

A Cabinet Meeting will be held in Function Room L at City Hall on Thursday 3 December 2015 at 1.30 pm

A G E N D A

- 1 Minutes of the Cabinet Meeting held on 12 November 2015 *(Pages 1 - 6)*

Leader (Economic Development & Partnerships) & Community Development, Co-Operatives & Social Enterprise

- 2 Llanedeyrn Hub and the Maelfa Regeneration Scheme *(Pages 7 - 76)*

Community Development, Co-Operatives & Social Enterprise

- 3 City of Cardiff Council Libraries Stock Management Strategy and Local Studies Service *(Pages 77 - 120)*

Corporate Services & Performance

- 4 Council Tax - Discretionary Relief Policy *(Pages 121 - 134)*

Education

- 5 School Organisation Proposals: Specialist Provision For Primary Aged Pupils With Speech And Language Difficulties, And With Behavioural Emotional And Social Difficulties. *(Pages 135 - 212)*
- 6 Schools Organisation Planning: The provision of Welsh-medium and English-medium primary school places in and around Llandaff North *(Pages 213 - 274)*

Health, Housing & Wellbeing

- 7 Amendments to the Joint Scheme for the Allocation of Social Housing *(Pages 275 - 330)*

Transport, Planning & Sustainability

- 8 Cardiff Central Transport Interchange *(Pages 331 - 372)*

PAUL ORDERS

Chief Executive

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CITY OF CARDIFF COUNCIL
CYNGOR DINAS CAERDYDD



MINUTES

CABINET MEETING: 12 NOVEMBER 2015

Cabinet Members Present: Councillor Phil Bale (Chair)
 Councillor Sue Lent
 Councillor Peter Bradbury
 Councillor Dan De'Ath
 Councillor Bob Derbyshire
 Councillor Susan Elsmore
 Councillor Sarah Merry
 Councillor Ramesh Patel

Observers: Councillor Dianne Rees
 Councillor Judith Woodman

Officers: Paul Orders, Chief Executive
 Christine Salter, Section 151 Officer
 David Marr, for Monitoring Officer
 Joanne Watkins, Cabinet Office

Apologies: Councillor Graham Hinchey

61 MINUTES OF THE MEETING HELD ON 1 OCTOBER 2015

RESOLVED: that the Minutes of the meeting held on 1 October 2015 be approved

62 CARDIFF BUSINESS COUNCIL UPDATE

The Cabinet received an update on the findings of an independent review of the Cardiff Business Council. The Cabinet noted current budgetary pressures and emerging opportunities presented by the new City Region governance structures for a potential new approach to strategic business engagement at City Region level with funding potentially coming from a broader number of local stakeholders including Welsh Government and all of the local authorities of South East Wales. A letter from the Chair of the Economy & Culture Scrutiny Committee and the Leader's response on the report were circulated to the meeting.

RESOLVED: that:

- (1) the recommendations of the report presented at Appendix 1 on the way forward for the Cardiff Business Council be agreed

- (2) authority be delegated to the Director of Economic Development, in consultation with the Leader of the City of Cardiff Council, the Section 151 Officer and the Director of Legal and Governance to:
- (i) Put in place a plan to enable the transition from the current Cardiff Business Council arrangements to the recommended new organisation at a regional level.
 - (ii) Agree a funding package with South East Wales local authorities and the Welsh Government to identify resources to support the new regional arrangement.

63 REVIEW OF NON OPERATIONAL ESTATE

The Cabinet received a report proposing a way forward for the management of the Council's Non Operational Estate which would establish a governance structure that would protect key assets and help maximise the value of the assets that are held wholly for income generating purposes.

RESOLVED: that :

1. the principle of all commercial income producing properties to be held corporately, managed by Strategic Estates, with associated budgets to be realigned accordingly be agreed
2. the establishment of a new Investment Estate be approved as detailed in Appendix 2 and to approve the proposed governance and operational arrangements set out in paragraphs 11-17 of the report.
3. As part of (2) above the principle of ring fencing and reinvesting all capital receipts generated from the disposal of assets in the newly formed Investment Estate to improve the yield of existing assets or to purchase better quality and better yielding assets be agreed
4. authority be delegated to the Director Economic Development, in consultation with the Leader of the Council, the Section 151 Officer and the Director of Legal and Governance to take all decisions in regard to the management of the Investment Estate and to provide an annual report as part of the Corporate Asset Management Plan.

64 UPDATE OF COUNCIL'S NO SMOKING POLICY

The Cabinet considered an updated No Smoking policy for the Council. The policy had been revised to reflect changes in case law and to clarify the agreed approach to be taken in relation to the use of e-cigarettes. The opportunity was also being taken to rebrand the document as a Smoke Free Policy to better reflect the focus now being taken by employers.

RESOLVED: that

1. The changes to the policy and rebranding as Smoke Free policy (attached as Appendix 1) be approved.
2. that the revised policy be commended to School Governing Bodies for adoption.
3. that the revised policy be brought to the attention of all employees, elected members, visitors, contractors, etc. by relevant means.

65 TREASURY MANAGEMENT MID YEAR REPORT 2015/16

Annexes A&B to Appendix 1 to this report are not for publication as they contain exempt information of the description in Paragraphs 14 and 21 of Schedule 12A of the Local Government Act 1972.

This Cabinet received an update on the Council's Treasury Management activities highlighting the Mid-Year position at 30 September 2015. It was reported that during the financial year to date, the Council had operated within the treasury limits and prudential indicators set out in the annual Treasury Management Strategy in February 2015.

RESOLVED: that Council be recommended to

1. note the Treasury Management Mid Year Report 2015-16 (Appendix 1)
2. note the final position on Housing Finance reform that allowed the Council to exit the Subsidy system following acceptance of a voluntary agreement between the Council and Welsh Government.

66 BUDGET MONITORING - MONTH 6

The Cabinet considered the Budget Monitoring position for month 6. The overall position indicated a potential surplus of £309,000 as compared to the balanced position previously reported at month four. Financial pressures and shortfalls against budget savings targets in directorate budgets continue to be offset by projected savings on capital financing, an anticipated surplus on Council Tax collection and by NDR refunds on Council properties. Directorate budgets are currently projected to be overspent by £6.1 million however it is anticipated that management actions taken during the year will enable this to be reduced by the year end.

RESOLVED: that

1. the potential outturn position based on the first six months of the financial year be noted
2. the requirement for all directorates currently reporting overspends as identified in this report to put in place actions to reduce their projected overspends be reinforced

3. approval be given in principle, to the projected surplus of £309,000 being transferred to the Council's General Fund Balance at the year end.
4. the virement of £400,000 from existing capital budgets for Group Repair schemes and Discretionary Renovation grants to the Disabled Facilities Service be approved

67 CITY OPERATIONS - BROADENING ENFORCEMENT POWERS TO IMPROVE THE PUBLIC REALM

The Cabinet considered a report outlining proposals to make use of new powers and set fine levels in order to tackle environmental crime in Cardiff. This included details of proposals for the introduction of wider enforcement powers in relation to controlling distribution of free literature (such as flyers and posters), consideration of dog controls across Cardiff and policy and operational guidance on Fixed Penalty Notices for Highway and Environmental Offences.

It was also proposed that a 12 month commission based trial be explored with an external partner for the issuing of fixed penalties such as littering, highways and dog fouling fines, to enable officers to focus on waste presentation and increasing recycling.

RESOLVED: that

1. authority be delegated to the Director of City Operations, in consultation with the Cabinet Member for Environment and Cabinet Member for Transport, Planning and Sustainability to develop and undertake these new wider powers to deliver a cleaner environment across Cardiff, in particular to begin the consultation proposals on the Public Space Protection Order and Distribution of Free Literature controls in accordance with the relevant legislation before presenting for formal adoption by the Council.
1. the fixed penalty amount be set at £100 for failure to comply with a components of the Anti-social Behaviour, Crime and Policing Act and Highways Act.
2. authority be delegated to the Director of City Operations, in consultation with the Cabinet Member for Environment to explore a 12 month commission based trial, at no additional cost to the council. The third party will undertake a range of fixed penalty notice activity to supplement existing enforcement activities and pay the Council a proportion of the fines income obtained.

68 CITY OF CARDIFF COUNCIL DAY OPPORTUNITIES STRATEGY

The Cabinet considered a report containing proposals for a new day opportunities strategy for Cardiff. The aim of the Day Opportunities Strategy was to prevent social isolation and enable older people to achieve their chosen outcomes based on individual level of need through a three tier strategy involving providing information, advice and assistance, providing assistance to those people who need it through targeted intervention and supporting people with the highest care and support needs

through high quality specialist day centre based services. It was proposed that consultation take place on the proposed strategy.

RESOLVED: that consultation be carried out upon the draft Day Opportunities Strategy (a copy of which is attached to Appendix A to the report), with the matter to be brought back to Cabinet in order to report upon the outcome of the consultation.

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**CITY OF CARDIFF COUNCIL
CYNGOR DINAS CAERDYDD**



CABINET MEETING: 3 DECEMBER 2015

LLANEDEYRN HUB & MAELFA REGENERATION SCHEME

**REPORT OF DIRECTOR OF COMMUNITIES, HOUSING &
CUSTOMER SERVICE**

AGENDA ITEM:2

**PORTFOLIOS: LEADER (ECONOMIC DEVELOPMENT & PARTNERSHIPS)
COMMUNITY DEVELOPMENT, CO-OPERATIVES & SOCIAL ENTERPRISE
(COUNCILLOR PETER BRADBURY)**

Appendices 5 & 6 to this report are exempt from publication because they contain information of the kind described in paragraphs 14 and 21 of Parts 4 and 5 of Schedule 12A of the Local Government Act 1972

Reason for this Report

1. To inform Cabinet of the results of community consultation on proposals for a Community Hub in Llanedeyrn and provide an update on the Maelfa Regeneration scheme.

Background

2. The provision of a Community Hub in Llanedeyrn was agreed in principle as part of the Hubs development programme approved by Cabinet in September 2014. Community Hubs are designed to bring together services, share resources and invest in better quality facilities, in a way which is responsive to the needs and opportunities in individual neighbourhoods.
3. Following a review of scheme viability and delivery arrangements, revised plans for the redevelopment of the Maelfa Shopping Centre have been prepared by Cardiff Community Housing Association. The scheme will deliver new community shopping facilities, affordable and private housing, with associated car parking and amenity space. Redevelopment of the Maelfa will involve displacement of the existing Llanedeyrn library and Llanedeyrn police station.
4. The Powerhouse Community Centre, located immediately to the north of the Maelfa, currently provides a base for a range of community services, including youth provision, adult learning and Flying-Start early years provision. It is proposed that the Powerhouse is extended to consolidate all community services into a single high-quality Hub facility, including replacement library and police accommodation.

Issues

5. Community consultation on the proposed Llanedeyrn hub and the latest plans for the Maelfa redevelopment was undertaken in September. Plans and illustrations of the Hub and the new Maelfa Centre were displayed at drop-in sessions in the Powerhouse and the Maelfa shopping centre. Residents and other community stakeholders were encouraged to give their views on draft plans for extending the Powerhouse and on the provision of community services in the new Hub. 115 responses were received and a report on the consultation feedback, prepared by Cardiff Research Centre, is included at Appendix 1.
6. Key findings from the survey were :
 - 74% of the survey respondents lived in Llanedeyrn ;
 - the most frequently used existing facilities were Llanedeyrn library (63%) and the Powerhouse (48%);
 - 93% of respondents who expressed an opinion supported the proposed Hub at the Powerhouse;
 - The top 6 services / activities which respondents would most like to see in the Hub were (i) library services - 80%; (ii) community café - 48%; (iii) community / social events - 48%; (iv) citizens advice bureau - 39% ; (v) meeting / community room hire - 33%; and (vi) training courses – 31%;
 - in terms of IT provision, 82% of respondents indicated that they wanted access the internet, followed by print facilities (62%) and desk-top PC's (52%);
 - comments on the draft plans for the Hub were overwhelmingly positive, although some concerns were expressed about perceived down-grading library services and the reduction in parking.
7. The plans for the Hub include a new community café, reception and library on the ground-floor, along with interview and training rooms and space for partner organisations. Youth provision, Flying-Start provision and other community services will continue to be delivered from the existing building. A layout plan and images of the Powerhouse extension are included at Appendix 2. The first-floor of the extension will be leased by the Police authority, replacing accommodation which will be demolished as part of the Maelfa redevelopment. Funding for the project is included in the Hubs capital programme for 2016/17. Subject to procurement and the appointment of a suitable contractor, it is anticipated that construction will start in April, 2016. An Equality Impact Assessment for the Hub extension is attached at Appendix 3.
8. As part of the consultation, community views were also invited on the redevelopment plans for the Maelfa. The plans were generally welcomed, with many respondents commenting that regeneration of the area was long over-due and highlighting the need to improve local shopping provision. Specific issues raised included the removal of the footbridge over Llanedeyrn Drive and the need for improvements to local play

facilities, and these issues will be considered further in finalising the plans.

9. The Maelfa Regeneration Scheme is mixed-use redevelopment on a 4.9 acre site, comprising the existing Maelfa shopping centre and adjoining land. The scheme will be delivered through a land transfer agreement with Cardiff Community Housing Association, which will deliver 9 new shop units varying in size from 100m² to 400m² with associated car parking and rear servicing areas; 38 affordable flats, 16 affordable town-houses, and 52 private houses. The outline master-plan is attached at Appendix 4. A contribution of £2million towards the new retail provision is included in the current capital programme. The new shops will be owned and managed by the Council and let on commercial terms. The affordable housing will be owned and managed by Cardiff Community Housing Association. Land valuation advice is set out in Appendix 5 and details of the land transfer in Appendix 6.
10. Redevelopment of the Maelfa will be a phased scheme to ensure continuity of local shopping provision throughout the process. Subject to planning and legal agreements, the current programme aims for commencement of phase 1 demolition works in September 2016, with a 3 year development programme.

Local Member Consultation.

11. A briefing session was held with Pentwyn Ward Members in June to inform them of proposals for the Llanedeyrn Hub, the updated plans for the Maelfa redevelopment, and arrangements for community consultation. Ward Members have received a copy of the consultation feedback report.

Reason for Recommendations

12. Taking account of positive support expressed in the recent consultations, it is proposed to progress the Llanedeyrn Community Hub project and the redevelopment plans for the Maelfa Centre.

Financial Implications

13. Funding is available in the Hubs Capital Programme for the Llanedeyrn Powerhouse Hub. This will be subject to the outcome of the tender. However, additional funding will need to be bid for in the 2016/17 Capital Programme to enable all hub commitments to be met. Revenue implications of the increased opening hours and costs of running a building of increased size will be managed within existing budgets within the directorate.
14. The Director must ensure reliance on the consultation includes a statistically significant response in determining the recommended decision to incur expenditure in relation to the hub.

15. The Capital Programme includes £2 million to allow construction of retail units. With £1 million of this to be recovered as an invest to save loan from rental income from the commercially operated units. Additional budget is available for advance scheme preparation and any compensation that may be required. The proposal for the redevelopment of Maelfa is based on a viability report which requires the disposal of Council land. The proposal for the redevelopment of Maelfa is based on a viability report which requires the disposal of Council land for nil consideration. Independent valuation advice confirms that without this the development would not be viable.

Legal Implications

16. Consultations are required to take place when proposals are at a formative stage. Sufficient reasons for the proposals must be given to enable consultees to understand and respond. Sufficient time must be given for responses to be made. Responses must be conscientiously taken into account by decision makers. The report draws members' attention to the Equality Impact Assessment.

HR Implications

17. Trade unions and staff will be fully consulted on the details of the proposed staffing structure for the new Hub. Staff impacted by the changes will be consulted in detail, with the options of possible redeployment or voluntary severance discussed with them. Any new roles will be subject to the Council's corporate job evaluation process and full consultation carried out.

RECOMMENDATIONS

Cabinet is recommended to :

1. agree to proceed with the extension to the Powerhouse to create the Llanedeyrn Community Hub;
2. note the progress on the Maelfa regeneration scheme and delegate authority to the Director of Economic Development to the dispose of land for the purposes of enabling the redevelopment, in accordance with the received valuation advice;
3. delegate authority to the Director of Communities, Housing and Customer Services, in consultation with the Cabinet Member for Community Development, Co-operatives and Social Enterprise and the Leader as appropriate,
 - a) to agree the detailed plans and undertake all matters relating to implementation of the Llanedeyrn Community Hub and the Maelfa Regeneration Scheme

- b) to obtain all necessary permissions and consents, in consultation with the Section 151 Officer and Cabinet Member for Corporate Services and Performance, as required;

SARAH MCGILL,

Director

27 November 2015

The following appendices are attached:

Appendix 1 – Community Consultation Report.

Appendix 2 – Llanedeyrn Hub : Layout Plan and Images

Appendix 3 – Equality Impact Assessment

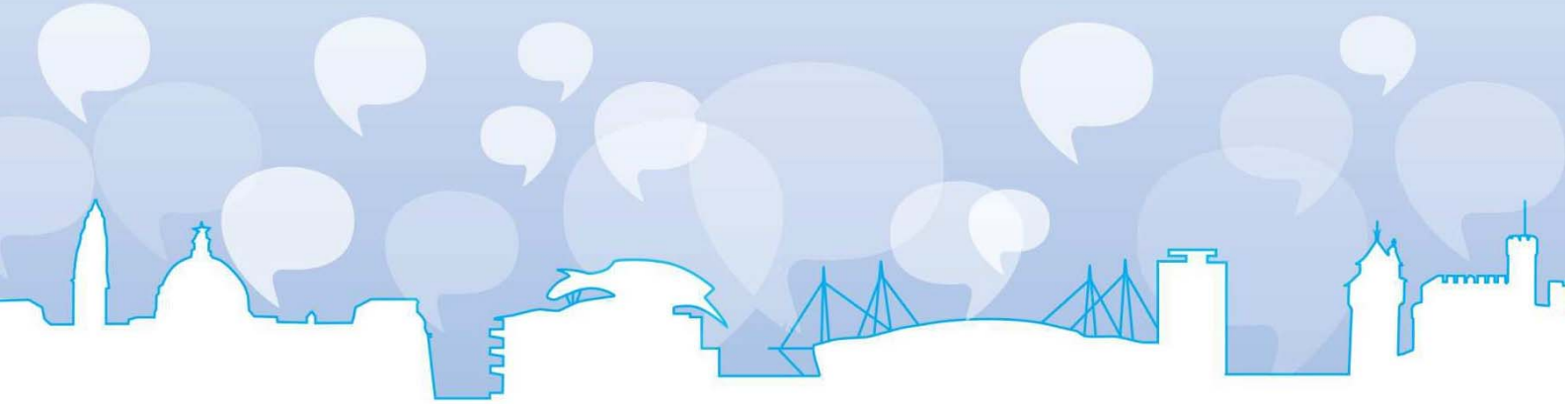
Appendix 4 – Maelfa Redevelopment Scheme : Indicative Master-Plan

Appendix 5 – Valuation Advice (confidential)

Appendix 6 - Land Transfer Plan (confidential)

The following background papers have been taken into account:

June, 2011 – Maelfa Redevelopment – Report to Executive



Llanedeyrn Community Hub and Maelfa Regeneration Scheme

October 2015



@CardiffDebate
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Cardiff Research Centre

Cardiff Research Centre is part of the City of Cardiff Council's Policy, Partnerships & Community Engagement service. We strive to deliver research, information and consultation services for the City of Cardiff Council and its partner organisations.

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- Specialised studies on a wide range of topics including social, economic and demographic data sources and their uses;
- Quantitative and qualitative research and consultation projects;
- Supporting the Cardiff Debate Community Engagement exercise with other public service partners;
- Management of the Cardiff Citizens' Panel;
- Focus Group facilitation;
- Advice and support on all aspects of research including survey & questionnaire design, &
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Contents

Contents.....	3
Executive Summary.....	4
Background	5
Methodology.....	6
Results.....	7

Llanedeyrn Community Hub Consultation

Executive Summary

- This report outlines the findings of the public consultation undertaken in relation to the proposals to extend the Powerhouse to create a Community Hub for Llanedeyrn and Pentwyn and the latest regeneration plans for the Maelfa Shopping Centre.
- There were a total 115 valid responses received to the survey, almost three-quarters (73.6%) of which lived in the area.
- Over three-fifths (63.9%) of respondents had reportedly used Llanedeyrn Library, in contrast to over one in ten (11.1%) of respondents that indicated using none of the community facilities in Llanedeyrn.
- More than two-fifths (46.5%) of the respondents that reported to use community facilities, visited weekly. However, around one in six visited monthly or less frequently (17.2% and 16.2% respectively).
- The six most commonly selected services that respondents reported they would use in the refurbished Llanedeyrn Hub were Library (80.7%), Community/ Social Events (48.6%), Modern Community Cafe (48.6%), Citizen Advice Bureau (39.4%), Meeting/ Community room hire (33.0%), and Training Courses (31.2%).
- Over four-fifths (81.7%) of respondents would want access to the Internet when using IT services within the new hub facility, followed by access to Print facilities (62.2%), and access to a Desk-Top PC (52.4%).
- Three-fifths of respondents said they would use the Hub on weekdays during office hours (59.8%), while half would visit on weekday evenings (48.5%) and two-fifths would attend on a Saturday (43.3%).
- The vast majority of respondents were in support of the proposal 84.5%, compared with around one in twenty (6.4%) who disagreed. Excluding 'don't know' responses, 93% supported the proposals.
- Over half (55.2%) of respondents stated that they would be likely to use the food co-operative, compared to under a fifth (18.1%) whom would not use this service. Just over one in four of respondents were undecided on the issue (26.7%).

Background

Proposals have been put forward to extend The Powerhouse to create a Community Hub for Llanedeyrn and Pentwyn, whilst regenerating the Maelfa Shopping Centre.

Revised plans have been prepared for the redevelopment of The Maelfa Shopping Centre, and work on this much needed regeneration scheme is planned to start in late 2016. The scheme will deliver new shops, affordable houses and flats, and private houses.

The proposed extension to the existing Powerhouse is necessary to accommodate the existing Llanedeyrn library and Llanedeyrn police office, both of which will be affected by the redevelopments plans for The Maelfa. It also presents an opportunity to deliver a wider range of community services in line with local needs.

The new hub will include:

- A new modern community café;
- Meeting/training and interview rooms;
- Full library service;
- New reception area and main entrance;
- Office accommodation for South Wales Police.

The proposal retains

- Flying-Start provision;
- Youth Services;
- ICT training room;
- Arts and training rooms;
- Multi-use Hall.

Methodology

Public consultation on the proposal took place between 22nd September and 12th October 2015.

Three 'drop-in sessions' were held in the Llanedeyrn area at which officers were on hand to explain the proposals, promote the consultation and respond to any questions raised by members of the public.

- Powerhouse
 - Tuesday 22nd September- 10am - 2pm
 - Thursday 24th September- 4pm - 7pm
- Maelfa Shopping Centre
 - Saturday 26th September – 10am – 2pm

Leaflets were distributed to all households in Llanedeyrn advertising the events.

During this time paper copies of the survey were produced and made available at a variety of local sites including:

- Llanedeyrn Library
- The Powerhouse

Members of the public were also encouraged to complete the survey online with the consultation widely promoted through social media, and on the Cardiff Council and community partnership websites, including the South Wales Police. A copy of the survey can be seen in appendix 1.

Static display material and draft layout plans for the Llanedeyrn Hub & Maelfa Regeneration Scheme were on display at Llanedeyrn Library and the Powerhouse. Online versions of these documents were available via the Council website.

In addition, stakeholder meetings, were undertaken during the design development of the extension and included key stakeholders e.g. South Wales Police.

