<sup>st</sup> Century: A Strategic Framework for a School Building Improvement Programme. If the proposal were to proceed, an environmental assessment would be carried out as part of the planning application process. (Details of the Sustainability Assessment can be seen at Appendix 5).

## **Transport Matters**

160. Traffic and transport implications will be considered as part of the Transport Assessment that would be required in order to achieve planning consent for building works should these proposals be implemented.

## **Community Impact**

161. The following are taken into account when considering a proposal: Public Open space, parkland, noise and traffic congestion. Officers will work with school and any community groups to ensure that any proposal(s) brought forward would avoid negative impacts wherever possible.

## **RECOMMENDATIONS**

The Cabinet is recommended to:

1. Delegate authority to the Director of Education and Director of Governance and Legal Services to publish a statutory notice to:
  - Increase the capacity of Ysgol Glan Morfa from 1FE to 2FE with up to 80 part-time nursery places serving the age range 3-11 from September 2017. Transfer the enlarged Ysgol Glan Morfa to a new standardised 2FE primary school on a new site at the Maltings from September 2017.
  - Increase the capacity of Moorland Primary School from 2FE to 3FE with 96 part-time nursery places serving the age range 3-11 utilising the vacated Ysgol Glan Morfa buildings from September 2017

2. Authorise the approval of appropriation of the land at the Maltings Park site in principle subject to public consultation in accordance with S122 of the Local Government Act 1972.
3. Note that prior to implementation of the proposal 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 proposal.

**NICK BATCHELAR**

**Director**

4 December 2015

*The following appendices are attached:*

- Appendix 1 – Consultation Document
- Appendix 2 – Details of Pupil consultations
- Appendix 3 – Estyn response
- Appendix 4 - Formal responses
- Appendix 5 – Statutory Screening Tool
- Appendix 6 – Indicative site drawings

# 21st Century Schools Consultation Document 2015

**The provision of additional English-medium and Welsh-medium  
primary school places in the Adamsdown and Splott Wards**

12 October – 23 November 2015



This document can be made available in Braille. Information can also be made available in other community languages if needed. Please contact us on 029 2087 2720 to arrange this.

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## Introduction

This consultation is an opportunity for people to learn about the school organisation proposal put forward in your area. It is your chance to ask questions and make comments that will be considered when the Council decides how to proceed.

Our consultation process follows Welsh Government guidelines outlined in the School Organisation Code 2013 and therefore a range of individuals and groups are being asked for their views about these proposals.

However, before any decisions are made the Council needs to ensure that it offers a number of opportunities for individuals and interested groups to make their views and opinions on the proposal known.

Table 1 below sets out details of the groups the Council is consulting:

Children and young people	Welsh Ministers
Parents/carers	Police & Crime Commissioner
School staff	Central South Consortium Joint Education Service (CSCJES)
School Governing Bodies	Welsh Language Commissioner
Local residents	Rhieni dros Addysg Gymraeg (RhAG)
Local Members/Assembly Members (AMs)/ Regional Assembly Members/Member of Parliament (MPs)	Trade Unions
Diocesan Directors of Education	Childcare providers
Neighbouring Authorities	Mudiad Meithrin
Neighbouring Primary and Secondary schools within Cardiff	Wales Pre-School Providers Association
Estyn	Clybiau Plant Cymru Kids Club
Communities First Partnership	National Day Nurseries Association

## How can you find out more and give your views?

Public meetings and drop in sessions have been arranged where the proposals will be explained. These are provided so you can ask questions and make comments that will be recorded. You may also provide your views in writing.

Information regarding this proposal will be available to view at, Baden Powell Primary School, Ysgol Glan Morfa, Moorland Primary School, Tremorfa Nursery and Willows Community Hub.

Details of the consultation meeting dates are given in Table 2 below:

<b>Nature of Consultation</b>	<b>Date/Time</b>	<b>Venue</b>
Staff Meeting	13 October 2015 3:45pm	Tremorfa Nursery School
Governors Meeting	13 October 2015 5:30pm	Tremorfa Nursery School



Staff Meeting	14 October 2015 3pm	Ysgol Glan Morfa
Governors Meeting	14 October 2015 5pm	Ysgol Glan Morfa
Staff Meeting	15 October 2015 3:30pm	Baden Powell Primary School
Governors Meeting	15 October 2015 5:30pm	Baden Powell Primary School
Drop in session	19 October 2015 10am – 12 noon	Star Centre
Drop in session	20 October 2015 1:15pm – 3:15pm	Tremorfa Nursery School
Drop in session	22 October 2015 8:30am – 10:30am	Baden Powell Primary School
Staff Meeting	03 November 2015 3:15pm	Moorland Primary School
Governors Meeting	03 November 2015 5pm	Moorland Primary School
Drop in session	05 November 2015 8:30am – 10:30am	Moorland Primary School
Staff Meeting	09 November 2015 3:30pm	Willows High School
Governors Meeting	09 November 2015 5pm	Willows High School
Public Meeting	09 November 2015 6:30pm – 8:30pm	Willows High School
Drop in session	12 November 2015 8:30am – 10:30am	Ysgol Glan Morfa

In addition, workshop sessions will be arranged with local primary age children and Willows High School pupils to provide an opportunity for pupils to ask questions and learn more about the proposal and give their views.

## Your Views Matter

Your views matter and we want you to tell us what you think about the proposal. You can do this by attending one of the meetings or drop in sessions above, and/or by completing the Consultation Response Form which can be found on page 34 of this document or completing the online form [www.cardiff.gov.uk/21stCenturySchools](http://www.cardiff.gov.uk/21stCenturySchools).

Alternatively contact the School Organisation Planning Team on (029) 2087 2720, by e-mail to [schoolresponses@cardiff.gov.uk](mailto:schoolresponses@cardiff.gov.uk) or by post to Room 219, County Hall, Atlantic Wharf, Cardiff, CF10 4UW.

The closing date for responses to this consultation is 23 November 2015.

## Explanation of terms used in this document

Please note the following terms used throughout this document:

**FE** - a Form of Entry refers to a class of 30 children in each year group. A 2FE school is therefore two classes of 30 children in each year group.

**WG** – Welsh Government

**Number on roll data** - the number of pupils attending school excluding nursery age pupils.

**PLASC** - Pupil Level Annual School Census. In January of every year, verified information is collected by schools for submission to the Welsh Government. This includes the number of pupils enrolled in each school, their age groups, home addresses, ethnicity, and data on Welsh language, Free School Meals eligibility, Special Educational Needs and first language.

**CSCJES** – Central South Consortium Joint Education Service. The regional School Improvement Service for the five local authorities of Bridgend, Cardiff, Merthyr Tydfil, Rhondda Cynon Taff and the Vale of Glamorgan.

**SEN** - Special Educational Needs

**FSM** - Free School Meals

**EAL** - English as an Additional Language

**School Action** - When a class or subject teacher identifies that a pupil has SEN they provide interventions that are additional to or different from those provided as part of the school's usual curriculum.

**School Action Plus** - When the class or subject teacher and the SEN Co-ordinator are provided with advice or support from outside specialists, so that alternative interventions additional or different to those provided for the pupil through School Action can be put in place.

**Statemented** - A child has SEN if he or she has learning difficulties which requires special educational provision to be made for him or her. A learning difficulty means that the child has significantly greater difficulty in learning than most children of the same age, or that the child has a disability that needs different educational facilities from those that the school generally provides for children.

**Statutory Notice** – a statutory notice is the formal publication of a finalised proposal, if approved by the Council's Cabinet and will only be considered once the Cabinet have received a report on all the responses from the consultation. This is a legal requirement as outlined in the School Organisation Code 2013.

**Foundation Phase** – The first years of school (ages 3-7)

**Key Stage 2** – The second phase of primary education (ages 7-11)

## **Why are we proposing the changes?**

In recent years there has been a significant growth in the number of Reception age pupils in the Adamsdown and Splott wards. In December 2012 the Cabinet received a report outlining recommendations for meeting this growth by increasing the number of English-medium community school places in the Adamsdown and Splott wards.

Following public consultation on three options, the Cabinet in June 2013 approved the publication of statutory notices to increase the capacity of Adamsdown Primary Schools from 210 places to 420 places for pupils aged 4-11, and to increase the capacity of Baden Powell Primary School from 420 places to 630 places for pupils aged 4-11.

The notices were published on 01 July 2013. A single objection to each notice was received.

This objection and Officers' comments thereon were forwarded to the Welsh Government as the then determining body on 15 August 2013.

Following a change of circumstances it was agreed that the proposal to increase the capacity of Baden Powell Primary School would not be progressed and options around increasing Welsh-medium primary provision in addition to the proposed expansion of English-medium provision in the area would be considered. The proposal has been formally withdrawn.

The Welsh Government notified officers in March 2014 of the Minister's approval of the proposal to increase the capacity of Adamsdown Primary School from September 2015 and the Council Cabinet approved implementation of the proposal at its meeting on 15 May 2014.

## The Proposal

The Council is now consulting on proposals to:

- Provide 30 additional English-medium primary school places per year group.
- Provide 30 additional Welsh-medium primary school places per year group.
- Provide additional English-medium part time nursery places
- Provide additional Welsh-medium part time nursery places

The following delivery options have been identified, all of which would result in the required number of additional English-medium and Welsh-medium primary places being made available.

Table 3 below/overleaf outlines the options being proposed.

<b>Table 3: Options Summary table</b>			
<b>Option</b>	<b>School</b>	<b>Language Medium/School Category</b>	<b>Proposal</b>
<b>1</b>	Baden Powell Primary School	English-medium (Community)	A new *'standardised build' 2FE Baden Powell Primary School with nursery on the Willows High School site serving the age range 3 -11 from September 2017. This would require the transfer of Baden Powell Primary School to the Willows High School site. Both schools (Baden Powell Primary School and Willows High School) would remain as separate establishments with separate staff, management and governing bodies and be funded accordingly.
	Ysgol Glan Morfa	Welsh-medium (Community)	Increase the capacity of Ysgol Glan Morfa from 1FE to 2FE with 80 part-time nursery places (an increase of 48 part-time places) serving the age range 3 -11 from September 2017  Transfer the enlarged Ysgol Glan Morfa to the vacated Baden Powell Primary School site from September 2017.
	Moorland Primary School	English-medium (Community)	Increase the capacity of Moorland Primary School from 2FE to 3FE with 96 part-time time nursery places (an increase of 32 part-time places) serving the age range 3 -11 utilising the vacated Ysgol Glan Morfa buildings from September 2017.
	**Tremorfa Nursery School	English-medium (Community)	No change. Tremorfa Nursery School to remain at its current capacity on its existing site.

<b>1a</b>	Baden Powell Primary School	English-medium (Community)	A new 'standardised build' 2FE Baden Powell Primary School on the Willows High School site serving the age range 4 -11 from September 2017. This would require the transfer of Baden Powell Primary School to the Willows High School site. Both schools (Baden Powell Primary School and Willows High School) would remain as separate establishments with separate staff, management and governing bodies and be funded accordingly.
	**Tremorfa Nursery School	English-medium (Community)	A new build Tremorfa Nursery School providing up to 176 part time nursery places on the Willows High School site serving the age range 3 - 4 from September 2017. This would require the transfer of Tremorfa Nursery School to the Willows High School site.  The nursery school would remain as a separate establishment with separate staff, management and governing body and be funded accordingly
	Ysgol Glan Morfa	Welsh-medium (Community)	Increase the capacity of Ysgol Glan Morfa from 1FE to 2FE with up to 80 part-time nursery places (an increase of 48 part-time places) serving the age range 3 -11 from September 2017.  Transfer the enlarged Ysgol Glan Morfa to the vacated Baden Powell Primary School site from September 2017.
	Moorland Primary School	English-medium (Community)	Increase the capacity of Moorland Primary School from 2FE to 3FE with 96 part-time time nursery places (an increase of 32 part-time places) serving the age range 3 -11 utilising the vacated Ysgol Glan Morfa buildings from September 2017.
<b>2</b>	Ysgol Glan Morfa	Welsh-medium (Community)	Increase the capacity of Ysgol Glan Morfa from 1FE to 2FE with up to 80 part-time nursery places (an increase of 48 part-time places) serving the age range 3 -11 from September 2017.  Transfer the enlarged Ysgol Glan Morfa to a new 'standardised build' 2FE primary school on a new site at the Maltings from September 2017.
	Moorland Primary School	English-medium (Community)	Increase the capacity of Moorland Primary School from 2FE to 3FE with 96 part-time time nursery places (an increase of 32 part-time places) serving the age range 3 -11 utilising the vacated Ysgol Glan Morfa buildings from September 2017.
	Baden Powell Primary School	English-medium (Community)	No change. Baden Powell Primary School to remain at its current capacity on its existing site.
	**Tremorfa Nursery School	English-medium (Community)	No change. Tremorfa Nursery School to remain at its current capacity on its existing site.
<b>2a</b>	Ysgol Glan Morfa	Welsh-medium (Community)	Increase the capacity of Ysgol Glan Morfa from 1FE to 2FE with 80 part-time nursery places (an increase of 48 part-time places) serving the age range 3 -11 from September 2017.  Transfer the enlarged Ysgol Glan Morfa to a new 'standardised build' 2FE primary school on a new site at the Maltings from September 2017.
	Moorland Primary School	English-medium (Community)	Increase the capacity of Moorland Primary School from 2FE to 3FE with 96 part-time time nursery places (an increase of 32 part-time places) serving the age range 3 -11 utilising the vacated Ysgol Glan Morfa buildings from September 2017.
	Baden Powell Primary School	English-medium (Community)	The age range of Baden Powell Primary School to be reduced from 3 -11 to 4 -11 from September 2017.
	**Tremorfa Nursery School	English-medium (Community)	A new build Tremorfa Nursery School providing up to 176 part time nursery places on the Baden Powell Primary School site serving the age range 3 - 4 from September 2017. This would require the transfer of Tremorfa Nursery School to the Baden

			<p>Powell Primary School site.</p> <p>The nursery school would remain as a separate establishment with separate staff, management and governing body and be funded accordingly.</p>
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\* A 'standardised design' refers to a predetermined building form, the client (i.e. the Council) effectively buys 'off plan' to a pre designed solution. Contractors are able to minimise costs by reducing the fees spent on design and tendering as they already have a predetermined design and supply chain and also do not have to set aside a significant cost for risk due to the early engagement of the contractor. In-house design fees are also significantly reduced as it does not require a bespoke design.

\*\* The Council previously consulted on a proposal to close Tremorfa Nursery School. The options outlined in Table 3 relate to the potential transfer to Tremorfa Nursery School to an alternative site and not closure. The nursery school would remain as a separate establishment with separate staff, management and governing body and be funded accordingly. Any change proposed relates to relocation and potential expansion alongside Baden Powell Primary School.

## Facilities included in a school

Any changes to existing school buildings or any new buildings required in the event of any one of the options outlined above proceeding to implementation would be equal to/meet Welsh Government (WG) funding conditions such as BREEAM and also be designed in accordance with The Department of Education: Area guidelines for mainstream schools Building Bulletins which set out that the following facilities need to be included in any school:

- Teaching space: internal and external
- Halls/dining area
- Learning resource areas
- Staff and administration
- Storage
- Toilets and personal care
- Kitchen facilities
- Circulation, plant and internal walls
- Withdrawal areas to support small group/SEN working

All detailed design of the facilities at any new school buildings/existing school buildings would be agreed between the Council, the governing body and the Headteacher if a proposal is progressed to implementation.

Indicative layouts showing maps of the school sites/ the Maltings site and how the sites would look can be viewed on line at [www.cardiff.gov.uk](http://www.cardiff.gov.uk) and will be available to view at Baden Powell Primary School, Ysgol Glan Morfa, Moorland Primary School, Tremorfa Nursery and Willows Community Hub.

## **Schools serving the area at present**

The Adamsdown and Splott areas are currently served by a number of English-medium, Welsh-medium and Faith-based primary schools. School catchment areas in Cardiff are not coterminous with ward boundaries and often serve all or part of several ward areas.

These areas are served by four English-medium community primary school catchment areas, namely:

- Adamsdown Primary School
- Baden Powell Primary School
- Moorland Primary School
- Stacey Primary School

The catchment areas of Adamsdown, Baden Powell, Moorland and Stacey Primary Schools fall within the catchment area of Willows High School.

These areas are also served by the Welsh-medium community primary school catchment area of Ysgol Glan Morfa which falls within the secondary school catchment area of Ysgol Gyfun Gymraeg Glantaf. Ysgol Glan Morfa also serves some parts of Penylan, Rumney and Trowbridge in which there is no housing.

Faith based schools serving the Adamsdown and Splott areas include St Albans RC Primary School and Tredegarville CW Primary School. These areas are also served by other Faith-based primary schools located outside of the locality.

The combined areas of Adamsdown and Splott are similar to the combined catchment areas of Adamsdown, Baden Powell, Moorland and Stacey primary schools.

The combined areas of Adamsdown and Splott are also similar to the catchment area of Ysgol Glan Morfa.

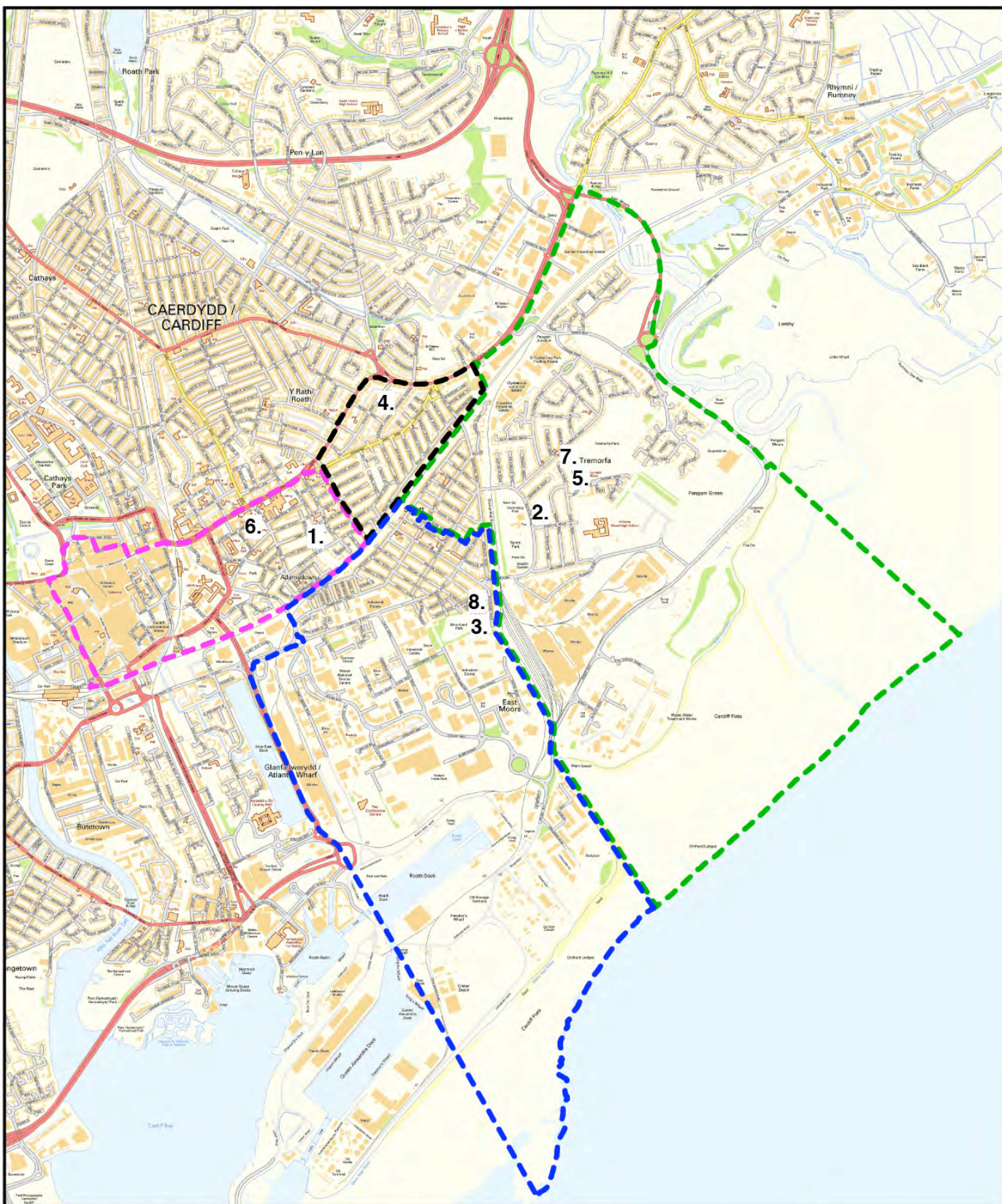
The geographical units that are most suitable to analyse the localised increase in demand for English-medium primary school places are the Willows High School catchment area and the four constituent English-medium primary school catchment areas within it (namely those of Moorland Primary, Baden Powell Primary, Stacey Primary and Adamsdown Primary schools) as this allows analysis to be focused to smaller areas and comparison of the demand between these areas to be undertaken.

In geographical terms the Ysgol Glan Morfa catchment area is the nearest single comparable unit that most closely matches for the purpose of calculating demand for Welsh-medium places.

A map showing the Willows High School catchment area primary school catchment areas within and school sites within the area can be seen on page 8. A map showing the Ysgol Glan Morfa and Ysgol Gyfun Gymraeg Glantaf catchment areas can be seen on page 9.



# Primary School provision catchment



## Willows High School catchment area and English-medium community primary school catchment areas within

- |   |  |
|---|--|
| <p><b>1.</b> Adamsdown Primary School/<br/>catchment area</p> <p><b>3.</b> Moorland Primary School/<br/>catchment area</p> <p><b>5.</b> St Alban's RC Primary School</p> <p><b>6.</b> Tredegarville C.W. Primary School</p> | <p><b>2.</b> Baden Powell Primary School/<br/>catchment area</p> <p><b>4.</b> Stacey Primary School/<br/>catchment area</p> <p><b>7.</b> Tremorfa Nursery School</p> <p><b>8.</b> Ysgol Glynorfa</p> |
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**Ysgol Glan Morfa catchment area**



1. Ysgol Glan Morfa/  
catchment area

3. Baden Powell Primary School

5. Stacey Primary School

7. Tredegarville Primary School

2. Adamsdown Primary School

4. Moorland Primary School

6. St Alban's RC Primary School

8. Tremorfa Nursery School

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## School Capacities, Condition and Suitability of School Buildings

This section sets out the capacities, condition and suitability of School Buildings and existing demand for primary school places that serve the Adamsdown and Splott areas.

Table 4 below provides details of school capacities and information regarding the condition and suitability of school buildings.

Name of School	Language medium / Category of school	Condition Category as identified by 21st Century Schools Survey	Current Published Capacity (age 4-11)	Published Capacity (nursery – part time places)
Adamsdown Primary School	English-medium community primary	Satisfactory*	330**	48
Baden Powell Primary School	English-medium community primary	Satisfactory	403	48
Moorland Primary School	English-medium community primary	Satisfactory	382	64
Stacey Primary School	English-medium community primary	Satisfactory	197	64
Ysgol Glan Morfa	Welsh-medium community primary	Satisfactory	210	32
St Albans RC Primary School	English-medium Voluntary Aided primary	Satisfactory	203	0
Tredegarville CW Primary School	English-medium Voluntary Aided primary	Satisfactory	210	52
Tremorfa Nursery School	English-medium community nursery	Satisfactory	N/a	112

\*Adamsdown Primary School, including former demountable classrooms, graded as 'Poor' in 2010. Main building graded as 'Satisfactory'. Significant investment since 2010 to improve and upgrade main building

\*\*Phased permanent enlargement to 420 places

### Existing English-medium provision

English-medium community primary school places to serve the Willows High School catchment area are provided at Adamsdown, Baden Powell, Moorland and Stacey Primary Schools.

Additional English-medium primary school places were provided on a temporary basis at Adamsdown Primary School in September 2012, 2013 and 2014 and the majority of these places have been taken up by pupils from the local area. Following the permanent enlargement of Adamsdown Primary School, to provide an additional 30 places at entry to Reception, the number of places at entry to Reception serving the Willows High School catchment area now totals 210.

The take up of English-medium community places by pupils resident in the Willows High School catchment area has risen from 138 pupils in the Reception age group in 2007 to 210 pupils in 2013.

## **Welsh-medium community schools**

Welsh-medium community school places to serve the Adamsdown and Splott area are provided at Ysgol Glan Morfa. The number of places available at entry to Reception at Ysgol Glan Morfa is 30. The take up of Welsh-medium community places by pupils resident in the Willows High School catchment area has risen from 22 pupils in the Reception age group in 2007 to 35 pupils in 2013.

Welsh-medium primary school places at alternative schools were offered to meet excess demand at entry to Reception in recent years. The demand for places in Welsh-medium primary schools in neighbouring catchment areas (including Ysgol Bro Eirwg, Ysgol Y Berllan Deg and Ysgol Mynydd Bychan) have also exceeded the number of places available and projections reflect the take up of places at schools which had been capped at the number of places available. The total demand for Welsh-medium primary school places in the Adamsdown and Splott area is therefore difficult to assess.

For the purpose of assessing the supply of Welsh-medium school places serving the Willows High School catchment area, an estimate of 30 places at entry to Reception has been used.

## **Faith-based primary schools**

There are two Faith-based primary schools within the Willows High School catchment area. There are 30 places available at entry to Reception at St Alban's RC Primary School and 30 places available at Tredegarville CW Primary School.

Pupils resident in this area have also taken up places at a number of other Faith schools in recent years. The take up of Faith school places by pupils resident in the Willows High School catchment area has risen from 79 pupils in the Reception age group in 2007 to 93 pupils in 2013. On the basis of the above take-up of places in recent years it is considered that the local supply of faith school places serving the Willows High School area is 92.

## **Calculating local demand for primary school places**

In order to calculate the likely demand from the Adamsdown and Splott areas, historic trends specific to the established school catchment areas have been used.

The following paragraphs give details of these catchment areas, the data used and the methodology applied.

The number of places available at entry to Reception at the seven primary schools located in the Adamsdown and Splott areas totals 300. However, the catchment areas for community schools do not precisely match the boundaries of the Adamsdown and Splott wards. Ysgol Glan Morfa is located in Splott but serves a catchment area that includes housing in parts of Butetown, and also serves some parts of Penylan, Rumney and Trowbridge in which there is no housing. Furthermore the admission arrangements for, and areas served by, Faith schools also differ. The approximate number of places that serve the overall area is therefore 332.

Table 5 below compares the existing supply of English-medium, Welsh-medium and Faith school places with the most recent verified take up of school places in each area.

<b>Table 5: Existing supply of places compared to most recent take up of places at entry to Reception as at January 2013</b>								
	<b>Supply of places at Reception age: January 2014</b>				<b>Take up of places: January 2013</b>			
<b>Catchment area</b>	<b>English-medium</b>	<b>Welsh-medium</b>	<b>Faith</b>	<b>Total places by area</b>	<b>English-medium</b>	<b>Welsh-medium</b>	<b>Faith</b>	<b>Total demand by area</b>
<b>Combined Willows High School catchment area</b>	210	30	92	<b>332</b>	210	35	93	<b>338</b>

Table 6 below sets out the most recent verified PLASC (Pupil Level Annual School Census) data as supplied by schools in January 2013, confirming the numbers of pupils in each of the four English-medium primary school catchment areas within the Willows High School catchment area, enrolled in Reception classes at English-medium, Welsh-medium and Faith schools.

<b>Table 6: Pupils in the Willows High School catchment area enrolled in the Reception class at English-medium, Welsh-medium and Faith schools – January 2013</b>				
<b>Catchment area</b>	<b>English-medium</b>	<b>Welsh-medium</b>	<b>Faith schools</b>	<b>Total</b>
Adamsdown	33 (55.9%)	1 (1.7%)	25 (42.4%)	<b>59 (100%)</b>
Baden Powell	83 (59.7%)	20 (14.4%)	36 (25.9%)	<b>139 (100%)</b>
Moorland	52 (72.2%)	7 (9.7%)	13 (18.1%)	<b>72 (100%)</b>
Stacey	42 (61.8%)	7 (10.3%)	19 (27.9%)	<b>68 (100%)</b>
<b>Total</b>	<b>210 (62.1%)</b>	<b>35 (10.4%)</b>	<b>93 (27.5%)</b>	<b>338 (100%)</b>

## **Future demand for places**

### **Meeting projected demand from the increasing population**

Projections based upon NHS data received in 2013 indicate that the number of English-medium community pupils entering Reception will continue to increase in future years until at least September 2016, the latest year for which verified data are available. In order to calculate the likely demand for school places, historic trends specific to the established school catchment areas have been used.

Comparison of the population data supplied by the NHS with the number of pupils admitted to Cardiff schools from each cohort allows the Council to project both the demand for school places, and also the combined proportion of pupils that will opt for school places outside of Cardiff or take up places in the private education sector.

When considering likely demand for places across the area a number of factors have been used to inform projections and forecasts, including:

- Recent and historic populations known to be living in each area utilising NHS data;
- Recent and historic numbers on roll taken from verified PLASC (Pupil Level Annual Census) for Cardiff schools;
- Recent and historic percentages of children attending English-medium and Welsh-medium community and faith places.

Table 7 below sets out the demand for places at entry to Reception should the proportions of pupils in the Willows High School catchment area requiring places in English-medium, Welsh-medium and faith schools at entry to Reception in future years remain at the same levels as in 2013.

<b>Table 7: Projected numbers of pupils entering the Reception age group resident within the Willows High School catchment area (existing housing only) if there were no changes to proportionate demand in each primary school catchment area</b>							
<b>Academic Year of birth</b>	<b>Academic Year: entering Reception Year</b>	<b>NHS GP registration data 2013</b>	<b>Projected pupil population</b>	<b>Projected English-medium demand</b>	<b>Projected Welsh-medium demand</b>	<b>Projected Faith school demand</b>	<b>Projected total school demand</b>
2009/2010	2014/2015	407	418	226	36	105	<b>367</b>
2010/2011	2015/2016	407	406	222	35	104	<b>360</b>
2011/2012	2016/2017	440	448	247	40	113	<b>400</b>

Initial analysis of 2014 data confirms that the population in the area is broadly consistent with that provided in previous datasets, and also that the projected Reception age pupil population in 2017/18 will be similar to that in 2016/17.

It is notable that projections for demand for places at entry for Reception, which take account of annual updates to data supplied by the NHS, indicate a cohort survival ratio (i.e. the proportion of the population retained in the area) of below 100% in each cohort.

The sizes of cohorts and projections based on populations in this area are prone to fluctuation as pupil mobility (the total movement in and out of schools by pupils other than at the usual times of joining and leaving) is very high. This is in part due the level of temporary housing that is/ has been available in the area.

The combined projected demand for English-medium, Welsh-medium and Faith school primary school places significantly exceeds the overall supply of 332 places at Reception between the schools within or serving the area. As each of the seven primary schools in the area have been fully subscribed at entry to Reception at a number of recent intakes, projections reflect the take up of places at each of these schools which had been capped at the number of places available.

### **Proposed new housing**

A number of small sites in the area are proposed for housing development, some of which have planning permission with others at early stages of consideration. Additional pupil yields from these developments would further exacerbate the overall shortfall.

In accordance with the Council's approved Supplementary Planning Guidance, financial contributions are sought from housing developers to meet the demand arising from proposed additional housing. However, the small sites proposed within the combined Willows High School catchment area are not sufficiently large for the Council to be able to request s106 financial contributions. Of the dwellings proposed in the Adamsdown and Splott area, the majority of those are one bed properties from which no pupil yield is expected, or are apartments from which reduced yields (compared to houses) are expected. The nominal yield calculated from proposed new housing has not been added to trend projections as these already take account of in-migration (cohort survival ratio) and the rate of new housing completion is not likely to exceed that of the past three years.

## How might demand change?

Population data supplied by the NHS indicates that the number of pupils resident in the Willows High School catchment area entering Reception in future years in the area will be at higher levels than at present.

There has been a period of sustained growth in the number of pupils taking up English-medium community school Reception places in the Willows High School catchment area. This numerical growth in take-up has been broadly proportionate to the growth in population, the proportionate demand fluctuating between 57% and 63% in the period January 2007 to January 2013.

The proportion of Reception age pupils enrolled in Welsh-medium education in the Adamsdown and Splott area fluctuated in the period January 2007 to January 2011 but has since grown to 11.4% in January 2012, and fallen back to 10.4% in January 2013. However, the recent trend established indicates an increase in demand of approximately 4.5% per year.

There has been a period of sustained growth in the take up of Faith school Reception places in the Willows High School catchment area, however, as the population has grown at a faster rate the proportion of pupils taking up Reception places in Faith schools has fallen from 33% in January 2007 to 28% in January 2013.

As there are no proposals to expand Faith school provision, projected demand for English-medium and Faith school places therefore take account of the projected uplift in demand for Welsh-medium places and are reduced accordingly.

Forecasts have therefore been prepared based on:

- Likely demand if take up patterns were to remain consistent with the most recent years applying these trends to the relevant populations coming through in future years;
- Known populations along with a potential 4.5% annual uplift in Welsh-medium demand by comparison with recent take up patterns between 2011 – 2013;
- Demand for Faith school places in excess of the places available added to the demand for English-medium community school places.

## Summary forecasts of demand for places at entry to Reception

The work undertaken to establish the likely demand across the area shows that there will be an overall projected shortfall of approximately 68 Reception places serving the Adamsdown and Splott areas based on existing housing.

When compared to the existing supply of places at Reception age, projections for September 2015 and 2016 indicate:

- A deficit of 13 Welsh-medium community school places in September 2015, rising to a deficit of 19 in September 2016, should the uplift of 4.5% in the take-up of Welsh-medium places continue as expected;
- A deficit of 21 English-medium community school places in September 2015, rising to a deficit of 49 in September 2016, should faith schools be unable to accommodate the excess projected demand and this be added to the projected demand for English-medium community school places.

**In summary, it is proposed that an addition of 1FE English-medium and 1FE Welsh-medium community school places are provided to meet the projected shortfall.**

The rising population in the area, and demand for English-medium and Welsh-medium community school places will be kept under review.

Should demand for English-medium and Welsh-medium places exceed the proposed capacity from September 2016, it may be necessary to amend catchment areas of the schools in Adamsdown and Splott and also in the neighbouring areas, where a number of families have elected to take up places. These changes, if necessary, would seek to balance the supply and demand both within Adamsdown and Splott and in neighbouring areas.

## **How would nursery provision be affected?**

Children in Cardiff are entitled to a part-time nursery place from the start of the term following their third birthday and must attend for a minimum of five half days. Nursery places are not allocated on a catchment area basis. Places are offered in a local community nursery school or nursery class within two miles of a child's place of residence. If places are unavailable in local community nursery schools or nursery classes, parents may apply for nursery education place funding with a recognised provider designated by the Cardiff Early Childhood Steering Group.

In the event the proposal is implemented accommodation would need to be of sufficient size to provide for the increased numbers and the appropriate investment made to realise the appropriate space in accordance with the numbers of places offered. As these are potentially expansion of existing nursery units the outdoor area would also be taken into account to ensure the area is able to offer a range of activities relevant to the delivery of the Foundation Phase to this age group.

Whilst the Local Authority has been able to offer English-medium nursery places in the area to all those who have applied, this has proved more challenging in Welsh-medium in recent years following the increased housing and the rise in the birth rate. Also, some families have not taken up their offered place which means there is potential for further demand in excess of the supply available and any additional places would support a greater uptake of the nursery entitlement, particularly in the rising 3s age group. It has been increasingly difficult to source a sufficiency of places in settings that are approved to provide education places in areas that parents have requested and/or source new providers willing to enter into the contract with the Local Authority in some areas.

Whilst the addition of nursery places would mean there would potentially be a reduced number purchased in the private and voluntary childcare sector, many also provide wrap around places and the opportunities for this could increase with a larger number of families accessing the maintained provision for part time sessions.

It must be noted that accessing a nursery place at a school, does not guarantee a reception place and is subject to a separate primary phase admission process.

## **Cylch Meithrin Glan Morfa**

There are currently 32 school (maintained) morning nursery places available at Ysgol Glan Morfa. Additionally a cylch methrin (Cylch Meithin Glan Morfa) operates from the school offering non maintained nursery places, Flying Start childcare and wrap round care in the nursery facility during the afternoon. Under these proposals the number of nursery places at Ysgol Glan Morfa is proposed to be increased, however it is expected that the facilities could be developed in a way that would mean the potential for the Cylch to continue to operate within the school could be retained. The consultation provides an opportunity to consider how best to provide any places

and views expressed specific to nursery and/or childcare as part of the schools future operating arrangements are welcomed.

### How would other schools be affected?

It is anticipated that the proposed establishment of additional 1FE English medium and 1FE Welsh medium pupil capacity in the Adamsdown and Splott wards would have little or no effect on the number of pupils on roll at the majority of schools in the local area as the additional places are required to meet the projected demand from the increased population.

### Welsh-medium community schools

Ysgol Glan Morfa primarily serves the demand for Welsh-medium places across the Adamsdown and Splott wards.

As the pupil population is projected to grow in future years, the demand for places will increase accordingly. The projected numbers of pupils enrolled at those schools in close proximity or in adjacent catchment areas are therefore not expected to be impacted, compared to existing arrangements.

Table 8 below/overleaf illustrates the number of pupils on Roll in recent years at Ysgol Glan Morfa and the projected numbers on roll should the proposal proceed factoring in recent trends in the uplift of Welsh-medium demand.

Table 8 Recent and projected numbers on roll at Ysgol Glan Morfa should the proposal proceed as described												
School	January 2009	January 2010	January 2011	January 2012	January 2013	January 2014	January 2015	2015/2016 Projection	2016/2017 Projection	2017/2018 Projection	2018/2019 Projection	2019/2020 Projection
Ysgol Glan Morfa	76	96	118	142	145	156	173	184	203	225	249	275

Should the proposal to expand Ysgol Glan Morfa proceed, forecasts indicate that some surplus places will be available at entry to Reception year. Those schools in close proximity or in adjacent catchment areas that are not fully subscribed (or where projected demand does not exceed places available), could be considered to be the most likely to be impacted by the proposed enlargement of Ysgol Glan Morfa. Ysgol Glan Morfa largely serves pupils from within its catchment area and few pupils from other catchment areas attend the school. Additionally, few pupils from within its catchment area opt for alternative Welsh-medium primary schools.

The Council is also consulting on a separate proposal to provide additional Welsh-medium places to serve Butetown and Grangetown. Grangetown and Butetown are presently served by Ysgol Mynydd Bychan and Ysgol Gymraeg Pwll Coch. Ysgol Mynydd Bychan is fully subscribed at entry to Reception and this school is not anticipated to be affected by proposals for Ysgol Glan Morfa Ysgol Gymraeg Pwll Coch is also highly subscribed and is distant from the Ysgol Glan Morfa catchment area and therefore unlikely to be significantly impacted by the proposed enlargement of Ysgol Glan Morfa.

Should the expansion of Ysgol Glan Morfa not be implemented then the school would continue to admit no more than 30 pupils per year group. Those pupils unable to gain admission to Ysgol Glan

Morfa due to oversubscription could elect to attend alternative English-medium, Welsh-medium, Faith, private schools or schools outside of Cardiff and for the purpose of clarity table 9 below indicates the number of those pupils but does not add these pupils to the Numbers on Roll at alternative schools.

School	2015/2016 Projection	2016/2017 Projection	2017/2018 Projection	2018/2019 Projection	*2019/2020 Projection
Ysgol Glan Morfa	184	198	205	207	207
Welsh medium pupil excess	0	+19	+41	+65	+91

### English-medium community schools

Should the proposal to expand Moorland Primary School proceed, it would be necessary to enlarge its catchment area and to reduce the adjacent catchment area of Baden Powell Primary School, to provide a sustainable balance in the supply of and demand for school places.

Although the number of pupils resident within the catchment area of Baden Powell Primary School may reduce, this is not anticipated to have a direct impact on the number of pupils enrolled at the school as the numbers of preferences submitted by parents for these schools is expected to remain at a similar level.

As the pupil population is projected to grow in future years, the demand for places is expected to increase accordingly. The projected numbers of pupils enrolled at those schools in close proximity or in adjacent catchment areas are therefore not expected to be impacted, compared to existing arrangements.

Table 10 below illustrates recent and projected numbers on roll if the proposal were to proceed.

Name of School	Is this school expected to be affected by the proposal?	January 2009	January 2010	January 2011	January 2012	January 2013	January 2014	January 2015	2015/2016 Projection	2016/2017 Projection	2017/2018 Projection	2018/2019 Projection	*2019/2020 Projection
Adamsdown Primary School	No	164	170	181	187	209	250	277	306	334	374	407	407
Baden Powell Primary School	Yes - Option 1	323	311	325	328	332	371	359	419	421	422	422	422
Moorland Primary School	Yes - Options 1 & 2	286	297	316	330	346	369	392	414	444	474	504	534
Stacey Primary School	No	177	179	174	185	184	197	198	203	203	204	204	204
St Albans RC Primary School	No	200	191	203	212	187	172	159	175	183	177	181	181
Tredegarville CW Primary School	No	175	194	186	191	189	198	201	208	210	210	210	210
St Peter's RC Primary School	No	425	428	434	443	463	464	486	476	478	481	487	487



As is illustrated in the table above, the area is also served by a number of faith based primary schools. Admission to these schools is administered by the governing body of each school. As there are no current plans proposed by the relevant Diocese to expand these schools at this time, excess pupils requiring a faith based education have been factored in to the projections.

Should the proposal not be implemented then the combined English-medium school intake to Adamsdown, Baden Powell, Moorland and Stacey primary schools would continue to be 210 pupils per year group, and the projected number of pupils requiring English-medium based education would be exceeded as illustrated in the following table:

<b>School</b>	<b>2015/2016 Projection</b>	<b>2016/2017 Projection</b>	<b>2017/2018 Projection</b>	<b>2018/2019 Projection</b>	<b>*2019/2020 Projection</b>
Baden Powell Primary School	419	421	422	422	422
Moorland Primary School	414	416	420	420	420
English medium pupil excess	+4	+53	+99	+143	+184

Those pupils whose families are seeking an English-medium place but have been unable to gain admission to English-medium to one of the English-medium primary schools due to oversubscription could elect to attend alternative English-medium, Welsh-medium, Faith, private schools or schools outside of Cardiff and for the purpose of clarity the above table indicates the number of those pupils but does not add these pupils to the Numbers on Roll at alternative schools.

Should demand for English-medium and Welsh-medium places exceed the proposed capacity from September 2016, it may be necessary to amend catchment areas of the schools in Adamsdown and Splott and also in the neighbouring areas, where a number of families have elected to take up places. These changes, if necessary, would ensure that there are sufficient places to balance the supply and demand both within Adamsdown and Splott and in neighbouring areas.

## **Interim Arrangements**

Demand for both English-medium and Welsh-medium primary school places will be kept under review and temporary arrangements for September 2016 would be brought forward as necessary in local schools.

## **Quality and Standards**

The Council works closely with the governing bodies of schools to ensure that standards in schools are high, that teaching is good and that leadership and governance is strong. The Council works closely with two organisations in order to monitor the performance of schools and to support school improvement.

Estyn is the office of Her Majesty's Chief Inspector of Education and Training in Wales. It is a Crown body, established under the Education Act 1992. Estyn is independent of the National Assembly for Wales but receives its funding from the Welsh Government under Section 104 of the

Government of Wales Act 1998. Estyn inspects quality and standards in education and training providers in Wales.

Central South Consortium Joint Education Service (CSCJES) was established in September 2012. The Local Authority has commissioned the Consortium to support and challenge schools in Cardiff.

When proposing changes of this type to schools Local Authorities are required to refer to the most recent Estyn reports, other evidence derived from performance monitoring and any other information available on a school's effectiveness.

They must also demonstrate the likely impact of the proposals on the quality of:

- outcomes (standards and wellbeing);
- provision (learning experiences, teaching, care support and guidance, and learning environment);and
- leadership and management (leadership, improving quality, partnership working and resource management)

## **Estyn**

Schools are inspected as part of a national programme of school inspection. The purpose of an inspection is to identify good features and shortcomings in schools in order that they may improve the quality of education offered and raise standards achieved by their pupils (Estyn)

The relevant Estyn Inspection reports provide grades against Key Questions and provide schools with recommendations for improvement.

For Estyn inspections carried out before September 2010, there were seven key questions each with the following grades which could be awarded:

Grade 1 good with outstanding features

Grade 2 good features and not important shortcomings

Grade 3 good features outweigh shortcomings

Grade 4 some good features, but shortcomings in important areas

Grade 5 many important shortcomings

In 2010 a new common inspection framework was introduced and Estyn inspections carried out after September 2010 provide judgements against three Key Questions.

Each key question is provided with a judgement:

- Excellent – Many strengths, including significant examples of sector-leading practice
- Good – Many strengths and no important areas requiring significant improvement
- Adequate – Strengths outweigh areas for improvement
- Unsatisfactory – Important areas for improvement outweigh strengths

## **Welsh Government categorisation of schools**

In 2014 the Welsh Government introduced a new categorisation system that considered each school's standards alongside the school's capacity to improve so as to understand the level of support that organisations such as the CSCJES need to provide to each school in order that they achieve their targets.

The categorisation system is described in Table 12 below:

Category	What the category means
Green	A highly effective school which is well run, has a strong leadership and is clear about its priorities for improvement.
Yellow	An effective school which is already doing well and knows the areas it needs to improve.
Amber	A School in need of improvement which needs help to identify the steps to improve or to make change happen more quickly.
Red	A school in need of greatest improvement and will receive immediate, intensive support.

To determine the colour coded category as explained in the table above, schools are placed in one of four groups for standards (1-4) and for bringing about improvement (A-D) with one being the highest grouping for standards and A being the highest for improvement capacity.

For further information about the new categorisation scheme, please see Welsh Government's parents' guide to the National School Categorisation System:

<http://gov.wales/docs/dcells/publications/150119-parents-guide-en.pdf>

Tables 13 below/overleaf shows the Estyn judgements, recommendations, WG category and the Foundation Phase and Key Stage 2 data for Baden Powell Primary School (Estyn inspection October 2010) Moorland Primary School (Estyn inspection September 2012) and Tremorfa Nursery School (Estyn inspection December 2013).

Table 14 shows the Estyn judgements, recommendations, WG category and the Foundation Phase and Key Stage 2 data for Ysgol Glan Morfa (Estyn inspection January 2009).

	<b>Baden Powell Primary School Estyn Inspection October 2010</b>	<b>Moorland Primary School Estyn Inspection September 2012</b>	<b>Tremorfa Nursery School Estyn Inspection December 2013</b>
<b>School's current Performance</b>	Good	Good	Good
<b>School's prospect for improvement</b>	Good	Good	Good
<b>Key Questions</b>	<b>Judgement</b>	<b>Judgement</b>	<b>Judgement</b>
<b>Key Question 1: How good are the outcomes?</b>	Good	Good	Good
Standards	Good	Good	Good
Wellbeing	Good	Good	Excellent
<b>Key Question 2: How good is provision?</b>	Good	Good	Excellent
Learning experiences	Good	Good	Excellent
Teaching	Good	Good	Excellent
Care, support and guidance	Adequate	Good	Excellent

Learning environment	Good	Good	Good
<b>Key Question 3: How good are leadership and management?</b>	<b>Good</b>	<b>Good</b>	<b>Good</b>
Leadership	Adequate	Good	Good
Improving quality	Good	Good	Excellent
Partnership working	Adequate	Good	Excellent
Resource management	Good	Good	Good
<b>Recommendations</b>			
R1	Improve the governing body's understanding of its role as the school's critical friend in order to hold it to better account for its performance	Continue to improve the achievements of boys in writing and of those pupils entitled to receive free school meals	Ensure that all staff challenge more able children consistently
R2	Improve communication with parents and carers to enable them to support their children's education more effectively;	Improve further the quality of assessment for learning, especially in the way that pupils throughout the school assess their own work and that of their peers	Develop the role of the Governing Body in the self-evaluation process
R3	Broaden the school's provision for learning about and celebrating the diversity of the school community		Ensure the leadership roles are distributed more evenly
R4	Address the health and safety concerns brought to the attention of the headteacher and governing body during the inspection		
<b>Welsh Government Support Category</b>	Amber	Green	N/A
*Pupils achieving the expected outcome in the FP areas of learning (2014)	60%	81.8%	N/A
*Pupils achieving the expected level in the core	75%	65.7%	N/A

subjects at KS2 (2014)			
*Attendance (2014)	92.9%	93.8%	N/A

\*further information can be found on the website: [mylocalschool.wales.gov.uk](http://mylocalschool.wales.gov.uk)

<b>Table 14: Estyn judgements and recommendations, WG category, FP &amp; KS 2 data</b>	
<b>Key Questions</b>	<b>Grade</b>
<b>Standards</b>	
Key question 1: How well do learners achieve?	2
<b>The quality of education and training</b>	
Key question 2: How effective are teaching, training and assessment?	2
Key question 3: How well do the learning experiences meet the needs and interest of learners and wider community?	2
Key question 4: How well are learners cared for, guided and supported?	1
<b>Leadership and Management</b>	
Key question 5: How effective are leadership and strategic management?	2
Key question 6: How well do leaders and managers evaluate and improve quality and standards?	3
Key question 7: How efficient are leaders and managers in using resources?	2
<b>Recommendations</b>	
R1	continue to sustain and raise standards across the curriculum and address the few shortcomings noted
R2	formalise the opportunities for pupils to express their views about the school and offer improvements
R3	ensure consistency in the standard of reports to parents
R4	continue to develop strategic management procedures as the school grows
R5	formalise the self-evaluation procedure ensuring that it underpins all the school's work and ensuring that there is a definite link with the school improvement plan

<b>Welsh Government Support Category</b>	<b>Amber</b>
*Pupils achieving the expected outcome in the FP areas of learning (2014)	88.9%
*Pupils achieving the expected level in the core subjects at KS2 (2014)	76.9%
*Attendance (2014)	93.9%

\*further information can be found on the website: [mylocalschool.wales.gov.uk](http://mylocalschool.wales.gov.uk)

## **Standards**

The Council's aim is to provide sufficient good quality nursery and primary school places in both English-medium and Welsh-medium and Faith based education to a 21st Century school standard across the city. All children and young people in Cardiff should be educated in environments that are fit for purpose, in the right place and that are the right size to enable the effective delivery of first class education, improve the sufficiency and suitability of school places across Cardiff and ensure the provision of a 21st Century School Standard.

The Council has in place policies to support school improvement e.g. 'High Achievement for All' and 'Achievement for Inclusion'. It is working to respond to the key principles of the School Effectiveness Framework to secure better learning outcomes and well-being for all children including those at the existing schools which form part of these proposals.

It is not anticipated that there will be any impact on the quality of standards of education or the delivery of the Foundation Phase at any of the schools. It is expected that facilities developed to be suited for purpose would support more effective teaching and learning.

## **Provision**

The number of pupils entering Reception has increased and the expansion of existing schools seeks to provide sufficient English-medium and Welsh-medium community primary school places to serve the local area.

The proposals will provide the opportunity to invest in providing high quality, modern facilities which would be able to support the delivery of a broad and balanced curriculum.

## **Leadership and Governance**

The Council will work with the leadership of any schools affected by the proposals to develop a rigorous whole school approach to improvement planning and secure good relationships with parents and other partners in order to ensure pupils receive a high quality education.

Careful planning will take place during the proposed period of change to avoid any risk of distraction or disruption to leadership and governance that could impact on educational outcomes.

The Local Authority (LA) has no information to suggest that the Quality and Standards of existing schools would be negatively affected by the proposals. The expectation would be that investment in new school facilities would add value and have the potential to better support delivery of relevant curriculums and children's learning experiences.

## How would SEN and EAL provision be affected?

A child has Special Educational Needs if he or she has a learning difficulty which requires special educational provision. A learning difficulty means the child has significantly greater difficulty in learning than most children of the same age or that the child has a disability that needs different educational facilities for those that the school generally provides for children.

Table 15 below shows the percentage of SEN, FSM, EAL and Minority Ethnic pupils at Baden Powell Primary School, Moorland Primary School, Tremorfa Nursery School and Ysgol Glan Morfa.

2014		<b>Baden Powell Primary School</b>	<b>Moorland Primary School</b>	<b>Tremorfa Nursery School</b>	<b>Ysgol Glan Morfa</b>	<b>Wales</b>
Percentage of SEN Pupils	School Action	23.1%	13.3%	n/a	22.7%	15.1%
	School Action Plus	9.3%	15.9%	n/a	9.4%	8.8%
	Statemented	n/a	2.3%	n/a	n/a	1.7%
Percentage of FSM Pupils – 3 year average		41.5%	51.6%	n/a	28.1%	20.5%
Percentage of EAL Pupils		16.0%	32.0%	n/a	n/a	5.5%
Percentage of Minority Ethnic Pupils		28.2%	51.6%	n/a	15.6%	10.0%

\* further information can be found on the website: [mylocalschool.wales.gov.uk](http://mylocalschool.wales.gov.uk).

There is no information available that suggests that the proposals would have a negative effect on SEN provision at the schools and the schools would continue to provide SEN support for pupils. However consideration would need to be given to how any reconfiguration of buildings would facilitate this ongoing requirement.

There is no information available that suggests that the proposals would have a negative effect on provision for any group including those who are from minority Ethnic groups or in receipt of free school meals and the schools would continue to provide support appropriate to the individual needs of each pupil.

## What are the benefits of these proposals?

As part of the Council's 21st Century School Programme the Council has set out its priority to improve the sufficiency and suitability of school places across Cardiff to ensure a 21st Century School Standard. These proposals would contribute towards this aim:

- Achieving a better match between the supply of and demand for English-medium (community) and Welsh-medium primary school places within the local area;

- Providing the opportunity to invest in providing high quality, modern buildings which would be able to support the delivery of a broad and balanced curriculum;

The proposal would result in reduced home-to-school travel distances for some pupils;

When compared with smaller schools, the scale of a 2FE/3FE primary school permits greater flexibility and opportunity for pupils due to an extended, more enhanced and secure financial resource base;

A 2FE/3FE school can provide a greater degree of stability at all levels of leadership including maintaining a full and stable complement of school governors;

The ability to employ more teaching and support staff would allow a 2FE/3FE school to cover a wider range of curriculum expertise.

### **Potential disadvantages of these proposals**

Potential increased traffic congestion around the school sites at drop off/pick up times. However, the Council would work with the Governing Body of the schools to develop a Travel Plan to minimise any potential disruption.

Changes to any existing buildings and any new build can cause some disruption however experience shows that this can be kept to a minimum and children's education does not suffer.

As the proposals would allow for additional capacity in schools for pupils entering Reception year from September 2017 onwards, there is a risk that pupils who move into the area and are above the eligible age range (those born after September 2012) are unable to be accommodated in local schools.

The catchment area changes that may be required following the implementation of these proposals may result in increased home-to-school travel distances for some pupils electing to attend their local primary school.

### **Risks associated with these proposals**

There is a risk that the projected increase in the number of pupils entering Reception does not materialise. Whilst this appears most unlikely, the Council will keep its projections under review and respond to any such changes in demand accordingly.

There is a possibility of development constraints not yet identified becoming apparent and having both a cost and delay implications. Site surveys and geo-technic reports would provide further information around this and inform management strategies.

There is a risk that upon progressing the options of a standardised design, it emerges that the approach is not suitable. Further work around this would help to identify any potential issues and inform management strategies.

The proposal may not be achievable if Welsh Government capital funding is not secured at the business case stage.

If the Council were not successful in achieving this funding from the Welsh Government then the Council would be fully responsible for all costs relating to the proposal. In these circumstances, it would be necessary to review investment options to ensure the delivery of sufficient school places.



## Alternatives considered

### English-medium provision

Doing nothing is not a viable option because there is a need to achieve a better match in the supply of and demand for school places.

An initial feasibility study has indicated that the Stacey Primary School site would be less suitable for accommodating increased provision.

### Welsh-medium provision

The city-wide population and the population in the locality have each grown and demand for places at Welsh-medium schools has also grown. City-wide, few surplus Welsh-medium places have been available at entry to Reception year at September 2014. Only two other Welsh-medium primary schools had more than 4 surplus places at entry to Reception in September 2014, namely Ysgol Coed Y Gof in Pentrebanne (5 places) and Ysgol Gymraeg Pen Y Groes (14 places) whilst three were oversubscribed.

Very few pupils transfer between Welsh-medium primary schools in Cardiff for reasons other than moving home. It is therefore considered unlikely that there would be a significant net increase in the cohorts of primary-age already enrolled, as a result of pupils transferring from other schools in Cardiff.

### Alternative Options

Nine alternative options were initially explored. Of these, the options outlined in this document were shortlisted for consultation and seven others were discounted on the basis of not being considered appropriate based on a range of factors related to the schools at that time, prohibitive costs, location, planning and flood plain issues.

<b>Option</b>	<b>Details</b>	<b>Status</b>
All-through campus at Willows High School site	<ul style="list-style-type: none"> <li>Willows High School to operate as an all-through 3-16 campus, plus Flying Start. 2FE English-medium primary school provision included.</li> <li>Current Baden Powell Primary building to accommodate Ysgol Glan Morfa at 2FE</li> <li>Moorland Primary (English-medium) to expand to 3FE utilising vacated Ysgol Glan Morfa Buildings</li> </ul>	Discounted
2FE Welsh-medium primary on the Willows site	<ul style="list-style-type: none"> <li>New build primary school at Willows High School – 2FE Welsh-medium</li> <li>Baden Powell Primary to remain as 2FE English-medium</li> <li>Moorland Primary (English-medium) to expand to 3FE utilising vacated Ysgol Glan Morfa Buildings</li> </ul>	Discounted
3FE English-medium primary school on the Willows High	<ul style="list-style-type: none"> <li>New build primary at Willows High School site – 3FE English-medium plus Flying Start</li> </ul>	Discounted

School site (1)	<ul style="list-style-type: none"> <li>• Current Baden Powell building to accommodate Ysgol Glan Morfa at 2FE</li> <li>• Moorland Primary to remain as 2FE English-medium</li> </ul>	
3FE English-medium Primary on the Willows site (2)	<ul style="list-style-type: none"> <li>• New build primary at Willows High School site – 3FE English-medium plus Flying Start</li> <li>• Baden Powell to remain as 2FE English-medium</li> <li>• Ysgol Glan Morfa to expand to 2FE on existing site utilising Moorland Primary School accommodation.</li> </ul>	Discounted
2FE Welsh-medium Primary on Pengam Green	<ul style="list-style-type: none"> <li>• New build primary on identified site – 2FE Welsh-medium</li> <li>• Baden Powell Primary to remain as 2FE English-medium</li> <li>• Moorland Primary (English-medium) to expand to 3FE English-medium utilising vacated Ysgol Glan Morfa Buildings</li> </ul>	Discounted
2FE English-medium Primary on Pengam Green	<ul style="list-style-type: none"> <li>• New build primary on identified site – 2FE English-medium</li> <li>• Current Baden Powell building to accommodate Ysgol Glan Morfa at 2FE</li> <li>• Moorland Primary at 3FE English-medium utilising vacated Ysgol Glan Morfa Buildings.</li> </ul>	Discounted
2FE English-medium Primary on the Maltings	<ul style="list-style-type: none"> <li>• New build primary on identified site – 2FE English-medium</li> <li>• Current Baden Powell building to accommodate Ysgol Glan Morfa at 2FE</li> <li>• Moorland Primary at 3FE English-medium utilising vacated Ysgol Glan Morfa Buildings</li> </ul>	Discounted

## Admissions and catchment area arrangements

There are no plans to change the Council's policy on the admission of children to schools as a result of this proposal.

Admission arrangements for Cardiff schools for the 2015/16 academic year were approved by the Council in early 2014. Consultation on admission arrangements for Cardiff schools for the 2016/17 academic year was completed in January 2015 and was determined by the Cabinet at its meeting in March 2015.

Should the proposal proceed, it may be necessary to consult at a later date on revising catchment area arrangements for some or all of the four English-medium primary school catchment areas within the Willows High School catchment area in order to achieve a better match of future catchment populations to the local school capacities.

It may also be necessary to consult at a later date on revising the catchment area arrangements of Ysgol Glan Morfa, and therefore of adjacent Welsh-medium primary school catchment areas in order to achieve a better match of future catchment populations to the local school capacities. The catchment areas that may be affected will depend on whether separate proposals affecting the Butetown and Grangetown areas proceed.

Any amendments to admission arrangements such as changes to Published Admission Numbers or the establishment and/ or revision of catchment areas as a result of this proposal could not be implemented until September 2017 at the earliest.

Detailed information regarding admission arrangements is contained in the Council's Admission to Schools booklet, and this information can also be viewed on the Council's website ([www.cardiff.gov.uk](http://www.cardiff.gov.uk)).

The Council would implement this intake by authorising the admission of pupils in accordance with its published criteria.

## **Financial Matters**

All options proposed include construction of a new build 2FE standardised build primary school building.

Initial costings based on benchmarking information from other Local Authorities indicate that the construction cost of providing a single standardised build 2FE primary school would be between £5.4 – 6.5m subject to ground conditions. This would include costs for works such as, highways improvements, IT, fixed furniture and fittings (FFE) and fees. Any land purchase costs would be in addition to the construction costs.

A proposed 21st Century Schools capital investment Programme was submitted to Welsh Government (WG) in November 2011, and it received approval in-principle in December 2011 of 50% WG capital grant funding.

A proposed realigned Programme was presented to the Cabinet committee at its meeting on 19 March 2015, reflecting current Council priorities. The specific proposals put forward in 2011 were replaced with a broader provision across the city.

The realigned Strategic Outline Programme was submitted to WG in March 2015, noting that the full Programme was not affordable without additional capital support from WG. The SOP was considered at WG's Capital Panel meeting on 30 March 2015 and in April 2015 it was confirmed that Cardiff Council had, in principle, been awarded additional capital grant funding.

The realigned Programme proposes innovative approaches which it is considered could achieve capital savings through grouped procurements and standardised designs. This is subject to successfully negotiating a capped cost of capital investment with potential contractors. The Authority has undertaken a Common Contractor Briefing with framework contractors and established that up to three new 2FE primary schools could be delivered within a single, capped procurement. Initial indications suggest contractors are interested to pursue this approach and there would be financial benefits in term of per school build costs.

The 21st Century Schools Programme as a whole is limited to an approved level of investment, and therefore any scheme specific overspends can only be managed by underspends on other 21st Century Schools schemes. The affordability of any specific scheme relies upon the successful budget management of all schemes within the Programme. At present the costs of delivering the proposals within this consultation document are based on estimated costs following discussions with contractors.

The WG grant has been approved in-principle, and full grant approval would be received following successful Business Case submissions. The proposals within this consultation document either in

isolation or as part of a grouped Business Case submission – are likely to require three stages of submission:

- Strategic Outline Case (SOC);
- Outline Business Case (OBC);
- Full Business Case (FBC).

It is anticipated that new build accommodation could be available by September 2017 to provide for Reception and nursery age children. However this is dependent on a successful outcome of the revised procurement methods associated with the programme going forward.

The funding agreed in principle as part of the realigned 21st Century Schools Programme means there is sufficient capital money available for the additional 60 places proposed for the locality. It will not allow for rebuild or significant refurbishment of existing buildings or for the provision of facilities over and above a standard primary school such as community facilities.

Any investment over and above the investment required to increase the number of places at the respective schools will necessitate consideration specific to additional funding sources to supplement the 21st Century Schools capital identified.

<b>Table 17: Cost Range</b>		
<b>Option</b>	<b>Site</b>	<b>Cost range (incl land costs where appropriate)</b>
<b>1</b>	Baden Powell Primary School	<b>£7.9m - £9.9m</b>
	Ysgol Glan Morfa	
	Moorland Primary School	
<b>1a</b>	Baden Powell Primary School	<b>£9.2 - £11.2m</b>
	Tremorfa Nursery School	
	Ysgol Glan Morfa	
	Moorland Primary School	
<b>2</b>	Ysgol Glan Morfa	<b>£7.9m - £9.9m</b>
	Moorland Primary School	
	Baden Powell Primary School	
<b>2a</b>	Ysgol Glan Morfa	<b>£9.2 - £11.2m</b>
	Moorland Primary School	
	Baden Powell Primary School	
	Tremorfa Nursery School	

## **Human Resources Matters**

A Human Resources Framework has been produced in consultation with key stakeholders including head teachers, governors, representatives of the diocesan authorities and the trade unions. It provides the basis for managing the human resources issues associated with School Organisation Planning and its purpose is to support governing bodies and staff working in schools, through a variety of strategies and with the ultimate aim of minimising compulsory redundancies across schools in Cardiff. Specific implications regarding the proposals are detailed below.

The proposal to increase the current pupil intakes of Ysgol Glan Morfa and Moorland primary schools, and/ or proposals to relocate all or some of these primary schools would result in an increase of staff. The governing bodies of each school will need to consider whether to restructure

their current staffing establishment in order to support the increased number on roll. The governing bodies of each school have adopted the Council's Redeployment and Redundancy Policy for schools and therefore any new vacancies arising as a consequence of an increase in numbers on the roll will provide opportunities for staff on the school redeployment register.