Response

There were 115 valid responses to the survey. Of these, only 24 respondents provided post code details to allow their location to be pinpointed

As a result of the low response rate to this issue, no analysis or graphical representation has been undertaken into the location of respondents.

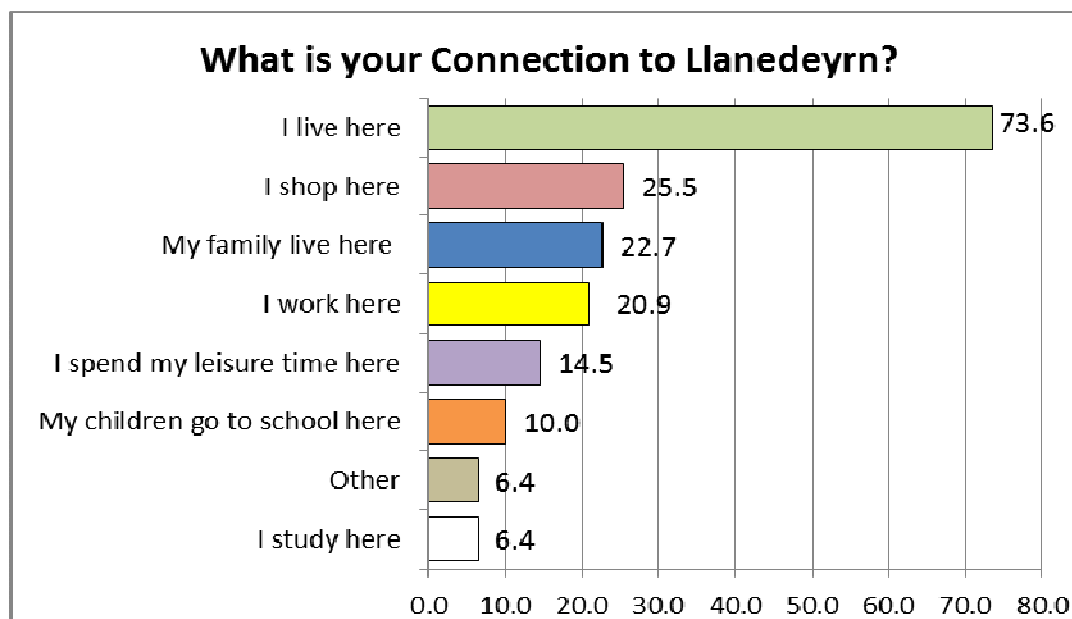
Results

Q1. What is your connection to Llanedeyrn?

A total of 110 responses were received for this question, giving a response rate of 95.7%

Around three-quarters (73.6%) of respondents said that they lived in Llanedeyrn. This was by far the most common response, although a quarter indicated that they shopped in the area (25.5%), more than a fifth had family that lived there (22.7%), or worked within the neighbourhood (20.9%)

Response	No.	%
I live here	81	73.6
I shop here	28	25.5
My family live here	25	22.7
I spend my leisure time here	16	14.5
I study here	7	6.4
I work here	23	20.9
My children go to school here	11	10.0
Other	7	6.4
TOTAL RESPONDENTS	110	-



NB. Percentages do not sum to 100.0% because respondents could give more than one answer. (Base: 110)

Q2. What community facilities do you currently use in Llanedeyrn?

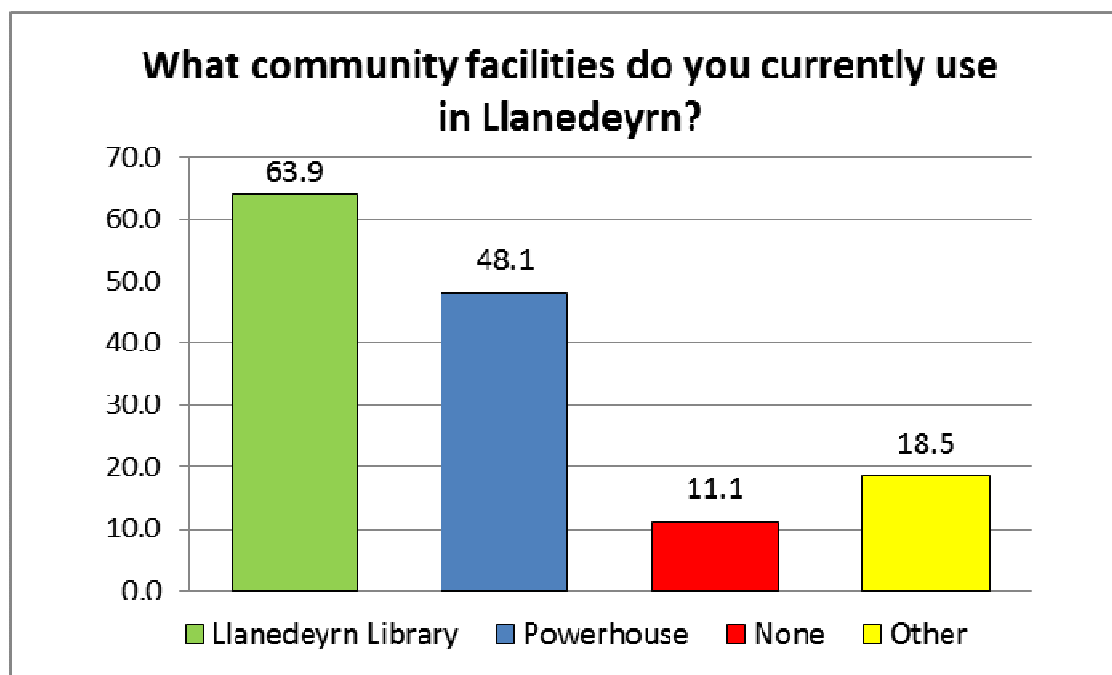
A total of 108 responses were received for this question, giving a response rate of 93.9%

Respondents were given a list of community facilities in the area, and asked which they used.

The most commonly used facility was Llanedeyrn Library (63.9%), around half used the Powerhouse (48.1), and one-fifth (18.5%) of respondents had reported using other facilities in Llanedeyrn.

Just over a tenth of respondents (11.1%) stated that they did not use any community facilities in Llanedeyrn.

Response	No.	%
Llanedeyrn Library	69	63.9
Powerhouse	52	48.1
None	12	11.4
Other	20	18.5
TOTAL RESPONDENTS	108	-



NB. Percentages do not sum to 100.0% because respondents could give more than one answer. (Base: 108)

The top three 'Other' facilities used by respondents included shop (9), health facilities/doctors (7), and attend a meeting (3).

'Other' Response	No.	%
Shop	9	45
Health Facilities/Doctors	7	35
Attend a meeting	3	15
Family	1	5
Public House	1	5
Sport	1	5
Other	1	5
TOTAL RESPONDENTS	20	-

NB. Comments have been coded against more than one theme.

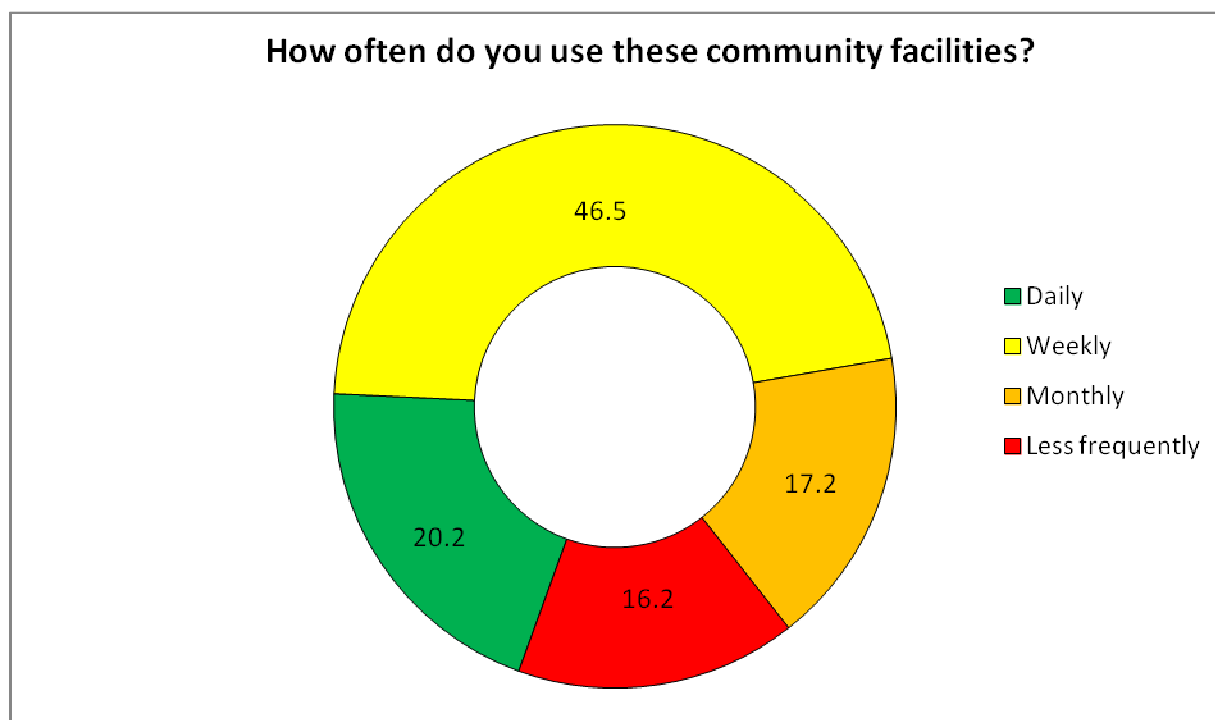
Q3. If applicable, on average, how often do you use these community facilities?

A total of 99 responses were received for this question, giving a response rate of 86.1%

More than two-fifths (46.2%) of the respondents reported that they use community facilities weekly, a further fifth (20.2%) were daily users.

However, around one in six used the facilities either monthly (17.2%) or less frequently (16.2%).

Response	No.	%
Daily	20	20.2
Weekly	46	46.5
Monthly	17	17.2
Less Frequently	16	16.2
TOTAL RESPONDENTS	99	100



(Base: 99)

Q4. What services would you be most likely to use in the new Llanedeyrn Hub?

A total of 109 responses were received for this question, giving a response rate of 94.8%

Respondents were given a list of services that could be made available in the new Llanedeyrn Hub, and asked to identify which they would be likely to use.

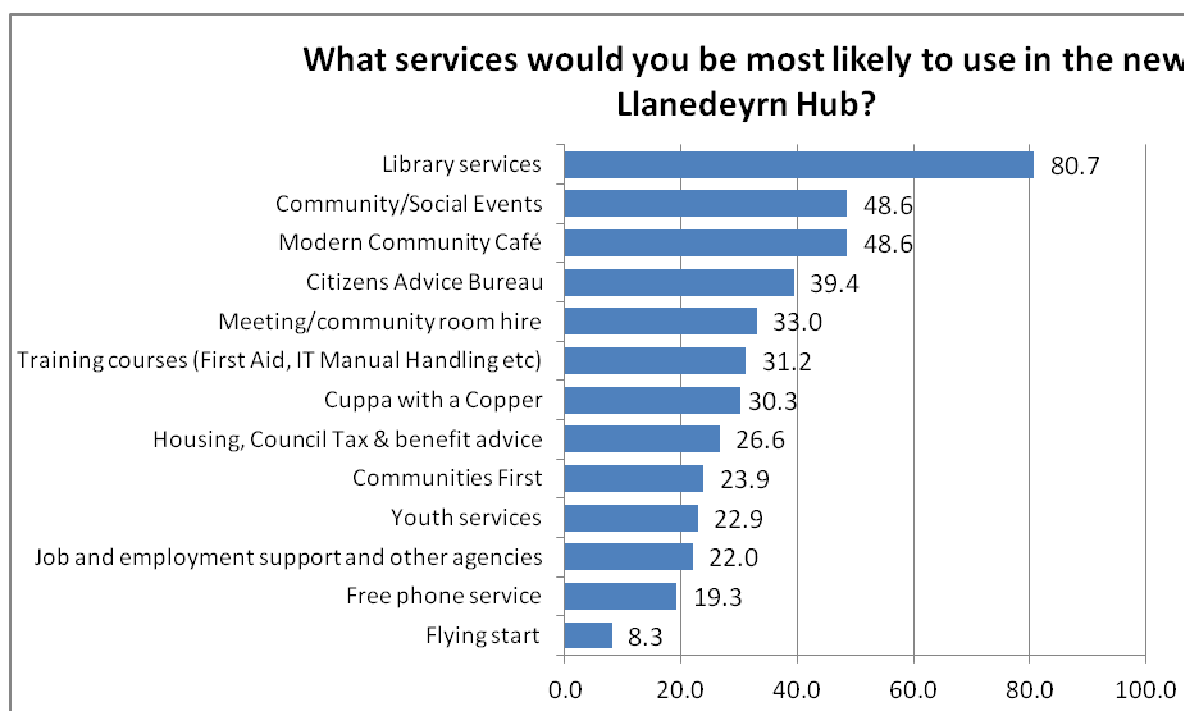
The most popular service was the Library, with 80.7% of respondents indicating they would be likely to use it.

Just under half of respondents would be likely to use a community café (48.6%) or community/social events (48.6%).

Around one in twelve respondents (8.3%) stated they would be likely to use flying start provision in the new Llanedeyrn Hub.

Response	No.	%
Library services	88	80.7
Modern Community Café	53	48.6
Community/Social Events	53	48.6
Citizens Advice Bureau	43	39.4
Meeting/community room hire	36	33.0
Training courses (First Aid, IT Manual Handling etc.)	34	31.2
Cuppa with a Copper	33	30.3
Housing, Council Tax & benefit advice	29	26.6
Communities First	26	23.9
Youth services	25	22.9
Job and employment support and other agencies	24	22.0
Free phone service	21	19.3
Flying start	9	8.3
TOTAL RESPONDENTS	109	-

NB. Comments have been coded against more than one theme.



NB. Percentages do not sum to 100.0% because respondents could give more than one answer. (Base: 109)

Q5. Are there any other services you would like to see available at the Llanedeyrn Hub?

A total of 36 responses were received for this question, giving a response rate of 31.3%

‘Other’ services mentioned included other family support (14), (e.g. credit union, work experience opportunities, stop smoking etc.), educational (9), (night classes, cooking to a budget etc.), childcare (6) and sport based opportunities (6).

Response	No.	%
Other Family Support	14	38.9
Educational	9	25
Childcare	6	16.7
Sport Based	6	16.7
IT/ Gaming	5	13.9
Health & Fitness	4	11.1
Recycling	2	5.6
Language	2	5.6
Shops	1	2.8
Other	3	8.3
TOTAL RESPONDENTS	36	-

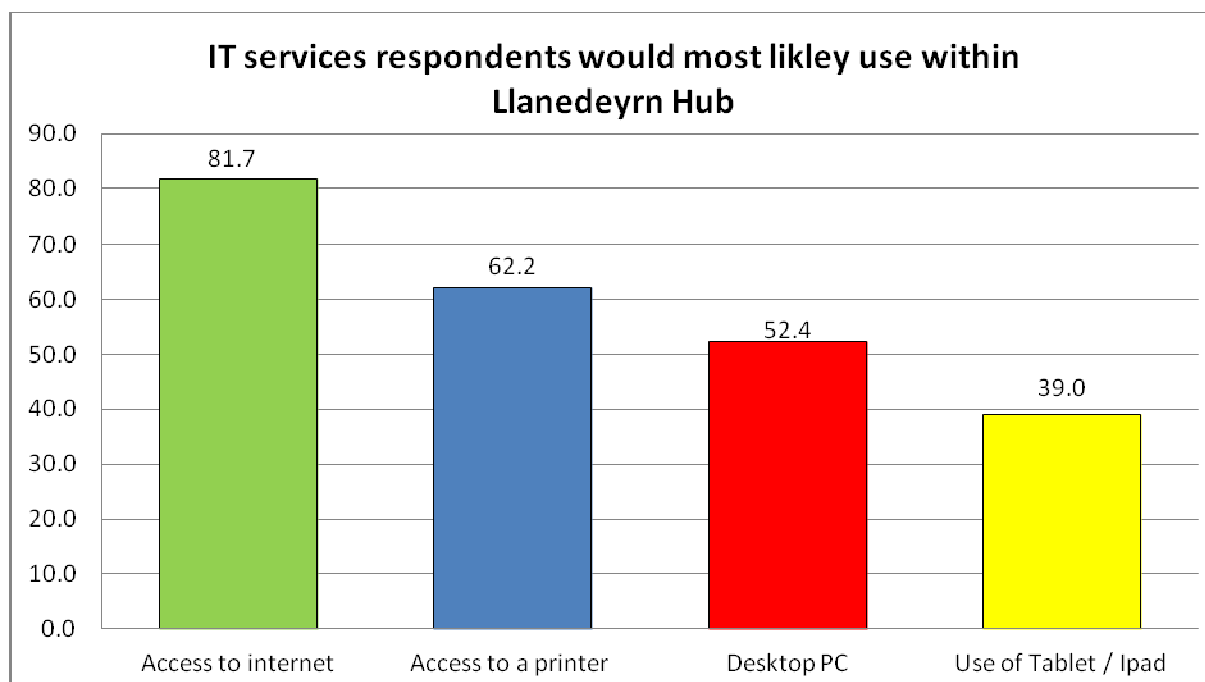
NB. Comments have been coded against more than one theme

Q6. What IT services would you be most likely to use in the new Llanedeyrn Hub?

A total of 82 responses were received for this question, giving a response rate of 71.3%

When asked about which Information Technology services they would be likely to use in the refurbished Hub, the vast majority of respondents were likely to access the internet (81.7%), three-fifths interested in ‘Print’ facilities (62.2%). Access to a Desktop PC has cited by just over half (52.4%) of respondents, followed by almost two-fifths that indicated ‘Use of Tablet/ iPad’ (39.0%).

Response	No.	%
Access to internet	67	81.7
Access to a printer	51	62.2
Desktop PC	43	52.4
Use of Tablet/ iPad	32	39.0
TOTAL RESPONDENTS	82	-



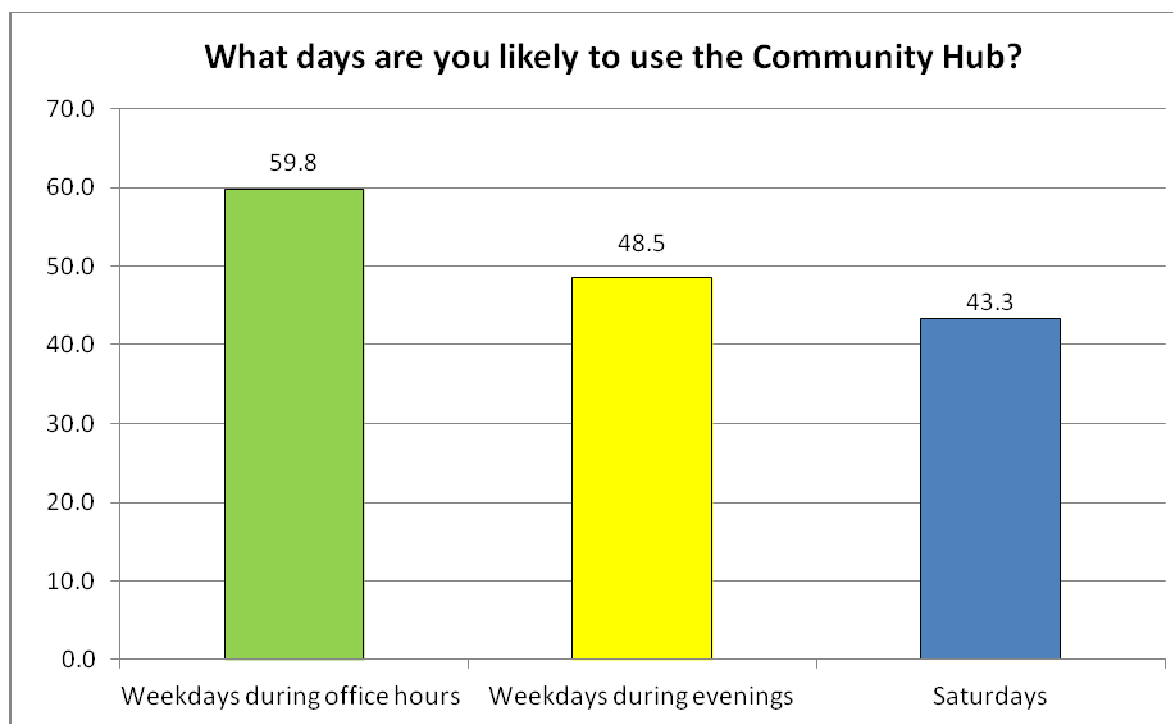
NB. Percentages do not sum to 100.0% because respondents could give more than one answer. (Base: 82)

Q7. What days are you likely to use the Community Hub?

A total of 97 responses were received for this question, giving a response rate of 84.3%

Almost three-fifths of respondents said they would use the Hub on weekdays during office hours (59.8%), while around half would visit on weekday evenings (48.5%) and two-fifths would attend on a Saturday (43.3%).

Response	No.	%
Weekdays during office hours	58	59.8
Weekdays during evenings	47	48.5
Saturdays	42	43.3
TOTAL RESPONDENTS	97	-



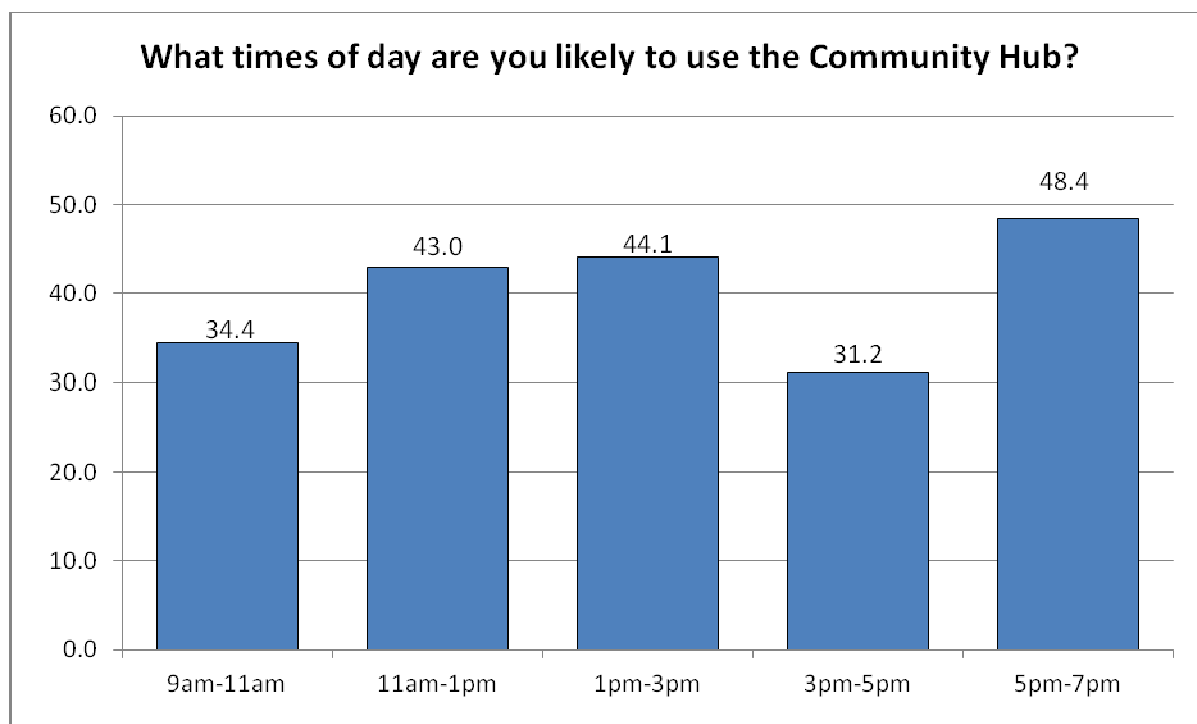
Percentages do not sum to 100.0% because respondents could give more than one answer. (Base: 97)

Q8. What times of day are you likely to use the Community Hub?

A total of 93 responses were received for this question, giving a response rate of 80.1%

In terms of suitability of timeslot, the option of 5pm-7pm (48.4%) was most frequently chosen by respondents, followed by 1pm-3pm (44.1%), and 11am-1pm (43.0%).

Response	No.	%
9am – 11am	32	34.4
11am – 1pm	40	43.0
1pm – 3pm	41	44.1
3pm – 5pm	29	31.2
5pm – 7pm	45	48.4
TOTAL RESPONDENTS	93	-



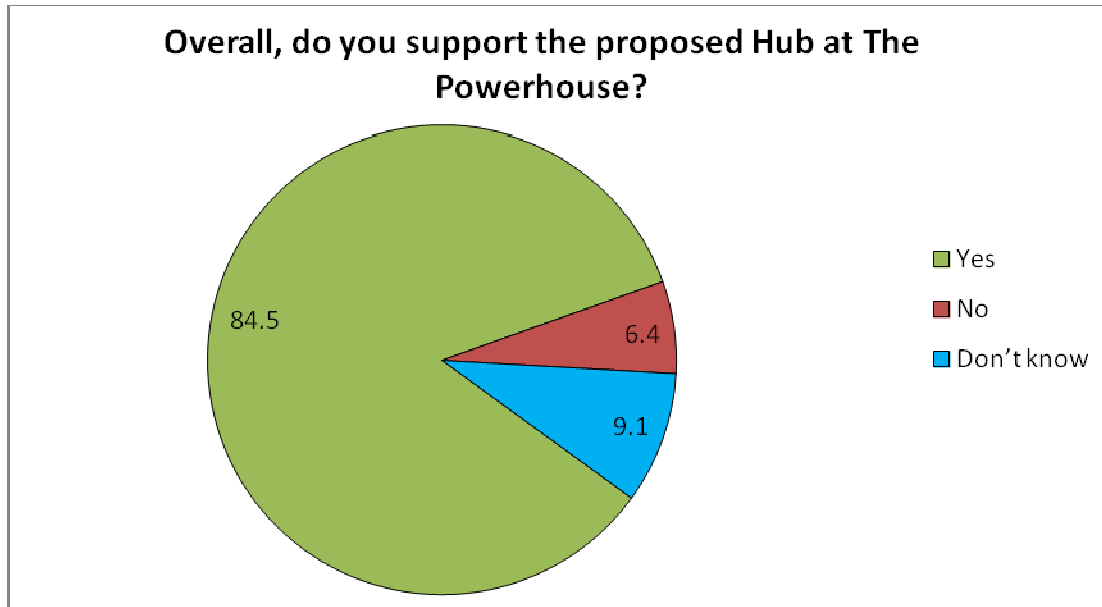
NB. Percentages do not sum to 100.0% because respondents could give more than one answer (Base: 93)

Q9. Overall, do you support the proposed Hub at The Powerhouse?

A total of 110 responses were received for this question, giving a response rate of 95.7%

The vast majority of respondents were in support of the proposal 84.5%, compared with around one in fifteen (6.4%) who disagreed. Just under one in ten (9.0%) said they didn't know.

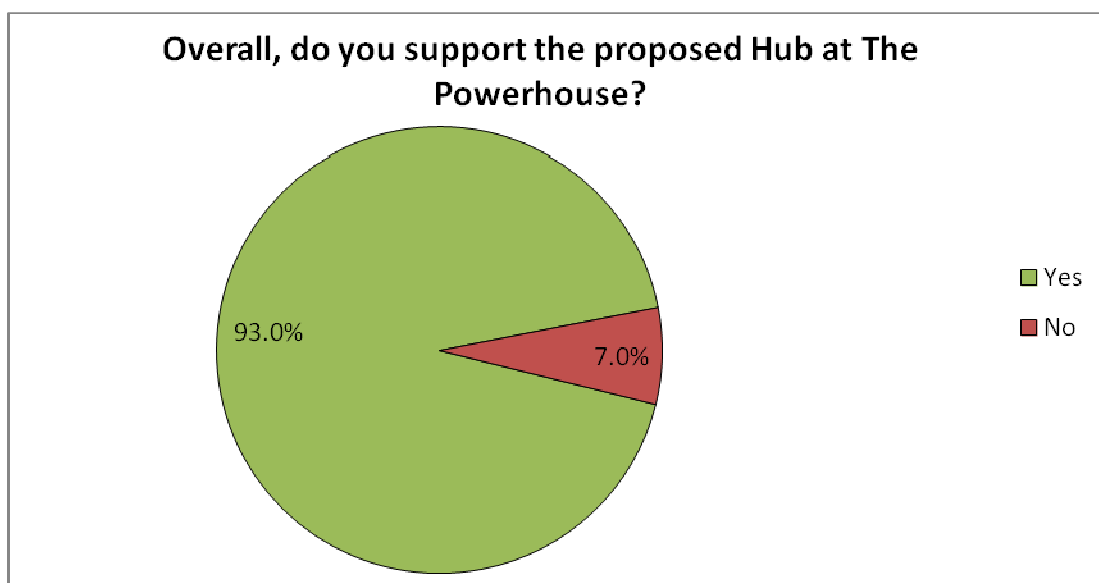
Response	No.	%
Yes	93	84.5
No	7	6.4
Don't Know	10	9.1
TOTAL RESPONDENTS	110	100



(Base: 110)

Excluding the 'Don't Know' responses, over nine-tenths of those expressing an opinion supported the proposal (93.0%).

Response	No.	%
Yes	93	93.0
No	7	7.0
TOTAL RESPONDENTS	100	100.0



(Base: 100 {Excluding 'Don't know' responses})

Q10. We propose having a café in the new Hub. Please select three items from the list below which you would be most likely to buy:

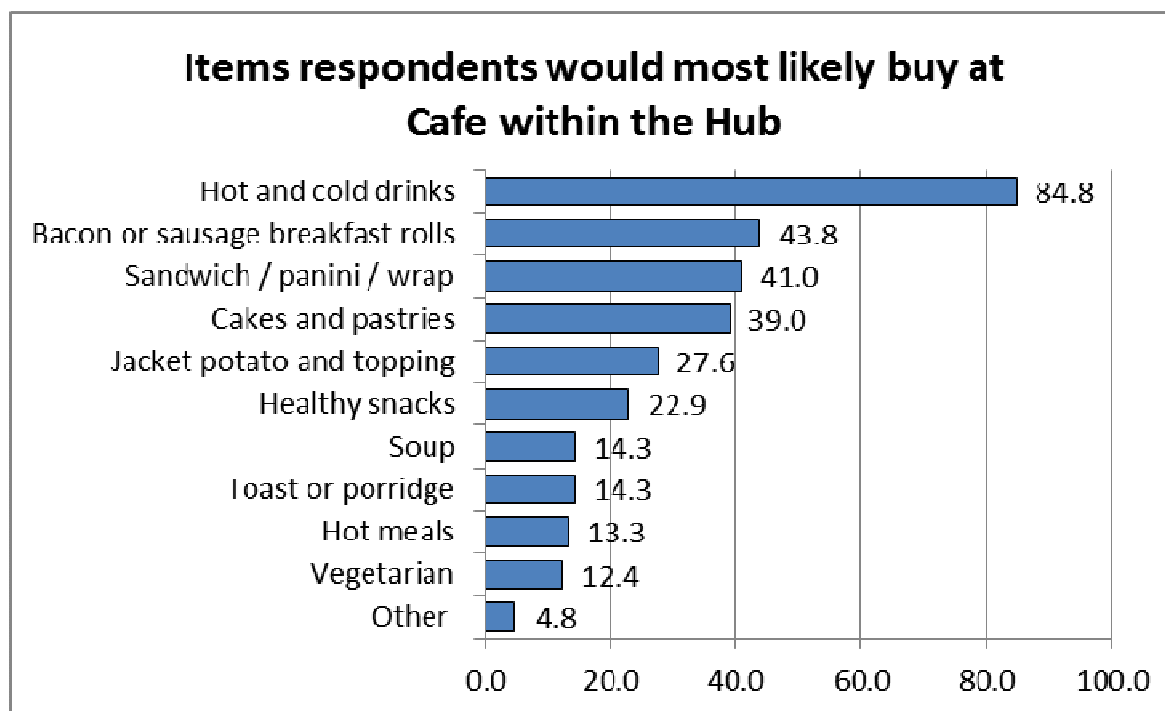
A total of 105 responses were received for this question, giving a response rate of 91.3%

Respondents were given a list of food and beverages proposed for the new cafe, and asked which three they would be most inclined to buy.

The vast majority of those surveyed indicated they would be likely to procure Hot and Cold drinks (84.8%), around two fifths (43.8%) Bacon or Sausage breakfast roll. The third most popular food/beverage choice was Sandwich/ Panini/ Wrap 41.0%.

Both the Vegetarian and Hot Meals options were chosen by around one in eight respondents (12.4% and 13.3% respectively).

Response	No.	%
Hot and cold drinks	89	84.8
Bacon or sausage breakfast rolls	46	43.8
Sandwich / panini / wrap	43	41.0
Cakes and pastries	41	39.0
Jacket potato and topping	29	27.6
Healthy snacks	24	22.9
Toast or porridge	15	14.3
Soup	15	14.3
Hot meals	14	13.3
Vegetarian	13	12.4
Other	5	4.8
TOTAL RESPONDENTS	105	-



NB. Percentages do not sum to 100.0% because respondents could give more than one answer (Base: 109)

‘Other Hot Meals’ included Chips (3 individuals), Pizza, Lasagne, Curry, Breakfast and Fresh/hot food (2 individuals respectively).

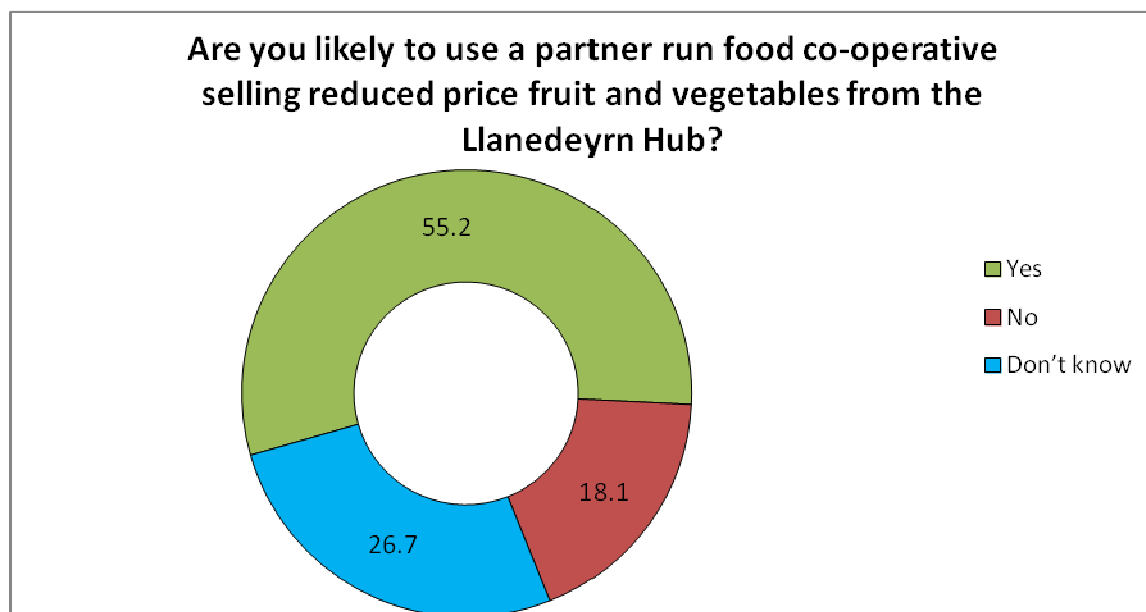
‘Other’ options included all/any of the above (2 individuals) and Slimming World Food (1 individual).

Q11. Are you likely to use a partner run food co-operative selling reduced price fruit and vegetables from the Llanedeyrn Hub?

A total of 105 responses were received for this question, giving a response rate of 91.3%

Over half (55.2%) of respondents stated that they would be likely to use the food co-operative, compared to under a fifth (18.1%) whom would not use this service. Just over one in four of respondents were undecided on the issue (26.7%).

Response	No.	%
Yes	58	55.2
No	19	18.1
Don't know	28	26.7
TOTAL RESPONDENTS	105	100.0



NB. Percentages do not sum to 100.0% because respondents could give more than one answer (Base: 105)

Q12. Preliminary plans for the Llanedeyrn Hub @ The Powerhouse are available at the drop-in sessions and online here. Please let us have any comments on the draft proposals.

Respondents were asked to note any other comments they had regarding the proposal concerning the Llanedeyrn Hub and Powerhouse; 51 comments were made, which have been grouped into the following categories:

	No.	%
Positive Remarks	30	58.8
<ul style="list-style-type: none"> • <i>"I love the proposals. Grew up on the estate and still live here. Will be good to bring it into 21st Century."</i> • <i>"It's about time Llanedeyrn had a regeneration and it would be great to have more facilities on offer."</i> • <i>"Cool, works with the building/blends in."</i> • <i>"The new proposals seem like an exciting venture as I'm an older resident I probably will not use many things on offer but would have 40 yrs. ago when I moved here."</i> • <i>"I support the redevelopment, it would be good if the local schools could make use of the cafe in the evenings to hold PTA/parent committee meetings when the schools are closed rather than hiring out rooms in local pubs."</i> 		

Library	13	25.5
<ul style="list-style-type: none"> • <i>“The service in the present library is fantastic. Something very valuable is being downgraded in our communities in the transfer of libraries to hubs.”</i> • <i>“It’s important to make the Library Service a key port of services of the new Hub. Most Library Services in Hubs so far have been an afterthought and are lesser services when compared to the library services previously delivered in the area.”</i> • <i>“I’m concerned about the size of the library area, which seems smaller than the existing library. I am concerned about the implication of this for school children currently classes from local schools are able to visit the library with accompanying staff, and fit comfortably into the children’s area; I don’t see how this will be possible in the proposed new children’s area. I am also concerned about reduction of books not just in Llanedeyrn Hub but over Cardiff, public need to know figures, also concerned about staffing.”</i> 		
Retain Services	8	15.7
<ul style="list-style-type: none"> • <i>“Keep all current services and disabled access to all services including those on the upper floor.”</i> • <i>“Just wondering where the kick about area will be, which 2 subways you wish to fill and what happens to the path down the hill to the side of the Powerhouse.”</i> • <i>“Where is the childcare? Existing building is in poor condition, wouldn't it make more sense to level it and start again due to poor state of building - it can't be very efficient to run.”</i> 		
Disabled Facilities	6	11.8
<ul style="list-style-type: none"> • <i>“Need to ensure it is accessible for mobility impairment.”</i> • <i>“Woodland area needs a lot of attention. It would be beneficial to the Powerhouse which is concealed by this eyesore. Remove overgrown trees, bushes etc. from the area next to old Powerhouse. Clear blocked drain at the end of the path way. Three disabled spaces may not be enough.”</i> 		
Parking	2	3.9
<ul style="list-style-type: none"> • <i>“The reduced parking should be warden controlled or it will be used as a park and ride, as it is at present.”</i> 		
Language	1	2.0
<ul style="list-style-type: none"> • <i>“It looks great so far. I see there will be a nursery - I hope there will be Welsh speaking staff employed (as there are many children in the area going to welsh schools).”</i> 		
Other	5	9.8
<ul style="list-style-type: none"> • <i>“Moving facilities to Llanedeyrn alone will reduce access for those in Pentwyn.”</i> • <i>“Would hope that the police station be available to the public rather than just a police office.”</i> • <i>“To spend a huge amount of money for re-development? When less could be spend upgrading flats already there.”</i> 		

Q13. Updated plans for the redevelopment of The Maelfa are available at the drop-in sessions and on-line here. Do you have any comments on the proposed redevelopment plans for the Maelfa Centre?

Respondents were asked to note any other comments they had regarding the proposal concerning the redevelopment of the Maelfa Shopping Centre; 55 comments were made, which have been grouped into the following categories:

	No.	%
Positive Comments	27	49.1
<ul style="list-style-type: none"> • <i>"All looks great. Long overdue. Please get on with it."</i> • <i>"It looks great; hopefully there will be a nice range of shops not just betting shops and estate agents - something actually useful in the community. The "public square" sounds great - it would need to be well lit at night with officers keeping an eye on it so there is no riff raff hanging around causing trouble."</i> • <i>"Yes must be forward planning for next 50 years. The original Maelfa was of its time built in the 60's now 2015 so all must include solar panels, cheap housing for Council tenants, reliable bus service, and modern clean facilities protected with CCTV coverage 24 hours a day a Llanedeyrn High School has gone and Llanedeyrn does not appear on voting forms any more. Please bear this in mind that this is Llanedeyrn you are serving its residents."</i> • <i>"I look forward to regeneration of Maelfa Centre. It has got run down and shabby over the years, it will give residents a new sense of pride in surroundings, let's hope so!"</i> 		
Retain Services/ Occupants	21	38.2
<ul style="list-style-type: none"> • <i>"I would hope that the existing tenants of the Maelfa would be given priority for the new units on the parade and that those units be constructed prior to closure."</i> • <i>"The scheme will welcome in the area restoring a rundown area, it's a shame the children's play park is not included in the plans as this will look neglected with all the new surroundings."</i> • <i>"The area has needed upgrading for over 20 years. I think it will be successful if the shop rents are affordable. The empty shop units are depressing and a great waste of the space and potential. I think improving the shops will be of great benefit to the community."</i> • <i>"I was disappointed to see that the playpark close to the family centre is not included in the redevelopment plans, with the amount of families living in the area and the addition of more houses, the park is badly in need of improvements and will look poor against the lovely new buildings."</i> 		
Believe it when I see it	6	10.9
<ul style="list-style-type: none"> • <i>"It seems to exist only in the imagination of the planners. Is it ever likely to actually happen? Will it happen in the next 10 years or is more time needed to continue to think about it? Will I live to see it?"</i> • <i>"As various plans have been proposed since 1990 - I'll believe the present plans actually come to be when it happens. When I see it. At 80 years of age I'll not be holding my breath."</i> 		

Keep the Footbridge	4	7.3
<ul style="list-style-type: none"> “My biggest concern is the removal of the foot bridge over Llanedeyrn Drive, as it is the safest way to access the shopping area, this Bridge is a life line for a lot of people, young mothers with prams and young children, the disabled and people in mobility scooters find they can take the time to cross the Bridge in their own time and not have to rush across the road which they would have to do if your proposal for a crossing goes ahead as the fast traffic that use Llanedeyrn Drive had no regard for pedestrians, the Bridge should not be removed if you do you could have fatalities on your hands as you have also planned to fill in the underpass taking another safe crossing away from vulnerable pedestrians with walking difficulties.” “I disagree that the bridge should come down as people do use it as traffic can be a little fast. Mothers with children and pushchairs do find the bridge safer o use, and people with disability scooters find it safer.” 		
Local Community Involvement in build	3	5.5
<ul style="list-style-type: none"> “Would there be any opportunities for the residents of Llanedeyrn and Pentwyn (especially males 18-30) to have any work offered to them for the transformation of the Powerhouse, or would the usual agencies involved use their own staff? I.e. offer jobs to the local community?” “Very pleased. Would be keen to involve local youth as much as possible during the project. Would ask for high quality CCTV near public space (as children will 'hang around' here at night). St. Teilo's happy to support local authority in any way.” 		
Parking	2	3.6
<ul style="list-style-type: none"> “Yes the removal of some of the parking spaces. There are not enough parking spaces now. People park on the paved areas for the health centre, Powerhouse.” 		
Other	8	14.5
<ul style="list-style-type: none"> “I don't agree with building new residential units/creating roads and car parking on existing green space.” “Why no plans for a good quality reasonably priced supermarket such as Tesco etc. which we need and deserve. No bus shelters shown will they be installed?” “No new trees to be planted= Cardiff Council Do No Maintain Trees, Bushes etc. This applies to the entire area in Llanedeyrn. When walking around Llanedeyrn it is not welcoming. Bushes etc. overgrown trees, land sinking, uneven paths. The area has been neglected for years. WE HAVE WAITED TOO LONG GOR SHOPS, yet the Powerhouse is to start first. I strongly feel that the Maelfa Shops etc. should commence first. We need to encourage residents to shop in the Maelfa. It would be great if we had shops - this area is a disgrace and depressing. I have done without shops for many years and I will continue to shop in Albany Road etc. SHOPS NEEDED NOW.” 		

Q14. Would you be interested in volunteering to help us to work with Hub users?

Around one in eight respondents (13.8%) said they would be interested in volunteering to help us work with Hub users, while three-tenths (30.3%) might choose to become involved at a later date. However, more than half (56.0%) were not interested in helping. Contact details of those interested in volunteering have been passed to the project team.

Response	No.	%
Yes	15	13.8
No	61	56
Maybe at a later date	33	30.3
TOTAL RESPONDENTS	109	100

Q15. If yes, how can you help in the new hub? e.g. help with homework club, help the food co-operative etc.

The top three 'Help' options included Anything/ General (10 individuals), After School (8 individuals) and Food Co-op (4 individuals).

Response	No.	%
Anything/ General	10	43.5
After school	8	34.8
Food Co-op	4	17.4
Employment	3	13
Other	2	8.7
TOTAL RESPONDENTS	23	-

NB. Comments have been coded against more than one theme.

RESPONDENT PROFILE

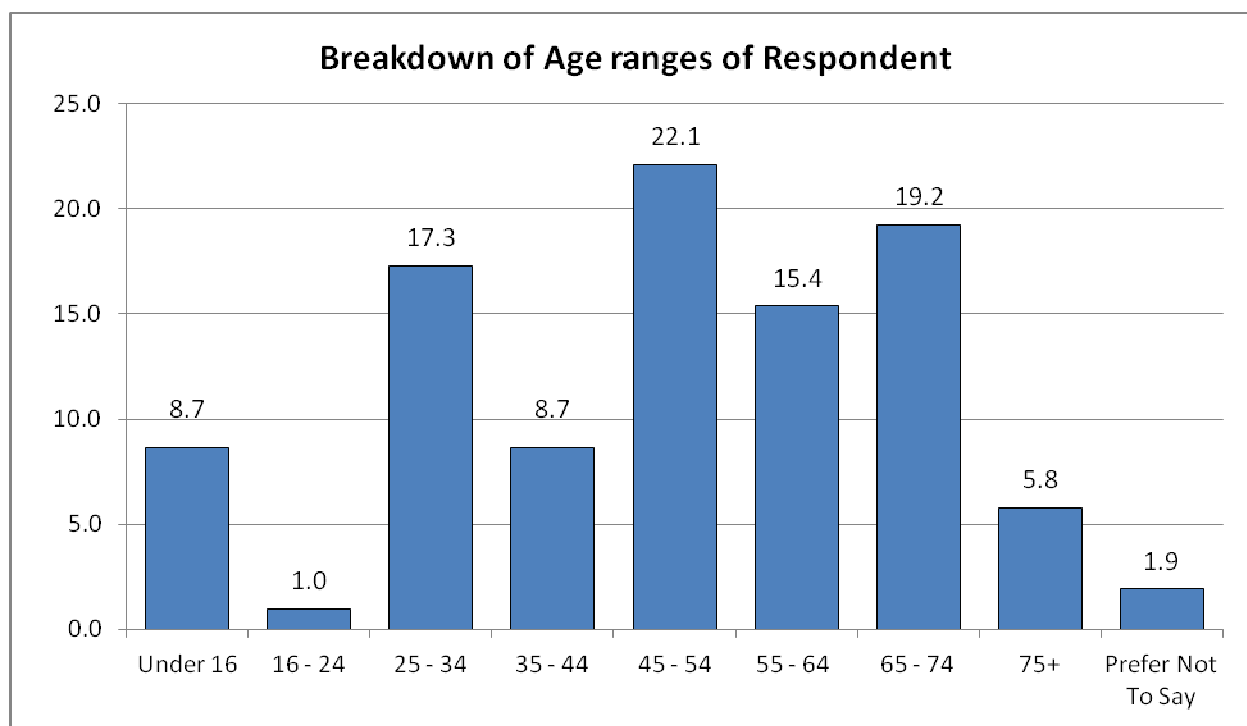
Gender

Response	No.	%
Female	60	60
Male	39	39
Transgender	0	0
Prefer Not To Say	1	1
TOTAL RESPONDENTS	100	100

Three-fifths (60.0%) of the respondents were female, whereas only around two-fifths (39.0%) were male.