The proposal to relocate Baden Powell Primary school will not result in a change to staffing levels. However, if the age range is changed from 3 -11 to 4 -11 this will mean a reduced requirement for staff. It is hoped that any resultant reduction required in staffing levels could be achieved through natural turnover. However, should this not be possible the school will need to manage this using the Redeployment and Redundancy for schools.

## **Land Matters**

The Maltings site is in Council ownership and if selected for the purpose of building an educational facility would need to be appropriated to reflect the change of use.

## **Transport Matters**

Traffic and Transport implications will be considered as part of the Transport Assessment that would be required in order to achieve planning consent for building works should these proposals be implemented.

## **Learner Travel Arrangements**

Under these proposals there are no plans to change the Council's policy on the transport of children to and from schools. Any pupils affected by this proposal as a result of catchment areas would be offered the same support with transport as is provided throughout Cardiff and in accordance with the same criteria that apply across Cardiff. The Council's transport policy for school children can be viewed on the Council's website ([www.cardiff.gov.uk](http://www.cardiff.gov.uk)).

## **Impact of the proposal on the Welsh Language**

The proposal includes increasing the number of Welsh-medium nursery and primary school places available in the area.

It is anticipated that there would be a positive impact on the Welsh language as a result of this proposal.

## **Equality Matters**

An initial Equality Impact Assessment has been carried out. The assessment concluded that this proposal would not adversely affect a particular group in society. The assessment will be reviewed following consultation. If the proposal were to proceed, further equality impact assessments would be undertaken including an assessment on the design for any new build accommodation or refurbishment/adaptation of existing accommodation.

## **Sustainability Matters**

A Strategic Environmental Assessment (SEA) of the proposal has been carried out in accordance with European Legislation. The assessment confirms that the proposal is compatible with the environmental objectives identified in the SEA of Cardiff's 21st Century: A Strategic Framework for

a School Building Improvement Programme. If the proposal were to proceed, an environmental assessment would be carried out as part of the planning application process.

## Considering Community Impact

There is a need to increase the number of English and Welsh medium community places available without impacting adversely on the community. The following are taken into account when considering a proposal: Public Open Space, parkland, noise and traffic congestion. Officers will work with schools and any community group to ensure that the proposal avoids negative impacts wherever possible.

The schools subject to the proposals are existing schools which offer a range of after school activities and some may have community organisations offering services from the school facilities. It is not anticipated that there would be a negative impact on any of these activities and all options allow for the potential development of community use of the additional facilities.

## Next steps, how to make your views know and feedback form

### What happens next?

#### Key Dates

The feedback from this consultation will be collated and summarised, and a report presented to the Council’s Cabinet. This consultation report will be available for all persons to view on the Council website and copies can be obtained on request by using the contact details in this document.

There are a number of further stages that the Council would have to go through before a final decision is made by the Council.

These stages are set out in Table 18 below:

<b>Table 18: Further stages</b>	
<b>Statutory Process</b>	<b>Timescale</b>
Consultation Period	12 October – 23 November 2015
Consultation report considered by the Council Cabinet and published on the Council website	December 2015
Subject to approval statutory notice issued during which time formal written objections can be made	January 2016
Determination by the Council’s Cabinet	March 2016
Objection report published on the Council’s website and notification of Cabinet’s decision	March 2016

The proposed timetable may be subject to change

### Consultation period

The consultation period for these proposals starts on 12 October and ends on 23 November 2015. See page 34 for further details of how to respond and make your views known.

Within 13 weeks of 23 November 2015 a consultation report will be published on the City of Cardiff Council website. Hard copies of the report will also be available on request. The report will summarise the issues raised by consultees during the consultation period and provide the Council's response to these issues. The report will also contain Estyn's view of the proposals.

The Council's Cabinet will consider the consultation report and decide whether or not to proceed with the proposals.

If the Cabinet decides to continue with the proposals the City of Cardiff Council must publish a statutory notice.

### **Statutory Notice**

The statutory notice would be published on the City of Cardiff Council website and posted at or near the main entrance to the schools/sites subject to the notice. Copies of the notice would be made available to schools identified in the notice to distribute to pupils, parents, guardians, and staff members (the school may also distribute the notice by email). The notice sets out the details of the proposals and invites anyone who wishes to object to do so in writing within the period specified.

### **Determination of the proposals**

The City of Cardiff Council Cabinet will determine the proposals. Cabinet may decide to approve, reject or approve the proposals with modifications. In doing so, Cabinet will take into account any statutory objections received.

### **Decision Notification**

Following determination of proposals all interested parties will be informed of the decision which will be published electronically on the City of Cardiff Council's website.

### **Frequently Asked Questions**

- **What would the proposals mean for children currently attending Baden Powell Primary School, Moorland Primary School, Tremorfa Nursery School, Ysgol Glan Morfa and Willows High School?**

Children currently attending these schools would remain at the schools.

- **Would the proposal have an impact on traffic in the local area?**

Traffic and transport implications would be considered as part of the Transport Assessment required in order to achieve planning consent for building works should this proposal be implemented.

- **Would the building works be carried out whilst children are on site?**

The City of Cardiff Council has increased experience in the successful delivery of building projects on the sites of occupied schools resulting from the progression of a growing school organisation programme. Any building work carried out on the schools site would be managed effectively in consultation with the school management to ensure the full curriculum continues to be delivered and that high education standards and safety standards are maintained.

- **Would there be any change to the uniform?**

There are no changes of uniform at any of the schools arising out of this proposal.

- **What about local childcare providers in the area?**

The City of Cardiff Council is supportive of Early Years Childcare providers, and as such the aim would be to work with local childcare providers to enable continued serviced delivery.



## CONSULTATION RESPONSE FORM (The provision of additional English-medium and Welsh-medium primary school places in the Adamsdown and Splott wards)

Your views matter, please tell us what you think about the proposal by:

Completing and returning the accompanying questionnaire to the address given at the bottom of the form.

Completing the on line response form at [www.cardiff.gov.uk/21stcenturyschools](http://www.cardiff.gov.uk/21stcenturyschools)

Or if you prefer you can e-mail your views to: [schoolresponses@cardiff.gov.uk](mailto:schoolresponses@cardiff.gov.uk)

**Please note that all comments sent in writing or by e-mail must contain the full name and full postal address of the person making the comments.**

**The closing date for responses to this consultation is 23 November 2015. Unfortunately no responses received after this date can be considered by the Council.**

Consultation responses will **not** be counted as objections to the proposals. Objections could only be registered following publication of a **statutory notice**.

Any responses received can be requested under the Freedom of Information Act and may have to be made public, however any information that would identify an individual such as name and address would be removed.

Do you support the proposal to provide additional English-medium and Welsh-medium primary school places in the Adamsdown and Splott wards from 2017?

Yes  No

If you answered yes, do you like one option more than the others?

Please number the options 1-4 in your preferred order with 1 being your most preferred option and number 4 being your least preferred:

Option	Level of priority 1- 4 1=High 4 = Low
1	
1a	
2	
2a	

If you do not support the proposal, please give your reasons together with any changes or alternatives that you would like to suggest.

Your name: .....

Address: .....

.....

Postcode: .....

Date: .....

Your status:   Parent  
                  Governor  
                  Pupil  
                  Member of Staff  
                  Other (please specify) .....

Thank you for your comments

Please tick the box below if you wish to be notified of publication of the consultation report

Please return this form to the School Organisation Planning Team, Room 219, County Hall, CF10 4UW by 23 November 2015.

This document is about changes proposed to schools in your area. You have been sent this document for you to find out more about this proposal and for you to give your views. Please tick this box if you require this information in your language and write your name, address and telephone number in English or Welsh in the large box at the bottom of the form. Please return this form to the address at the top of the form.

FR	<input type="checkbox"/>	Ce document est sur les changements proposés dans les écoles de votre région. Vous avez été envoyé ce document pour que vous vous renseigniez d'avantage au sujet de la proposition et pour vous de donner votre opinion. Veuillez cocher cette case si vous avez besoin de cette information dans votre langue et écrire votre nom, l'adresse et numéro de téléphone en Anglais ou en Welsh/Gallois dans la grande case au bas de ce formulaire. S'il vous plait, retourner ce formulaire à l'adresse indiquée au début de ce formulaire.
CN	<input type="checkbox"/>	這份文件是關於您所在地區附近學校更改的提議。該文件已發送給您， 讓您更加了解這些提議，並讓你提出你的意見。 如果您需要了解這些用你的母語翻譯的信息，請勾選此框。 在表格末的大框格里，用英語或威爾士語寫你的姓名，地址和電話號碼。並請將本表格寄回該表格頂部的地址。
SM	<input type="checkbox"/>	Warqadani waxay ku saabsantahay aragtida is bedel la doonaayo in lagu sameeyo iskuulada xaafada. Fadlan hadaad u baahantahay faahfaahin ku qoran afkaaga hooyo ,hoos calaamadee. Magacaaga,adireeskaaga, iyo telefonkaagaba ku qor afka ingiriisiga , AMA welshka. Dibna igu soo dir foomka , adireeska kor ku qoran
PL	<input type="checkbox"/>	Dokument ten dotyczy proponowanych zmian w szkołach w Pańskiej okolicy. Wysłano go po to, by mogli się Państwo dowiedzieć więcej na temat projektu oraz wyrazić swoją opinię. Proszę zaznaczyć to okienko, jeżeli potrzebują Państwo owych informacji w języku ojczystym oraz proszę podać imię, nazwisko, adres i numer telefonu po angielsku lub walijsku w dużym okienku na dole formularza. Proszę zwrócić formularz na adres <u>podany na górze</u> .
CZ	<input type="checkbox"/>	Tento dokument se týká změn, které byly navrženy školám ve vašem okrsku. Dokument vám byl zaslán, abyste se dozvěděli více o tomto návrhu a abyste měli možnost vyjádřit své názory. Prosím zaškrtněte toto políčko, pokud potřebujete tuto informaci ve vašem jazyce a napište svoje jméno, adresu a telefonní číslo v anglickém nebo velšském jazyce do velkého políčka, které je v dolní části tohoto formuláře. Prosím zašlete tento formulář zpět na adresu, která je poskytnuta v horní části tohoto formuláře.
AR	<input type="checkbox"/>	هذه الوثيقة بخصوص بعض التغييرات المقترحة على المدارس في منطقتك . و لقد أرسلنا هذه الوثيقة إليك لكي تعلم و تتعرف على هذه المقترحات ثم تبدي رأيك فيها. من فضلك ضع علامة على هذا المربع إذا كنت تحتاج معرفة هذه المعلومات مترجمة الى لغتك الأصلية ، ثم اكتب اسمك ، و عنوانك ، و رقم هاتفك باللغة الإنجليزية أو لغة الويلش في المربع الكبير الموجود بأسفل هذه الورقة . من فضلك أرسل هذه الورقة الى العنوان الموجود في أعلى هذه الورقة.
HD	<input type="checkbox"/>	यह दस्तावीज़ आपके क्षेत्र में स्कूलों के लिए प्रस्तावित परिवर्तनों के बारे में हैं। आपको यह दस्ताविज़ इस प्रस्ताव के बारे में और अधिक जानकारी देने के लिए और इसके बारे में आप आपने विचार देने के लिए भेजा गया हैं। अगर आपको आपनी भाषा में इस जानकारी की अवश्यकता हैं तो कृपया इस बॉक्स में टिक करे, और फॉर्म के ताल पर बड़े बॉक्स में अंग्रेजी या वेल्श में अपना नाम, पता और टेलिफोने नंबर लिखे। कृपया इस फार्म को उपर दिए गए पते पर वापस भेजे।

Please return this form to **Room 219, County Hall, Atlantic Wharf, Cardiff CF10 4UW** by  
**28 OCTOBER 2015**

DR	<input type="checkbox"/>	این اطلاعات راجب عوض شدن برنامه در مکتب ہا در این منطقه است. این اطلاعات برای شما روان شدہ است کہ شما بیشتر راجب این موضع بفہمید و نظر خود را بگویید. این چارخانہ را علامت بزنید اگر می خواهید این اطلاعات در زبان خودتان باشد. اسم و آدرس و تلفن نمبر خود را در انگلیسی یا در ولسی در داخل چار خانہ کلن کہ در پایان این فورم است نوشتہ کنید. خواہش بس این فورم را در آدرس کہ در بالا فورم نوشتہ است روان کنید.
GJ	<input type="checkbox"/>	આ દસ્તાવેજ તમારાં વિસ્તારની શાળાઓના દરખાસ્ત થયેલ ફેરફારો બારામાં છે. આ દસ્તાવેજ તમને દરખાસ્ત બાબત વધુ માહિતી મેળવવાં ને તમારાં અભિપ્રાયો આપવા માટે મોકલાયેલ છે. મહેરબાની કરી આ માહિતી તમને તમારી ભાષામાં જોઈએ તો આ ખાનું ભરી દર્શાવો ને તમારું નામ, સરનામું ને ટેલીફોન નંબર અંગ્રેજી કે વેલ્શમાં પત્રકના છેવાડે મોટાં ખાનામાં લખો. મહેરબાની કરી આ પત્રક મથાળે આપેલ સરનામે પરત કરશો.
KD	<input type="checkbox"/>	نه م نامه به ده رباره ی نه و گورانکارپانه به که پیشنیار کراون بو فوتابخانه کانی ناوچه که ت نه م نامه به ت بو ده نیرین بو نه وه ی ناگداری نه و پیشنیارانه ت بکه ین و بو چونی خوتمان بو روون بکه پته و ه . تکایه نه و چوار گوشه ب چوکه ده ستینشان بکه نه گه ر ده ته ویت کویبیه که له م زانبارانه به زمانی خوٹ بو بنیرین. ناوی خوٹ و نه دره سه که ت و زماره ی ته له فونه که ت به ننگلیزی یان به ویلزی له و چوار گوشه گه وره به ی خواره وه ی نه م لا په ره به بنوسه . تکلیه نه م لا په ره بنیره بو نه و نه دره سه ی له سه روی نه م لا په ره نوسراوه
PJ	<input type="checkbox"/>	ਇਹ ਦਸਤਾਵੇਜ਼ ਆਪ ਜੀ ਦੇ ਇਲਾਕੇ ਦੇ ਸਕੂਲਾਂ ਵਿੱਚ ਆਉਣ ਵਾਲੇ ਪ੍ਰਸਤਾਵ ਉਪਰ ਹੈ। ਇਹ ਦਸਤਾਵੇਜ਼ ਆਪ ਦੀ ਇਨ੍ਹਾਂ ਪ੍ਰਸਤਾਵਾਂ ਉਪਰ ਹੋਰ ਜਾਣਕਾਰੀ ਵਧਾਉਣ ਅਤੇ ਆਪ ਦੇ ਸੁਝਾਵ ਲੈਣ ਲਈ ਭੇਜਿਆ ਗਿਆ ਹੈ। ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਹ ਜਾਣਕਾਰੀ ਅਪਣੀ ਭਾਸ਼ਾ ਵਿੱਚ ਚਾਹਿਦੀ ਹੈ ਤਾਂ ਇਸ ਖਾਨੇ ਵਿੱਚ ਟਿੱਕ ਕਰੋ ਅਤੇ ਅਪਣਾਂ ਨਾਂ, ਪਤਾ ਅਤੇ ਟੈਲੀਫੋਨ ਨੰਬਰ ਇੰਗਲਿਸ਼ ਜਾਂ ਵੈਲਸ਼ ਵਿੱਚ ਫਾਰਮ ਦੇ ਨਿੱਚੇ ਬੱਠੇ ਵੱਖ ਖਾਨੇ ਵਿੱਚ ਲਿਖੋ। ਕਿਰਪਾ ਕਰਕੇ ਇਹ ਫਾਰਮ ਉਪਰ ਦਿੱਤੇ ਪਤੇ ਤੇ ਵਾਪਸ ਕਰੋ।
UD	<input type="checkbox"/>	یہ دستاویز آپ کے علاقے میں سکولوں کی تجویز تہدیلیوں کے بارہ میں ہے۔ آپ کو یہ دستاویز اس لیے لیے بھیجی جارہی ہے تاکہ آپ اس تجویز کے بارہ میں مزید جان سکیں اور اپنی رائے سے آگاہ کریں۔ اگر آپ کو یہ معلومات اپنی زبان میں چاہیے تو برائے مہربانی اس خانے میں نشان لگادیں اور اپنا نام، پتہ اور فون نمبر انگریزی یا ویلش زبان میں اس فارم میں چھپدے گئے بڑے خانے میں لکھ دیں۔ مہربانی فرما کر یہ فارم اوپر دیے گئے پتہ پر واپس بھیجوا دیں۔
BG	<input type="checkbox"/>	ইহা আপনার এলাকার স্কুলগুলিতে পরিবর্তন সম্বন্ধে প্রস্তাবিত একটি ডকিউমেন্ট। এই ডকিউমেন্টটি আপনাকে পাঠানো হয়েছে আপনার অবগতি এবং আপনার মতামত জানার জন্য। যদি এই তথ্যটি আপনার ভাষায় পেতে চান তবে দয়াকরে এই বাঞ্চে টিক দিন এবং আপনার নাম, ঠিকানা ও টেলিফোন নাম্বার ওয়েলশ অথবা ইংরেজীতে এই ফর্মের নিচের বড় বাঞ্চের মধ্যে লিখুন। দয়াকরে ফর্মের উপরে লিখিত ঠিকানায় এই ফর্মটি ফেরৎ পাঠিয়ে দিন।

✉	Name:
	Address:
☎	Phone:

Provision of additional primary school places in the Adamsdown and Splott  
Wards 12 October to 23 November 2015



**Schools Programme  
Record of  
Pupils Meeting  
Baden Powell Primary School  
13.11.15  
14:30pm – 15:30pm**

**Present:**

Ian Warburton (Project Officer), Brett Andrewartha (Project Officer).

*Please note: The following is not a transcript but a contemporaneous note of the meeting.*

No	Heading	Action
1.	<b>Presentation</b>	
	<p><b>Meeting with year 6 pupils</b></p> <p>IW and BA opened the meeting, introduced themselves as Council Officers and welcomed everyone to the meeting.</p> <p>IW ran through a short PowerPoint presentation on the provision of additional English-medium and Welsh-medium primary school places in the Adamsdown and Splott Wards. The Council is consulting on proposals to:</p> <p>Provide 30 additional English-medium primary school places per year group            Provide 30 additional Welsh-medium primary school places per year group            Provide additional English-medium part time nursery places            Provide additional Welsh-medium part time nursery places</p> <p>Different potential delivery options have been identified and these were explained to the pupils.</p>	
2.	<b>Comments</b>	
	<p>Following the presentation officers answered questions and discussed the pupils' likes and dislikes of the options and of the proposals over all. Their responses were recorded using post it notes and stickers.</p> <p><b>Pupils liked the proposal</b> as it might mean same schools as siblings, see more friends at Willows, closer for Glan Morfa, expand Moorland, school has lots of history, new building, keep a big playground, like same building, tree of remembrance, lots of organised play, separate playgrounds, lots of memories.</p> <p>The issues which received the most stickers from pupils (and were therefore the most popular) were, in descending order :</p>	

No	Heading	Action
	<ol style="list-style-type: none"> <li>1. Tree of remembrance</li> <li>2. Lots of memories</li> <li>3. School has lots of history</li> </ol> <p>Pupils <b>disliked the proposal</b> as it might mean children and parents might get lost, bad behaviour at Willows, Ysgol Glan Morfa and Moorland wont mix, worry about change, don't want to move school, don't want smaller playground, different size and shape if we move, cant leave animals behind. The issues which received the most stickers from pupils (and were therefore the most popular) were, in descending order :</p> <ol style="list-style-type: none"> <li>1. Bad behaviour at Willows</li> <li>2. Don't want to move school/cant leave animals behind (joint 2<sup>nd</sup>)</li> <li>3. Worry about change</li> </ol> <p>Following the session officers explained that their responses will form part of the cabinet report for responses from the consultation.</p>	





**Schools Programme  
Record of  
Pupils Meeting  
Moorland Primary School  
18.11.15  
14:30pm – 15:30pm**



**Present:**

Rosalie Phillips (Project Officer), Brett Andrewartha (Project Officer).

*Please note: The following is not a transcript but a contemporaneous note of the meeting.*

No	Heading	Action
1.	<b>Presentation</b>	
	<p><b>Meeting with year 6 pupils</b></p> <p>RP and BA opened the meeting, introduced themselves as Council Officers and welcomed everyone to the meeting.</p> <p>RP ran through a short PowerPoint presentation on the provision of additional English-medium and Welsh-medium primary school places in the Adamsdown and Splott Wards. The Council is consulting on proposals to:</p> <p>Provide 30 additional English-medium primary school places per year group          Provide 30 additional Welsh-medium primary school places per year group          Provide additional English-medium part time nursery places          Provide additional Welsh-medium part time nursery places</p> <p>Different potential delivery options have been identified and these were explained to the pupils.</p>	
2.	<b>Comments</b>	
	<p>Following the presentation officers answered questions and discussed the pupils' likes and dislikes of the options and of the proposals over all. Their responses were recorded using post it notes and stickers.</p> <p><b>Pupils liked the proposal</b> as it might mean guaranteed school places, good to have more teachers, more places in local schools, good to have more Welsh schools, bigger school-more money, more pupils-more ethnic mixing, more pupils-more friends, bigger school-more ICT.</p> <p><b>Pupils disliked the proposal</b> as it might mean pupils will have further to travel, longer queues at lunchtime, more traffic, more pupils – maybe more bullies, disruption during building, builds too separate, buildings split so not so good, don't want school to change.</p>	

No	Heading	Action
	<p data-bbox="196 241 1353 309">Unfortunately officers were unable to rate the issues in terms of pupil preference as the class had other lessons that they had to attend before the session had ended.</p> <p data-bbox="196 347 1310 414">Following the session officers explained that their responses will form part of the cabinet report for responses from the consultation.</p>	





**Schools Programme  
Record of  
Pupils Meeting  
Ysgol Glan Morfa  
23.11.2015  
14:00pm – 15:30pm**



**Present:**

Rosalie Phillips (Project Officer), Brett Andrewartha (Project Officer).

*Please note: The following is not a transcript but a contemporaneous note of the meeting.*

No	Heading	Action
1.	<b>Presentation</b>	
	<p><b>Meeting with year 6 pupils</b></p> <p>RP and BA opened the meeting, introduced themselves as Council Officers and welcomed everyone to the meeting.</p> <p>RP ran through a short PowerPoint presentation on the provision of additional English-medium and Welsh-medium primary school places in the Adamsdown and Splott Wards. The Council is consulting on proposals to:</p> <p>Provide 30 additional English-medium primary school places per year group          Provide 30 additional Welsh-medium primary school places per year group          Provide additional English-medium part time nursery places          Provide additional Welsh-medium part time nursery places</p> <p>Different potential delivery options have been identified and these were explained to the pupils.</p>	
2.	<b>Comments</b>	
	<p>Following the presentation officers answered questions and discussed the pupils' likes and dislikes of the options and of the proposals over all. Their responses were recorded using post it notes and stickers.</p> <p>Pupils <b>liked the proposal</b> as it might mean more friends, more teachers, more IT, big school-less worry about Glantaf, more on playground, more variety of clubs, close to family and friends and a library. The issues which received the most stickers from pupils (and were therefore the most popular) were, in descending order :</p> <ol style="list-style-type: none"> <li>1. More on playground</li> <li>2. A library</li> <li>3. More variety of clubs</li> </ol>	

No	Heading	Action
	<p>Pupils <b>disliked the proposal</b> as it might mean that the school would get too crowded, might get lost, don't know all the teachers, the Maltings is too far, too far to walk on my own, children might not know all teachers, Baden Powell is too far. The issues which received the most stickers from pupils (and were therefore the most popular) were, in descending order:</p> <ol style="list-style-type: none"> <li>1. Children might not know all the teachers</li> <li>2. Too far to walk on my own</li> <li>3. Too full/crowded</li> </ol> <p>Following the interactive exercise above, officers then explained that their responses will form part of the cabinet report for responses from the consultation.</p>	

# 21st Century Schools

## Willows High School

### School Consultation Briefing For Teachers

This consultation pack has been written to enable a classroom based consultation regarding the proposals for extra primary school places in the area. This element of the consultation is to be delivered in Willows High School regarding the 2 proposals that include building on the Willows High School site, however additional consultation will be taking place with both families and pupils from within primary school settings on all options.

#### **Duration:**

Class based consultation should take between 10-15 minutes including group discussion, feedback and final vote.

#### **Role of the teacher:**

Using the PowerPoint provided the teacher should introduce the context outlined within the main consultation document that should be available in all school settings i.e. more nursery and primary school places needed in the area.

Follow the PowerPoint and encourage pupils to discuss the proposals and share their views. Teachers are asked to facilitate the session and capture key themes and views and ask the pupils to vote by showing hands on both proposals.

Ensure that the pupils understand that the decision will be made by Cardiff County Councillors once the consultation findings have been collated and presented to decision makers. This can take some time but the results will be passed back to the school and shared with pupils as soon as possible.

#### **Collation of Findings:**

Each teacher is to take their classroom findings to an agreed central point within school. School when then contact County Hall and arrange collection. This information will then be collected and collated by the School Organisation Planning Team and presented within the official consultation report.



**Willows High School**  
**Consultation**

**Additional English-medium and Welsh-  
medium primary school places in the  
Adamsdown and Splott wards**

## Your Say

This is an opportunity for Willows pupils to have their say on the proposals put forward in your area. It is your chance to have your say and make comments that will be considered when the Council decide how to proceed.

Your views matter and we want  
you to tell us what you think about  
the proposal.

## Fast facts

- **More nursery & primary school places are needed in the area**
- **4 options are being proposed**
- **2 options involve extending existing schools in communities**
- **2 of the options include building on Willows HS site**
- **Cost between £7.9 – £11.2 Million**



We want to ask you what you think about  
building on your school site.

# Task 1

## Option 1:

- Build a new primary school with a nursery on the Willows High School site serving the age range 3 -11 from September 2017

**Do you support this? Yes or No**

Teacher count votes + record

# Task 2

## Option 2

- Build a new primary school on the Willows High School site serving the age range 4 -11 from September 2017 and
- Build a new nursery on the Willows High School site serving the age range 3 - 4 from September 2017

**Do you support this? Yes No**

Teacher count votes + record

## Task 3

- Please tell your teacher why you voted in this way?
- What did you like or not like about the proposal?
- What would you change?

Teacher to facilitate + record comments

## What happens next?

- All of your views and comments will be collated along with local residents and parents views. They will then be presented to the council.
- The council will then make a choice as to the best option for the area.

# Thank You For Your Time



# 21st Century Schools

## Classroom Consultation Findings Sheet

1. Do you support building a new primary school with a nursery on the Willows High School site serving the age range 3 -11 from September 2017

Yes 19

No 99

2. Do you support the building of a new primary school on the Willows High School site serving the age range 4 -11 from September 2017 and building a new nursery on the Willows High School site serving the age range 3 - 4 from September 2017?

Yes 34

No 77

3. Why have you voted in this way?  
What did you like or not like about the proposal?  
What would you change?

<b>Yes</b>	Easier for parents. More school places for the community Easier for siblings to get to because all on one site. Like the idea of brand new facilities.
<b>No</b>	Would lead to more traffic and people on Willows site Don't think high school and primary school could co-exist on the same site Don't want to lose any more of our land, too cramped A feeling that the money should be spent on Willows to improve poor facilities Disruption because of building work Influence of older pupils on younger pupils

Note: Please record total number of votes and comments on one sheet.

# 21st Century Schools

Teacher signature:.....



## **Estyn response to the proposal by Cardiff County Council's consultation on the provision of additional English-medium and Welsh-medium primary school places in the Adamsdown and Splott Wards**

This report has been prepared by Her Majesty's Inspectors of Education and Training in Wales.

Under the terms of the School Standards and Organisation (Wales) Act 2013 and its associated Code, proposers are required to send consultation documents to Estyn. However, Estyn is not a body which is required to act in accordance with the Code and the Act places no statutory requirements on Estyn in respect of school organisation matters. Therefore as a body being consulted, Estyn will provide their opinion only on the overall merits of school organisation proposals.

Estyn has considered the educational aspects of the proposal and has produced the following response to the information provided by the proposer.

### **Introduction**

This is a consultation proposal from Cardiff County Council.

The proposal is to:

- Provide 30 additional English-medium primary school places per year group
- Provide 30 additional Welsh-medium primary school places per year group
- Provide additional English-medium part time nursery places
- Provide additional Welsh-medium part time nursery places

The proposer has presented 4 options for Consultation. These options include increasing the number of two and three form entry year groups, modernising some present buildings and new build.

### **Summary/Conclusion**

The proposal focuses on meeting the projected increased demand for extra English and Welsh-medium places in the Adamsdown and Splott Wards.

The proposer has demonstrated clearly the proposals should meet the forecast demand for extra places in both English and Welsh-medium schools.

The proposals are likely to at least maintain the current standards of education and provision in the area.

### **Description and benefits**

The proposer has provided a detailed and clear rationale for the proposal. There has been significant growth in the number of Reception age pupils in the Adamsdown and Splott wards over a period of years. Increasing demand is forecast to continue

for both English and Welsh-medium places. The proposer recognises appropriately that it may be necessary to consult in the future on revising catchment areas of primary schools in order to match the supply and demand for places more efficiently.

The proposer has used relevant factors suitably to inform projections and forecasts regarding demand for English and Welsh-medium places in the variety of schools in the area. It has provided clear and comprehensive evidence to calculate the projected increase and reasonably asserts that doing nothing is not a viable option because of the need to achieve a better balance in the supply of and demand for places.

The proposer outlines the possible advantages, disadvantages and risks of the proposals clearly. The proposer also asserts reasonably that there would be advantages to increased 2 form entry and 3 form entry provision. These would include the ability to employ extra staff in order to cover a wider range of curriculum expertise, a more secure financial resource base and the capacity to maintain a full complement of school governors.

The proposal suggests reasonably that high quality modern buildings would be more suited to supporting a broad and balanced curriculum. The proposer has considered other alternative options suitably. It considered nine alternative options thoroughly and discounted each one due to a range of relevant factors.

The proposer outlines clearly that the proposals could increase or decrease home-to-school travel distances for different pupils. It states that any pupils affected by this proposal as result of catchment areas would be offered the same support with transport as is provided in accordance with criteria that apply across Cardiff.

The proposer asserts reasonably that the increase in supply of places is likely to meet projected increasing demand. The proposer states validly that surplus places could be addressed, in some instances, by reorganising catchment areas in order to provide a more sustainable balance for supply and demand.

The proposer appropriately addresses the issue of possible surplus places due to the expansion of Welsh-medium provision in Ysgol Glan Morfa.

### **Educational Aspects of the proposal:**

The proposer has considered appropriately the effect of the proposals on the quality of outcomes, provision and leadership and management. It refers validly to the outcomes of Estyn's most recent inspection reports on the four schools and their support categories and bands.

It concludes reasonably that it does not anticipate any negative impacts on the quality of standards of education or the delivery of the Foundation Phase at any of the schools. The proposer asserts strongly that new facilities would support teaching, learning and the delivery of a broad and balanced curriculum.

The proposer makes the case satisfactorily that leadership and governance should not suffer under these proposals.

The proposer has considered thoroughly the impact upon vulnerable groups, including children with Special Educational Needs. It concludes appropriately that there is no evidence to suggest the proposal would have a negative impact on pupils with SEN, ethnic minority pupils or pupils in receipt of free school meals.

The proposer has given suitable consideration to possible disruption to pupils. It clearly lists these risks such as increased traffic congestion at school sites at drop off/pick up times, changes to any existing buildings and any new build. The proposer asserts firmly that any such disruption can be minimised in order that pupils' education does not suffer by introducing suitable measures including a travel plan formulated by the Council and relevant governing bodies.

Dear Sir

Please find attached a copy of the Governing Body response to the LA proposals for reorganisation.

Once again we would like to give our full endorsement to the process and fully support the principles of increasing school provision within our catchment areas. We would also like to thank the officers involved for a comprehensive process which has clearly investigated all options and sought to secure the involvement of all stakeholders.

In response to the proposals we would like to draw to your attention the following concerns raised by ourselves and the school community.

#### Location.

The current location of Baden Powell Primary School is very central and provides excellent access to all families and services within the catchment. However, relocating the school to the Willows High School site would immediately put us on the edge of the catchment area which would have a negative impact upon pupil attendance.

Currently issues such as traffic congestion and poor weather already impact negatively upon school attendance with many days during the year suffering a 10% reduction in attendance when the weather is poor or local issues create traffic congestion.

However, by relocating the school to the edge of the catchment these difficulties will be exacerbated and will actively discourage families from improving pupil attendance. Putting the burden of greater distances to walk from one side of the catchment, in addition to tackling poor weather conditions and traffic congestion will only result in lower attendance patterns and more children not receiving their full entitlement to a quality education.

These difficulties already have an impact upon standards and we believe the proposals will only increase the difficulties parents face and negatively further impact upon standards.

#### Mixed Site Policy

We and many of the stakeholders are greatly concerned about the difficulties that will arise from locating children from 3-16 years of age on one site.

In the past Baden Powell had to significantly reorganise the school day and times to be in line with those at Willows HS. This was required due to the increasing number of incidents relating to the difficult behaviour and actions of Willows HS pupils on the Baden Powell playground at the end and start of the day. Once our school times were aligned these issues ended and the daily routines of pupils at Baden Powell were no longer disrupted.

However, by relocating the pupils together on one site we can only envisage an increase of these negative behaviours as the Willows HS pupils will have greater access to the public areas of the new school throughout the whole day.

On a day to day basis we are also greatly concerned about our pupils being exposed to the very different levels of behaviour and language used by high school pupils. As a school we work tirelessly to set a high standard of behaviour and code of conduct which will be quickly undone if our pupils are exposed to negative role models during the day and as they come to and from school.

These issues will result in increased behaviour management issues for BOTH schools which will consequently have a negative impact upon school progress and pupil outcomes.

#### Traffic Congestion

As you know, traffic congestion is a significant issue for all organisations and particularly so for schools, as can be seen by the recent tragic loss of life at Maesteg Comprehensive.

We are greatly concerned that the proposed move to the Willows High School site will cause greater difficulties for all schools involved with the consequential increased risk to personal safety for all stakeholders, especially pedestrians.

Currently all three schools have their own sites and manage their own traffic difficulties using a Traffic Management Plan. Relocating all three schools and the Flying Start provision on one site will make managing traffic concerns increasingly more difficult which in the short to long term will increase the risk of accidents.

The relocation of four educational settings onto one site will also result in a hugely increased level of traffic using Willows Avenue and the surrounding roads on a daily basis. We feel this significantly increases the daily risk to our pupils and parents as they will have to tackle these greater traffic flows on their walk to and from school.

Additionally each of the four providers will have their own timetables for special events such as trips, sports days and open days etc. For example simple events such as school trips that currently involve 7-2 buses at Baden Powell along with parental and staff traffic flow will, in the future, be added to by the traffic from another three schools, regularly creating very difficult traffic conditions for all the schools involved.

All of these issues will result in the inevitable increased traffic flows, traffic jams, parking issues and increased risk to personal safety as the school users try to negotiate the difficulties they will face due to the increased traffic.

#### Proposed New Build

Once again we fully support the idea and principles behind upgrading school building stock across the county. However, we must point out that multi floored school buildings may cause schools difficulty in future years as it removed their ability to access outdoor areas of learning.

The Donaldson Report clearly states that Welsh education will move towards a Foundation Phase style and include a large element of education outside the classroom. We worry that this requirement won't be satisfied by the proposed new buildings. The combination of low staff ratios and no free flow to outside areas for pupils located in classrooms above ground floor will result in those children not receiving their entitlement to outdoor education. This is already seen in the multi floored school buildings currently in existence across the city so replicating the design style in future buildings will simply replicate the problem and result in pupils not receiving their entitlement to outdoor education.

There is clearly a place for multi floored buildings, especially in densely built urban areas. However with the development of the Donaldson Report we worry that provision that is good today won't be fit for purpose in future years. Therefore, if the proposals do go ahead we would strongly request, if space allows, that a single story school building is built as that future proofs it against the curriculum changes we now are ahead towards schools.

#### Proposed Nursery Changes

We fully appreciate the requirements to increase Nursery provision within our catchment and fully support the benefits from increased Nursery access and the impact that provision has on the pupils' immediate and long term outcomes.

We also wholeheartedly support the idea that quality nursery provision attached to a primary school is the best way of preparing the pupils for the next stage of their school careers.

However, we also believe that the quality of the nursery provision and the impact 3-11 schools have within future years can only be fully achieved by the full integration of the nursery into the life of the primary school and vice versa and NOT as add on provision to the school site.

The separate nursery and primary schools can make common arrangements regarding uniform, times of days, CPD events and even begin to make common agreements upon curriculum provision.

However the full integration of the nursery and primary provision can only be achieved by having a common purpose, plan and aims which themselves can only be achieved at the Governance and Strategic level.

Without this higher level of planning the more substantial aspects of school life such as ethos, direction and ongoing school improvement cannot be fully achieved together. Sadly, this will result in two separately led schools working together at a superficial level but completely missing the benefits that one joint school could achieve together.

As a result we fear that a relocation of the Tremorfa Nursery to the Baden Powell site will only bring the difficulties associated with a shared site, as explained above, without the positive impact upon standards, outcomes and school progress that a joint nursery and primary school would achieve.

In recent years we also question the impact non-school based nursery provision has upon the standards pupils achieve. Although all nurseries provide an excellent service for their pupils, once a provider is taken away from the ultimate goals of year 2 and year 6 standards and the accompanying levels of accountability for achieving those standards there is a risk that the strident drive towards improved standards can be lost.

As Governors we have been concerned by the consultation's suggestion that standards at our Nursery may not be of a comparable standard to those at other nurseries. We feel using the Estyn inspection reports, which are based upon historical findings, up to 5 years old, whilst comparing a nursery inspection to a full primary school inspection may lead to an inaccurate conclusion.

As a consequence we have recently undertaken an analysis of the Reception Pupils' Foundation Phase Profile outcomes to investigate the benefits of school based nursery provision.

Baseline Tests	School Based Nursery Provision	Non-School Based Nursery Provision
Non-verbal tests	6.39	5.17
FPP Literacy	1.39	0.70
FPP Maths	2.21	1.35

As you can see from the table above pupils who have experienced a school based nursery provision achieve higher outcomes, in some instances double the level achieved, and have a much better start to their school based education than pupils that have received a non-school based nursery provision.

Therefore although we fully support the proposals to increase nursery provision within our catchment, we do NOT agree that taking away integrated nursery provision, and its associated benefits from Baden Powell is beneficial to the school's progress or the pupils' outcomes.

We believe that the loss of nursery provision at Baden Powell will only have a negative impact upon current standards, future pupil outcomes and the potential to improve standards in the future.

As a result we would give our full support to **Option 2** as it provides increased pupil numbers within our catchment areas, excellent access to schools for parents, high levels of personal safety for stakeholders using the local roads whilst maintaining high quality nursery provision at Baden Powell.



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Schedule 2  
 23 NOV 2015

20.11.15

## **Response to Consultation for school places in the Adamsdown and Splott wards Tremorfa Nursery School Governors Response**

The Governors of Tremorfa Nursery School prefer option 2.

Option 2 would meet the need for increased primary provision in both Welsh and English medium.

We would like to remain on our current site for the following reasons:

- This would save the local authority at least 2 million pounds. At present our building is of a good standard and is currently not causing any concern.
- This is the least disruptive option for our families and the members of the community who access our building for community services as well as their nursery provision and wrap around care.
- In relation to the Welsh government poverty agenda and the 'Rewriting the Future' document we are meeting many WG aims at our current setting where we have a community room which is in constant use. With our own community nursery nurse we provide groups, workshops and activities for parents every morning including an SEN support group with the local SEN health visitor. WE link with Flying Start and Communities first for some of these events maximising local facilities and finance. Families become involved with our school and community program long before the children's school entitlement enabling us to deliver the all important messages of family learning and early language development before the children actually start their with us. Evidence shows that those families who attend our baby group and our toddler group are more ready for nursery - they settle quickly, their speech and language skills are developed, they know many nursery rhymes and traditional stories and their attendance is good. In a new building with the strong likelihood of shared facilities these community groups cannot be guaranteed to continue and would likely need to reduce. I also believe that having a nursery on a secondary school may present a barrier to our youngest parents who may have attended the secondary school themselves. We were deemed 'sector leading' at our last inspection for the work we do with communities. It would be a great loss to Cardiff if this were to be removed or indeed 'watered down'.
- We have an established Forest School area on this site. It is unlikely that any of the proposed options put forward by the Council would enable the school to replicate our existing outdoor provision which is an integral part of the learning experience for our pupils. We have data that suggests that children who are accessing regular forest school sessions have improved learning outcomes and that Forest School can work towards reducing the poverty gap in learners. Forest School is an excellent strategy for developing children's wellbeing and self esteem. Our Forest School area is well established and has taken 14 years to become what it is today we would not have an established forest school site if we were to re-locate. The Forest School site is also used to support university students who attend weekly forest school sessions, to train parents in outdoor skills and to provide a parent and toddler forest school program. In the summer months we also offer the garden as a community garden for parents and younger children. All of this contributes to





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**Response to Consultation for school places in the Adamsdown and Spott wards**

**Tremorfa Nursery School Governors Response**

The Governors of Tremorfa Nursery School agree option 2.

Option 2 would meet the need for increased primary provision in both Welsh and English medium.

We would like to remain on our current site for the following reasons:

- This would save the local authority at least 3 million pounds. At present our building is of a good standard and is currently not causing any concern.
- This is the least disruptive option for our families and the members of the community who access our building for community services as well as their nursery provision and wrap around care.
- In relation to the Welsh government poverty agenda and the Renewing the Future document Wales meeting many VIG aims at our current setting where we have a community room which is in constant use. With our own community nursery nurse we provide groups, workshops and activities for parents every morning including an early support group with the local health visitor. We link with King's Staff and Communities first for some of these events maximising local facilities and finance. Families become involved with our school and community program long before the children's school enrollment enabling us to deliver the all important messages of family learning and early language development before the children actually start their work. Evidence shows that those families who attend our baby group and our toddler group are more ready for nursery - they settle quickly, their speech and language skills are developed, they know many nursery rhymes and traditional stories and their attendance is good. In a new building with the strong likelihood of shared facilities these community groups cannot be guaranteed to continue and would likely need to reduce. I also believe that having a nursery on a secondary school may present a barrier to our youngest parents who may have attended the secondary school themselves. We were deemed 'sector leading' at our last inspection for the work we do with communities. It would be a great loss to Cardiff if this were to be removed or indeed watered down.
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the over all picture of community and family engagement encouraged by WG in 'Rewriting the Futures and which has proven to raise standards.

- Our school has been recognised by the Central South Consortium as having excellent provision and we have recently become a Foundation Phase Alliance school providing training to many other practitioners across the region. With such large grounds and a well established Forest School area we are able to demonstrate excellent outdoor provisions and a variety of outdoor learning experiences. We have been informed by an officer that the outdoor space which will be provided as part of a new build would not be the same as what we have now and that there is no guarantee that we would have a space for Forest School. Without this facility we would be limited in our ability to demonstrate a wide variety of excellent outdoor provision to other practitioners. With the Welsh Government and the proposed new curriculum placing such emphasis on school to school working and self improving school systems I believe this would not only effect the practice on offer to our own learners at Tremorfa Nursery School but it would also negatively impact on the professional development of others. At a recent professional development event at Tremorfa Nursery School we were able to demonstrate a number of effective outdoor practices in a short space of time.
- The Qualified for Life document (October 2015) states that '*strong school to school working will be fundamental to our new curriculum*'. For many years schools across Wales (and beyond) have been visiting our school as an example of excellent provision and practice. Being chosen as a Foundation Phase Alliance school shows that we are extremely well placed to provide quality school to school support. Our provision and environment is a significant part of the training we provide to other schools. Through our well developed and established grounds we are able to show other schools and practitioners how they too can develop high quality areas of learning to meet the needs of their learners particularly in light of the new curriculum. Loosing this established environment would have a detrimental impact on outcomes for children and on school to school working.
- One of the Four Purposes of the New Curriculum for Wales is around 'healthy and confident individuals' in our current grounds we are able to ensure that all children have space to run, climb, dance...The established Forest School area ensures children can access Forest experiences in a city school and build upon their mental and emotional wellbeing. This would not be the case in smaller under developed grounds.
- Currently transition between all local primary schools is well established and working well. We have children who attend all the local primary schools including Welsh, faith and non-faith based. Transition between some local schools will be difficult should we be re-located.
- We currently offer wrap around care in the afternoons in our community rm. At the consultation drop in sessions we were advised that if the school were to re-locate and pupil numbers increased as proposed, any new school building would be designed to meet the needs of the pupils, but would not include any additional facilities for wrap around care above that currently provided at Tremorfa Nursery. This would in effect be a disservice to the community as there will be more families using the nursery without an increase in wrap around care. We currently fill wrap around care in September and have a large waiting list.



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HEADTEACHER: Mrs A.Bevan

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- The Quality Standard (October 2015) states that every school to school working will be fundamental to our new curriculum. For many years schools across Wales (and beyond) have been visiting our school as an example of excellent provision and practice being chosen as a Foundation Phase Alliance school shows that we are extremely well placed to provide quality school to school support. Our provision and environment is a significant part of the training we provide to other schools. Through our well developed and established grounds we are able to show other schools and practitioners how they too can develop high quality areas of learning to meet the needs of their learners particularly in light of the new curriculum. Losing this established environment would have a detrimental impact on outcomes for children and on school to school working.

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Schedule 2  
 23 NOV 2015

20.11.15

**Response to Consultation for school places in the Adamsdown and Splott wards  
 Tremorfa Nursery School Staff Response**

The staff of Tremorfa Nursery School prefer option 2.

Option 2 would meet the need for increased primary provision in both Welsh and English medium.

We would like to remain on our current site for the following reasons:

- This would save the local authority at least 2 million pounds. At present our building is of a good standard and is currently not causing any concern.
- This is the least disruptive option for our families and the members of the community who access our building for community services as well as their nursery provision and wrap around care.
- In relation to the Welsh government poverty agenda and the 'Rewriting the Future' document we are meeting many WG aims at our current setting where we have a community room which is in constant use. With our own community nursery nurse we provide groups, workshops and activities for parents every morning including an SEN support group with the local SEN health visitor. We link with Flying Start and Communities first for some of these events maximising local facilities and finance. Families become involved with our school and community program long before the children's school entitlement enabling us to deliver the all important messages of family learning and early language development before the children actually start their with us. Evidence shows that those families who attend our baby group and our toddler group are more ready for nursery - they settle quickly, their speech and language skills are developed, they know many nursery rhymes and traditional stories and their attendance is good. In a new building with the strong likelihood of shared facilities these community groups cannot be guaranteed to continue and would likely need to reduce. I also believe that having a nursery on a secondary school may present a barrier to our youngest parents who may have attended the secondary school themselves. We were deemed 'sector leading' at our last inspection for the work we do with communities. It would be a great loss to Cardiff if this were to be removed or indeed 'watered down'.
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## Response to consultation - Tremorfa nursery school staff response -

We as a staff prefer option 2.

✓ This would save the local authority at least 2 million pounds

✗ This is the least disruptive option for our families and members of the community who access our building for community services as well as their nursery provision and wrap around care.

✗ Tremorfa nursery have established forest school area on site

✓ Our school has been recognised by the central south consortium as having excellent provision and we have recently become a foundation phase alliance school providing training to many other practises across the region





We currently offer wrap around care in the afternoons in our community room - this would be a real shame if this was to stop -



Dear Sir/Madam

I am writing on behalf of the Governing Body at Ysgol Glan Morfa in response to the Council's consultation on future primary school provision in Splott and Adamsdown.

We support the underlying decisions to develop an additional 1FE capacity in both English and Welsh medium education, and support the logic of allowing Moorland Road to reclaim the buildings currently occupied by Ysgol Glan Morfa.

We would like to register our support for consultation option 2.

As chair of Governors at Ysgol Glan Morfa I believe a new-build school on the Maltings site would provide the best setting for Glan Morfa to grow and prosper. Many of the school's parents have supported this view and responded to the consultation.

We are pleased to see that all options see YGM moving to 2FE. The school has been oversubscribed for the past two years, and we are confident that with greater promotion of the school we would attract further numbers to attend.

The school has worked hard to raise standards while keeping a tight rein on finances.

### **Welsh language**

The Council's Welsh Language Policy notes that the growth in Welsh speakers in the capital over the last decade is partly down to migration from the Bro Cymraeg, and also "reflects the committed practices and policies towards Welsh medium education in primary and secondary schools in Cardiff."

We take great pride that Ysgol Glan Morfa's growth has been overwhelmingly based on parents who are not Welsh speaking choosing a Welsh-medium education for their children. 99.6% of our children come from a home where the main language is English.

A new build Welsh Medium School at the Maltings would be a powerful emblem of the council's commitment to the ever growing demand from parents for Welsh medium education. It would assist the school in attracting new pupils and staff to fill the new classes and also serve as a beacon for the Welsh language in the area. There is the potential for a new school to become a hub for Welsh Language activities in the area.

### **Identity**

A new building would allow people to identify with the school, and understand that Splott has a Welsh school.

Sharing a site with Moorland School for its first 10 years has meant low awareness of the school. Now in our tenth year and fully established we have been reluctant to promote ourselves over-enthusiastically as we cannot accommodate additional pupils in Foundation Phase.

As a governing body, we feel that the Maltings location on the fringe of an industrial area could serve to build strong school-business links.

### **Community benefits**

Developing a new school at the Maltings would add to the identity of the emerging residential community on the fringe of the STAR area. The area has seen several new housing developments in recent years but in terms of community facilities has very little as yet. The closure of the STAR Centre in due course, will move other community facilities further away. A new school at the Maltings site has the potential to add community benefits to the area. A new school on the Willows site would not add greatly to the community facilities already available on that site.

**Traffic**

Option 1 would mean over 1100 pupils (200 YGM, 200 BP, 700 WHS) arriving and leaving a relatively compact area of residential Tremorfa in a short period of time. Option 2 spread the schools over a wider area and should disperse any congestion or busy periods around drop off and pick up.

As a Welsh Medium school, YGM draws on a larger catchment area than Baden Powell. As a consequence of greater distance to travel, we are likely to have a greater proportion of children travelling by car to and from school. This would be easier to cope with at a new build, rather than the existing Baden Powell site, which can already be extremely busy at drop off and pick up times.

Some parents have raised concerns that the Maltings site is on a busy road, but we are confident that the provision of a suitable crossing, and some thinking about parking and drop off areas prior to construction will be able to address these.

**Building disruption**

Option 1 would inevitably cause disruption at Willows High School, and the construction phase would see increased traffic through a residential area.

Access to the Maltings site would directly impact on a small number of residential properties and should have a much smaller impact.

Option 2 would minimise disruption - as only one school would need to relocate, rather than two.

**State of Baden Powell Building fabric**

Irrespective of which option is chosen, money will need to be spent on the Baden Powell site, which while rated "satisfactory" is sub-optimal in many respects. We are concerned that the current budget and plans does not reflect this adequately.

Were Ysgol Glan Morfa to move there, we anticipate there would be significant investment required to adapt the school to our needs.

**In summary.**

Moving to the Maltings would be an opportunity for Ysgol Glan Morfa to grow and prosper in its second decade. It would give the school a clear and distinct identity, minimise disruption at other schools in the area and offer community benefits to the Maltings area. Option 2 would also be a better option in terms of school transport, and would send a powerful signal of the council's support for Welsh medium schooling.

Yours hopefully,

Gareth Price  
Chair of Governors,  
Ysgol Glan Morfa.

Ysgol Glan Morfa,  
Hinton Street,  
Splott,  
Cardiff,  
CF24 2LZ



Ysgol Glan Morfa

Ysgol Glan Morfa,  
Stryd Hinton,  
Sblot,  
Caerdydd,  
CF24 2LZ

Pennaeth / Headteacher: Mrs Rh. Carbis

5<sup>th</sup> of November 2015

To whom it may concern,

As a Foundation Phase team, we feel positive at the prospect of becoming a two form entry school, and also having a full time nursery. We are also excited at the prospect of widening the opportunity for those in the community to embrace the Welsh language and its culture. At times it has been hard working in a dilapidated building. We would also welcome the opportunity to work and plan cooperatively, and to have more teacher knowledge and expertise. This will also enable the children to enjoy even more extra curricular activities. We look forward to the exciting journey ahead.

Yours sincerely,

Mrs K Fish  
(on behalf of the Foundation Phase Team)

*R. Boffy* member of staff

*E. Whaley* member of staff

*[Signature]* member of staff

Our preferred option is option 2. *[Signature]*



**Phillips, Joanna**

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**From:** School Responses  
**Sent:** 23 November 2015 12:41  
**To:** Phillips, Joanna  
**Subject:** FW: SOP Splott/Tremorfa/Adamsdown

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**From:** Jenkins, Jane  
**Sent:** 23 November 2015 12:40  
**To:** School Responses  
**Cc:** Payne, Catherine  
**Subject:** SOP Splott/Tremorfa/Adamsdown

The governors of Moorland Primary School met on 19.11.15 to discuss the above and did not feel able to support the current proposals for the following reasons:

- Concerns about the substantial increase in pupil population at the school. The ethos and success of the school is based on a close knit community with high levels of support for individual children and their families. It would be difficult to replicate this on a larger scale without a potentially negative impact on standards and behaviour.
- We have a duty of care to all our staff and have concerns that the nature of their roles, particularly for the leadership team, would change very significantly if the school size increases. We would have serious concerns about the retention of our senior staff if the nature of their roles changed too drastically. We also recognise that the recruitment of Headteachers is a local and national concern at present.
- The local area has become steadily more disadvantaged over the last 20 years since the school was last a 3-form entry primary. The levels of FSM, EAL, EM, SEN, Child Protection, Asylum seekers, LAC, Children in Need, refugees and transient pupil population are increasing year on year. To increase the pupil population by 50% will also increase the number of families who are in need of additional support services.
- The school has become much more family focused since the introduction of the Pupil Deprivation Grant. The Healthy Schools Assessment undertaken in July 2015 recognised the excellent provision we are making in this area. We feel this would be impossible to sustain in a much larger school.
- For many of our learners, their family lives lack stability and the school staff are doing an excellent job of providing this within the learning environment. Knowing every child individually is crucial to the success of this approach but we are worried that the school will lose this if it grows too big. High levels of pupil and staff well-being are crucial to the success of our school.
- The effective pedagogy within our Foundation Phase is based on year group pairs of shared classroom spaces and our building lends itself very well to this. We regularly host visitors to our Foundation Phase classes to see excellent practice and our philosophy is based on this shared classroom model. Due to the design and nature of the buildings, it would be very difficult to replicate this across 3 classrooms per year group.
- The volume of traffic at the beginning and end of every day is already a grave health and safety concern to governors. Potentially increasing this by 50% feels very irresponsible.
- Having seen the plans, we cannot envisage how we would fit 9FP classrooms and a 48 place nursery into the existing Ysgol Glan Morfa building without substantial building works. The numbers appear to have been worked out on square footage per pupil and therefore include a very wide corridor and large hall. If these areas are due to be incorporated into the proposals for creating additional classroom spaces then there are serious building implications which are not evident in the proposals as they stand. Any reduction in the size of the school hall would be of serious concern.
- The school community has been involved in SOP plans in the past. Staff and governors are very anxious about the Council's capacity to deliver this programme on time and to the standard promised in view of our previous experiences.



Following discussion with staff at the school we would like to propose the following alternative:

- Ysgol Glan Morfa to move to a 2FE new build;
- Baden Powell to remain on current site 2FE;
- Moorland to remain on site as 2FE using YGM building and demolishing existing EY building; This would enable us to continue our very important family engagement work;
- Build a new 1FE school on Willows site and incorporate flying start provision within this.

Jane Jenkins  
Headteacher  
Moorland Primary School  
Singleton Road  
Splott  
Cardiff  
CF24 2LJ

029 20462170

**From:** School Responses  
**Sent:** 23 November 2015 12:54  
**To:** Phillips, Joanna  
**Subject:** FW: SOP Splott/Tremorfa/Adamsdown

Jo – Jane Jenkins has also sent a second email, can you check it is the same?

Thanks  
Emma

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**From:** Jenkins, Jane  
**Sent:** 23 November 2015 12:44  
**To:** School Responses  
**Cc:** Payne, Catherine  
**Subject:** SOP Splott/Tremorfa/Adamsdown

I am not sure if my response has been received so I am sending it via email just in case.

I do not support the proposals because:

I believe that a 700+ pupil primary school is too large in an area of such high deprivation. The support that we are able to provide for learners and their families at present would be significantly harder to facilitate in a much larger school;

There would be no hall space big enough to accommodate the whole school or even phase;

It doesn't appear that there is enough space to accommodate 9 FP classes and a 48 place nursery in the proposed plans for Ysgol Glan Morfa's existing building without substantial additional works;

We would not have enough space to accommodate our family engagement work and the significant number of specialist teachers and health professionals who are supporting our stated pupils;

Parking outside the school is already a serious issue, even with Ysgol Glan Morfa starting and finishing at different times. There is just not enough space to safely accommodate a 50% increase in traffic to the school;

I believe that knowing pupils and their families well is key to the success of a school, particularly in areas of high social deprivation. I do not believe that increasing the size of the school would be in the best interests of learners or their families;

I have serious concerns for the recruitment and retention of senior staff in such a potentially challenging school environment, particularly in view of the council's recent difficulties in recruiting permanent heads.

An alternative I would like to suggest is:

New build 2FE WM school, Baden Powell to remain as 2FE;

Moorland to remain 2FE but in YGM and main Moorland building. Existing EY building to be demolished. This would give us enough classroom space but also room to further develop our family engagement work and integrated services;

New 1FE English medium school on Willows site to incorporate existing Flying Start provision using the money freed up by not having to make major adaptations to make YGM building suitable for 3 form entry;

Accommodating a 48 place nursery in Moorland would probably necessitate keeping our existing early years building. This would require significant investment to make it fit for purpose. If it was not needed and could be demolished, then this investment could also be used towards a new 1FE school.

Many thanks  
Jane

Jane Jenkins  
Headteacher  
Moorland Primary School  
Singleton Road  
Splott

Cardiff  
CF24 2LJ

029 20462170

## Willows High School – Staff Findings

### Support for Option 1– The transfer of Baden Powell on to the Willows High School Site

**Willows High School FSM – 44.8% (three year average)**

**Baden Powell FSM – 41.5% (three year average)**

**Wales Average – 20.5% (three year average)**

As illustrated above, in both Baden Powell Primary School and Willows High School the percentage of FSM pupils far exceeds the national average. In order for these pupils to have the best possible chances of achieving compared to non-FSM pupils, we fully support Option 1.

Research into the achievement of FSM pupils at GCSE shows that it is imperative that we engage parents in early learning instead of constantly playing catch-up. Parents and professionals working in partnership from the start of a child's education benefits FSM pupils the most. By transferring Baden Powell Primary to the Willows High School Site, we will have more opportunities to engage families and the community. Local families will have more access to support, advice and facilities and professionals can work in partnership to put in place strategic intervention strategies in order to close the learning gap for these pupils.

Studies show that many parents of FSM pupils have a negative attitude towards High Schools based on their own experiences. By providing them with access to the site on a daily basis we can help break down these barriers. After all, parenting behaviours and attitudes are one of the key factors in influencing children's learning outcomes. We believe that this will impact positively on both our attendance figures and attainment data.

Furthermore, for FSM pupils in particular, this option seems the most tenable at offering child-centred emotional support. Many FSM pupils, lack the confidence of their peers or display poor behaviour especially during times of transition. By having the schools closely aligned there would be a fluidity in this process – allowing professionals to liaise and interact with pupils. This option would also benefit the social and emotional well-being of many parents. Support and advice from either school would be readily accessible and awareness of relevant support staff and agencies would be raised.

In addition to this, Option 1 allows for the sharing of facilities between the schools without pressing time constraints. For example, literacy levels could be raised with scheduled visits of primary pupils to the High School library and ICT resources could easily be shared. The primary school would also benefit from the use of the High School theatre or Science Labs, for example. There would be more scope to enhance the cultural capital of these pupils with joint educational trips. Similarly, there would be more opportunities for pupil to pupil mentoring and buddying between year groups.

To conclude, Option 1 allows more opportunities for the schools to work in partnership. It will allow professionals to engage FSM pupils and their parents by focusing on a continuum of learning from a young age. It would enhance opportunities and support networks for the most vulnerable and will increase the life chances of some of the most disadvantaged children in Wales.



## Cardiff Council

### Statutory Screening Tool Guidance

If you are developing a strategy, policy or activity that is likely to impact people, communities or land use in any way then there are a number of statutory requirements that apply. Failure to comply with these requirements, or demonstrate due regard, can expose the Council to legal challenge or other forms of reproach.

For instance, this will apply to strategies (i.e. Housing Strategy or Disabled Play Strategy), policies (i.e. Procurement Policy) or activity (i.e. developing new play area).

Completing the Statutory Screening Tool will ensure that all Cardiff Council strategies, policies and activities comply with relevant statutory obligations and responsibilities. Where a more detailed consideration of an issue is required, the Screening Tool will identify if there is a need for a full impact assessment, as relevant.

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The main statutory requirements that strategies, policies or activities must reflect include:

- **Equality Act 2010 - [Equality Impact Assessment](#)**
- **Welsh Government's [Sustainable Development Bill](#)**
- **Welsh Government's Statutory Guidance - [Shared Purpose Shared Delivery](#)**
- **[United Nations Convention on the Rights of the Child](#)**
- **[United Nations Principles for Older Persons](#)**
- **[Welsh Language Measure 2011](#)**
- **[Health Impact Assessment](#)**
- **[Habitats Regulations Assessment](#)**
- **[Strategic Environmental Assessment](#)**

This Statutory Screening Tool allows us to meet all the requirements of all these pieces of legislation as part of an integrated screening method that usually taken no longer than an hour.

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The Screening Tool can be completed as a self assessment or as part of a facilitated session, should further support be needed. For further information or if you require a facilitated session please contact the Policy, Partnerships and Citizen Focus Team on 2078 8563 e-mail: [siadavies@cardiff.gov.uk](mailto:siadavies@cardiff.gov.uk). Please note:

- **The completed Screening Tool must be submitted as an appendix with the Cabinet report.**
- **The completed screening tool will be published on the intranet.**

## Statutory Screening Tool

<b>Name of Strategy / Policy / Activity:</b>  Proposal to increase the number of Welsh and English-medium community primary schools places in the Adamsdown and Splott area, in permanent accommodation, from September 2017.	<b>Date of Screening:</b>  Updated Nov 2015
<b>Service Area/Section:</b> Education	<b>Lead Officer:</b> Nick Batchelar
<b>Attendees:</b> Self-assessment	

<b>What are the objectives of the Policy/Strategy/Project/Procedure/ Service/Function</b>	<b>Please provide background information on the Policy/Strategy/Project/Procedure/Service/Function and any research done [e.g. service users data against demographic statistics, similar EIAs done etc.]</b>
<p>Page 883</p> <p>At its meeting on 28 May 2015 the Cabinet authorised officers to hold a public consultation on proposals to:</p> <ul style="list-style-type: none"> <li>• Provide 30 additional English-medium primary school places per year group.</li> <li>• Provide 30 additional Welsh-medium primary school places per year group.</li> <li>• Provide additional English-medium part-time nursery places.</li> <li>• Provide additional Welsh-medium part-time nursery places.</li> </ul> <p>Four potential delivery options were identified:</p> <p>Option 1</p> <ul style="list-style-type: none"> <li>• A new *‘standardised build’ 2FE Baden Powell Primary School with nursery on the Willows High School site serving the age range 3 - 11 from September 2017. This would require the transfer of Baden Powell Primary School to the Willows High School site. Both</li> </ul>	<p>In recent years there has been a significant growth in the number of Reception age pupils in the Adamsdown and Splott wards. In December 2012 the Cabinet received a report outlining recommendations for meeting this growth by increasing the number of English-medium community school places in the Adamsdown and Splott wards.</p> <p>Following public consultation on three options, the Cabinet in June 2013 approved the publication of statutory notices to increase the capacity of Adamsdown Primary Schools from 210 places 420 places for pupils aged 4-11, and to increase the capacity of Baden Powell Primary School from 420 places to 630 places for pupils aged 4-11.</p> <p>The notices were published on 01 July 2013. A single objection to each notice was received.</p> <p>The objection and officers comments were forwarded to the Welsh</p>

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schools (Baden Powell Primary School and Willows High School) would remain as separate establishments with separate staff, management and governing bodies and be funded accordingly.