Age

The most common age of the respondents was 45-54 (22.1%), with two-fifths aged 55+ (40.4%). In contrast, one in ten (9.7%) were aged under twenty-five.



Do you consider yourself to have a disability?

One-quarter (25.7%) considered themselves to have a disability.

Response	No.	%
Yes	27	25.7
No	78	74.3
Prefer not to say	0	0
TOTAL RESPONDENTS	105	100

Please tick any of the following that apply to you:

Almost a fifth (19.1%) of those completing the survey said that they had a long-standing illness or health condition, while 8.7% suffered from mobility impairment and 7.8% suffered from Mental health difficulties.

Response (Base: 115)	No.	%
Deaf / Deafened / Hard of hearing	7	6.1
Visual impairment	3	2.6
Long - standing illness or health condition (e.g. Cancer, HIV, Diabetes or Asthma)	22	19.1
Wheelchair user	3	2.6
Mental health difficulties	9	7.8
Mobility impairment	10	8.7
Other	4	3.5

NB. Percentages do not sum to 100.0% because respondents could give more than one answer

What is your ethnic group?

Nine-tenths (93.0%) of respondents stated that they belonged to a white ethnic group, while 1.0% were Asian/Asian British and 4.0% preferred not to say. Fifteen respondents (13.0% of overall respondents) did not answer this question. In terms of the 2011 Census data those respondents from Llanedeyrn/Pentwyn of a white ethnic group were slightly lower (93.0% compared to 86.8%) to the results of the Llanedeyrn Hub consultation.

Ethnic Group	No.	%
White:	93	93.0
Welsh/English/Scottish/Northern Irish/British	91	91.0
Irish	1	1.0
Gypsy or Irish Traveller	0	0.0
Other	1	1.0
Mixed/Multiple Ethnic Groups:	1	1.0
White & Black Caribbean	0	0.0
White & Black African	0	0.0
White & Asian	1	1.0
Asian/Asian British:	1	1.0
Pakistani	1	1.0
Bangladeshi	0	0.0
Chinese	0	0.0
Other	0	0.0
Black/African/Caribbean/Black British:	0	0.0
African	0	0.0
Other	0	0.0
Any other ethnic group	1	1.0
Prefer not to say	4	4.0
TOTAL RESPONDENTS	100	100.0



Llanedeyrn Hub @ The Powerhouse & Maelfa Regeneration Scheme



Have Your Say!

This survey is your opportunity to have your say on proposals to extend The Powerhouse to create a Community Hub for Llanedeyrn and Pentwyn and to find out about the latest regeneration plans for the Maelfa Shopping Centre.

The proposed extension to the existing Powerhouse is necessary to accommodate Llanedeyrn library and Llanedeyrn police office, both of which will be affected by the redevelopments plans for The Maelfa. It also presents an opportunity to deliver a wider range of community services in line with local needs, and we want to find out what is important to you and your family.

The new hub will include:

- A new modern community café;
- Meeting/training and interview rooms;
- Full library service;
- New reception area and main entrance;
- Office accommodation for the Neighbourhood Police Team.

The proposal retains

- Flying-Start provision;
- Youth Services;
- ICT training room;
- Arts and training rooms;
- Multi-use Hall.





Llanedeyrn Hub @ The Powerhouse & Maelfa Regeneration Scheme

Have Your Say!



Revised plans have been prepared for the redevelopment of The Maelfa shopping centre and work on this much needed regeneration scheme is planned to start next year. The scheme will deliver new shops, affordable houses and flats, and private houses.

Please complete the survey online at:

www.cardiff.gov.uk/LlanedeyrnHubSurvey

Alternatively, hand in your completed survey to staff at Llanedeyrn Library or Powerhouse, or with staff at any of our drop-in sessions.

Please make sure we have your response by **12th October 2015**.

If you have any questions or would like the survey in any other format, please contact:

Rebecca Hooper or Yvonne Wilday

Tel: 02920 376570 / 02920 376573

Email: RHooper@cardiff.gov.uk or yvonne.wilday@cardiff.gov.uk

Cardiff Council, Neighbourhood Regeneration, Willcox House, Cardiff, CF11 0BA



Llanedeyrn Hub @ The Powerhouse & Maelfa Regeneration Scheme



Have Your Say!

Survey Questions

1 What is your connection to Llanedeyrn?

- I live here
- I work here
- I spend my leisure time here
- My family live here
- I study here
- My children go to school here
- I shop here
- Other, please specify _____

2 What community facilities do you currently use in Llanedeyrn?

- Llanedeyrn Library
- Powerhouse
- None (Go to Q4)
- Other, please specify _____

3 If applicable, on average, how often do you use these community facilities?

- Daily
- Weekly
- Monthly
- Less frequently

4 What services would you be most likely to use in the new Llanedeyrn Hub? (tick all that apply)

- Library Services
- Training Courses (First Aid, IT, Manual Handling etc)
- Housing, Council Tax & benefit advice
- Youth Services
- Meeting/community room hire
- Job and employment support and other partner agencies
- Flying start
- Free phone service
- Modern Community Café
- Citizens Advice Bureau
- Communities First
- Community / Social Events
- Cuppa with a Copper

5 Are there any other services you would like to see available at the Llanedeyrn Hub?



Llanedeyrn Hub @ The Powerhouse & Maelfa Regeneration Scheme



Have Your Say!

6) What IT services would you be most likely to use in the new Llanedeyrn Hub? (tick all that apply)

- Desktop PC
- Use of Tablet / Ipad
- Access to a printer
- Access to internet

7) What days are you likely to use the Community Hub?

- Weekdays during office hours
- Weekdays during evenings
- Saturdays

8) What times of day are you likely to use the Community Hub?

- 9-11am
- 11am-1pm
- 1pm-3pm
- 3pm-5pm
- 5pm-7pm

9) Overall, do you support the proposed Hub at The Powerhouse?

- Yes
- No
- Don't know

10) Proposed new modern café:

We propose having a café in the new Hub. Please select **three** items from the list below which you would be most likely to buy:

- Hot and cold drinks
- Toast or porridge
- Soup
- Bacon or sausage breakfast rolls
- Cakes and pastries
- Jacket potato and topping
- Sandwich / panini /wrap
- Healthy snacks
- Vegetarian
- Hot meals, please specify: _____
- Other, please specify: _____

11) Are you likely to use a partner run food co-operative selling reduced price fruit and vegetables from the Llanedeyrn Hub?

- Yes
- No
- Not sure



Llanedeyrn Hub @ The Powerhouse & Maelfa Regeneration Scheme



Have Your Say!

12) Would you be interested in volunteering to help us to work with Hub users?

Yes

No

Maybe at a later date

13) If yes, how can you help in the new hub? e.g. help with homework club, help the food co-operative etc.

If yes to Q12 above, please provide us with your contact details:

Name: _____

Address: _____

Main contact no: _____

Preliminary plans for the Llanedeyrn Hub @ The Powerhouse are available at the drop-in sessions and online at www.cardiff.gov.uk.

Please let us have any comments on the draft proposals.



Llanedeyrn Hub @ The Powerhouse & Maelfa Regeneration Scheme



Have Your Say!

About You

- Gender:** Male Female Transgender
- Age:** Under 16 16-24 25-34 35-44
 45-54 55-64 65-74 75+

Street name: _____

Postcode: _____

Do you consider yourself to have a disability?

- Yes No

Please tick any of the following that apply to you:

- | | |
|---|---|
| <input type="checkbox"/> Deaf / Deafened / Hard of Hearing | <input type="checkbox"/> Visual impairment |
| <input type="checkbox"/> Wheelchair user | <input type="checkbox"/> Mental health difficulties |
| <input type="checkbox"/> Long-standing illness or health condition (e.g. cancer, HIV, diabetes, asthma) | <input type="checkbox"/> Mobility impairment |
| <input type="checkbox"/> Other, please specify: _____ | |

What is your ethnic group? Please select **one** from the list:

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

Thank you for your time

Any data supplied by you on this form will be processed in accordance with Data Protection Act requirements and in supplying it you consent to 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 Cardiff Council or disclosed to others for a purpose permitted by law.



City of Cardiff Council

Llanedeyrn Hub @ The Powerhouse & Maelfa Regeneration Scheme

Have Your Say!





Hyb Llanedern @ The Powerhouse a Chynllun Adfywio Maelfa



Dweud eich Dweud !

Mae'r arolwg hwn yn gyfle i ddweud eich dweud ar gynigion i ymestyn y Powerhouse i greu Hyb Cymunedol i Lanedern a Phentwyn a chael gwybod am y cynlluniau adfywio diweddaraf ar gyfer Canolfan Siopa Maelfa.

Mae'r estyniad arfaethedig i adeilad presennol y Powerhouse yn angenrheidiol i wneud lle ar gyfer Llyfrgell Llanedern a swyddfa heddlu Llanedern, gan y bydd y cynlluniau ailddatblygu ar gyfer y Maelfa yn effeithio ar y ddau adeilad hwn. Mae hefyd yn gyfle i ddarparu amrywiaeth o wasanaethau cymunedol yn unol ag anghenion lleol, a hoffem glywed beth sy'n bwysig i chi a'ch teulu.

Bydd yr hyb newydd yn cynnwys y canlynol:

- Caffi cymunedol newydd modern;
- Ystafelloedd cyfarfod/hyfforddiant a chyfweld;
- Gwasanaeth llyfrgell llawn;
- Derbynfya a phrif fynedfa newydd;
- Swyddfa i Dîm Heddlu'r Gymdogaeth.

Mae'r cynnig yn cadw'r canlynol

- Darpariaeth Dechrau'n Deg;
- Gwasanaethau leuenctid;
- Ystafelloedd hyfforddiant TGCh;
- Ystafelloedd celfyddydau a hyfforddiant;
- Neuadd amlbwrpas.





Hyb Llanedern @ The Powerhouse a Chynllun Adfywio Maelfa

Dweud eich Dweud !



Mae cynlluniau diwygiedig wedi'u paratoi ar gyfer ailddatblygu canolfan siopa Maelfa, a disgwylir dechrau ar y gwaith ar y cynllun adfywio hwn y flwyddyn nesaf. Bydd y cynllun yn darparu siopau newydd, tai fforddiadwy a thai preifat.

Cwblhewch y arolwg ar-lein yn www.caerdydd.gov.uk/
ArolwgHybLlanedern

Fel arall, rhowch eich arolwg wedi'i gwblhau i staff yn Llyfrgell Llanedern neu'r Powerhouse, neu staff yn unrhyw un o'n sesiynau galw heibio.

Sicrhewch eich bod yn anfon eich ymateb erbyn **12 Hydref 2015**.

Os oes gennych gwestiynau neu os hoffech gopi o'r arolwg mewn fformat gwahanol, cysylltwch â:

Rebecca Hooper neu Yvonne Wilday

Ffôn: 02920 376570 / 02920 376573

E-bost: RHooper@caerdydd.gov.uk neu yvonne.wilday@caerdydd.gov.uk

Cyngor Caerdydd, Adfywio Cymdogaethau, Tŷ Willcox, Caerdydd, CF11 0BA



Hyb Llanedern @ The Powerhouse a Chynllun Adfywio Maelfa



Dweud eich Dweud !

Cwestiynau Arolwg

- 1 Beth yw eich cysylltiad â Llanedern?
 Rwy'n byw yma Rwy'n gweithio yma Rwy'n treulio fy amser hamdden yma
 Rwy'n astudio yma Mae fy nheulu'n byw yma Mae fy mhlant yn mynd i'r ysgol yma
 Rwy'n siopa yma Arall, nodwch _____
- 2 Pa gyfleusterau cymunedol ydych chi'n eu defnyddio yn Llanedern ar hyn o bryd
 Llyfrgell Llanedern Powerhouse
 Dim (ewch i C4) Arall, nodwch _____
- 3 Os yw'n berthnasol, ar gyfartaledd, pa mor aml ydych chi'n defnyddio'r cyfleusterau cymunedol hyn
 Bob dydd Bob wythnos Bob mis
 Yn llai aml
- 4 Pa wasanaethau fydddech chi'n fwyaf tebygol o'u defnyddio yn Hyb newydd Llanedern?
(ticiwch bob un sy'n berthnasol)
 Gwasanaethau llyfrgell Cyrsiau hyfforddi (Cymorth Gyntaf, TG, Codi a chario ac ati) Cyngor tai, y dreth gyngor a budd-daliadau
 Gwasanaethau leuenctid Llogi ystafell gyfarfod/ cymunedol Cymorth swyddi a chyflogaeth ac asiantaethau eraill
 Dechrau'n Deg Caffi cymunedol modern Canolfan Cyngor Ar Bopeth
 Gwasanaeth ffôn am ddim Cymunedau yn Gyntaf Digwyddiadau cymunedol/ cymdeithasol Paned â'r Plismon
- 5 A oes unrhyw wasanaethau eraill yr hoffech eu cael yn Hyb Cymunedol Llanedern



Hyb Llanedern @ The Powerhouse a Chynllun Adfywio Maelfa



Dweud eich Dweud !

- 6) Pa wasanaethau TG fydddech chi'n fwyaf tebygol o'u defnyddio yn Hyb newydd Llanedern?
(ticiwch bob un sy'n berthnasol)
- Cyfrifiaduron Llechen/lpad Argraffu Y rhyngwrdd
- 7) Ar ba ddiwrnodau ydych chi'n debygol o ddefnyddio'r Hyb Cymunedol?
- Yn ystod oriau swyddfa yn ystod yr wythnos Ar nosweithiau yn ystod yr wythnos Dydd Sadwrn
- 8) Ar ba adeg o'r dydd ydych chi'n debygol o ddefnyddio'r Hyb Cymunedol?
- 9-11am 11am-1pm 1pm-3pm 3pm-5pm 5pm-7pm
- 9) Yn gyffredinol, ydych chi'n cefnogi'r Hyb a gynigir ar gyfer y Powerhouse?
- Ydw Nac ydw Ddim yn gwybod
- 10) Y caffi modern newydd a gynigir:
Rydyn ni'n cynnig cael caffi yn yr Hyb newydd. Dewiswch **dair** eitem o'r rhestr isod y bydddech yn fwyaf tebygol o'u prynu:
- Diodydd poeth ac oer Tost neu uwd Cawl
- Rholiau brecwast bacwn neu selsig Cacenni a thoesenni Taten bob gyda llenwad
- Brechdan / panini / wrap Byrbrydau iachus Llysieuol
- Prydau cynnes, nodwch: _____
- Arall, nodwch: _____
- 11) Ydych chi'n debygol o ddefnyddio siop fwyd gydweithredol yn gwerthu ffrwythau a llysiau am bris gostyngedig o Hyb Llanedern?
- Ydw Nac ydw Ddim yn siŵr



Hyb Llanedern @ The Powerhouse a Chynllun Adfywio Maelfa



Dweud eich Dweud !

12) A fyddai gennych ddi-ddordeb mewn gwirfoddoli i'n helpu i weithio gyda defnyddwyr yr Hyb?

Byddai

Na fyddai

Efallai yn nes ymlaen

13) Os byddech, sut gallech chi helpu'r hyb newydd? e.e. helpu gyda'r clwb gwaith cartref, helpu yn y siop fwyd gydweithredol ac ati.

Os ateboch 'byddai' i C12 uchod, nodwch eich manylion cyswllt:

Enw: _____

Cyfeiriad: _____

Prif rif cyswllt: _____

Mae cynlluniau cychwynnol Hyb Llanedern @ The Powerhouse ar gael yn y sesiynau galw heibio ac ar-lein yn www.caerdydd.gov.uk

Mae croeso i chi roi unrhyw sylwadau i ni ar y cynllun drafft hwn.



Hyb Llanedern @ The Powerhouse a Chynllun Adfywio Maelfa



Dweud eich Dweud !

Amdanoch chi

- Rhyw:** Benyw Gwryw Trawsryweddol Byddai'n well gennyf beidio â dweud
- Oedran:** Under 16 16-24 25-34 35-44
 45-54 55-64 65-74 75+

Enw stryd: _____

Cod Post: _____

Ydych chi'n ystyried eich hun yn berson anabl?

- Ydw Nac ydw

Ticiwch unrhyw rai o'r canlynol sy'n berthnasol i chi:

- Byddar / Wedi colli clyw / Trwm eich clyw Nam ar y golwg
 Defnyddiwr cadair olwyn Anawsterau iechyd meddwl
 Salwch neu gyflwr iechyd hirdymor (e.e. cancer, HIV, diabetes, neu asthma) Nam symudedd
 Arall, rhowch fanylion: _____

I ba grŵp ethnig ydych chi'n perthyn? Dewiswch un o'r rhestr:

- Gwyn – Cymreig/Seisnig/Albanaidd/Gogledd Iwerddon/Prydeinig Gwyn - Gwyddelig
 Gwyn – Sipsi neu Deithiwr Gwyddelig
 Gwyn - Unrhyw gefndir gwyn arall (nodwch): _____
 Asiaidd / Asiaidd Prydeinig - Bangladeshaidd Asiaidd / Asiaidd Prydeinig - Tsieineaidd
 Asiaidd / Asiaidd Prydeinig - Pacistanaidd Asiaidd / Asiaidd Prydeinig - Indiaidd
 Asiaidd / Asiaidd Prydeinig – Unrhyw un arall (nodwch): _____
 Du / Affricanaidd / Caribiaidd / Du Prydeinig - Affricanaidd
 Du / Affricanaidd / Caribiaidd / Du Prydeinig - Caribiaidd
 Du / Affricanaidd / Caribiaidd / Du Prydeinig – Unrhyw un arall (nodwch) _____
 Grwpiau Cymysg / Aml-ethnig - Gwyn ac Asiaidd
 Grwpiau Cymysg / Aml-ethnig - Gwyn a Du Affricanaidd
 Grwpiau Cymysg / Aml-ethnig - Gwyn a Du Caribiaidd
 Grwpiau Cymysg / Aml-ethnig – Unrhyw un arall (nodwch): _____
 Arall, nodwch unrhyw grŵp ethnig arall: _____
 Byddai'n well gennyf beidio â dweud

Diolch am roi o'ch amser

Caiff unrhyw ddata a roddir gennych ar y ffurflen hon ei brosesu yn unol â gofynion y Ddeddf Diogelu Data ac wrth ei roi rydych yn cydsynio i Gyngor Caerdydd brosesu'r data at y diben y'i rhoddwyd. Caiff yr holl wybodaeth bersonol a roddir ei thrin yn gwbl gyfrinachol ac ni chaiff ei defnyddio gan unrhyw un heblaw am Gyngor Caerdydd ac ni chaiff ei datgelu i eraill ond at ddiben a ganiateir gan y gyfraith.



Cyngor Dinas Caerdydd

Hyb Llanedern @ The Powerhouse a Chynllun Adfywio Maelfa

Dweud eich Dweud !



Appendix 2a

Llanedeyrn Hub - Ground Floor Plan



Appendix 2b

Llanedeyrn Hub - Images



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Project / Service Title: Llanedeyrn Hub @ The Powerhouse

Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?	
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Name: Yvonne Wilday	Job Title: Design Planner
Service Team: Neighbourhood Regeneration	Service Area: Communities, Housing & Customer Services
Assessment Date: November 2015– version 0.4	

1. What are the objectives of the Project?

The Powerhouse Hub Project

The project is to develop a Community Hub in 2016 attached to east side of the current Powerhouse, Llanedeyrn including a 600sq.m extension over two storeys to provide increased services from one place. As with other Hub schemes, the Powerhouse Hub will offer a core of generic Council services, alongside services tailored to the specific needs of the community whilst retaining a hall and Flying Start provision in the building. Feedback from consultation with the community and local stakeholders will help inform and shape the details of service provision, but in brief, the Hub will offer:

Community Services Current hall and youth services will be complemented by a fuller range of advice, support and information services including a new library and new café. There will be expanded training for customer services staff, increased management support and an increased focus on housing and benefit advice, digital inclusion sessions and money / banking advice to meet the needs of clients. In addition, there will be secure office space provision for South Wales Police. South Wales Police will be located in the first floor of the extension to the Powerhouse; they require no public interface and have a separate access.

Flexible Community Space The Hub will provide flexible community spaces which can be used for social activities for all members of the community, including older people. The exact services to be provided will be subject to input from community consultations, detailed planning conditions and management decisions closer to opening.

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

Local Area

The Llanedeyrn Hub connects to the Maelfa Regeneration Scheme, which aims to uplift the local shopping area and provide an attractive and welcoming centre at the heart of the Llanedeyrn estate. By expanding the Powerhouse it will allow for continued services in the area during the wider regeneration implementation, as well as offer a single point to access a wide range of Council services.

Wales Index of Multiple Deprivation

Llanedeyrn estate is within the top 10% most deprived locations in Wales according to 2014 data. Employment, income, and education performance is low, in addition housing is poor and there are high crime rates. This reaffirms the area as a priority in terms of improving access to training and development opportunities as well as support resources.

The Hub Programme

This proposal forms part of the Council's Hubs Programme, which aims to improve and extend citizen services through the development of Community Hubs in priority neighbourhood areas. Hubs bring together community services into single local delivery points, sharing resources and reducing costs in a way which is responsive to the needs and priorities of individual communities. The key to future Hub provision is to improve the local service offer by integrating and decentralising those services that meet local need whilst reducing costs by disposing of buildings and sharing facilities.

The 2015-17 Corporate Plan recognises that due to budget and demand pressures different solutions are needed to ensure continuation of services, '*co-locating services within community facilities or 'Hubs,' sharing assets or buildings*' are part of this programme.

Impact on Existing Services

The site currently consists of the Powerhouse, an adopted footpath and a car park. The adopted footpath adjoining the current building will be relocated prior to the delivery of the extension with a safe temporary diversion, and then reinstated beside the new eastern elevation of the building. The footpath will have improved gradients and lighting. The extension will result in the loss of 20 parking spaces. The land is in control of the Council's Parks and Housing departments.

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Use of Libraries

Consultation around use of libraries has been carried out in relation to the Community Hubs project and Libraries Review. Headline findings from the Libraries Services Review March 2011 describe the single most important factors in encouraging use to be :-

Amongst Library users:

- staff within libraries (77.1%)
- subjects relevant to individuals interests (73.2%)
- later evening opening (60.9%).

Amongst non-users:

- access to additional Council services (41.9%)
- community services (37.6%)
- café facilities (40.1%)
- adult education classes (39.5%).

Younger people reported that they would be encouraged to use libraries in the future if a range of multi-media features were available. The provision of free Wi-Fi was of significantly greater value to those aged under thirty-five than respondents in the higher age categories. Under the Hubs programme there will be additional IT facilities and the building will have Wi-Fi.

Public consultation

Public consultation on the proposal to extend the Powerhouse and wider Maelfa Shopping Centre Regeneration took place between 22rd September and 12th October 2015.

Display material and the survey were in the Powerhouse and Llanedeyrn Library as well as been available online, with the consultation widely promoted through social media, and on the Cardiff Council and community partnership websites, including the South Wales Police. In addition, stakeholder meetings, have been undertaken during the design development of the extension and included key stakeholders e.g. South Wales Police.

There were 115 responses to the survey. 110 responds completed the question asking 'overall, do you support the proposed Hub at The Powerhouse?' 84.5% of these respondents were in support of the proposal to extend the Powerhouse to accommodate wider Hub facilities, compared with around one in twenty (6.4%) who disagreed and 9.1% didn't know.

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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
Up to 18 years	✓		
18 - 65 years	✓		
Over 65 years	✓		

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

The improved Hub facilities should have a positive impact on people of all ages, but particularly children, young people and older people as traditional heavy users of libraries and community services. Changes to the building will make it more user friendly for staff and the public. Access to IT will be improved and creative opportunities that operate from the Powerhouse will remain.

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

Positive and potential negative impacts have been identified.

People of all ages will benefit from the ability to access a far greater range of services from one Hub location. Face to face service provision is still a preference with many people, particularly older people, who are less likely to be able to access on line facilities or services. The Hub will offer longer opening hours than the current facility, in a refurbished and more 'fit for purpose' building; improved accessibility compliance; a greater number of public PCs including free WiFi; and additional Council and partner services – for example:

- General advice about Council services
- Household waste and recycling information
- Arranging bulky waste collections
- Reporting street lighting problems
- Reporting anti-social behaviour
- Internet access and online services
- Specialist housing, council tax and benefit advice
- Self-service PCs
- Free phones with a direct links to housing repairs and DWP services
- Partner services and drop in sessions such as, but not limited to: Digital Inclusion, Into Work training, Cuppa with a Copper, Citizen's Advice Bureau, Remploy, Money Advice Service, Victim Support, NEST energy advice, Credit Union, and Pupil Support.

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Older people in particular will benefit from the social inclusion groups delivered from the Hubs such as Knit and Natter groups, Cuppa with a Copper, and digital inclusion sessions. Young people will benefit from the Story-time and Rhyme-time sessions and possible visits from the Neighbourhood Librarian to encourage reading.

An Access Audit will be undertaken and the Council's Access Officer be consulted during the development of the project.

Equality Awareness training will be provided for any new Hub staff, to ensure we treat everyone with respect and dignity, regardless of their age. Partner agencies will be advised to provide training for their own staff to ensure equality of opportunity.

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	✓		
Physical Impairment	✓		
Visual Impairment	✓		
Learning Disability	✓		
Long-Standing Illness or Health Condition	✓		
Mental Health	✓		
Substance Misuse	✓		
Other	✓		

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

The improved Hub facilities as described above should have a positive impact on this protected characteristic, since people of all abilities will benefit from access to a greater range of services from one Hub location. The Hub will offer longer opening hours than the current facility, in a refurbished and more 'fit for purpose' building; improved accessibility compliance; a greater number of public PCs including free Wi-Fi; and additional Council and partner services.

The internal thresholds of the building will be level and external alterations will be made to improve gradients to ensure safe access within the building as well as around it on the reinstated adopted footpath.

The results of the public consultation on the proposals to extend the Powerhouse had 6 comments regarding disabled facilities, which noted

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retaining current facilities for disabled people in the Powerhouse. There were two comments regarding parking '*three disabled spaces may not be enough*', in total there are 35 parking spaces, three of which are disabled spaces (8%) which complies with the Council's Supplementary Planning Guidance Access, Circulation and Parking Standards 2010.

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

Compliance with the Equalities Act 2010 requires equal treatment in access to employment, opportunities, education, and transport in the provision of services, goods and facilities, regardless of the protected characteristic. In the case of disability, there is a reasonable adjustment duty to overcome barriers experienced by disabled people and provide an experience which is as close as is reasonably possible to the standard normally offered to the public at large.

The project will be delivered by Cardiff Council's Projects Design and Development section, who are required to develop an access strategy which embeds and implements inclusive design principles at all work stages, to ensure that all professional duties are discharged with regards to The Equalities Act and Part M of the Building Regulations.

Examples of typical measures which would be put in place include (but are not limited to):

- The extension will be two storey with improved thresholds to enter and exit the building. The current lift will be upgraded to comply with fire evacuation standards.
- Existing ramps and steps will be upgraded to meet current regulations.
- Parking will be available to the side of the Hub building with a short accessible ramp to the main entrance.
- The right of way to the open space will be upgraded and diverted around the new extension.
- The building will contain accessible WCs and baby changing.
- Way-finding and signage will comply with the sign design guide and be in Braille.
- A colour scheme will be carefully considered to ensure adequate contrast for those with visual impairment.
- IT rooms, training rooms and telephone points (etc.) will be carefully designed to be accessible to ensure that all users can participate fully.
- There will be low level counters in the computer room and reception. These will be to BS8300 compliant. The reception desk will need to have low counters for both the staff and customers
- The distance between book shelves in the library will need to comply with regulations. Shelving will be accessible.
- Special consideration will be given to the use of community spaces by older people or those with specific sanitary or personal needs.

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Equality Impact Assessment
Corporate Assessment Template

Regular monitoring and audits will take place in line with Council policies, which will help identify any access or communication needs.

Awareness of the transfer or change of services will be raised as early as possible to enable people to make suitable arrangements for continued use of services.

Equality Awareness training will be provided for any new Hub staff, to ensure we treat everyone with respect and dignity, regardless of their ability / disability. Partner agencies will be advised to provide training for their own staff to ensure equality of opportunity.

Whilst every attempt will be made to identify and mitigate any negative differential impact, there may be issues that haven't been accounted for. There will be continuous engagement to help ensure such issues are picked up as the project progresses.

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
Transgender People (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)		✓	

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

No differential impact in relation to transgender individuals has been identified.

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

No differential impact in relation to transgender individuals has been identified.

Equality Awareness training will be provided for any new Hub staff, to ensure we treat everyone with respect and dignity, regardless of their gender/identity. Partner agencies will be advised to provide training for their own staff to ensure equality of opportunity.

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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		✓	
Civil Partnership		✓	

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

No differential impact in relation to marriage and civil partnership has been identified.

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

No differential impact in relation to marriage and civil partnership has been identified.

Equality Awareness training will be provided for any new Hub staff, to ensure we treat everyone with respect and dignity, regardless of their marriage or civil partnership status. Partner agencies will be advised to provide training for their own staff to ensure equality of opportunity.

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	✓		

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

The improved Hub facilities should have a positive impact on this protected characteristic, since the ability to access a number of services in one place will be helpful to pregnant women or new parents/guardians.

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

The project will be delivered by Cardiff Council's Projects Design and Development section, who are required to develop an access strategy which embeds and implements inclusive design principles at all work stages. This will

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Equality Impact Assessment
Corporate Assessment Template

include for example, the provision of accessible WCs, baby changing and ensuring that the building is accessible for pushchairs and prams. External alterations will also improve access to the building for people with pushchairs with the installation of new ramps

New parents/guardians will benefit from Story-time and Rhyme-time sessions delivered from the Hubs.

The Hub will provide a welcoming environment, which will support breastfeeding mothers.

Awareness of the transfer or change of services will be raised as early as possible to enable people to make suitable arrangements for continued use of services.

Equality Awareness training will be provided for any new Hub staff, to ensure we treat everyone with respect and dignity. Partner agencies will be advised to provide training for their own staff to ensure equality of opportunity.

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

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

No differential impact in relation to race has been identified.

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

Equality Awareness training will be provided for any new Hub staff, to ensure we treat everyone with respect and dignity, regardless of their race or ethnicity. Partner agencies will be advised to provide training for their own staff to ensure equality of opportunity.

3.7 Religion, Belief or Non-Belief

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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		✓	
Christian		✓	
Hindu		✓	
Humanist		✓	
Jewish		✓	
Muslim		✓	
Sikh		✓	
Other		✓	

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

No differential impact in relation to religion, belief or non-belief has been identified.

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

Equality Awareness training will be provided for any new Hub staff, to ensure we treat everyone with respect and dignity, regardless of their religion, belief or non-belief. Partner agencies will be advised to provide training for their own staff to ensure equality of opportunity.

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		✓	
Women		✓	

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

No differential impact in relation to sex has been identified.

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

Equality Awareness training will be provided for any new Hub staff, to ensure we treat everyone with respect and dignity, regardless of their sex. Partner agencies will be advised to provide training for their own staff to ensure equality

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Equality Impact Assessment
Corporate Assessment Template

of opportunity.

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		✓	
Gay Men		✓	
Gay Women/Lesbians		✓	
Heterosexual/Straight		✓	

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

No differential impact in relation to sexual orientation has been identified.

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

Equality Awareness training will be provided for any new Hub staff, to ensure we treat everyone with respect and dignity, regardless of their sexual orientation. Partner agencies will be advised to provide training for their own staff to ensure equality of opportunity.

3.10 Welsh Language

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on Welsh Language?

	Yes	No	N/A
Welsh Language	✓		

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

There will be a positive impact relation to Welsh language as all signage will be updated and in line with current guidance.

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

As is current practice in the Hubs, bilingual information will be consistently available.

Equality Awareness training will be provided for any new Hub staff, to ensure we treat everyone with respect and dignity, regardless of the language they speak.

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Corporate Assessment Template**

Beginners, Intermediate and Advanced Welsh language courses will continue to be offered to new and existing Hub staff.

Partner agencies will be advised to use bilingual information where possible and to provide training for their own staff to ensure equality of opportunity. It will be the responsibility of future management to consider different languages based on need, demand and resources.

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Equality Impact Assessment
Corporate Assessment Template

4. Consultation and Engagement

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

The Council's Access Officer will be consulted as the project progresses.

5. Summary of Actions [Listed in the Sections above]

Groups	Actions
Age	<ul style="list-style-type: none"> - Consideration throughout the design process, especially with regard to enhanced flexible spaces to support activities for older and younger people. - The Council's Access Officer will be consulted during the development of the project.
Disability	<ul style="list-style-type: none"> - Consideration throughout the design process to comply with all legislation and ensure that people with disabilities receive an experience which is as close as is reasonably possible to the standard normally offered to the public at large. - the dementia-friendly design checklist will be used in developing detailed designs / specifications. - The Council's Access Officer will be consulted during the development of the project.
Gender Reassignment	n/a.
Marriage & Civil Partnership	n/a
Pregnancy & Maternity	<ul style="list-style-type: none"> - Consideration throughout the design process to provide accessible WCs and baby changing, and to ensure that the building is accessible for pushchairs and prams. - Provide a welcoming environment for breastfeeding mothers.
Race	n/a
Religion/Belief	n/a
Sex	n/a
Sexual Orientation	n/a

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Equality Impact Assessment
Corporate Assessment Template

Welsh Language	<ul style="list-style-type: none"> - As is current practice in the Hubs, bilingual information will be consistently available. - Welsh language courses will continue to be offered to new and existing Hub staff. - Partner agencies will be advised to use bilingual information where possible and to provide training for their own staff to ensure equality of opportunity.
Generic Over-Arching [applicable to all the above groups]	<ul style="list-style-type: none"> - Consultation with the Council's Access Officer took place in October 2015 - Equality Awareness training will be provided for any new Hub staff, and partner agencies will be advised to provide training for their own staff to ensure equality of opportunity.

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.

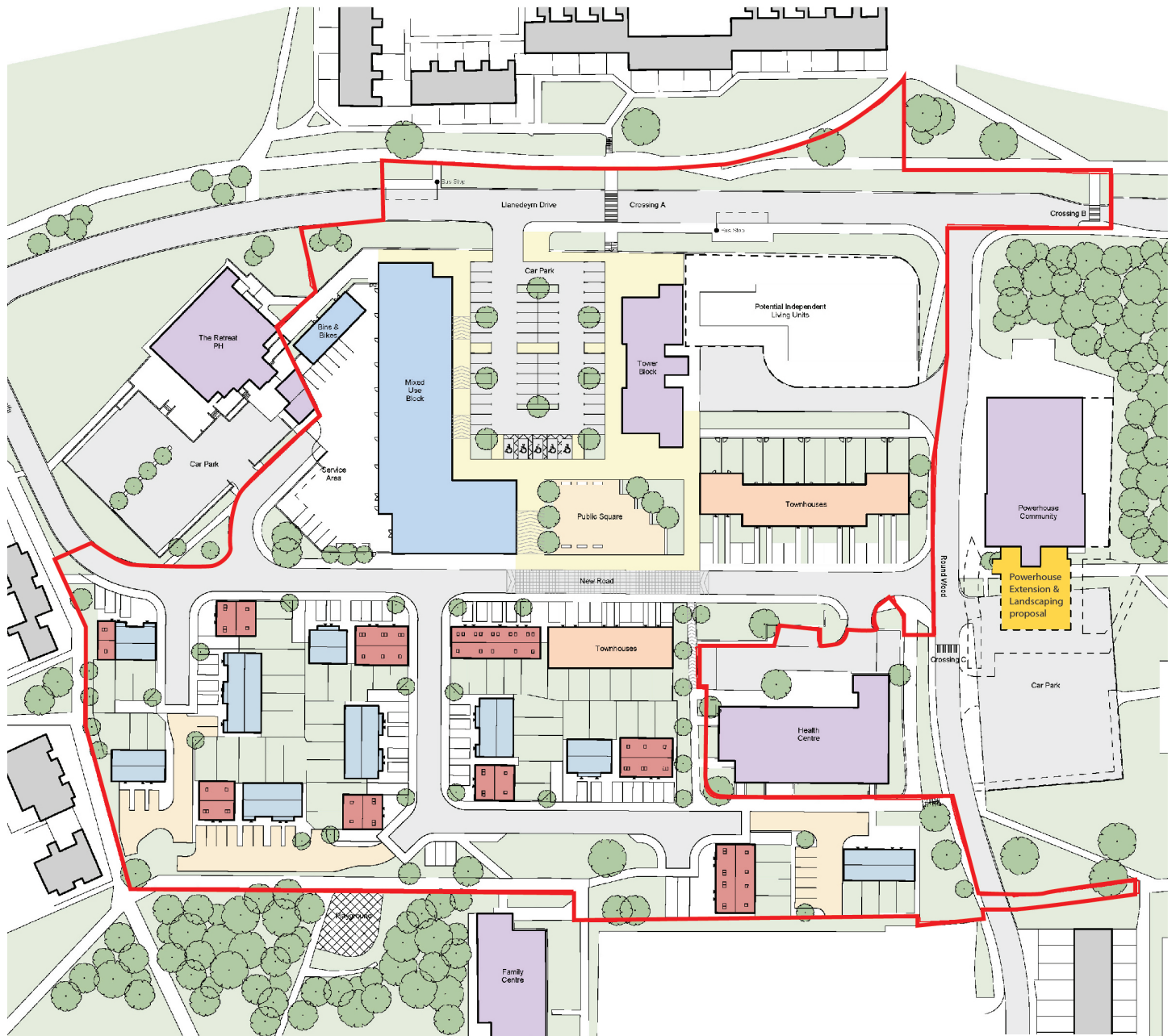
7. Authorisation

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

Completed By : Yvonne Wilday	Date: 01/06/2015
Designation: Design Planner, Neighbourhood Regeneration	
Updated By:	Yvonne Wilday 1/09/2015
Updated By:	Yvonne Wilday 02/11/2015
Service Area: Housing & Communities	

Appendix 4

Maelfa Redevelopment Scheme - Indicative Master Plan



- Development boundary
- Existing buildings
- Key existing buildings
- Mixed use block
- Residential units
- 3 Storey house
- 2 Storey house

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By virtue of paragraph(s) 14, 21 of Part(s) 4 and 5 of Schedule 12A of the Local Government Act 1972.

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By virtue of paragraph(s) 14, 21 of Part(s) 4 and 5 of Schedule 12A of the Local Government Act 1972.

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**CITY OF CARDIFF COUNCIL
CYNGOR DINAS CAERDYDD**



CABINET MEETING: 3 DECEMBER 2015

**CITY OF CARDIFF COUNCIL LIBRARIES STOCK
MANAGEMENT STRATEGY AND LOCAL STUDIES SERVICE**

**REPORT OF DIRECTOR OF COMMUNITIES, HOUSING &
CUSTOMER SERVICES**

AGENDA ITEM: 3

**PORTFOLIO: COMMUNITY, DEVELOPMENT, CO-OPERATIVES & SOCIAL
ENTERPRISE (COUNCILLOR PETER BRADBURY)**

Reasons for this Report

1. To ensure that the Library Service's Stock Management Strategy (Appendix 1) is aligned to the aims of the newly agreed Libraries Strategy (Appendix 2) and supports the Council's commitment to achieve stock related Welsh Public Library Standards.
2. To agree in principle to discontinue the use of the current stock storage facility at Dominions Way subject to the appropriate relocation of all stock and collections.
3. To agree for consultation to take place on the location for the Local Studies service and location of remaining library support services as recommended in this report.
4. To approve the establishment of a stock management advisory group to be chaired by the Cabinet Member for Community Development, Co-operatives and Social Enterprise with representatives including Welsh Government, The National Museum for Wales, National Library of Wales, Cardiff University and Glamorgan Archives.
5. To note that the implementation of the Library Services Stock Management Strategy would enable the re-allocation of resources from the Dominions Way facility to support integrated service provision in line with the Library Services Strategy.

Background

6. Cardiff Central Library was founded in 1862, the first free public library in Wales founded in the wake of the Public Libraries Act of 1850. At that time Wales had no national library and Cardiff Libraries developed its collections with that role in mind. The clear purpose was to buy and keep

everything relating to Wales, as space was plentiful and costs were low. It was not until 1907 that a charter of foundation was granted to establish the National Library of Wales in Aberystwyth. This modified the position somewhat, but Cardiff continued to collect and develop what was ostensibly the basis of a national collection until the 1950s. Most of these collections are still held by the library service and are located in a specialist storage facility within the central library hub and at the Dominions Way site.

7. When South Glamorgan was divided into two local authorities in 1996, there was an agreement made with the Vale of Glamorgan Libraries that Cardiff Libraries would house and maintain the historical collections, and in return Vale of Glamorgan residents were allowed free use of Cardiff Libraries. Although universal membership in Wales has made the agreement redundant, the fact that the Vale of Glamorgan Libraries could have claim to some of the work needs to be taken into account when dealing with the collections.
8. As well as the “national collection” items, Cardiff also developed a Local Studies service that was in keeping with the library service delivery trends of the time – most large public library services have significant local studies collections that are viewed as the “community memory” of their city e.g. Birmingham, Liverpool, Glasgow, Manchester. Cardiff’s collection began by covering the old county of Glamorgan, which reduced to South Glamorgan from the 1970s. The collection remit is currently Cardiff only, and most of the items pertaining to West Glamorgan and Mid Glamorgan have been relocated to appropriate regional library and/or archive services. The proposed permanent location of the Local Studies service is also considered within this report.
9. In terms of the modern library service as described in the newly agreed Libraries Strategy (Appendix 2), management of stock will:
 - Be pivotal in helping communities develop their information literacy skills in order to become digitally included.
 - Contribute to the public health agenda by supporting health literacy.
 - Support the child poverty agenda by providing gateways out of poverty by inspiring children to enjoy reading.
 - Work collaboratively with partners within diverse communities to enhance knowledge and skills through improved literacy, enrich quality of life and empower individuals to realise their full potential.
 - Support customers in accessing services in the way they want by embracing developing and emerging technologies outside of the existing building infrastructure.
 - Support the promotion and development of the Welsh language.

Dominions Way

10. The current libraries Stock Support, delivery, storage and Local Studies services are housed in a leased building at Dominions Way, which is located off Newport Road. The Stock Support section deals with all aspects of ordering, receiving and distributing new stock; the building

also houses a significant number of stock collections, plus the BookStart service, van delivery service, and reading groups collections service. It also acts as storage space during library refurbishment projects. The rent is £100,000 per year, with the addition of £40,000 NNDR and approximately £30,000 in utility bills, this is almost equal to the operating costs of two branch libraries (staff and building costs).

11. The aim of the Library Stock Management Strategy is to ensure that resources are being directed in the most effective way to maintain the integrity and increase the accessibility of the materials held currently in Dominions Way. The integration of stock management activity with existing library provision should both enhance current provision and make the library service more sustainable in the longer term.

Stock Management – Historical “legacy” Collections

12. The strategy recommends that that a Stock Management Advisory group should be established to ensure decisions about the location of the Council’s legacy collections are fully considered and informed. The role of this group will be to make recommendations to Cardiff Council about the most appropriate relocation options for the stock held in Dominions Way and also consider the collections held in the storage facility in the Central Library hub. The views of the advisory panel would inform the recommendations for decision about relocation that, for the avoidance of doubt, will rest with Cardiff Council and that would therefore be the subject of a further report to Cabinet.
13. It is proposed that this will be chaired by the Cabinet Member for Community Development, Co-operatives and Social Enterprise and would include representatives from the Museums, Archives and Libraries Division (MALD) of Welsh Government (formally Cymal), The National Museum for Wales, National Library of Wales, Cardiff University and Glamorgan Archives. The board will also engage with local interest groups for their views to be considered as part of the advisory process.
14. For the purposes of clarity and consistency and in addition to new stock, the following collections fall within the scope of the Stock Management Strategy.
 - a) Welsh language and Welsh interest stock held in Dominions Way, made up of:
 - The “Cardiff Welsh collection”: pre-1820 Welsh language and Welsh interest imprints including many editions of the Welsh Bible.
 - Welsh language and Welsh interest stock post 1820.
 - Small miscellaneous legacy collections donated by individuals - Chapman; Williams; Price etc.
 - Miscellaneous collections and items e.g. limited editions; signed copies etc.
 - Bound volumes of Welsh newspapers.

- b) Stacks stock, including:
- Historical runs of bound periodicals
 - Fiction and non-fiction books in Stacks
 - Music stock (choral sets and scores)
 - Book group collections
 - The South Glamorgan Art Collection and other miscellaneous art works
 - Redundant audio visual stock – spoken word, music CDs, DVDs
 - A small collection of large print stock
 - Donations
- c) Collections housed in the strong room in the Central Library:
- Manuscripts (Cardiff, Bute, Norris and Phillips collections)
 - Civil war tracts
 - Welsh special press books (Gregynnog collection)
 - Albums and loose photographs
 - Drawings and sketches
15. It is important that the storage environment is appropriate to the materials that we hold and as part of the process an independent conservator will assess the stock.