- Increase the capacity of Ysgol Glan Morfa from 1FE to 2FE with 80 part-time nursery places (an increase of 48 part-time places) serving the age range 3 -11 from September 2017. Transfer the enlarged Ysgol Glan Morfa to the vacated Baden Powell Primary School site from September 2017.
- Increase the capacity of Moorland Primary School from 2FE to 3FE with 96 part-time nursery places (an increase of 32 part-time places) serving the age range 3 -11 utilising the vacated Ysgol Glan Morfa buildings from September 2017.
- \*\*Tremorfa Nursery School to remain at its current capacity on its existing site.

Option 1a

- A new \*'standardised build' 2FE Baden Powell Primary School on the Willows High School site serving the age range 4 -11 from September 2017. This would require the transfer of Baden Powell Primary School to the Willows High School site. Both schools (Baden Powell Primary School and Willows High School) would remain as separate establishments with separate staff, management and governing bodies and be funded accordingly.
- A new build \*\*Tremorfa Nursery School on the Willows High School site providing up to 176 part-time nursery places serving the age range 3 - 4 from September 2017. This would require the transfer of Tremorfa Nursery School to the Willows High School site. The nursery school would remain as a separate establishment with separate staff, management and governing body and be funded accordingly.
- Increase the capacity of Ysgol Glan Morfa from 1FE to 2FE with up to 80 part-time nursery places (an increase of 48 part-time places) serving the age range 3 -11 from September 2017. Transfer the enlarged Ysgol Glan Morfa to the vacated Baden Powell Primary School site from September 2017.
- Increase the capacity of Moorland Primary School from 2FE to 3FE with 96 part-time nursery places (an increase of 32 part-time

Government as the then determining body on 15 August 2013.

Following a change of circumstances it was agreed that the proposal to increase the capacity of Baden Powell Primary School would not be progressed and options around increasing Welsh-medium primary provision in addition to the proposed expansion of English-medium provision in the area would be considered. The proposal has been formally withdrawn.

The Welsh Government notified officers in March 2014 of the Minister's approval of the proposal to increase the capacity of Adamsdown Primary School from September 2015 and the Council Cabinet approved implementation of the proposal at its meeting on 15 May 2014.



places) serving the age range 3 -11 utilising the vacated Ysgol Glan Morfa buildings from September 2017.

#### Option 2

- Increase the capacity of Ysgol Glan Morfa from 1FE to 2FE with up to 80 part-time nursery places (an increase of 48 part-time places) serving the age range 3 -11 from September 2017. Transfer the enlarged Ysgol Glan Morfa to a new \*\*'standardised build' 2FE primary school on a new site at the Maltings from September 2017.
- Increase the capacity of Moorland Primary School from 2FE to 3FE with 96 part-time nursery places (an increase of 32 part-time places) serving the age range 3 -11 utilising the vacated Ysgol Glan Morfa buildings from September 2017.
- Baden Powell Primary School to remain at its current capacity on its existing site.
- \*\*Tremorfa Nursery School to remain at its current capacity on its existing site.

#### Option 2a

- Increase the capacity of Ysgol Glan Morfa from 1FE to 2FE with 80 part-time nursery places (an increase of 48 part-time places) serving the age range 3 -11 from September 2017. Transfer the enlarged Ysgol Glan Morfa to a new \*\*'standardised build' 2FE primary school on a new site at the Maltings from September 2017.
- Increase the capacity of Moorland Primary School from 2FE to 3FE with 96 part-time nursery places (an increase of 32 part-time places) serving the age range 3 -11 utilising the vacated Ysgol Glan Morfa buildings from September 2017.
- The age range of Baden Powell Primary School to be reduced from 3 -11 to 4 -11 from September 2017.
- A new build \*\*Tremorfa Nursery School providing up to 176 part-time nursery places on the Baden Powell Primary School site serving the age range 3 - 4 from September 2017. This would require the transfer of Tremorfa Nursery School to the Baden Powell Primary School site. The nursery would remain as a separate establishment with separate staff, management and

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governing body and be funded accordingly.

Part 1: Impact on outcomes and due regard to Sustainable Development

Please use the following scale when considering what contribution the activity makes:		
+	Positive	Positive contribution to the outcome
-	Negative	
ntrl	Neutral	Negative contribution to the outcome
Uncertain	Not Sure	Neutral contribution to the outcome
Uncertain if any contribution is made to the outcome		

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	-	Ntrl	Un-Crtn	
Page 387	<b>1.1 People in Cardiff are healthy;</b> <i>Consider the potential impact on</i> <ul style="list-style-type: none"> <li>the promotion of good health, prevention of damaging behaviour, promote healthy eating/active lifestyles etc,</li> <li>vulnerable citizens and areas of multiple deprivation</li> <li>Addressing instances of inequality in health</li> </ul>	✓				<ul style="list-style-type: none"> <li>Mental health and wellbeing is promoted by inspirational modern learning environments</li> <li>See 1.2 below - encouraging walking, cycling and use of public transport</li> <li>See 1.3 below re crime prevention (Secure by Design)</li> </ul>
	<b>People in Cardiff have a clean, attractive and sustainable environment;</b> <i>Consider the potential impact on</i> <ul style="list-style-type: none"> <li>the causes and consequences of Climate Change and creating a carbon lite city</li> </ul>	✓			✓	<ul style="list-style-type: none"> <li>The standalone new build accommodation would achieve a BREEAM Excellent rating and A for energy performance.</li> <li>If possible, Passivhaus design principles and methodology would be applied and adopted which result in facilitating most of the school classroom windows facing North/South orientation, limiting and optimising summer and winter sun respectively. This minimises the use of energy for heating or cooling a room.</li> <li>The wall construction and key junction details would be carefully developed to achieve a highly air tight building.</li> <li>Under SEWSCAP, consideration is given to using local sub-contractors and suppliers. As part of any tender process, emphasis is placed on how the construction project must benefit the local economy. Examples of key Performance Indicators are as follows:</li> </ul>

Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
	+	-	Ntrl	Un-Crtn	
					<ul style="list-style-type: none"> <li>- Contractors asked to report the % of contract value spent in the local economy.</li> <li>- Contractors or subcontractors asked to provide employment opportunities to unemployed people living in Wales.</li> <li>- Contractors asked to offer work experiences, traineeships and apprenticeship opportunities to people within the local community.</li> </ul> <p>Refurbishment/adaptations:</p> <ul style="list-style-type: none"> <li>- Where possible, energy efficient measures would be incorporated into the building works for any adaptations to existing accommodation.</li> <li>-</li> </ul>
<ul style="list-style-type: none"> <li>• <i>encouraging walking, cycling, and use of public transport and improving access to countryside and open space</i></li> </ul>	✓			✓	<ul style="list-style-type: none"> <li>- Emphasis is placed on travel by active modes where this is possible and on providing the facilities and opportunities at school for students to travel by walking, cycling and public transport. Encouraging active travel to school is a very important means of increasing levels of physical activity in children and tackling the growing problem of childhood obesity. Reducing congestion at the school gate is key to ensuring the safety of pupils and to mitigating impacts on the local neighbourhood.</li> <li>- Provision of parent parking places is generally not supported by Cardiff Council. This is because such provision would promote travel to school by car, generate local traffic, contribute to congestion and reduce pupil safety. Parking facilities provided at schools is generally only for staff and to meet operational needs.</li> <li>- Limited scope for parking would encourage walking to school</li> </ul>

Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
	+	-	Ntrl	Un-Crtn	
			✓		<ul style="list-style-type: none"> <li>- Provision of Safe Walking Routes to schools would encourage walking. A travel plan would be submitted along with the planning application, detailing proximity to public transport and walking and cycling routes.</li> <li>- Cardiff's Supplementary Planning Guidance (Access, Circulation and Parking Standards 2010) sets out that all new or expanded schools are required to develop a Travel Plan for submission with a planning application. A Travel Plan is a policy and action plan to:               <ul style="list-style-type: none"> <li>o manage transport efficiently</li> <li>o improve access by all means of travel for employees, visitors, patients and students</li> <li>o encourage sustainable transport – walking, cycling, public transport and car sharing</li> <li>o reduce car use.</li> </ul> </li> <li>- A School Travel Plan is specifically designed to address the transport needs of pupils and staff and will vary according to the nature of the education being provided and the catchment area of the school.</li> <li>- A Traffic/Transport assessment is carried out as part of the planning application process.</li> </ul> <p><b>Option 1 :</b></p> <ul style="list-style-type: none"> <li>- Option 1 would result in Flying Start and the primary and secondary age range sharing one access road. It is anticipated that perceived issues around pupil safety in terms of different age groups in the same locality and volume/movement of traffic may be raised during public consultation.</li> </ul>

Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
	+	-	Ntrl	Un-Crtn	
<ul style="list-style-type: none"> <li><i>reducing environmental pollution (land, air, noise and water)</i></li> </ul>			✓  ✓  ✓		<p>Builders would be encouraged to minimise air, light and noise pollution during the construction period.</p> <p>New build accommodation would be located so as to avoid any adverse impact on access to natural light for neighbouring properties.</p> <p>An acoustic report would be prepared to ascertain the site acoustic levels and the acoustic impact of any school. A further report shall be prepared for the proposals in line with 'BB93 Acoustic Design of Schools' requirements.</p>
<ul style="list-style-type: none"> <li><i>reducing consumption and encouraging waste reduction, reuse, recycling and recovery</i></li> </ul>	✓			✓	<p>Contractors are required to demonstrate how they meet the requirements relating to consumption and waste reduction as set out by the Welsh Government and in the SEWSCAP procurement framework.</p> <p>Measures that would be considered in the design of any new build scheme:</p> <ul style="list-style-type: none"> <li>• Sustainable urban drainage system</li> <li>• Solar hot water</li> <li>• Photovoltaic</li> <li>• Natural Ventilation</li> <li>• Control of solar gains</li> <li>• Rainwater Harvesting</li> <li>• A or A+ rated materials in accordance with BRE Green Guide to Specification</li> </ul>
<ul style="list-style-type: none"> <li><i>encouraging biodiversity</i></li> </ul>			✓	✓	<p>Ecological surveys would be undertaken as necessary and recommendations to mitigate any impacts on biodiversity would be considered as part of the planning application.</p> <p>A new build provides the opportunity to consider innovative ways to encourage biodiversity through the integration of the Eco-schools initiative into new build schemes.</p>

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	-	Ntrl	Un-Crtn	
1.3	<p><b>People in Cardiff are safe and feel safe;</b>  <i>Consider the potential impact on</i></p> <ul style="list-style-type: none"> <li>reducing crime, fear of crime and increasing safety of individuals</li> <li>addressing anti-social behaviour</li> <li>protecting vulnerable adults and children in Cardiff from harm or abuse</li> </ul>	✓		✓		<p>The South Wales Police's Crime Prevention Design Advisor would be consulted on the project and the recommendations considered and incorporated where practicable.</p> <p>Concerns raised by local residents regarding littering would be a matter for the school management and the school would work with pupils to try and establish a sense of personal responsibility to minimise littering by pupils within the local area.</p> <p>Schools are required to have safeguarding mechanisms in place. Appropriate levels of DBS checks for contractors would be put in place.</p>
1.4	<p><b>Cardiff has a thriving and prosperous economy;</b>  <i>Consider the potential impact on</i></p> <ul style="list-style-type: none"> <li>economic competitiveness (enterprise activity, social enterprises, average earnings, improve productivity)</li> <li>Assisting those Not in Education, Employment or Training</li> <li>attracting and retaining workers (new employment and training opportunities, increase the value of employment,)</li> <li>promoting local procurement opportunities or enhancing the capacity of local companies to compete</li> </ul>	✓		✓		<p>Investment in school buildings improves the learning environment, contributes to the delivery of the modern curriculum and should have a positive impact on the economy as it helps learners to achieve their potential.</p> <p>The SEWSCAP framework requires consideration to be given to using local sub-contractors and suppliers. As part of any tender process, emphasis is placed on how the construction project must benefit the local economy. Examples of key Performance Indicators are as follows:</p> <ul style="list-style-type: none"> <li>Contractors will be asked to report the % of contract value spent in the local economy.</li> <li>Contractors or subcontractors will be asked to provide employment opportunities to unemployed people living in Wales.</li> <li>Contractors will be asked to offer work experiences, traineeships and apprenticeship opportunities to people within the local community.</li> </ul>
1.5	<p><b>People in Cardiff achieve their full potential;</b>  <i>Consider the potential impact on</i></p> <ul style="list-style-type: none"> <li>promoting and improving access to life-long learning in Cardiff</li> </ul>					<p>Investment in school buildings improves the learning environment, contributes to the delivery of the modern curriculum and helps learners to achieve their potential.</p>

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	-	Ntrl	Un-Crtn	
	<ul style="list-style-type: none"> <li>raising levels of skills and qualifications</li> <li>giving children the best start</li> <li>improving the understanding of sustainability</li> <li>addressing child poverty (financial poverty, access poverty, participation poverty)</li> <li>the United Nations Convention on the Rights of a Child and Principles for Older persons</li> </ul>	✓				<p>The scheme focuses on increasing capacity and school facilities in the southern arc of the city – the area of the city with the highest levels of child poverty and deprivation.</p> <p>Article 31 of the UN Convention on the Rights of the Child requires that: 'Every child has the right to rest, play, and to do things they enjoy.' It is important that children have access to enriched play environments, which should include appropriate outdoor space. New build schools are designed in accordance with the relevant Building Bulletin guidance that includes provision that enables play opportunities and access to outdoor space.</p>
1.6 Page 392	<p><b>Cardiff is a Great Place to Live, Work and Play</b> Consider the potential impact on</p> <ul style="list-style-type: none"> <li>promoting the cultural diversity of Cardiff</li> <li>encouraging participation and access for all to physical activity, leisure &amp; culture</li> <li>play opportunities for Children and Young People</li> <li>protecting and enhancing the landscape and historic heritage of Cardiff</li> <li>promoting the City's international links</li> </ul>			✓		<p>Consideration is given at the design stage to providing spaces that have the potential to be used by the community in response to local need.</p> <p>This has been observed at a recently completed template school; Nant Talwg, in the Vale of Glamorgan which has the hall space and associated facilities at the front of the school enabling the school to remain secure while offering community use outside of school hours.</p> <p>Using the Council's online sources there are no cultural heritage receptors recorded on any of the sites being considered.</p>



	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	-	Ntrl	Un-Crtn	
				✓		
1.7	<p><b>Cardiff is a fair, just and inclusive society.</b></p> <p>Consider the potential impact on</p> <ul style="list-style-type: none"> <li>the elimination of discrimination, harassment or victimisation for equality groups</li> <li>has the community or stakeholders been engaged in developing the strategy/policy/activity?</li> <li>how will citizen participation be encouraged (encouraging actions that consider different forms of consultation, through more in depth engagement to full participation in service development and delivery)?</li> </ul>	✓		✓		<ul style="list-style-type: none"> <li>See Equality Impact Assessment below.</li> <li>Statutory public consultation would be carried out</li> <li>Design Equalities Advisory Group (including representatives from external groups) would be given the opportunity to comment</li> <li>Relevant departments in the Council would be engaged</li> <li>Ecological Appraisal if required - external surveyors</li> <li>South Wales Police's Crime Prevention Design Advisor would be engaged</li> <li>A design access statement would be included as part of any planning application.</li> </ul>
P Page 393	<p><b>The Council delivers positive outcomes for the city and its citizens through strong partnerships</b></p> <p>Consider the potential impact on</p> <ul style="list-style-type: none"> <li>strengthening partnerships with business and voluntary sectors</li> <li>the collaboration agenda and the potential for shared services, cross-boundary working and efficiency savings</li> </ul>	✓			✓	<p>Modern school facilities can provide flexible spaces for partnership working (integrated services) and use as valuable community assets (potential for efficiency savings).</p> <p>This has been observed at a recently completed template school; Nant Talwg, in the Vale of Glamorgan which has the hall space and associated facilities at the front of the school enabling the school to remain secure while offering community use outside of school hours.</p>
	<p><b>EQUALITY IMPACT ASSESSMENT</b></p> <p>Will this Policy/Strategy/Project have a <b>differential impact</b> on any of the following:</p>					<p>Please give details/consequences of the differential impact (positive and negative), and what action(s) can you take to address any negative implications?</p>
	<ul style="list-style-type: none"> <li><b>Age</b> (including children and young people aged 0-25 and older people over 65 in line with the United Nations Conventions)</li> </ul>	✓				<p><b><u>3-11 year olds</u></b></p> <p>Investment in school buildings improves the learning environment and contributes to the delivery of the modern</p>

Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
	+	-	Ntrl	Un-Crtn	
					<p>curriculum.</p> <p>Proposals to increase English-medium or Welsh-medium educational provision are put forward in response to parental choice.</p> <p><i>Health and Safety and Safeguarding</i></p> <p>The Council has experience of delivering new build projects on school sites whilst enabling the continuous delivery of education and maintaining health and safety.</p> <p><i>Design</i></p> <p>If the new build accommodation is a standalone standardised build it would be wheelchair accessible and the design would incorporate the SEN facilities required by the relevant Building Bulletin. The operational management of the school could also enable use of rooms not designated for SEN.</p> <p>✓ <i>Transport and Traffic</i></p> <ul style="list-style-type: none"> <li>- Emphasis is placed on travel by active modes where this is possible and on providing the facilities and opportunities at school for students to travel by walking, cycling and public transport. Encouraging active travel to school is a very important means of increasing levels of physical activity in children and tackling the growing problem of childhood obesity. Reducing congestion at the school gate is key to ensuring the safety of pupils and to mitigating impacts on the local neighbourhood.</li> <li>- Provision of parent parking places is generally not supported by Cardiff Council. This is because such provision would</li> </ul>

Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
	+	-	Ntrl	Un-Crtn	
	✓			✓	<p>promote travel to school by car, generate local traffic, contribute to congestion and reduce pupil safety. Parking facilities provided at schools is generally only for staff and to meet operational needs.</p> <ul style="list-style-type: none"> <li>- Locating provision central to the area it serves should minimise the use of cars or public transport and encourage walking and cycling to and from school.</li> <li>- The limited scope for parking on a school site should encourage walking and cycling to school.</li> <li>- A Traffic/Transport assessment would be carried out as part of the planning application process.</li> <li>- A travel plan will be submitted along with the planning application, detailing proximity to public transport and walking and cycling routes.</li> <li>- Changes to the traffic and transport infrastructure would be considered as part of the Transport Assessment for a proposal.</li> </ul> <p><b><u>Employment Age</u></b></p> <p><i>Redeployment/recruitment</i></p> <p>There may still be a perception that redeployment/recruitment opportunities could be affected by age.</p> <p style="text-align: center;">✓</p> <p>The Council's procedure for managing staffing changes arising from reorganisation would be used in implementing any changes as a result of this proposal. This would ensure that good practice is followed, including the application of the Council's</p>

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	-	Ntrl	Un-Crtn	
Page 396					✓	policies on equal opportunities.

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	-	Ntrl	Un-Crtn	
Page 397					✓	
				✓		
	<ul style="list-style-type: none"> <li><b>Disability</b></li> </ul>	✓				<p>An equality impact assessment would be carried out at the design stage on the accessibility of any new build accommodation and to identify any reasonable adjustments that could be made to improve accessibility to existing accommodation within the scope of works. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design June 2009 as well as building regulations such as, BS8300, Part M and Building Bulletin guidelines.</p> <p>Designs would take into account the needs of the following in the Design Access Statement that accompanies any planning application:</p> <ul style="list-style-type: none"> <li>- Those with a hearing impairment – e.g. appropriate acoustics, British Sign Language images/symbols and portable/static hearing loops.</li> <li>- Those with a visual impairment - e.g. the use of colour to differentiate between the function of spaces, tactile maps and Braille language on signs.</li> </ul>
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Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
	+	-	Ntrl	Un-Crtn	
	✓  ✓				<ul style="list-style-type: none"> <li>- Those with a physical impairment – e.g. level threshold doors, lifts with disabled access</li> <li>- Those with learning disabilities.</li> </ul> <p>If the new accommodation is a standalone standardised build it would be wheelchair accessible and the design would incorporate the SEN facilities required by the relevant Building Bulletin guidelines. The operational management of the school could also enable use of rooms not designated for SEN.</p> <p>Transport for disabled pupils would not be affected. Transport needs are assessed on an individual basis.</p>
<ul style="list-style-type: none"> <li>• <b>Gender Reassignment</b></li> </ul>			✓		The privacy of changing and toilet facilities would be considered at the design stage. The assessment would refer to policies such as the Equality Act 2010, TAN 12: Design June 2009 as well as building regulations such as, BS8300, Part M and Building Bulletin guidelines.
<ul style="list-style-type: none"> <li>• <b>Marriage &amp; Civil Partnership</b></li> </ul>			✓		N/A
<ul style="list-style-type: none"> <li>• <b>Pregnancy &amp; Maternity</b></li> </ul>			✓		An equality impact assessment would be carried out at the design stage on the accessibility of any new build accommodation or interim temporary demountable accommodation and to identify any reasonable adjustments that could be made to improve accessibility to existing accommodation within the scope of works. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design June 2009 as well as building regulations such as, BS8300, Part M and Building Bulletin guidelines.

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Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
	+	-	Ntrl	Un-Crtn	
<ul style="list-style-type: none"> <li>Race</li> </ul>			✓		<p>Race and Religion/Belief</p> <p>The Southern Arc of the city, of which the Willows High catchment is a part, is an area with a high Minority Ethnic (ME) population and an area with a diversity of faith.</p>
<ul style="list-style-type: none"> <li>Religion/Belief</li> </ul>	✓		✓		<p>Consolidating the capacities of the two schools would not have a differential impact upon one particular ethnic group or faith as the provision would be available to all.</p> <p><u>Language support</u></p> <p>The proposals would not directly impact on the level of support provided as all support is dependent on the Minority Ethnic Achievement Grant which is reviewed and then renewed according to the results of the annual Needs Assessment Survey. The allocation of teachers and Bi-lingual Teacher Assistants (BTAs) is usually in place for the period of the academic year but is liable to change throughout the year to meet fluctuations in demand.</p> <p>If the new accommodation is a standalone standardised build it would be wheelchair accessible and the design would incorporate the EAL facilities required by the relevant Building Bulletin guidelines. The operational management of the school could also enable use of rooms not designated for EAL.</p> <p>The senior management in a school are best placed to manage needs e.g. providing space for prayer and any significant change in diversity in terms of belief.</p>
<ul style="list-style-type: none"> <li>Sex</li> </ul>			✓		<p>The schools would admit pupils of both sexes.</p> <p>The Council's procedure for managing staffing changes arising from reorganisation would be used in implementing the changes in this proposal. This ensures that good practice is followed,</p>
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Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
	+	-	Ntrl	Un-Crtn	
					including the application of the Council's policies on equal opportunities.
<ul style="list-style-type: none"> <li>Sexual Orientation</li> </ul>			✓		<p>Fears that redeployment/recruitment opportunities could be affected by sexual orientation.</p> <p>Evidence collated by the Stonewall lobby group alleges that LGB people are likely to be discriminated against in workplace recruitment.</p> <p>The Council's procedure for managing staffing changes arising from reorganisation would be used in implementing the changes in this proposal. This ensures that good practice is followed, including the application of the Council's policies on equal opportunities.</p>
<ul style="list-style-type: none"> <li>Welsh Language</li> <li>Other Languages</li> </ul>			✓		<p>Proposals to increase English-medium or Welsh-medium educational provision are put forward in response to parental choice. The proposal would result in English-medium and Welsh-medium provision each increasing by 1FE.</p> <p>It is Cardiff Council policy to provide signage in English and Welsh but not in other languages. Therefore, additional way-finding methods would be considered at the design stage including the use of colour to differentiate between the function of spaces, tactile maps, Braille language on signs and British Sign Language images/symbols. The Sign Design Guide should be used as a reference point. Information could be provided by the school in alternative formats upon request.</p> <p><u>Other Language support</u></p> <p>The proposals would not directly impact on the level of support provided as all support is dependent on the Minority Ethnic Achievement Grant which is reviewed and then renewed according to the results of the annual Needs Assessment Survey. The allocation of teachers and Bi-lingual Teacher</p>



Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
	+	-	Ntrl	Un-Crtn	
			✓		<p>Assistants (BTAs) is usually in place for the period of the academic year but is liable to change throughout the year to meet fluctuations in demand.</p> <p>If the new accommodation is a standalone standardised build it would be wheelchair accessible and the design would incorporate the EAL facilities required by Building Bulletin 103. The operational management of the school could also enable use of rooms not designated for EAL.</p>

**SUMMARY OF APPRAISAL (highlight positive and negative effects of the policy / plan / project being assessed, demonstrating how it contributes to the economic, social and environmental sustainability of the city):**

**Economic/Educational/Social**

Investment in school buildings improves the learning environment, contributes to the delivery of the modern curriculum and should have a positive impact on the economy as it helps learners to achieve their potential.

Investment in school buildings improves the learning environment and contributes to the delivery of the modern curriculum.

Proposals to increase English-medium or Welsh-medium educational provision are put forward in response to parental choice. The proposal would result in English-medium and Welsh-medium provision each increasing by 1 Form of Entry.

*Health and Safety and Safeguarding*

The Council has experience of delivering new build projects on school sites whilst enabling the continuous delivery of education and maintaining health and safety. For each option, the new build would be constructed in an isolated construction site i.e. a site only accessible by contractors.

*Design*

If the new build accommodation is a standalone standardised build it would be wheelchair accessible and the design would incorporate the SEN facilities required by the relevant Building Bulletin. The operational management of the school could also enable use of rooms not designated for SEN.

Modern school facilities can provide the flexibility for partnership working (integrated services) and can be used as valuable community assets (potential for efficiency savings). This has been observed at a recently completed template school; Nant Talwg, in the Vale of Glamorgan which has the hall space and associated facilities at the front of the school enabling the school to remain secure while offering community use outside of school hours.

### *Secure by Design*

The South Wales Police's Crime Prevention Design Advisor would be consulted and the recommendations considered and incorporated where practicable.

### *Accessibility*

An equality impact assessment would be carried out at the design stage on the accessibility of any new build accommodation or interim temporary demountable accommodation and to identify any reasonable adjustments that could be made to improve accessibility to existing accommodation within the scope of works. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design June 2009 as well as building regulations such as, BS8300, Part M and Building Bulletin guidelines.

Designs would take into account the needs of the following:

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Those with a hearing impairment – e.g. appropriate acoustics, British Sign Language images/symbols and portable/static hearing loops.

Those with a visual impairment - e.g. the use of colour to differentiate between the function of spaces, tactile maps and Braille language on signs.

Those with a physical impairment – e.g. level threshold doors, lifts with disabled access

- Those with learning disabilities.

If the new build accommodation is a standardised build further discussion would be needed on how the design caters for pupils with learning disabilities.

Transport for disabled pupils would not be affected. Transport needs are assessed on an individual basis.

### **Environmental sustainability**

The limited scope for parking would encourage walking and cycling to school.

A travel plan is submitted along with any planning application, detailing proximity to public transport and walking and cycling routes.

A Transport and Traffic assessment would be carried out as part of the planning application process.

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Consideration would need to be given as to whether an Environmental Assessment would need to be carried out as part of the planning application process.

Ecological surveys would be undertaken as necessary and recommendations to mitigate any impacts on biodiversity would be considered as part of the planning application.

A new build provides the opportunity to consider innovative ways to encourage biodiversity through the integration of the Eco-schools initiative into new build schemes

**WHAT ACTIONS HAVE BEEN IDENTIFIED OR CHANGES BEEN MADE TO THE POLICY / PLAN / PROJECT AS A RESULT OF THIS APPRAISAL:**

The following assessments to be undertaken:

- Equality Impact Assessment at the Design Stage
- Transport/Traffic assessment

An Environmental Assessment may be required in addition to the Strategic Environmental Assessment below.

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## Part 2: Strategic Environmental Assessment Screening

		Yes	No
2.1	Does the plan or programme set the framework for future development consent?	x	
2.2	Is the plan or programme likely to have significant, positive or negative, environmental effects?		x

Is a Full Strategic Environmental Assessment Screening Needed?	Yes	No
<ul style="list-style-type: none"> <li>▪ If yes has been ticked to both questions 2.1 and 2.2 then the answer is yes</li> <li>▪ If a full SEA Screening is required then please contact the Sustainable Development Unit to arrange (details below)</li> </ul>		X An SEA has been undertaken (see attached)

If you have any doubt on your answers to the above questions regarding SEA then please consult with the Sustainable Development Unit on 2087 3228 [sustainabledevelopment@cardiff.gov.uk](mailto:sustainabledevelopment@cardiff.gov.uk)

## Part 3: Habitat Regulation Assessment (HRA)

		Yes	No	Unsure
3.1	Will the plan, project or programme results in an activity which is known to affect a European site, such as the Severn Estuary or the Cardiff Beech Woods?		x	
3.2	Will the plan, project or programme which steers development towards an area that includes a European site, such as the Severn Estuary or the Cardiff Beech Woods or may indirectly affect a European site?		x	
3.3	Is a full HRA needed?		x	

Details of the strategy will be sent to the County Ecologist on completion of the process to determine if a Habitat Regulation Assessment is needed. For further information please phone 2087 3215 or email [biodiversity@cardiff.gov.uk](mailto:biodiversity@cardiff.gov.uk)

## Appendix 1 – Statutory Requirements

It is possible that the Impact Screening Tool will identify the need to undertake specific statutory assessments:

- **Equality Impact Assessment:** *This assessment is required by the Equality Act 2010 and Welsh Government's Equality Regulations 2011.*
- **Sustainable Development Bill:** *The Bill, when it comes into effect, will require sustainable development (SD) to be a central organising principle for the organisation. This means that there is a duty to consider SD in the strategic decision making processes.*
- **Shared Purpose Shared Delivery-** *The Welsh Government requires local authorities to produce a single integrated plan to meet statutory requirements under a range of legislation. Cardiff Council must therefore demonstrate its contribution towards Cardiff's own integrated plan; "What Matters".*
- **United Nations Convention on the Rights of the Child:** *The Children Act 2004 guidance for Wales requires local authorities and their partners to have regard to the United Nations Convention on the Rights of a Child.*
- **United Nations Principles for Older Persons:** *The principles require a consideration of independence, participation, care, self-fulfillment and dignity.*
- **The Welsh Language Measure 2011:** *The measure sets out official status for the Welsh language, a Welsh language Commissioner, and the freedom to speak Welsh.*
- **Health Impact Assessment:** *(HIA) considers policies, programmes or projects for their potential effects on the health of a population*
- **Strategic Environmental Impact Assessment:** *A Strategic Environmental Assessment (SEA) is an European Directive for plans, programmes and policies with land use implications and significant environmental effects.*
- **Habitats Regulations Assessment:** *The Conservation (Natural Habitats, &c.) (Amendment) Regulations 2007 provides a requirement to undertake Habitats Regulations Assessment (HRA) of land use plans.*

**A Sustainability Appraisal (SA) incorporating Strategic Environmental Assessment (SEA) of the School Organisation Planning proposal to increase the English-medium and Welsh-medium school community primary school provision in the Adamsdown and Splott wards from September 2017**

In 2008, a retrospective Strategic Environmental Assessment (SEA) of Cardiff's 21<sup>st</sup> Century: A Strategic Framework for a School Building Improvement Programme (published in 2006) was carried out based on the guidance that supports the European SEA Directive 2001/42/EC.

The retrospective approach to assessment was quality assured by an external consultant and their independent compliance review determined that the report detailing the assessment on the strategic framework met the key requirements set out for reporting the SEA process as required by the SEA Directive.

The assessment provides the basis for assessing current and future school organisation proposals at a strategic level. If a proposal were to proceed, an Environmental Assessment of the specific scheme for delivering the proposal may be required as part of the planning application process.

**To request a copy of the assessment on the Strategic Framework please contact Rachel Willis, 029 2087 3946 , RWillis@cardiff.gov.uk**

Key:

<b>xx</b>	<b>= very incompatible; very negative effect</b>
<b>x</b>	<b>= incompatible; negative effect</b>
<b>✓</b>	<b>= compatible; positive effect</b>
<b>✓✓</b>	<b>= very compatible; very positive effect</b>
<b>0</b>	<b>= no links; neutral effect</b>
<b>?</b>	<b>= uncertain effects</b>
<b>DNA</b>	<b>= data not available</b>

\* Comparison of the preferred option to a possible alternative option(s) are required in a SA/SEA.

SEA Objectives	Increase the capacity of Ysgol Glan Morfa from 1FE to 2FE with up to 80 part-time nursery places serving the age range 3-11 from September 2017. Transfer the enlarged Ysgol Glan Morfa to a new standardised 2FE primary school on a new site at the Maltings from September 2017.		Increase the capacity of Moorland Primary School from 2FE to 3FE with 96 part-time nursery places serving the age range 3-11 utilising the vacated Ysgol Glan Morfa buildings from September 2017.						Do Nothing	
	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective
<b>P</b> <b>3. Promote a greener economy by delivering a sustainable pattern of English Medium, Welsh Medium and Faith Schools across Cardiff</b>	✓	Achieved as this proposal should result in schools with sustainable intakes. Minimal surplus school places and high room utilisation rates ensures money and energy is not wasted on heating underutilised spaces. The standalone new build accommodation would achieve a BREEAM Excellent rating and A rated for energy performance.	✓	Achieved as this proposal should result in schools with sustainable intakes. Minimal surplus school places and high room utilisation rates ensures money and energy is not wasted on heating underutilised spaces.	✓		✓		x	<p>Do nothing is not an option as projected demand for school places shows the number of pupils entering Reception in the Willows High catchment area increasing significantly in future years.</p> <p>If the demand for school places in an area of the city is not met, pupils without places have to travel outside of their locality to attend school which can then impact on the ability of those schools to meet demand from their own catchment areas.</p> <p>Demountable accommodation could be provided but it would not be a sustainable solution as it would not include additional ancillary facilities (e.g. hall space).</p>
	<b>2. Reduce greenhouse gas emissions through:</b> a) Energy efficient building design and disposing of poor quality surplus accommodation b) Promoting sustainable modes of transport and integrated transport systems	a) ✓/o b) ✓	<b>a)</b> Standalone new build: <ul style="list-style-type: none"> <li>- Achieved as this proposal would provide new build accommodation that is BREEAM Excellent and A rated for energy performance.</li> <li>- Where possible, Passivhaus design principles and methodology would be applied and adopted which result in facilitating most of the school classroom windows facing North/South orientation, limiting and optimising summer and winter sun respectively. This minimises the use of energy for heating or cooling a room.</li> <li>- The wall construction and key junction details would be carefully developed to achieve a highly air tight building.</li> <li>- Wherever possible the design would promote, specify and use locally sourced materials which have a commitment to sustainability and the environment.</li> </ul> Extensions: <ul style="list-style-type: none"> <li>- Where possible, energy efficient measures would be incorporated into the building works for any adaptations to existing accommodation.</li> </ul> <b>b)</b> Locating additional provision central to the area it would serve should minimise use of cars or public transport and encourage walking and cycling to and from school.  Traffic and transport implications including measures to encourage walking and cycling would be considered as part of a Transport Assessment.  Pupils are entitled to free school transport only if they are over the statutory school starting age and under 11 (Primary aged), living over two miles from the nearest appropriate catchment school for their home address.						a) 0 b) x	a) No improvement to existing accommodation (same as proposal )  b) If the demand for school places in an area of the city is not met, pupils without places have to travel outside of their locality to attend school and are more likely to use polluting modes of transport. Congestion is also exacerbated due to the volume of traffic criss-crossing the city.
<b>3. Promote health and wellbeing by protecting and enhancing public open space and improving access to POS</b>	0	As the space on the existing and proposed school sites are not accessible to the public and/or are not formally held by the Council as Public Open Space.	0	As the space on the existing and proposed school sites are not accessible to the public and/or are not formally held by the Council as Public Open Space.	✓	The land at Pengam Green is owned by the Council. It is proposed that if a school were to be built on part of this site, the community value of the site could be enhanced with the provision of a publicly accessible multi-use games area. Any existing recreational facilities on the site would be retained or replaced.	✓	The land at the Maltings is owned by the Council. It is proposed that if a school were to be built on part of this site, the community value of the site could be enhanced with the provision of a publicly accessible multi-use games area. Any existing recreational facilities on the site would be retained or replaced.	0	N/A
<b>4. Minimise air, light and noise pollution associated with</b>	a) ✓	<b>a)</b> Builders would be encouraged to minimise air, light and noise pollution during the construction period.  The new build would be located so as to avoid any adverse impact on access to natural light for neighbouring properties.							x	If the demand for school places in an area of the city is not met, pupils without places have to travel outside of their locality to attend school and are more likely to use

SEA Objectives	Increase the capacity of Ysgol Glan Morfa from 1FE to 2FE with up to 80 part-time nursery places serving the age range 3-11 from September 2017. Transfer the enlarged Ysgol Glan Morfa to a new standardised 2FE primary school on a new site at the Maltings from September 2017.	Increase the capacity of Moorland Primary School from 2FE to 3FE with 96 part-time nursery places serving the age range 3-11 utilising the vacated Ysgol Glan Morfa buildings from September 2017.							Do Nothing	
	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective
building development and traffic congestion	b) x  Mitigation	b) An increase in the number of children attending the schools could increase the volume of traffic in the vicinity of the schools.  Mitigated by:  - locating additional provision central to the area it would serve. This would minimise use of cars or public transport and encourage walking and cycling to and from school. - Limited scope for parking would encourage walking to school. Provision of parent parking places is generally not supported by Cardiff Council. This is because such provision would promote travel to school by car, generate local traffic, contribute to congestion and reduce pupil safety. Parking facilities provided at schools is generally only for staff and to meet operational needs. - Formalising the parking regime outside the schools to discourage unsafe parking and help with enforcement. - A Travel Plan which includes schemes such as the Park Safe / Walk Safe scheme which encourage parents to park further away from the school. - A Travel Plan that encourages the use of public transport, walking and cycling - Giving consideration to providing a non statutory bus service based on demand - Consideration given to improving the traffic and transport infrastructure								polluting modes of transport. Congestion is also exacerbated due to the volume of traffic criss-crossing the city.
5. Protect and enhance biodiversity, flora and fauna	? Mitigation	Ecological surveys would be undertaken as necessary and recommendations to mitigate any impacts on biodiversity would be considered as part of the planning application.  A new build provides the opportunity to consider innovative ways to encourage biodiversity through the integration of the Eco-schools initiative into new build schemes.	? Mitigation	Same as option 1	? Mitigation		? Mitigation		0	N/A
6. Protect and enhance the landscape	? Mitigation	Any potential impact on the natural environment would be taken into account at an early stage in the design process so that it can be mitigated.	? Mitigation	Same as option 1	? Mitigation		? Mitigation		0	N/A
7. Conserve water resources and increase water efficiency in new developments and promote sustainable urban drainage systems	a) 0 b) ?	a) Achieved by designing water efficient measures into the building design and addressing drainage through Sustainable urban drainage systems (SUDS).  b) Water efficient measures may be possible to a lesser or greater extent depending on the compatibility of existing buildings.	a) 0 b) ?	Same as option 1	a) 0 b) ?		a) 0 b) ?		0	N/A
8. Promote regeneration by delivering inclusive schools that will improve equality of opportunity and access for all	a) ✓  b) ? ?	a) All new build accommodation must be DDA accessible under the Equality Act 2010.  Modern school facilities can provide flexible spaces for partnership working (integrated services) and use as valuable community assets (potential for efficiency savings).  This has been observed at a recently completed template school; Nant Talwg, in the Vale of Glamorgan which has the hall space and associated facilities at the front of the school enabling the school to remain secure while offering community use outside of school hours.	a) ✓  b) ?		a) ✓ b) ?	a) All new build accommodation must be DDA accessible under the Equality Act 2010.  If the proposal were to proceed, an equality impact assessment would be carried out at the design stage to ensure the accessibility of any new build accommodation and to identify any reasonable adjustments that could be made to improve accessibility to existing accommodation within the scope of works. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design June 2009 as well as building regulations such as, BS8300, Part M and Building Bulletin guidelines.  b) Consideration is given at the design stage to providing spaces that have the potential to be used by the community in	a) ✓ b) ?	Same as option 3	0	N/A



SEA Objectives	Increase the capacity of Ysgol Glan Morfa from 1FE to 2FE with up to 80 part-time nursery places serving the age range 3-11 from September 2017. Transfer the enlarged Ysgol Glan Morfa to a new standardised 2FE primary school on a new site at the Maltings from September 2017.		Increase the capacity of Moorland Primary School from 2FE to 3FE with 96 part-time nursery places serving the age range 3-11 utilising the vacated Ysgol Glan Morfa buildings from September 2017.						Do Nothing	
	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective
Protect and enhance designated historic assets						<p>response to local need.</p> <p>Modern school facilities can provide flexible spaces for partnership working (integrated services) and use as valuable community assets (potential for efficiency savings).</p> <p>This has been observed at a recently completed template school; Nant Talwg, in the Vale of Glamorgan which has the hall space and associated facilities at the front of the school enabling the school to remain secure while offering community use outside of school hours.</p>				
	0	There are no registered historic assets within the site boundary of the existing or proposed sites?	0	Same as option 1	0	Same as option 1	0	Same as option 1	0	N/A

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### Conclusion

The proposal has been assessed to be largely compatible with the environmental objectives used to assess the goal and principles of the “21<sup>st</sup> Century Schools: A Strategic Framework for A School Building Improvement Programme”. The proposal is to provide additional school provision central to the area it would serve to minimise use of cars or public transport and encourage walking and cycling to and from school. The proposal also includes providing additional school places new build accommodation with a BREEAM rating. Where the assessment has identified a potential negative environmental impact in terms of an increase in the volume of traffic (Objective 4) and biodiversity (Objective 5), measures to mitigate the effect are detailed.

Doing nothing would mean that children without places would have to travel out of their locality to attend English-medium and Welsh-medium community provision and are more likely to use polluting modes of transport to get to and from school.





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**CITY OF CARDIFF COUNCIL  
CYNGOR DINAS CAERDYDD**



**CABINET MEETING: 10 DECEMBER 2015**

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**SCHOOL ORGANISATION PROPOSALS: THE PROVISION OF  
ADDITIONAL ENGLISH-MEDIUM AND WELSH-MEDIUM  
PRIMARY SCHOOL PROVISION IN AND AROUND THE  
BUTETOWN, CANTON, GRANGETOWN AND RIVERSIDE  
AREAS (THE 'FOUR WARDS')**

**REPORT OF DIRECTOR OF EDUCATION AND LIFELONG  
LEARNING**

**AGENDA ITEM: 8**

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**PORTFOLIO: EDUCATION (COUNCILLOR SARAH MERRY)**

**Reason for this Report**

1. This report is to inform the Cabinet of the responses received following consultation on proposals regarding the provision of Welsh-medium and English-medium primary school provision in and around the Butetown, Canton, Grangetown and Riverside areas.

**Background**

2. The Council held a public engagement exercise in Summer 2014 which sought views on a number of sites identified as potentially suitable for new build provision/expansion of existing schools to address the shortfall of English-medium and Welsh-medium primary school places in and around the Butetown, Canton, Grangetown and Riverside areas.
3. Following consideration of the views expressed, the Cabinet at its meeting on 26 January 2015 authorised officers to hold a public consultation to address the shortfall in places in both the short and long term.

**The proposal**

4. In order to provide additional capacity to meet the increasing demand for English-medium and Welsh-medium primary school places within the Four Wards the Council consulted on proposals to:
  - Provide 60/69 (depending on option) additional English-medium primary school places per year group
  - Provide 60 additional Welsh-medium primary school places per year group



- Provide up to 80 additional English-medium part time nursery places and up to 80 additional Welsh-medium part time nursery places
5. The following options were identified, all of which would result in the required number of additional English-medium and Welsh-medium primary places being made available.

<b>Option Summary table</b>			
<b>Option</b>	<b>School/ Location</b>	<b>Proposed Language medium/School Category</b>	<b>Proposal</b>
<b>1a</b>	St. Cuthbert's RC Primary School	English-medium Community	<p>Close St Cuthbert's RC Primary School from 31 August 2017.</p> <p>Establish a new 2FE English-medium community primary school with nursery serving the age range 3-11 on the St Cuthbert's RC Primary School site from September 2017 resulting in an additional 39 English-medium places at Reception.</p> <p>The school would initially open at 2FE for Reception age pupils and at 1FE for Years 1 to 6.</p>
	Ninian Park Primary School	English-medium Community	Expand the existing primary school from 2FE to 3FE from September 2017 resulting in an additional 30 English-medium places at Reception.
	Hamadryad site	Welsh-medium Community	Establish a new *standardised design 2FE Welsh-medium primary school with nursery serving the age range 3-11 on land adjacent to Hamadryad Park. The school would initially open at 1FE in September 2016 in temporary accommodation located adjacent to Ninian Park Primary School and transfer to its permanent site adjacent to Hamadryad Park from September 2017 resulting in an additional 60 Welsh-medium places at Reception.
<b>1b</b>	St. Cuthbert's RC Primary School	English-medium Community	<p>Close St Cuthbert's RC Primary School from 31 August 2017</p> <p>Establish a new 2FE English-medium community primary school with nursery serving the age range 3-11 on the St Cuthbert's RC Primary School site from September 2017 resulting in an additional 39 English-medium places at Reception.</p> <p>The school would initially open at 2FE for Reception age pupils and at 1FE for Years 1 to 6.</p>
	St Mary the Virgin CW Primary School	English-medium CW Faith & Community	Expand the existing primary school from 1FE to 2FE to provide English-medium places in a faith setting from September 2017 resulting in an additional 30 English-medium places at Reception.
	Hamadryad	Welsh-medium Community	Establish a new *standardised design 2FE Welsh-medium primary school with nursery serving the age range 3-11 on land adjacent to Hamadryad Park.

			The school would initially open at 1FE in September 2016 in temporary accommodation located adjacent to Ninian Park Primary School and transfer to its permanent site adjacent to Hamadryad Park from September 2017 resulting in an additional 60 Welsh-medium places at Reception.
<b>1c</b>	Ninian Park Primary School	English-medium Community	Expand the existing primary school from 2FE to 3FE from September 2017 resulting in an additional 30 English-medium places at Reception.
	St Mary the Virgin CW Primary School	English-medium CW Faith & Community	Expand the existing primary school from 1FE to 2FE to provide English-medium places in a faith setting from September 2017 resulting in an additional 30 English-medium places at Reception.
	Hamadryad	Welsh-medium Community	Establish a new *standardised design 2FE Welsh-medium primary school with nursery serving the age range 3-11 on land adjacent to Hamadryad Park. The school would initially open at 1FE in September 2016 in temporary accommodation located adjacent to Ninian Park Primary School and transfer to its permanent site adjacent to Hamadryad Park from September 2017 resulting in an additional 60 Welsh-medium places at Reception.
<b>1d</b>	Channel view	English-medium Community	Establish a new* standardised design 2FE English-medium primary school serving the age range 4-11 on part of the Channel View Leisure Centre/Open Access Play site from September 2017 resulting in an additional 60 English-medium places at Reception.
	Hamadryad	Welsh-medium Community	Establish a new *standardised design 2FE Welsh-medium primary school with nursery serving the age range 3-11 on land adjacent to Hamadryad Park. The school would initially open at 1FE in September 2016 in temporary accommodation located adjacent to Ninian Park Primary School and transfer to its permanent site adjacent to Hamadryad Park from September 2017 resulting in an additional 60 Welsh-medium places at Reception.
<b>2</b>	Hamadryad	English-medium Community	Establish a new *standardised design 2 FE English-medium primary school with nursery serving the age range 3-11 on land adjacent to Hamadryad Park from September 2017 resulting in an additional 60 English-medium places at Reception,
	Channel view	Welsh-medium Community	Establish a new *standardised design 2FE Welsh-medium primary school with nursery serving the age range 3-11 on part of the Channel View Leisure Centre/Open Access Play site. The school would initially open at 1FE in September 2016 in temporary accommodation located adjacent to Ninian Park Primary School and transfer to its permanent site at the Channel View site from September 2017 resulting in an additional 60 Welsh-medium places at Reception.

## Issues

6. The consultation ran from 07 September to 19 October 2015.
7. Parents and others in the local community, together with staff and

Governors of the affected schools were invited to respond to the consultation.

8. The consultation process involved:
  - Distribution of a Consultation Document outlining background, rationale and implications. This document has been distributed to parents, local childcare providers, Headteachers and Chairs of Governors of nearby schools, all Members and other stakeholders (a copy of the consultation document can be seen at Appendix 1);
  - Meetings with Staff and Governors of the schools affected and three public meetings at which the proposal and the options were explained and questions answered;
  - Six public drop in sessions where officers were available to answer questions;
  - Workshop sessions with pupils at the school affected to provide an opportunity for pupils to ask questions, learn more about the proposal and give their views. Details of the pupils meetings are attached at Appendix 2;
  - A consultation response slip for return by post or e-mail, attached to the consultation document;
  - An online response form at [www.cardiff.gov.uk/21st Century Schools](http://www.cardiff.gov.uk/21st Century Schools);
9. The views expressed at Council organised meetings and on paper or electronically through the appropriate channels, have been recorded.

### **Responses received during the consultation period**

10. In total 259 responses were received (117 online responses and 142 paper/e-mail responses).
11. The majority view expressed during the consultation at meetings and in written correspondence was one of support to address the shortfall of English-medium and Welsh-medium primary school places in and around the Butetown, Canton, Grangetown and Riverside areas; however a number of concerns were expressed.
12. As part of the consultation, respondees were asked to rank the options in order of preference, with 1 being the most preferred option and 5 being the least preferred options.
13. The results from those who ranked the options were compiled using the following methodology:
14. A weighted scoring system was adopted such that the first choice was awarded 5 points progressing sequentially down to the fifth choice being awarded one point.



15. The total points were then aggregated for each option and these represented as shown below.

Option	Description	Points	% of total
Option 1a	Phased closure of St Cuthberts RC Primary School and replaced with 2FE English-medium Primary School, expansion of Ninian Park Primary by 1FE, new 2FE Welsh-medium primary school adjacent to Hamadryad Park	553	24.7%
Option 1b	Phased closure of St Cuthberts RC Primary School and replaced with 2FE English-medium Primary School, expand St Mary the Virgin CiW Primary School by 1FE, new 2FE WMPS adjacent to Hamadryad Park	523	23.4%
Option 1c	Expand St Mary the Virgin by 1FE, expansion of Ninian Park Primary School by 1FE, new 2FE WMPS adjacent to Hamadryad Park	615	27.5%
Option 1d	New 2FE EM at Channel View, new 2FE WMPS adjacent to Hamadryad Park	298	13.3%
Option 2	New 2FE WMPS at Channel View, new 2FE EMPS adjacent to Hamadryad Park	250	11.2%

16. Where all preference choices were not indicated, points were only awarded to those selected. Hence, following the same criteria, first choice would have been awarded 5 points; 2<sup>nd</sup>, 4 points ; unselected, 0 points etc.

### Estyn Response

17. A response received from Estyn included the following points (for the full response, please see Appendix 3)
- *The proposer has demonstrated well that these proposals are likely to address the issue of increase in pupil numbers due to various factors including new housing. However, the proposer has presented little analytical evidence to demonstrate that these proposals will also improve standards in the area.*
  - *Given that the proposals are unlikely to have an overall detrimental effect on pupil performance; it is Estyn's opinion that each of the proposals is likely to at least maintain the current standards of education and provision in the area.*
  - *The closure of St Cuthbert's school will mean that those children seeking to continue a faith based education would need to apply to alternative primary schools. The nearest Catholic primary school most likely to be able to offer all children a place who wish to transfer would be Holy Family RC School in Pentrebanne which*

*is nearly five miles away. This will result in increased travelling time across Cardiff during the busy rush hour period.*

- The proposed options are likely to address the issue of the expected shortfalls. However, there is potential then for additional surplus places in these areas. It is not clear enough how many surplus places could be generated by the proposals and how the proposer would address this issue.*
- The proposer has not provided sufficient detail regarding the number of pupils affected by any potential catchment area changes arising out the establishment of the proposed new WM primary school.*

### **Appraisal of views expressed**

18. The Council seeks to provide sufficient good quality nursery and primary school places in English-medium, Welsh-medium and faith based education to a 21<sup>st</sup> Century School standard across the city. All children and young people in Cardiff should be educated in environments that are fit for purpose, in the right place and that are the right size to enable the effective delivery of first class education, improve the sufficiency and suitability of school places across Cardiff and ensure the provision of a 21<sup>st</sup> Century School standard.
19. The Council has in place policies to support school improvement e.g. 'High Achievement of All' and 'Achievement for Inclusion'. It is working to respond to the key principles of the School Effectiveness Framework to secure better learning outcomes and well-being for all children including those at the existing schools and any new schools established subsequently.
20. There are differing standards at the schools included in these proposals and support specific to the needs of each school is in place and will continue to be provided as appropriate to raise standards and improve outcomes for all.
21. It is not anticipated that there will be any negative impact on the quality of standards of education or the delivery of the Foundation Phase at any of the schools. It is expected that facilities developed to be suited for purpose would support more effective teaching and learning.
22. Taking account of existing housing and GP registration data supplied by the NHS, the projected shortfall at entry to the Reception age group in the in the Grangetown and Butetown areas is c102 places. As there are approximately 43 surplus places projected in the Canton and Riverside areas the Four Wards area combined shortfall amounts to 59 places, which would be exacerbated by the proposed housing.
23. The number of surplus places at entry to Reception, based only on existing housing, would be approximately 61 places if the proposal for 120 additional places was to be implemented in September 2017. The result of these additional places would be that there would be 7% surplus

across the Four Wards area, continuing to operate below the level at which surplus places require consideration.

24. However, the consultation document clearly sets out that the provision of additional primary school places is proposed to meet both the projected shortfall in Grangetown and to meet the expected yield from planned housing developments in the Butetown, Grangetown, Canton and Riverside areas including:
- Prospect Place, Grangetown
  - International Sports Village, Grangetown
  - Ely Mill (former Arjo Wiggins site), Canton
  - West of Dumballs Road, Butetown
  - Bessemer Fruit Market, Grangetown
  - Gas Works site, Ferry Road, Grangetown
  - Porth Teigr (Roath Basin), Butetown
25. Building works have resumed on the Prospect Place site and works have commenced on the ISV site. The timing of the commencement, completion and composition/ size of the dwellings in other developments remains unclear at this stage; however, based on information currently available the combined projected yield of these developments when completed amounts to a further 111 pupils per year group.
26. The Council will keep the projected demand from within existing housing and proposed housing under review and respond to any changes accordingly. Methods by which this could be addressed would include the phased implementation of additional places and/ or changes to catchment areas to ensure that the supply of and demand for places is balanced, efficient and effective.
27. It is evident that that additional places are required to meet the projected demand for places and it is outlined in the consultation document that changes to catchment areas would be required. The consideration of admission arrangements including catchment areas would be consulted on at the appropriate time and with relevant stakeholders in accordance with the WG Admission Code. A separate consultation in respect of providing additional places to serve Adamsdown and Splott was undertaken during the Autumn term and any changes proposed to Welsh-medium primary school catchment areas would therefore need to reflect the future provision of places across a wider area than the Four Wards alone.

### **Other Formal Responses**

28. Formal written responses were also received from the Governing Body and staff of Ninian Park Primary School, the Governing Body of St Mary the Virgin Church in Wales Primary School, the staff and Governing Body of St Cuthbert's RC Primary School and the Governing Body of Ysgol Gymraeg Pwll Coch. These included the following points (for the full responses please see Appendix 4):

## **Ninian Park Primary School Response**

29. Responses from the Governing Body and staff of Ninian Park Primary School included the following points:
- *The Governing Body and staff of Ninian Park Primary support Option 1c and Option 1a. The proposed expansion of Ninian Park Primary School to 3FE would be educationally advantageous to the pupils at the school and is greatly preferred to the current situation whereby for a number of years to come there would be a discrepancy between the size of year groups across the school, with some years consisting of 3FE and some of 2FE. The School would welcome the removal of the demountable classrooms and their replacement with a permanent solution which would provide more adequate and co-ordinated facilities across the school.*

## **Appraisal of views expressed**

30. Ninian Park Primary School is located in Grangetown. The site and adjacent parkland are in the ownership of the Council.
31. The school is well placed to serve demand for places from the local area as is evidenced by the take up of places at the school.
32. In September 2014 provision was made available at Ninian Park Primary School to allow up to 90 children into the Reception age group at the school to meet the demand from the local area. This temporary increase has continued for September 2015. This temporary enlargement over and above the published school capacity is allowable under current regulations for a period of up to three years until the end of August 2017. The site is able to allow for this through utilising a combination of existing permanent accommodation and temporary classrooms adjacent to the main school site.
33. In order for the school to be able to function effectively as a 3FE primary on a permanent basis and offer the full curriculum appropriate to the primary age range, it would require extension to and modernisation of the existing accommodation. This may necessitate building on part of the parkland currently taken up by temporary accommodation. If this were to be the case that part of the park may need to be used for any new buildings and would need to be appropriated to reflect the change of use.
34. Ninian Park Primary School would need to continue to utilise off site playing fields on the adjacent Sevenoaks Park which are owned by the Council.

## **St Mary the Virgin CiW Primary School Response**

35. A response from the St Mary the Virgin CiW Primary School Governing Body included the following points:
- *The Governing Body of St Mary the Virgin CiW Primary School favours Option 1c. St Mary the Virgin CiW Primary School is the*

*logical choice for a new building as the document highlights 'the condition of the building remains poor'. Investment in the current school building is inevitable so building a new school would ultimately save the Local Authority money; the diocese/Church in Wales may also help with the cost.*

- *St Mary the Virgin CW Primary School could accommodate the building work of a new school on the field while not significantly impacting on playing areas, the community garden, or, most importantly, on continuity to raise standards for all learners.*
- *St Mary the Virgin CW Primary School is not a conventional church school: it reflects the local community and embraces people of the Christian faith, the Muslim faith, other faiths and no faiths. The school is unique- it is a Church in Wales primary school where the majority of pupils come from the Muslim faith. Our 12 Core Values bind us together and are key in the success of our school. Parents choose to send their children to St Mary's because we are a fully inclusive school community. The Governing Body is open to amending the Admissions Policy Criteria for entry.*
- *There is nowhere in this locality with an SRB or Nurture class. The Governing Body would consider this to be a service that could be offered in a new St Mary's and should be considered as part of this process. This facility is desperately needed and would provide value and inclusion to all children as well as meeting needs in the community.*
- *Initially the 2 form entry would start at Reception age class and work up. Families currently joining the school have a number of children of different ages and if they could not be accommodated this could cause a further shortage of places.*

### **Appraisal of views expressed**

36. St Mary the Virgin is located in Butetown and provides education for pupils aged 3 to 11 years in a faith setting. The school welcomes children and families of all faiths and none, reflecting the diversity of faith and culture within its local community. The Church in Wales Diocese has ownership of the school buildings and the land the buildings sit on along with the hardstand play area and land occupied by car parking spaces. The school fields are owned by the Local Authority.
37. The school is suitably located to serve north-west Butetown and north-east Grangetown and is also well located for those children resident in the city centre and the proposed housing development on and around Dumballs Road.
38. Owing to the condition and configuration of the current school building there are several potential ways to facilitate the additional capacity required to expand the school from 1FE to 2FE that would range from constructing the minimum facilities required to realise an increase of 1FE

over and above the existing places already offered through to construction of a new build 2FE school building.

39. As part of the 21<sup>st</sup> Century School funding specific to this locality the Local Authority has sufficient capital to fund up to 1FE accommodation. Should the mutual decision of the Diocese and the Local Authority be that, in view of the condition of the current building a replacement 2FE building would provide a more cost effective solution for the longer term i.e. to replace the existing building, the Diocese and LA would have to work in partnership to secure sufficient funds for the project. In addition, the LA benefitted from Welsh Government capital funding to develop the Flying Start childcare accommodation and any new school building would need to replace this facility on site.
40. St Mary the Virgin CiW Primary School administers its own admission arrangements. In the event of any option including St Mary the Virgin Primary School were to proceed to implementation it would mean the school would admit up to 60 pupils to Reception each September. It is proposed that this comprises of 30 Foundation Places (i.e. priority given to children that meet the faith criteria of the school) and 30 Open Places (i.e. those children who would not qualify for a Foundation Place, but whose parents/guardian have chosen the school for the type of education it provides). As the proposal is to implement the new arrangements from Sept 2017, the school would need to complete consultation on the proposed new arrangements by 1<sup>st</sup> March 2016 and determined the admission arrangements for September 2017 by no later than 15<sup>th</sup> April 2016.
41. There is a growing demand for SRB (Specialist Resource Base) places for children with complex learning difficulties in Cardiff. The council will need to consider opening additional SRB classes over the next two to three years to meet this demand.
42. At present there is no SRB in this area of the city which means that children have to travel to attend an SRB further afield and the Council may incur home to school transport costs to facilitate this. In principle it would therefore be a positive step to have an SRB to serve the local area. However the establishment of any such provision would be subject to a separate consideration/consultation.
43. It is proposed that any new provision at St Mary the Virgin CW Primary School would admit children to the Reception age group from September 2017 with the school filling as children move through the age groups. If additional pupils were admitted into older year groups this could have a destabilising effect on surrounding schools and could also be difficult for the school to manage.

#### **St Cuthbert's RC Primary School Response**

44. Responses from the Governing Body and staff of St Cuthbert's RC Primary School included the following points:

- *The Governing Body would regret the loss of the Catholic presence in the Bay should the phased closure of St Cuthbert's Primary School take place. Consequently, the majority of the Governing Body (8 out of 12 attending) is in favour of Option 1c.*
- *There is great anxiety about the potential disruption that might be caused to the children's education. Equally governors are concerned about the employment of school staff.*
- *A number of Governors feel that St Cuthbert's has not been dealt with fairly in the consultation document, as this document appears to give a negative portrayal of the school. Also, one Governor suggests that the closure of St Cuthbert's contravenes the Council's assurance on p36 of the document that "these proposals would not adversely affect a particular group in society". It is felt that Catholics as a group could be adversely affected by proposals 1a and 1b. It is also felt that it is unacceptable to expect Catholic children to travel a great distance by bus.*
- *St Cuthbert's RC Primary School staff have many concerns regarding the proposed closure. St Cuthbert's is the only Catholic school in Cardiff Bay and the nearest Catholic school is oversubscribed. Most of our families who are non-Catholic have chosen our school because of the strong faith based education that we provide and the nurturing and welcoming community that we believe St Cuthbert's to be.*
- *Proposals 1a and 1b would adversely affect Catholic families and those seeking a Catholic education for their children within the Bay.*
- *St Cuthbert's has been portrayed negatively. It is clear that the document has been designed to reflect badly on our school and we believe it actively promotes proposals 1a and 1b.*
- *Concerns about job security.*
- *Concerns about the disruption to the education of the pupils.*
- *The road adjacent to the site is narrow and congested as it is. The site is unsuitable for a larger school.*
- *It has been suggested that those wishing to remain in Catholic education will be transported to schools that are over 8 miles away from Cardiff Bay. We feel that this is unfair and inappropriate. We do not believe that children as young as five should be made to travel 8 miles across a city in order to continue their faith based education.*
- *Due to the nature of our community we feel that some parents do not have enough knowledge of the English language to grasp the complex nature of the proposals. We are worried about the application process for families wishing to continue their education at the proposed new school.*

## Appraisal of views expressed

45. St Cuthbert's RC Primary School is located in Butetown and provides education for pupils aged 4 to 11 years in a Faith setting. The Catholic Archdiocese has ownership of the school buildings and the land these buildings sit on along with the hardstand play area and land occupied by car parking spaces. The school fields are owned by the Local Authority.
46. The school is less well located to serve demand for places from Grangetown than Ninian Park Primary or St Mary the Virgin CW Primary School.
47. Establishing a catchment area for a community school on that site to provide a yield of c60 pupils per year group would likely mean that the walking distances for pupils are on average greater than those for either Ninian Park Primary School or St Mary the Virgin CW Primary School.
48. Additionally it is expected that housing developments will be brought forward during the period 2015 – 2026 which will impact on demand for places in the local area and it may therefore be prudent to retain the option of developing additional provision at the St Cuthbert's site at a later date.
49. The content of the consultation document was prepared in accordance with statutory requirements and included information relevant to the proposal being consulted on.
50. At September 2014 approximately 24% of the children attending St Cuthbert's were Catholic. In the event of the school closing the nearest Roman Catholic school for families living within the vicinity of St Cuthbert's RC Primary School wishing to access a Catholic school would be St Patrick's RC Primary School, Grangetown, which is 1.2 miles from the site.
51. The level of demand from baptised Catholic children for St Patrick's is currently 49% which is consistent with the pattern of take up over the past five years. The school's published Admissions Policy gives preference to baptised Catholics which would allow for demand from Catholic pupils at Reception level from the Butetown area to be met.
52. In the event of St Cuthbert's closing, those children on roll at the school seeking to continue a faith based education would need to apply to alternative primary schools. The nearest Catholic primary school to St Cuthbert's is St Patrick's RC Primary school although this school is fully subscribed in some year groups. A small number of places are available in some year groups in other Catholic schools, including St Albans, St Francis, St Joseph's, St Mary's and St Peter's primary schools. The Catholic primary school most likely to be able to offer all children a place who wish to transfer would be Holy Family RC Primary School in Pentreban.
53. Under the Council's current Home to School Transport Policy pupils attending St Cuthbert's and resident in Cardiff wishing to continue



attending a Catholic primary school who are unable to access a Catholic primary school within 2 miles of their home address would be provided with free home to school transport to the nearest available Catholic primary school. The Council would not be liable for the cost of transporting any younger siblings who subsequently attend these other schools, should a place be available at a Catholic school in closer proximity.