Local Studies Service

16. The Local Studies collection is currently temporarily located at Dominions Way and an alternative site will need to be found to enable the service to vacate the site.
17. City of Cardiff Councils Local Studies library services aims to:
- Be pivotal in helping communities develop their information literacy skills in order to become digitally included.
 - Work collaboratively with partners within diverse communities to enhance knowledge and skills through improved literacy, enrich quality of life and empower individuals to realise their full potential.
18. These will be achieved through:
- Increased curriculum support focussing on the impact of specific historical events on the citizens of Cardiff e.g. project collections on World War 1, World War 2, the sixties and seventies in Cardiff
 - Development of digital history initiatives to ensure continuation of the “community memory”
 - Development of intergenerational opportunities and increasing employability through the use of volunteers to deliver library-related sessions such as use of digital resources for researching family history, and storytime sessions for targeted age groups

19. The Local Studies stock under consideration which is held at Dominions Way is made up of:
- Books, leaflets, periodicals and annuals relating to Cardiff and the surrounding area
 - Parliamentary minutes and bills
 - Council minutes for Cardiff Council and South Glamorgan Council since 1879
 - Street directories
 - Electoral registers
 - Parish registers
 - Census records (microfilm format)
 - Maps
 - Photographs
20. The following options have been considered as alternatives for the Local Studies Service
- Co-located delivery from Canton Library
 - Co-located delivery from Cathays Library
 - Glamorgan Archives to house the Local Studies collection and deliver the service to the public from their facility in Leckwith

Canton Library

21. Previous consultation has taken place on the location of local studies at Canton library as part of the 2015 Budget Consultation. Some feedback raised concerns about the lack of space to house the local studies service. Therefore, further investigations have taken place and it would not be possible to house local studies at Canton Library without a significant reduction in both the branch and local studies provision. South Wales Police are also located at Canton Library and the library host additional services such as housing advice and Into Work that would also be affected.

Cathays Library

22. Cathays branch library lends itself to the delivery of Local Studies Services. It is a landmark historic building within the community but is not particularly suitable for commercial development – due to its Grade II* listed status it would be difficult and expensive to convert to any other use and parking restrictions would limit the potential number of customers for an alternative service.
23. In 2007 the Council invested £700,000 in refurbishing the building, in addition to a £300,000 grant from CyMAL towards the costs. The Council will continue to benefit from this investment through relocating the Local Studies service to this building whilst continuing to deliver other library services for the local community.
24. Cathays has a uniquely young community profile in Cardiff, due to the high student population within the ward, and this has impacted on

traditional branch library use which has declined in tandem with the changes in its community. The mean age of people in Cathays is 21 compared with 37 across Cardiff as a whole. 76.5% of the population of the ward is aged from 15 – 30, whereas across Cardiff that age group makes up just 27.5 of the total.

Age	Cathays	Cardiff
Pop	20,121	346,090
0-4	2.0	6.5
5-9	1.3	5.2
10-14	1.2	5.4
0-14	4.5	17.1
15-19	12.7	7.5
20-24	52.8	11.2
25-29	11.0	8.8
15-29	76.5	27.5
30-44	9.2	20.2
45-59	4.5	17.3
30-59	13.7	37.5
60-64	1.2	4.8
65-74	1.7	6.6
75-84	1.5	4.6
85-89	0.5	1.4
90+	0.4	0.6
60+	5.3	18
	100.0	100.1
Mean age	21	37

25. Whilst this unique population profile therefore lends itself to development of a specialist public library service without impacting too greatly on the other age groups within the community, their reading and literacy needs must continue to be catered for. The library will therefore need to continue to provide children's stock and storytimes, plus a fiction selection for clients, and support for local reading groups.
26. The design of the building lends itself to zoning areas therefore it will be possible to focus Local Studies in the Whitchurch Road wing, fiction and children's in the Fair Oak Road wing, and the combined use ICT resources in the central section. Any nonfiction needs will be met through the free reservations service from other libraries.
27. Benefits from this option include:
 - Maintain delivery of branch library service appropriate to community, in addition to specialist Local Studies service
 - Continued use of historic landmark building to deliver library services – security of CyMAL grant
 - Maintain in-house collections and expertise

- Building is on major bus routes and is close to the current Dominions Way site
- Provide an income to enable the sustainable deliver of a branch library in Cathays

28. Challenges associated with this option include:

- Reduced “standard” branch library presence
- Some transport and fit-out costs – transfer/purchase of compact shelving; reconfiguration of current space/furniture
- No dedicated car park facility

Glamorgan Archives

29. Glamorgan Archives are based in a purpose built facility in Leckwith. The recently constructed building meets all the requirements of the standard PD 5454:2012 with regard to environment controls, security, fire and flood protection. Their remit is to develop and run a joint archive service for the six local authorities of Bridgend, Caerphilly, Cardiff, Merthyr Tydfil, Rhondda Cynon Taf and the Vale of Glamorgan. However, delivery of Local Studies services is not part of their key purpose – they will house resources which complement their core delivery delivery e.g. some manuscripts, stock to fill gaps – at no cost, but any commitment to deliver Local Studies services for Cardiff Council (if agreed by their Joint Committee) would incur significant storage costs.

30. Transfer of the Local Studies Service to Glamorgan Archives would also require a staffing element to be transferred across in order to ensure continued management of and access to the collection. Glamorgan Archives have restricted access times compared to a public library or Hub, therefore an additional staffing element would be required to improve this position.

31. Benefits from this option include:

- Ample parking and on main bus routes
- Located with complementary service (archives) – completing collections
- Onsite specialist staff

32. Challenges associated with this option include

- Ongoing storage charges
- Fewer opportunities to develop the Local Studies Service along Library Service aims
- Less opportunities to deliver budgetary saving from co-location of saving

33. Both of these potential options will require amendments to the current Libraries establishment as sufficient staff are needed to ensure the continued efficient running of the Local Studies service as well as delivery of all the other services listed. The Cathays Library option will

ensure continued delivery of the branch library and Local Studies. This option will achieve an overall saving of approximately £65,000 through an overall reduction in posts of approximately 3 and changes to the remaining posts to ensure they are equipped to deal with the heritage aspects and the move to digitalisation. The Glamorgan Archive option will require addition staffing investment as the roles cannot be easily merged and additional staff hours will be required to increase public access to acceptable library levels.

Consultation

34. The proposals contained within this report were presented to the Economy and Culture Scrutiny Committee on 5 November 2015. The committee supported the intention to move away from Dominions Way and welcomed the move to prioritise spend on front facing service delivery through efficiencies in back office functions. The Chair's letter and the Cabinet Member response letter are attached at Appendix 3.

Reason for Recommendations

35. To ensure that the Library Service's Stock Management Strategy is aligned to the aims of the newly agreed Libraries Strategy and supports the Council's commitment to achieve stock related Welsh Public Library Standards.
36. To provide a clear way forward for the library service, ensuring that libraries budgets are focused on front facing service delivery and that Local Studies Services are developed so that they are equipped to meet the needs of Cardiff citizens and communities, and the aims of the Council.

Financial Implications

37. The proposals for vacation from the Dominions Way site and the proposals to inform future recommendations about the appropriate relocation of stock as set out in the report are anticipated to result in revenue savings and will facilitate the maximisation of libraries budgets on front facing service delivery.
38. This is in line with the agreed Library Strategy and essential at a time when the Council is facing financial challenges and risks including the need to make significant revenue budget savings in 2016/17 and the medium term.

Legal Implications

39. The Council has to satisfy its public sector duties under the Equalities Act 2010 (including specific Welsh public sector duties). Pursuant to these legal duties Councils must in making decisions have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics

40. Protected characteristics are:
- Age
 - Gender reassignment
 - Sex
 - Race – including ethnic or national origin, colour or nationality
 - Disability
 - Pregnancy and maternity
 - Marriage and civil partnership
 - Sexual orientation
 - Religion or belief – including lack of belief
41. As such decisions have to be made in the context of the Council's equality act public sector duties.
42. The report identifies that an Equality Impact Assessment has been carried out and is appended to this report. The purpose of the Equality Impact Assessment is to ensure that the Council has understood the potential impacts of the proposal in terms of equality so that it can ensure that it is making proportionate and rational decisions having due regard to its public sector equality duty.
43. The decision maker must have due regard to the Equality Impact Assessment in making its decision.
44. The report also sets out the consultation undertaken/to be undertaken. Any consultation must be adequate and fair. The relevant decision maker should also have regard to such consultation when making its decision.

HR Implications

45. The Trade Unions and affected employees have been consulted on the proposal within this report. Further consultation will take place once a decision is made. Any changes to post numbers or post content will take place through corporately agreed processes.

RECOMMENDATIONS

Cabinet is recommended to:

1. Agree to the approach outlined in the report and the adoption of the Libraries Stock Management Strategy, including the creation of the Stock Management Advisory Group.
2. Agree that a further report be presented to cabinet that will make recommendations on the future location of the Council's stock and collections informed by the views of the Stock Management Advisory Group.
3. Agree that consultation take place on the transfer of the Local Studies service to Cathays.

4. Delegate authority to the Director for Communities, Housing and Customer Service in consultation with Cabinet Member for Community, Development, Co-operatives & Social Enterprise to decide on the permanent location of Local Studies informed by the results of the consultation.
5. Agree in principle to discontinue the use of the current stock storage facility at Dominions Way subject to the appropriate relocation of all stock and collections.

SARAH MCGILL

Director

27 November 2015

The following appendices are attached:

Appendix 1: Libraries Stock Management Strategy

Appendix 2: Future provision of Libraries Services in Cardiff

Appendix 3 Letter from Chair of Economy and Culture Scrutiny Letter & Cabinet Member response to the Economy and Culture Letter

City of Cardiff Council

Cardiff Libraries Stock Management Strategy

City of Cardiff Council Libraries

City of Cardiff Council currently invests £3.9 million per annum in its Library Services. Library services are delivered from a network of buildings across the city and through locality-based provision through neighbourhood librarians and the mobile delivery service.



The Library Service aims to:

- Be pivotal in helping communities develop their information literacy skills in order to become digitally included.
- Contribute to the public health agenda by supporting health literacy.
- Support the child poverty agenda by providing gateways out of poverty by inspiring children to enjoy reading.
- Work collaboratively with partners within diverse communities to enhance knowledge and skills through improved literacy, enrich quality of life and empower individuals to realise their full potential.
- Support customers in accessing services in the way they want by embracing developing and emerging technologies outside of the existing building infrastructure.
- Support the national curriculum aim to ensure that pupils develop the habit of reading widely and often for both pleasure and information through promoting the joy and benefits of reading for pleasure to all ages

The Library service in Cardiff will ensure that stock management policies and processes will support these aims and delivery of the benefits they represent for the citizens of Cardiff.



Welsh Public Library Standards

The *Public Libraries and Museums Act 1964* makes it a duty of the relevant Welsh Ministers (currently the Minister for Culture and Sport) “to *superintend and promote the improvement of the public library service provided by local authorities...and to secure the proper discharge by local authorities of the functions in relation to libraries conferred upon them as library authorities under this Act*”. Under the same Act, library authorities are required to

“provide a comprehensive and efficient library service for all persons desiring to make use thereof”. Local authorities also have a statutory duty (under section 7 of the Act) to provide a library service and encourage both adults and children to make full use of that library service.



Since 2002, the Welsh Ministers have monitored library provision in Wales through the Welsh Public Library Standards (WPLS). The fifth framework commenced in April 2014. The desired outcome of the fifth framework is that libraries offer all the services and facilities listed as core entitlement.

Entitlements that relate to new stock and which Cardiff Libraries will aim to achieve include:

WPLSQI 8 Up-to-date reading material (Books and e-books, periodicals, audio-visual material and electronic resources are all included)

a) Library authorities should achieve **either**:

a minimum of 243 items acquired per 1,000 resident populations
(Cardiff population 351,710 = 85,466 items)

Or a minimum spend of £2,180 per 1,000 resident population annually.
(£766,728)



- b) Acquisitions during the year of materials for loan (including electronic materials for loan) should be equivalent to at least 11% of the lending stock at the start of the year.

WPLSQI 9 - Appropriate reading material. This indicator is designed to ensure an appropriate balance of resources across various sections of the community

- a) The percentage of the material budget spent on resources for children should reflect the percentage of children in the resident population, within ± 2 percentage points. The population of children in Cardiff for 2014/15 was 20.06% so between 18.06% - 22.06% of the overall budget needs to be dedicated to Childrens' materials.
- b) Either a minimum of 4% of the material budget, or a minimum of £750 per 1,000 Welsh speaking resident population, should be spent on the purchase of Welsh Language materials. The current Welsh speaking population of Cardiff is 11% for 2014 which equates to 38,688 citizens. This means a total spend on Welsh Language items of £29,016.08

The Library Service will ensure that stock funds will be allocated to ensure the achievement of these standards in the first instance, with remaining resources allocated to other areas of stock according to demand/use of stock.

Books for Hubs and Community Libraries

The authority supports the delivery of the Library Service through a number of different avenues including stand-alone Libraries, Hubs, mobile provision and the mobilisation of services. The Neighbourhood Development Librarian delivers services which ensure the currency and relevance of the stock



provided.

This will include:

- Active promotion of library services to communities with the aim of increasing take-up of these services
- Creative and imaginative delivery of reading, ICT and information sessions in the community



Purchasing

Selection

- Supplier Selection & Standing orders – Currently in place for the majority of Fiction and Children’s stock
- Professional input – Across any areas of stock not fulfilled through supplier selection
- Customer request / recommendation
- E-zines and online resources – These are acquired through a Welsh purchasing consortium which gives access to discounted products
- E-books – new titles added via standing order

Ordering

- **EDI** – A more streamlined approach to receiving and processing stock is in development. This involves moving away from bulk deliveries to Dominions Way to direct deliveries to branch libraries. This will dramatically reduce the need for space in Stock Support and streamline the ordering and receiving processes.

Receiving and payment – The introduction of EDI will mean that receiving and partial invoicing will be completed within Branch Libraries and move some of the administrative tasks away from Dominions Way. Final processing of invoices and payments will still need to be completed by Stock Support staff for audit purposes.

Processing – The processing of stock will be completed primarily within branches. An element of this functionality will still remain with Stock Support as not all suppliers are able to provide a direct delivery service, or follow the EDI process.

Circulating – A dynamic stock process has been in place for a number of years and has proven to be an effective stock rotation method. This has reduced the number of items that are transported by the delivery driver and ensured that stock in branches is rotating and meeting the needs of the customer.

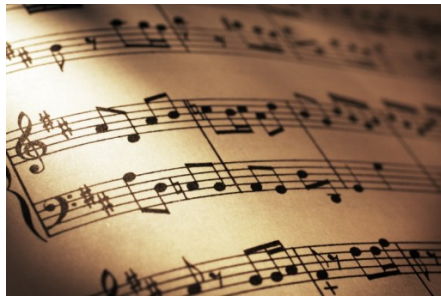
Stock editing – There are guidelines in place for the removal of stock from the shelves in branches. Once the stock has been removed from open access there are a number of options available for the placement of stock. If the item is to be retained the catalogue is amended and the book incorporated in to the stacks. If the item is no longer required it will be deleted from the catalogue and redistributed through Betterworld Books (see below). The process for retaining items in stacks will be reviewed as decisions regarding the future of the collections progress.

Redistribution (stock – end of shelf life) - There is a process in place for the redistribution of stock from Cardiff Libraries through Betterworld Books. As part of this agreement all locations box up items that have been removed from the library catalogue, they are temporarily stored in Dominions Way and collected when the agreed number of boxes is reached. The books are then sorted and sold by Betterworld Books, Cardiff Libraries receives a percentage of the sale price and a percentage is donated to literacy charities worldwide.

Solutions for historical legacy collections

For the purposes of clarity and consistency, the following collections fall within the scope of the Stock Management Strategy and are to be considered for relocation following consultation with appropriate stakeholders, national / local partners and relevant local historical societies:

- a. Welsh language and Welsh interest stock held in Dominions Way, made up of:
- The “Cardiff Welsh collection”: pre-1820 Welsh imprints and many editions of the Welsh Bible
 - Welsh language and Welsh interest stock post 1820, including fiction, non-fiction and children’s stock
 - Small miscellaneous legacy collections donated by individuals - Chapman; Williams; Price etc.
 - Miscellaneous collections and items e.g. special press books; signed copies etc.
 - Bound volumes of Welsh newspapers
- b. Stacks stock, including:
- Historical runs of bound periodicals
 - Fiction and non-fiction books in Stacks (approx. 100,000 items)



- Music stock (choral sets, scores and CDs)
 - Reading group collections
 - The South Glamorgan Art Collection and other miscellaneous art works
 - Redundant audio visual stock – spoken word and DVDs
 - A small collection of large print stock
 - Donations
- c. Collections housed in the strong room in the Central Library:
- Manuscripts (Cardiff, Bute, Norris and Phillipps collections)
 - Civil war tracts
 - Welsh special press books (Gregynnog collection)
 - Albums and loose photographs

- Drawings and sketches

An Advisory group will be established to include MALD (formerly CyMAL) Cardiff University; National Library of Wales, local historical societies and any other interested party. This group will provide advice to the Council to inform future decision making about the most appropriate location for the stock and collections described above. A fundamental principle informing future decision making is that our important collections must be appropriately stored, maintained as full collections and not dispersed. However the strategy would provide an opportunity for “gaps” in collections to be completed in partnership with other stakeholders.



City of Cardiff Council

Future provision of Libraries Services in Cardiff – Options Paper

City of Cardiff Council Libraries

City of Cardiff Council currently invests £3.9 million per annum in its Library Services. Library services are delivered from a network of buildings across the city and through locality-based mobile provision through neighbourhood librarians and the mobile delivery service.

Public library services are regulated by the Public Libraries and Museums Act 1964.

This requires local authorities to provide comprehensive and efficient library services. Within Wales the Deputy Minister for Culture and Sport supervises the library services provided by local authorities through the Welsh Public Library Standards (WPLS). This is now at the start of the 5th framework.



The Library Service aims to:

- Be pivotal in helping communities develop their information literacy skills in order to become digitally included.
- Contribute to the public health agenda by supporting health literacy.
- Support the child poverty agenda by providing gateways out of poverty by inspiring children to enjoy reading.
- Work collaboratively with partners within diverse communities to enhance knowledge and skills through improved literacy, enrich quality of life and empower individuals to realise their full potential.
- Support customers in accessing services in the way they want by embracing developing and emerging technologies outside of the existing building infrastructure.

The Library service in Cardiff will remain committed to these aims and delivery of the benefits they represent for the citizens of Cardiff.



Cardiff Libraries were open for **45,465 hours** last year.



Libraries received **861,098 virtual visits** (i.e. online hits to the web pages and catalogue).

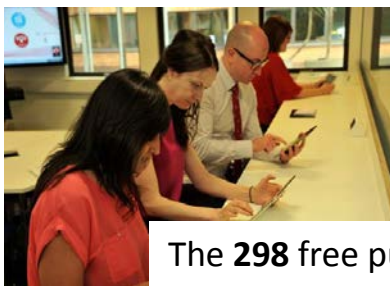


Events held within the library attracted **62,740 visitors**, and a further **41,541** attended external library events.

Loaned **1.8 million books**, plus **17,000 eBooks**, to Cardiff citizens.



City of Cardiff Council Libraries Services



The **298** free public access PCs were used for a total of **324,854 hours**, in additions to the free Wi-Fi at 9 library locations.



The Libraries Service has **184,310 registered users**.

Of these, 82,735 have used their card in the last 12

Why do we need to change?

There are two key reasons for undertaking a review of Library provision in Cardiff.

Reason for change – Financial Pressures

Firstly, the financial pressures facing the council means that the organisation has to **evaluate the services it currently provides**. The Medium Term Financial Plan (MTFP) made clear that in order to achieve financial stability there would need to be a fundamental change in the organisation's approach to delivery.

Additionally, the Welsh Local Government Association (WLGA) Peer Review stated:

'the harsh reality is that not everything can be supported, not everything can be improved and some things will need to be reduced or be discontinued completely. Ultimately choices will revolve around reduction and/or cessation in services, demand management and service innovation.'

Proposals to review the delivery of library services in Cardiff will need to deliver £2 million of savings in line with the MTFP projection, £1 million of which to be achieved in year one.

Reason for Change – Changing Demand

Secondly, the demands placed on the service are changing and a review is required to not only see how we can meet this demand, but also how we can increase access and encourage more residents to use the service.

Of the active users, 72,282 stated their residential address as being within Cardiff. This represents 21% of the population of Cardiff (351,710) as using their local library within the last 12 months. To put this in perspective of the budgets, **this represents an annual subsidy of £54 per active Cardiff Resident user per year**. There is a massive potential market in Cardiff, which could be accessed by reshaping the service.

In recent years, Library services across Cardiff (in common with national and international trends) have experienced a significant change in the types of service people want. There are clear indications that customers want to access multiple

Council services from one location and the previous high demand for PC use is being replaced with customers wanting to use open access Wi-Fi. Cardiff will be investing in open access Wi-Fi for all its library buildings and more significantly has tracked the demand for complementary community uses within the library 'space'.

The service has been developing over recent years to meet these needs and has moved away from simply being a building filled with books. The needs of the neighbourhoods will continue to evolve and meeting these demands will require further development. There will be focus on libraries to be a place where people connect including use by community and social clubs, reading groups as well as learning and training sessions. The future model will include space for people to access the Council and partner services that they need including applying for jobs, getting advice and assistance in applying for passports / driving licences.

More Libraries Services are available online through the Digital Library in the form of e-books and e-zines. This means that customers do not always need to visit a library to pick up the latest book. However, the demand will remain to: access literacy and learning opportunities e.g. storytimes and reading groups, socialise through reading groups, use as a space to read, access Council / online services and to benefit from specialist Librarian knowledge



External factors that may affect the changing demands placed on the Library Service.

- Economic changes – library use increases during a recession. If there is a continuing economic improvement it is likely that the traditional approach to library provision will see a decrease in footfall.
- Welfare Reform change – demand may increase amongst those affected by policy changes who are subsequently encouraged to seek work, or required to access central government services online.
- New technology – libraries becoming a place to access technology that is not available at home.
- Mainstreaming of technology – e-readers and tablets becoming standard in most homes.

- An aging population that is more tech-savvy, comfortable using and embracing emerging technology and using social media to keep in touch.
- The rise in open access learning – as more people take courses and learn outside of the traditional college and university structures, the demand on libraries may increase to provide a learning environment and research facility.

However, it is crucial that we further understand the needs of the current and potential users of the service. The proposed consultation exercise will enable further insight into the needs of the local community that can be fed into any future redesign.

How can we meet this challenge?

City of Cardiff Council in order to meet the challenges is looking to reshape the service through adopting six key themes. These themes inform the evaluation of potential options, set the structure for the future business model and provide the basis on which consultation would take place.

Meeting the challenge – Community Hubs



The Council has embarked on an ambitious Hub Programme with the following aim:

'Cardiff's citizens will be able to access the services they need in the way they want to, through joined up services and closer working between Cardiff Council and its partners.'

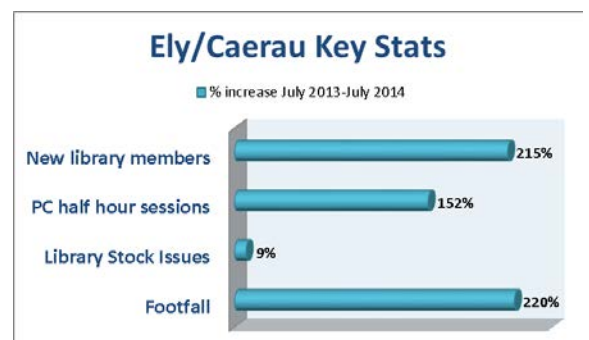
A core of generic Council services would be available at each Hub with options for the delivery of specialist Council and partner services as required by the neighbourhood. The key to future Hub provision is to improve the local service offered by integrating and decentralising services that meet local need, whilst reducing costs by disposing of buildings and sharing facilities.

To test the vision of future service delivery, three Hubs have been running. The first two Hubs opened in Llanrumney and Trowbridge / St Mellons Libraries in the autumn of 2011.

Llanrumney and Trowbridge/St Mellons Hubs 2013/14		
Customer Satisfaction	Overall the hub met my requirements / I got what I wanted	99.7%
	Satisfied with Hub staff	99.9%
	Satisfied with Hub facilities	99.8%

The third Hub opened in May 2012 at Loudoun Square in Butetown. It is based in a building owned by Cardiff Community Housing Association and provided alongside a Health Centre.

Following the success of the pilot, plans are being developed to extend the Hub provision across the city. The Ely / Caerau Hub opened on the 23rd June 2014 and has brought the previous Area Housing Office, Library, and Local Training and Enterprise Centre together in one building. Since opening, the Ely / Caerau Hub has proved very popular.



A representative from CyMAL (Welsh Government policy division that covers Libraries) has visited and provided positive feedback stating they will be using the site as an example of good practice. This approach has allowed for the closure of the old library and housing office achieving £127,000 general fund savings on non-employee related costs.

There is scope to roll out the Hub Programme to continue to bring services together and make savings. However, it is to be noted that in line with the agreed Hub Strategy it is not possible for all branch libraries to become Hubs due to: either the suitability of the building, the opportunity to bring existing revenue streams together or the need in the area.

Meeting the challenge – Mobilisation of the Library Service

As part of Libraries' aim to 'support customers in accessing services in the way they want by embracing developing and emerging technologies outside of the existing building infrastructure'. There has been a trial of additional services through a qualified Neighbourhood Development Librarian (NDL).

Areas that have traditionally used mobile library services could follow the targeted provision model, with managed collections being made available by NDLs in selected community buildings. In these Communities Buildings, the NDLs could support volunteers to provide a service.

There is a need to maintain and improve the housebound service, which provides a vital service to the most vulnerable in Cardiff. It is proposed that the service would link in with the Independent Living Project and in particular with the development of a Gateway Service, so that this client group is aware of, and can access the libraries' services. In parallel with this it is proposed for libraries to work with other Council services or volunteer groups that are already visiting this vulnerable client group. This will ensure that there is sufficient resource to meet the new client groups on a regular basis.



Meeting the challenge – Community Involvement

The Library Service is highly valued by the community in Cardiff. Through building on community relationships, opportunities exist to work collaboratively in order to build a sustainable library service. It is acknowledged that the local authority does not have all the solutions in meeting the challenges identified. This will require support of local residents and community groups in both generating innovative solutions and supporting the delivery of certain services.

As part of the consultation on the proposed recommendations, stakeholder meetings with local community groups and Cardiff's six Community Councils will take place. This will gauge the potential support that these groups can provide in the future delivery of services.

A community/commercial café library approach may provide an innovative solution to enable the library service to be delivered from a greatly reduced financial footing. The council would maintain support from:

- the supply of books, audio books, large print book.
- the transfer of IT provision including
 - Computers
 - Public Accessible Wi-Fi to at least April 2020
 - Self-serve kiosks
- a training package for volunteers/host organisation
- professional support from the Neighbourhood Development Librarian

Potential locations where this could be successful:

- Already busy Library locations
- Areas of high passing footfall
- Libraries near parks/set within gardens
- Existing community buildings that community groups are looking to increase footfall

A Community Asset Transfer Toolkit has been developed that will help community and volunteer groups understand the mutual benefits of a transfer and assist them with the process.

Meeting the challenge – Alternative Delivery

There are a variety of potential new delivery models that have been researched and considered. This includes the whole transfer of the service to a Trust (as has taken place in other authorities). The benefits include saving in Non-Domestic Rates payments and the potential for limited efficiency savings. This option would require the budget to be transferred to the new organisation and the process can take over three years to implement. Therefore, the proposal for Cardiff is that the Library Service aims to achieve savings and expand delivery through an integrated Council and community delivery offer (where appropriate).

Meeting the challenge – Use of Technology

The increase in available technology has changed the pattern of demand for Library services. Service users are more frequently using their own mobile device within Libraries and public wireless internet is currently available in Central Library and nine branch libraries. It is proposed that over the next eighteen months this will be extended to all branch libraries. This will be delivered through the externally funded 'Super Connected Cardiff' project that aims to improve broadband and wireless infrastructure in the city. Additionally, it is proposed that where possible the layout and furniture in libraries will be altered to accommodate customers using their own devices.

The Library Service is also engaging with Electronic Data Interchange software to assist with the purchase of its stocks. This is enabling the service to become more efficient and the service more 'customer-focused' through the development of more efficient processes. Electronic Data Interchange capability is currently being developed to enable the service to partner with suppliers to deliver stock directly to branch libraries, and thus reduce the space required for central storage. This will deliver improvements to customers by speeding up access to requested stock.

Cardiff Libraries also utilise Radio Frequency Identification Device technology for stock management, self-service and security purposes. By utilising this technology, there are opportunities to provide stand-alone self-service kiosks that can be located in community buildings. These would provide a basic library provision and minimise the administrative tasks associated with delivering the service. This would free up qualified library staff to deliver more specialist services. Additionally, a locker system

could be implemented in non-library locations and offer a 24/7 service where they are filled and emptied, and the library user presents their card and the correct locker door opens to allow access.

Meeting the challenge – Commercialisation

The fundamental principle of the Library Service is that it is open to all and free at the point of access and there is no proposal to change this. However, there is potential to explore the possibility of other sources of income from additional non-core services to support the financial sustainability of the service. This may include:

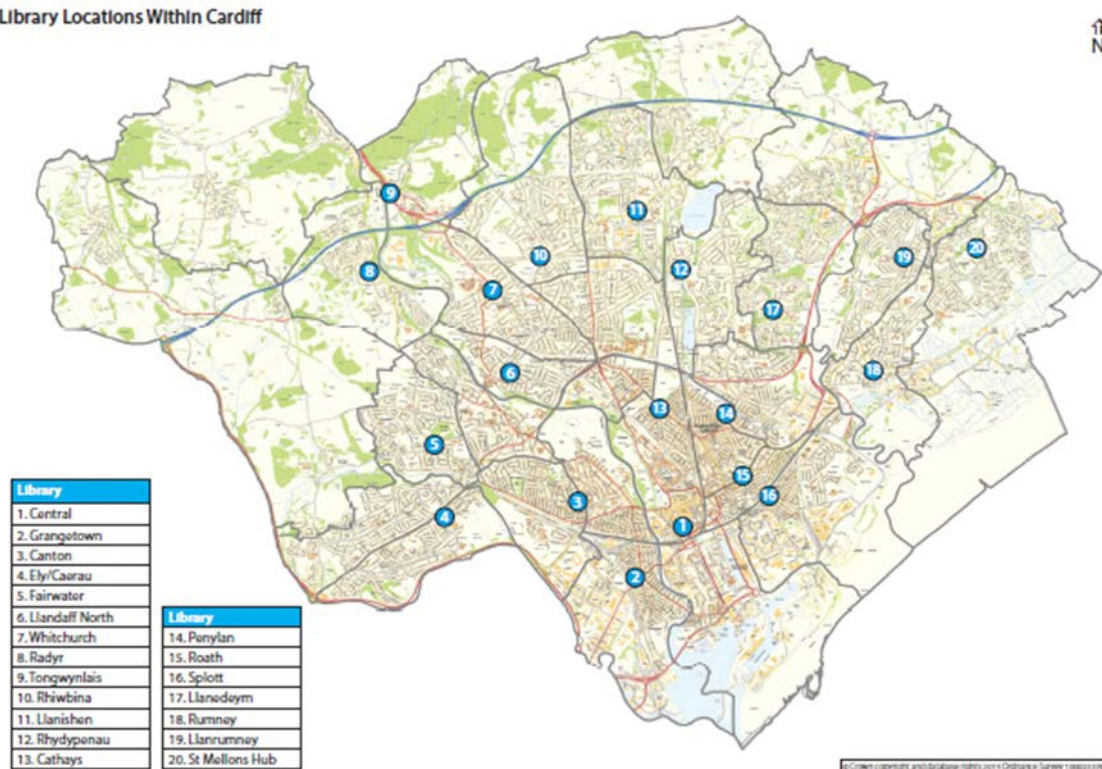
- **Sale of additional items in Libraries** This could include stamps, or e-readers with the benefit of having trained staff able to demonstrate and set up the software link with uses library membership.
- **Charging for specific courses** - This could include charging for specific courses, eg family history, e-reader courses.
- **Advertising / Commercial Sponsorship** - This could range from wholesale sponsorship of the service, to local sponsorship of a branch library, to the sale of advertising space on the delivery vans/mobile service or from the sponsorship of specific initiatives such as 'Summer Reading Challenge etc'. Also other options include, specific online advertising such as Google Pay per click from the online library.
- **Donations of money** - Opportunities for large scale philanthropist donations, to individuals leaving money in their wills, to small scale donations within the Libraries.
- **Cafes** - Where possible cafes can be installed in Libraries. Although, where either there is little space or the employee costs would restrict any income, there maybe options to locate the latest coffee vending machines inside libraries.
- **Further rental of space** - This could include photo booths or self service delivery lockers.

It is acknowledged that not all these opportunities are open to the Council and at this stage are included to understand the public perception to some of these ideas and to stimulate discussion with community groups to consider how they could support the delivery of a library service.

Review of current provision

Following the key themes of integrated service provision, community involvement, mobilisation, use of technology and commercialisation; a preferred option has been identified for each library building in the city. A detailed options appraisal document providing financial information, key data and the full range of options for each site can be viewed in the Libraries Options Appraisal appendix.

Library Locations Within Cardiff



Recommended Options

Area	Recommendation
Central Library	To be transformed into a 'Super-Hub' creating a state of the art city centre location where the public can access a wide variety of public services as well as traditional library facilities
Grangetown	Continue with plans to be delivered through a Hub based approach
Canton	Local studies to co-locate with the branch library
Ely	Continue to be delivered through a Hub based approach
Fairwater	To be delivered through a Hub based approach
Llandaff North	To be delivered through a Hub based approach
Radyr	Actively seek commercial, community and partner involvement with the continued supply of books, IT equipment (incl self serve kiosks) and support of the Neighbourhood Development Librarian.
Tongwynlais	Expand the service in the area from the current 4 hours per week at no extra cost
Whitchurch	Actively seek commercial, community and partner involvement with the continued supply of books, IT equipment (incl self serve kiosks) and support of the Neighbourhood Development Librarian.
Llanedeyrn	Creation of a new Community Hub with a full library service

Llanishen	Creation of a new Community Hub with a full library service
Rhiwbina	Actively seek commercial, community and partner involvement with the continued supply of books, IT equipment (incl self serve kisoks) and support of the Neighbourhood Development Librarian.
Rhydypenau	Actively seek commercial, community and partner involvement with the continued supply of books, IT equipment (incl self serve kisoks) and support of the Neighbourhood Development Librarian.
Rumney	Actively seek commercial, community and partner involvement with the continued supply of books, IT equipment (incl self serve kisoks) and support of the Neighbourhood Development Librarian.
Llanrumney Hub	Continue to provide library services through the Community Hub
St Mellons Hub	Continue to be delivered through a Hub based approach
Cathays	Actively seek commercial, community and partner involvement with the continued supply of books, IT equipment (incl self serve kisoks) and support of the Neighbourhood Development Librarian.
Roath	Actively seek commercial, community and partner involvement with the continued supply of books, IT equipment (incl self serve kisoks) and support of the Neighbourhood Development Librarian.
Penylan	Continue to be delivered through a Hub based approach
Splott	Creation of a STAR Hub, inclusive of a library on the Splott Park site

Mobilisation
of the
Service

To review the mobilisation of the service including:

- Neighbourhood Development Librarians in each area
- Self-serve kiosks
- Council/Partner and Volunteer groups for housebound clients

The recommendations above mean that the authority no longer fully supports the delivery of the Library service through stand-alone buildings, and will deliver on a Hub model. Where the Hub is not a viable option, community support will be sought to continue the service. These partners will receive continued support from the supply of books, ICT equipment (including self serve kiosks), training and profession librarian support from the Neighbourhood Development Librarian. However, if the community support is not available the provision will cease from a building based approach and the neighbourhood will receive the service through a mobile provision.

It is acknowledged that for the savings to be realised against the branch libraries it may take some time to consider and implement the proposals from community or commercial interests.

If the decision, informed by the consultation, is to adopt these recommendations where community or commercial partners are to be sought, the council would be looking for a partner who could:

- Demonstrate that they are a credible organisation
- Provide a deliverable and sustainable business case
- Implement the changes in a timely manner
- Deliver the provision with minimal council assistance
- Retain a council supported library service either in the current building or nearby location

Neighbourhood Development Librarian

In order to assist with the recommendations it is proposed for the Library Service to be mobilised to reach a wider customer base. In particular, this includes the targeting of those 'harder to reach' groups. This will be achieved through

- Each Neighbourhood Partnership Area to have their own NDL.
- All NDL's to be qualified librarian
- Provide outreach to develop links with local community groups, schools, partners and individuals.
- Active promotion of library services to areas with the aim of increasing take up of these services.
- Creative and imaginative delivery of reading, ICT and information sessions in the community.

There is no budget allocated to fund the recruitment of the Neighbourhood Development Librarian. It is proposed that savings from branch libraries are partly offset to create Neighbourhood Development Librarian posts in each remaining Neighbourhood Partnership Area. Cost for the creation of two additional Neighbourhood Development Librarians is £66,000.

Community Self Serve Kiosks

Cardiff Libraries are committed to the accessibility of services to our customers. We are proposing to develop services within our community to ensure that customers retain access to services by developing new and innovative platforms of delivery. We will be working with Community partners to develop community drop off points in various locations and buildings within the Neighbourhood Partnership Areas.

Community Partners will be supported with the books, electronic kiosk and assistance from the Neighbourhood Development Librarian.

To support the delivery of the library service from alternative delivery points it is proposed that £32,000 is retained for investment in the self-serve kiosks.

Consultation and Assessment

The options contained within this report will require full public, local member and key stakeholder consultation. It formed part of the wider *Changes for Cardiff* consultation that commenced 21st November. This will enable consistency and support the City of Cardiff Council's commitment to involve local people and communities in conversations that will shape the future of public service through the Cardiff Debate.

Each of the proposed recommendations will be subject to a full assessment and consultation. This will include an Equality Impact Assessment and an analysis of the potential impact on the WPLS.

Fy Nghyf / My Ref: NRS/RM/PBr/05.11.15

Dyddiad / Date: 11 November 2015



Councillor Peter Bradbury
Cabinet Member: Community Development, Co-operatives & Social Enterprise
City of Cardiff Council
County Hall
Cardiff
CF10 4UW

Dear Councillor Bradbury

ECONOMY AND CULTURE SCRUTINY COMMITTEE – 11 NOVEMBER 2015

Thank you for attending the November meeting of the Economy and Culture Scrutiny Committee, where we considered a range of items relating to Libraries in Cardiff. I will be grateful if you could also pass on the thanks of the Committee to Sarah McGill, Isabelle Bignall and Nicola Richards for the presentations delivered and for addressing the questions that arose during the meeting. The Committee had a few comments and observations following the meeting, which are set out below.

Welsh Public Library Standards 5th Framework – Annual Report

Members of the Committee were pleased to be informed how well Cardiff is performing against the WPLS 5th Framework and to hear that there are only a small number of Quality Indicators the authority is failing to achieve in full. Members initially raised concerns with regard to WPLSCE15, where the Council has not carried out the formal surveys required by the Welsh Government. We are however reassured with the explanation that a great deal of informal surveys, not fully recognised by the Welsh Government, are undertaken regularly, and that the formal requirement will be achieved for the 2015/16 annual return.

The Committee welcomes the achievements made in making superfast broadband available across the libraries in Cardiff and the brilliant technology available on the digital floor in Cardiff Central Library Hub. As was discussed at the meeting we hope that this can help close the digital divide that exists across the city. We also hope consideration is being given to ensure libraries reach people in their homes, and efforts are being made to ensure residents understand how they can access library services or books using their own tablets or personal computers.

Members agree with your comments that some of targets and performance measures are restrictive and limit the scope for Cardiff to advance with its vision of libraries for the future. You mentioned that you are in discussions already with the Minister regarding this, and we would support and encourage you to continue these conversations, as we too question the appropriateness of some of the measures in the 5th Framework. It is particularly concerning that we are only in the first of three years under this framework and yet already some measures could be seen to be less than appropriate.

During this section of the meeting Members also discussed the fact that Roath Library is approaching a year of closure. We note your apologies and the efforts that have been made with various organisations to secure a sustainable way forward for Roath Library, but we remain disappointed that the residents in this area have been left without this service for such a length of time. In our letter dated 10 July 2015, following our scrutiny of the Roath Library Cabinet report, we anticipated no Community Asset Transfer solution would be found and recommended testing the appetite within the business community to take over this building, exploring if the continued provision of library services alongside an operational business is a realistic proposition. In your response dated 15 July 2015 you indicated that you would consider raising a Prior Indication Notice to explore commercial interest in running a library service from the building. There was no mention of this exploration with the business community during the most recent meeting, and we hope this is something being seriously considered going forward.

Cardiff Central Library Hub

The Members of the Committee wish to congratulate you on the success that has been delivered at Cardiff Central Library Hub. The figures presented at the meeting, such as the increases in footfall, substantial increases in weekly benefit gained, and a fall in waiting time to see the Money Advice team, really do speak for themselves and demonstrate the fantastic results being achieved through the Hub approach. Members would like some assurance that this approach will provide some long term stability at Central Library – there have been so many changes, and proposals for change across libraries in Cardiff for a number of years and we would hope that Cardiff Central Library Hub now has a sustainable future and will be protected from this annual uncertainty.

Members discussed the issue of accessibility of the Central Library Hub for disabled individuals wishing to access the services on offer. We recognise that this is not an issue with the internal design of the building, which is highly accessible, but rather more to do with the location of the building, which doesn't have disabled parking close by or a location for individuals to be dropped off and collected. We recognise you are willing to meet with Councillor Mohammed Javed regarding his concerns and hope this can lead to some resolution of the problem. One option you may wish to

explore is the approach taken at the Wales Millennium Centre, where there is the provision of pre-bookable parking spaces for disabled visitors.

Members note that a volunteers project is run at Cardiff Central Library Hub, with Into Work Services and Advice also located in the building. We also note that there are currently vacancies and volunteer opportunities within the Digital Suite. We expect this is already taking place, but would recommend that those individuals responsible for the Digital Suite explore the opportunity to fill vacancies via the services provided on the Third Floor.

Finally, members of the Committee wish to thank you for your willingness to participate in the pilot of third sector question currently being undertaken across the Cardiff Scrutiny Committees. We welcomed the answers you provided to the questions of Sheila Hendrickson-Brown, Chief Executive Officer of the Cardiff Third Sector Council, and are pleased to see that you clearly know each other well already and are committed to continuing this relationship. As stated in your response to Sheila, we hope that real opportunities for the third sector to contribute to the evaluation of the Hub Strategy will be provided, and a genuine partnership approach will be developed.

Library Stock Management Strategy and Local Studies Service

With regard to the Library Stock Management Strategy and Local Studies Service, Members of the Committee support the intention to move the Local Studies to Cathays Library and more generally to move away from the Dominions Way facility. We recognise that far too much money is being spent housing library stock and local materials in a manner that is inaccessible, and welcome the move to prioritise spend on front facing service delivery through efficiencies in back office functions.

As was discussed at the meeting, Members recommend that consideration is given to selling residual books and materials that are not of interest to the general public. We recognise this is a sensitive matter, and that the Council has a stewardship responsibility for a number of important historic works, or those that have been gifted to the Council – however we see this as an opportunity to review the stock we have in storage and reduce the volume moved to the new location. Officers will recall that the Council has previously passed books and materials on to Cardiff University, with the proviso that they remain openly accessible to the public – if the appetite to sell any material is not there, this may be an option to explore again with interested organisations and establishments across Cardiff.

A final point members wish to raise, which falls outside the remit of the Library Stock Management Strategy but was discussed at the meeting, is the possibility of loaning out our collections, or art works that are in storage to the public. We are conscious that the Council owns and has in storage a large number of works, and feel they could be explored as an opportunity to raise income for the Council, or failing that,


loaned out for free in order to maximise the enjoyment derived but Council owned assets.

To re-cap for ease, the Committee asks that the following points are addressed:

- Committee recommends discussions with the Welsh Government are continued with regard to the appropriateness of some of the quality measures and indicators of the WPLS 5th Framework
- Committee recommends market testing work commences to explore options for this building with the business community
- Committee seeks assurances that there will be stability for Central Library now that the hub approach has been successfully implemented
- Committee requests you meet with Cllr Javed to discuss accessibility at Cardiff Central Library Hub
- Committee supports the proposals to move away from Dominions Way and to relocate the Local Studies Service to Cathays Library
- Committee recommends consideration is given to selling unwanted books or materials currently stored by the Council
- Committee recommends consideration is given to loaning out art works that are not in the public eye and kept in storage.

I would be grateful if you would consider the above comments, observations and recommendations, and look forward to receiving your feedback.

Regards,



Councillor Rod McKerlich
Chairperson, Economy and Culture Scrutiny Committee

cc Sarah McGill, Director, Communities, Housing and Customer Services
Cabinet Support Office
Members of the Economy and Culture Scrutiny Committee

**SWYDDFA CYMORTH Y CABINET
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Fy Nghyf / My Ref: CM32774
Eich Cyf / Your Ref: NRS/RM/PBr/05.11.15

Dyddiad / Date: 23 November 2015

Councillor Rod McKerlich
Chair, Economy & Culture Scrutiny Committee
Scrutiny Services
Room 263
County Hall
Cardiff
CF10 4UW

Annwyl / Dear Councillor McKerlich

Economy and Culture Scrutiny Committee - 11 November 2015

Thank you for your letter dated 11 November 2015. I have passed on your thanks to the Officers present. I am pleased that you found the presentations offered of benefit. I am very grateful to the Committee for considering the service performance and providing feedback which is always useful. I have provided responses below to the Committee's recommendations, observations and requests which I hope will be helpful.

Welsh Public Library Standards 5th Framework – Annual report

Thank you for your kind comments. I believe that this year the service has performed well and it is very positive to see this reflected within the Authority's return. Work has started on the user survey and we hope to progress with this in the New Year. Officers attended a seminar at Museums Archives and Library Division Headquarters (MALD) on 12 November 2015 and were able to feedback the comments of the Committee, particularly emphasising the need for the next Framework to expand and recognise the more complex digital needs of our Citizens. We have a good working relationship with MALD and will continue to work with them on this matter.

Roath Library - The Community Asset Transfer that is currently live does ask for interest from both community and commercial organisations. The main requirement is that either the commercial or community organisation retains a library provision in the building. I can confirm that we have had commercial interest in Roath Library, as well as from community groups, and I am hopeful that I can return to a future scrutiny with a positive long term solution for the building.

ATEBWCH I / PLEASE REPLY TO: Swyddfa Cymorth Y Cabinet / Cabinet Support Office,
Ystafell Room 54 Neuadd y Sir / County Hall,
Glanfa'r Iwerydd / Atlantic Wharf, Caerdydd / Cardiff,
CF10 4UW Ffôn / Tel: (029) 2087 2087

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It is of course regrettable that a short term solution for provision within the Adamsdown Area has not been implemented to date, however I can confirm that the Travelling Library Service continues to operate within the area and efforts are still being made to progress a solution at the earliest opportunity. We are currently working with the Cardiff & Vale UHW to progress a potential temporary option for the Library Service within the CRI facility in Adamsdown. We will keep communities updated about progress on a regular basis.