54. The existing St Cuthbert's RC Primary School buildings are not of a sufficient size to accommodate a 2FE primary school and new build accommodation would therefore be required. In order to provide for the increased number of places proposed and also to accommodate the children enrolled at St Cuthbert's during any transition prior to formal closure.
55. In order to accommodate a larger building on the site there would be a need to reduce the area currently used as playing field. In order to offset this, the school would need to use off site pitch provision. There is potential to use the adjacent public open space (known as Letton Road open space) in addition to partial on site grassed pitch within the developed school boundary.
56. The Council works with Governing Bodies to develop a Travel Plan to minimise any potential disruption. Traffic and transport implications would be considered as part of the Transport Assessment that would be required in order to achieve planning consent for any building works.
57. In the event of St Cuthbert's closing and a new replacement community school being established HR People Services would work with the Governing Body to address the implications arising from closure. A temporary governing body which would decide on the recruitment process for the new school would be formed in advance of the new community school opening and advice would be given in line with the HR Framework for School Organisation. That advice would be for Headteacher and Deputy Headteacher vacancies to be advertised nationally and consideration of ring fenced recruitment for other posts.
58. If ring fenced recruitment agreed by the temporary GB this would mean that staff would be considered for the vacant posts (application, observation and interview) before they are advertised on a broader basis.
59. If staff were unsuccessful in applying for any new positions they could then be considered for redeployment in other schools in Cardiff provided that the Governing Body of St Cuthbert's RC Primary School has adopted Cardiff Council's Redeployment and Redundancy Policy for schools.
60. Communications would take place with the Governing Body, staff and the trade unions throughout the implementation stage of any closure.

61. A language request form was included within the consultation document which provided the opportunity for consultees to request information on the proposal in a range of home languages (see appendix 5).
62. In the event of families needing to apply for a place at any new community school officers would assist parents with the application process.

### **Ysgol Gymraeg Pwll Coch**

63. A response from the Governing Body of Ysgol Pwll Coch included the following points:
  - *The Governing Body of Ysgol Pwll Coch welcome the plan to open a new school. However, although both sites under consideration are located within the current catchment area of YPC, it is important that the interests of YPC and its pupils are fully considered as part of the current process and in terms of establishing new catchment areas in the future.*
  - *The location of the current demand for Welsh-medium education, as specified in the consultation document, suggests that Channel View site would be the most appropriate location for a new Welsh medium school. However, the Governing Body also note that building a school in this location (whether Welsh or English medium) would impact on services currently offered on the site, including Open Access Play facilities. As these services are within the catchment area of YPC, the Governing Body are aware of their importance to the local community and would not wish to see them being reduced.*
  - *The Hamadryad site is not as central in terms of demand as specified in the consultation document. However, if a school were to be located there, it is certain that this would certainly increase the demand locally.*
  - *The Governing Body are not of the view that choosing a particular site in favour of another would have a significant effect on the interests of YPC.*
  - *Opening a Welsh-medium school on either of these sites would require a full reconsideration of the transport arrangements to the local schools.*
  - *Opening a new school in south Grangetown or Butetown is an opportunity to remove the southern 'tail' of Ysgol Mynydd Bychan that reaches down to Butetown as far as the Bay and the Barrage, to review the situation in that part of Pontcanna that belongs to the Ysgol Pencae catchment and to consider the boundaries of the Ysgol Pwll Coch catchment to the north.*

## Appraisal of views expressed

64. Whilst any new school on the Channel View Leisure Centre site would operate independently of the internal facilities offered by the Channel View Leisure Centre, the all-weather pitch facility currently located on the site would need to be relocated within the site boundary and shared with the school, with school access only during the school day. Any primary school located on this site would also need to access off site playing fields on the adjacent Marl Park. There would also be a need to reconfigure/provide additional car parking facilities to ensure sufficient places are available for the schools (Nursery and Primary) and the established leisure centre facility.
65. If a new primary school was to be constructed on this site, it would reduce the area available for the Open Access Play facilities. However, it would not be necessary to remove all such facilities as a consequence of establishing a school. An independently accessed community room/open access play facility adjoining the main school building would be available during the school day and would also allow for other services to be provided outside school hours. This would require the provision of new indoor accommodation and redesign of the outdoor facilities to take up a smaller area.
66. Should the proposal to establish new school provision proceed, it would be necessary to consult at a later date on revising catchment area arrangements in order to achieve a better match of future catchment population to the local school capacities.
67. Admission arrangements for Cardiff schools for the 2015/16 academic year were approved by the Council in early 2014. Consultation on admission arrangements for Cardiff schools for the 2016/17 academic year was completed in January 2015 and was determined by the Cabinet at its meeting in March 2015.
68. Any amendments to admission arrangements such as changes to Published Admission Numbers or the establishment of and/or revision of catchment areas as a result of this proposal could not be implemented until September 2017 at the earliest.
69. It would be necessary to establish a catchment area for the proposed new Welsh-medium school and as a consequence a number of the catchment area(s) of Welsh-medium primary schools serving Butetown, Grangetown, Canton and Riverside (including Ysgol Gymraeg Pwll Coch, Ysgol Mynydd Bychan, Ysgol Pencae and Ysgol Treganna) would also require amendment.
70. Additional points raised in the consultation are set out below in *italics* below and have been grouped according to the issues raised where appropriate.

## Demand for places

71. *Cardiff Council needs to respond in full to the demand for Welsh-medium education in Grangetown. The Council should also be proactive in terms of informing the residents of Grangetown and Butetown of the opportunities to access Welsh medium education for their children, and promote the benefits to all.*
72. *The proposed number of English-medium places does not meet the predicted shortfall.*

#### **Appraisal of views expressed**

73. The proposed addition of 60 English-medium places per year group exceeds the projected deficit of 45 English-medium places across the combined Butetown, Grangetown, Canton and Riverside areas. A consultation on changes to catchment areas would seek to improve the balance in demand across catchment areas. The demand in Grangetown would otherwise exceed places available, whilst in Butetown there would be surplus places.
74. The Council is aware of demand for Welsh-medium education in Grangetown and has brought forward proposals in the area to respond to this. Demand for places will be kept under review and proposal including catchment area changes will be brought forward as necessary.

#### **Channel View**

75. There was substantial opposition to proposals to establish a school on the Channel View site. Whilst none of the options included in the consultation would have resulted in the closure of the Channel View Leisure Centre, or the Grangetown Play Centre. *Many of those expressing opposition believed that these facilities were threatened by the possibility of a school being developed on the Channel View site. Additionally those in favour of establishing Welsh-medium provision did not want to cause any difficulties in terms of disrupting any existing services.*

#### **Appraisal of views expressed**

76. Whilst any new school on the Channel View Leisure Centre site would operate independently of the internal facilities offered by the Channel View Leisure Centre, the all-weather pitch facility currently located on the site would need to be relocated within the site boundary and shared with the school, with school access only during the school day. Any primary school located on this site would also need to access off site playing fields on the adjacent Marl Park. There would also be a need to reconfigure/provide additional car parking facilities to ensure sufficient places are available for the schools (Nursery and Primary) and the established leisure centre facility.
77. If a new primary school was to be constructed on this site, it would reduce the area available for the Open Access Play facilities. However, it would not be necessary to remove all such facilities as a consequence of establishing a school. An independently accessed community

room/open access play facility adjoining the main school building would be available during the school day and would also allow for other services to be provided outside school hours. This would require the provision of new indoor accommodation and redesign of the outdoor facilities to take up a smaller area.

### **Hamadryad**

78. *Although not technically a part of Grangetown, and further from where the demand is greatest, the Hamadryad site is attractive in that it would not cause any difficulties in terms of disrupting any existing services. This is an all important factor especially with regard to Channel View.*

### **Appraisal of views expressed**

79. The site is located in Butetown immediately north of Hamadryad Park. The site area available is sufficient to construct a 2FE primary school without building on the adjacent Hamadryad Park. The school would however need to utilise off-site playing fields on the Park which are owned by the LA.
80. The site is reasonably well located to meet demand for place from the Butetown and Grangetown areas. It is within one mile walking distance of the majority of residential addresses in Butetown and those dwellings in Grangetown that are south of Penarth Road.

### **Interim arrangements**

81. *Failure to open the proposed starter class in September 2015 as a result of poor communication.*
82. *In terms of the temporary measures for September 2016 and the Ninian Park site, the Council must offer a nursery class in addition to the reception class. For those families with children in the two years, it is unfair to ask them to go to two different schools.*

### **Appraisal of views expressed**

83. In order to meet any demand for Welsh-medium reception places in excess of supply from within the Four Wards for September 2015, it was agreed that an additional Reception class would run as part of Ysgol Gymraeg Pwll Coch for September 2015. The class was to be accommodated at the former Ysgol Tan yr Eos buildings adjacent to Ninian Park Primary School and adjacent to Seven Oaks Park off Virgil Street. The Council wrote to all families across the city with children due to enter primary school in September 2015 informing them of an additional class.
84. A small number of parents applied for a place at the satellite class however to ensure that the children have the best possible learning experiences and opportunities appropriate to their stage of development a decision was taken to accommodate all of the children at the Ysgol Gymraeg Pwll Coch site which had sufficient capacity to do so.

85. An open day was held at the satellite class at the beginning of September to establish whether there was further interest however this did not result in sufficient demand being generated.
86. As set out in the consultation document the proposed nursery provision would be established following the transfer of the new school to its permanent site in September 2017. The Council will continue to purchase places from approved non-maintained nursery providers in the meantime.

### **Traffic**

87. *A respondent expressed the view that there is already serious congestion and parking problems at the Hamadryad site which given that it is a cul de sac cannot be overcome. A new school here would lead to gridlock at school start and closure times.*

### **Appraisal of views expressed**

88. Traffic and transport implications will be considered as part of the Transport Assessment that would be required in order to achieve planning consent for any new build school should the proposals be implemented.
89. The site is reasonably well located to meet demand for places from the densely populated Butetown and Grangetown areas. As the majority of residential addresses in Butetown and those dwellings in Grangetown that are south of Penarth Road are within one mile walking distance of the site, active forms of transport will be encouraged.
90. The Council would work with the Governing Bodies of schools to develop a Travel Plan to minimise any potential disruption. Traffic and transport implications would be considered as part of the Transport Assessment that would be required in order to achieve planning consent for any building works. This would include giving consideration to the existing road layout and whether appropriate changes could be made to limit the impact.
91. Cardiff's Supplementary Planning Guidance (Access, Circulation and Parking Standards 2010) sets out that all new or expanded schools are required to develop a Travel Plan for submission with a planning application. A School Travel Plan is specifically designed to address the transport needs of pupils and staff and will vary according to the nature of the education being provided, any community facilities on site and the catchment area of a school.

A Travel Plan is a policy and action plan to:

- manage transport efficiently
- improve access by all means of travel for employees, visitors, parents and students
- encourage sustainable transport – walking, cycling, public transport

- and car sharing
- reduce car use.

92. Cardiff's transport network is under pressure and experiences congestion from commuters driving into the city and people making short local trips be car. Traffic associated with the school run adds to congestion. The City of Cardiff Council's policy is to encourage and promote the increased use of sustainable travel models and to promote independent travel to school wherever possible.
93. Encouraging active travel to school is a very important means of increasing levels of physical activity in children and tackling the growing problem of childhood obesity. Reducing congestion at the school gate is key to ensuring the safety of pupils and to mitigating impacts on the local neighbourhood.

### **St Cuthbert's RC Primary School**

94. *The closure of St Cuthbert's R.C. Primary will result in the loss of a Faith based education inclusive to all children leaving only one option in the whole of the Bay area. Taking this school away will greatly damage future generations and limited freedom of choice.*
95. *There appears to be no plans for the provision of places for Roman Catholic children in the area in the event of the re-designation of St Cuthbert's RC School.*
96. *Removing provision for Roman Catholic children will also disproportionately effect some of our most disadvantaged communities - and particularly migrant families from Eastern Europe (eg Poland, Romania etc) and parts of sub-Saharan Africa.*
97. *Failure to consult with Mary Immaculate High School which children from St Cuthbert's transfer to. Mary Immaculate has worked over the last few years to build a strong and vibrant community which caters for a significant proportion of disadvantaged learners. To remove one of its feeder schools is to jeopardise this progress and potentially reduce the number of applications for Mary Immaculate.*

### **Appraisal of views expressed**

98. The Council acknowledges that if Cuthbert's RC Primary School were to close this would result in the loss of Catholic based education in the Bay area. Catholic provision would continue to be available at St Patrick's RC Primary School which is 1.2 miles from the St Cuthbert's site.
99. Separately and in addition to this proposal, the Archdiocesan authority has been undertaking a strategic review of their schools and Catholic education places across the wider locality. Senior representatives from the Archdiocese have been working in partnership with the Council to consider all options that involve the St Cuthbert's site. They have confirmed their support for this proposal in the event of an option including the school were to proceed.

100. Mary Immaculate High School was consulted with as part of the consultation in accordance with Welsh Government requirements.
101. Mary Immaculate High School is a popular school and has been over-subscribed at entry to Year 7 in recent years. It is acknowledged that, under the existing oversubscription published by the Governing Body of Mary Immaculate RC High School, the closure of St Cuthbert's RC Primary School would result in children attending any new community primary school being considered in a lower oversubscription criteria were they to apply for a place at Mary Immaculate.
102. Admissions arrangements for Mary Immaculate RC High School including oversubscription criteria are drawn up by and determined by the Governing Body who may wish to alter these in recognition of any change to St Cuthbert's RC Primary School.
103. The potential removal of a catholic primary school would not preclude pupils from being considered for a place nor would it mean that fewer pupils would be eligible to apply.

### **Consultation**

104. *The consultation was not promoted widely enough. Why wasn't this advertised or dates of meetings publicised for people to put their views forward.*
105. In addition to c12,000 copies of the consultation document which included the dates of meetings being distributed to all those identified as needing to receive a copy/e-mailed a link in the School Organisation Code, the consultation was promoted via an article in the October 2015 edition of the Capital Times, the Council website, regular tweets sent out in the run up to each consultation event and on the Council's Facebook page. Information was also available at community centres and libraries.

### **Alternatives**

106. *Why was a Welsh-medium school on the Channel View site not considered as part of Options 1a, 1b, 1c and 1d.*
107. This was considered however it was decided that the combination of options put forward more appropriately reflected the view expressed during the previous engagement exercise.
108. *The land next to Ikea and the old Gas Works site should be considered for any new school.*
109. Land near IKEA site – feasibility has shown the site is unsuitable for school development owing to the configuration and prohibitive development costs.
110. Gasworks site – included as part of the LDP with a lack of interest



from the owner to sell part of the land for school development at this time.

### **Welsh language education**

111. *All primary schools in Cardiff should offer a substantial part of their education through the medium of Welsh, where all the schools take part in a continuum of Welsh medium education and take steps to increase their Welsh language provision year on year. The opportunity to learn Welsh must not be denied to any child in Cardiff, especially those in the south of the city - one of the most disadvantaged areas.*
112. Schools across Cardiff deliver Welsh language education in accordance with the requirements of the National Curriculum.

### **Engagement with children and young people**

113. Officers met with pupils from St Cuthbert's RC Primary School, Ninian Park Primary School, and St Mary the Virgin CW Primary School to explain the proposal and seek their views.

### **St Cuthbert's RC Primary School Views**

114. The pupils thought that more children being able to access a community school place in the local area and new facilities would be good.
115. They wanted the St Cuthbert's to remain as a catholic school and were concerned about the impact on the staff, children having to travel further to access catholic education, increased traffic congestion, larger class sizes, community pupils possibly not being able to access faith secondary schools, disruption during any building works and potential overcrowding.

### **Ninian Park Primary School**

116. The pupils thought that more schools places for local children and additional facilities and teachers/ICT would be good.
117. They were concerned that any option involving Ninian Park could result in potential loss of space, overcrowding, disruption during building works, increased traffic congestion and bullying.

### **St Mary the Virgin CW Primary School**

118. The pupils thought that more school places for local children and additional facilities and teacher/resources would be good. Overall the pupils were in favour of a new build school.
119. They were concerned about potential loss of space, overcrowding, disruption during building works, increased traffic congestion and longer queues at lunchtime.

120. Full details of all pupil views are attached at Appendix 2.

### **Appraisal of pupils views**

121. The Council acknowledges the concerns expressed by the pupils at St Cuthbert's RC Primary School.

122. There would be a number of Human Resources implications arising out of any of the proposed options and HR People Services will work with the Governing Bodies of the relevant schools regarding these.

123. Any building works would be in line with Building Bulletin guidelines and officers would work closely with the schools to ensure that any new build would meet the needs of the school and disruption minimised.

124. The Council has increased experience in the successful delivery of building projects on the sites of occupied schools resulting from the progression of a growing school organisation programme. Any building work carried out on the schools site would be managed effectively in consultation with the school management to ensure the full curriculum continues to be delivered and that high education standards and safety standards are maintained.

125. The Council would work with the Governing Bodies of schools to develop a Travel Plan to minimise any potential disruption. Traffic and transport implications would be considered as part of the Transport Assessment that would be required in order to achieve planning consent for any building works.

126. Concerns regarding bullying/fighting are school management issues and would be dealt with in line with school policies.

### **Summary**

127. There is clear support to address the shortfall of English-medium and Welsh-medium primary school places in and around the Butetown, Canton, Grangetown and Riverside areas.

128. The expansion of existing English-medium provision will allow for current standards to be maintained whilst allowing the range of existing provision to remain.

129. The option recommended taking into account all views raised during the consultation is 1c which includes the following:

- Expand the existing primary school from 2FE to 3FE from September 2017 resulting in an additional 30 English-medium places at Reception.
- Expand the existing primary school from 1FE to 2FE to provide English-medium places in a faith setting from September 2017 resulting in an additional 30 English-medium places at Reception.
- Establish a new \*standardised design 2FE Welsh-medium primary school with nursery serving the age range 3-11 on land adjacent to

Hamadryad Park. The school would initially open at 1FE in September 2016 in temporary accommodation located adjacent to Ninian Park Primary School and transfer to its permanent site adjacent to Hamadryad Park from September 2017 resulting in an additional 60 Welsh-medium places at Reception.

130. The remaining paragraphs within this report are therefore specific to the potential implementation of this option only.
131. Indicative site drawings which represent the approximate footprint of any new build can be seen at Appendix 6.

#### **Local Member consultation**

132. Members were consulted as part of the consultation process. A response was received from one Local Member who expressed support for the proposals overall but asked that consideration be given to understanding demand for primary places in a diverse ward.

#### **Reason for Recommendations**

133. To address the shortfall of English-medium and Welsh-medium primary school places in and around Butetown, Canton, Grangetown and Riverside areas.

#### **Land Matters**

##### **Hamadryad site**

134. There is no direct impact on Public Open Space owned or managed by the Parks Service although the site is bounded on the east and south sides by Hamadryad Park.
135. It may be possible for changing rooms adjoining the school building, to support the sports provision currently available in Hamadryad Park, to be provided; however, this would be subject to separate financial resources being identified by the relevant service area.
136. The acquisition of the Hamadryad site by the Council remains on schedule.

##### **Sevenoaks Park (adjacent to Ninian Park Primary School)**

137. There is a deficiency of Public Open Space in Grangetown and the proposed permanent enlargement of Ninian Park Primary School would result in the loss of a small area of existing Public Open Space. Temporary classrooms and other changes were made to the Sevenoaks Park to increase the capacity of the school in 2007. Part of the area to be put forward for appropriation has been used to provide additional school places for a number of years.
138. The expansion (assuming it is restricted to the existing area used) would not impact on pitch layout or use, although this encompasses the

existing play area which is a key element of the park. A new play area would therefore need to be constructed as part of the compensatory provision.

139. Any scheme would be subject to planning permission and appropriation of Public Open Space, taking into account the existing ward deficiencies in open space, and any objections considered.
140. In addition consideration could be given to the potential relocation of the all-purpose pitch provision to a position adjacent to the school with a view to minimising additional land take and maximising the use of the facility by the school during the day and the community during the evening. The existing facility is not used regularly during the school day currently.

### **St Mary the Virgin Primary School site**

141. In the event of the option involving expansion of St Mary the Virgin Primary School being able to be progressed, consideration will need to be given to the method of delivery. The Diocese owns the land the school building sits on, together with the hardstand and the car parking area whilst the Council owns the land occupied by the school field. Any method that proceeds will need to represent value for money for the Council. Discussions will be held between Officers of the Council and representatives of the Diocese with regard to the appropriate method for the construction and siting of the school with a view to ensuring value for money for the Council.

### **Admission Arrangements including catchment areas**

142. If implemented, pupils would be admitted into the Reception age group of the new Welsh-medium primary school from September 2016. Places would be allocated based on proximity (distance) to the school as there would be no catchment area arrangements in place at this time.
143. Permanent expansion of English-medium provision would commence from September 2017. The Published Admission Number of 60 at Ninian Park would increase to 90 from September 2017.
144. The establishment of each individual school catchment area requires the Council to undertake a formal consultation. The Council, in its role as admission authority, consults with schools annually in respect of school admission arrangements, including school catchment areas. School admission arrangements have been set until the end of the 2016-17 school year.
145. It is expected that, following further analysis of the take-up of Reception places in 2015 and 2016, any proposed changes to Welsh-medium and English-medium primary school catchment areas would be consulted on in early 2017 or 2018 and the arrangements would then be implemented in September 2018 or 2019.

146. It should be noted that the additional school places proposed are to meet existing shortfalls and contribute towards the projected yield from a number of housing developments proposed during the period ending 2026. It is therefore likely that the demand for places within each geographical area will change over time and as a consequence it would be necessary to review and potentially further revise catchment area arrangements.
147. Admission arrangements for St Mary The Virgin would be considered by and determined by the Governing Body of the school. The Council has consulted with the Church in Wales Diocese and the school on how the school may set oversubscription criteria for open places and is in the process of preparing a draft admission criteria for implementation in the event the proposal is able to proceed.

### **Financial Implications**

148. The realigned 21<sup>st</sup> Century Schools Programme totalling £167.6 million was approved by Cabinet in March and submitted to Welsh Government. Welsh Government subsequently approved in-principle a slightly reduced programme of £164.1 million. Within this re-aligned programme are in-principle approved budgets totalling £14.8 million to deliver additional English and Welsh Medium Primary School provision in the areas of Butetown, Grangetown, Riverside and Canton.
149. This budget is also required to fund the purchase of the land at Hamadryad Rd which forms part of the proposals and is currently anticipated to cost approximately £2 million and to be completed by 31<sup>st</sup> March 2016.
150. Any increase in the anticipated cost of this land purchase would need to be funded from the project budget and would reduce the funding available to deliver the additional accommodation required as part of the projects.
151. At this stage the project has in-principle approval only and will be subject to full Business Case approval as the scheme progresses. Therefore any expenditure undertaken to progress these proposals prior to Full business case approval from WG will be undertaken by the Local Authority at the risk of not achieving Full Business case approval and therefore the anticipated 50% WG funding contribution to the project costs.
152. The sufficiency of the in-principle approved budget to deliver the recommended proposals will become clearer as further work is undertaken to progress the project towards Full Business Case approval and the specific detail and costs of the works required are clearly identified.
153. The revenue implications for the impacted Schools' delegated budgets of the proposed additional pupil numbers should be covered by

increased formula funding which would be received in recognition of the increased number of pupils.

154. The Church in Wales Diocese has ownership of the St Mary the Virgin School buildings and the land upon which they sit. Therefore any construction works undertaken by the Authority on the School Assets is likely to have significant VAT implications for the Authority and these will need to be fully understood before a decision is taken to proceed with any works on St Mary the Virgin CIW Primary School. Detailed VAT implications of the proposals recommended in this report should be considered in any future Cabinet reports.

### **Legal Implications**

155. The proposals and proposed delivery options qualify as regulated alterations which must comply with the requirements of Part 3 of the School Standards and Organisation (Wales) Act 2013, which include provisions for consultation and publication of statutory notices. Those are supplemented by the School Organisation Code issued by the Welsh Government.
156. The recommendation in this Report to publish a statutory notice follows a period of consultation which ran from 7 September to 19 October 2015. This Report (together with the appendices attached to it) represents the consultation report which the Code requires to be published. The Cabinet must have due regard to the responses received during the consultation before it makes a decision upon whether to publish a statutory notice.
157. The Code requires that the statutory notice must be published within 26 weeks of the end of the consultation period unless an extension of time has been granted by the Welsh Ministers.
158. Following publication of the statutory notice there would be a period for objections of at least 28 days following which a further Report would need to be made to the Cabinet summarising the statutory objections and giving responses to those objections. It would then be for the Cabinet to review those objections and determine whether to implement the proposals.
159. The Council has power to appropriate land to a different statutory purpose if it is no longer needed for its present purpose pursuant to section 122 of the Local Government Act 1972. In the case of open space land, the Council is required to publicly advertise the proposed appropriation and to conscientiously consider any responses to the advertisement

### **HR Implications**

#### **St Mary the Virgin CW and Ninian Park Primary**

160. HR People Services would work with the Governing Bodies of St Mary the Virgin CIW and Ninian Park Primary Schools in readiness for their

expansions to 2FE and 3 FE respectively. The Governing Bodies during this time would be encouraged in line with the SOP HR Framework to undertake a review of their staffing structure to ensure that they are sufficient for expansion as the numbers on roll increase.

161. HR People Services also provide advice and guidance for the additional recruitment. As both schools have adopted the Council's Redeployment and Redundancy Policy any new vacancies arising as a consequence of an increase in numbers on the roll will provide opportunities for staff on the school redeployment register.

### **New Welsh-medium Primary School**

162. The temporary Governing Body of the new school working with the Council would need to put in place leadership arrangements in advance of the school opening in September 2016. This would allow time for organisational and staffing decisions to be taken so that the school is appropriately resourced for opening. Options for leadership would need to be considered, which could include partnership or an interim arrangements, particularly for the period whilst the school is located on its temporary site.
163. The Headteacher and the temporary Governing Body will also need to consider the HR policies and procedures that it would adopt in relation to the employment and management of staff. The Council advocates the adoption of the HR Manual for Schools which has been designed to provide policies and procedures, information and guidance to governing bodies, Head teachers and staff, on the human resources issues and employment matters affecting schools.
164. The full adoption of the HR Manual would ensure that any staffing vacancies at the school would provide opportunities for individuals on the school redeployment register, in line with the Council's Redeployment and Redundancy Policy for schools.

### **Equality Impact Assessment**

165. An Equality Impact Assessment has been carried out on the option proposed to go forward. The assessment concluded that this proposal would not adversely affect a particular group in society. If the proposal were to proceed, further equality impact assessments would be undertaken including as assessment on the design for any new build accommodation. (Details of the Equality Impact Assessment can be seen at Appendix 5)

### **Sustainability Assessment**

166. A Strategic Environmental Assessment (SEA) of the proposal has been carried out in accordance with European Legislation. The assessment confirms that the proposal is compatible with the environmental objective identified the SEA of Cardiff's 21<sup>st</sup> Century: A Strategic Framework for a School Building Improvement Programme. If the

proposal were to proceed, an environmental assessment would be carried out as part of the planning application process. (Details of the Sustainability Assessment can be seen at Appendix 5).

### **Community Impact**

167. The following are taken into account when considering a proposal: Public Open space, parkland, noise and traffic congestion. Officers will work with school and any community groups to ensure that any proposal(s) brought forward would avoid negative impacts wherever possible.

### **RECOMMENDATIONS**

The Cabinet is recommended to:

1. Delegate authority to the Director of Education and the Director of Governance and Legal Services to publish an appropriate statutory notice to:
  - increase the capacity of Ninian Park Primary School Primary School from 2FE to 3FE with additional part-time nursery places serving the age range 3-11 on its existing site from September 2017.
  - establish a new 2 FE Welsh-medium primary school with nursery on the Hamadryad site located adjacent to the Hamadryad playing fields off Hamadryad Road, Cardiff. The School is to open initially at 1FE only in temporary accommodation adjacent to the Ninian Park Primary School site in the accommodation formerly occupied by Ysgol Tan yr Eos on Virgil Street, Cardiff from September 2016 and transfer to its permanent site adjacent to Hamadryad Park from September 2017.
2. Authorise the approval of appropriation of the land at Sevenoakes Park in principle subject to public consultation in accordance with S122 of the Local Government Act 1972.
3. Note subject to approval of the Governing Body the publication by the Governing Body of St Mary the Virgin Church in Wales Primary School of an appropriate statutory notice to make prescribed alterations to that school by increasing its capacity from 1FE to 2FE with nursery places from September 2017 to run concurrent with the Council's notice(s).
4. Note that prior to implementation of the proposal 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 proposal.

**NICK BATCHELAR**

**Director**

4 December 2015



*The following appendices are attached:*

Appendix 1 – Four Wards Consultation Document September 15

Appendix 2 – Details of pupil meetings

Appendix 3 – Estyn response

Appendix 4 – Formal responses

Appendix 5 – Statutory Screening Tool

Appendix 6 – Indicative site drawings

# 21st Century Schools Consultation Document 2015

**The provision of additional English-medium and Welsh-medium primary school provision in and around the Butetown, Canton, Grangetown and Riverside areas (the 'Four Wards')**

07 September 2015 – 19 October 2015



This document can be made available in Braille. Information can also be made available in other community languages if needed. Please contact us on 029 2087 2720 to arrange this.



This document is about changes proposed to schools in your area. You have been sent this document for you to find out more about this proposal and for you to give your views. Please tick this box if you require this information in your language and write your name, address and telephone number in English or Welsh in the large box at the bottom of the form. Please return this form to the address at the top of the form.

FR	<input type="checkbox"/>	Ce document est sur les changements proposés dans les écoles de votre région. Vous avez été envoyé ce document pour que vous vous renseigniez d'avantage au sujet de la proposition et pour vous de donner votre opinion. Veuillez cocher cette case si vous avez besoin de cette information dans votre langue et écrire votre nom, l'adresse et numéro de téléphone en Anglais ou en Welsh/Gallois dans la grande case au bas de ce formulaire. S'il vous plait, retourner ce formulaire à l'adresse indiquée au début de ce formulaire.
CN	<input type="checkbox"/>	這份文件是關於您所在地區附近學校更改的提議。該文件已發送給您，讓您更加了解這些提議，並讓你提出你的意見。 如果您需要了解這些用你的母語翻譯的信息，請勾選此框。 在表格末的大框格里，用英語或威爾士語寫你的姓名，地址和電話號碼。並請將本表格寄回該表格頂部的地址。
SM	<input type="checkbox"/>	Warqadani waxay ku saabsantahay aragtida is bedel la doonaayo in lagu sameeyo iskuulada xaafada. Fadlan hadaad u baahantahay faahfaahin ku qoran afkaaga hooyo ,hoos calaamadee. Magacaaga, adireeskaaga, iyo telefonkaagaba ku qor afka ingiriisiga , AMA welshka. Dibna igu soo dir foomka , adireeska kor ku qoran
PL	<input type="checkbox"/>	Dokument ten dotyczy proponowanych zmian w szkołach w Pańskiej okolicy. Wysłano go po to, by mogli się Państwo dowiedzieć więcej na temat projektu oraz wyrazić swoją opinię. Proszę zaznaczyć to okienko, jeżeli potrzebują Państwo owych informacji w języku ojczystym oraz proszę podać imię, nazwisko, adres i numer telefonu po angielsku lub walijsku w dużym okienku na dole formularza. Proszę zwrócić formularz na adres <u>podany na górze</u> .
CZ	<input type="checkbox"/>	Tento dokument se týká změn, které byly navrženy školám ve vašem okrsku. Dokument vám byl zaslán, abyste se dozvěděli více o tomto návrhu a abyste měli možnost vyjádřit své názory. Prosím zaškrtněte toto políčko, pokud potřebujete tuto informaci ve vašem jazyce a napište svoje jméno, adresu a telefonní číslo v anglickém nebo velšském jazyce do velkého políčka, které je v dolní části tohoto formuláře. Prosím zašlete tento formulář zpět na adresu, která je poskytnuta v horní části tohoto formuláře.
AR	<input type="checkbox"/>	هذه الوثيقة بخصوص بعض التغييرات المقترحة على المدارس في منطقتك . ولقد أرسلنا هذه الوثيقة إليك لكي تعلم وتتعرف على هذه المقترحات ثم تبدي رأيك فيها. من فضلك ضع علامة على هذا المربع إذا كنت تحتاج معرفة هذه المعلومات مترجمة إلى لغتك الأصلية ، ثم اكتب أسمك ، و عنوانك ، و رقم هاتفك باللغة الإنجليزية أو لغة الويلش في المربع الكبير الموجود بأسفل هذه الورقة . من فضلك أرسل هذه الورقة إلى العنوان الموجود في أعلى هذه الورقة.
HD	<input type="checkbox"/>	यह दस्तावीज़ आपके क्षेत्र में स्कूलों के लिए प्रस्तावित परिवर्तनों के बारे में है। आपको यह दस्ताविज़ इस प्रस्ताव के बारे में और अधिक जानकारी देने के लिए और इसके बारे में आप आपने विचार देने के लिए भेजा गया है। अगर आपको आपनी भाषा में इस जानकारी की अवश्यकता है तो कृपया इस बॉक्स में टिक करे, और फॉर्म के ताल पर बड़े बॉक्स में अंग्रेजी या वेल्श में अपना नाम, पता और टेलिफोने नंबर लिखे। कृपया इस फार्म को उपर दिए गए पते पर वापस भेजे।

Please return this form to **Room 219, County Hall, Atlantic Wharf, Cardiff CF10 4UW** by  
**23 September 2015**

DR	<input type="checkbox"/>	این اطلاعات راجب عوض شدن برنامه در مکتب ہا در این منطقه است. این اطلاعات برای شما روان شدہ است کہ شما بیشتر راجب این موضع بفہمید و نظر خود را بگویید. این چارخانہ را علامت بزنید اگر می خواهید این اطلاعات در زبان خودتان باشد. اسم و ادرس و تلفن نمبر خود را در انگلیسی یا در ولسی در داخل چار خانہ کلن کہ در پایان این فورم است نوشتہ کنید. خواہش یس این فورم را در آدرس کہ در بالا فورم نوشتہ است روان کنید.
GJ	<input type="checkbox"/>	આ દસ્તાવેજ તમારાં વિસ્તારની શાળાઓના દરખાસ્ત થયેલ ફેરફારો બારામાં છે. આ દસ્તાવેજ તમને દરખાસ્ત બાબત વધુ માહિતી મેળવવાં ને તમારાં અભિપ્રાયો આપવા માટે મોકલાયેલ છે. મહેરબાની કરી આ માહિતી તમને તમારી ભાષામાં જોઈએ તો આ ખાનું ભરી દર્શાવો ને તમારું નામ, સરનામું ને ટેલીફોન નંબર અંગ્રેજી કે વેલ્શમાં પત્રકના છેવાડે મોટાં ખાનામાં લખો. મહેરબાની કરી આ પત્રક મથાળે આપેલ સરનામે પરત કરશો.
KD	<input type="checkbox"/>	ہم نامہ یہ دہ ربارہ ی نہ و گورانکار پانہ یہ کہ پیشنیار کراون بو فوتابخانہ کانی ناو چہ کہ ت ہم نامہ یہ ت بو دہ نیرین بو نہ وہ ی ناگداری نہ و پیشنیار انہ ت بکہ یں و بو چونی خوتمان بو روون بکہ پتہ و ہ. نکایہ نہ و چوار گوشہ ب چوکہ دہ ستیشان بکہ نہ گہ ر دہ تہ ویت کویبہ کہ لہ م زانیارنہ بہ زمانی خوت بو بنیرین. ناوی خوت و نہ درہ سہ کہ ت و زمارہ ی تہ لہ فونہ کہ ت بہ ننگلیزی یان بہ ویلزی لہ و چوار گوشہ گہ ورہ یہ ی خوارہ وہ ی نہ م لا پہ رہ یہ بنوسہ. نکلیہ نہ م لا پہ رہ بنیرہ بو نہ و نہ درہ سہ ی لہ سہ روی نہ م لا پہ رہ نوسراوہ
PJ	<input type="checkbox"/>	ਇਹ ਦਸਤਾਵੇਜ਼ ਆਪ ਜੀ ਦੇ ਇਲਾਕੇ ਦੇ ਸਕੂਲਾਂ ਵਿੱਚ ਆਉਣ ਵਾਲੇ ਪ੍ਰਸਤਾਵ ਉਪਰ ਹੈ। ਇਹ ਦਸਤਾਵੇਜ਼ ਆਪ ਦੀ ਇਨ੍ਹਾਂ ਪ੍ਰਸਤਾਵਾਂ ਉਪਰ ਹੋਰ ਜਾਣਕਾਰੀ ਵਧਾਉਣ ਅਤੇ ਆਪ ਦੇ ਸੁਝਾਵ ਲੈਣ ਲਈ ਭੇਜਿਆ ਗਿਆ ਹੈ। ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਹ ਜਾਣਕਾਰੀ ਅਪਣੀ ਭਾਸ਼ਾ ਵਿੱਚ ਚਾਹਿਦੀ ਹੈ ਤਾਂ ਇਸ ਖਾਨੇ ਵਿੱਚ ਟਿੱਕ ਕਰੋ ਅਤੇ ਅਪਣਾਂ ਨਾਂ, ਪਤਾ ਅਤੇ ਟੈਲੀਫੋਨ ਨੰਬਰ ਇੰਗਲਿਸ਼ ਜਾਂ ਵੈਲਸ਼ ਵਿੱਚ ਫਾਰਮ ਦੇ ਨਿੱਚੇ ਬੱਠੇ ਵੱਖ ਖਾਨੇ ਵਿੱਚ ਲਿਖੋ। ਕਿਰਪਾ ਕਰਕੇ ਇਹ ਫਾਰਮ ਉਪਰ ਦਿੱਤੇ ਪਤੇ ਤੇ ਵਾਪਸ ਕਰੋ।
UD	<input type="checkbox"/>	یہ دستاویز آپ کے علاقے میں سکولوں کی تجویز تہدیلیوں کے بارہ میں ہے۔ آپ کو یہ دستاویز اس لیے لیے بھیجی جارہی ہے تاکہ آپ اس تجویز کے بارہ میں مزید جان سکیں اور اپنی رائے سے آگاہ کریں۔ اگر آپ کو یہ معلومات اپنی زبان میں چاہیے تو برائے مہربانی اس خانے میں نشان لگادیں اور اپنا نام، پتہ اور فون نمبر انگریزی یا ویلش زبان میں اس فارم میں چھپدے گئے بڑے خانے میں لکھ دیں۔ مہربانی فرما کر یہ فارم اوپر دیے گئے پتہ پر واپس بھیجوا دیں۔
BG	<input type="checkbox"/>	ইহা আপনার এলাকার স্কুলগুলিতে পরিবর্তন সম্বন্ধে প্রস্তাবিত একটি ডকিউমেন্ট। এই ডকিউমেন্টটি আপনাকে পাঠানো হয়েছে আপনার অবগতি এবং আপনার মতামত জানার জন্য। যদি এই তথ্যটি আপনার ভাষায় পেতে চান তবে দয়াকরে এই বাজেট টিক দিন এবং আপনার নাম, ঠিকানা ও টেলিফোন নাম্বার ওয়েলশ অথবা ইংরেজীতে এই ফর্মের নিচের বড় বাজের মধ্যে লিখুন। দয়াকরে ফর্মের উপরে লিখিত ঠিকানায় এই ফর্মটি ফেরৎ পাঠিয়ে দিন।

✉	Name:
	Address:
☎	Phone:

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## Introduction

This consultation is an opportunity for people to learn about the school organisation proposal put forward in your area. It is your chance to ask questions and make comments that will be considered when the Council decides how to proceed.

The Council held a public engagement exercise in Summer 2014 which sought views on a number of sites identified as potentially suitable for new build provision/expansion of existing schools to address the shortfall of English-medium and Welsh-medium primary school places in and around the Butetown, Canton, Grangetown and Riverside areas.

Following consideration of views expressed, the Council is now holding a statutory consultation on options which seek to address this shortfall in both the short and long term.

This is a formal process and it is anticipated that this will be the last consultation prior to a decision being taken on whether to progress an option to statutory notice (see part two).

This document explains the Council's proposals to:

- Provide 60/69 (depending on option) additional English-medium primary school places per year group
- Provide 60 additional Welsh-medium primary school places per year group
- Provide up to 80 additional English-medium part time nursery places and up to 80 additional Welsh-medium part time nursery places

This document is set out in three parts:

- Part one sets out potential options to provide additional school places and summary information that supports these options.
- Part two sets out the next steps, information on how to make your views known and a feedback form.
- Part three sets out additional supporting information about the proposals and the rationale for these.

Our consultation process follows Welsh Government guidelines outlined in the School Organisation Code 2013 and therefore a range of individuals and groups are being asked for their views about these proposals.

However, before any decisions are made the Council needs to ensure that it offers a number of opportunities for individuals and interested groups to make their views and opinions on the proposal known.

Table 1 below sets out details of the groups the Council is consulting.

<b>Table 1: Groups the Council is consulting</b>	
Children and young people	Welsh Ministers
Parents/carers	Police & Crime Commissioner
School staff	Central South Consortium Joint Education Service (CSCJES)
School Governing Bodies	Welsh Language Commissioner
Local residents	Rhieni dros Addysg Gymraeg (RhAG)
Local Members/Assembly Members (AMs)/Member of Parliament (MPs)/ Regional	Trade Unions

Assembly Members	
Diocesan Directors of Education	Childcare providers
Neighbouring Authorities	Mudiad Meithrin
Neighbouring Primary and Secondary schools within Cardiff	Wales Pre-School Providers Association
Estyn	Clybiau Plant Cymru Kids Club
Communities First Partnership	National Day Nurseries Association

## How can you find out more and give your views?

Public meetings and drop in sessions have been arranged where the proposals will be explained. These are provided so you can ask questions and make comments that will be recorded. You may also provide your views in writing.

Information regarding this proposal will be displayed at Butetown Community Centre, Canton Community Centre, Canton Library, The Hub (Loudoun Square) and Channel View Leisure Centre.

Details of the consultation meeting dates are given in Table 2 below.

<b>Table 2: Consultation Meeting Dates</b>		
<b>Nature of Consultation</b>	<b>Date/Time</b>	<b>Venue</b>
Staff Meeting	08 September 2015 3:30pm	St Cuthbert's RC Primary School
Governors Meeting	08 September 2015 5pm	St Cuthbert's RC Primary School
Drop in session	09 September 2015 12 noon – 2pm	Channel View Leisure Centre
Public Meeting	10 September 2015 6:30pm – 8:30pm	Canton Community Hall
Public Meeting	14 September 2015 6pm – 8pm	Butetown Community Centre
Staff Meeting	15 September 2015 3:30pm	St Mary the Virgin CW Primary School
Governors Meeting	15 September 2015 5pm	St Mary the Virgin CW Primary School
Drop in session	17 September 2015 10am – 12 noon	Canton Community Hall
Public Meeting	21 September 2015 6:30pm – 8:30pm	Channel View Leisure Centre
Drop in session	23 September 2015 10am – 12 noon	Butetown Community Centre
Drop in session	28 September 2015 10am – 12 noon	The Hub, Loudoun Square
Staff Meeting	28 September 2015 3:30pm	Ninian Park Primary School
Governors Meeting	28 September 2015 6pm	Ninian Park Primary School
Drop in session	01 October 2015	Channel View Leisure Centre



	10am – 12 noon	
Drop in session	05 October 2015 10am – 12 noon	Canton Library

In addition, workshop sessions will be arranged with local primary age children to provide an opportunity for pupils to ask questions and learn more about the proposal and give their views.

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## Your Views Matter

Your views matter and we want you to tell us what you think about the proposal. You can do this by attending one of the meetings or drop in sessions above, and/or by completing the Consultation Response Form which can be found on page 40 of this document or completing the online form [www.cardiff.gov.uk/21stCenturySchools](http://www.cardiff.gov.uk/21stCenturySchools).

The closing date for responses to this consultation is 19 October 2015.

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## Explanation of terms used in this document

Please note the following terms used throughout this document:

LA – Local Authority

Community Schools – a state primary or secondary school for which a local education authority has staffing, premises and admissions responsibilities

CW – Church in Wales

RC – Roman Catholic

FE - a Form of Entry refers to a class of 30 children in each year group. A 2FE school is therefore two classes of 30 children in each year group.

NOR (number on roll) data - the number of pupils attending school excluding nursery age pupils.

PLASC - Pupil Level Annual School Census. In January of every year, verified information is collected by schools for submission to the Welsh Government. This includes the number of pupils enrolled in each school, their age groups, home addresses, ethnicity, and data on Welsh language, Free School Meals eligibility, Special Educational Needs and first language.

SEN - Special Educational Needs

School Action (SA) – When a class or subject teacher identifies that a pupil has SEN they provide interventions that are additional to or different from those provided as part of the school's usual curriculum

School Action Plus (SA+) – When a class of subject teacher and the SEN Co-ordinator are provided with advice or support from outside specialists, so that alternative interventions additional or different to those provided for the pupil through School Action can be put in place

Statemented – A child has a Statement of Educational Need (SEN) if he or she has learning difficulties which require special educational provision to be made to him or her. A learning difficulty means that the child has significantly greater difficulty in learning than most children of the same age or that the child has a disability that need different educational facilities from those that the school generally provides for children.

FSM - Free School Meals

EAL - English as an Additional Language

EIA – An Equality Impact Assessment (EIA) is a process designed to ensure that a policy, project or scheme does not discriminate against any disadvantaged or vulnerable people.

Statutory Notice – A statutory notice is the formal publication of a finalised proposal, if approved by the Council’s Cabinet and will only be considered once they have received a report on all the responses from the consultation process. This is a legal requirement as outlined in the School Organisation Code 2013.

## **Part One (Options and summary information)**

### **Why are we proposing the changes?**

Every Local Authority (LA) has a statutory duty to provide sufficient school places. As set out in Cabinet reports of 23 September 2013 and 13 March 2014 and in the stakeholder engagement document in summer 2014, there is a significant shortfall of primary school places in and around the Butetown, Canton, Grangetown and Riverside areas (hereafter known as the Four Wards). As a result a large number of children are required to travel out of catchment to attend primary school provision.

It has been established that the likely demand for primary school places across the Four Wards will lead to an overall projected shortfall of 59 places at Reception level in September 2016 based on existing housing. The shortfall of places will be exacerbated, by a further 111 places per age group, when proposed housing developments are built and occupied with families.

The greatest shortfalls are in Grangetown and Butetown. For the September 2016 intakes, projections are as follows:

- Demand for English-medium community school and Faith places in the Grangetown area exceeding the supply by 95 places, rising to 142 places when pupil yields from proposed new housing are added;
- Demand for Welsh-medium community school places exceeding supply by 26 places in the Grangetown and Butetown area rising to 46 places when pupil yields from proposed new housing are added.

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### **The proposal**

In order to provide additional capacity to meet the increasing demand for English-medium and Welsh-medium primary school places within the Four Wards the Council is now consulting on proposals to:

- Provide 60/69 (depending on option) additional English-medium primary school places per year group
- Provide 60 additional Welsh-medium primary school places per year group
- Provide up to 80 additional English-medium part time nursery places and up to 80 additional Welsh-medium part time nursery places

In addition to the increased number of both English-medium and Welsh-medium places proposed for the Four Wards, there will also be a need to consult at a later date on catchment area arrangements across the locality in order to better match the supply and demand for places.

Any additional housing, if agreed for development, would be expected to include provision for education. However new development(s) could create additional demand for school places, at least in the short term until any appropriate investment is considered and implemented as required. In the event of this being the case consideration would need to be given to how this demand would be met.

The following delivery options have been identified, all of which would result in the required number of additional English-medium and Welsh-medium primary places being made available.

Table 3 below outlines the options being proposed. Further details specific to each site can be seen at pages 11 to 17.

**Table 3 : Option Summary table**

Option	School/ Location	Proposed Language medium/School Category	Proposal
<b>1a</b>	St. Cuthbert's RC Primary School	English-medium Community	<p>Close St Cuthbert's RC Primary School from 31 August 2017.</p> <p>Establish a new 2FE English-medium community primary school with nursery serving the age range 3-11 on the St Cuthbert's RC Primary School site from September 2017 resulting in an additional 39 English-medium places at Reception.</p> <p>The school would initially open at 2FE for Reception age pupils and at 1FE for Years 1 to 6.</p>
	Ninian Park Primary School	English-medium Community	Expand the existing primary school from 2FE to 3FE from September 2017 resulting in an additional 30 English-medium places at Reception.
	Hamadryad site	Welsh-medium Community	Establish a new *standardised design 2FE Welsh-medium primary school with nursery serving the age range 3-11 on land adjacent to Hamadryad Park. The school would initially open at 1FE in September 2016 in temporary accommodation located adjacent to Ninian Park Primary School and transfer to its permanent site adjacent to Hamadryad Park from September 2017 resulting in an additional 60 Welsh-medium places at Reception.
<b>1b</b>	St. Cuthbert's RC Primary School	English-medium Community	<p>Close St Cuthbert's RC Primary School from 31 August 2017</p> <p>Establish a new 2FE English-medium community primary school with nursery serving the age range 3-11 on the St Cuthbert's RC Primary School site from September 2017 resulting in an additional 39 English-medium places at Reception.</p> <p>The school would initially open at 2FE for Reception age pupils and at 1FE for Years 1 to 6.</p>
	St Mary the Virgin CW Primary School	English-medium CW Faith & Community	Expand the existing primary school from 1FE to 2FE to provide English-medium places in a faith setting from September 2017 resulting in an additional 30 English-medium places at Reception.
	Hamadryad	Welsh-medium Community	Establish a new *standardised design 2FE Welsh-medium primary school with nursery serving the age range 3-11 on land adjacent to Hamadryad Park. The school would initially open at 1FE in September 2016 in temporary accommodation located adjacent to Ninian Park Primary School and transfer to its permanent site adjacent to Hamadryad Park from September 2017 resulting in an additional 60 Welsh-medium places at Reception.

<b>1c</b>	Ninian Park Primary School	English-medium Community	Expand the existing primary school from 2FE to 3FE from September 2017 resulting in an additional 30 English-medium places at Reception.
	St Mary the Virgin CW Primary School	English-medium CW Faith & Community	Expand the existing primary school from 1FE to 2FE to provide English-medium places in a faith setting from September 2017 resulting in an additional 30 English-medium places at Reception.
	Hamadryad	Welsh-medium Community	Establish a new *standardised design 2FE Welsh-medium primary school with nursery serving the age range 3-11 on land adjacent to Hamadryad Park. The school would initially open at 1FE in September 2016 in temporary accommodation located adjacent to Ninian Park Primary School and transfer to its permanent site adjacent to Hamadryad Park from September 2017 resulting in an additional 60 Welsh-medium places at Reception.
<b>1d</b>	Channel view	English-medium Community	Establish a new* standardised design 2FE English-medium primary school serving the age range 4-11 on part of the Channel View Leisure Centre/Open Access Play site from September 2017 resulting in an additional 60 English-medium places at Reception.
	Hamadryad	Welsh-medium Community	Establish a new *standardised design 2FE Welsh-medium primary school with nursery serving the age range 3-11 on land adjacent to Hamadryad Park. The school would initially open at 1FE in September 2016 in temporary accommodation located adjacent to Ninian Park Primary School and transfer to its permanent site adjacent to Hamadryad Park from September 2017 resulting in an additional 60 Welsh-medium places at Reception.
<b>2</b>	Hamadryad	English-medium Community	Establish a new *standardised design 2 FE English-medium primary school with nursery serving the age range 3-11 on land adjacent to Hamadryad Park from September 2017 resulting in an additional 60 English-medium places at Reception,
	Channel view	Welsh-medium Community	Establish a new *standardised design 2FE Welsh-medium primary school with nursery serving the age range 3-11 on part of the Channel View Leisure Centre/Open Access Play site. The school would initially open at 1FE in September 2016 in temporary accommodation located adjacent to Ninian Park Primary School and transfer to its permanent site at the Channel View site from September 2017 resulting in an additional 60 Welsh-medium places at Reception.

\* A standardised design refers to a predetermined building form, the client (i.e. the Council) effectively buys 'off plan' to a pre designed solution. Contractors are able to minimise costs by reducing the fees spent on design and tendering as they already have a predetermined design and supply chain and also do not have to set aside a significant cost for risk due to the early engagement of the contractor. In-house design fees are also significantly reduced as it does not require a bespoke design.

In addition to the increased number of both English-medium and Welsh-medium places proposed, there will also be a need to consult at a later date on catchment area arrangements across the locality in order to better match the supply and demand for places.

## Facilities included in a school

Any new buildings/changes to existing school buildings required in the event of any one of the options outlined above proceeding to implementation would meet Welsh Government Funding conditions such as BREEAM and also be designed in accordance with The Department of Education: Area guidelines for mainstream schools Building Bulletin 99 which sets out that the following facilities need to be included in any school:

Teaching space: internal and external  
Halls/dining area  
Learning resource areas  
Staff and administration  
Storage  
Toilets and personal care  
Kitchen facilities  
Circulation, plant and internal walls  
Withdrawal areas to support small group/SEN working

All detailed design of the facilities at any new school/existing school would be agreed between the Council, the temporary governing body/existing governing body and any newly appointed Headteacher/ existing Headteacher if a proposal is progressed to implementation.

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## Supply of and demand for places

### Schools serving the area at present

The Four Wards are currently served by several English-medium and Welsh-medium community schools and Faith schools.

The current number of places **per year group** at schools within the combined Butetown, Canton, Grangetown and Riverside areas totals **719**. However, because the catchment areas for community schools do not precisely match the boundaries of the 'Four Wards' there are other schools that also serve parts of the Four Wards and contribute a nominal number of places also. These are listed below:

- Ysgol Pencae is located in the Llandaff ward but serves a catchment area that includes parts of Canton and Riverside,
- Ysgol Mynydd Bychan is located in the Gabalfa ward and serves a catchment area that includes Butetown.
- The admission arrangements for, and areas served by, Faith schools also differ with families living in the Four Wards accessing schools located in neighbouring areas.

Taking all schools *servicing* the Four Wards into account, the approximate number of places that serve the overall area is therefore **734**.

Table 4 below provides details of school capacities and information regarding the condition and suitability of school buildings within and/ or serving the Four Wards.

Table 4: Capacity, condition and suitability of schools serving the Four Wards					
Name of School	Language medium / Category of school	Condition Category as identified by 21 <sup>st</sup> Century Schools Survey	Current Published Capacity (age 4-11)	Published Capacity (nursery – part time places)	Places per year group serving 'Four Wards'
Grangetown Primary School	English-medium community school	B- Good/ Satisfactory	420	0	60
Kitchener Primary School	English-medium community school	B- Good/ Satisfactory	420	96	60
Lansdowne Primary School	English-medium community school	B- Good/ Satisfactory	420	64	60
Mount Stuart Primary School	English-medium community school	B- Good/ Satisfactory	386	80	60
Ninian Park Primary School	English-medium community school	B- Good/ Satisfactory	402	112	60
Radnor Primary School	English-medium community school	B- Good/ Satisfactory	315	0	45
Severn Primary School	English-medium community school	B- Good/ Satisfactory	420	160	60
Llandaff CiW Primary School	English-medium VA school	B- Good/ Satisfactory	420	0	15
St Cuthbert's RC Primary School	English-medium VA school	B- Good/ Satisfactory	149	0	22
St Mary's Catholic Primary School	English-medium VA school	C – Poor	261	48	25
St Mary the Virgin CiW Primary School	English-medium VA school	C – Poor	210	52	30
St Patrick's R C Primary School	English-medium VA school	B- Good/ Satisfactory	315	0	45
St Paul's CiW Primary School	English-medium VA school	B- Good/ Satisfactory	205	0	30
Ysgol Mynydd Bychan	Welsh-medium community school	B- Good/ Satisfactory	192	64	2
Ysgol Gymraeg Pwll Coch	Welsh-medium community school	B- Good/ Satisfactory	420	64	60
Ysgol Pencae	Welsh-medium community school	B- Good/ Satisfactory	186	0	10
Ysgol Gymraeg Treganna	Welsh-medium community school	A - Very Good	630	96	90
Total places (per year group) serving 'Four Wards':					734

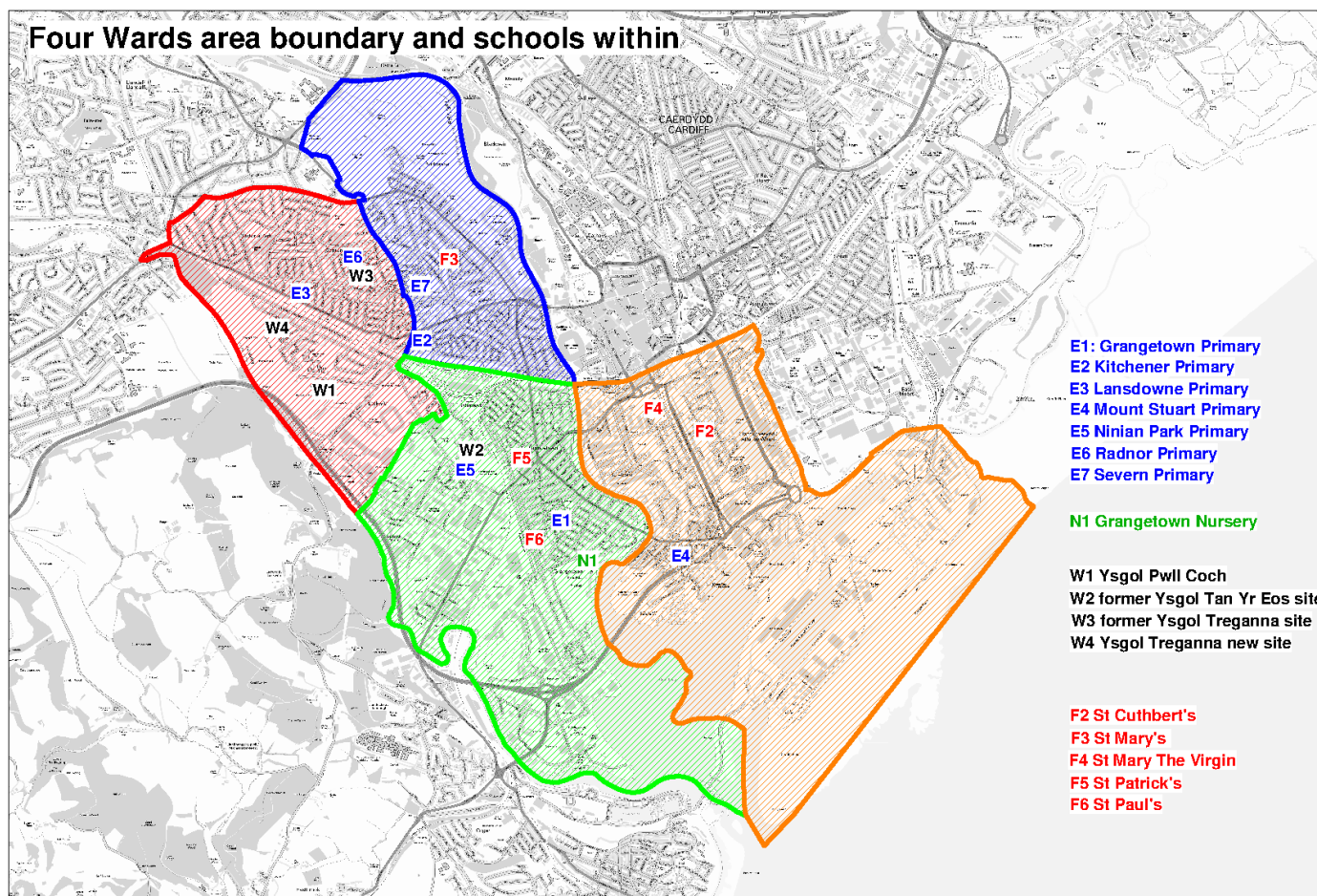
The 21<sup>st</sup> Century schools condition surveys were commissioned by the Welsh Government and undertaken by EC Harris. Since the completion of this exercise building works have been undertaken at a number of schools sites including significant works at Mount Stuart Primary School. Work has been undertaken at St Mary the Virgin CW Primary to manage pupil numbers and Flying Start, but the condition of the building overall remains poor.

The location of each of the above schools can be seen on the map at page 10.

Additional information regarding the capacity of schools within and serving the Four Wards can be seen in part three of this document at page 42.



## Four Wards Area Boundary and Schools Within



### Calculating local demand for school places

In order to calculate the likely demand for the Four Wards it has been necessary to use geographical units of data that have historic trends specific to established school catchment areas.

The combined areas of the 'Four Wards' are similar to the combined catchment areas of Ysgol Gymraeg Treganna and Ysgol Gymraeg Pwll Coch.

The combined catchment area of Ysgol Gymraeg Treganna and Ysgol Gymraeg Pwll Coch excludes the majority of Butetown, but the projections of demand used throughout this paper do include the Butetown area.

When considering likely demand for places across the Four Wards a number of factors have been used to inform projections and forecasts.

These include:

- Recent and historic populations known to be living in each area utilising NHS GP data
- Recent and historic Numbers on Roll taken from verified PLASC (Pupil Level Annual Census) for Cardiff schools
- Numbers of children resident in the Four Wards known to be on roll attending Vale of Glamorgan community schools



## Projected demand for places

Comparison of the population data supplied by the NHS with the number of pupils admitted to Cardiff schools from this cohort allows the Council to project both the demand for school places, and also the combined proportion of pupils that will opt for school places outside of Cardiff or take up places in the private education sector.

### Summary forecasts of demand for places at entry to Reception

The work undertaken to establish the likely demand across the Four Wards shows that there will be an overall projected **shortfall of 59** Reception places in September 16 in the combined area **based on existing housing**.

When compared to the existing supply of places at Reception age, projections for September 2016 taking account of the uplift in English-medium and Welsh-medium demand indicate:

- a surplus of 19 English-medium community and faith places in the Butetown area reducing to 6 surplus places when pupil yields from proposed new housing are added
- a surplus of 31 English-medium community and faith places in the combined Canton and Riverside areas reducing to 8 surplus places when pupil yields from proposed new housing are added
- a surplus of 12 Welsh-medium community school places in the combined Canton and Riverside areas reducing to 4 surplus places when pupil yields from proposed new housing are added

This leaves projected shortfalls to address in the Grangetown and Butetown areas for the September 2016 intake as follows:

- Demand for English-medium community school and Faith places in the Grangetown area greatly exceeding the supply by 95 places, rising to 142 places when pupil yields from proposed new housing are added
- Demand for Welsh-medium community school places exceeding supply by 26 places in the Grangetown and Butetown area rising to 46 places when pupil yields from proposed new housing are added.

Additional information regarding demand/projections can be seen in part three of this document at page 45.

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## Site Options

As set out on page 6, there are a total of five options for consideration as part of these proposals.

There are five potential sites which are combined in different ways to enable different options, all of which are able to deliver the required number of additional places in both English-medium and Welsh-medium provision.

Information specific to each site regardless of how they may be combined in each option is set out below.

## **St Cuthbert's RC Primary School site**

The St Cuthbert's RC Primary School site is located in Butetown. The school provides education for pupils aged 4 to 11 years in a Faith setting. The Catholic Archdiocese has ownership of the school buildings and the land these buildings sit on along with the hardstand play area and land occupied by car parking spaces. The school fields are owned by the Local Authority.

St Cuthbert's employs the staff and administers its own admission arrangements. The LA via the school budget share provides revenue funding. The Governing Body is the Admission Authority for the school.

Separately and in addition to this proposal, the Archdiocesan authority has been undertaking a strategic review of their schools and Catholic education places across the wider locality. Senior representatives from the Archdiocese have been working in partnership with the Council to consider all options that involve the St Cuthbert's site. They have confirmed their support for this proposal in the event that either option 1a or 1b were to proceed.

St Cuthbert's RC Primary School currently provides approximately 149 places (0.7FE) with 133 children on roll at September 2014. Of those children that attend the school, approximately 24% are Catholic. The other children on roll are primarily from the local communities in Butetown and Grangetown. There is a relatively high turnover of pupils at the school and over the past four years the percentage of reception children completing their primary education at St Cuthbert's has fallen from 66% to 42%.

In the event of an option including St Cuthbert's RC Primary School (Option 1a or 1b) being progressed the nearest Roman Catholic school for families living within the vicinity of St Cuthbert's RC Primary School wishing to access a Catholic school if St Cuthbert's were to close, would be St Patrick's RC Primary School, Grangetown, CF11 6NA which is 1.2 miles from the site.

The level of demand from baptised Catholic children for St Patrick's is currently 49% which is consistent with the pattern of take up over the past five years. The school's published Admissions Policy gives preference to baptised Catholics which would allow for demand from Catholic pupils at Reception level from the Butetown area to be met.

Whilst there would be fewer places available at St Patrick's for local non-Catholic children, these children could be accommodated at either the newly established community primary school or expanded schools.

It is proposed that St Cuthbert's would close in August 2017. The proposed new community primary school on the St Cuthbert's site would initially open at 2FE for Reception age pupils and at 1FE for Years 1 to 6. Any children remaining on roll at St Cuthbert's would be offered the opportunity to apply to transfer to the new community primary school.

Those children seeking to continue a faith based education would need to apply to alternative primary schools. The nearest Catholic primary school to St Cuthbert's is St Patrick's RC Primary School; however this school is fully subscribed in some year groups. A small number of places are available in some year groups in other Catholic schools, including St Albans, St Francis, St Joseph's St Mary's, and St Peter's primary schools. The Catholic primary school most likely to be able to offer all children a place who wish to transfer would be Holy Family RC Primary School in Pentreban.

Under the Council's current Home to School Transport Policy pupils attending St Cuthbert's and resident in Cardiff wishing to continue attending a Catholic primary school who are unable to access a Catholic primary school within 2 miles of their home address would be provided with free home to school transport to the nearest available Catholic primary school. The Council would not be liable for the cost of transporting any younger siblings who subsequently attend these other schools, should a place be available at a Catholic school in closer proximity.

The existing St Cuthbert's RC Primary School buildings are not of a sufficient size to accommodate a 2FE primary school and new build accommodation would therefore be required in order to provide for the increased number of places proposed, and also to accommodate the children enrolled at St Cuthbert's during the transition period prior to its formal closure.

In order to accommodate a larger building on the site there would be a need to reduce the area currently used as playing field. In order to offset this the school would need to use off site pitch provision. There is potential to use an adjacent public open space (known as Letton Road open space) in addition to partial on site grassed pitch within the developed school boundary.

In the event of an option including St Cuthbert's being progressed, this could involve several building phases which may include demolition of sections of existing school buildings. Whilst undertaking construction on operational school sites has its challenges, the Council has a wealth of experience in implementing developments of this type with a good record of minimising disruption and ensuring that children's education does not suffer.

An indicative layout showing a map of the site and how the site could look can be viewed on line at [www.cardiff.gov.uk](http://www.cardiff.gov.uk) and will be displayed at Butetown Community Centre, Canton Community Centre, Canton Library, The Hub (Loudoun Square) and Channel View Leisure Centre.

Hard copies can be made available upon request.

## **Ninian Park Primary School**

The Ninian Park Primary School site is located in Grangetown. The school provides 402 primary places (1.9FE) and 112 part-time nursery places. The site and adjacent parkland are in the ownership of the LA.

The LA employs the staff and via the school budget share provides revenue funding. The LA is the Admission Authority for the school.

In September 2014 provision was made available to allow up to 90 children into the Reception age group at the school to meet the demand from the local area. This temporary increase is to continue for September 2015. This temporary enlargement over and above the published school capacity is allowable under current regulations for a period of up to three years until the end of August 2017. The site is able to allow for this through utilising a combination of existing permanent accommodation and temporary classrooms adjacent to the main school site.

In order for the school to be able to function effectively as a 3FE primary on a permanent basis and offer the full curriculum appropriate to the primary age range, it would require extension and modernisation to the existing accommodation. This would necessitate building on part of the parkland currently taken up by temporary accommodation. Consideration would need to be given to where the temporary accommodation would be relocated during the period of building works.

Regardless of any option that proceeds to implementation, Ninian Park Primary School would need to continue to utilise off site playing fields on the adjacent Sevenoaks Park which are owned by the LA.

In the event of an option including Ninian Park Primary School (Option 1a or 1c) being progressed, this could involve several building phases which may include demolition of sections of existing school buildings. Whilst undertaking construction on operational school sites has its challenges, the Council has a wealth of experience in implementing developments of this type with a good record of minimising disruption and ensuring that children's education does not suffer.

An indicative layout showing a map of the site and how the site could look can be viewed online at [www.cardiff.gov.uk](http://www.cardiff.gov.uk) and will be displayed at Butetown Community Centre, Canton Community Centre, Canton Library, The Hub (Loudoun Square) and Channel View Leisure Centre.

Hard copies can be made available upon request.

## **St Mary the Virgin CW Primary School**

The St Mary the Virgin CW Primary School site is located in Butetown. The school provides education for pupils aged 3 to 11 years in a faith setting and welcomes children and families of all faiths and none, reflecting the diversity of faith and culture within its local community. The Church in Wales Diocese has ownership of the school buildings and the land it sits on along with the hardstand play area and land occupied by car parking spaces. The school fields are owned by the Local Authority.

St Mary the Virgin CW Primary School employs the staff and administers its own admission arrangements. The LA via the school budget share provides revenue funding. The Governing Body is the Admission Authority for the school.

St Mary the Virgin CW Primary School provides pupil places for ages 3 to 11 years with an assessed primary pupil capacity of 210 with an additional 48 part-time nursery places.

Flying Start childcare is being delivered from the site, utilising a combination of existing permanent accommodation and temporary classrooms adjacent to the main school site.

In the event any option including the St Mary the Virgin CW Primary School (1b or 1c) were to proceed to implementation it would mean the school would admit up to 60 children to Reception each September. This could (subject to agreement) comprise of 30 Foundation Places (i.e. children that meet the faith criteria of the school) and 30 Open Places (i.e. those children who would not qualify for a Foundation Place, but whose parents/guardians have chosen the school for the type of education it provides). The number of Open Places would be subject to agreement between the Governing Body and the Council.

Any parents applying for admission for their child at this school would do so knowing that the school aims to provide an education based on Christian principles and therefore the Governing Body encourages all pupils to take part in the Christian worship of the school, to attend all religious education lessons and participate in all other educational activities.

Feedback received during the engagement exercise showed that St Mary the Virgin CW Primary school is popular in its locality with both those seeking a CW Faith based education or

otherwise. However, it should be noted that families that do not want a faith based education for their child(ren) could not be compelled to take up a place at the school.

In the event of an option 1b or 1c being progressed, the Church in Wales Diocese would benefit from a larger built asset. Owing to the condition and configuration of the current school building there are several potential ways to facilitate the additional capacity required that would range from constructing the minimum facilities required to realise an increase of 1FE over and above the existing places already offered through to construction of a new build 2FE school building.

As part of the 21<sup>st</sup> Century School funding specific to this locality the Local Authority could have sufficient capital to fund up to 1FE accommodation. Should the mutual decision of the Diocese and the Local Authority be that in view of the condition of the current building a replacement 2FE building would provide a more cost effective solution for the longer term i.e. to replace the existing building, the Diocese and LA would work in partnership to secure sufficient funds for the project. In addition, the LA benefitted from Welsh Government capital funding to develop the Flying Start childcare accommodation and any new school building would need to replace this facility on site also.

In the event of an option including St Mary the Virgin CW Primary School being progressed, this would involve several building phases which may include demolition of sections of existing school buildings. Whilst undertaking construction on operational school sites has its challenges, the Council has a wealth of experience in implementing developments of this type with a good record of minimising disruption and ensuring that children's education does not suffer.

The Church in Wales Diocese have confirmed their support for this proposal and are committed to working in partnership with the LA in the event that this option were to proceed.

An indicative layout showing a map of the site and how the site could look can be viewed on line at [www.cardiff.gov.uk](http://www.cardiff.gov.uk) and will be displayed at Butetown Community Centre, Canton Community Centre, Canton Library, The Hub (Loudoun Square) and Channel View Leisure Centre.

Hard copies can be made available upon request.

## **Land adjacent to Hamadryad Park**

This site is located in Butetown immediately north of Hamadryad Park. All options proposed include construction of a 2FE (420 place) primary school site at this location subject to the outcome of consultation.

In the event that any of the options (all of which include the Hamadrayad site) were to progress to implementation, the new school established would provide community education places. The LA would employ the staff and via the school budget share would provide revenue funding. The LA would be the Admission Authority for any new school on this site.

The land is currently in the ownership of the Cardiff Community Housing Association and would need to be procured in order for any option to progress. Provisional agreement has been reached for the Council to purchase the area of land which will be held as a proposed location for a primary school subject to the outcome of the proposals. All costs for the options proposed include both the costs of construction and the land purchase costs. There is a range to reflect the uncertainty around ground conditions on this site.

The site area available is sufficient to construct a 2FE primary school without building on the adjacent Hamadryad Park. The school would however need to utilise off-site playing fields on the Park which are owned by the LA.

Parking for school staff would be separate to the residential flats adjacent to the school site for which planning permission has been approved and in addition to the NHS parking provision already in operation.

Consideration would be given to the construction of changing room facilities to serve the playing fields which may increase usage. These would be combined with any proposed primary school build to minimise costs but would however be subject to funds being made available in addition to those identified from other relevant sources.

An indicative layout showing a map of the site and how the site could look can be viewed on line at [www.cardiff.gov.uk](http://www.cardiff.gov.uk) and will be displayed at Butetown Community Centre, Canton Community Centre, Canton Library, The Hub (Loudoun Square) and Channel View Leisure Centre.

Hard copies can be made available upon request.

## **Land surrounding Channel View Leisure Centre**

This site is located in Grangetown. It is currently occupied by the Grangetown Open Access Play Centre and the MUGA facility of the Channel View Leisure Centre, adjacent to the Grangetown Nursery School and The Marl Park. The site, the Channel View Leisure Centre, Grangetown Nursery School and the adjacent parkland are in the ownership of the LA.

In the event that any of the options including the Channel View Leisure Centre site (Option 1d or 2) were to progress to implementation, the new school established would deliver community education places. As such the LA would employ the staff and via the school budget share would provide revenue funding. The LA would be the Admission Authority for any new school on this site.

It is proposed that any school established on this site would operate independently of the internal facilities offered by the Channel View Leisure Centre. Whilst there would be no need to utilise the Leisure facilities as part of formal delivery of the curriculum, there may be opportunities for the children to make use of the facilities to further their experience of particular activities as appropriate as other local schools do currently.

The all-weather pitch facility currently located on the site would need to be relocated within the site boundary and it is proposed that this would be shared with the school, with school access only during the school day. Any primary school located on this site would also need to access off site playing fields on the adjacent Marl Park.

In the event of option 1d or 2 which include the land surrounding the Channel View site were to proceed to implementation there would be a need to reconfigure/provide additional car parking facilities to ensure sufficient places are available for the schools (Nursery and Primary) and the established leisure centre facility.

If a new primary school were to be constructed on this site, it would reduce the area available for the Open Access Play facilities. However, it would not be necessary to remove all such facilities as a consequence of establishing a school. An independently accessed community room/open access play facility adjoining the main school building would be available during the

school day and would also allow for other services to be provided outside school hours. This would require the provision of new indoor accommodation and redesign of the outdoor facilities to take up a smaller area. The aim would be to facilitate the reconstruction of outdoor fixed equipment and an area of grass inside the boundary as well as entry/exit onto the adjacent Marl playing fields for larger supervised outdoor play activities.

The Grangetown Nursery School facilities would remain, with the school continuing to function as a separate nursery school providing up to 160 part-time English-medium nursery education places serving the Grangetown and Butetown areas. Grangetown Nursery School would retain its independent management and governance regardless of any option that may proceed. There could be opportunities for the nursery school pupils to benefit from the facilities offered in the proposed school but this is not an essential requirement of the proposals.

An indicative layout showing a map of the site and how the site could look can be viewed on line at [www.cardiff.gov.uk](http://www.cardiff.gov.uk) and will be displayed at Butetown Community Centre, Canton Community Centre, Canton Library, The Hub (Loudoun Square) and Channel View Leisure Centre.

Hard copies can be made available upon request.

## How would other schools be affected?

The information and tables that follow represent demand from existing housing/ population and also take account of cumulative yields from planned building developments. Some of these developments have commenced (Prospect Place and ISV), and others are at advanced stages of planning and therefore expected to yield pupils within a five year forecast period.

Table 5 below illustrates the number of pupils on roll at schools serving the area, and the projected numbers of pupils on roll should the proposal to provide additional places not proceed

Table 5: Recent and projected numbers on roll at local primary schools for (Reception to Year 6 inclusive) should the proposals not proceed											
School	January 2010 (NOR)	January 2011 (NOR)	January 2012 (NOR)	January 2013 (NOR)	January 2014 (NOR)	January 2015 (NOR)	2015/2016 Projection	2016/2017 Projection	2017/2018 Projection	2018/2019 Projection	2019/2020 Projection
St Cuthberts RC primary school	77	77	94	107	122	128	143	147	148	147	147
Ninian Park primary school	362	385	388	396	400	430	450	491	493	499	499
St Mary the Virgin	149	145	137	153	162	172	177	186	196	205	206
St Patrick's R.C Primary School	264	265	286	288	296	304	311	311	316	310	310
St Paul's C.W Primary School	193	202	198	202	206	208	209	210	211	211	210



Grangetown primary school	370	384	403	396	404	410	407	407	410	412	418
Mount Stuart Primary School	268	280	287	312	329	344	368	378	396	408	414
Ysgol Gymraeg Pwll Coch	384	388	434	457	441	449	459	455	453	431	431
Ysgol Mynydd Bychan	202	201	207	207	205	200	203	203	204	205	206
<b>Forecast excess demand from existing housing</b>							<b>23</b>	<b>52</b>	<b>107</b>	<b>150</b>	<b>191</b>
<b>Forecast demand from new housing</b>							<b>46</b>	<b>131</b>	<b>216</b>	<b>299</b>	<b>362</b>

The above table confirms that, should the proposals not proceed, a significant number on pupils that would normally expect to be admitted to one of the above schools would be unable to do so.

If the proposals were not to proceed those pupils unable to gain admission due to oversubscription could elect to attend alternative English-medium, Welsh-medium or Faith schools outside of the local area, or they may attend private schools or schools outside of Cardiff. For the purpose of clarity they have not been added to the Numbers on Roll at alternative schools.

If the proposals were to proceed, the effect on each school will vary according to which option is implemented. The total number of places available at entry to Reception age in the Four Wards area, if the proposal were to be implemented, would increase by 60 Welsh-medium places (at a new Welsh-medium primary school) and either 60 or 69 English-medium places, depending on which option were to be implemented.

Table 6 below sets out how the implementation of each of the option may affect schools in the local area.

**Table 6: Summary of impact on existing provision table**

Option	Proposed for change	Type	Potential impact on existing schools NOR/current catchment area arrangements
<b>1a</b>	St. Cuthbert's RC Primary School	English medium	The proposed phased closure of St Cuthbert's and establishment of a new 2FE English-medium primary school on the St Cuthbert's site would have little or no effect (compared to the existing numbers on roll) on other/existing schools as the additional places proposed are required to meet the projected demand. There would however be fewer catholic primary school places available.
	Expansion of Ninian Park Primary School	English medium	The proposed expansion of Ninian Park Primary School would have little or no effect at the majority of schools in the local area (compared to the existing numbers on roll) as the additional places proposed are required to meet the projected demand from the increased population in the Ninian Park and Grangetown Primary school catchment areas in Grangetown.
	Combined English-medium catchment areas changes specific to 1a		Significant catchment area changes would be required - catchment areas of schools in Butetown would be enlarged by adding areas of Grangetown, and catchment areas of schools in Grangetown would be reduced accordingly. Approximately 39 pupils per year group resident in Grangetown would be added to catchment areas of Butetown schools.
	Hamadryad	Welsh medium	As a consequence of the establishment of a new Welsh-medium primary school on the Hamadryad site the number of pupils on roll at Ysgol Gymraeg Pwll Coch may be reduced in the years



			<p>immediately following implementation. However, any impact is expected to be limited as the city-wide population and the population in the locality have increased and demand for places at Welsh-medium schools has also grown.</p> <p>Significant catchment area changes would be required – the new school would be located in Butetown reducing the catchments of Ysgol Pwll Coch and Ysgol Mynydd Bychan. However implementing a phased establishment (initially operating at 1 Form entry) and amending the catchment areas of Ysgol Gymraeg Pwll Coch and other Welsh-medium primary school catchment areas the impact should be minimised.</p>
<b>1b</b>	St. Cuthbert's RC Primary School	English medium	Consistent with 1a above the proposed phased closure of St Cuthbert's and establishment of a new 2FE school on the St Cuthbert's site would have little or no effect (compared to the existing numbers on roll) on other/existing schools. There would however be fewer catholic primary school places available.
	St Mary the Virgin CW Primary School	CW Faith + English community	The proposed expansion of St Mary The Virgin Primary School is anticipated to have little or no effect on the majority of schools in the area (compared to the existing numbers on roll) as the additional places proposed are required to meet the projected demand from the increased population in the adjacent Ninian Park and Grangetown Primary school catchment areas in Grangetown.
	Combined English-medium catchment areas changes specific to 1b		Significant catchment area changes required - catchment areas of schools in Butetown would be enlarged by adding areas of Grangetown, and catchment areas of schools in Grangetown would be reduced accordingly. This would result in approximately 69 pupils per year group resident in Grangetown being added to catchment areas of Butetown schools.
	Hamadryad	Welsh medium	<p>Consistent with 1a above, as a consequence of the establishment of a new Welsh-medium primary school the number of pupils on roll at Ysgol Gymraeg Pwll Coch may be reduced in the year immediately following implementation. However, impact is expected to be limited.</p> <p>Significant catchment area changes would be required – through phased establishment (initially operating at 1 Form entry) and amending the catchment areas of Ysgol Gymraeg Pwll Coch and other Welsh-medium primary school catchment areas the impact should be minimised.</p>
<b>1c</b>	Ninian Park Primary School	English medium	Consistent with 1a above, the proposed expansion of Ninian Park Primary School would have little or no effect at the majority of schools in the local area as the additional places proposed are required to meet the projected demand from the increased population in the Ninian Park and Grangetown Primary school catchment areas in Grangetown.
	St Mary the Virgin CW Primary School	CW Faith + English community	Consistent with 1b above, the proposed expansion of St Mary The Virgin Primary School is anticipated to have little or no effect on the majority of school in the area as the additional places proposed are required to meet the projected demand from the increased population in the adjacent Ninian Park and Grangetown Primary

			school catchment areas in Grangetown.
	Combined English-medium catchment areas changes specific to 1c		Significant catchment area changes would be required - catchment areas of schools in Butetown would be enlarged by adding areas of Grangetown, and catchment areas of schools in Grangetown would be reduced accordingly. This would result in approximately 30 pupils per year group resident in Grangetown being added to catchment areas of Butetown schools.
	Hamadryad	Welsh medium	<p>Consistent with above, as a consequence of the establishment of a new Welsh-medium primary school the number of pupils on roll at Ysgol Gymraeg Pwll Coch may be reduced in the year immediately following implementation. However, impact is expected to be limited.</p> <p>Significant catchment area changes would be required – through phased establishment (initially operating at 1 Form entry) and amending the catchment areas of Ysgol Gymraeg Pwll Coch and other Welsh-medium primary school catchment areas the impact should be minimised.</p>
1d	Channel view	English medium	<p>The proposed establishment of a new 2FE English-medium primary school on the Channel View site would have little or no effect on the number of pupils on roll at the majority of schools in the local area (compared to the existing numbers on roll) as the additional places proposed are required to meet the projected demand from the increased population in the Ninian Park and Grangetown Primary school catchment areas in Grangetown.</p> <p>Catchment areas particularly those in Grangetown would need to be changed to ensure an improved match between supply and demand.</p>
	Hamadryad	Welsh medium	<p>Consistent with above, as a consequence of the establishment of a new Welsh-medium primary school the number of pupils on roll at Ysgol Gymraeg Pwll Coch may be reduced in the year immediately following implementation. However, impact is expected to be limited.</p> <p>Significant catchment area changes would be required – through phased establishment (initially operating at 1 Form entry) and amending the catchment areas of Ysgol Gymraeg Pwll Coch and other Welsh-medium primary school catchment areas the impact should be minimised.</p>
2	Hamadryad	English medium	<p>The proposed establishment of a new 2FE English-medium primary school on the Channel View site would have little or no effect on the number of pupils on roll at the majority of schools in the local area (compared to the existing numbers on roll) as the additional places proposed are required to meet the projected demand from the increased population in the Ninian Park and Grangetown Primary school catchment areas in Grangetown.</p> <p>Significant catchment area changes would be required – the new school would be located in Butetown and would be formed by adding in catchment areas located in Grangetown, catchment areas of schools in Grangetown would be reduced accordingly. This would</p>

			result in approximately 60 pupils per year group resident in Grangetown being added to catchment areas of Butetown schools.
	Channel view	Welsh medium	As a consequence of the establishment of a new Welsh-medium primary school on the Channel View site the number of pupils on roll at Ysgol Gymraeg Pwll Coch may be reduced in the year immediately following implementation. However, impact is expected to be limited.  Significant catchment area changes would be required – through phased establishment (initially operating at 1 Form entry) and amending the catchment areas of Ysgol Gymraeg Pwll Coch and other Welsh-medium primary school catchment areas the impact should be minimised..

The number of pupils on rolls at schools in Grangetown and Butetown is not expected to be reduced following implementation of the proposals. However, should the housing developments not proceed within the expected timescales, demand for places at St Cuthbert's RC Primary school, which is furthest from the excess demand in Grangetown, would be most likely to be reduced.

Additional information regarding how the implementation of each of the options may affect schools in the local area can be found in Part 3 on pages 49 to 53.

## How would secondary catchments/schools be affected?

At the point of establishment/expansion, the English-medium provision would be in the existing Fitzalan High School catchment area.

At the point of establishment the Welsh-medium school would be in the existing Ysgol Gyfun Gymraeg Glantaf catchment area.

Separate proposals would be brought forward in good time to ensure there are sufficient places to meet demand for English-medium and Welsh-medium secondary school places within the Fitzalan and Ysgol Gyfun Gymraeg Glantaf catchment areas.

## Interim arrangements

### English-medium

New build permanent school facilities would not be built until September 2017 at the earliest. In order to accommodate demand in excess of supply from within the Grangetown area in the interim period there would continue to be a need to offer additional places at local established schools. These places are currently being offered at Ninian Park Primary School which is able to accommodate on a temporary basis until August 2017.

### Welsh-medium

A new build school providing Welsh-medium primary places could not be completed and ready to be occupied until September 2017 at the earliest. In order to accommodate demand for Welsh-medium reception places in excess of supply from within the Four Wards for September 2015, an additional Reception class will run as part of Ysgol Gymraeg Pwll Coch. The LA has made provisions available for operation of this class from the former Ysgol Tan yr Eos buildings adjacent to Ninian Park Primary School and adjacent to Seven Oaks Park off Virgil Street. There is also scope to run this class at the main site. Decisions regarding the location of this provision will depend on there being sufficient demand to support appropriate development.

This class will be managed by Ysgol Gymraeg Pwll Coch and any pupils admitted would be on the roll of Ysgol Gymraeg Pwll Coch.

In the event the proposal to establish a new Welsh-medium primary starter school at either the Hamadryad site or the land surrounding Channel View site is approved, it is proposed that the new school open from September 2016 for the Reception and Year 1 age groups. The school would be located in temporary accommodation adjacent to Ninian Park Primary School on Virgil Street, Grangetown, Cardiff (the former Ysgol Tan Yr Eos accommodation) and would initially open at 1FE owing to the restricted accommodation available. The school would transfer to the new school site in September 2017.

Parents/guardians including those with children in the Ysgol Gymraeg Pwll Coch Reception class operating in the former Ysgol Tan yr Eos buildings would have the opportunity to apply for a place in the Year 1 class.

It is proposed that school be \*\*federated with and managed by Ysgol Gymraeg Pwll Coch until the transfer of the new school to its permanent site and the appointment of a Headteacher and Governing Body.

The number of Governors on the Ysgol Gymraeg Pwll Coch Governing Body could however be increased to reflect the wider issues of concern and governance across the two sites.

\*\* Federation is a legal process which enables schools to work together through a formal structured process by sharing a governing body that will make decisions in the best interest of all the schools, staff and pupils in that federation.

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## **How would nursery provision be affected?**

Children in Cardiff are entitled to a part-time nursery place from the start of the term following their third birthday and must attend for a minimum of five half days. Nursery places are not allocated on a catchment area basis. Wherever possible places are offered in a local community nursery school or nursery class within two miles of a child's place of residence. If places are unavailable in local community nursery schools or nursery classes, parents may apply for nursery education place funding with an approved provider that has to demonstrate it is able to meet the relevant quality.

The Local Authority has needed to purchase an increasing number of nursery education places in recent years following the increased housing and the rise in the birth rate. Also, some families have not taken up their offered place which means there is potential demand in excess of the supply available and any additional places would support a greater uptake of the nursery entitlement.

It has been difficult to source a sufficiency of places in settings that are approved to provide education places in areas that parents have requested and/or source new providers willing to enter into the contract with the Local Authority in some areas.

In the event the proposal is implemented accommodation would need to be of sufficient size to provide for the increased numbers and the appropriate investment made to realise the appropriate space in accordance with the numbers of places offered. As these are potentially expansion of existing nursery units the outdoor area would also be taken into account to ensure the area is able to offer a range of activities relevant to the delivery of the Foundation Phase to this age group.

Whilst the addition of nursery places would mean there would potentially be a reduced number purchased in the private and voluntary childcare sector, many also provide wrap around places and the opportunities for this could increase with a larger number of families accessing the maintained provision for part time sessions.

It must be noted that accessing a nursery place at a school, does not guarantee a reception place and is subject to a separate primary phase admission process.

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## **Quality and Standards**

The Council works closely with the governing bodies of schools to ensure that standards in schools are high, that teaching is good and that leadership and governance is strong. The Council works closely with two organisations in order to monitor the performance of schools and to support school improvement.

Estyn is the office of Her Majesty's Chief Inspector of Education and Training in Wales. It is a Crown body, established under the Education Act 1992. Estyn is independent of the National Assembly for Wales but receives its funding from the Welsh Government under Section 104 of the Government of Wales Act 1998. Estyn inspects quality and standards in education and training providers in Wales.

Central South Consortium Joint Education Service (CSCJES) was established in September 2012. The Local Authority has commissioned the Consortium to support and challenge schools in Cardiff.

When proposing changes of this type to schools Local Authorities are required to refer to the most recent Estyn reports, other evidence derived from performance monitoring and any other information available on a school's effectiveness.

They must also demonstrate the likely impact of the proposals on the quality of:

- outcomes (standards and wellbeing);
- provision (learning experiences, teaching, care support and guidance, and learning environment);and
- leadership and management (leadership, improving quality, partnership working and resource management).

## **Estyn**

Schools are inspected as part of a national programme of school inspection. The purpose of an inspection is to identify good features and shortcomings in schools in order that they may improve the quality of education offered and raise standards achieved by their pupils (Estyn)

The relevant Estyn Inspection reports provide grades against Key Questions and provide schools with recommendations for improvement.

For Estyn inspections carried out before September 2010, there were seven key questions each with the following grades which could be awarded:

Grade 1 good with outstanding features

Grade 2 good features and not important shortcomings

Grade 3 good features outweigh shortcomings  
 Grade 4 some good features, but shortcomings in important areas  
 Grade 5 many important shortcomings

Estyn inspection carried out after September 2010, provide judgements against three Key Questions.

Each key question is provided with a judgement:  
 Excellent – many strengths, including significant examples of sector-leading practice  
 Good – many strengths and no important areas requiring significant improvement  
 Adequate – strengths outweigh areas for improvement  
 Unsatisfactory – important areas for improvement outweigh strengths

### Welsh Government categorisation of schools

In 2014 the Welsh Government introduced a new categorisation system that considered each school’s standards alongside the school’s capacity to improve so as to understand the level of support that organisations such as the CSCJES need to provide to each school in order that they achieve their targets.

The categorisation system is described in Table 7 below:

<b>Table 7: Welsh Government Categorisation System</b>	
Category	What the category means
Green	A highly effective school which is well run, has a strong leadership and is clear about its priorities for improvement.
Yellow	An effective school which is already doing well and knows the areas it needs to improve.
Amber	A School in need of improvement which needs help to identify the steps to improve or to make change happen more quickly.
Red	A school in need of greatest improvement and will receive immediate, intensive support.

To determine the colour coded category as explained in the table above, schools are placed in one of four groups for standards (1-4) and for bringing about improvement (A-D) with one being the highest grouping for standards and A being the highest for improvement capacity.

For further information about the new categorisation scheme, please see Welsh Government’s parents’ guide to the National School Categorisation System:

<http://gov.wales/docs/dcells/publications/150119-parents-guide-en.pdf>

### St Cuthbert’s RC Primary School

St Cuthbert’s RC Primary School was last inspected in March 2015. The school’s performance was judged to be adequate with prospects for improvement judged to be unsatisfactory.

The Welsh Government has categorised the school as Amber.

Further information regarding quality and standards at St Cuthbert’s RC Primary School can be seen in part three of this document at page 53.

### **Ninian Park Primary School**

Ninian Park Primary School was last inspected in October 2009. Provision for the care, support and well-being of its pupils was judged to be good. The LA recognises that this inspection was undertaken a number of years ago and should not be used as an indication of the current standards at the school.

The Welsh Government has categorised the school as Red

Further information regarding quality and standards at Ninian Park Primary School can be seen in part three of this document at page 55.

### **St Mary the Virgin CW Primary School**

St Mary the Virgin CW Primary School was last inspected in November 2012. The school's performance was judged to be excellent with prospects for improvement judged to be excellent.

The Welsh Government has categorised the school as Amber.

Further information regarding quality and standards at St Mary the Virgin CW Primary School can be seen in part three of this document at page 53.

### **Holy Family RC Primary School**

Holy Family RC Primary School was last inspected in October 2013. The school's performance was judged to be adequate with prospects for improvement were judged to be adequate.

A follow up visit in December 2014 judged the school to have made sufficient progress in relation to the recommendations following the core inspection in October 2013 and as a result the school was removed from the list of schools requiring significant improvement.

The Welsh Government has categorised the school as Amber.

Further information regarding quality and standards at Holy Family RC Primary School can be seen in part three of this document at page 53.

### **St Patrick's RC Primary School**

St Patrick's RC Primary School was last inspected in March 2013. The school's performance was judged to be good with prospects for improvement judged to be good.

The Welsh Government has categorised the school as Amber.

Further information regarding quality and standards at St Patrick's RC Primary School can be seen in part three of this document at page 53.

### **Ysgol Mynydd Bychan**

Ysgol Mynydd Bychan was last inspected in May 2010. The school's performance was judged to be good with no important shortcomings.

The Welsh Government has categorised the school as Yellow.

Further information regarding quality and standards at Ysgol Mynydd Bychan can be seen in part three of this document at page 56.

### **Ysgol Pwll Coch**

Ysgol Pwll Coch was last inspected in May 2011. The school's performance was judged to be good with prospects for improvement judged to be good.

The Welsh Government has categorised the school as Yellow.

Further information regarding quality and standards at Ysgol Gymraeg Pwll Coch can be seen in part three of this document at page 57.

## **Standards**

The Council's aim is to provide sufficient good quality nursery and primary school places in both English-medium and Welsh-medium and faith based education to a 21<sup>st</sup> Century school standards across the city. All children and young people in Cardiff should be educated in environments that are fit for purpose, in the right place and that are the right size to enable the effective delivery of first class education, improve the sufficiency and suitability of school places across Cardiff and ensure the provision of a 21<sup>st</sup> Century School Standard.

The Council has in place policies to support school improvement e.g. 'High Achievement for All' and 'Achievement for Inclusion'. It is working to respond to the key principles of the School Effectiveness Framework to secure better learning outcomes and well-being for all children including those at the existing schools which form part of these proposals and any new schools established subsequently.

It is acknowledged that there are differing standards at the schools included in these proposals and support specific to the needs of each school is in place and will continue to be provided as appropriate with a view to raising standards and improving outcomes for all.

It is not anticipated that there will be any impact on the quality of standards of education or the delivery of the Foundation Phase at any of the schools. It is expected that facilities developed to be suited for purpose would support more effective teaching and learning.

## **Provision**

The number of pupils entering Reception has increased and the establishment of any new schools/expansion of existing schools will ensure the availability of both English-medium and Welsh-medium community primary school places to serve the local area.

The proposals will provide the opportunity to invest in providing high quality, modern facilities which would be able to support the delivery of a broad and balanced curriculum.

## **Leadership and Governance**

The Council will work with the leadership of any new school/existing schools to develop a rigorous whole school approach to improvement planning and secure good relationships with parents and other partners in order to ensure pupils receive a high quality education.

Careful planning will take place during the proposed period of change to avoid any risk of distraction or disruption to leadership and governance that could impact on educational outcomes.

The LA has no information to suggest that the Quality and Standards of existing schools would be negatively affected by the proposals. The expectation would be that investment in new school facilities would add value and have the potential to better support delivery of relevant curriculums and children's learning experiences.



## How would Special Educational Needs (SEN) and EAL provision be affected?

A child has special educational needs if he or she has a learning difficulty which requires special educational provision. A learning difficulty means the child has significantly greater difficulty in learning than most children of the same age or that the child has a disability that needs different educational facilities for those that the school generally provides for children.

Tables 8 and 9 below shows the percentage of SEN, FSM, EAL and Minority Ethnic pupils at St Cuthbert's RC Primary School, Ninian Park Primary School, St Mary the Virgin CW Primary School and St Patrick's RC Primary School, Holy Family Primary School, Ysgol Mynydd Bychan and Ysgol Pwll Coch.

<b>Table 8: SEN, FSM, EAL and Minority Ethnic information</b>							
2013		<b>St Cuthbert's Primary School</b>	<b>Ninian Park Primary School</b>	<b>St Mary the Virgin Primary</b>	<b>St Patrick's Primary School</b>	<b>LA</b>	<b>Wales</b>
Percentage of SEN Pupils	School Action	16.8%	37.7%	47.4%	11.5%	17.1%	15.2%
	School Action Plus	10.9%	3.8%	6.4%	8.3%	6.4%	9.2%
	Statemented	n/a	n/a	5.3%	n/a	1.8%	1.7%
Percentage of FSM Pupils – 3 year average		37.3%	25.7%	49.1%	26.8%	23.4%	20.8%
Percentage of EAL Pupils		56%	83.9%	71.4%	32.4%	20.2%	5.5%
Percentage of Minority Ethnic Pupils		78.2%	92.4%	87.0%	43.5%	31.9%	10.0%

<b>Table 9: SEN, FSM, EAL and Minority Ethnic information</b>							
2013		<b>Holy Family RC Primary School</b>	<b>Ysgol Mynydd Bychan</b>	<b>Ysgol Gymraeg Pwll Coch</b>		<b>LA</b>	<b>Wales</b>
Percentage of SEN Pupils	School Action	17.9%	28.6%	10.5%		17.1%	15.2%
	School Action Plus	n/a	2.9%	5.2%		6.4%	9.2%
	Statemented	n/a	n/a	n/a		1.8%	1.7%
Percentage		19.6%	11.9%	6.0%		23.4%	20.8%

of FSM Pupils – 3 year average							
Percentage of EAL Pupils		9.5%	n/a	n/a		20.2%	5.5%
Percentage of Minority Ethnic Pupils		27.4%	15.5%	17.7%		31.9%	10.0%

\* further information can be found on the website: [mylocalschool.wales.gov.uk](http://mylocalschool.wales.gov.uk).

There is no information available that suggests that the proposals would have a negative effect on SEN provision at the schools and the schools would continue to provide SEN support for pupils. However consideration would need to be given to how any reconfiguration of buildings would facilitate this ongoing requirement.

There is no information available that suggests that the proposals would have a negative effect on provision for any group including those who are from minority Ethnic groups, have EAL needs or in receipt of free school meals and the schools would continue to provide support as appropriate in line with individual needs for all pupils

## Potential benefits of implementing options

As part of the Council's 21<sup>st</sup> Century School Programme the Council's set out it's priority to improve the sufficiency and suitability of school places across Cardiff to ensure we are providing a 21<sup>st</sup> Century School Standard. These proposals would contribute towards this aim.

### All options

- Achieving a better match between the supply and demand for English-medium and Welsh-medium primary school places within the local area.
- Providing the opportunity to invest in providing high quality, modern facilities which would be able to support the delivery of a broad and balanced curriculum.
- The proposal would result in reduced home-to-school travel distances for some pupils.
- Preceding new housing within the Butetown/ Grangetown areas and therefore providing sufficient places in advance of this housing.

Beyond the direct impacts of improving the quality of education buildings and facilities to enable the delivery of high quality education the wider benefits of investment include:

- Regeneration benefits such as new and enhanced community facilities.
- The creation of construction jobs and business supply chain opportunities.

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## **Potential disadvantages of implementing options**

### **All options**

All options could result in potential increased traffic congestion around the school sites at drop off/pick up times. However, the Council would work with the Governing Body of the schools to develop a Travel Plan to minimise any potential disruption.

Changes to any existing buildings and any new build can cause some disruption although experience shows that this can be kept to a minimum and the children's education does not suffer.

In the event options 1a, 1b or 1c were to proceed it would also be likely that the average home to school walking distance for children resident in Grangetown (and potentially for pupils in parts of Butetown) would be greater than if options 1d or 2 were to be implemented.

If a 2FE school were to be established on the St Cuthbert's site and the planned housing developments in Butetown were not completed the balance in the supply of and demand for places would be poorer in options 1a, 1b and 1c.

In the event any option including increasing places at St Mary the Virgin CW Primary School were to progress to implementation the additional places would be provided in the faith school. Feedback received during the engagement exercise showed that St Mary the Virgin CW Primary school is popular in its locality with both those seeking a CW Faith based education or otherwise. However, it should be noted that families that do not want a faith based education for their child(ren) could not be compelled to take up a place at the school.

In the event any option including the closure of St Cuthbert's were to progress there would be a reduction in the number of primary school places available in a Catholic setting and pupils resident in Butetown who wish to be taught in a Catholic Primary School would need to travel further to do so.

As the proposal would allow for additional capacity in schools for pupils entering Reception year from September 2017 onwards, there is a risk that pupils who move into the area and are above the eligible age range (those born before September 2012) are unable to be accommodated in local schools.

In the event any option including the land surrounding the Channel View Leisure Centre site were to proceed there would be a reduced area available for open access play facilities at the Grangetown Open Access Play Centre.

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## **Risks associated with these proposals**

There is a risk that the projected increase in the number of pupils entering Reception does not materialise. Whilst this appears most unlikely, the Council will keep its projections under review and respond to any such changes in demand accordingly.

There is a possibility of development constraints not yet identified becoming apparent and having both a cost and delay implications. Site surveys and geo-technic reports would provide further information around this and inform management strategies.

There is a risk that upon progressing the option of a standardised design, it emerges that the approach is not suitable. Further work around this option would help to identify any potential issues and inform management strategies.

The proposal may not be achievable if Welsh Government capital funding is not secured at the business case stage.

If the Council were not successful in achieving this funding from the Welsh Government then the Council would be fully responsible for all costs relating to the proposal. In these circumstances, it would be necessary to review investment options to ensure the delivery of sufficient school places.

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## **Alternatives considered**

Doing nothing is not a viable option because there are insufficient places within the Four Wards and realigning catchment area boundaries alone would not resolve this without negative impact as there is an overall net deficit.

In addition to a number of potential site options which formed part of the Engagement exercise undertaken in 2014, a number of alternative suggestions were put forward as part of the exercise.

Details of these can be seen at part three of this document at page 57.

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## **Admissions and catchment area arrangements**

There are no plans to change the Council's policy on the admission of children to schools as a result of these proposals.

Should the proposals to establish new school provision proceed, it would be necessary to consult at a later date on revising catchment area arrangements in order to achieve a better match of future catchment population to the local school capacities.

Admission arrangements for Cardiff schools for the 2015/16 academic year were approved by the Council in early 2014. Consultation on admission arrangements for Cardiff schools for the 2016/17 academic year was completed in January 2015 and was determined by the Cabinet at its meeting in March 2015.

Any amendments to admission arrangements such as changes to Published Admission Numbers or the establishment and/ or revision of catchment areas as a result of this proposal could not be implemented until September 2017 at the earliest.

## **All options**

It would be necessary to establish a catchment area for the proposed new Welsh-medium school and as a consequence a number of the catchment area(s) of Welsh-medium primary schools serving Butetown, Grangetown, Canton and Riverside (including Ysgol Gymraeg Pwll Coch, Ysgol Mynydd Bychan, Ysgol Pencae and Ysgol Treganna) would also require amendment. Although demand for places at these popular schools may reduce, this may have no direct impact on the number of pupils enrolled at the schools as the numbers of preferences submitted by parents for these schools may still exceed the number of places available.

It is reasonable to expect that, by implementing a phased establishment (initially operating at 1 Form entry) and amending the catchment areas of Ysgol Gymraeg Pwll Coch and other adjacent Welsh-medium primary school catchment areas that the impact will be minimised.

### **Implementation of Option 1a**

The demand for English-medium places within the Butetown area is lower than that from within Grangetown and the implementation of this proposal would require substantial changes to catchment areas throughout Butetown and Grangetown in order to balance the supply of and demand for places.

Catchment areas of English-medium schools in Butetown would be enlarged by adding areas of Grangetown, and catchment areas of schools in Grangetown would be reduced accordingly. This would result in approximately 39 pupils per year group resident in Grangetown being added to catchment areas of Butetown schools.

### **Implementation of Option 1b**

The demand for English-medium places within the Butetown area does not exceed the existing supply and is significantly lower than that from within Grangetown. The implementation of the proposals to expand St Mary The Virgin CiW Primary School, to close St Cuthbert's and to establish a new 2FE school on the St Cuthbert's site would require substantial changes to catchment areas throughout Butetown and Grangetown in order to balance the supply of and demand for places.

Changes to catchment areas would be required that take account of the demand for school places to minimise the impact on other schools. Catchment areas of schools in Butetown would be enlarged by adding areas of Grangetown, and catchment areas of schools in Grangetown would be reduced accordingly. This would result in approximately 69 pupils per year group resident in Grangetown being added to catchment areas of Butetown schools.

### **Implementation of Option 1c**

The demand for English-medium places within the Butetown area is lower than that from within Grangetown and the implementation of this proposal would require changes to catchment areas throughout Butetown and Grangetown in order to balance the supply of and demand for places and to minimise the impact on other schools.

Catchment areas of schools in Butetown would be enlarged by adding areas of Grangetown, and catchment areas of schools in Grangetown would be reduced accordingly. This would result in approximately 30 pupils per year group resident in Grangetown being added to catchment areas of Butetown schools.

### **Implementation of Option 1d**

It is anticipated that the proposed establishment of a new 2FE English-medium primary school on the Channel View site would have little or no effect on the number of pupils on roll at the majority of schools in the local area (compared to the existing numbers on roll) as the additional places proposed are required to meet the projected demand from the increased population in the Ninian Park and Grangetown Primary school catchment areas in Grangetown. It would however be expected that changes to the Grangetown and Ninian Park catchment areas, and to adjacent catchment areas would be required.

## Implementation of Option 2

It is anticipated that the proposed establishment of a new 2FE English-medium primary school on the Hamadryad site would have little or no effect on the number of pupils on roll at the majority of schools in the local area (compared to the existing numbers on roll) as the additional places proposed are required to meet the projected demand from the increased population in the Ninian Park and Grangetown Primary school catchment areas in Grangetown. It would however be expected that changes to the Mount Stuart, Grangetown and Ninian Park catchment areas, and to adjacent catchment areas would be required.

Detailed information regarding admission arrangements is contained in the Council's Admission to Schools booklet, and this information can also be viewed on the Council's website. ([www.cardiff.gov.uk](http://www.cardiff.gov.uk)).

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## Finance – how much will each option cost and how will it be funded?

All options proposed include construction of a new build 2FE standardised build primary school building.

Initial costings based on benchmarking information from other Local Authorities indicate that the construction cost of providing a single standardised build 2FE primary school would be between £5.4 – 6.5m subject to ground conditions. This would include costs of for works such as, highways improvements, IT, FFE and fees. Any land purchase costs would be in addition to the construction costs.

A proposed 21<sup>st</sup> Century Schools capital investment Programme was submitted to Welsh Government in November 2011, and it received approval in-principle in December 2011 of 50% WG capital grant funding.

A proposed realigned Programme was presented to the Cabinet committee at its meeting on 19 March 2015, reflecting current Council priorities. The specific proposals put forward in 2011 were replaced with a broader provision across the city.

The realigned Strategic Outline Programme was submitted to WG in March 2015, noting that the full Programme was not affordable without additional capital support from WG. The SOP was considered at WG's Capital Panel meeting on 30 March 2015, and WG wrote to the Authority on 20 April 2015 to confirm that it had, in principle, been awarded additional capital grant funding, with some caveats.

The realigned Programme proposes innovative approaches which it is considered could achieve capital savings through grouped procurements and standardised designs. This is subject to successfully negotiating a capped cost of capital investment with potential contractors. The Authority is undertaking a Common Contractor Briefing with framework contractors to establish whether up to three new 2FE primary schools could be delivered within a single, capped procurement. Initial indications suggest contractors are interested to pursue this approach and there would be financial benefits in term of per school build costs.

The 21<sup>st</sup> Century Schools Programme as a whole is limited to an approved level of investment, and therefore any scheme specific overspends can only be managed by underspends on other 21<sup>st</sup> Century Schools schemes. The affordability of any specific scheme relies upon the successful budget management of all schemes within the Programme. At present the costs of delivering the proposals within this consultation document are unknown, and as such if the

estimated costs following discussions with contractors exceed the provisions within the Financial Model, this may have implications for the proposal itself, or indeed the lowest perceived priority schemes may need to be deferred as suggested in paragraph 68 of the 19 March 2015 Cabinet report.

WG grant has been approved in-principle, and full grant approval would be received following successful Business Case submissions to WG. The proposals within this consultation document either in isolation or as part of a grouped Business Case submission – are likely to require three stages of submission:

- Strategic Outline Case (SOC);
- Outline Business Case (OBC);
- Full Business Case (FBC).

It is anticipated that new build accommodation could be available by September 2017 to provide for Reception and nursery age children. However this is dependent on a successful outcome of the revised procurement methods associated with the programme going forward.

All options proposed with the exception of Option 1d and Option 2 include the extension of existing school facilities in order to accommodate an increased number of children and provide an additional 60/69 English-medium places. Each site has different facilities and therefore whilst elements of standardised build may be suitable on some sites, others will necessitate a more bespoke solution in order to make the most efficient use of the land available and to ensure the additional accommodation constructed compliments and adds value to existing facilities. The aim on those sites that are already functioning as school sites would be to provide facilities which benefit both existing pupils in terms of supporting as well as additional accommodation to increase overall capacity by 1FE.

Owing to the differing facilities and conditions of the buildings at the Ninian Park Primary, St Mary the Virgin CW Primary School and St Cuthbert's RC Primary school sites there would be differing costs associated with enlarging each by 1FE. In order to achieve a total 2FE increase in English-medium capacity (through extending two of the existing buildings) investment of between £6m - £6.9m would be required.

The funding agreed in principle as part of the realigned 21<sup>st</sup> Century Schools Programme means there is sufficient capital money available for the additional 120 places proposed for the Four Wards locality. It will not allow for rebuild or significant refurbishment of existing buildings or for the provision of facilities over and above a standard primary school such as community facilities.

Any investment over and above the investment required to increase the number of places at the respective schools will necessitate consideration specific to additional funding sources to supplement the 21<sup>st</sup> Century Schools capital identified.

The funding in the model agreed in principle as part of the 21<sup>st</sup> Century School capital programme for the provision of the additional primary places required in the Four Wards area is c£15.5m.

Table 9: Title		
Option	Site	Cost range (incl land costs where appropriate)
1a	St Cuthbert's RC Primary site (EM)	£13.2m - £14.6m*
	Ninian Park Primary site (EM)	

	Hamadryad site (WM)	
1b	St Cuthbert's RC Primary site (EM)	£13.2m - £14.7m
	St Mary the Virgin CiW Primary site (EM)	
	Hamadryad site (WM)	
1c	Ninian Park Primary site (EM)	£13.2m - £14.7m*
	St Mary the Virgin CiW Primary site (EM)	
	Hamadryad site (WM)	
1d	Channel View site (EM)	£13.2m - £13.8m
	Hamadryad site (WM)	
2	Hamadryad site (EM)	£13.2m - £13.8m
	Channel View (WM)	

\* Plus potential transition costs associated with the location of demountables

## Human Resources Matters

This consultation refers to different options for English and Welsh medium provision in the Four Wards.

Any proposal to increase the current pupil intakes of schools within the Four Wards should not result in a reduction of staff.

The governing bodies of each school would need to consider whether to restructure their current staffing establishment with a view to creating more posts to support the increased number on roll. Subject to adoption of the Council's Redeployment and Redundancy Policy for schools, any new vacancies arising as a consequence of an increased number on roll will provide opportunities for staff held on the school redeployment register.

Different HR implications will arise from the creation of new schools and the closure of existing schools and a model of support will be put in place to help manage individual proposals which may be decided upon.

A Human Resources Framework has been produced in consultation with key stakeholders including Headteachers, governors, representatives of the diocesan authorities and the trade unions. It provides the basis for managing the human resources issues associated with Schools Organisation Planning and its purpose is to support governing bodies and staff working in schools, through a variety of strategies and with the ultimate aim of minimising compulsory redundancies across schools in Cardiff.

There would be a number of Human Resources implications relating to the proposal to establish a community primary school with nursery provision. Initially a starter class would be established with a current Headteacher of an established Cardiff school who would have management responsibility until the temporary governing body of the new school appoints a permanent Headteacher. The governing body of the school would need to consider the timescales for the appointment of a Headteacher in order that an appropriate staffing structure may be prepared and appointed to. The Headteacher and governing body would also need to consider the HR policies and procedures that it would adopt in relation to recruitment and once the school is established, in relation to the management of staff.

The Council would advocate the adoption of the HR Manual for Schools which has been designed to provide information and guidance to governing bodies, Headteachers and staff, on the human resources issues affecting schools, including a summary of the human resources responsibilities of governing bodies and Headteachers. The full adoption of the HR Manual



would ensure that any staffing vacancies at the school would provide opportunities for individuals on the school redeployment register, in line with the Council's Redeployment and Redundancy Policy for schools.

There is potential for the establishment of a new school to impact on the catchment areas of other existing schools in the area. If pupil numbers remain similar, any changes in catchment areas for the primary schools should not impact greatly on staffing. Larger changes could be managed through natural turnover of staff and through the effective use of the redeployment process for schools.

The Archdiocesan authority has advised that, should option 1a or 1b proceed, they will proactively engage with Catholic schools across the Central South and South East Wales consortia areas to promote the redeployment of staff who wish to remain in the Catholic sector.

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## **Transport Matters**

Traffic and transport implications will be considered as part of the Transport Assessment that would be required in order to achieve planning consent for building works should the proposals be implemented.

It is recognised that any new school/expansion of existing schools could result in additional traffic flow and associated parking particularly at the main drop off and pick up times. Initial traffic and transport advice suggests however that the traffic and transport issues can be mitigated with careful management each of the sites included as part of these proposals. This may include some investment to upgrade crossing facilities and consideration regarding existing parking markings to minimise the disruption to residents in the area.

## **Learner Travel Arrangements**

Under these proposals there are no plans to change the Council's policy on the transport of children to and from schools. Any pupils affected by this proposal as a result of catchment areas would be offered the same support with transport as is provided throughout Cardiff and in accordance with the same criteria that apply across Cardiff. The Council's transport policy for school children can be viewed on the Council's website ([www.cardiff.gov.uk](http://www.cardiff.gov.uk)).

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## **Impact of the proposal on the Welsh Language**

Parental demand for Welsh-medium education has been growing and the proposal seeks to increase the number of Welsh-medium primary school places available in the area in addition to the establishment of nursery provision.

It is anticipated that there would be a positive impact on the Welsh language as a result of this proposal.

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## **Impact of the proposal on Roman Catholic Provision**

In the event of an option including St Cuthbert's RC Primary School (Option 1a or 1b) being progressed, it is proposed that St Cuthbert's would close in August 2017. The proposed new community primary school would initially open at 2FE for Reception age pupils and at 1FE for

Years 1 to 6. Any children remaining on roll at St Cuthbert's would be offered the opportunity to apply to transfer to the new English-medium community primary school.

Those children seeking to continue a faith based education would need to apply to alternative Catholic primary schools. Based on the current numbers on roll the only Catholic primary school likely to be able to offer these children a place would be Holy Family RC Primary School in Pentrebanne.

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## **Equality Matters**

An Initial Equality Impact Assessment has been carried out and concluded that these proposals would not adversely affect a particular group in society. This assessment will be reviewed following consultation. If the proposal were to proceed, further equality impact assessment's would be undertaken including an assessment on the design for any new build accommodation or adaptation of existing accommodation.

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## **Sustainability Matters**

A Strategic Environmental Assessment (SEA) of the proposal has been carried out in accordance with European Legislation. The assessment confirms that the proposal is compatible with the environmental objectives identified in the SEA of Cardiff's 21st Century: A Strategic Framework for a School Building Improvement Programme. If the proposal were to proceed, an environmental assessment would be carried out as part of the planning application process.

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## **Community Impact**

There is a need to increase the number of primary school places available without impacting adversely on the community. The following are taken into account when considering a proposal: Public Open Space, parkland, noise and traffic congestion. Officers will work with schools and any community group to ensure that the proposal avoids negative impacts wherever possible.

The schools subject to the proposals are existing schools which offer a range of after school activities and some may have community organisations offering services from the school facilities. It is not anticipated that there would be a negative impact on any of these activities and all options allow for the potential development of community use of the additional facilities.

Information specific to any impacts relevant to each site can be seen at pages 11 to 17.

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## **Part Two (Next steps, how to make your views know and feedback form)**

### **Key Dates**

### **What happens next?**

The feedback from this consultation will be collated and summarised, and a report presented to the Council's Cabinet. This consultation report will be available for all persons to view on the

Council website and copies can be obtained on request by using the contact details in this document.

There are a number of further stages that the Council would have to go through before a final decision is made by the Council.

These stages are set out below:

<b>Statutory Process</b>	<b>Timescale</b>
Consultation Period	07 September – 19 October 2015
Consultation report considered by the Council Cabinet and published on the Council website	December 2015
Subject to approval statutory notice issues during which time formal written objections can be made	January 2016
Determination by the Council's Cabinet	March 2016
Objection report published on the Council's website and notification of Cabinet's decision	March 2016

The proposed timetable may be subject to change

## **Consultation period**

The consultation period for these proposals starts on 07 September and ends on 19 October 2015. See page 40 for further details of how to respond and make your views known.

Within 13 weeks of 19 October 2015 a consultation report will be published on the City of Cardiff Council website. Hard copies of the report will also be available on request. The report will summarise the issues raised by consultees during the consultation period and provide the Council's response to these issues. The report will also contain Estyn's view of the proposals.

The Council's Cabinet will consider the consultation report and decide whether or not to proceed with the proposals.

If the Cabinet decides to continue with the proposals the City of Cardiff Council must publish a statutory notice.

## **Statutory Notice**

The statutory notice would be published on the City of Cardiff Council website and posted at or near the main entrance to the schools/sites subject to the notice. Copies of the notice would be made available to schools identified in the notice to distribute to pupils, parents, guardians, and staff members (the school may also distribute the notice by email). The notice sets out the details of the proposals and invites anyone who wishes to object to do so in writing within the period specified.

## **Determination of the proposals**

The City of Cardiff Council Cabinet will determine the proposals. Cabinet may decide to approve, reject or approve the proposals with modifications. In doing so, Cabinet will take into account any statutory objections that it has received.

## Decision Notification

Following determination of proposals all interested parties will be informed of the decision which will be published electronically on the City of Cardiff Council's website.

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### Frequently Asked Questions

- **What would the proposals mean for children currently attending schools in the local area?**

Children currently attending these schools would remain at the schools with the exception of St Cuthbert's RC Primary school in the event of Option 1a or 1b is implemented.

- **If St Cuthbert's RC Primary School is to close, how will this affect pupils currently on roll?**

In the event of an option including St Cuthbert's RC Primary School (Option 1a or 1b) being progressed, it is proposed that St Cuthbert's would close in August 2017. The proposed new community primary school would initially open at 2FE for Reception age pupils and at 1FE for Years 1 to 6. Any children remaining on roll at St Cuthbert's would be offered the opportunity to apply to transfer to the new community primary school.

Those children seeking to continue a faith based education would need to apply to alternative primary schools. The nearest Catholic primary school to St Cuthbert's is St Patrick's RC Primary school; however this school is fully subscribed in some year groups. A small number of places are available in some year groups in other Catholic schools, including St Albans, St Frances, St Joseph's, St Mary's and St Peter's primary schools. The Catholic primary school most likely to be able to offer all children a place who wish to transfer would be Holy Family RC Primary School in Pentreban.

Under the Council's current Home to School Transport policy, pupils attending St Cuthbert's and resident in Cardiff wishing to continue attending a Catholic primary school, who are unable to access a Catholic primary school within 2 miles of their home address, would be provided with free home to school transport to the nearest available Catholic primary school. The Council would not be liable for the cost of transporting any younger siblings who subsequently attend these other schools, should a place be available at a Catholic school in closer proximity.

- **If the proposed new English and Welsh medium primary schools are opened would nursery provision be available?**

It is proposed that nursery places would be available from the opening of new build provision in September 2017.

- **What will happen in the interim period?**

Please see page 21 for details of interim arrangements for both English and Welsh education.

- **If the new English and Welsh medium primary schools are opened would they admit children into the older year groups?**

It is proposed that children be admitted to the Nursery and Reception age groups from September 2017 with the school filling as children move through the age groups for any new English-medium school. Pupils would not be admitted into older year groups of any new school as this could have a destabilising effect on surrounding schools and could also be difficult to manage in the new school.

Any new Welsh-medium school would open in September 2016 and admissions would be open to Reception and Year 1. Admissions would be open to Nursery, Reception, Year 1 and Year 2 in September 2017.

- **What would the local catchment areas be if this proposal goes ahead?**

Catchment areas need to be of a size and geographical area that can sustain schools close to their proposed pupil capacities and should the proposal to establish a new school on the Howardian site proceed, it would be necessary to consult at a later date on revising catchment area arrangements.

- **Would the proposals have an impact on traffic in the local area?**

Traffic and transport implications would be considered as part of the Transport Assessment required in order to achieve planning consent for building works should this proposal be implemented.

- **What about local childcare providers in the area?**

The City of Cardiff Council is supportive of Early Years Childcare providers, and as such the aim would be to work with local childcare providers to enable continued service delivery.

- **When would a Governing Body for the English and Welsh medium primary schools be formed?**

If the proposal is progressed a temporary governing body would be established for any new school following the publication of a statutory notice. A range of stakeholders would be represented on the temporary governing body, including parents, teachers (from local schools), non-teaching staff (from local schools), Local Authority representatives and community partners. The Council would appoint the Local Authority non-teaching staff and parent governors and the temporary governing body would appoint the teacher and community governors.

- **What would the uniform be?**

A uniform for any new school would be decided upon by the Temporary Governing Body of the school.

- **How can parents apply to the new schools?**

The Council publishes an annual Information for Parents booklet which gives parents details of admission arrangements to schools in Cardiff, and explains how to register your child's details. A copy of the booklet can be viewed online at [www.cardiff.gov.uk](http://www.cardiff.gov.uk), by emailing [admissions@cardiff.gov.uk](mailto:admissions@cardiff.gov.uk) or by telephoning the School Admissions Team on (029) 2087 2909.



## CONSULTATION RESPONSE FORM

The provision of English-medium and Welsh-medium primary school places in and around the Butetown, Canton, Grangetown and Riverside areas 2015.

Your views matter, please tell us what you think about the proposal by:

- Completing and returning the accompanying questionnaire to the address given at the bottom of the form.
- Completing the on line response form [www.cardiff.gov.uk/21stcenturyschools](http://www.cardiff.gov.uk/21stcenturyschools)
- Or if you prefer you can e-mail your views to: [schoolresponses@cardiff.gov.uk](mailto:schoolresponses@cardiff.gov.uk)

**Please note that all comments sent in writing or by e-mail must contain the full name and full postal address of the person making the comments.**

**The closing date for responses to this consultation is 19 October 2015. Unfortunately no responses received after this date can be considered by the Council.**

Consultation responses will **not** be counted as objections to the proposals. Objections could only be registered following publication of a **statutory notice**.

Any responses received can be requested under the Freedom of Information Act and may have to be made public, however any information that would identify an individual such as name and address would be removed.

Your status: Parent  Governor  Pupil  Member of Staff  Other (please specify)

\_\_\_\_\_

Do you support the proposal to address the shortfall of English-medium and Welsh-medium primary school places in and around the Butetown, Canton, Grangetown and Riverside areas?

Yes  No

If you answered yes, do you like one option more than the others?

Please number the options 1-5 in your preferred order with 1 being your most preferred option and number 5 being your least preferred:

Options	Level of priority 1 – 5 1 = High 5 = Low
1a	
1b	
1c	
1d	
2	

If you **do not** support the proposal, please give your reasons together with any changes or alternatives that you would like to suggest.

Do you wish to make any other comments?

Thank you for your comments

Please tick the box below if you wish to be notified of publication of the consultation report

Please return this form to the School Organisation Planning Team, Room 219, County Hall, CF10 4UW by 19 October 2015.

## **Part Three (Supporting Information)**

This section of the document contains additional information regarding the capacity of schools within and serving the Four Wards, demand for school places, how other schools would be affected and information regarding quality and standards at St Mary the Virgin CW Primary School, St Patrick's RC Primary School, St Cuthbert's RC Primary School and Ninian Park Primary School.

### **Capacity of schools in Butetown, Grangetown, Canton and Riverside**

#### **Butetown**

##### *English-medium schools*

English-medium community school places to serve the Butetown area are provided at Mount Stuart Primary School. The Council has approved a proposal for the enlargement of this school to allow up to 60 pupils to be admitted at entry to the school in Reception from September 2015. St Mary The Virgin CiW Primary School and St Cuthbert's RC Primary school are also located in Butetown and provide a further 52 places at entry.

The overall supply of 112 places at entry between these schools broadly matches the recent and projected take up of places at Reception from within the Butetown area. However, as these three schools have been fully subscribed at entry to Reception in recent years, projections reflect the take up of places at each of these schools which had been capped at the number of places available.

##### *Welsh-medium schools*

Welsh-medium community school places to serve the Butetown area are provided at Ysgol Gymraeg Pwll Coch and Ysgol Mynydd Bychan.

At January 2013, there were 12 primary age pupils (aged 4-11) resident in the Butetown area attending Welsh-medium primary schools in Cardiff.

The latent demand for Welsh-medium primary school places in the Butetown area is difficult to assess. At present, pupils wishing to access Welsh-medium primary education who are resident in Butetown would normally attend Ysgol Gymraeg Pwll Coch or Ysgol Mynydd Bychan. However, these schools are more than 2 miles from the home addresses of many pupils resident in Butetown and this may be a significant reason for parents not to opt for Welsh-medium education.

Additionally, both of these schools and neighbouring Welsh-medium primary schools have also been fully subscribed in recent years.

For the purpose of assessing the supply of Welsh-medium school places in Butetown, an estimate of 2 places at entry to Reception has been used.

#### **Canton & Riverside**

##### *English-medium schools*



English-medium community school places to serve the Canton and Riverside areas are provided at Kitchener Primary School, Lansdowne Primary School, Radnor Primary School and Severn Primary School. These schools provide a total of 225 places at entry to Reception.

St Mary's Catholic Primary school is also located in Canton and provides a further 37 places at entry, although the school serves a wider area beyond Canton and Riverside. For the purpose of assessing the supply of school places to Canton and Riverside, an estimate of 25 places at entry to Reception has therefore been used.

#### *Welsh-medium schools*

Welsh-medium community school places to serve the Canton and Riverside areas are provided at Ysgol Gymraeg Treganna, Ysgol Gymraeg Pwll Coch and Ysgol Pencae.

Ysgol Gymraeg Treganna serves parts of Canton and Riverside and provides 90 places at Reception. Ysgol Gymraeg Pwll Coch serves parts of Canton, Riverside, Butetown and Grangetown and provides 60 places at entry to Reception.

Ysgol Pencae serves parts of Canton and Riverside, along with other areas of Cardiff. For the purpose of assessing the supply of Welsh-medium school places an estimate of 10 places at entry to Reception to pupils resident in the Canton and Riverside areas has been used.

As these schools have also been fully subscribed at entry to Reception in recent years projections reflect the take up of places at each of these schools which had been capped at the number of places available. The proportion of pupils enrolling in Reception at Welsh-medium primary school increased year on year from 2007 until 2012. Although there was a fall in the proportion of pupils enrolled in January 2013 each school was fully subscribed and this fall may therefore represent difficulties in accessing a suitable place.

Ysgol Gymraeg Treganna transferred to a new build school from September 2013 to allow up to 90 pupils to be admitted at Reception and was fully subscribed at the first intake.

### **Grangetown**

#### *English-medium schools*

English-medium community school places to serve the Grangetown area are provided at Grangetown Primary School and Ninian Park Primary School. These schools provide a total of 120 places at entry to Reception. The take up of English-medium community places in Grangetown has risen from 129 pupils in the Reception age group in 2009 to 166 pupils in 2013.

Demountable (temporary) classrooms have been utilised at Ninian Park Primary School in order to meet excess demand. These demountable classrooms temporarily enable the school to admit 90 pupils into its Reception year. This temporary enlargement over and above the published school capacity is allowable under current regulations for a period of three years until the end of August 2017.

St Paul's CiW Primary School and St Patrick's RC Primary school are also located in Grangetown and provide a further 75 places at entry.

The projected demand for English-medium or Faith school places significantly exceeds the supply of 195 places at Reception between these schools. As these four schools have been

fully subscribed at entry to Reception in recent years projections reflect the take up of places at each of these schools which had been capped at the number of places available.

### Welsh-medium schools

Welsh-medium community school places to serve the Grangetown area are provided at Ysgol Gymraeg Pwll Coch, Canton. This school provides 60 places at entry to Reception and also serves parts of Canton, Riverside and Butetown.

The take up of Welsh-medium places at Reception in Grangetown has risen from 18 pupils in the Reception age group in 2009 to 37 pupils in 2013, during which time the Council had established a Welsh-medium starter class, Ysgol Tan Yr Eos, to meet excess demand from the wider area. Ysgol Tan yr Eos closed in September 2013 with pupils transferring to the enlarged Ysgol Gymraeg Treganna.

### Other schools serving the area

The most recent verified PLASC data supplied by schools in January 2013 indicates that a number of pupils from the Four Wards also attend Llandaff CiW Primary School and for the purpose of assessing the supply of school places an estimate of 15 places at entry to Reception for pupils resident in Canton and Riverside has been used.

Table 10 compares the existing supply with the most recent verified take up of school places in each area.

Areas	Supply of places at Reception age: January 2014				Take up of places: January 2013			
	English-medium	Welsh-medium	Faith	Total places by area	English-medium	Welsh-medium	Faith	Total demand by area
Butetown – local schools	60	0	52	<b>114</b>	30	3	37	<b>70</b>
(Ysgol Mynydd Bychan places serving Butetown)	-	2* <sup>1</sup>	-					
Grangetown – local schools	120	30	75	<b>225</b>	166	37	75	<b>278</b>
Canton & Riverside – local schools	225	120	25* <sup>2</sup>	<b>395</b>	227	98	57	<b>382</b>
(Ysgol Pencae and Llandaff CiW places serving Canton & Riverside)	-	10* <sup>3</sup>	15* <sup>4</sup>					
Totals – all areas	405	162	167	<b>734</b>	423 (57.9%)	138 (18.9%)	169 (23.2%)	<b>730</b>

\*<sup>1</sup> Based on recent take-up of places it is estimated that 2 places of the available 30 places at Ysgol Mynydd Bychan are taken up by Butetown pupils. The school serves a catchment area beyond Butetown, from which the remaining 28 pupils are admitted.

\*<sup>2</sup> Based on recent take-up of places it is estimated that 25 places of the available 37 places at St Mary's Catholic Primary School are taken up by Canton & Riverside pupils. The school serves a catchment area beyond Canton & Riverside, from which the remaining 12 pupils are admitted.

\*<sup>3</sup> Based on recent take-up of places it is estimated that 2 places of the available 30 places at Ysgol Pencae are taken up by Canton & Riverside pupils. The school serves a catchment area beyond Canton & Riverside, from which the remaining 20 pupils are admitted.

\*<sup>4</sup> Based on recent take-up of places it is estimated that 15 places of the available 60 places at Llandaff Church in Wales Primary School are taken up by Canton & Riverside pupils. The school serves a catchment area beyond Canton & Riverside, from which the remaining 45 pupils are admitted.

The above table sets out the baseline data, taking account of the existing supply of places and the most recent verified take-up of places.

It should be noted that, whilst the above table suggests a proportion of surplus Welsh-medium places available in Canton and Riverside areas compared to local take up, pupils from neighbouring areas including Ely, Caerau, Fairwater and Llandaff have needed and been able to access some of these places ahead of children living in Butetown and Grangetown on the basis of their close proximity to the schools.

In addition to the verified data supplied by schools in Cardiff, which confirms the recent take up of places in each area of Cardiff, a number of families have enrolled children in schools in the Vale of Glamorgan. As of December 2013 there were 153 primary age pupils resident in the Four Wards attending schools in the Vale of Glamorgan, of which 144 attended English-medium schools and 9 attended Welsh-medium schools. The reasons for pupils attending these schools are unclear.

In recent years, a number of primary schools in Penarth have also been fully subscribed at entry to Reception. It would therefore be prudent for the Council to take account of the uncertain future levels of outflow from the 'Four wards' area to these schools.

The following sections on pages 45 to 53 provide detail of the projected demand for places from proposed additional housing and potential changes to the proportionate demand for places in English-medium and Welsh-medium community schools and Faith schools.

## Projected demand for places

Projections based upon NHS data received in 2013 indicate that the number of school pupils entering Reception will continue to increase in future years until at least September 2016 (the last year for which data is available).

Table 11 (below) sets out the demand for places at entry to Reception should the proportions of pupils requiring places in English-medium, Welsh-medium and faith schools at entry to Reception in future years remain at the same levels as in 2013.

<b>Table 11</b> Projected numbers of pupils entering the Reception age group resident within the Four Wards area (existing housing only) if there were no changes to proportionate demand						
<b>Academic Year of birth</b>	<b>Academic Year: entering Reception Year</b>	<b>Projected pupil population</b>	<b>Projected Total intake</b>	<b>Projected English-medium demand (57.9%)</b>	<b>Projected Welsh-medium demand (18.9%)</b>	<b>Projected Faith school demand (23.2%)</b>

2009/2010	2014/2015	901	775	449	146	180
2010/2011	2015/2016	893	772	447	146	179
2011/2012	2016/2017	922	793	460	149	184

## Proposed new housing

A number of sites in the area are proposed for housing development, some of which have planning permission with others at early stages of consideration within the context of the Local Development Plan. Additional pupil yields from these developments would further exacerbate the overall projected shortfall.

Housing developments expected to impact significantly on the demand for primary school places in the Butetown, Grangetown, Canton and Riverside areas include the following:

- Prospect Place, Grangetown
- International Sports Village, Grangetown
- Ely Mill (former Arjo Wiggins site), Canton
- West of Dumballs Road, Butetown
- Bessemer Fruit Market, Grangetown
- Gas Works site, Ferry Road, Grangetown
- Porth Teigr (Roath Basin), Butetown

Whilst the potential yields from the above developments will increase the demand for places overall the impact on the demand for places in each of the areas will vary. The combined yield of pupils from the seven sites above are projected to yield approximately 775 primary age children (3.7FE). Any other housing developments brought forward in the Four Wards would also yield varying numbers of school age children in addition to this.

It is anticipated that the Prospect Place and International Sports Village developments will yield additional pupils prior to September 2016, impacting on the existing shortfall of places in Grangetown. The Ely Mill (Arjo Wiggins) development may also yield additional pupils prior to September 2016.

The timing of the commencement, completion and composition/ size of the dwellings in the other developments remains unclear at this stage; however, the projected surplus of school places in Butetown, Canton and Riverside are expected to be filled over coming years.

## Demand for English-medium community and Faith education

The proportion of Reception age pupils enrolled in English-medium education in the Four Wards area fell from 58.5% in January 2007 to 55.4% in January 2012, and then grew to 57.9% in January 2013.

The proportion of Reception age pupils enrolled in Faith schools in the Four Wards area has fluctuated between 21.6% and 25.3% in the period 2007 – 2013. The number of pupils attending faith schools has increased from 132 to 169 and these schools are fully subscribed. Whilst the overall number of pupils entering Reception is projected to increase, the number of pupils able to attend faith schools is therefore not expected to increase (unless additional faith school places are provided) and is capped at the capacity of the local schools of 167 places.

Summary forecasts for Butetown, Grangetown, Canton and Riverside, and for the combined area, have therefore been prepared based on:

- likely demand if take up patterns were to remain consistent with the most recent years applying these trends to the relevant populations coming through in future years current and likely populations from the future residential developments, with a 4% annual uplift in Welsh-medium places by comparison with recent take up patterns between 2008- 2012 across the Four Wards.

Taking all relevant factors into account a 4% uplift in demand for places at Welsh-medium primary schools is considered the most appropriate.

Projection and forecast data will be kept under review and will be updated when new NHS population data and verified school data (PLASC) becomes available.

Tables 12 - 15 below set out the existing supply of places and forecast intakes at entry to Reception year taking into account the uplift in demand of 4% for Welsh-medium places, the full subscription of faith schools, demand for English-medium community places, and the pupil yields from proposed housing

## Butetown

**Table 12:** Supply of and projected demand for school places within the Butetown area in September 2016 including planned housing developments

	English-medium	Welsh-medium	Faith	Total
<b>Supply of Places</b>	60	2	52	114
<b>Demand:</b>				
Projected demand including uplift: Sept 2016	41	5	52	98
Surplus from existing housing	19			16
Deficit from existing housing		3		
<b>Addition yield from proposed new housing</b>	13	4		17
<b>Butetown total demand</b>	54	9	52	115
<b>Butetown total surplus</b>	6			
<b>Butetown total deficit</b>		7		1

## Canton & Riverside

**Table 13:** Supply of and projected demand for school places within the Canton & Riverside areas in September 2016 including planned housing developments

	English-medium	Welsh-medium	Faith	Total
<b>Supply of Places</b>	225	130	40	395
<b>Demand:</b>				
Projected demand including uplift: Sept 2016	194	118	40	352
Surplus from existing housing	31	12		43
Deficit from existing housing				
<b>Addition yield from proposed new housing</b>	23	8		31

<b>Canton &amp; Riverside total demand</b>	217	126	40	383
<b>Canton &amp; Riverside total surplus</b>	8	4		12
<b>Canton &amp; Riverside total deficit</b>				

## Grangetown

**Table 14:** Supply of and projected demand for school places within the Grangetown area in September 2016 including planned housing developments

	<b>English-medium</b>	<b>Welsh-medium</b>	<b>Faith</b>	<b>Total</b>
<b>Supply of Places</b>	120	30	75	225
<b>Demand:</b>				
Projected demand including uplift: Sept 2016	215	53	75	343
Surplus from existing housing				
Deficit from existing housing	95	23		118
<b>Addition yield from proposed new housing</b>	47	16		63
<b>Grangetown total demand</b>	262	69	75	406
<b>Grangetown total surplus</b>				
<b>Grangetown total deficit</b>	142	39		181

## The combined Four Wards area

**Table 15:** Supply of and projected demand for school places within the Four Wards area in September 2016 including planned housing developments

	<b>English-medium</b>	<b>Welsh-medium</b>	<b>Faith</b>	<b>Total</b>
<b>Supply of Places</b>	405	162	167	734
<b>Demand:</b>				
Projected demand including uplift: Sept 2016	450	176	167	793
Surplus from existing housing				
Deficit from existing housing	45	14		59
<b>Addition yield from proposed new housing</b>	83	28		111
<b>Four Wards total demand</b>	<b>533</b>	<b>204</b>	<b>167</b>	<b>904</b>
<b>Four Wards total surplus</b>				
<b>Four Wards total deficit</b>	<b>128</b>	<b>42</b>		<b>170</b>

## Demand for Welsh-medium education

Following a period of sustained growth in the take up of Reception places from 16.8% in January 2007 to 20.2% in January 2012, the proportion of Reception age pupils enrolled in Welsh-medium education in the Four Wards area fell marginally to 18.9% in January 2013. However, the take up of places at each of the Welsh-medium schools had been capped at the number of places available.

As verified school data for 2014 is not yet available, Table 16 (below) sets out the projected intakes at entry to Reception year based upon three scenarios; no growth, and annual uplifts of 2% and 4% compared to the most recent take up of 18.9%. The average annual growth in the proportion of Reception age pupils enrolled in Welsh-medium education between 2007 and

2012 was approximately 4%; the average between 2007 and 2013 being reduced to 2% by the single year fall in demand.

**Table 16:** Projected intakes at entry to Reception year based upon three scenarios; no growth, and annual uplifts of 2% and 4% compared to the most recent take up of 18.9%

Academic Year of birth	Academic Year: entering Reception Year	Projected Welsh-medium demand – no uplift (18.9%)	Projected Welsh-medium demand (2% uplift)	Projected Welsh-medium demand (2% uplift) – plus proposed housing	Projected Welsh-medium demand (4% uplift)	Projected Welsh-medium demand (4% uplift) – plus proposed housing
2009/2010	2014/2015	146	152		159	
2010/2011	2015/2016	146	155		164	
2011/2012	2016/2017	149	162	190	176	204

Whilst there are approximately 162 Welsh-medium places available at entry to Reception that serve the Four Wards area at present, this includes an estimate of 12 places of those available at Ysgol Mynydd Bychan and Ysgol Pencae. However, as each of these schools has been fully subscribed in recent years, any increased demand for Welsh-medium places from within these catchments may reduce the ability of pupils resident within the ‘Four Wards’ to access places at these schools. Thus the number of Welsh-medium places serving the ‘Four wards’ area may be reduced to 150.

Additionally, it is evident that following the recent establishment of new Welsh-medium primary schools in the South of Cardiff, including Ysgol Glan Morfa, Ysgol Nant Caerau and Ysgol Pen Y Pil along with the expansion of existing schools such as Ysgol Gymraeg Treganna, there has been a further increase in the proportionate demand for Welsh-medium primary school places. Each of these schools has been fully subscribed at entry to Reception in September 2013 and/or September 2014.

Information provided via oral statement to the Council’s Scrutiny Committee in September 2013 also suggested that a number of parents living in Butetown and Grangetown feel that the Welsh-medium options available to them are not easily accessible and as such they have considered attending schools in the Vale of Glamorgan.

Projections of the need for Welsh-medium places to serve the Grangetown area are therefore based on an uplift of 4% across the Four Wards area as it is considered that this would better represent the likely growth in demand for Welsh-medium places.

An estimate of 25% of pupils from the proposed housing developments requiring places in Welsh-medium schools reflects a 4% annual uplift in demand projected forward to 2020. This is broadly the mid-point between the publication of this document and the end of the Council’s Local Development Plan period which sets out the Council’s policies and proposals for the future development and use of land in Cardiff up to 2026.

## How would other schools be affected?

If the proposals were not to proceed those pupils unable to gain admission due to oversubscription could elect to attend alternative English-medium, Welsh-medium or Faith schools outside of the local area, or they may attend private schools or schools outside of

Cardiff. For the purpose of clarity they have not been added to the Numbers on Roll at alternative schools.

If the proposals were to proceed, the effect on each school will vary according to which option is implemented. The total number of places available at entry to Reception age in the Four Wards area, if the proposal were to be implemented, would increase by 60 Welsh-medium places (at a new Welsh-medium primary school) and either 60 or 69 English-medium places, depending on which option were to be implemented.

The following section sets out how the implementation of each of the option may affect schools in the local area.

### Implementation of Option 1a

Table 17 below illustrates the number of pupils on roll at schools serving the area, and the projected numbers of pupils on roll should the implementation of Option 1a proceed

<b>Table 17: Recent and projected numbers on roll at local primary schools for (Reception to Year 6 inclusive) that may be affected should the Option 1a proceed</b>						
<b>School</b>	<b>Projected Number on roll (January)</b>					
	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Grangetown Primary School	410	407	407	410	412	412
Mount Stuart Primary School	344	368	378	396	408	408
Ninian Park Primary School	430	450	491	522	558	588
St Cuthberts RC Primary School	128	143	147	127	106	85
St Mary The Virgin CiW Primary School	172	180	192	202	213	213
St Patrick's RC Primary School	304	311	311	316	310	310
St Paul's CiW Primary School	208	209	210	211	211	211
Ysgol Gymraeg Pwll Coch	449	462	430	408	371	361
Ysgol Mynydd Bychan	200	203	203	204	205	205
New EM school on St Cuthberts site			57	117	176	236
New WM school on Hamadryad site			52	98	138	186

The number of pupils on rolls at schools in Grangetown and Butetown is not expected to be reduced following implementation of the proposals. However, should the housing developments not proceed in the expected timescales then the demand for places at the new school on the St Cuthbert's site would be most likely to be reduced.

### Implementation of Option 1b

Table 18 below illustrates the number of pupils on roll at schools serving the area, and the projected numbers of pupils on roll should the implementation of Option 1b proceed.

<b>Table 183: Recent and projected numbers on roll at local primary schools for (Reception to Year 6 inclusive) that may be affected should the Option 1b proceed</b>	
	<b>Projected Number on roll (January)</b>



School	2015	2016	2017	2018	2019	2020
Grangetown Primary School	410	407	407	410	412	412
Mount Stuart Primary School	344	368	378	396	408	408
Ninian Park Primary School	430	450	491	493	499	499
St Cuthberts RC Primary School	128	143	147	127	106	85
St Mary The Virgin CiW Primary School	172	180	192	231	272	302
St Patrick's RC Primary School	304	311	311	316	310	310
St Paul's CiW Primary School	208	209	210	211	211	211
Ysgol Gymraeg Pwll Coch	449	462	430	408	371	361
Ysgol Mynydd Bychan	200	203	203	204	205	205
New EM school on St Cuthberts site			57	117	176	236
New WM school on Hamadryad site			52	98	138	186

The number of pupils on rolls at schools in Grangetown and Butetown is not expected to be reduced following implementation of the proposals. However, should the housing developments not proceed in the expected timescales then the demand for places at the new school on the St Cuthbert's site would be most likely to be reduced.

### Implementation of Option 1c

Table 19 below illustrates the number of pupils on roll at schools serving the area, and the projected numbers of pupils on roll should the implementation of Option 1c proceed.

<b>Table 19: Recent and projected numbers on roll at local primary schools for (Reception to Year 6 inclusive) that may be affected should the Option 1c proceed</b>						
School	Projected Number on roll (January)					
	2015	2016	2017	2018	2019	2020
Grangetown Primary School	410	407	407	410	412	412
Mount Stuart Primary School	344	368	378	396	408	408
Ninian Park Primary School	430	450	491	522	558	588
St Cuthberts RC Primary School	128	143	147	148	147	147
St Mary The Virgin CiW Primary School	172	180	192	231	272	302
St Patrick's RC Primary School	304	311	311	316	310	310
St Paul's CiW Primary School	208	209	210	211	211	211
Ysgol Gymraeg Pwll Coch	449	462	430	408	371	361
Ysgol Mynydd Bychan	200	203	203	204	205	205
New WM school on Hamadryad site			52	98	138	186

The number of pupils on rolls at schools in Grangetown and Butetown is not expected to be reduced following implementation of the proposals. However, should the housing developments not proceed in the expected timescales then the demand for places at St Cuthbert's RC Primary

school, which is furthest from the excess demand in Grangetown, would be most likely to be reduced.

### Implementation of Option 1d

Table 20 below illustrates the number of pupils on roll at schools serving the area, and the projected numbers of pupils on roll should the implementation of Option 1d proceed.

<b>Table 20: Recent and projected numbers on roll at local primary schools for (Reception to Year 6 inclusive) that may be affected should the Option 1d proceed</b>						
<b>School</b>	<b>Projected Number on roll (January)</b>					
	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Grangetown Primary School	410	407	407	410	412	412
Mount Stuart Primary School	344	368	378	396	408	408
Ninian Park Primary School	430	450	491	493	499	499
St Cuthberts RC Primary School	128	143	147	148	147	147
St Mary The Virgin CiW Primary School	172	180	192	202	213	213
St Patrick's RC Primary School	304	311	311	316	310	310
St Paul's CiW Primary School	208	209	210	211	211	211
Ysgol Gymraeg Pwll Coch	449	462	430	408	371	361
Ysgol Mynydd Bychan	200	203	203	204	205	205
New EM school on Channel View site			57	117	167	227
New WM school on Hamadryad site			52	98	138	186

The number of pupils on rolls at schools in Grangetown and Butetown is not expected to be reduced following implementation of the proposals. However, should the housing developments not proceed in the expected timescales then the demand for places at St Cuthbert's RC Primary school, which is furthest from the excess demand in Grangetown, would be most likely to be reduced.

### Implementation of Option 2

Table 21 below illustrates the number of pupils on roll at schools serving the area, and the projected numbers of pupils on roll should the implementation of Option 2 proceed

<b>Table 21: Recent and projected numbers on roll at local primary schools for (Reception to Year 6 inclusive) that may be affected should the Option 2 proceed</b>						
<b>School</b>	<b>Projected Number on roll (January)</b>					
	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Grangetown Primary School	410	407	407	410	412	412
Mount Stuart Primary School	344	368	378	396	408	408
Ninian Park Primary School	430	450	491	493	499	499
St Cuthberts RC Primary School	128	143	147	148	147	147
St Mary The Virgin CiW Primary School	172	180	192	202	213	213

St Patrick's RC Primary School	304	311	311	316	310	310
St Paul's CiW Primary School	208	209	210	211	211	211
Ysgol Gymraeg Pwll Coch	449	462	430	408	371	361
Ysgol Mynydd Bychan	200	203	203	204	205	205
New EM school on Hamadryad site			57	117	167	227
New WM school on Channel View site			52	98	138	186

The number of pupils on rolls at schools in Grangetown and Butetown is not expected to be reduced following implementation of the proposals. However, should the housing developments not proceed in the expected timescales then the demand for places at St Cuthbert's RC Primary school, which is furthest from the excess demand in Grangetown, would be most likely to be reduced.

## Quality and Standards

Extracts from the most recent published ESTYN reports relating to the school directly affected by the proposals are set out below:

<b>Table 22</b>	<b>St Mary the Virgin CW Primary School Estyn Inspection November 2012</b>	<b>Holy Family RC Primary School Estyn Inspection October 2013</b>	<b>St Cuthbert's RC Primary School Estyn Inspection March 2015</b>	<b>St Patrick's RC Primary School Estyn Inspection March 2013</b>
<b>Key Questions</b>	<b>Judgement</b>	<b>Judgement</b>	<b>Judgement</b>	<b>Judgement</b>
<b>Key Question 1: How good are the outcomes?</b>	<b>Good</b>	<b>Adequate</b>	<b>Adequate</b>	<b>Good</b>
Standards	Excellent	Adequate	Adequate	Good
Wellbeing	Good	Good	Adequate	Adequate
<b>Key Question 2: How good is provision?</b>	<b>Good</b>	<b>Adequate</b>	<b>Adequate</b>	<b>Good</b>
Learning experiences	Good	Adequate	Adequate	Good
Teaching	Good	Adequate	Adequate	Good
Care, support and guidance	Good	Good	Good	Good
Learning environment	Excellent	Good	Good	Good
<b>Key Question 3: How good are leadership and management?</b>	<b>Excellent</b>	<b>Adequate</b>	<b>Unsatisfactory</b>	<b>Good</b>
Leadership	Excellent	Adequate	Unsatisfactory	Good
Improving quality	Excellent	Unsatisfactory	Unsatisfactory	Good
Partnership working	Good	Good	Good	Good
Resource management	Excellent	Adequate	Adequate	Good
<b>Recommendations</b>				

R1	Provide specific opportunities to develop pupils' confidence in using Welsh at an appropriate level in informal situations	Raise the standards of pupils' work in English and mathematics at the end of the Foundation Phase and in key stage 2	Increase the proportion of pupils achieving the higher- than-expected levels at the end of both Foundation Phase and key stage 2	Improve pupils' attendance
R2	Develop further the pupil tracking system as a tool to influence teachers' short-term planning	Challenge more able pupils and develop all pupils' independent learning skills	Improve pupils' standards in Welsh	Ensure that the planning for literacy and numeracy is integrated more effectively into the school's other planning arrangements
R3	Improve the governors' understanding of how well the school is performing and develop their ability to challenge the school robustly.	Improve the consistency and standards of teaching across the school	Improve the provision for ICT	Develop the governing body's role in the processes of self-evaluation and improvement planning
R4		Ensure that all staff with a management role fulfil their responsibilities	Provide sufficient opportunities for pupils to learn about the life and culture of Wales	
R5		Develop the skills of governors to enable them to act as critical friends	Improve the effectiveness of the governing body	
R6		Develop rigorous self-evaluation and school improvement planning with a clear focus on raising overall standards	Ensure that self-evaluation links directly with school improvement planning	
<b>Welsh Government Support Category</b>	Amber	Amber	Amber	Amber
*Pupils achieving the expected outcome in the FP areas of	47.6%	94.1%	72%	88.2%

learning (2014)				
*Pupils achieving the expected level in the core subjects at KS2 (2014)	68.2%	84.6%	93.8%	76.9%
*Attendance (2014)	94.5%	95.3%	93%	92.7%

<b>Table 23</b>	<b>Ninian Park Primary School Estyn Report October 2009</b>
<b>Key Questions</b>	<b>Grade</b>
<b>Standards</b>	
Key question 1: How well do learners achieve?	3
<b>The quality of education and training</b>	
Key question 2: How effective are teaching, training and assessment?	3
Key question 3: How well do the learning experiences meet the needs and interest of learners and wider community?	3
Key question 4: How well are learners cared for, guided and supported?	2
<b>Leadership and Management</b>	
Key question 5: How effective are leadership and strategic management?	3
Key question 6: How well do leaders and managers evaluate and improve quality and standards?	3
Key question 7: How efficient are leaders and managers in using resources?	3
<b>Recommendations</b>	
R1	Continue to raise standards in English and the key skill of writing.
R2	Further improve pupils Welsh language skills, particularly at Key Stage 2.
R3	Improve the monitoring of standards, teaching and learning by school improvement teams and the monitoring of provision by the governing body
R4	Ensure the school meets legal requirements by completing the school disability equality scheme.
R5	Seek further ways to improve attendance.
<b>Welsh Government Support Category</b>	Red
*Pupils achieving the expected outcome in the FP areas of learning (2014)	83.6%

*Pupils achieving the expected level in the core subjects at KS2 (2014)	85.1%
*Attendance (2014)	94.6%

<b>Table 24</b>	<b>Ysgol Mynydd Bychan Estyn Report May 2010</b>
<b>Key Questions</b>	<b>Grade</b>
<b>Standards</b>	
Key question 1: How well do learners achieve?	2
<b>The quality of education and training</b>	
Key question 2: How effective are teaching, training and assessment?	1
Key question 3: How well do the learning experiences meet the needs and interest of learners and wider community?	1
Key question 4: How well are learners cared for, guided and supported?	1
<b>Leadership and Management</b>	
Key question 5: How effective are leadership and strategic management?	1
Key question 6: How well do leaders and managers evaluate and improve quality and standards?	1
Key question 7: How efficient are leaders and managers in using resources?	1
<b>Recommendations</b>	
R1	Maintain the current good and outstanding standards.
R2	Continue to share the outstanding teaching and assessment practices that exist at the school.
R3	Continue to extend the successful procedures of the Foundation Phase into Y1 and Y2.
<b>Welsh Government Support Category</b>	<b>Yellow</b>
*Pupils achieving the expected outcome in the FP areas of learning (2014)	86.2%
*Pupils achieving the expected level in the core subjects at KS2 (2014)	89.3%
*Attendance (2014)	96.8%

<b>Table 25</b>	<b>Ysgol Gymraeg Pwll Coch Estyn Inspection May 2011</b>
<b>Key Questions</b>	<b>Judgement</b>
<b>Key Question 1: How good are the outcomes?</b>	<b>Good</b>
Standards	Good
Wellbeing	Good
<b>Key Question 2: How good is provision?</b>	<b>Good</b>
Learning experiences	Good
Teaching	Good
Care, support and guidance	Good
Learning environment	Good
<b>Key Question 3: How good are leadership and management?</b>	<b>Good</b>
Leadership	Good
Improving quality	Good
Partnership working	Good
Resource management	Good
<b>Recommendations</b>	
R1	Continue to develop the provision for the more-able pupils
R2	Further develop the role of the governing body as a critical friend.
R3	Improve the governors' understanding of how well the school is performing and develop their ability to challenge the school robustly.
<b>Welsh Government Support Category</b>	Yellow
*Pupils achieving the expected outcome in the FP areas of learning (2014)	84.8%
*Pupils achieving the expected level in the core subjects at KS2 (2014)	92.2%
*Attendance in (2014)	96.1%

Further information can be found at [www.estyn.gov.uk](http://www.estyn.gov.uk)

## Alternatives

Table 26 below sets out details of alternatives which have been considered and the reasons why these have been discounted.

<b>Table 26: Alternatives sites considered</b>	
<b>Alternative</b>	<b>Reasons why discounted</b>
Mount Stuart Primary School	Whilst Mount Stuart Primary School would be well located for both English-medium and Welsh-medium provision, the view

	<p>expressed during the engagement exercise was that there is no desire for Welsh-medium provision being perceived as taking over another school and supporters of Welsh-medium provision do not want proposals that could be seen as impacting negatively on English-medium provision or taking away services valued in the community.</p> <p>Mount Stuart Primary has recently been expanded and any further expansion would result in confined site status and the requirement for off-site pitch provision.</p>
Land adjacent to County Hall	The disposal of Council site forms part of the negotiations for the Council to acquire the Hamadryad site and it is therefore no longer available for development associated with the school.
Grangetown Primary School	The school site is not large enough to allow for the school to be expanded
Council premises at Bessemer Road	This site is in the process of being disposed of.
Land near IKEA site	Initial feasibility has shown that this privately owned site is unsuitable for school development owing to the configuration and prohibitive development costs
Land in the Sports Village/Bay area	Owing to development in this area it is deemed prudent to not progress any option on this privately owned site at this time The location of this site makes it less suitable for school development by comparison with the options put forward particularly given concerns regarding the sites included in the engagement that were closer to the area of demand
Gasworks site	This site is privately owned and has been included as a Strategic housing site in the Local Development Plan. It is not available for school development at this time
Dumballs Road	These sites are privately owned is subject to an alternative planning application to be developed for residential properties
Hamadryad Park	The parkland itself has been discounted based on the Notice of Motion passed by full Council
Porth Teigr	The location of this site makes it less suitable for school development by comparison with the options put forward particularly given concerns regarding the sites included in the engagement that were closer to the area of demand
The Marl	The parkland itself has been discounted based on the Notice of Motion passed by full Council



Land at Penarth Road	This site is privately owned and is not available for purchase
Grangemoors Park	This is a former refuse tip site and there would be prohibitive construction costs and difficulties associated with developing the site for the purpose of providing a school
St Fagan's Street	The site is not of sufficient size to provide the number of places required



**Schools Programme  
Record of  
Pupil Meeting  
Ninian Park Primary School  
07.10.2015**

**Present:**

Ian Warburton (Project Officer), Rosalie Phillips (Project Officer).

*Please note: The following is not a transcript but a contemporaneous note of the meeting.*

No	Heading	Action
1.	<b>Presentation</b>	
	<p>RP and IW opened the meeting, introduced themselves as Council Officers and welcomed everyone to the meeting.</p> <p>RP ran through a short Power Power Point presentation which covered:</p> <ul style="list-style-type: none"> <li>• What is the proposal</li> <li>• Why do we need more places</li> <li>• What are the options</li> <li>• Indicative site drawings</li> <li>• How this will affect you</li> <li>• Benefits of implementing options</li> <li>• Potential disadvantages</li> <li>• Key dates</li> </ul>	
2.	<b>Comments</b>	
	<p>Pupils were asked to identify the aspects of the proposal which they liked and those which they didn't like .Their comments were recorded on Post It notes and pupils used stickers to rank those which ones were the most important.</p> <p>The aspects of the proposal the pupils liked the most were:</p> <ul style="list-style-type: none"> <li>• More school places</li> <li>• More teachers</li> <li>• More classrooms</li> <li>• More ICT</li> <li>• More clubs</li> <li>• More friends</li> <li>• More toilets</li> </ul> <p>The aspects of the proposal the pupils didn't like were:</p>	

No	Heading	Action
	<ul style="list-style-type: none"> <li>• Loss of space</li> <li>• Overcrowding</li> <li>• Traffic</li> <li>• Longer queues at dinner time</li> <li>• Cost</li> <li>• Bullying/behaviour</li> </ul> <p>Following the exercise, officers then explained that the pupils views will form part of the cabinet report for responses from the consultation.</p>	



**Schools Programme  
Record of  
Pupil Meeting  
St Cuthbert's RC Primary School  
06.10.2015**



**Present:**

Rachel Willis (Project Officer), Rosalie Phillips (Project Officer).

*Please note: The following is not a transcript but a contemporaneous note of the meeting.*

No	Heading	Action
1.	<b>Presentation</b>	
	<p>RP and RW opened the meeting, introduced themselves as Council Officers and welcomed everyone to the meeting.</p> <p>RP ran through a short Power Power Point presentation which covered:</p> <ul style="list-style-type: none"> <li>• What is the proposal</li> <li>• Why do we need more places</li> <li>• What are the options</li> <li>• Indicative site drawings</li> <li>• How this will affect you</li> <li>• Benefits of implementing options</li> <li>• Potential disadvantages</li> <li>• Key dates</li> </ul>	
2.	<b>Comments</b>	
	<p>Pupils were asked to identify the aspects of the proposal which they liked and those which they didn't like .Their comments were recorded on Post It notes and pupils used stickers to rank those which ones were the most important.</p> <p>The aspects of the proposal the pupils liked the most were:</p> <ul style="list-style-type: none"> <li>• More community school places</li> <li>• New facilities</li> <li>• More friends if a bigger school</li> <li>• More clubs if a bigger school</li> <li>• Local school for children</li> <li>• New uniform</li> <li>• More resources/money for the school</li> </ul> <p>The aspects of the proposal the pupils didn't like were:</p>	

No	Heading	Action
	<ul style="list-style-type: none"> <li>• Want the school to remain as a catholic school</li> <li>• Staff could lose their jobs</li> <li>• Loss of playground space</li> <li>• Pupils will have to leave school</li> <li>• Increased traffic</li> <li>• Catholic children would need to travel further</li> <li>• Larger class sizes</li> <li>• Access to secondary</li> </ul> <p>Following the exercise, officers then explained that the pupils views will form part of the cabinet report for responses from the consultation.</p>	



**Schools Programme  
Record of  
Pupil Meeting  
St Mary the Virgin CiW Primary School  
13.10.2015**



**Present:**

Ian Warburton (Project Officer), Rosalie Phillips (Project Officer).

*Please note: The following is not a transcript but a contemporaneous note of the meeting.*

No	Heading	Action
1.	<b>Presentation</b>	
	<p>RP and IW opened the meeting, introduced themselves as Council Officers and welcomed everyone to the meeting.</p> <p>RP ran through a short Power Power Point presentation which covered:</p> <ul style="list-style-type: none"> <li>• What is the proposal</li> <li>• Why do we need more places</li> <li>• What are the options</li> <li>• Indicative site drawings</li> <li>• How this will affect you</li> <li>• Benefits of implementing options</li> <li>• Potential disadvantages</li> <li>• Key dates</li> </ul>	
2.	<b>Comments</b>	
	<p>Pupils were asked to identify the aspects of the proposal which they liked and those which they didn't like .Their comments were recorded on Post It notes and pupils used stickers to rank those which ones were the most important.</p> <p>The aspects of the proposal the pupils liked the most were:</p> <ul style="list-style-type: none"> <li>• New playground</li> <li>• New facilities</li> <li>• More ICT</li> <li>• More teachers</li> <li>• More friends</li> <li>• More money for teaching</li> <li>• More after school clubs</li> <li>• More school places</li> </ul> <p>The aspects of the proposal the pupils didn't like were:</p>	

No	Heading	Action
	<ul style="list-style-type: none"> <li>• Smaller playground/less space</li> <li>• Disruption during any building works</li> <li>• Traffic congestion</li> <li>• Crowded</li> <li>• Fighting</li> <li>• Longer queues at lunchtime</li> <li>• Cost</li> </ul> <p>Following the exercise, officers then explained that the pupils views will form part of the cabinet report for responses from the consultation.</p>	

**Estyn response to the proposal by Cardiff County Council's consultation on the provision of additional English-medium and Welsh-medium primary school provision in and around the Butetown, Canton, Grangetown and Riverside areas (the 'Four Wards')**

This report has been prepared by Her Majesty's Inspectors of Education and Training in Wales.

Under the terms of the School Standards and Organisation (Wales) Act 2013 and its associated Code, proposers are required to send consultation documents to Estyn. However, Estyn is not a body which is required to act in accordance with the Code and the Act places no statutory requirements on Estyn in respect of school organisation matters. Therefore as a body being consulted, Estyn will provide their opinion only on the overall merits of school organisation proposals.

Estyn has considered the educational aspects of the proposal and has produced the following response to the information provided by the proposer.

**Introduction**

This is a consultation proposal from Cardiff County Council.

The proposal is to :

- Provide 60/69 (depending on option) additional English-medium primary school places per year group
- Provide 60 additional Welsh-medium primary school places per year group
- Provide up to 80 additional English-medium part time nursery places and up to 80 additional Welsh-medium part time nursery places

The proposer has presented five options for statutory consultation before deciding on the preferred option. It may have been better advised to consult on these options on a non-statutory basis prior to presenting the preferred option for statutory consultation.

**Summary/ Conclusion**

The proposal options focus mainly on addressing the issue of meeting the demand for additional school places in the Four Wards area. The proposer has demonstrated well that these proposals are likely to address the issue of increase in pupil numbers due to various factors including new housing. However, the proposer has presented little analytical evidence to demonstrate that these proposals will also improve standards in the area. However, given that the proposals are unlikely to have an overall detrimental effect on pupil performance; it is Estyn's opinion that each of the



proposals is likely to at least maintain the current standards of education and provision in the area.

### **Description and benefits**

The proposer has provided clear and detailed rationale for the proposal. This is to meet the forecasted increasing demand for English-medium and Welsh-medium primary school places within the Four Wards. The proposer also recognises that there will be a need to consult at a later date on catchment area arrangements across the locality in order to better match the supply and demand for places. The proposer has demonstrated well that taking all schools serving the Four Wards into account, the approximate number of places that serve the overall area is 734.

The proposer has used relevant factors well to inform projections and forecasts.

The proposer reasonably asserts that doing nothing is not a viable option because of insufficient places within the Four Wards. It has clearly outlined the potential benefits of the proposed options. These include achieving a better match between the supply and demand for English-medium and Welsh-medium primary school places within the local area. The proposer has also considered well the potential disadvantages of the proposals and managed risks appropriately. These include the risk that planned housing developments may not be completed and that the projected increase in the number of pupils entering reception does not materialise. The proposer intends to keep its projections under review and respond to any such changes in demand accordingly.

The closure of St Cuthbert's school will mean that those children seeking to continue a faith based education would need to apply to alternative primary schools. The nearest Catholic primary school most likely to be able to offer all children a place who wish to transfer would be Holy Family RC Primary School in Pentrebane which is nearly five miles away. The proposer asserts that they will provide free transport to the nearest available Catholic primary school. However this will result in increased travelling time across Cardiff during the busy rush hour period.

As well as the options presented, the proposer has considered other reasonable options fairly. These include consideration of alternative sites such as Mount Stuart Primary school and Grangetown Primary school. The proposer has given good reasons as to why these other options have been discounted. For example, Mount Stuart Primary school was discounted because the view expressed during the engagement exercise was that there is no desire for Welsh-medium provision being perceived as taking over another school and supporters of Welsh-medium provision do not want proposals that could be seen as impacting negatively on English-medium provision.

The proposer states that any pupils affected by this proposal as a result of catchment areas would be offered the same support with transport as is provided

throughout Cardiff and in accordance with the same criteria that apply across Cardiff. However, no assessment of any potential additional costs due to boundary changes and increased transportation has been provided.

The proposer has effectively shown the detail behind how current surplus places will be reduced as well as the projected shortfalls in each of the four wards taking into account relevant factors such as the demand for English medium, Welsh medium, community and faith education as well as the impact of proposed new housing. It has shown well that the likely demand for primary school places across the Four Wards will lead to an overall projected shortfall of 59 places at reception level in September 2016. It is anticipated that this will increase by a further 111 places per age group, when proposed housing developments are completed.

The proposer rightly identifies the areas of greatest shortfalls as being in Grangetown and Butetown. For the September 2016 intakes, projections are as follows:

- Demand for English-medium community school and Faith places in the Grangetown area exceeding the supply by 95 places, rising to 142 places when anticipated pupil yields from proposed new housing are added.
- Demand for Welsh-medium community school places exceeding supply by 26 places in the Grangetown and Butetown area rising to 46 places when anticipated pupil yields from proposed new housing are added.

The proposed options are likely to address the issue of the expected shortfalls. However, there is the potential then for additional surplus places in these areas. It is not clear enough how many surplus places could be generated by the proposals and how the proposer would address this issue.

The proposal appropriately includes the consideration of providing additional Welsh medium places in the local authority due to increased parental demand. The proposer recognises well that it would be necessary to establish a catchment area for the proposed new Welsh-medium school and as a consequence a number of the catchment areas of Welsh-medium primary schools serving Butetown, Grangetown, Canton and Riverside (including Ysgol Gymraeg Pwll Coch, Ysgol Mynydd Bychan, Ysgol Pencae and Ysgol Treganna) would also require amendment. The proposer also recognises that demand at these other schools may reduce, however sufficient detail regarding the numbers of pupils referred to has not been provided. The provider reasonably suggests that, by implementing a phased establishment and amending the catchment areas of Ysgol Gymraeg Pwll Coch and other adjacent Welsh-medium primary school catchment areas that the impact will be minimised. However, again the proposer has not provided sufficient detail regarding the numbers of pupils affected. The proposer makes no reference to how the proposals relate to their Welsh in education strategic plan.

#### **Educational aspects of the proposal**

The proposer has provided information regarding pupil performance at foundation phase and key stage 2 for 2014 at each of the schools affected by the proposals. However it has not provided an analysis or comparison of these results nor any sufficiently detailed commentary on how the proposals might affect these outcomes in the different schools. For example, St Cuthbert's has performed below the family, local authority and Wales average for the past three years for the Foundation Phase indicator. At key stage 2 it has performed below these averages for two out of the last three years including in the current year. For the Foundation Phase indicator, Holy Family RC School has performed better than family and local authority averages for the last three years and better than the Wales average for the last two years. It performed around the Wales average three years ago. At key stage 2 core subject indicators, the school has only performed better than family, local authority and Wales average in 2014 - 2015. The proposer has not provided this level of information for any of the affected schools nor any kind of analysis as to how the proposals might impact on results.

The proposer has provided a general overview statement that acknowledges the differing standards at the schools. The proposer does not anticipate that there will be any impact on the quality of standards of education or the delivery of the Foundation Phase at any of the schools. The proposer is not able to demonstrate that any of the proposals could lead to an improvement in outcomes, however it reasonably asserts that facilities developed to be suited for purpose would support more effective teaching and learning and that high quality, modern facilities will support the delivery of a broad and balanced curriculum.

The proposer has provided Estyn inspection outcomes for each of the schools as well as the Welsh Government categorisation. However, there is very little relevant commentary on this information.

The proposer has provided details of the percentages of pupils with special educational needs, pupils entitled to free school meals, pupils who have English as an additional language and pupils from a minority ethnic background. However, no analysis or commentary has been provided for this data. The proposer reasonably asserts that the schools would continue to provide support as appropriate in line with individual needs for all pupils.

The proposer reports that an initial equality impact assessment has been carried out and concluded that these proposals would not adversely affect a particular group in society. However, this assessment has not been provided.

The proposer has recognised that there is a potential for increased traffic congestion around and mitigates this by stating that it would work with the Governing Body of the schools to develop a travel plan to minimise any potential disruption. The proposer also asserts that building disruption can be kept to a minimum so that pupil's education does not suffer.

**RESPONSE FROM THE GOVERNING BODY OF  
NINIAN PARK PRIMARY SCHOOL**

**TO**

**CONSULTATION ON PROVISION OF ADDITIONAL PRIMARY SCHOOL PLACES  
IN BUTETOWN, CANTON, GRANGETOWN AND RIVERSIDE**

The Governing Body of Ninian Park Primary School agrees that there is a need to address the shortfall of English-medium and Welsh-medium primary school places in the above four areas of Cardiff.

Having considered the five options set out in the consultation document, **the Governing Body supports option 1c and option 1a.**

Both these options would expand Ninian Park School so that it functions as a 3FE school on a permanent basis. This proposal is supported on the basis that there is a full and detailed consultation with the school on the extension and modernisation of the building that would be required in order to provide appropriate facilities for the school in the future.

The Governing Body considers that the expansion of Ninian Park School to 3FE would be educationally advantageous to the pupils at the school and would be beneficial in terms of the school improvements which the school is now seeking to undertake.

The proposal for a permanent 3FE school is greatly preferred to the current situation whereby for a number of years to come there would be a discrepancy between the size of year groups across the school, with some years consisting of 3FE and some of 2FE.

In addition, the Governing Body would welcome the removal of the demountable (temporary) classrooms and their replacement with a permanent solution which would provide more adequate and co-ordinated facilities across the school.

REPORT FROM THE SUPERVISORS BODY OF  
KING PARK PRIMARY SCHOOL

TO

COMMISSIONER OF EDUCATION OF SOUTHWESTERN DISTRICT OF NEW ZEALAND  
IN CARE OF THE BOARD OF SUPERVISORS

The Commission has received from the Board of Supervisors a report on the results of the survey conducted in 1971. The report is a valuable contribution to the knowledge of the Commission and the Board of Supervisors.

The Commission has considered the report and is pleased to note the progress made in the past year. The Board of Supervisors is commended for its efforts in this regard.

The Commission has also received a report from the Board of Supervisors on the results of the survey conducted in 1972. This report is a valuable contribution to the knowledge of the Commission and the Board of Supervisors.

The Commission has considered the report and is pleased to note the progress made in the past year. The Board of Supervisors is commended for its efforts in this regard.

The Commission has also received a report from the Board of Supervisors on the results of the survey conducted in 1973. This report is a valuable contribution to the knowledge of the Commission and the Board of Supervisors.

The Commission has considered the report and is pleased to note the progress made in the past year. The Board of Supervisors is commended for its efforts in this regard.

**RESPONSE FROM THE STAFF OF  
NINIAN PARK PRIMARY SCHOOL**

**TO**

**CONSULTATION ON PROVISION OF ADDITIONAL PRIMARY SCHOOL PLACES  
IN BUTETOWN, CANTON, GRANGETOWN AND RIVERSIDE**

The Staff of Ninian Park Primary School agrees that there is a need to address the shortfall of English-medium and Welsh-medium primary school places in the above four areas of Cardiff.

Having considered the five options set out in the consultation document, **the Staffing Body supports option 1c and option 1a.**

Both these options would expand Ninian Park School so that it functions as a 3FE school on a permanent basis. This proposal is supported on the basis that there is a full and detailed consultation with the school on the extension and modernisation of the building that would be required in order to provide appropriate facilities for the school in the future.

The staff considers that the expansion of Ninian Park School to 3FE would be educationally advantageous to the pupils at the school and would be beneficial in terms of the school improvements which the school is now seeking to undertake.

The proposal for a permanent 3FE school is greatly preferred to the current situation whereby for a number of years to come there would be a discrepancy between the size of year groups across the school, with some years consisting of 3FE and some of 2FE.

In addition, the Governing Body would welcome the removal of the demountable (temporary) classrooms and their replacement with a permanent solution which would provide more adequate and co-ordinated facilities across the school.

RESPONSE FROM THE STAFF OF  
MINI PARK PRIMARY SCHOOL

TO

CONSULTATION ON PROVISION OF ADDITIONAL PRIMARY SCHOOL PLACES  
IN BUTTOWN, CANTON GARHAGHTOWN AND RIVERSIDE

The staff of Mini Park Primary School agree that there is a need to address the  
shortfall in English medium and Welsh medium primary school places in the above  
four areas of Cardiff.

Having considered the proposals set out in the consultation document, the  
Staffing Body supports the proposals and agrees that:

Both these options would expand Mini Park School so that it functions as a 3RE  
school on a permanent basis. This proposal is supported on the basis that there is a  
full and detailed consultation with the parent on the extension and modernisation of  
the building that would be required in order to provide appropriate facilities for the  
school in the future.

The staff consider that the extension of Mini Park School to 3RE would be  
educationally advantageous to the pupils of the school and would be beneficial to  
parents of the school in providing a high quality education for their children.

The proposal for a new school (3RE) which is a quality building to be built on the  
site of the former school is a viable option to address the shortfall in places in the  
area of the school. The proposal is supported on the basis that it would provide a  
high quality education for the pupils of the school and would be beneficial to  
parents of the school.

In addition, the Staffing Body would welcome the provision of 1.5 permanent  
classroom, 1.5 classroom and 1.5 classroom with a permanent provision which  
will be a significant step towards addressing the shortfall in places in the area.

# St Mary the Virgin Church in Wales Primary School

Mrs N J Prichard B.Mus (Hons), Headteacher  
 North Church Street  
 Butetown, Cardiff CF10 5HB



***Learning and praying together; being kind, helpful and hardworking.***

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 Twitter: [@SMTVCardiff](https://twitter.com/SMTVCardiff)

## Consultation Response

Status: Governing Body (St Mary the Virgin Church in Wales Primary School)

Do you support the proposal to address the shortfall of English-medium and Welsh-medium primary school places in and around the Butetown, Canton, Grangetown and Riverside areas?

Yes

Please number the options 1 – 5 in your preferred order with 1 being your most preferred option and number 5 being your least preferred:

Options	Level of priority 1 – 5 1 = High 5 = Low
1a	
1b	2
1c	1
1d	
2	

## Comments:

The Governing Body of St Mary the Virgin Church in Wales Primary School favours Option 1c and would like the following points to be taken into consideration.

- St Mary the Virgin CW Primary School is the logical choice for a new building as the document highlights ‘the condition of the building remains poor’. Investment in St Mary the Virgin CW Primary School is inevitable so building a new school could ultimately save the Local Authority money; the diocese/Church in Wales may also help with the cost.
- The report states ‘The Council’s aim is to provide sufficient good quality nursery and primary school places in both English-medium and Welsh- medium and faith based education to a 21<sup>st</sup> Century school standard across the city. All children and young people in Cardiff should be educated in environments that are fit for purpose, in the right place and that are the right size to enable the effective delivery of first class education, improve the sufficiency and suitability of school places across Cardiff and ensure the provision of a 21<sup>st</sup> Century School Standard.’ St Mary the Virgin Church in Wales Primary School is an excellent school – the Estyn report in 2012 and the Gwella Section 50 report graded the school excellent. St Mary





the Virgin CW Primary School is already delivering high standards, which continue to improve, **despite** the fact that the building is **not** currently fit for purpose and is not the right size to enable delivery of a first class curriculum.

- St Mary the Virgin CW Primary School could accommodate the building work of a new school on the field while not significantly impacting on playing areas, the community garden, or, most importantly, on continuing to raise standards for all learners.
- The proposal that St Mary the Virgin Church in Wales Primary School is chosen for redevelopment (and preferably a new build) is the will of the governors, staff, pupils and community.
- The Four Wards Consultation Document does not appear to take into consideration the local residential builds such as Altolusso on Bute Terrace and David Morgan Apartments, which house many overseas student families with children that attend St Mary the Virgin CW Primary School – the number of pupils is unlikely to decrease and will continue to have an impact on the number of places required.
- Some parents/elected members may be concerned about ‘church’ schools, however St Mary the Virgin CW Primary School is not a conventional church school: it reflects the local community and embraces people of the Christian faith, the Muslim faith, other faiths and no faith. Our 12 Core Values bind us together and are key in the success of our school. Non-Christian parents actively choose to send their children to St Mary’s because they trust us to provide their children with a high quality education that celebrates our faiths, encourages high standards through our shared values and nurtures all members of the community together. The school is unique – it is a Church in Wales Primary School where the majority of pupils come from the Muslim faith. Parents choose to send their children to St Mary’s because we are a fully inclusive school community. The local community values what we offer their children and we have an excellent reputation within the community. At a recent parent meeting to discuss the proposals, one parent said ***“The school is the heart of our community.”***
- The Governing Body is open to amending the Admissions Policy Criteria for entry – possibly in line with the St Teilo’s High School model – where there are x number of faith places and x number of open places. This would not change the current composition of the school in any way.
- In a previous 21<sup>st</sup> Century schools proposal, St Mary’s was due to be an Integrated Children’s Centre. This proposal was dropped due to duplication of services @Loudoun. The school has therefore previously missed out on investment.
- The location of the school close to Callaghan Square means that there is prime land that could either be sold or used in a different way.
- Another point for consideration is the fact that St Mary’s currently has a high level of pupils with significant additional learning needs. There is nowhere in this locality with a SRB or Nurture Class. The Governing Body would consider this to be a service that could be offered in a new St Mary’s and should be considered as part of this process. The facility is

desperately needed and would provide value and inclusion to all children as well as meeting needs in the community.

- During the presentation of the proposals it was made apparent that initially the 2 form entry would start at Reception age class and work up. Would this be feasible? E.g. Families currently joining the school have a number of children of different ages and if they could not be accommodated this could cause a further shortage of places.
- Inaction is not an option: work beyond that covered by the school's delegated budget is desperately needed at the school, e.g. new roof, and so the logical option to save further expense is to build the new school here. Because St Mary the Virgin CW Primary School is that good for the community, the school could suffer if another option was chosen.

The Governing Body wishes to be notified of publication of the consultation report.

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# St Cuthbert's R.C. Primary School

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CF10 4AB

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Headteacher: Mrs B. Brooks B.A.Ed, NPQH

Schedule 2

19 OCT 2015



Dear Sir/Madam,

This is the formal response of the staff of St Cuthbert's Catholic Primary School to the proposals set out in the 21<sup>st</sup> Century Schools Consultation Document 2015 ('The 4 Wards').

The staff met and discussed in great detail each of the proposals and we have jointly decided on the following response.

We have many concerns about the suggested closure of St Cuthbert's as detailed in proposal 1a and 1b which we have set out below.

The staff feel very strongly about the Catholic (faith based) education that we provide at St Cuthbert's. We are the only Catholic school in Cardiff Bay and the nearest Catholic school (St Patrick's) is oversubscribed. We currently have the highest number of Christian pupils on roll that we have had in recent years. Most of our families who are non-Catholic have chosen our school because of the strong faith based education that we provide and the nurturing and welcoming community that we believe St Cuthbert's to be.

It has been suggested that those wishing to remain in Catholic education will be transported to schools that are over 8 miles away from Cardiff Bay. We feel that this is unfair and inappropriate. We do not believe that children as young as five should be made to

Dear Sir/Madam,

This is the formal response of the staff of St Cutbert's Catholic Primary School to the proposals set out in the 21<sup>st</sup> Century Schools Consultation Document 2015 (The 4 Wards).

The staff met and discussed in great detail each of the proposals and we have jointly decided on the following response.

We have many concerns about the suggested closure of St Cutbert's as detailed in proposal 1a and 1b which we have set out below.

The staff feel very strongly about the Catholic (faith based) education that we provide at St Cutbert's. We are the only Catholic school in Cardiff Bay and the nearest Catholic school (St Patrick's) is oversubscribed. We currently have the highest number of Christian pupils on roll that we have had in recent years. Most of our families who are non-Catholic have chosen our school because of the strong faith based education that we provide and the nurturing and welcoming community that we believe St Cutbert's to be.

It has been suggested that those wishing to remain in Catholic education will be transported to schools that are over 8 miles away from Cardiff Bay. We feel that this is unfair and inappropriate. We do not believe that children as young as five should be made to

travel 8 miles across a city in order to continue their faith based education.

We believe that suggestions in the consultation booklet (Equality Matters page 36) that the proposals do not adversely affect a particular group in society are wrong. Proposals 1a and 1b would adversely affect Catholic families and those seeking a Catholic education for their children within the Bay.

We have issues regarding the consultation document itself. The blurb under the heading St Mary the Virgin C in W School contains the line 'The school welcomes children of all faiths and none, reflecting the diversity of faith and culture within its local community'. We believe this to be true of our school but there is no mention of this in the blurb about St. Cuthbert's.

St Cuthbert's has been portrayed negatively with such statements as 'there is a relatively high turnover of pupils' and 'the percentage of children finishing their education has fallen from 66% to 42% in the past 4 years'. It is clear that the document has been designed to reflect badly on our school and we believe it actively promotes proposals 1a and 1b.

We have concerns about job security. We have been informed that the staff would have to reapply and be interviewed for their jobs. We have a wide skills range at St Cuthbert's and a wealth of experience as practitioners. The process is wholly disheartening and disappointing for those of us who have dedicated their careers to educating the children of St Cuthbert's.

There are many practical considerations that will need to be made. The road adjacent to the site is narrow and congested as it is. The site is unsuitable for a larger school.

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We have many concerns about the disruption to the education of the pupils.

We are apprehensive about the affect proposals 1a and 1b will have on our families. Due to the nature of our community we feel that some parents do not have enough knowledge of the English language to grasp the complex nature of the proposals. We are worried about the application process for families wishing to continue their education at the proposed new school.

Finally, we are passionate about our close-knit, caring and unique school. St Cuthbert's has provided for those seeking a Catholic education in Cardiff Bay and the Docks for nearly 120 years. We have staff at St Cuthbert's who have educated generations of families.

We know our families well and this has always been one of the most positive features of our school.

If the closure of St. Cuthbert's was to go ahead it would mean the end of Catholic education in Cardiff Bay.

We hope our response is carefully considered.

Yours Sincerely,

The Staff of St Cuthbert's



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# St Cuthbert's R.C. Primary School

Letton Road  
Cardiff Bay  
CF10 4AB

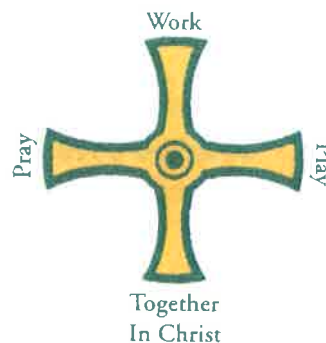
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[schooladmin@stcuthbertsprm.cardiff.sch.uk](mailto:schooladmin@stcuthbertsprm.cardiff.sch.uk)

Headteacher: Mrs B. Brooks B.A.Ed, NPQH



## ST CUTHBERT'S R.C. PRIMARY SCHOOL

### THE GOVERNING BODY'S RESPONSE to the CONSULTATION DOCUMENT

The Governing Body would regret the loss of the Catholic presence in the Bay should the phased closure of St Cuthbert's Primary School take place. Consequently, the majority of the Governing Body (8 out of 12 attending) is in favour of option 1c. There are 3 abstentions and 1 Governor is in favour of the phased closure of St Cuthbert's (either option 1a or 1b).

Governors express concerns specific to St Cuthbert's about the problem of increased traffic which will inevitably arise at all the proposed sites. (Particular concerns are with regard to the proposed development at Channel View, which might result in increased traffic accidents and even fatalities.)

With regard to the proposed closure of St Cuthbert's, there is a great anxiety about the potential disruption that might be caused to the children's education. Equally governors are concerned about the employment of school staff.

A number of Governors feel that St Cuthbert's has not been dealt with fairly in the consultation document, as this document appears to give a negative portrayal of the school. Also, one Governor suggests that the closure of St Cuthbert's contravenes the Council's assurance on p. 36 of the document that "these proposals would not

adversely affect a particular group in society". It is felt that Catholics as a group could be adversely affected by proposals 1a and 1b. It is also felt that it is unacceptable to expect Catholic children to travel a great distance by bus.

The Governing Body acknowledge the problem of the low numbers of Catholic children taking up places at the school and the reality of the distribution of the Archdiocese's resources. Nonetheless, Governors unanimously believe the heritage that is St Cuthbert's today is a unique and invaluable part of Cardiff Bay community.

For these compelling reasons the Governing Body of St Cuthbert's Primary School overwhelmingly support the implementation of option 1c of the consultation document.

15 October 2015

P25 | 2107

10/05/2013

## Ysgol Gymraeg Pwll Coch Governors - A Response to the Four Wards Consultation

- 1 The Governors of Ysgol Gymraeg Pwll Coch [YPC] welcome the opportunity to respond to this consultation. We believe that the Welsh language primary provision in certain areas of the 'Four Wards' – Butetown and the lower end of Grangetown in particular – is unsatisfactory. Some children in Butetown face a four mile journey through the city centre to reach their Welsh medium catchment school. Under conditions such as these, Welsh medium education is not a practical choice for a number of families.
- 2 We therefore welcome the plan to open a new school to serve these areas. However, although both sites under consideration are located within the current catchment area of YPC, it is important that the interests of YPC and its pupils are fully considered as part of the current process and in terms of establishing new catchment areas in the future.
- 3 We are aware that the location of the current demand for Welsh medium education, as specified in the consultation document, suggests that the Channel View site would be the most appropriate location for a new Welsh medium school. However, we also note that building a school in this location (whether Welsh or English medium) would impact on services currently offered on the site, including the Open Access Play facilities. As these services are within the catchment area of YPC, we are very aware of their importance to the local community and we would not wish to see them being reduced.
- 4 The Hamadryad site is not as central in terms of the demand as specified in the consultation document. However, if a school were to be located there, it is certain that this would certainly increase the demand locally. The number of primary children from Butetown accessing Welsh medium education is exceptionally low (12 children 4-11 in January 2013). It would be expected that these numbers would increase significantly if a more local school was available.
- 5 We are not of the view that choosing a particular site in favour of another would have a significant effect on the interests of YPC.
- 6 Opening a Welsh medium school on either of these sites would require a full reconsideration of the transport arrangements to the local schools. Of course, opening an additional school would mean that a higher percentage of children could walk or cycle to school. But some children would still have to travel in cars or buses and this must be given careful consideration.
- 7 In view of this, YPC Governors would like to take the opportunity to note that a number of recent developments have undermined our confidence in the Council's ability to provide secure and effective arrangements in this field. During the summer, the bus service for the pupils of YPC was reduced, despite the school's unusually

# What's Changing? Will Welsh Government Respond to the 100 Welsh Education

The Government of Wales has announced that it will respond to the 100 Welsh Education report. The report, published in 2017, set out a vision for a new Welsh education system. It called for a new Welsh education system that would be based on the Welsh language and the Welsh way of life. It also called for a new Welsh education system that would be based on the Welsh language and the Welsh way of life.

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- large catchment area, and this means that there is now only one service available. This service follows a lengthy route through areas some distance away from each other such as Ferry Road and Victoria Park. This means that the journey on the bus takes 50 minutes according to the timetable, but in practical terms 90 minutes or more on occasions. Some children spend what amounts to a whole day on the bus every week, which is an unacceptable situation for a school in a city location.
- 8 This situation was made worse by the recent change to the finishing time of Fitzalan High School, whose entrance is opposite YPC on Lawrenny Avenue. Neither Fitzalan High School nor the Council consulted with YPC before the new arrangements were put in place, although it is totally obvious that the change would impact significantly on the traffic at the end of the school day. Whilst we are aware that there was no statutory requirement to consult with YPC, we strongly feel that failure to do so is unacceptable in view of the situation as regards the safety of children as young as three years old.
- 9 So in terms of choosing a site and when taking transport matters into consideration, we are urging the Council to act responsibly, transparently and sensibly in order to reduce problems and avoid creating unnecessary bad feeling in our communities.
- 10 The current consultation does not discuss catchment areas, but it is obvious that opening a Welsh medium school in Grangetown or Butetown would lead to a review of Welsh medium catchment areas. Therefore we would like to take this opportunity to state some general and specific matters.
- 11 We agree with the Council's basic principle that local schools should serve local children. Every child's journey to school should be as short as possible, and therefore schools should be centrally located in their catchment areas in terms of geography and population density. In view of this, the location of YPC on the far fringes of its current catchment area is not ideal. There are a number of reasons for this, of course, but reviewing catchment areas presents an opportunity to review the situation.
- 12 There are currently no places available in four Welsh medium schools whose catchment areas borders with the YPC catchment areas (Ysgol Treganna, Pencae, Nant Caerau and Mynydd Bychan). Families living in parts of the catchment areas of Ysgol Pencae, Nant Caerau and Mynydd Bychan have very little hope of securing place for their children in their catchment area schools. Over the years, therefore, YPC has offered places to children from these areas and the Governors are aware that the situation is of great concern to a number of parents. In view of this, we would like to make the following comments in regard to catchment areas in the future.
- 13 Opening a new school in south Grangetown or Butetown is an opportunity to remove the southern 'tail' of Ysgol Mynydd Bychan that reaches down to Butetown as far as the Bay and the Barrage. Practically, because of the demand and the distance from the school, it is almost impossible for children from this 'tail' to secure

places in Ysgol Mynydd Bychan. And because they are geographically far from YPC, it could be difficult to secure places there as well. Including this area in the catchment of the new school would provide an obvious answer to the current problem.

- 14 Another area that should be addressed is Pontcanna. This relatively small area has been divided between three schools: YPC, Ysgol Treganna and Ysgol Pencae. Practically, because of the demand and the distance from the school it could be very difficult to children living in that part of Pontcanna that belongs to the Ysgol Pencae catchment area to secure a place in that school. Again, places cannot be guaranteed to these children in YPC because they are living outside the catchment area of the school. Therefore, reviewing the situation in that part of Pontcanna that belongs to the Pencae catchment area is a sensible step.
- 15 From the schools referred to above, the one that is under the greatest pressure in terms of demand is Ysgol Nant Caerau, the school that serves the area to the north-west of the 'Four Wards'. When the housing development is complete on the former site of the Ely Paper Mill a significant number of children from the northern most fringes of the 'Four Wards' is likely to secure places in the local Welsh medium school, which is Ysgol Treganna. As the new school will be serving the southernmost area of the 'Four Wards', it is likely that the boundaries of the YPC to the north will need some further consideration (that is, the area that is the part of the YPC catchment area before the changes were implemented in 2013).
- 16 We would like to wish the proposed Welsh medium school the very best and we would be happy to provide any support they may be required as it establishes itself.

**Governors of Ysgol Gymraeg Pwll Coch**

**October 2015**

## Appendix 5



### Cardiff Council Statutory Screening Tool Guidance

If you are developing a strategy, policy or activity that is likely to impact people, communities or land use in any way then there are a number of statutory requirements that apply. Failure to comply with these requirements, or demonstrate due regard, can expose the Council to legal challenge or other forms of reproach.

For instance, this will apply to strategies (i.e. Housing Strategy or Disabled Play Strategy), policies (i.e. Procurement Policy) or activity (i.e. developing new play area).

Completing the Statutory Screening Tool will ensure that all Cardiff Council strategies, policies and activities comply with relevant statutory obligations and responsibilities. Where a more detailed consideration of an issue is required, the Screening Tool will identify if there is a need for a full impact assessment, as relevant.

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The main statutory requirements that strategies, policies or activities must reflect include:

- **Equality Act 2010 - Equality Impact Assessment**
- **Welsh Government's Sustainable Development Bill**
- **Welsh Government's Statutory Guidance - Shared Purpose Shared Delivery**
- **United Nations Convention on the Rights of the Child**
- **United Nations Principles for Older Persons**
- **Welsh Language Measure 2011**
- **Health Impact Assessment**
- **Habitats Regulations Assessment**
- **Strategic Environmental Assessment**

This Statutory Screening Tool allows us to meet all the requirements of all these pieces of legislation as part of an integrated screening method that usually taken no longer than an hour.

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The Screening Tool can be completed as a self assessment or as part of a facilitated session, should further support be needed. For further information or if you require a facilitated session please contact the Policy, Partnerships and Citizen Focus Team on 2078 8563 e-mail: [siadavies@cardiff.gov.uk](mailto:siadavies@cardiff.gov.uk). Please note:

- **The completed Screening Tool must be submitted as an appendix with the Cabinet report.**
- **The completed screening tool will be published on the intranet.**



## Statutory Screening Tool

<b>Name of Strategy / Policy / Activity:</b>  School Organisation Proposals: The provision of additional Welsh-medium and English-medium primary school places in and around the Butetown, Canton, Grangetown and Riverside areas of Cardiff.	<b>Date of Screening:</b>  December 2014, updated March 2015 & November 2015
<b>Service Area/Section:</b> Education	<b>Lead Officer:</b> Nick Batchelar
<b>Attendees:</b> Self-assessment	

<b>What are the objectives of the Policy/Strategy/Project/Procedure/Service/Function</b>	<b>Please provide background information on the Policy/Strategy/Project/Procedure/Service/Function and any research done [e.g. service users data against demographic statistics, similar EIAs done etc.]</b>
<p>Page 537</p> <p>order to provide additional capacity to meet the increasing demand for English-medium and Welsh-medium primary school places within the Four Wards the Council consulted on proposals</p> <ul style="list-style-type: none"> <li>• Provide 60/69 (depending on option) additional English-medium primary school places per year group</li> <li>• Provide 60 additional Welsh-medium primary school places per year group</li> <li>• Provide up to 80 additional English-medium part time nursery places and up to 80 additional Welsh-medium part time nursery places</li> </ul> <p>The following options were identified, all of which would result in the required number of additional English-medium and Welsh-medium primary places being made available:</p>	<p><b>Summary forecasts of demand for places at entry to Reception</b></p> <p>The work undertaken to establish the likely demand across the “Four Wards” (Butetown, Canton, Grangetown and Riverside) shows that there will be an overall projected shortfall of 59 Reception places in the combined area based on existing housing. There is a projected shortfall of Welsh-medium places, and the shortfall of English-medium places at entry to Reception is exacerbated.</p> <p>When compared to the existing supply of places at Reception age, projections for September 2016 taking account of the uplift in English-medium and Welsh-medium demand indicate:</p> <ul style="list-style-type: none"> <li>• a surplus of 19 English-medium community and faith places in the Butetown area reducing to 6 surplus places when pupil yields from proposed new housing are added</li> <li>• a surplus of 31 English-medium community and faith places in the combined Canton and Riverside areas reducing to 8 surplus places when pupil yields from proposed new housing are added</li> <li>• a surplus of 12 Welsh-medium community school places in the combined Canton and Riverside areas reducing to 4 surplus places when pupil yields from proposed new housing are added.</li> </ul>

**Option 1****Option 1a**

- Establish a new 2FE Welsh-medium primary school with nursery on land adjacent to the Hamadryad Hospital (at 1FE expanding to 2FE) to open in temporary accommodation on Virgil Street, Grangetown Cardiff
- Establish a new 2FE English-medium on the site of St Cuthbert's Primary School with nursery through a 1FE extension of St Cuthbert's building (requiring phase out and closure of the catholic provision over time)
- 1FE English-medium expansion of Ninian Park Primary School

**Option 1b**

- Establish a new 2FE Welsh-medium primary school with nursery on land adjacent to the Hamadryad Hospital (at 1FE expanding to 2FE) to open in temporary accommodation on Virgil Street, Grangetown Cardiff
- Establish a new 2FE English-medium on the site of St Cuthbert's Primary School with nursery through a 1FE extension of St Cuthbert's building (requiring phase out and closure of the catholic provision over time)
- 1FE expansion of St Mary the Virgin CiW Primary School to provide English-medium community places in a faith setting

**Option 1c**

- Establish a new 2FE Welsh-medium primary school with nursery on land adjacent to the Hamadryad Hospital (at 1FE expanding to 2FE) to open in temporary accommodation on Virgil Street, Grangetown Cardiff
- 1FE English-medium expansion of Ninian Park Primary School
- 1FE expansion of St Mary the Virgin CiW Primary School to provide English-medium community places in a faith setting

This leaves projected shortfalls to address in the Grangetown and Butetown areas for the September 2016 intake as follows:

- Demand for English-medium community school and Faith places in the Grangetown area greatly exceeding the supply by 95 places, rising to 142 places when pupil yields from proposed new housing are added
- Demand for Welsh-medium community school places exceeding supply by 26 places in the Grangetown and Butetown area rising to 46 places when pupil yields from proposed new housing are added.

**Interim and transition arrangements**

See relevant paragraphs in 'Four Wards' Cabinet Report 22 January 2015 for details.

### **Option 1d**

- Establish a new 2FE Welsh-medium primary school with nursery on land adjacent to the Hamadryad Hospital (at 1FE expanding to 2FE) to open in temporary accommodation on Virgil Street, Grangetown Cardiff
- Establish a new 2FE English-medium primary school on part of the Channel View leisure centre site

### **Option 2**

- Establish a new 2FE English-medium primary school on land adjacent to the Hamadryad Hospital (at 1FE expanding to 2FE)
- Establish a new 2FE Welsh-medium primary school with nursery on part of the Channel View leisure centre site, to open in temporary accommodation on Virgil Street, Grangetown Cardiff

It is recognised there will be a need for further provision of c2FE to meet the needs arising from proposed future housing developments in the 'Four Wards' area. Discussions with housing developers would inform the process of supplying additional places to meet the pupil yields from future housing developments.

The options to provide additional places to meet shortfalls are based on existing housing (including the projected yield from the Ely Mill, ISV and Prospect Place developments)

## Part 1: Impact on outcomes and due regard to Sustainable Development

Please use the following scale when considering what contribution the activity makes:		
<b>+</b>	Positive	Positive contribution to the outcome
<b>-</b>	Negative	Negative contribution to the outcome
<b>ntrl</b>	Neutral	Neutral contribution to the outcome
<b>Uncertain</b>	Not Sure	Uncertain if any contribution is made to the outcome

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	-	Ntrl	Un-Crtn	
Page 540	<b>1.1 People in Cardiff are healthy;</b> <i>Consider the potential impact on</i> <ul style="list-style-type: none"> <li>the promotion of good health, prevention of damaging behaviour, promote healthy eating/active lifestyles etc,</li> <li>vulnerable citizens and areas of multiple deprivation</li> <li>Addressing instances of inequality in health</li> </ul>	✓				<ul style="list-style-type: none"> <li>See 1.2 below - encouraging walking, cycling and use of public transport</li> <li>See 1.3 below re crime prevention (Secure by Design) and addressing anti-social behaviour</li> </ul>
	<b>People in Cardiff have a clean, attractive and sustainable environment;</b> <i>Consider the potential impact on</i> <ul style="list-style-type: none"> <li>the causes and consequences of Climate Change and creating a carbon lite city</li> </ul>	✓				<p><b>New build:</b></p> <ul style="list-style-type: none"> <li>Any standalone new build accommodation should achieve an overall rating of BREEAM 'Excellent' for the project.</li> <li>Where possible, Passivhaus design principles and methodology would be applied and adopted which result in facilitating most of the school classroom windows facing North/South orientation, limiting and optimising summer and winter sun respectively. This minimises the use of energy for heating or cooling a room.</li> <li>The wall construction and key junction details would be carefully developed to achieve a highly air tight building.</li> <li>Wherever possible the design would promote, specify and use locally sourced materials which have a commitment to sustainability and the environment.</li> </ul> <p><b>Extensions:</b></p> <ul style="list-style-type: none"> <li>Where possible, energy efficient measures would be incorporated into the building works for any extension to</li> </ul>

Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
	+	-	Ntrl	Un-Crtn	
<ul style="list-style-type: none"> <li><i>encouraging walking, cycling, and use of public transport and improving access to countryside and open space</i></li> </ul>	✓				<p>existing accommodation.</p> <ul style="list-style-type: none"> <li>- The options would provide local schools for local children</li> <li>- Provision of Safe Walking Routes to schools would encourage walking.</li> <li>- Limited scope for parking would encourage walking to school</li> <li>- A travel plan will be submitted along with the planning application, detailing proximity to public transport and walking and cycling routes.</li> <li>- Emphasis is placed on travel by active modes where this is possible and on providing the facilities and opportunities at school for students to travel by walking, cycling and public transport. Encouraging active travel to school is a very important means of increasing levels of physical activity in children and tackling the growing problem of childhood obesity. Reducing congestion at the school gate is key to ensuring the safety of pupils and to mitigating impacts on the local neighbourhood.</li> <li>- Provision of parent parking places is generally not supported by Cardiff Council. This is because such provision would promote travel to school by car, generate local traffic, contribute to congestion and reduce pupil safety. Parking facilities provided at schools is generally only for staff and to meet operational needs.</li> <li>- A Traffic/Transport assessment would be carried out as part of the planning application process.</li> </ul> <p><b>Location of provision</b></p> <p>Locating provision central to the area it serves should minimise the use of cars or public transport and encourage walking and cycling to and from school. Ninian Park is central to the area it presently serves and would continue to serve. Hamadryad and Channel View would be central to the areas they would be likely</p>
	✓				

Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
	+	-	Ntrl	Un-Crtn	
		✓			<p>to serve.</p> <p>However, expanding provision at St Cuthbert's and/ or St Mary the Virgin would require significant changes to catchment areas throughout Butetown and Grangetown in order to balance the supply of and demand for places, and to make them (and other local schools) central to the areas they would serve.</p> <p><b>POS</b></p> <p>The new and expanded schools may require access to off-site pitches and use of adjacent park land or POS may be required. This could limit use of parkland space / POS during school hours. See comments against Objective 3 in the Strategic Environmental Assessment on page 41 for potential impacts.</p>
<ul style="list-style-type: none"> <li>reducing environmental pollution (land, air, noise and water)</li> </ul>			✓		<p>Builders would be encouraged to minimise air, light and noise pollution during the construction period.</p> <p>If appropriate, an acoustic report would be prepared to ascertain the site acoustic levels and the acoustic impact of the school. A further report shall be prepared for the proposals in line with the BB93 Acoustics for School requirements.</p>
<ul style="list-style-type: none"> <li>reducing consumption and encouraging waste reduction, reuse, recycling and recovery</li> </ul>	✓				<p>Measures that would be considered in the design of any scheme:</p> <ul style="list-style-type: none"> <li>Achieve BREEAM Excellent</li> <li>Sustainable urban drainage system</li> <li>Solar hot water</li> <li>Photovoltaic</li> <li>Natural Ventilation</li> <li>Control of solar gains</li> <li>Rainwater Harvesting</li> <li>A or A+ rated materials in accordance with BRE Green Guide to Specification</li> </ul> <p>Cardiff Council, Waste Management are consulted on the provision of waste and recycling collection on a school site. The</p>

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	-	Ntrl	Un-Crtn	
				✓		level of waste would be assessed and an appropriately sized bin store provided. Further consultation would be held to ascertain recyclable facilities requirements and composting on site.
	<ul style="list-style-type: none"> <li>encouraging biodiversity</li> </ul>			✓		<p>Ecological surveys would be undertaken as necessary and recommendations to mitigate any impacts on biodiversity would be considered as part of the planning application.</p> <p>A new build provides the opportunity to consider innovative ways to encourage biodiversity through the integration of the Eco-schools initiative into new build schemes.</p>
1.3	<b>People in Cardiff are safe and feel safe;</b> <i>Consider the potential impact on</i> <ul style="list-style-type: none"> <li>reducing crime, fear of crime and increasing safety of individuals</li> <li>addressing anti-social behaviour</li> <li>protecting vulnerable adults and children in Cardiff from harm or abuse</li> </ul>	✓			✓	<p>The South Wales Police's Crime Prevention Design Advisor would be consulted on the project as appropriate and the recommendations considered and incorporated where practicable.</p> <p>Concerns raised by local residents regarding littering would be a matter for the school management and the school would work with pupils to try and establish a sense of personal responsibility to minimise littering by pupils within the local area.</p>
1.3	<b>Cardiff has a thriving and prosperous economy;</b> <i>Consider the potential impact on</i> <ul style="list-style-type: none"> <li>economic competitiveness (enterprise activity, social enterprises, average earnings, improve productivity)</li> <li>Assisting those Not in Education, Employment or Training</li> <li>attracting and retaining workers (new employment and training opportunities, increase the value of employment,)</li> <li>promoting local procurement opportunities or enhancing the capacity of local companies to compete</li> </ul>	✓			✓	<p>Investment in school buildings improves the learning environment, contributes to the delivery of the modern curriculum and should have a positive impact on the economy as it helps learners to achieve their potential.</p> <p>Consideration to be given to using local sub-contractors and suppliers. As part of any tender process, emphasis is placed on how the construction project must benefit the local economy. Examples of key Performance Indicators are as follows:</p> <ul style="list-style-type: none"> <li>Contractors will be asked to report the % of contract value spent in the local economy.</li> <li>Contractors or subcontractors will be asked to provide employment opportunities to unemployed people living in Wales.</li> <li>Contractors will be asked to offer work experiences, traineeships and apprenticeship opportunities to people</li> </ul>

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	-	Ntrl	Un-Crtn	
						within the local community.
1.5	<p><b>People in Cardiff achieve their full potential;</b>  <i>Consider the potential impact on</i></p> <ul style="list-style-type: none"> <li><i>promoting and improving access to life-long learning in Cardiff</i></li> <li><i>raising levels of skills and qualifications</i></li> <li><i>giving children the best start</i></li> <li><i>improving the understanding of sustainability</i></li> <li><i>addressing child poverty (financial poverty, access poverty, participation poverty)</i></li> <li><i>the United Nations Convention on the Rights of a Child and Principles for Older persons</i></li> </ul>	✓  ✓				<p>Investment in buildings enables schools to be best placed to provide the opportunities for learners to achieve their potential.</p> <p>Modern school facilities can provide flexible spaces for partnership working (integrated services) and use as valuable community assets (potential for efficiency savings).</p> <p>This has been observed at a recently completed template school; Nant Talwg, in the Vale of Glamorgan which has the hall space and associated facilities at the front of the school enabling the school to remain secure while offering community use outside of school hours.</p> <p>An option for community use is included in the building of a school on part of the Channel View leisure centre. See 1.6 below.</p>
	<p><b>Cardiff is a Great Place to Live, Work and Play</b>  <i>Consider the potential impact on</i></p> <ul style="list-style-type: none"> <li><i>promoting the cultural diversity of Cardiff</i></li> <li><i>encouraging participation and access for all to physical activity, leisure &amp; culture</i></li> <li><i>play opportunities for Children and Young People</i></li> <li><i>protecting and enhancing the landscape and historic heritage of Cardiff</i></li> <li><i>promoting the City's international links</i></li> </ul>			✓		<p>No cultural heritage receptors are recorded within or in close proximity to the proposed sites.</p> <p><b>Impact on community facilities - Channel View Leisure Centre site</b></p> <p>This site is currently occupied by the Grangetown Open Access Play Centre and the MUGA facility of the Channel View Leisure Centre, adjacent to the Grangetown Nursery School and The Marl Park.</p> <p>Any school established on this site would not need to utilise the indoor Channel View Leisure facilities as part of formal delivery of the curriculum although there may be opportunities for the children to make use of the facilities to further their experience of particular activities as appropriate.</p> <p>There would be a relocation of the all-weather pitch facility within</p>



	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	-	Ntrl	Un-Crtn	
						<p>the site boundary and it is proposed this would be shared with the school with school access only during the school day. Any primary school located on this site would also need to access off site playing fields on the adjacent Marl Park.</p> <p>There will also need to be additional car parking facilities to ensure sufficient places are available for the schools (Nursery and Primary) and the established leisure centre facility.</p> <p>In the event a new primary school were to be constructed on this site it would reduce the area available for the Open Access facilities. However, it would not remove them altogether and would include the option to provide an independently accessed community room/open access play facility adjoining the main school building which could serve the community during the school day and offer internal space for the purpose of delivering Open Access Play services outside school hours. This would be in addition to leaving an area for the reconstruction of outdoor fixed equipment and an area of grass inside the boundary as well as entry/exit onto the adjacent Marl playing fields.</p> <p>If the school were to be established (and it was an English-medium provision) it would have the potential to be linked physically to the Grangetown Nursery School. The Nursery School would however continue to function as a separate nursery organisation under the existing management and governance arrangements.</p> <p>If the school were to be established and it was a Welsh-medium provision it would be separate to the current nursery school building and would be a larger building as it would provide a nursery unit as part of the school.</p>
1.7	<p><b>Cardiff is a fair, just and inclusive society.</b> Consider the potential impact on</p> <ul style="list-style-type: none"> <li><i>the elimination of discrimination, harassment or</i></li> </ul>	✓		✓		<p>See Equality Impact Assessment below (and attached).</p> <ul style="list-style-type: none"> <li>- Statutory public consultation would be carried out on formal</li> </ul>

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	-	Ntrl	Un-Crtn	
	<p><i>victimisation for equality groups</i></p> <ul style="list-style-type: none"> <li><i>has the community or stakeholders been engaged in developing the strategy/policy/activity?</i></li> <li><i>how will citizen participation be encouraged (encouraging actions that consider different forms of consultation, through more in depth engagement to full participation in service development and delivery)?</i></li> </ul>					<p>proposals (including engagement with school pupils)</p> <ul style="list-style-type: none"> <li>- Design Equalities Advisory Group (including representatives from external groups) would be given the opportunity to comment</li> <li>- Relevant departments in the Council would be engaged</li> <li>- Ecological Appraisal where required - external surveyors</li> <li>- The Design Commission for Wales (DCfW) Review Panel would be engaged</li> <li>- South Wales Police's Crime Prevention Design Advisor would be engaged</li> </ul>
<p>1.8</p> <p>Page 546</p>	<p><b>The Council delivers positive outcomes for the city and its citizens through strong partnerships</b></p> <p><i>Consider the potential impact on</i></p> <ul style="list-style-type: none"> <li><i>strengthening partnerships with business and voluntary sectors</i></li> <li><i>the collaboration agenda and the potential for shared services, cross-boundary working and efficiency savings</i></li> </ul>	✓				<p>Modern school facilities can provide flexible spaces for partnership working (integrated services) and use as valuable community assets (potential for efficiency savings).</p> <p>This has been observed at a recently completed template school; Nant Talwg, in the Vale of Glamorgan which has the hall space and associated facilities at the front of the school enabling the school to remain secure while offering community use outside of school hours.</p> <p>See 1.6 above for an option for community use that is included as part of the building of a school on part of the Channel View leisure centre.</p>

Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
	+	-	Ntrl	Un-Crtn	
<p>Will this Policy/Strategy/Project have a <b>differential impact</b> on any of the following:</p> <ul style="list-style-type: none"> <li><b>Age</b> (including children and young people aged 0-25 and older people over 65 in line with the United Nations Conventions)</li> </ul>	✓				<p><i>Please give details/consequences of the differential impact (positive and negative), and what action(s) can you take to address any negative implications?</i></p> <p><b><u>3-11 year olds</u></b></p> <p>All the options would increase the number of primary community places available in and around the Butetown, Canton, Grangetown and Riverside areas of Cardiff.</p> <p>All the options propose that the additional primary and nursery places are accommodated in permanent new build accommodation. Investment in buildings enables schools to be best placed to provide the opportunities for learners to achieve their potential.</p> <p>The provision of nursery places makes it possible for a child to remain on the same site and in familiar surroundings for their primary education (subject to a successful application to the primary school).</p> <p>The Council has experience of delivering new build on school sites whilst enabling the continuous delivery of education and maintaining health and safety.</p> <p><b>Interim and transition arrangements</b></p> <p>It is proposed that for all options a Welsh-medium satellite class (provision under the temporary management of an existing school) would be established off Virgil Street, Grangetown Cardiff. The provision would be delivered by an existing Welsh-medium school.</p> <p>The provision would be in demountable accommodation that was used by Tan Yr Eos and more recently on a temporary basis by Millbank Primary School. The provision would have a</p>

Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
	+	-	Ntrl	Un-Crtn	
				✓	<p>separate entrance and would be cordoned off from Ninian Park Primary School's buildings that are adjacent to the accommodation.</p> <p>Costs for staff travel between the existing Welsh-medium school and the satellite class would be included as part of the revenue costs.</p> <p><b>Impact on Faith Provision (3-11)</b></p> <p><b>St Cuthbert's Catholic Primary School</b></p> <p>This site is currently operating as a Catholic primary school. The school is a Catholic Voluntary Aided School which means the school holds its own premises, employs the staff and deals with admission arrangements. The LA via the school budget share provides revenue funding.</p> <p>St Cuthbert's Catholic Primary School currently provides c149 places (0.7FE). Of those children that attend the school approximately 24% are catholic. The other children on roll are primarily from the local communities in Butetown and Grangetown.</p> <p>If this option 1a or 1b was to be progressed the Catholic Archdioceses is in agreement that it would consult to close the catholic provision on a consistent timescale with the local authority in order for admissions to close to the catholic school and for an English-medium primary school to be established.</p> <p>The current accommodation is not of a sufficient size to accommodate 2FE of children and an extension would be required in order to provide for the increased number of children proposed as well as to accommodate the children accessing St Cuthbert's prior to its formal closing.</p>

Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
	+	-	Ntrl	Un-Crtn	
				✓	<p><b>St Mary the Virgin CIW</b></p> <p>Any additional English-medium places provided at St Mary the Virgin would be provided in a faith setting with the school's Governing Body as the admissions authority for this school. The school would admit up to 60 children to Reception each September which could (subject to agreement) comprise of 30 Foundation places (i.e. children that meet the faith criteria of the school) and 30 open places (i.e. those children who would not qualify for a foundation place, but whose parents have chosen the school for the type of education it provide). The Open Places numbers would need to be agreed between the Governing Body and the Council.</p> <p>All parents applying for admission would do so knowing that the school aims to provide an education based on Christian principles and therefore the Governing Body would expect all pupils to take part in the Christian worship of the school, to attend all religious education lessons and participate in all other educational activities.</p> <p>As was shown during the engagement, St Mary the Virgin Primary school is popular in its locality with those seeking faith based education and with local families of a range of different faiths. Families that do not want a faith based education for their child(ren) could not be compelled to take up a place at this school.</p> <p><b><u>Impact on community facilities (All ages)</u></b></p> <p>See 1.6 above</p> <p><b>Impact on POS (all ages)</b></p> <p>The new and expanded schools may require access to off-site pitches and use of adjacent park land or POS may be required.</p>
			✓	✓	
				✓	

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	-	Ntrl	Un-Crtn	
						<p>This could limit use of parkland space / POS during school hours. See 1.6 above</p> <p><b>Transport and Traffic (all ages)</b></p> <p>Increase in the use of polluting modes of transport in the vicinity of the sites directly affected by the proposal.</p> <p>Mitigated by:</p> <ul style="list-style-type: none"> <li>- provision being central to the area it would serve. This would minimise use of cars or public transport and encourage walking and cycling to and from school.</li> <li>- Limited scope for parking would encourage walking to school. Provision of parent parking places is generally not supported by Cardiff Council. This is because such provision would promote travel to school by car, generate local traffic, contribute to congestion and reduce pupil safety. Parking facilities provided at schools is generally only for staff and to meet operational needs.</li> <li>- Formalised parking regime outside of the schools to discourage unsafe parking and help with enforcement.</li> <li>- A Travel Plan which includes schemes such as the Park Safe / Walk Safe scheme which encourage parents to park further away from the school.</li> <li>- A Travel Plan that encourages the use of public transport, walking and cycling</li> <li>- Giving consideration to providing a non statutory bus service based on demand</li> <li>- Traffic and transport implications including measures to encourage walking and cycling would be considered as part of</li> </ul>

Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
	+	-	Ntrl	Un-Crtn	
			✓		<p>the Transport Assessment that supports any planning application</p> <p><b>Location of provision</b></p> <p>Locating provision central to the area it serves should minimise the use of cars or public transport and encourage walking and cycling to and from school. Ninian Park is central to the area it presently serves and would continue to serve. Hamadryad and Channel View would be central to the areas they would be likely to serve.</p> <p>However, expanding provision at St Cuthbert's and/ or St Mary the Virgin would require significant changes to catchment areas throughout Butetown and Grangetown in order to balance the supply of and demand for places, and to make them (and other local schools) central to the areas they would serve.</p> <p><b>Redeployment</b></p> <p>There may still be a perception that redeployment opportunities could be affected by age.</p> <p>The Council's procedure for managing staffing changes arising from reorganisation would be used in implementing any changes as a result of this proposal. This would ensure that good practice is followed, including the application of the Council's policies on equal opportunities.</p>
<ul style="list-style-type: none"> <li>• <b>Disability</b></li> </ul>			✓		<p>An equality impact assessment would be carried out at the design stage on the accessibility of any new build or interim temporary demountable accommodation and to identify any reasonable adjustments that could be made to improve accessibility to existing accommodation. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design June 2009 as well as building</p>

Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
	+	-	Ntrl	Un-Crtn	
					<p>regulations such as, BS8300, Part M and Building Bulletin guidelines.</p> <p>Transport for disabled pupils would not be affected as it would be provided to meet the child's needs in accordance with the SEN Code of Practice.</p> <p>The design stage would give consideration to future proofing the accommodation in terms of accessibility. For example, space could be provided to enable accessible toilets to be modified without significant structural changes being required.</p> <p>A new build school design would take into account the needs of the following:</p> <ul style="list-style-type: none"> <li>- Those with a hearing impairment – e.g. appropriate acoustics, British Sign Language images/symbols and portable/static hearing loops.</li> <li>- Those with a visual impairment - e.g. the use of colour to differentiate between the function of spaces, tactile maps and Braille language on signs.</li> <li>- Those with a physical impairment – e.g. level threshold doors, lifts with disabled access</li> <li>- Those with learning disabilities – e.g. quiet spaces</li> </ul> <p>Special Educational Needs (SEN) School Action support is provided in the classroom. However, there may be occasions where pupils are withdrawn from a classroom to receive an intervention.</p> <p>If the new build accommodation is a standardised design further discussion would be needed on the design approach and how it caters for pupils with SEN (School Action).</p>



Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
	+	-	Ntrl	Un-Crtn	
<ul style="list-style-type: none"> <li>Gender Reassignment</li> </ul>			✓		The privacy of changing and toilet facilities would be considered at the design stage. The assessment would refer to policies such as the Equality Act 2010, TAN 12: Design June 2009 as well as building regulations such as, BS8300, Part M and Building Bulletin guidelines.
<ul style="list-style-type: none"> <li>Marriage &amp; Civil Partnership</li> </ul>			✓		N/A
<ul style="list-style-type: none"> <li>Pregnancy &amp; Maternity</li> </ul>			✓		An equality impact assessment would be carried out at the design stage on the accessibility of any new build accommodation or interim temporary demountable accommodation and to identify any reasonable adjustments that could be made to improve accessibility to existing accommodation. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design June 2009 as well as building regulations such as, BS8300, Part M and Building Bulletin guidelines.
<ul style="list-style-type: none"> <li>Race</li> </ul>			✓		Providing additional primary school places would not have a differential impact upon one particular ethnic group as the provision would be available to all.
<ul style="list-style-type: none"> <li>Religion/Belief</li> </ul>			✓		<p>St Cuthbert's Catholic Primary School currently provides c149 places (0.7FE). Of those children that attend the school approximately 24% are catholic. The other children on roll are primarily from the local communities in Butetown and Grangetown.</p> <p>If option 1a or 1b was to be progressed, the Catholic Archdioceses is in agreement that it would consult to close the catholic provision on a consistent timescale with the local authority in order for admissions to close to the catholic school and for an English-medium primary school to be established.</p> <p>The senior management in a school are best placed to manage needs and any significant change in diversity in terms of belief.</p>

Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
	+	-	Ntrl	Un-Crtn	
<ul style="list-style-type: none"> <li>Sex</li> </ul>			✓		<p>All schools would continue to admit pupils of both sexes.</p> <p>The Council's procedure for managing staffing changes arising from reorganisation would be used in implementing the changes in this proposal. This ensures that good practice is followed, including the application of the Council's policies on equal opportunities.</p>
<ul style="list-style-type: none"> <li>Sexual Orientation</li> </ul>			✓		<p>Fears that recruitment opportunities could be affected by sexual orientation.</p> <p>Evidence collated by the Stonewall lobby group alleges that LGB people are likely to be discriminated against in workplace recruitment.</p> <p>The Council's procedure for managing staffing changes arising from reorganisation would be used in implementing the changes in this proposal. This ensures that good practice is followed, including the application of the Council's policies on equal opportunities.</p>
<ul style="list-style-type: none"> <li>Welsh Language</li> <li>Other languages</li> </ul>	✓				<p>The proposal would provide additional English-medium and Welsh-medium community places.</p> <p>The proposal seeks to increase the number of Welsh-medium primary school places available in the area in addition to the establishment of nursery provision. It is anticipated that there will be a positive impact on the Welsh Language as a result of this proposal.</p> <p>The schools subject to the proposals are existing schools which offer a range of after school activities and some may have community organisations offering services from the school facilities. It is not anticipated that there would be a negative impact on any of these activities.</p>

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	-	Ntrl	Un-Crtn	
				✓		<p><u>Other Language support</u></p> <p>The proposal will not directly impact on the level of support provided as all support is dependent on the Minority Ethnic Achievement Grant which is reviewed and then renewed according to the results of the annual Needs Assessment Survey. The allocation of teachers and Bi-lingual Teacher Assistants (BTAs) is usually in place for the period of the academic year but is liable to change throughout the year to meet fluctuations in demand.</p> <p>EAL support is provided in the classroom. However, there may be occasions where pupils are withdrawn from a classroom to receive an intervention.</p> <p>If the new build accommodation is a standardised design, further discussion would be needed on the design approach and how it caters for pupils with EAL needs).</p>

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**SUMMARY OF APPRAISAL (highlight positive and negative effects of the policy / plan / project being assessed, demonstrating how it contributes to the economic, social and environmental sustainability of the city):**

**Economic/Educational/Social**

Investment in buildings enables schools to be best placed to provide the opportunities for learners to achieve their potential and as a result would have a positive impact on the economy.

Modern school facilities can provide more flexibility for partnership working (integrated services) and can be used as valuable community assets (potential for efficiency savings).

Provision of inclusive schools that are able to support the particular needs of pupils and their families e.g. disability accessible

*Secure by Design*

The South Wales Police's Crime Prevention Design Advisor would be consulted as appropriate and the recommendations considered and incorporated where practicable.

Concerns raised by local residents regarding littering would also be a matter for the school management and the school would work with pupils to try and establish a sense of personal responsibility to minimise littering by pupils within the local area.

#### *Accessible schools*

An equality impact assessment would be carried out at the design stage on the accessibility of any new build accommodation or interim temporary demountable accommodation and to identify any reasonable adjustments that could be made to improve accessibility to existing accommodation. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design June 2009 as well as building regulations such as, BS8300, Part M and Building Bulletin guidelines.

The design stage would give consideration to future proofing the accommodation in terms of accessibility. For example, space could be provided to enable accessible toilets to be modified without significant structural changes being required.

Transport for disabled pupils would not be affected as it would be provided to meet the child's needs in accordance with the SEN Code of Practice.

New build design would take into account the needs of the following:

- Those with a hearing impairment – e.g. appropriate acoustics, British Sign Language images/symbols and portable/static hearing loops.
- Those with a visual impairment - e.g. the use of colour to differentiate between the function of spaces, tactile maps and Braille language on signs.
- Those with a physical impairment – e.g. level threshold doors, lifts with disabled access
- Those with learning disabilities – e.g. quiet spaces

Special Educational Needs (SEN) School Action support is provided in the classroom. However, there may be occasions where pupils are withdrawn from a classroom to receive an intervention.

If the new build accommodation is a standardised design further discussion would be needed on the design approach and how it caters for pupils with SEN (School Action).

#### **Environmental sustainability**

Standalone new build accommodation should achieve an overall rating of BREEAM 'Excellent' for the project and the mandatory credits necessary for a BREEAM 'Excellent' rating for the reduction of CO2 emissions in line with section Ene 1. Where possible, energy efficient measures would be incorporated into the building works for any extension to existing accommodation.

The limited scope for parking would encourage walking and cycling to school.

A travel plan would be submitted along with planning application(s), detailing proximity to public transport and walking and cycling routes. A Traffic/Transport assessment would be carried out as part of any planning application process.

Water efficiency measures would be incorporated into a new building design and where feasible drainage would be improved through Sustainable urban drainage systems (SUDS).

Consideration would need to be given as to whether an Environmental Assessment would need to be carried out as part of any planning application process.

**WHAT ACTIONS HAVE BEEN IDENTIFIED OR CHANGES BEEN MADE TO THE POLICY / PLAN / PROJECT AS A RESULT OF THIS APPRAISAL:**

The following assessments to be undertaken:

- Equality Impact Assessment at the Design Stage
- Transport/Traffic assessment as part of any planning application process
- An Environmental Assessment may be required

## Part 2: Strategic Environmental Assessment Screening

		Yes	No
2.1	Does the plan or programme set the framework for future development consent?	x	
2.2	Is the plan or programme likely to have significant, positive or negative, environmental effects?		x/? No formal proposals identified at this point.

Is a Full Strategic Environmental Assessment Screening Needed?	Yes	No
<ul style="list-style-type: none"> <li>▪ If yes has been ticked to both questions 2.1 and 2.2 then the answer is yes</li> <li>▪ If a full SEA Screening is required then please contact the Sustainable Development Unit to arrange (details below)</li> </ul>		X An SEA has been undertaken (see attached) and will be updated following public consultation on the school proposals.

If you have any doubt on your answers to the above questions regarding SEA then please consult with the Sustainable Development Unit on 2087 3228 [sustainabledevelopment@cardiff.gov.uk](mailto:sustainabledevelopment@cardiff.gov.uk)

## Part 3: Habitat Regulation Assessment (HRA)

		Yes	No	Unsure
3.1	Will the plan, project or programme results in an activity which is known to affect a European site, such as the Severn Estuary or the Cardiff Beech Woods?		x	
3.2	Will the plan, project or programme which steers development towards an area that includes a European site, such as the Severn Estuary or the Cardiff Beech Woods or may indirectly affect a European site?		x	
3.3	Is a full HRA needed?		x	

Details of the strategy will be sent to the County Ecologist on completion of the process to determine if a Habitat Regulation Assessment is needed. For further information please phone 2087 3215 or email [biodiversity@cardiff.gov.uk](mailto:biodiversity@cardiff.gov.uk)

## Appendix 1 – Statutory Requirements

It is possible that the Impact Screening Tool will identify the need to undertake specific statutory assessments:

- **Equality Impact Assessment:** *This assessment is required by the Equality Act 2010 and Welsh Government’s Equality Regulations 2011.*
- **Sustainable Development Bill:** *The Bill, when it comes into effect, will require sustainable development (SD) to be a central organising principle for the organisation. This means that there is a duty to consider SD in the strategic decision making processes.*
- **Shared Purpose Shared Delivery-** *The Welsh Government requires local authorities to produce a single integrated plan to meet statutory requirements under a range of legislation. Cardiff Council must therefore demonstrate its contribution towards Cardiff’s own integrated plan; “What Matters”.*
- **United Nations Convention on the Rights of the Child:** *The Children Act 2004 guidance for Wales requires local authorities and their partners to have regard to the United Nations Convention on the Rights of a Child.*
- **United Nations Principles for Older Persons:** *The principles require a consideration of independence, participation, care, self-fulfillment and dignity.*
- **The Welsh Language Measure 2011:** *The measure sets out official status for the Welsh language, a Welsh language Commissioner, and the freedom to speak Welsh.*
- **Health Impact Assessment:** *(HIA) considers policies, programmes or projects for their potential effects on the health of a population*
- **Strategic Environmental Impact Assessment:** *A Strategic Environmental Assessment (SEA) is an European Directive for plans, programmes and policies with land use implications and significant environmental effects.*
- **Habitats Regulations Assessment:** *The Conservation (Natural Habitats, &c.) (Amendment) Regulations 2007 provides a requirement to undertake Habitats Regulations Assessment (HRA) of land use plans.*

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CARDIFF COUNCIL

Initial Equality Impact Assessment  
 Strategic Assessment Template

<p><b>Policy/Strategy/Project/Procedure/Service/Function Title:</b></p> <p>School Organisation Proposals: The provision of additional Welsh-medium and English-medium primary school places in and around the Butetown, Canton, Grangetown and Riverside areas of Cardiff.</p> <p><b>New/Existing/Updating/Amending:</b> Updated November 2015</p>
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Updated Nov 15	
<b>Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?</b>	
Name: Janine Nightingale	Job Title: Head of Schools Organisation, Access & Planning
Service Team: Schools Organisation Planning (SOP)	Service Area: Education
Assessment Date: Updated Nov 15	

**1. What are the objectives of the Policy/Strategy/Project/ Procedure/ Service/Function?**

In order to provide additional capacity to meet the increasing demand for English-medium and Welsh-medium primary school places within the Four Wards the Council consulted on proposals to:

- Provide 60/69 (depending on option) additional English-medium primary school places per year group
- Provide 60 additional Welsh-medium primary school places per year group
- Provide up to 80 additional English-medium part time nursery places and up to 80 additional Welsh-medium part time nursery places

The following options were identified, all of which would result in the required number of additional English-medium and Welsh-medium primary places being made available:

**Option 1a**

- Establish a new 2FE Welsh-medium primary school with nursery on land adjacent to the Hamadryad Hospital (at 1FE expanding to 2FE) to open in temporary accommodation on Virgil Street, Grangetown Cardiff
- Establish a new 2FE English-medium on the site of St Cuthbert's Primary School with nursery through a 1FE extension of St Cuthbert's building (requiring phase out and closure of the catholic provision over time)
- 1FE English-medium expansion of Ninian Park Primary School

**Option 1b**

- Establish a new 2FE Welsh-medium primary school with nursery on land adjacent to the Hamadryad Hospital (at 1FE expanding to 2FE) to open in temporary accommodation on Virgil Street, Grangetown Cardiff
- Establish a new 2FE English-medium on the site of St Cuthbert's Primary School with nursery through a 1FE extension of St Cuthbert's building (requiring phase out and closure of the catholic provision over time)
- 1FE expansion of St Mary the Virgin CiW Primary School to provide English-medium community places in a faith setting. The existing buildings to be replaced with a 2FE new build.

**Option 1c**

- Establish a new 2FE Welsh-medium primary school with nursery on land adjacent to the Hamadryad Hospital (at 1FE expanding to 2FE) to open in temporary accommodation on Virgil Street, Grangetown Cardiff
- 1FE English-medium expansion of Ninian Park Primary School
- 1FE expansion of St Mary the Virgin CiW Primary School to provide English-medium



community places in a faith setting. The existing buildings to be replaced with a 2FE new build.

**Option 1d**

- Establish a new 2FE Welsh-medium primary school with nursery on land adjacent to the Hamadryad Hospital (at 1FE expanding to 2FE) to open in temporary accommodation on Virgil Street, Grangetown Cardiff
- Establish a new 2FE English-medium primary school on part of the Channel View leisure centre site

**Option 2**

- Establish a new 2FE English-medium primary school on land adjacent to the Hamadryad Hospital (at 1FE expanding to 2FE)
- Establish a new 2FE Welsh-medium primary school with nursery on part of the Channel View leisure centre site to open in temporary accommodation on Virgil Street, Grangetown Cardiff

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It is recognised there will be a need for further provision of c2FE to meet the needs arising from proposed future housing developments in the 'Four Wards' area. Discussions with housing developers will inform the process of supplying additional places to meet the pupil yields from future housing developments.

The options to provide additional places to meet shortfalls are based on existing housing (including the projected yield from the Ely Mill, ISV and Prospect Place developments)

2. Please provide background information on the Policy/Strategy/Project/Procedure/Service/Function and any research done [e.g. service users data against demographic statistics, similar EIAs done etc.]

**Summary forecasts of demand for places at entry to Reception**

The work undertaken to establish the likely demand across the "Four Wards" (Butetown, Canton, Grangetown and Riverside) shows that there will be an overall projected shortfall of 59 Reception places in the combined area based on existing housing. There is a projected shortfall of Welsh-medium places, and the shortfall of English-medium places at entry to Reception is exacerbated.

When compared to the existing supply of places at Reception age, projections for September 2016 taking account of the uplift in English-medium and Welsh-medium demand indicate:

- a surplus of 19 English-medium community and faith places in the Butetown area reducing to 6 surplus places when pupil yields from proposed new housing are added
- a surplus of 31 English-medium community and faith places in the combined Canton and Riverside areas reducing to 8 surplus places when pupil yields from proposed new housing are added
- a surplus of 12 Welsh-medium community school places in the combined Canton and Riverside areas reducing to 4 surplus places when pupil yields from proposed new housing are added.

This leaves projected shortfalls to address in the Grangetown and Butetown areas for the September 2016 intake as follows:

- Demand for English-medium community school and Faith places in the Grangetown area greatly exceeding the supply by 95 places, rising to 142 places when pupil yields from proposed new housing are added
- Demand for Welsh-medium community school places exceeding supply by 26 places in the Grangetown and Butetown area rising to 46 places when pupil yields from proposed new housing are added.

## Interim and transition arrangements

See relevant paragraphs in 'Four Wards' Cabinet Report 22 January 2015 for details.

### 3 Assess Impact on the Protected Characteristics

#### 3.1 Age

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

	Yes	No	N/A
3-11 years	+ve /-ve		
12 - 65 years	x		
Over 65 years	x		

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

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

If no differential impact, explain the reason(s) for this assessment:

#### **3-11 year olds**

All the options would increase the number of primary community places available in and around the Butetown, Canton, Grangetown and Riverside areas of Cardiff.

All the options propose that the additional primary and nursery places are accommodated in permanent new build accommodation. Investment in buildings enables schools to be best placed to provide the opportunities for learners to achieve their potential.

The provision of nursery places makes it possible for a child to remain on the same site and in familiar surroundings for their primary education (subject to a successful application to the primary school).

In terms of the interim solutions, the Council proposes to continue to utilise existing temporary measures at established schools to provide for the demand for English-medium community places projected to exceed supply until permanent solutions are agreed.

The Council has experience of delivering new build on school sites whilst enabling the continuous delivery of education and maintaining health and safety.

#### **Impact on Faith Provision (3-11)**

##### **St Cuthbert's Catholic Primary School**

This site is currently operating as a catholic primary school. The school is a Catholic Voluntary Aided School which means the school holds its own premises, employs the staff and deals with admission arrangements. The LA via the school budget share provides revenue funding.

St Cuthbert's Catholic Primary School currently provides c149 places (0.7FE). Of those children that attend the school approximately 24% are catholic. The other children on roll are

primarily from the local communities in Butetown and Grangetown.

If option 1a or 1b was to be progressed the Catholic Archdioceses is in agreement that it would consult to close the catholic provision on a consistent timescale with the local authority in order for admissions to close to the catholic school and for an English-medium primary school to be established.

The current accommodation is not of a sufficient size to accommodate 2FE of children and an extension would be required in order to provide for the increased number of children proposed as well as to accommodate the children accessing St Cuthbert's prior to its formal closing.

#### **St Mary the Virgin CIW**

Any additional English-medium places provided at St Mary the Virgin would be provided in a faith setting with the school's Governing Body as the admissions authority for this school. The school would admit up to 60 children to Reception each September which could (subject to agreement) comprise of 30 Foundation places (i.e. children that meet the faith criteria of the school) and 30 open places (i.e. those children who would not qualify for a foundation place, but whose parents have chosen the school for the type of education it provide). The Open Places numbers would need to be agreed between the Governing Body and the Council.

All parents applying for admission would do so knowing that the school aims to provide an education based on Christian principles and therefore the Governing Body would expect all pupils to take part in the Christian worship of the school, to attend all religious education lessons and participate in all other educational activities.

As was shown during the engagement, St Mary the Virgin Primary school is popular in its locality with those seeking faith based education and with local families of a range of different faiths. Families that do not want a faith based education for their child(ren) could not be compelled to take up a place at this school.

#### **Impact on POS (All ages)**

The new and expanded schools may require access to off-site pitches and use of adjacent park land or POS may be required. This could limit use of parkland space / POS during school hours.

#### **Land adjacent to Hamadryad**

This site was purchased by a Community Housing Association and following negotiation a swap for the derelict land adjacent to County Hall has been agreed subject to confirmation regarding land valuations and financial negotiations as appropriate. The site area is sufficient to construct a 2FE primary school without building on the adjacent Hamadryad Park. It would however need to utilise off site playing fields on the adjacent park.

#### **St Cuthbert's Catholic Primary School**

The POS to the south of this site is an open patch of land surrounded by hedgerow and trees.

There is a possibility that the school may need to access the POS to the south of the site for off-site pitch provision.

#### **Ninian Park Primary School**

This school is already an operational English-medium primary school site which is accommodating up to 90 children in its younger age groups. It is able to achieve this through

utilising a combination of existing permanent accommodation and temporary classrooms adjacent to the main school site.

In order for it to function effectively and offer the full curriculum specific to the full primary age range it would require extension and modernisation to the existing accommodation. This would require building on part of the park currently taken up by temporary accommodation.

#### **Channel View Leisure Centre site**

Modern school facilities can provide flexible spaces for partnership working (integrated services) and use as valuable community assets (potential for efficiency savings).

This has been observed at a recently completed template school; Nant Talwg, in the Vale of Glamorgan which has the hall space and associated facilities at the front of the school enabling the school to remain secure while offering community use outside of school hours.

An option for community use is included in the building of a school on part of the Channel View leisure centre.

This site is currently occupied by the Grangetown Open Access Play Centre and the MUGA facility of the Channel View Leisure Centre, adjacent to the Grangetown Nursery School and The Marl Park.

Any school established on this site would not need to utilise the indoor Channel View Leisure facilities as part of formal delivery of the curriculum although there may be opportunities for the children to make use of the facilities to further their experience of particular activities as appropriate.

There would be a relocation of the all-weather pitch facility within the site boundary and it is proposed this would be shared with the school with school access only during the school day. Any primary school located on this site would also need to access off site playing fields on the adjacent Marl Park.

There will also need to be additional car parking facilities to ensure sufficient places are available for the schools (Nursery and Primary) and the established leisure centre facility.

In the event a new primary school were to be constructed on this site it would reduce the area available for the Open Access facilities. However, it would not remove them altogether and would include the option to provide an independently accessed community room/open access play facility adjoining the main school building which could serve the community during the school day and offer internal space for the purpose of delivering Open Access Play services outside school hours. This would be in addition to leaving an area for the reconstruction of outdoor fixed equipment and an area of grass inside the boundary as well as entry/exit onto the adjacent Marl playing fields.

If the school were to be established (and it was an English-medium provision) it would have the potential to be linked physically to the Grangetown Nursery School. The Nursery School would however continue to function as a separate nursery organisation under the existing management and governance arrangements.

If the school were to be established and it was a Welsh-medium provision it would be separate to the current nursery school building and would be a larger building as it would provide a nursery unit as part of the school.

#### **Transport and Traffic (all ages)**

Increase in the use of polluting modes of transport in the vicinity of the sites directly affected by the proposal.

Mitigated by:

- provision being central to the area it would serve. This would minimise use of cars or public transport and encourage walking and cycling to and from school.
- Limited scope for parking would encourage walking to school. Provision of parent parking places is generally not supported by Cardiff Council. This is because such provision would promote travel to school by car, generate local traffic, contribute to congestion and reduce pupil safety. Parking facilities provided at schools is generally only for staff and to meet operational needs.
- Formalised parking regime outside of the schools to discourage unsafe parking and help with enforcement.

A Travel Plan which includes schemes such as the Park Safe / Walk Safe scheme which encourage parents to park further away from the school.

A Travel Plan that encourages the use of public transport, walking and cycling

- Giving consideration to providing a non statutory bus service based on demand
- Traffic and transport implications including measures to encourage walking and cycling would be considered as part of the Transport Assessment that supports any planning application

#### **Location of provision**

Locating provision central to the area it serves should minimise the use of cars or public transport and encourage walking and cycling to and from school. Ninian Park is central to the area it presently serves and would continue to serve. Hamadryad and Channel View would be central to the areas they would be likely to serve.

However, expanding provision at St Cuthbert's and/ or St Mary the Virgin would require significant changes to catchment areas throughout Butetown and Grangetown in order to balance the supply of and demand for places, and to make them (and other local schools) central to the areas they would serve.

#### **Redeployment**

There may still be a perception that redeployment opportunities could be affected by age.

The Council's procedure for managing staffing changes arising from reorganisation would be used in implementing any changes as a result of this proposal. This would ensure that good practice is followed, including the application of the Council's policies on equal opportunities.

**3.2 Disability**

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

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

<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
<b>What action(s) can you take to address the differential impact?</b>
<p><b>If no differential impact, explain the reason(s) for this assessment:</b></p> <p>An equality impact assessment would be carried out at the design stage on the accessibility of any new build accommodation or interim temporary demountable accommodation and to identify any reasonable adjustments that could be made to improve accessibility to existing accommodation. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design June 2009 as well as building regulations such as, BS8300, Part M and Building Bulletin guidelines.</p> <p>Transport for disabled pupils would not be affected as it would be provided to meet the child's needs in accordance with the SEN Code of Practice.</p> <p>The design stage would give consideration to future proofing the accommodation in terms of accessibility. For example, space could be provided to enable accessible toilets to be modified without significant structural changes being required.</p> <p>A new build design would take into account the needs of the following:</p> <ul style="list-style-type: none"> <li>- Those with a hearing impairment – e.g. appropriate acoustics, British Sign Language images/symbols and portable/static hearing loops.</li> <li>- Those with a visual impairment - e.g. the use of colour to differentiate between the function of spaces, tactile maps and Braille language on signs.</li> <li>- Those with a physical impairment – e.g. level threshold doors, lifts with disabled access</li> <li>- Those with learning disabilities – e.g. quiet spaces</li> </ul> <p>Special Educational Needs (SEN) School Action support is provided in the classroom. However, there may be occasions where pupils are withdrawn from a classroom to receive an intervention.</p> <p>If the new build accommodation is a standardised design further discussion would be needed on the design approach and how it caters for pupils with SEN (School Action).</p>

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**3.3 Gender Reassignment**

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

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

<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
<b>What action(s) can you take to address the differential impact?</b>
<b>If no differential impact, explain the reason(s) for this assessment:</b>
The privacy of changing and toilet facilities would be considered at the design stage. The assessment would refer to policies such as the Equality Act 2010, TAN 12: Design June 2009 as well as building regulations such as, BS8300, Part M and Building Bulletin guidelines.

**3.4. Marriage and Civil Partnership**

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on marriage and civil partnership?

	Yes	No	N/A
Marriage			X
Civil Partnership			X

<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
<b>What action(s) can you take to address the differential impact?</b>
<b>If no differential impact, explain the reason(s) for this assessment:</b>
N/A

**3.5 Pregnancy and Maternity**

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on pregnancy and maternity?

	Yes	No	N/A
Pregnancy		X	
Maternity			X

<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
<b>What action(s) can you take to address the differential impact?</b>

**If no differential impact, explain the reason(s) for this assessment:**

An equality impact assessment would be carried out at the design stage on the accessibility of any new build accommodation or interim temporary demountable accommodation and to identify any reasonable adjustments that could be made to improve accessibility to existing accommodation. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design June 2009 as well as building regulations such as, BS8300, Part M and Building Bulletin guidelines.

**3.6 Race**

Will this Policy/Strategy/Project//Procedure/Service/Function have a **differential impact [positive/negative]** on the following groups?

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

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

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

**If no differential impact, explain the reason(s) for this assessment:**

Providing additional primary school places would not have a differential impact upon one particular ethnic group as the provision would be available to all.

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

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on people with different religions, beliefs or non-beliefs?

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

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

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

**If no differential impact, explain the reason(s) for this assessment:**

The senior management in a school are best placed to manage needs and any significant change in diversity in terms of belief.

**St Cuthbert's Catholic Primary School**

St Cuthbert's Catholic Primary School currently provides c149 places (0.7FE). Of those children that attend the school approximately 24% are catholic. The other children on roll are primarily from the local communities in Butetown and Grangetown.



If option 1b or 1c was to be progressed the Catholic Archdioceses is in agreement that it would consult to close the catholic provision on a consistent timescale with the local authority in order for admissions to close to the catholic school and for an English-medium primary school to be established.

**St Mary the Virgin CIW**

Any additional English-medium places provided at St Mary the Virgin would be provided in a faith setting with the school's Governing Body as the admissions authority for this school. The school would admit up to 60 children to Reception each September which could (subject to agreement) comprise of 30 Foundation places (i.e. children that meet the faith criteria of the school) and 30 open places (i.e. those children who would not qualify for a foundation place, but whose parents have chosen the school for the type of education it provide). The Open Places numbers would need to be agreed between the Governing Body and the Council.

All parents applying for admission would do so knowing that the school aims to provide an education based on Christian principles and therefore the Governing Body would expect all pupils to take part in the Christian worship of the school, to attend all religious education lessons and participate in all other educational activities.

As was shown during the engagement, St Mary the Virgin Primary school is popular in its locality with those seeking faith based education and with local families of a range of different faiths. Families that do not want a faith based education for their child(ren) could not be compelled to take up a place at this school.

**3.8 Sex**

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on men and/or women?

	Yes	No	N/A
Men		X	
Women		X	

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

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

**If no differential impact, explain the reason(s) for this assessment:**

All schools would continue to admit pupils of both sexes.

The Council's procedure for managing staffing changes arising from reorganisation would be used in implementing the changes in this proposal. This ensures that good practice is followed, including the application of the Council's policies on equal opportunities.

**3.9 Sexual Orientation**

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on the following groups?

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

Heterosexual/Straight		X	
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<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
<b>What action(s) can you take to address the differential impact?</b>
<b>If no differential impact, explain the reason(s) for this assessment:</b>
<p>Fears that recruitment opportunities could be affected by sexual orientation.</p> <p>Evidence collated by the Stonewall lobby group alleges that LGB people are likely to be discriminated against in workplace recruitment.</p> <p>The Council's procedure for managing staffing changes arising from reorganisation would be used in implementing the changes in this proposal. This ensures that good practice is followed, including the application of the Council's policies on equal opportunities.</p>

**3.10 Language**

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

	Yes	No	N/A
Welsh Language	Proposal seeks to increase the number of Welsh-medium primary school places available	x	
Other languages		x	

<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
<b>What action(s) can you take to address the differential impact?</b>
<b>If no differential impact, explain the reason(s) for this assessment:</b>
<p>The proposal would provide additional English-medium and Welsh-medium community places.</p> <p>The proposal seeks to increase the number of Welsh-medium primary school places available in the area in addition to the establishment of nursery provision. It is anticipated that there will be a positive impact on the Welsh Language as a result of this proposal.</p> <p>The schools subject to the proposals are existing schools which offer a range of after school activities and some may have community organisations offering services from the school facilities. It is not anticipated that there would be a negative impact on any of these activities.</p> <p><u>Other Language support</u></p> <p>The proposal will not directly impact on the level of support provided as all support is dependent on the Minority Ethnic Achievement Grant which is reviewed and then renewed according to the results of the annual Needs Assessment Survey. The allocation of teachers and Bi-lingual Teacher Assistants (BTAs) is usually in place for the period of the academic year but is liable to change throughout the year to meet fluctuations in demand.</p> <p>EAL support is provided in the classroom. However, there may be occasions where pupils are withdrawn from a classroom to receive an intervention.</p>

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If the new build accommodation is a standardised design it, further discussion would be needed on the design approach and how it caters for pupils with EAL needs).

**4. Consultation and Engagement**

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

The Design Equalities Advisory Group (DEAG) and/or the Cardiff Council Access Focus Group (CCAFG) would be given the opportunity to comment on new build designs.

**5. Summary of Actions [Listed in the Sections above]**

Groups	Actions
Age	
Disability	An equality impact assessment would be carried out at the design stage on the accessibility of any new build accommodation or interim temporary demountable accommodation and to identify any reasonable adjustments that could be made to improve accessibility to existing accommodation. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design June 2009 as well as building regulations such as, BS8300, Part M and Building Bulletin guidelines.
Gender Reassignment	See action against Disability
Marriage & Civil Partnership	None identified
Pregnancy & Maternity	See action against Disability
Race	None identified
Religion/Belief	None identified
Sex	None identified
Sexual Orientation	See action against Disability
Language	If the proposal proceeds, signage and other way finding techniques would be considered at the design stage.
Generic Over-Archng	The Design Equalities Advisory Group (DEAG) and/or the Cardiff Council Access Focus Group (CCAFG) would be given the opportunity to comment on new build designs.

**6. Further Action**

This equality impact assessment will be updated to reflect feedback received from the engagement exercise and to assess any formal proposals recommended for public consultation.

**7. Authorisation**

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

Completed By: Rachel Willis	Date: Updated November 15
Designation: Policy, Equalities and Reports Officer	
Approved By: Michele Duddridge-Hossain	
Designation: SOP Team Manager	
Service Area: Education	

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**Sustainability Appraisal (SA) incorporating Strategic Environmental Assessment (SEA) of the proposal to provide additional Welsh-medium and English-medium primary school places in and around the Butetown, Canton, Grangetown and Riverside areas of Cardiff.**

**Background**

In 2008, a retrospective Strategic Environmental Assessment (SEA) of Cardiff's 21st Century: A Strategic Framework for a School Building Improvement Programme (published in 2006) was carried out based on the guidance that supports the European SEA Directive 2001/42/EC.

The retrospective approach to assessment was quality assured by an external consultant and their independent compliance review determined that the report detailing the assessment on the strategic framework met the key requirements set out for reporting the SEA process as required by the SEA Directive.

The assessment provides the basis for assessing current and future school organisation proposals at a strategic level.

**To request a copy of the assessment on the Strategic Framework please contact Rachel Willis, 029 2087 3946 RWillis@cardiff.gov.uk**

Key:

xx	= very incompatible; very negative effect
x	= incompatible; negative effect
✓	= compatible; positive effect
✓✓	= very compatible; very positive effect
0	= no links; neutral effect
?	= uncertain effects
DNA	= data not available



SEA objective	Option 1 a) New 2FE WM primary on Hamadryad site (at 1FE expanding to 2FE) . Temporarily on Virgil Street. New 2FE EM primary on site of St Cuthbert's. Closure of the Catholic provision over time. 1FE EM expansion of Ninian Park Primary School.		Option 1 b) New 2FE WM primary Hamadryad site (at 1FE expanding to 2FE). Temporarily on Virgil Street. New 2FE EM primary on site of St Cuthbert's. Closure of the Catholic provision over time. 1FE expansion of St Mary the Virgin (EM places in a faith setting).		Option 1 c) New 2FE WM primary on Hamadryad site (at 1FE expanding to 2FE) . Temporarily on Virgil Street. 1FE EM expansion of Ninian Park Primary School. 1FE expansion of St Mary the Virgin (EM places in a faith setting).		Option 1d: New 2FE WM primary on Hamadryad site (at 1FE expanding to 2FE). Temporarily on Virgil Street. New 2FE EM primary on part of the Channel View leisure centre site.		Option 2: New 2FE EM primary on Hamadryad site (at 1FE expanding to 2FE). Establish a new 2FE Welsh-medium primary school with nursery on part of the Channel View leisure centre site, to open in temporary accommodation on Virgil Street, Grangetown Cardiff		Do nothing		
	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	
Page 574	✓/x	<ul style="list-style-type: none"> <li>- Formalised parking regime outside of the schools to discourage unsafe parking and help with enforcement.</li> <li>- A Travel Plan which includes schemes such as the Park Safe / Walk Safe scheme which encourage parents to park further away from the school.</li> <li>- A Travel Plan that encourages the use of public transport, walking and cycling</li> <li>- Giving consideration to providing a non statutory bus service based on demand</li> <li>- Traffic and transport implications including measures to encourage walking and cycling would be considered as part of the Transport Assessment that supports any planning application</li> </ul>											places have to travel outside of their locality to attend school and are more likely to use polluting modes of transport. Congestion is also exacerbated due to the volume of traffic criss-crossing the city
		<p>Locating provision central to the area it serves should minimise the use of cars or public transport and encourage walking and cycling to and from school. Ninian Park is central to the area it presently serves and would continue to serve. Hamadryad and Channel View would be central to the areas they would be likely to serve.</p> <p>However, expanding provision at St Cuthbert's and/ or St Mary the Virgin would require significant changes to catchment areas throughout Butetown and Grangetown in order to balance the supply of and demand for places, and to make them (and other local schools) central to the areas they would serve.</p>											
3. Promote health and wellbeing by protecting and enhancing public open space and improving access to POS	0	<p><b>All sites</b></p> <p>The new and expanded schools may require access to off-site pitches and use of adjacent park land or POS may be required. This could limit use of parkland space / POS during school hours.</p> <p><b>Land adjacent to Hamadryad</b></p> <p>This site was purchased by a Community Housing Association and following negotiation a swap for the derelict land adjacent to County Hall has been agreed subject to confirmation regarding land valuations and financial negotiations as appropriate. The site area is sufficient to construct a 2FE primary school without building on the adjacent Hamadryad Park. It would however need to utilise off site playing fields on the adjacent park.</p> <p>Parking would be shared with residential flats that have planning permission next to the school site.</p> <p>Consideration is also currently being given to the construction of changing room facilities to serve the playing fields and increase usage of these facilities. These would be combined with any proposed primary school build to maximise economies of scale at the point of construction. These would however be subject to funds being made available in addition to those identified in the report to Cabinet 22 January 2015.</p>										0	N/A

SEA objective	Option 1 a) New 2FE WM primary on Hamadryad site (at 1FE expanding to 2FE) . Temporarily on Virgil Street. New 2FE EM primary on site of St Cuthbert's. Closure of the Catholic provision over time. 1FE EM expansion of Ninian Park Primary School.		Option 1 b) New 2FE WM primary Hamadryad site (at 1FE expanding to 2FE). Temporarily on Virgil Street. New 2FE EM primary on site of St Cuthbert's. Closure of the Catholic provision over time. 1FE expansion of St Mary the Virgin (EM places in a faith setting).		Option 1 c) New 2FE WM primary on Hamadryad site (at 1FE expanding to 2FE) . Temporarily on Virgil Street. 1FE EM expansion of Ninian Park Primary School. 1FE expansion of St Mary the Virgin (EM places in a faith setting).		Option 1d: New 2FE WM primary on Hamadryad site (at 1FE expanding to 2FE). Temporarily on Virgil Street. New 2FE EM primary on part of the Channel View leisure centre site.		Option 2: New 2FE EM primary on Hamadryad site (at 1FE expanding to 2FE). Establish a new 2FE Welsh-medium primary school with nursery on part of the Channel View leisure centre site, to open in temporary accommodation on Virgil Street, Grangetown Cardiff		Do nothing	
	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective
	0	<p><b>St Cuthberts</b></p> <p>The POS to the south of this site is an open patch of land surrounded by hedgerow and trees.</p> <p>There is a possibility that the school may need to access the POS to the south of the site for off-site pitch provision.</p> <p><b>Ninian park</b></p> <p>In order for it to function effectively and offer the full curriculum specific to the full primary age range it would require extension and modernisation to the existing accommodation. This would require building on part of the park currently taken up by temporary accommodation.</p>	?	<p><b>St Cuthberts</b></p> <p>Same as Option 1a</p> <p><b>St Mary the Virgin</b></p> <p>In order for it to function effectively and offer the full curriculum specific to the full primary age range it would require extension and modernisation to the existing accommodation. This would require reorganisation of the site including building on part of the school field.</p> <p>If a new build 2FE school were to be built on this site it would be a confined site. There could be limited pitch provision and use of Canal Park in close proximity to the school may be required.</p>	0	<p><b>St Mary the Virgin</b></p> <p>Same as option 1b</p> <p><b>Ninian Park</b></p> <p>Same as Option 1a</p>	0	<p><b>Channel View leisure centre site</b></p> <p>Any primary school located on this site would also need to access off site playing fields on the adjacent Marl Park.</p>	0	<p><b>Channel View leisure centre site</b></p> <p>Same as option 1d</p>		

SEA objective	Option 1 a) New 2FE WM primary on Hamadryad site (at 1FE expanding to 2FE) . Temporarily on Virgil Street. New 2FE EM primary on site of St Cuthbert's. Closure of the Catholic provision over time. 1FE EM expansion of Ninian Park Primary School.		Option 1 b) New 2FE WM primary Hamadryad site (at 1FE expanding to 2FE). Temporarily on Virgil Street. New 2FE EM primary on site of St Cuthbert's. Closure of the Catholic provision over time. 1FE expansion of St Mary the Virgin (EM places in a faith setting).		Option 1 c) New 2FE WM primary on Hamadryad site (at 1FE expanding to 2FE) . Temporarily on Virgil Street. 1FE EM expansion of Ninian Park Primary School. 1FE expansion of St Mary the Virgin (EM places in a faith setting).		Option 1d: New 2FE WM primary on Hamadryad site (at 1FE expanding to 2FE). Temporarily on Virgil Street. New 2FE EM primary on part of the Channel View leisure centre site.		Option 2: New 2FE EM primary on Hamadryad site (at 1FE expanding to 2FE). Establish a new 2FE Welsh-medium primary school with nursery on part of the Channel View leisure centre site, to open in temporary accommodation on Virgil Street, Grangetown Cardiff		Do nothing		
	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	
4. Minimise air, light and noise pollution associated with building development and traffic congestion	0  ✓	Builders would be encouraged to minimise air, light and noise pollution during any construction period.  See 2 b) above	0  ✓	Builders would be encouraged to minimise air, light and noise pollution during any construction period.  See 2 b) above	0  ✓	Builders would be encouraged to minimise air, light and noise pollution during any construction period.  See 2 b) above	0  ✓	Builders would be encouraged to minimise air, light and noise pollution during any construction period.  See 2 b) above	0  ✓	Builders would be encouraged to minimise air, light and noise pollution during any construction period.  See 2 b) above	0	N/A	
5. Protect and enhance biodiversity, flora and fauna	0/?  Mitigation could be required	A Phase 1 survey (Preliminary Ecological Assessment) could be required to identify the main habitats and whether any detailed surveys for protected species are needed. If more detailed surveys are required recommendations to mitigate any impacts on biodiversity would be considered as part of the planning application.											
6. Protect and enhance the landscape (habitats/visual amenities)	0											0	N/A
7. Conserve water resources and increase water efficiency in new developments and promote sustainable urban drainage systems	?	<p><b>Stand alone new build accommodation</b></p> <p>Water efficiency measures would be incorporated into the building design and where feasible drainage would be improved through Sustainable urban drainage systems (SUDS).</p> <p><b>Extension to existing accommodation</b></p> <p>Measures to improve water efficiency such as Sustainable Urban Drainage Systems (SUDS) may be possible to a lesser or greater extent depending on the compatibility of existing buildings.</p>										0	N/A
8. Promote regeneration by delivering inclusive schools that will improve equality of opportunity and access for all	✓	<p>An equality impact assessment would be carried out at the design stage on the accessibility of any new build accommodation or interim temporary demountable accommodation and to identify any reasonable adjustments that could be made to improve accessibility to existing accommodation. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design June 2009 as well as building regulations such as, BS8300, Part M and Building Bulletin guidelines.</p> <p>Transport for disabled pupils would not be affected as it would be provided to meet the child's needs in accordance with the SEN Code of</p>										0	N/A



SEA objective	Option 1 a) New 2FE WM primary on Hamadryad site (at 1FE expanding to 2FE) . Temporarily on Virgil Street. New 2FE EM primary on site of St Cuthbert's. Closure of the Catholic provision over time. 1FE EM expansion of Ninian Park Primary School.		Option 1 b) New 2FE WM primary Hamadryad site (at 1FE expanding to 2FE). Temporarily on Virgil Street. New 2FE EM primary on site of St Cuthbert's. Closure of the Catholic provision over time. 1FE expansion of St Mary the Virgin (EM places in a faith setting).		Option 1 c) New 2FE WM primary on Hamadryad site (at 1FE expanding to 2FE) . Temporarily on Virgil Street. 1FE EM expansion of Ninian Park Primary School. 1FE expansion of St Mary the Virgin (EM places in a faith setting).		Option 1d: New 2FE WM primary on Hamadryad site (at 1FE expanding to 2FE). Temporarily on Virgil Street. New 2FE EM primary on part of the Channel View leisure centre site.		Option 2: New 2FE EM primary on Hamadryad site (at 1FE expanding to 2FE). Establish a new 2FE Welsh-medium primary school with nursery on part of the Channel View leisure centre site, to open in temporary accommodation on Virgil Street, Grangetown Cardiff		Do nothing		
	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	
Page 577		Practice. <b>New build schools and extensions</b> The design stage would give consideration to future proofing the accommodation in terms of accessibility. For example, space could be provided to enable accessible toilets to be modified without significant structural changes being required.											
	9. <i>Protect and enhance</i> designated historic assets	<b>0</b>	There are no registered historic assets within the proposed sites.										0

## Conclusion

The proposal has been assessed to be largely compatible with the environmental objectives used to assess the goal and principles of the "21st Century Schools: A Strategic Framework for A School Building Improvement Programme" that underpin school organisation proposals. The proposal should have a positive impact on the environment. If the demand for school places in an area of the city is not met, pupils without places travel outside of their locality to attend school and are more likely to use polluting modes of transport. Congestion is also exacerbated due to the volume of traffic transversing the city.

The proposal would establish primary school provision to serve the Grangetown and Butetown areas. This would minimise the outflow of pupils to other areas of Cardiff, the use of cars or public transport and encourage walking and cycling to and from school. Standalone new build accommodation should achieve an overall rating of BREEAM 'Excellent' for the project and the mandatory credits necessary for a BREEAM 'Excellent' rating for the reduction of CO2 emissions in line with section Ene 1. Where possible, energy efficient measures would be incorporated into the building works for any extension to existing accommodation.

The new and expanded schools may require access to off-site pitches and use of adjacent park land or POS may be required. This could limit use of parkland space / POS during school hours. A Phase 1 survey (Preliminary Ecological Assessment) could be required to identify the main habitats and whether any detailed surveys for protected species are needed. If more detailed surveys are required recommendations to mitigate any impacts on biodiversity would be considered as part of the planning application.

Where the assessment has identified a potential negative environmental impact in terms of an increase in the volume of traffic (Objective 4), measures to mitigate the effect are detailed.

## Recommendation

The Cabinet is recommended to:

1. Authorise officer to publish a statutory notice to:

To agree to (a) and to note (b):

(a) The publication of appropriate statutory notices for the following proposals:

- (i) To increase the capacity of Ninian Park Primary School Primary School from 2FE to 3FE with part-time nursery places serving the age range 3-11 on its existing site from September 2017

- (ii) To establish a new 2 FE Welsh-medium primary school with nursery on the Hamadryad site located adjacent to the Hamadryad playing fields off Hamadryad Road, Cardiff (the school is to open initially at 1FE only in temporary accommodation adjacent to the Ninian Park Primary School site in the accommodation formerly occupied by Ysgol Tan yr Eos on Virgil Street, Cardiff).

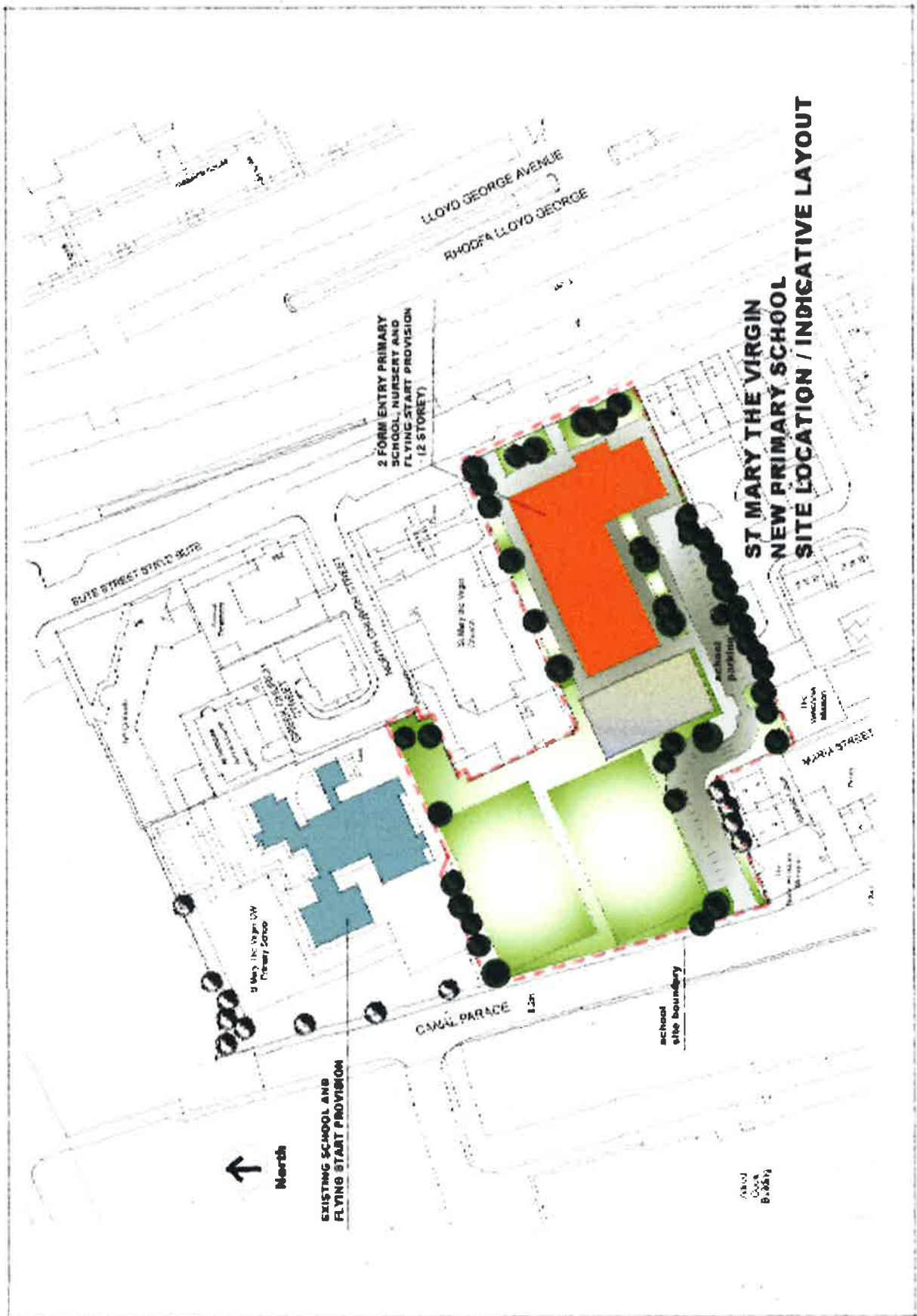
(b) The publication by the Governing Body of St Mary the Virgin Church in Wales Primary School of an appropriate statutory notice to make prescribed alterations to that school by increasing its admission number from 1FE to 2FE with nursery places from September 2017

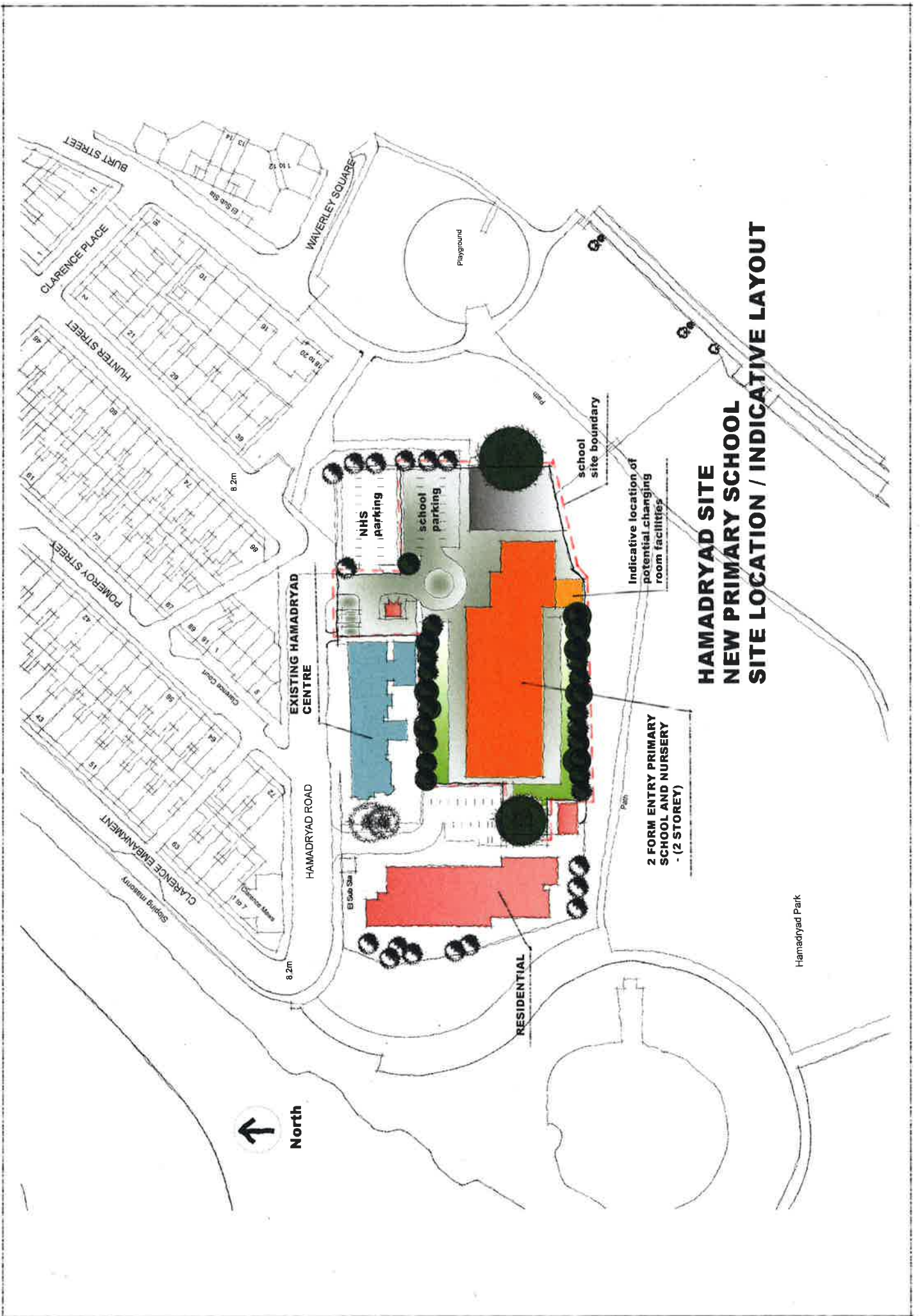
2. Note that prior to implementation of the proposal a further report will be provided to the Cabinet providing details of any objections received, the proposed responses to those objections and recommendations for implementation or otherwise of the proposal.











**HAMADRYAD SITE  
NEW PRIMARY SCHOOL  
SITE LOCATION / INDICATIVE LAYOUT**

**CITY OF CARDIFF COUNCIL  
CYNGOR DINAS CAERDYDD**



**CABINET MEETING: 10 DECEMBER 2015**

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**HACKNEY CARRIAGE FARES**

**REPORT OF DIRECTOR OF CITY OPERATIONS**

**AGENDA ITEM: 9**

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**PORTFOLIO: SKILLS, SAFETY & ENGAGEMENT (COUNCILLOR DAN DE'ATH)**

**Reason for this Report**

1. To consider objections to the proposal approved by Cabinet on 2 July 2015 to vary the current City of Cardiff Council's rate of hackney carriage fares.

**Background**

2. The Council may fix or vary the rate of fare for the hire of a taxicab under the provisions of Section 65 of the Local Government (Miscellaneous Provisions) Act 1976. The Section requires that any variation of the fare must be advertised in a local paper and that a period of notice of at least 14 days be given to enable any person to make objections.
3. On the 5 May 2015 the taxi operator Dragon Taxis, Martin Road, Tremorfa Industrial Estate, Cardiff submitted a proposal to the Licensing Section to increase the rate of fares.
4. A subsequent application to increase the rate of fares was also made to the Council on the 27 May 2015 by the Cardiff Hackney Carriage Association. The proposal imitated the tariff of fares currently approved by Bristol City Council.
5. A report was taken to Cabinet on the 2 July 2015 which gave full details of the two tariff proposals and considered the merits of both. The report to Cabinet with details of the two applications and relevant considerations is referenced in Appendix A.
6. Cabinet resolved to reject the Cardiff Hackney Carriage tariff proposal and accept the application put forward by Dragon Taxis subject to a period of consultation with the taxi trade and issuing of a public notice in a local newspaper.

## **Issues**

7. During the consultation period six representations were received, four in support, with two objections to the proposed tariff increase. These are detailed in Appendix B. Cabinet is required to consider the objections received and determine the decision made in July 2015.
8. Cabinet should note that following the original public notice issued in July 2015 there was a specified period of time under which Cabinet should have considered any representations received and made a decision. Due to an administrative delay, this period elapsed and a second public notice was therefore issued on the 7 October 2015. The Notice is attached for reference as Appendix C.
9. No further formal objections were received as part of this second consultation period.

## **Reason for Recommendations**

10. The report seeks determination of the applications to vary the City of Cardiff Council's Hackney Carriage tariff of fares. It is a legal requirement that the approved tariff applies to all hackney carriage journeys that start and end within the Cardiff boundary.

## **Financial Implications**

11. This report does not result in any additional financial implications. The increase in fares will need to be publicly advertised and the associated costs of advertising will be borne by the Licensing Budget from within its existing Budget.

## **Legal Implications**

12. The proposed variation in the Table of Fares has been published and representations received. Cabinet must now consider those representations and decide whether to approve the variation, with or without modifications. If Cabinet approves the variation it must set a date for the variation to come into force, which must not be later than 21<sup>st</sup> December 2015.

## **HR Implications**

13. There are no HR implications as a result of this report

## **RECOMMENDATION**

Cabinet is recommended to:

1. note the representations in Appendix B received for and against the decision taken by Cabinet on the 2 July 2015 to amend the tariff of fares.



2. approve the application submitted by Dragon Taxis with an implementation date of 21 December 2015.

**ANDREW GREGORY**

Director

4 December 2015

*The following appendices are attached:*

Appendix A: Report To Cabinet Of 2<sup>nd</sup> July 2015 Application For A Hackney  
Carriage Fare Increase

Appendix B: Representations made during public consultation period

Appendix C: Public Notice of Tariff of Fares

**CITY OF CARDIFF COUNCIL  
CYNGOR DINAS CAERDYDD**



**CABINET MEETING: 2 JULY 2015**

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**APPLICATION FOR A HACKNEY CARRIAGE FARE INCREASE**

**REPORT OF THE DIRECTOR OF CITY OPERATIONS**

**AGENDA ITEM: 9**

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**PORTFOLIO: SKILLS, SAFETY & ENGAGEMENT (COUNCILLOR DE'ATH)**

**Reason for this Report**

1. To consider applications made by Dragon Taxis and the Cardiff Hackney Carriage Association to vary the current City of Cardiff Council's rate of hackney carriage fares.

**Background**

2. The Council may fix or vary the rate of fare for the hire of a taxicab under the provisions of Section 65 of the Local Government (Miscellaneous Provisions) Act, 1976. The Section requires that any variation of the fare must be advertised in a local paper and that a period of notice of at least 14 days be given to enable any person to make objections.
3. The current tariff of fares has been in place since 1<sup>st</sup> September 2011.
4. An application made by taxi operator Dragon Taxis, Martin Road, Tremorfa Industrial Estate, Cardiff, to increase the rate of fares was submitted to the Licensing Section on 5<sup>th</sup> May 2015 and is detailed in Appendix A.
5. A subsequent application was made to the Licensing Section on 27<sup>th</sup> May 2015 by the Cardiff Hackney Carriage Association and is detailed in Appendix B. The application proposes to imitate the tariff of fares currently approved by Bristol City Council.

**Dragon Taxis Application**

6. Dragon Taxi's application proposes to increase the charge of the first 103 yards and when the distance exceeds 103 yards by 30p to £2.30. All other charges remain the same as the current table of fares. Full details are shown in Appendix A. It is proposed that the tariff takes effect on 1<sup>st</sup> September 2015 to tie in with the start of the academic year and the increase in trade which begins at that time.

7. The proposal would increase the cost of an average three mile journey by 4.1% during the day and by 3.7% during the night. In monetary terms this would be an increase from £7.20 to £7.50 during the day, and from £8.20 to £8.50 at night. An average journey of up to 10 miles would result in an increase during the day from £19.00 to £19.30 a rise of 1.58% and £20.00 to £20.30 a rise of 1.50% at night. There would be no increase in waiting time or additional charges.
8. In support of the application Ryan Owen, Director of Dragon has stated:
 

*'I believe that the fare increase requested is a modest one which would be wholly acceptable to both drivers and customers alike. Because we only want to adjust the initial charge, journeys which are over longer distances do not become extortionate. I feel that this increase would be a good one to implement. It is a reasonable request and would not dramatically impact the taxi market in Cardiff. Customers would continue using the service, but drivers would receive the far overdue increase that they deserve. The rates have not been increased for many years now and inflation does start to bite into the driver's income as we go on.'*
9. Officers have agreed that the application made by Dragon is a modest one and is easily understood by members of the public; a flat rate increase of 30p on every metered taxi fare. The proposed increase in fares is unlikely to deter members of the public from using taxis, however it must also be clear that the quality, consistency of charging for services and the ambassadorial role played by Hackney Carriage drivers for the City are all critical factors in customer satisfaction.

### **Cardiff Hackney Carriage Association (CHCA) Application**

10. The CHCA application proposes to replicate the City of Bristol's Hackney Carriage tariff of fares. Full details are detailed in Appendix B.
11. This application varies considerably from Cardiff's current tariff of fares, as it includes 6 different tariffs:
  - I. Day Rate: Monday to Friday 6:00 to 22:00
  - II. Night Rate; Monday to Friday 22:00 to 06:00
  - III. Weekend Day Rate: Saturday & Sunday 06:00 to 22:00
  - IV. Weekend Night Rate: 22:00 to 06:00
  - V. Bank/Public Holiday Rate
  - VI. Christmas & New Year Rate
12. The proposed CHCA tariff also includes additional charges that are not currently included in Cardiff such as charges for animals, separate charges for different sized items such as rucksacks, suitcases, prams, and additional charges for fares commencing at Cardiff Central Station. The CHCA base this application on their consideration that house prices, Council tax and business rates in Cardiff are very similar to Bristol.

13. An average 3 mile day-time (weekday) journey would increase from £7.20 to £7.83, an increase of 8.75%. A 3 mile night time journey would increase from £8.20 to £9.80, an increase of 19.51%. With the additional tariff, the night time rate on weekends for a 3 mile journey would be £10.10, an increase of 23.17%.
14. The CHCA application is a considerable increase in the rate of fares, especially on weekends and at night. It should be noted that the night rate also applies 2 hours earlier than the current Cardiff night-time rate. It is Officers opinion that this increase may deter passengers from using hackney carriages and the 6 separate tariffs makes estimating a fare confusing for drivers and passengers.
15. In addition, the separate extra charges for medium and large luggage are considered by Officers to be subjective and would cause cases of conflict between passengers and drivers and could cause an increase in enquiries and complaints to the Council. The Licensing section already receives a significant number of complaints about overcharging, inconsistency of charges and this proposal, if accepted, could exacerbate that position.

### **Considerations**

16. The table in Appendix C is a comparison between the current Cardiff tariff of fares and the 2 applications. It is difficult to directly compare the current Cardiff & Dragon applications with the CHCA application as the charges are applied differently and apply to different distances.
17. In September 2009, the Council approved the Hackney Carriage Fare Index, a method of calculating how much the cost of operating a hackney carriage has changed since the last fare increase was implemented. Using the Index, it has been calculated that the vehicle costs (cost of vehicle, parts, labour costs, licence fees etc) have risen by 0.5% since 2011, and driver costs (based on average earnings for private sector services) have risen by 3.5% giving a total index of 4%.
18. The AA Fuel Price Report shows that the cost of diesel has decreased from a Wales average of 139.5p per litre at March 2011 to 119.0p per litre in April 2015 a decrease of 15%. Unleaded 95 Octane petrol has also decreased by 15% to 113.5p per litre, in the same period.
19. Hackney Carriage Vehicle Licence fees have decreased since September 2011 from £230 to £163 for a 12 month renewal, a decrease of approximately 30%.
20. The vehicle excise duty has increased for petrol & diesel vehicles in band H from £180 to £205 a 13% increase.
21. Consideration should be given to obtaining a balance between increasing the fare to compensate in the increase of costs of running a hackney carriage, and ensuring that the increase or methodology does not deter

the public from using hackney carriages, nor form a poor reflection of visitor and resident experiences of the City.

22. In the Taxi Rank Operations and Public Attitude Survey conducted by AECOM in 2013, the optimum period for taxi hirings was between 19:01hrs and 07:00hrs on Saturdays. The CHCA proposals will add a significant increase to those journeys, with an average 3 mile journey costing 23% more, as opposed to a 3.7% increase under the Dragon proposals. The survey also stated that the majority of respondents indicated that the standard of taxi service was rated as 'good' except for the price, which the majority thought was 'average'.
23. For information the following table provides details of the daytime rate of the 2 mile fare currently authorised by the Council together with a comparison with the proposed fares and also the fares authorised by a sample of other licensing authorities:

Authority	Cost per 2 mile journey
London	£7.20
Bath	£6.40
Birmingham	£6.20
Swindon	£6.10
<b>CHCA Proposed Fare (Bristol)</b>	<b>£6.02</b>
Newcastle	£5.80
Manchester	£5.80
<b>Dragon proposed fare</b>	<b>£5.70</b>
Vale of Glamorgan	£5.65
Wrexham	£5.60
<b>Cardiff current fare</b>	<b>£5.40</b>
Rhondda Cynon Taff	£5.20
Newport	£5.10
Swansea	£5.05
Liverpool	£5.00
Bridgend	£4.90

24. The average 2 mile day-time fare in the UK is currently £5.66, and in Wales it is £5.16. Cardiff is currently 229<sup>th</sup> in the 2 mile fare league table out of 365 local authorities, as printed in the April edition of Private Hire & Taxi Monthly (see Appendix D for further details)
25. Should the Cabinet agree to vary the tariff, the variation would need to be advertised for a period of at least 14 days to permit persons to make an objection. Should there be no objections; the variation would then come into effect on the date of the expiry of the period of notice. However, should an objection be received the objection would need to be considered by the Cabinet before the variation is implemented. Should the revised tariff be implemented it is also recommended that a further customer satisfaction survey is carried out within a year to assess any impacts.

## **Reason for Recommendations**

26. The report seeks determination of the applications to vary the City of Cardiff Council's Hackney Carriage tariff of fares. It is a legal requirement that the approved tariff applies to all hackney carriage journeys that start and end within the Cardiff boundary.

## **Financial Implications**

27. This report does not result directly in any additional financial implications. The increase in fares will need to be publicly advertised and the associated costs of advertising will be borne by the Licensing Service from within its existing budget

## **Legal Implications**

28. If the Cabinet decides to amend the fare tariff it will be necessary to give public notice in accordance with Section 65 of the Local Government (Miscellaneous Provisions) Act 1976. The Cabinet will then have to consider any objections that are received.
29. 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. standing orders and financial regulations; (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.

## **RECOMMENDATIONS**

Cabinet is recommended to:

1. Note the issues and impacts to taxi fares set out in the report
2. reject the application put forward by the Cardiff Hackney Carriage Association.
3. Approve the application put forward by Dragon Taxis with an implementation date of 1st September 2015 (provided that there are no objections).
4. Authorise the advertisement of the variation in a local newspaper.

**ANDREW GREGORY**

Director

26 June 2015

*The following appendices are attached:*

Appendix A: Details of the Dragon Taxis Application

Appendix B: Details of the Cardiff Hackney Carriage Association Application

Appendix C: Comparison between the application sand the current tariff of fares

Appendix D: April edition of Private Hire & Taxi Monthly 2 mile fare comparison.

## Appendix A

### Details of Dragon Taxi Application:

<b>CURRENT CHARGE</b>		<b>PROPOSED CHARGE</b>	
First 103 yards (94.18 metres) or part thereof,	£2.00	First 103 yards (94.18 metres) or part thereof,	£2.30
If distance exceeds 103 yards (94.18 metres) for first 103 yards (94.18 metres)	£2.00	If distance exceeds 103 yards (94.18 metres) for first 103 yards (94.18 metres)	£2.30
For each subsequent 207 yards (189.28 metres)	£0.20	For each subsequent 207 yards (189.28 metres)	£0.20
<b>WAITING TIME:</b>		<b>WAITING TIME:</b>	
For each period of 48 seconds	£0.20	For each period of 48 seconds	£0.20
<b>EXTRA CHARGES</b>		<b>EXTRA CHARGES</b>	
For hirings between midnight and 6.00 am and on Sundays, and Bank Holidays	£1.00	For hirings between midnight and 6.00 am and on Sundays, and Bank Holidays	£1.00
For hirings between 8.00pm Christmas Eve and 6.00am on 27th December and between 8.00pm New Years Eve and 6.00am 2nd January	£3.00	For hirings between 8.00pm Christmas Eve and 6.00am on 27th December and between 8.00pm New Years Eve and 6.00am 2nd January	£3.00
For each passenger exceeding four	£1.00 each	For each passenger exceeding four	£1.50 each
For bicycles, cabin trunks (minimum size 36" x 24" x 18") and items of furniture	£0.50 each	For bicycles, cabin trunks (minimum size 36" x 24" x 18") and items of furniture	£0.50 each
For the fouling of a vehicle	£50.00	For the fouling of a vehicle	£50.00



**Application made by Cardiff Hackney Carriage Association:**

**From:** Cardiff Hackney Associationsk

**Sent:** 27 May 2015 15:05

**To:** Licensing (Licensing, Regulatory)

**Subject:** Proposal to the Licensing and Public protection committee to approve the proposal of fare increase for Hackney Carriages in City and County of Cardiff; Based on the fact that since last fare increase (1st September 2011) The cost of Insurance, Maintena...

Dear Sir/Madam,

May I draw your attention to the fact that last fare increase was implemented on 1st September 2011 nearly four years ago. since then price of everything has increased significantly as a result majority of the taxi drivers have requested me to apply for fare increase in line with other large cities in England and Wales. Based on their request I have decided to follow the fare tariff used by Bristol City Council bearing in mind that Cardiff is the Capital City of Wales and the house prices and the Council tax and business rates are very similar to Bristol city.

A supporting letter with signatures of drivers will be filed to the licensing section in due course.

Yours sincerely

Mathab Khan

P.S.

The fare tariff written below is identical copy of fare tariff of Bristol city Council except for couple of items.

Fares for distance and time.

Tariff 1

Day Rate

, Monday to Friday

06:00 to 22: 00

Initial Hiring

£2.60 for the first 194.4 Yards or 177.7 metres or part thereof.

plus approx £1.80 per mile (not including waiting time)

By taximeter units of 10 p for every subsequent of 97.2 yards (88.85 metres)

Waiting time 20 p per 40 seconds (£18/hour)

Tariff 2  
Night rate,  
Monday to Friday

22:00 to 06:00

Initial hiring

£3.40 for the first 160 yards (146.3 metres) or part thereof

plus approx £2.20 per mile. (not including waiting time)

By taximeter units of 10 p for every subsequent 80 yards (73.15 metres) or part thereof

Waiting time 20 p per 31 seconds (£23.20/hour)

Tariff 3  
Weekend  
Day rate  
Saturday & Sunday 06:00 to 22:00

Initial hiring

£3.20 For the first 194.4 yards (177.7 metres)

Plus approx £1.80 per mile

By taximeter units of 10 p for every subsequent 97.2 yards (88.85 metres) or part thereof

Waiting time 20 p per 31 seconds (£23.20/hour)

Tariff 4  
Weekend night rate  
Saturday & Sunday

22:00 to 06:00

Initial hiring

£3.40 for the first 153 yards (139.9 metres) or part thereof  
plus approx £2.30 per mile (not including waiting time)

By Taximeter units of 10 p for every subsequent 76.5 yards (69.95 metres) or part thereof

Waiting time 20 p per 28.7 seconds (£25.10/hour)

Tariff 5  
Bank/public holiday rate  
(excluding when tariff 6 applies)  
from 00.01 to 06.00 following day

#### Initial hiring

£3.40 for the first 195.5 yards (179.8 metres or part thereof)  
Plus approx £2.70 per mile

By taximeter units of 10 p for every 65.16 yards (59.93 metres) or thereof

Waiting time 30 p per 43 seconds (£25.10/hour)

#### Tariff 6

Christmas and New Year Rate

From 20.00 hours on 24/12 to 06.00 on 27/12. from 20.00 on 31/12 to 06.00 on 2/1

#### Initial hiring

£4.40 for the first 160 yards (146.30 metres) or part thereof  
Plus approx £3.30 per mile (not including waiting)

By taximeter units of 10 p for every subsequent 53.30 yards (48.76 metres) or part thereof

Waiting time 30 p per 43 seconds (£25.10 hour)

Extra charges (excluding spoilage or fouling charges)

Every hiring commencing at Cardiff central train station taxi rank 20 p

Every adult after 4 th person £1.50 p due to excess cost of fuel consumption and maintenance compare to saloon vehicles.

Every medium holdall/rucksack/suitcase 20 p

Every large/heavy holdall/rucksack/suitcase/pram/pushchair 30 p

Every folding bicycle £1.00

Every non folding (rigid frame) £2.00

Every caged animal £1.00

Every uncaged animal (except for assistance dogs) £2.00

Items of bulk or weight by negotiation

Spoilage or fouling of the vehicle £50.00

Assistance dogs, wheelchairs and any assistance aid used by a disable passengers carried free of charges.

### Comparison between Dragon Taxi and CHCA Applications:

#### Weekday Daytime:

	Cardiff Existing Tariff	Dragon Proposal		CHCA Proposal	
		Cost	% Increase	Cost	% Increase
<b>First Mile</b>	£3.80	£4.10	<b>7.89</b>	£4.21	<b>10.79</b>
<b>2 Miles</b>	£5.40	£5.70	<b>5.56</b>	£6.02	<b>11.48</b>
<b>3 Miles</b>	£7.20	£7.50	<b>4.17</b>	£7.83	<b>8.75</b>
<b>4 Miles</b>	£8.80	£9.10	<b>3.41</b>	£9.64	<b>9.55</b>
<b>5 Miles</b>	£10.60	£10.90	<b>2.83</b>	£11.45	<b>8.02</b>
<b>6 Miles</b>	£12.20	£12.50	<b>2.46</b>	£13.26	<b>8.69</b>
<b>7 Miles</b>	£14.00	£14.30	<b>2.14</b>	£15.07	<b>7.64</b>
<b>8 Miles</b>	£15.60	£15.90	<b>1.92</b>	£16.88	<b>8.21</b>
<b>9 Miles</b>	£17.40	£17.70	<b>1.72</b>	£18.69	<b>7.41</b>
<b>10 Miles</b>	£19.00	£19.30	<b>1.58</b>	£20.50	<b>7.89</b>

#### Weekday Night-time

	Cardiff Existing Tariff	Dragon Proposal		CHCA Proposal	
		Cost	% Increase	Cost	% Increase
<b>First Mile</b>	£4.80	£5.10	<b>6.25</b>	£5.40	<b>12.50</b>
<b>2 Miles</b>	£6.40	£6.70	<b>4.69</b>	£7.60	<b>18.75</b>
<b>3 Miles</b>	£8.20	£8.50	<b>3.66</b>	£9.80	<b>19.51</b>
<b>4 Miles</b>	£9.80	£10.10	<b>3.06</b>	£12.00	<b>22.45</b>
<b>5 Miles</b>	£11.60	£11.90	<b>2.59</b>	£14.20	<b>22.41</b>
<b>6 Miles</b>	£13.20	£13.50	<b>2.27</b>	£16.40	<b>24.24</b>
<b>7 Miles</b>	£15.00	£15.30	<b>2.00</b>	£18.60	<b>24.00</b>
<b>8 Miles</b>	£16.60	£16.90	<b>1.81</b>	£20.80	<b>25.30</b>
<b>9 Miles</b>	£18.40	£18.70	<b>1.63</b>	£23.00	<b>25.00</b>
<b>10 Miles</b>	£20.00	£20.30	<b>1.50</b>	£25.20	<b>26.00</b>

**Weekend Day-time**

	Cardiff Existing Tariff	Dragon Proposal		CHCA Proposal	
		Cost	% Increase	Cost	% Increase
<b>First Mile</b>	£3.80	£4.10	<b>7.89</b>	£4.81	<b>26.58</b>
<b>2 Miles</b>	£5.40	£5.70	<b>5.56</b>	£6.62	<b>22.59</b>
<b>3 Miles</b>	£7.20	£7.50	<b>4.17</b>	£8.43	<b>17.08</b>
<b>4 Miles</b>	£8.80	£9.10	<b>3.41</b>	£9.94	<b>12.95</b>
<b>5 Miles</b>	£10.60	£10.90	<b>2.83</b>	£12.05	<b>13.68</b>
<b>6 Miles</b>	£12.20	£12.50	<b>2.46</b>	£13.86	<b>13.61</b>
<b>7 Miles</b>	£14.00	£14.30	<b>2.14</b>	£15.76	<b>12.57</b>
<b>8 Miles</b>	£15.60	£15.90	<b>1.92</b>	£17.48	<b>12.05</b>
<b>9 Miles</b>	£17.40	£17.70	<b>1.72</b>	£19.29	<b>10.86</b>
<b>10 Miles</b>	£19.00	£19.30	<b>1.58</b>	£21.10	<b>11.05</b>

**Weekend Night-time**

	Cardiff Existing Tariff	Dragon Proposal		CHCA Proposal	
		Cost	% Increase	Cost	% Increase
<b>First Mile</b>	£4.80	£5.10	<b>6.25</b>	£5.50	<b>14.58</b>
<b>2 Miles</b>	£6.40	£6.70	<b>4.69</b>	£7.80	<b>21.88</b>
<b>3 Miles</b>	£8.20	£8.50	<b>3.66</b>	£10.10	<b>23.17</b>
<b>4 Miles</b>	£9.80	£10.10	<b>3.06</b>	£12.40	<b>26.53</b>
<b>5 Miles</b>	£11.60	£11.90	<b>2.59</b>	£14.70	<b>26.72</b>
<b>6 Miles</b>	£13.20	£13.50	<b>2.27</b>	£17.00	<b>28.79</b>
<b>7 Miles</b>	£15.00	£15.30	<b>2.00</b>	£19.30	<b>28.67</b>
<b>8 Miles</b>	£16.60	£16.90	<b>1.81</b>	£21.60	<b>30.12</b>
<b>9 Miles</b>	£18.40	£18.70	<b>1.63</b>	£23.90	<b>29.89</b>
<b>10 Miles</b>	£20.00	£20.30	<b>1.50</b>	£26.20	<b>31.00</b>

**Table**  
**Colour Code**

RISE IN 2015
RISE IN 2014
RISE IN 2013
RISE IN 2012
RISE IN 2011
RISE IN 2010
RISE IN 2009
RISE IN 2008
RISE IN 2007
RISE IN 2006
RISE IN 2002
FARE REDUCED

For full tables see  
[www.phtm.co.uk](http://www.phtm.co.uk)  
[www.npha.org.uk](http://www.npha.org.uk)

**National Fares Tables**

**APRIL 2015**

Pos.	Council	Tariff 1:	2 Miles	Pos.	Council	Tariff 1:	2 Miles	Pos.	Council	Tariff 1:	2 Miles
1	LUTON (AIRPORT)		£9.20	74	CHICHESTER		£6.20	147	BROMSGROVE		£5.80
2	WATFORD		£8.40	75	CREWE & NANTWICH		£6.20	148	EAST HERTS		£5.80
3	LONDON (HEATHROW)		£7.60	76	HORSHAM		£6.20	149	FYLDE		£5.80
4	EPSOM & EWELL		£7.20	77	LEEDS		£6.20	150	GLASGOW		£5.80
5	LONDON		£7.20	78	LINCOLN		£6.20	151	GLOUCESTER		£5.80
6	DARTFORD		£7.00	79	MENDIP		£6.20	152	HAVANT		£5.80
7	HERTSMERE		£7.00	80	NORTHAMPTON		£6.20	153	LEICESTER		£5.80
8	MID SUSSEX		£7.00	81	RUNNYMEDE		£6.20	154	LEWES		£5.80
9	SALISBURY		£7.00	82	SEDGEMOOR		£6.20	155	MIDLOTHIAN		£5.80
10	GUILDFORD		£6.90	83	SOLI HULL		£6.20	156	NEWCASTLE UPON TYNE		£5.80
11	VALE OF WHITE HORSE		£6.90	84	SOUTHAMPTON		£6.20	157	NORTH WARWICKS		£5.80
12	CARADON		£6.80	85	SPELTHORNE		£6.20	158	REIGATE & BANSTEAD		£5.80
13	CARRICK		£6.80	86	ST ALBANS		£6.20	159	SELBY		£5.80
14	COLCHESTER		£6.80	87	STRATFORD ON AVON		£6.20	160	SOUTH AYRSHIRE		£5.80
15	EAST LOTHIAN		£6.80	88	TAUNTON DEANE		£6.20	161	SOUTH RIBBLE		£5.80
16	HART		£6.80	89	TEIGNBRIDGE		£6.20	162	STOCKPORT		£5.80
17	READING		£6.80	90	WAVERLEY		£6.20	163	TAMWORTH		£5.80
18	KERRIER		£6.75	91	WEST OXFORD		£6.20	164	UTTLESFORD		£5.80
19	WEST BERKSHIRE		£6.70	92	WINCHESTER		£6.20	165	WEST SOMERSET		£5.80
20	WEYMOUTH & PORTLAND		£6.70	93	TORBAY		£6.15	166	EAST KILBRIDE		£5.70
21	ADUR		£6.60	94	EASTLEIGH		£6.10	167	EASTBOURNE		£5.70
22	BASINGSTOKE & DEANE		£6.60	95	ELMBRIDGE		£6.10	168	ISLE OF MAN		£5.70
23	BOURNEMOUTH		£6.60	96	NEW FOREST		£6.10	169	ISLE OF WIGHT		£5.70
24	BRIGHTON & HOVE		£6.60	97	NORTH HERTS		£6.10	170	MANCHESTER		£5.70
25	CRAWLEY		£6.60	98	SWINDON		£6.10	171	MID DEVON		£5.70
26	EXETER		£6.60	99	SOUTH SOMERSET		£6.08	172	MONMOUTHSHIRE		£5.70
27	JERSEY		£6.60	100	CHARWOOD		£6.05	173	NORTH SOMERSET		£5.70
28	MAIDSTONE		£6.60	101	SHETLAND ISLANDS		£6.05	174	PLYMOUTH		£5.70
29	MEDWAY		£6.60	102	ABERDEENSHIRE		£6.00	175	RYEDALE		£5.70
30	POOLE		£6.60	103	BRACKNELL FOREST		£6.00	176	WELWYN HATFIELD		£5.70
31	TUNBRIDGE WELLS		£6.60	104	CANTERBURY		£6.00	177	WORCESTER		£5.70
32	WAVENEY		£6.60	105	CARMARTHENSHIRE		£6.00	178	CARLISLE		£5.65
33	WEALDEN		£6.60	106	CASTLE POINT		£6.00	179	VALE OF GLAMORGAN		£5.65
34	CHELMSFORD		£6.50	107	CHESTER		£6.00	180	WYCOMBE		£5.65
35	MOLE VALLEY		£6.50	108	DOVER		£6.00	181	BASILDON		£5.60
36	RESTORMEL		£6.45	109	EAST HAMPSHIRE		£6.00	182	BOSTON		£5.60
37	ARUN		£6.40	110	FIFE		£6.00	183	BROXBORNE		£5.60
38	BATH & N E SOMERSET		£6.40	111	GREAT YARMOUTH		£6.00	184	EDINBURGH		£5.60
39	CAMBRIDGE		£6.40	112	IPSWICH		£6.00	185	FOREST HEATH		£5.60
40	GRAVESHAM		£6.40	113	KENNET Now Wiltshire (East Zone)		£6.00	186	GOSPORT		£5.60
41	GUERNSEY		£6.40	114	KETTERING		£6.00	187	HINCKLEY & BOSWORTH		£5.60
42	HARLOW		£6.40	115	LUTON		£6.00	188	NORTH KESTEVEN		£5.60
43	HARROGATE		£6.40	116	MILTON KEYNES		£6.00	189	NORTH WEST LEICESTER		£5.60
44	MALVERN HILLS		£6.40	117	NORTH DORSET		£6.00	190	NOTTINGHAM		£5.60
45	NORWICH		£6.40	118	NORTH WILTSHIRE		£6.00	191	PORTSMOUTH UA		£5.60
46	OXFORD		£6.40	119	ROCHFORD		£6.00	192	RENFREWSHIRE		£5.60
47	PURBECK		£6.40	120	SCARBOROUGH		£6.00	193	RUSHCLIFFE		£5.60
48	ROTHER		£6.40	121	SHEPWAY		£6.00	194	SANDWELL		£5.60
49	SOUTH CAMBRIDGE		£6.40	122	SLOUGH		£6.00	195	SHEFFIELD		£5.60
50	SOUTH GLOUCESTER		£6.40	123	SOUTHEND-ON-SEA		£6.00	196	SOUTH BUCKINGHAM		£5.60
51	SOUTH LAKE LAND		£6.40	124	STEVENAGE		£6.00	197	SUFFOLK COASTAL		£5.60
52	STROUD		£6.40	125	TEST VALLEY		£6.00	198	TAMESIDE		£5.60
53	SURREY HEATH		£6.40	126	THREE RIVERS		£6.00	199	WOLVERHAMPTON		£5.60
54	WOKING		£6.40	127	THURROCK		£6.00	200	WREXHAM		£5.60
55	WOKINGHAM		£6.40	128	WARWICK		£6.00	201	WYRE		£5.60
56	SEVENOAKS		£6.32	129	WEST DORSET		£6.00	202	DUNDEE		£5.58
57	COUNTY OF HEREFORD		£6.30	130	WEST WILTSHIRE		£6.00	203	CHERWELL		£5.55
58	COVENTRY		£6.30	131	WORTHING		£6.00	204	DURHAM COUNTY COUNCIL		£5.55
59	DACORUM		£6.30	132	DARLINGTON		£5.95	205	CALDERDALE		£5.52
60	EAST DEVON		£6.30	133	TENDRING		£5.95	206	CANNOCK CHASE		£5.50
61	PENWITH		£6.30	134	HIGH PEAK		£5.92	207	CASTLE MORPETH		£5.50
62	SWALE		£6.30	135	TORRIDGE		£5.92	208	CENTRAL BEDFORDSHIRE		£5.50
63	TONBRIDGE & MALLING		£6.30	136	CHRISTCHURCH		£5.90	209	DUMFRIES & GALLOWAY		£5.50
64	YORK		£6.30	137	DUDLEY		£5.90	210	EAST CAMBRIDGESHIRE		£5.50
65	FOREST OF DEAN		£6.27	138	EAST DORSET		£5.90	211	EAST STAFFORDSHIRE		£5.50
66	HARBOROUGH		£6.27	139	EAST LINDSEY		£5.90	212	EDEN		£5.50
67	NUNEATON & BEDWORTH		£6.25	140	HASTINGS		£5.90	213	EPPING FOREST		£5.50
68	ARGYLL & BUTE		£6.20	141	RUSHMOOR		£5.90	214	GWYNEDD		£5.50
69	ASHFORD		£6.20	142	WALSALL		£5.90	215	HAMBLETON		£5.50
70	BIRMINGHAM		£6.20	143	NORTH DEVON		£5.85	216	HUNTINGDONSHIRE		£5.50
71	BRENTWOOD		£6.20	144	TEWKESBURY		£5.85	217	MORAY		£5.50
72	BRISTOL, CITY OF UA		£6.20	145	BLACKPOOL		£5.80	218	OLDHAM		£5.50
73	CHELTHAM		£6.20	146	BRAINTREE		£5.80	219	SHROPSHIRE		£5.50

Pos.	Council	Tariff 1 :	2 Miles	Pos.	Council	Tariff 1 :	2 Miles
220	SOUTH HAMS		£5.50	293	ALNWICK		£5.05
221	STAFFORD		£5.50	294	SOUTH HOLLAND		£5.05
222	TYNEDALE		£5.50	295	SWANSEA		£5.05
223	WANSBECK		£5.50	296	BLYTH VALLEY		£5.00
224	SCOTTISH BORDERS		£5.45	297	CHESTERFIELD		£5.00
225	GEDLING		£5.44	298	CONWY		£5.00
226	ABERDEEN		£5.40	299	COPELAND		£5.00
227	ANGUS		£5.40	300	DAVENTRY		£5.00
228	BARROW IN FURNESS		£5.40	301	EREWASH		£5.00
229	CARDIFF		£5.40	302	LIVERPOOL		£5.00
230	CHILTERN		£5.40	303	NEATH PORT TALBOT		£5.00
231	CLACKMANNAN		£5.40	304	NORTH EAST DERBYSHIRE		£5.00
232	DERBY		£5.40	305	PETERBOROUGH		£5.00
233	FAREHAM		£5.40	306	SOUTH LANARKSHIRE(clydsle)		£5.00
234	LANCASTER		£5.40	307	SOUTH NORTHANTS		£5.00
235	MID SUFFOLK		£5.40	308	THANET		£5.00
236	NEWARK & SHERWOOD		£5.40	309	WEST LINDSEY		£5.00
237	NORTH LINCOLNSHIRE		£5.40	310	STOKE ON TRENT UA		£4.95
238	PEMBROKESHIRE		£5.40	311	BRIDGEND		£4.90
239	PERTH & KINROSS		£5.40	312	CHORLEY		£4.90
240	RUGBY		£5.40	313	CLYDEBANK		£4.90
241	SUNDERLAND		£5.40	314	CONGLETON		£4.90
242	TANDRIDGE		£5.40	315	FLINTSHIRE		£4.90
243	TRAFFORD		£5.40	316	KINGSTON-UPON-HULL		£4.90
244	WEST LOTHIAN		£5.40	317	ROSSENDALE		£4.90
245	WINDSOR & MAIDENHEAD		£5.40	318	TELFORD & WREKIN		£4.90
246	WYCHAVON		£5.40	319	WELLINGBOROUGH		£4.90
247	BROXTOWE		£5.36	320	REDDITCH		£4.88
248	KINGS LYNN & W. NORFOLK		£5.36	321	ALLERDALE		£4.85
249	BASSETLAW		£5.35	322	ASHFIELD		£4.80
250	RICHMONDSHIRE		£5.35	323	CAERPHILLY		£4.80
251	BRADFORD		£5.30	324	DERBYSHIRE DALES		£4.80
252	BURY ST EDMUNDS		£5.30	325	DONCASTER		£4.80
253	COTSWOLD		£5.30	326	HAMILTON		£4.80
254	CRAVEN		£5.30	327	INVERGLYDE		£4.80
255	DUMBARTON		£5.30	328	MANSFIELD		£4.80
256	FENLAND		£5.30	329	NORTH AYRSHIRE		£4.80
257	LICHFIELD		£5.30	330	NORTH LANARKSHIRE		£4.80
258	MELTON		£5.30	331	ROCHDALE		£4.80
259	NORTH EAST LINCOLNSHIRE		£5.30	332	ROTHERHAM		£4.80
260	NORTH NORFOLK		£5.30	333	RUTHERGLEN		£4.80
261	RIBBLE VALLEY		£5.30	334	TORFAEN		£4.80
262	WYRE FOREST		£5.30	335	BARNLEY		£4.70
263	SALFORD		£5.26	336	BERWICK ON TWEED		£4.70
264	VALE ROYAL		£5.25	337	BLACKBURN		£4.70
265	BLABY		£5.24	338	EAST AYRSHIRE		£4.70
266	BEDFORD		£5.20	339	EAST NORTHANTS		£4.70
267	BOLTON		£5.20	340	FALKIRK		£4.70
268	BURY		£5.20	341	HIGHLANDS		£4.70
269	DENBIGHSHIRE		£5.20	342	HYNDBURN		£4.70
270	ELLESMERE PORT		£5.20	343	WEST LANCASHIRE		£4.70
271	HALTON		£5.20	344	EAST DUNBARTONSHIRE		£4.60
272	MACCLESFIELD		£5.20	345	EAST RENFREW		£4.60
273	NORTH TYNESIDE		£5.20	346	SEFTON		£4.60
274	ORKNEY ISLANDS		£5.20	347	WAKEFIELD		£4.60
275	POWYS		£5.20	348	BURNLEY		£4.50
276	PRESTON		£5.20	349	CORBYP		£4.50
277	RHONDDA CYNON TAFF		£5.20	350	MERTHYR TYDFIL		£4.50
278	SOUTH TYNESIDE		£5.20	351	REDCAR & CLEVELAND		£4.50
279	STAFFS MOORLANDS		£5.20	352	ST. HELENS		£4.50
280	STIRLING		£5.20	353	STOCKTON ON TEES		£4.50
281	WARRINGTON		£5.20	354	KIRKLEES		£4.40
282	WIRRAL		£5.20	355	KNOWSLEY		£4.40
283	YNYS MON		£5.20	356	OADBY & WIGSTON		£4.40
284	CEREDIGION		£5.18	357	PENDLE		£4.40
285	EAST RIDING		£5.15	358	AYLESBURY VALE		£4.30
286	BRECKLAND		£5.14	359	BLAENAU GWENT		£4.30
287	AMBER VALLEY		£5.10	360	MIDDLESBROUGH		£4.30
288	BABERGH		£5.10	361	NEWCASTLE-U-LYME		£4.20
289	GATESHEAD		£5.10	362	WESTERN ISLES		£4.20
290	NEWPORT		£5.10	363	HARTLEPOOL		£4.10
291	SOUTH STAFFORDSHIRE		£5.10	364	SOUTH KESTEVEN		£3.50
292	WIGAN		£5.10	365	BOLSOVER		£2.80

## THE NATIONAL AVERAGE FARE

Flag at T1 is now	£2.74
Flag at T2 is now	£3.61
1 mile fare T1 is now	£3.80
1 mile fare T2 is now	£4.99
2 mile fare T1 is now	£5.66
2 mile fare T2 is now	£7.41
5 mile fare T1 is now	£11.23
5 mile fare T2 is now	£14.70
10 mile fare T1 is now	£20.66
10 mile fare T2 is now	£26.99
Running mile on T1 is now	£1.86
Running mile on T2 is now	£2.43

## AREA FARE AVERAGES

### Tariff One

	Flag	1 mi.	2 mil.	5 mi.	10 mi.	Running Mile
East Anglia	£3.00	£3.93	£5.70	£10.99	£19.85	£1.77
Midlands	£2.71	£3.68	£5.44	£10.68	£19.42	£1.75
North	£2.46	£3.51	£5.23	£10.36	£19.00	£1.72
South	£2.94	£4.21	£6.19	£12.20	£22.55	£2.00
South West	£2.72	£4.02	£6.15	£12.51	£23.18	£2.12
Scotland	£2.74	£3.55	£5.32	£10.67	£19.59	£1.79
Wales	£2.82	£3.32	£5.16	£10.65	£19.79	£1.83
Nat. Avg.	£2.74	£3.80	£5.66	£11.23	£20.66	£1.86

### Tariff Two

	Flag	1 mi.	2 mil.	5 mi.	10 mi.	Running Mile
East Anglia	£3.91	£5.06	£7.35	£14.16	£25.54	£2.27
Midlands	£3.61	£4.87	£7.19	£14.08	£26.05	£2.32
North	£3.03	£4.35	£6.54	£13.09	£24.00	£2.19
South	£4.05	£5.80	£8.61	£16.73	£30.69	£2.75
South West	£3.76	£5.44	£8.29	£16.91	£31.27	£2.87
Scotland	£3.44	£4.34	£6.30	£12.19	£22.02	£1.97
Wales	£3.57	£4.20	£6.58	£13.66	£25.46	£2.36
Nat. Avg.	£3.61	£4.99	£7.41	£14.70	£26.99	£2.43

**From:**  
**Sent:** 21 July 2015 19:12  
**To:** Licensing (Licensing, Regulatory)  
**Subject:** OBJECTION TO HACKNEY CARRIAGE TARRIF INCREASE

Please will you accept this as an official objection to the increase in the Hackney Carriage tarrif proposed by Mr Ryan Owen.

My reasons for objecting are:

In a Press Statement Mr Owen was quoted as saying that the proposed increase was "wholly acceptable to both drivers and customers ".

This is certainly not the case. Drivers were not consulted by Mr Owen who, it would appear, is attempting to create the false impression that he has a mandate from the drivers to speak on their behalf.

Mr Owen and, by association, Dragon Taxis have a vested interest in ensuring that any increase in the tarrif is confined to the "flag" and not the mileage rate.

This is because a significant proportion of the Dragon account work is charged on a strict "mileage only" basis. Meaning that the drivers receive no waiting time on the running mile and don't get the "flag".

Mr Owens proposal is, therefore, based wholly and exclusively on what is most beneficial to Dragon Taxis and takes no account of either the general public or the drivers.

In addition to this, the increase in the flag would mean a disproportionately high increase in the cost of short journeys. This would be to the detriment of the elderly and infirm who are dependant on taxis.

The proposal would see a 1 mile journey increase by approximately 8% whereas a 5 mile trip would go up by around only 2.8%.

A much fairer solution would be to increase the mileage charge thereby reducing the burden of the increase to those who depend most on the service.

My own preference would be to increase the mileage rate by around 6% to £1.80 per mile and to incorporate with this an extra charge of 40p per passenger for 2,3 or 4 people as in Bristol.

This would provide much needed additional income for the drivers without placing undue extra expense on the individual passenger.

Under my proposal a 2 mile journey for 4 people would be costed at £6.80 which is broadly equivalent to the cost of 4 people taking the same journey by bus. Excellent value I would say.

I would be happy to submit this as an official proposal if you could let me have details as to how I go about this.

Many Thanks

Hackney Badge Number and driver of both Black and White and Private Hire Cars since 1998



Dear Ms/Mrs Hartrey,

I would like to express my disappointment at the recent objection to the Taxi Meter Rise for Cardiff. I feel the rise is well overdue in relation to other cities in the UK, and would not be seen as disproportionate to inflation and general wage increases in the UK.

Regards

Taxi Driver badge number

Dear Claire Hartrey,

I would like to show my support for the meter increase proposal. My taxi plate is.

Yours sincerely

Hi,

Just wanted to send a quick email in favour of the proposed taxi fare rise.

I feel that this is a long overdue increase to the starting rate that, unlike increasing the mileage rate will make a noticeable difference to drivers while being clear enough to customers to not discourage them from using taxis.

I'm aware of the objection put forward by Mr Mathab Khan but I can assure you that Mr Khan does not speak for all drivers in Cardiff. In seven years of holding a taxi license I've yet to meet another taxi driver who agrees with Mr Khan on any subject at all.

Dear Ms Hartrey,

Re: Application for fare increase filed on behalf of Hackney Carriage drivers on 27th May 2015

As the application for fare increase is directly linked with Licensing & public protection committee, and usually it is handled by this committee.

Why this time you or your boss decided to refer it to the cabinet members? Is it because you or your boss wanted to make sure that I don't get the opportunity to give explicit and convincing reasons for making such application in person, which could have given better chance of success.

Secondly I would like to know why I am not allowed to give my reason orally to the cabinet members? and isn't it a clear violation of my/our democratic rights?

Thirdly, when private hire operators are allowed set their own tariff/ rates by themselves without Council's permission, why do you or your boss allow them to interfere with taxis tariff rates? Is it because you and your boss wanted to create systematic blockage to my application using private hire operator as a shield. In turn creating conflict between Taxi trade and private hire trade.

Fourthly I have handed 206 signed petition to Mr Walters in support of my application and condemning the application made by private hire operator. Hence if my application is rejected by the cabinet members, and the application made by the private hire operator is accepted.

I would like to use these petitions as formal objection to that absurd increase.

Finally As I am not allowed to participate at the cabinet meeting to day, I think it is absolutely pointless for me to attend the meeting.

Therefore I have decided not to attend the meeting, hence I will highly appreciate if you would let me know the outcome of the meeting as soon as possible. Also please let me know if the petition was presented to the members of the cabinet prior to or during the meeting and if these petition can be used as a formal objection to that absurd increase if it's gets approved by the cabinet members.

Yours sincerely

Mathab Khan (chair) Cardiff Hackney Association

P.S. please note I will forward copy of this E-Mail to all the Councillors as to Members of the Association in due course

I would like to show my support for the meter increase

Yours

<b>THE CITY OF CARDIFF COUNCIL FARES FOR HACKNEY CARRIAGES</b>			
<b>TAKE NOTICE THAT</b> as of 21 <sup>st</sup> December 2015 the City of Cardiff Council proposes to vary the Table of Fares currently in force for hackney carriages in the City and County of Cardiff, pursuant to its' powers under Section 65 of the Local Government (Miscellaneous Provisions) Act 1976 in the following manner:-			
<b><u>PRESENT CHARGE</u></b>		<b><u>PROPOSED CHARGE</u></b>	
First 103 yards (94.18 metres) or part thereof,	£2.00	First 103 yards (94.18 metres) or part thereof,	£2.30
If distance exceeds 103 yards (94.18 metres) for first 103 yards (94.18 metres)	£2.00	If distance exceeds 103 yards (94.18 metres) for first 103 yards (94.18 metres)	£2.30
For each subsequent 207 yards (189.28 metres)	£0.20	For each subsequent 207 yards (189.28 metres)	£0.20
<b>WAITING TIME:</b>		<b>WAITING TIME:</b>	
For each period of 48 seconds	£0.20	For each period of 48 seconds	£0.20
<b>EXTRA CHARGES</b>		<b>EXTRA CHARGES</b>	
For hirings between midnight and 6.00 am and on Sundays, and Bank Holidays	£1.00	For hirings between midnight and 6.00 am and on Sundays, and Bank Holidays	£1.00
For hirings between 8.00pm Christmas Eve and 6.00am on 27th December and between 8.00pm New Years Eve and 6.00am 2nd January	£3.00	For hirings between 8.00pm Christmas Eve and 6.00am on 27th December and between 8.00pm New Years Eve and 6.00am 2nd January	£3.00
For each passenger exceeding four	£1.00 each	For each passenger exceeding four	£1.00 each
For bicycles, cabin trunks (minimum size 36" x 24" x 18") and items of furniture	£0.50 each	For bicycles, cabin trunks (minimum size 36" x 24" x 18") and items of furniture	£0.50 each
For the fouling of a vehicle	£50.00	For the fouling of a vehicle	£50.00
<p>Any objection to the proposed variation must be made in writing to the Group Leader, Licensing, City Hall, Cardiff CF10 3ND. All objections must be received by 12.00noon on <b>22 October 2015</b></p> <p>A copy of this Notice shall be deposited at the Public Carriage Office, Cardiff Bus Depot, Sloper Road, Cardiff from, CF11 8TB today until 12.00noon on 22 October 2015 and shall be open to public inspection at all reasonable hours without payment</p>			
<p>Dated 07 October 2015 Licensing City of Cardiff Council, City Hall, Cardiff. CF10 3ND Licensing@cardiff.gov.uk</p>			