Cardiff Central Library Hub

Your kind comments regarding the success of the Central Library Hub project are much appreciated. I would agree that it is fantastic to see the results that have been achieved so far. It is already apparent that the new enhanced facility will enable the authority to maximise the learning, social and literacy outcomes that it will be able to deliver to Cardiff's citizens. I know that there are lots of plans to develop services particularly those associated with the Digital Floor which recently released its curriculum offer to Schools. I am very hopeful that the co-located strategy will deliver a more sustainable future for the building in these challenging times.

I agree that the location of the building maybe restrictive for disabled users and I have asked officers to research parking options. A meeting is to take place with Councillor Javed shortly to hopefully progress a solution.

Library Stock Management Strategy and Local Studies Service

I am pleased that you were able to support our general proposals. I believe solutions can be sourced that will deliver protection, preservation and greater accessibility to Historical Collections as well as enabling the service to discontinue the requirement to occupy Dominions Way, which is of course very costly.

With regards to art work, it is a very interesting idea to offer loans to the public. I understand that officers have already been in touch with our Stuttgart colleagues to get a better understanding of the scheme that is offered in that city. There are obviously insurance and resource requirements for operating such a scheme but officers will of course continue to investigate possibilities. I would stress that this isn't solely an issue for the Library Service, the Council as a whole holds numerous art works in a range of buildings and a council wide approach is needed.

Thank you once again for your letter and the constructive feedback that the Committee felt able to provide.

Yn gwyir,
Yours sincerely,

A handwritten signature in black ink, appearing to read 'Peter Bradbury', with a long horizontal flourish extending to the right.

Councillor / Y Cynghorydd Peter Bradbury
Cabinet Member for Community Development, Co-operatives & Social Enterprise
Aelod Cabinet Dros Datblygu Cymunedol, Mentrau Cydweithredol a Mentrau Cymdeithasol

Cc Sarah McGill, Director, Communities, Housing and Customer Services
Cabinet Support Office
Members of the Economy and Culture Scrutiny Committee

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**CITY OF CARDIFF COUNCIL
CYNGOR DINAS CAERDYDD**



CABINET MEETING: 3 DECEMBER 2015

COUNCIL TAX DISCRETIONARY RELIEF POLICY

REPORT OF CORPORATE DIRECTOR RESOURCES

AGENDA ITEM: 4

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

Reason for this Report

1. To seek approval from the Cabinet for a Discretionary Relief Policy for Council Tax to be implemented. The Institute of Rating, Revenues and Valuation (IRRV) has recently advised that each billing authority should ensure that such a policy is in place to ensure consistency of application of the powers under the Act.

Background

2. Under Section 13A (1)(c) of the Local Government Finance Act 1992 (as inserted by Section 76 of the Local Government Act 2003), the Council has the power to reduce liability for council tax in relation to individual cases or class(es) of cases that it may determine and where other reductions cannot be applied.

Issues

3. This policy has been created to provide assistance to council tax payers where there is clear evidence that an individual or group of individuals have exceptional circumstances which are not as a result of negligence on their part. For example the policy could be applied to individuals who have had to leave their home due to flooding which has been caused by extreme weather. The policy also specifies how the Council will operate this discretionary power and sets out the factors that will be taken into account when making a decision. The Council Tax Discretionary Relief Policy is attached at Appendix 1.
4. All council taxpayers within the city are notified of the availability of the reduction via the explanatory notes that accompany each bill.

Reason for Recommendations

5. The Council has always been willing to accept applications for reduction under Section 13A (1)(c) but without having a Discretionary Relief policy

in place the Council may be exposed to challenge. To date no reductions have been awarded under Section 13A (1)(c).

Financial Implications

6. The cost of awarding Section 13A(1)(c) discounts has to be funded from within the total income generated by council tax. As a consequence of this the Council will only consider using its powers to reduce council tax liability for any council tax payer or class of payer in exceptional circumstances. The Council has recently received three applications for discretionary relief which will be considered once a policy has been adopted.

Legal Implications

7. An Equality Impact Assessment has been carried out and is attached at Appendix 2.
8. There are no other legal implications other than those set out in the report.

RECOMMENDATIONS

Cabinet is recommended to:

- (1) approve the Discretionary Relief Policy for Council Tax, attached at Appendix 1
- (2) agree that the policy will be implemented with effect from 1st January 2016
- (3) approve that the power to determine an application for discretionary relief from council tax be delegated to the Revenues Services Manager and that the Corporate Director Resources will determine any appeals.

CHRISTINE SALTER

Corporate Director
27 November 2015

The following Appendices are attached:

Appendix 1: Council Tax Discretionary Relief Policy
Appendix 2 : Equality Impact Assessment - Council Tax Discretionary Relief Policy



COUNCIL TAX DISCRETIONARY RELIEF POLICY

DATE DOCUMENT PUBLISHED	
APPROVED BY	
APPROVAL DATE	
DOCUMENT OWNER	
DATE FOR REVIEW	

Contents

SECTION	CONTENT	PAGE NUMBER
1	Introduction	2
2	Legal Background	2
3	Criteria for award	3
4	Claiming Discretionary Relief	3
5	Consideration of applications	4
6	Notification	4
7	Appeals	4

SECTION 1 – INTRODUCTION

- 1.1 This policy has been created to provide assistance to council tax payers where there is clear evidence that an individual or group of individuals have exceptional circumstances which are not as a result of negligence on their part.
- 1.2 The policy will be administered by Council and all council tax payers will be notified of the availability of the policy within the explanatory notes that accompany each council tax bill.

SECTION 2 – LEGAL BACKGROUND

- 2.1 Under Section 13A (1) (c) of the Local Government Finance Act 1992 (as inserted by Section 76 of the Local Government Act 2003), the Council has the power to reduce liability for council tax in relation to individual cases or class(es) of cases that it may determine and where other reductions cannot be applied. A summary of Section 13A (1)(c) is set out below :
 - Where a person is liable to pay council tax in respect of any chargeable dwelling, the billing authority for the area in which the dwelling is situated may reduce the amount which he or she is liable to pay to such extent as it thinks fit.
 - The power under subsection 1) includes the power to reduce an amount to nil.

- The power under subsection 1) may be exercised in relation to particular cases or by determining a class of case in which liability is to be reduced to an extent provided by the determination.
- 2.2 The cost of awarding Section 13A (1) (c) discounts has to be funded from within the total income generated by council tax.
- 2.3 As a consequence of this the Council will only consider using its powers to reduce council tax liability for any council tax payer or class of payer in exceptional circumstances

SECTION 3 - CRITERIA FOR AWARD

- 3.1 All applications will be treated on their own merits although the following principles will be applied in each case :
- There must be clear evidence of exceptional circumstances which are not as a result of negligence on the applicant's part.
 - Any other reductions from the council tax charge that may be applicable must have already been claimed by the applicant.
 - They must have taken reasonable steps to resolve the situation before making the application.
 - The applicant must provide any appropriate information that is requested by the Council in respect of the claim within the required time scale.
 - They do not have access to other assets that could be used to pay the charge.

SECTION 4 – CLAIMING DISCRETIONARY RELIEF

- 4.1 Claims can either be made in writing by the applicant concerned or their advocate/appointee.
- 4.2 The application must relate to the current financial year and be supported by appropriate evidence. Depending on the detail of the request the Council may then write and request supplementary information.

- 4.3 Applications should either be made by post addressed to the Council Tax Manager, PO BOX 9000, CF10 3WD or via email to ctax@cardiff.gov.uk

SECTION 5 – CONSIDERATION OF APPLICATIONS

- 5.1 Through delegated powers the Revenues Services Manager will consider all applications.
- 5.2 If an award is granted it will usually be made from the date that the application is received although the claim maybe backdated if there is evidence to prove that this would be reasonable. Any award that is made will be on a “one off” basis and will either be for part of the charge or the full charge. There will be no continuation of the award beyond the end of the financial year.
- 5.3 Any awards that are made will be directly credited to the council tax account of the individual or individuals concerned.

SECTION 6 – NOTIFICATION

- 6.1 Once all of the appropriate information is received the Council will make a decision within 14 days or as soon as is reasonably practicable thereafter.
- 6.2 The Council will then write to the applicant to notify them either of the award that is to be made or to explain to them why they do not qualify.

SECTION 7 – APPEALS

- 7.1 Under the Local Government Finance Act 1992, there is no right of appeal against the Council's use of discretionary powers. Despite this the Council will accept an applicant's written request for a further review of its decision as long as this is received within 28 days of the original decision. The Corporate Director Resources will undertake this review.

Equality Impact Assessment
Corporate Assessment Template



Appendix 2

Policy Title: Council Tax Discretionary Relief Policy
New :

Who is responsible for developing and implementing the Policy?	
Name: Gary Watkins	Job Title: Operational Manager
Service Team: Revenues	Service Area: Resources
Assessment Date: 16 th October 2015	

1. What are the objectives of the Policy?

Cardiff Council is to introduce a policy to provide assistance to council tax payers where there is clear evidence that an individual or group of individuals have exceptional circumstances which are not as a result of negligence on their part.

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

1. Under Section 13A (1)(c) of the Local Government Finance Act 1992 (as inserted by Section 76 of the Local Government Act 2003), the Council has the power to reduce liability for council tax in relation to individual cases or class(es) of cases that it may determine and where other reductions cannot be applied.
2. The cost of awarding Section 13A (1)(c) discounts has to be met through an increase in the general level of council tax for other charge payers.
3. As a consequence of this the Council will only consider using its powers to reduce council tax liability for any council tax payer or class of payer in exceptional circumstances which are not as a result of negligence on their part.
4. Many other Council's have developed Discretionary Relief Policy for council tax and some of these have been researched before the policy was formulated.

CARDIFF COUNCIL

**Equality Impact Assessment
Corporate Assessment Template**

3 Assess Impact on the Protected Characteristics

3.1 Age

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

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

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

There is no differential impact for these groups

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

3.2 Disability

Will this Policy 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	

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

There is no differential impact for these groups.

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

CARDIFF COUNCIL

**Equality Impact Assessment
Corporate Assessment Template**

3.3 Gender Reassignment

Will this Policy have a **differential impact [positive/negative]** on transgender people?

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

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

No differential impact has been identified.

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

3.4. Marriage and Civil Partnership

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

	Yes	No	N/A
Marriage		X	
Civil Partnership		X	

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

No differential impact has been identified

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

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**Equality Impact Assessment
Corporate Assessment Template**

3.5 Pregnancy and Maternity

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

	Yes	No	N/A
Pregnancy		X	
Maternity		X	

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

No differential impact has been identified

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

3.6 Race

Will this Policy 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.

No differential impact has been identified.

CARDIFF COUNCIL

**Equality Impact Assessment
Corporate Assessment Template**

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

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.

No differential impact on these groups has been identified

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

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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	

CARDIFF COUNCIL

Equality Impact Assessment
Corporate Assessment Template

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

No differential impact on these groups has been identified

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

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	

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

No differential impact on these groups has been identified

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

3.10 Welsh 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	

CARDIFF COUNCIL

**Equality Impact Assessment
Corporate Assessment Template**

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

No differential impact has been identified

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

4. Consultation and Engagement

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

The availability of this reduction will be publicised to all council tax payers via the explanatory notes which accompany each council tax bill.

5. Summary of Actions [Listed in the Sections above]

Groups	Actions
Age	No action necessary
Disability	No action necessary
Gender Reassignment	No action necessary
Marriage & Civil Partnership	No action necessary
Pregnancy & Maternity	No action necessary
Race	No action necessary
Religion/Belief	No action necessary
Sex	No action necessary
Sexual Orientation	No action necessary
Welsh Language	No action necessary
Generic Over-Arching [applicable to all the above groups]	<ul style="list-style-type: none"> The availability of this reduction will be publicised to all council tax payers via the explanatory notes which accompany each council tax bill

CARDIFF COUNCIL

Equality Impact Assessment
Corporate Assessment Template

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 and approved by the appropriate Manager in each Service Area.

Completed By : Mike Taylor	Date: 16 th October 2015
Designation: Council Tax Manager	
Approved By: Gary Watkins	
Designation: Revenue Services Manager	
Service Area: Corporate Services	

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

**CITY OF CARDIFF COUNCIL
CYNGOR DINAS CAERDYDD**



CABINET MEETING: 3 DECEMBER 2015

SCHOOL ORGANISATION PROPOSALS: SPECIALIST PROVISION FOR PRIMARY AGED PUPILS WITH SPEECH AND LANGUAGE DIFFICULTIES, AND WITH BEHAVIOURAL EMOTIONAL AND SOCIAL DIFFICULTIES.

REPORT OF DIRECTOR OF EDUCATION AND LIFELONG LEARNING

AGENDA ITEM: 5

PORTFOLIO: EDUCATION (COUNCILLOR SARAH MERRY)

Reason for this Report

1. To enable the Cabinet to consider a recommendation to hold public consultation on the proposed re-shaping of specialist provision in line with the falling demand for speech and language places, and increased demand for provision for children with behavioral social and emotional needs.

Background

2. There has been a trend away from special schools places for speech and language needs as part of a national trend towards inclusion. Cardiff is the only local authority in England and Wales still maintaining a special school specialising solely in speech and language needs.
3. While special school continues to be an important option for some children with complex, long term learning difficulties, there has been a general trend for children with moderate learning delays, speech and language difficulties and physical disabilities to attend a local school.
4. Meadowbank School is a small special school located in Gabalfa adjacent to Gabalfa Primary School and Ysgol Glan Ceubal, for children aged 4-11 with significant speech and language difficulties.
5. Additionally, the County wide primary phase Welsh Immersion Unit is currently housed at Meadowbank and occupies three rooms. The close proximity to Ysgol Glan Ceubal has allowed for the arrangement to work well to date.
6. Historically the Vale of Glamorgan Council funded 10 places at the school and at that time the school operated at 40 places. In 2010, the

Vale of Glamorgan gave notice of their intention to withdraw from this arrangement, making no new placements. In July 2015 the last Vale child left the school.

7. Cardiff also maintains a specialist resource base (SRB) at Allensbank Primary School, for 20 pupils with speech and language difficulties.
8. The speech and language therapy service provides school-based therapy to pupils in Meadowbank and Allensbank in line with their assessed level of need.
9. Admissions to Meadowbank and to Allensbank SRB are subject to a statement of special educational needs (SEN) and are managed by the local authority in accordance with the SEN Code of Practice for Wales 2002.
10. In line with equalities legislation and the statutory framework for SEN, children are only placed in a special school or SRB where this is
 - consistent with parents' wishes and
 - if there is substantial evidence to show that their needs cannot reasonably be met other than by placement in a specialised setting.
11. The prospects for pupils with speech and language difficulties to be reintegrated to mainstream school are good; the majority of pupils attending Meadowbank and Allensbank SRB transfer to a local high school at Year 7, and many pupils make sufficient progress to transfer at an earlier age.

Changes in demand for special school and SRB places

12. Although the number of children and young people with speech and language difficulties has not fallen, demand for places at both Meadowbank and Allensbank SRB has fallen in recent years, with an increasing number of parents expressing a preference for mainstream education, with support provided in the local catchment school.
13. At the present time, November 2015, there are 23 pupils on roll at Meadowbank.
14. Demand for places at Allensbank has also fallen from 18 in 2010-11, to 11 pupils in November 2015.

Meadowbank and Allensbank SRB numbers on roll, 2010-2015

	M'bank	Allensbank	total pupils
2010-11	40	18	58
2011-12	35	18	53
2012-13	34	13	47

2013-14	32	16	48
2014-15	27	14	41
Nov-15	23	11	34

15. The age profile across the two settings is heavily weighted to Key Stage 2. There were no new admissions to either school in September 2015.

Age profile of pupils in speech and language provision

	M'bank	A'bank	total
Reception	0	0	0
Year 1	2	0	2
year 2	4	4	8
Year 3	3	2	5
Year 4	2	2	4
Year 5	6	3	9
Year 6	6	0	6
	23	11	34

16. As the therapy caseload has fallen, the therapy allocation to Meadowbank and Allensbank has been reduced and reallocated in order to provide more support for pupils in mainstream schools.

Why has the need for special school and SRB places fallen?

17. The trend does not arise from a reduction of need, but from changing expectations and from the availability of effective mainstream support.
18. The following factors are explored in more detail below:
- There is a national trend towards more inclusive educational practice;
 - A successful programme of early intervention and capacity building has been implemented in Cardiff's mainstream schools;
 - Between September 2014 and July 2015, the therapy service rolled out a school-based therapy service, in place of the clinic-based model;
 - Pupil outcomes for children with speech and language difficulties in mainstream are good.

National trend for inclusion

19. The trend is away from special school places for speech and language needs is part of a national trend towards inclusion.
20. The majority of children attending a special school now have severe and complex needs and are likely to benefit from a specialist education throughout their school life.
21. In contrast, children with speech and language difficulties have good prospects for succeeding in mainstream education provided they receive

effective specialist support when young. Increasingly, parents are expecting this support to be provided in a mainstream context.

22. Pupils who attend Meadowbank or the SRB typically transfer to mainstream secondary schools. It can be very challenging for pupils to transfer directly from a small special class, to a large mainstream secondary school in one step. The local authority undertook consultation with Meadowbank and Allensbank parents in 2012, to identify the best way of supporting transition to secondary school. There were two main outcomes from this consultation. The capacity of the Specialist teacher team was increased in order to provide more support for transition and for secondary pupils in mainstream; and both Allensbank and Meadowbank began working towards earlier reintegration to mainstream. Many pupils now have the chance to reintegrate to a local primary school, and to establish friendships there before transferring to secondary school.
23. In the past, a significant factor in the choice of the special school or the SRB was that these settings were the only schools where school-based therapy was provided, and where therapists and teachers worked closely together to provide support. Children who remained in their local mainstream school would be obliged to miss school on a regular basis and travel to a clinic to receive therapy. Direct contact between therapists and mainstream teaching staff was minimal.
24. With the roll out of a school-based therapy service in 2014-15, pupils included in mainstream are no longer disadvantaged in terms of access to therapy and there are additional benefits to remaining in the local school:
 - the child experiences fewer transitions;
 - local friendships;
 - good role models to support their speech and language development.

Early intervention and capacity building in Cardiff

25. Since 2010, a successful programme of capacity building and early intervention has significantly improved the extent to which children with speech and language difficulties can be well-supported in their local mainstream school.
26. The specialist teacher speech and language team provides effective support, training and advice to mainstream schools, and provides direct teaching intervention to pupils with the most severe difficulties.
27. Using the 'Speech Links' and 'Language Links' programmes, primary schools assess the language development of all children entering Reception and use a range of strategies and interventions to address any language delays identified. This approach has been effective in improving the language skills of children by an average of 20 percentage points during the Reception year. The quality and timeliness of therapy

referrals has also improved, with a positive impact on reducing therapy waiting times (evidence from therapy service).

28. Speech and Language Links has been established in all but one primary school in Cardiff and is now being rolled out across secondary schools.
29. Joint working between the UHB and Education Service has improved efficiency and effectiveness of support for children with speech and language difficulties. Speech and language therapists work closely with the specialist teacher team to deliver the five step graduated response, with a single referral pathway and a shared caseload, this approach has led to less duplication and a more efficient and effective service. The partnership between health and education in Cardiff has been awarded an NHS prize for innovative practice.

School-based therapy service (introduced in Cardiff between September 2014 and July 2015)

30. In 2014 -15, the UHB established a school-based therapy service, with a range of benefits:
 - a. Children in mainstream are no longer disadvantaged in comparison to special school or SRB pupils, as they no longer have to travel to a clinic to access therapy;
 - b. School-based therapy is easier for families without their own transport and children do not miss school in order to attend the clinic;
 - c. There are stronger links between schools and therapy service, with therapists providing direct advice to class teachers and teaching assistants to enable them to deliver and oversee programmes.
31. The school-based service was rolled out in the Vale of Glamorgan a year earlier than in Cardiff. Data collected by the UHB demonstrates that the school-based service has led to fewer pupils being discharged early due to non-attendance at clinic. Early signs suggest that the same benefits are being realised in Cardiff.
32. A breakdown of the therapy caseload demonstrates that the majority of speech and language children are being supported in mainstream schools.

Therapy caseload by level of need (Stage 5 being the highest level of need), June 2015

Therapy caseload,	Meadowbank	Allensbank SRB	Mainstream	Total caseload
Stage 5 (direct input)	7	1	48	56
Stage 4 (direct input)	11	12	188	211

Stage 3 (monitoring)	7	2	249	258
Not requiring therapy	4	1	N/A	N/A

Outcomes for pupils in mainstream

33. Pupils in mainstream are achieving their measurable targets. These targets are jointly set between education and health. Progress is also measured via the Speech and Language Link screening tools and school based attainment progress

Data showing increase in reception age pupils with age appropriate Language Skills and the progress they make over the academic year

Year	2010- 2011	2011-2012	2012-2013	2013-2014	2014-2015
Pre Screen	63.8%	57.2%	69%	63.8%	67.5%
Post Screen	84%	80.1%	83%	83.7%	84.9%

Expanding need for special school and SRB provision for other areas of SEN

34. A report on specialist provision for pupils with SEN/ ALN was completed in 2013. This identified a number of priorities for future development of special school and SRB provision. A summary of the current priorities is attached to this report (Appendices 1 and 2).
35. In March 2014 a focus group of Headteachers, health, children services and parent partnership representatives was consulted on the priorities for future development of BESD provision in Cardiff (Appendix 3). There was consensus on the need for:
- More capacity for early intervention such as Nurture Classes and Revolving door classes;
 - Greater emphasis on the underlying needs experienced by this group including: mental health and medical needs; speech and language difficulties; literacy and numeracy delays.
36. Demand for special school or SRB places for primary aged children presenting with challenging behaviours has increased over the last two years. In 2014-15 there was a 30% increase in the number of new statements for this area of need.
37. Developing additional provision for pupils with behavioural emotional and social difficulties is therefore a current priority.

Proposal

38. The following proposal to respond to the falling demand for speech and language places, and increased demand for provision for children with behavioral social and emotional needs has been identified:
- The phased closure of Meadowbank Special School (this would require the supported transition of current pupils to mainstream school or SRB with a strong package of support in line with their needs).
 - Increased capacity for mainstream support for children with speech and language needs.
 - A change in use of the Allensbank SRB to provide extra places for pupils with severe and complex learning difficulties.
 - An increase in the number of Nurture/ Revolving Door classes in mainstream schools across the city, to provide at least one setting in each of the six neighborhood areas, including a Welsh medium setting. (This development to include the existing classes at Springwood, Fairwater and Glan yr Afon, as well as new sites to be identified.) These classes would provide a network of early intervention support for children with attachment difficulties, social and emotional needs, and children who are socially vulnerable due to their speech and language needs.

Interim Arrangements

39. Changes would be carefully planned in consultation with parents and professionals to take account of the needs of pupils attending each of the affected settings, to minimise disruption to their learning and to take full account of parental views.
40. The likely closure date for Meadowbank School would be August 2017. The majority of current pupils will have transferred to secondary school or reintegrated to a mainstream primary by that date. Remaining pupils would be offered a range of options, depending on their needs and on parent's views:
- Transfer to the SRB at Allensbank
 - A supported programme of reintegration to their local mainstream school. This would include funded additional support from an appropriately trained teaching assistant, school-based therapy if this continues to be an assessed need; support from the specialist teacher service.
41. The proposed change of use at Allensbank School would be timed to take account of the needs and ages of existing pupils. The classes would continue to operate as a speech and language specialist setting until these pupils complete their primary education and transfer to secondary school.

Educational Benefits

42. The proposal would offer the following educational benefits:
- Continued high quality support for speech and language pupils in mainstream schools, with an extended specialist teacher team.
 - Reduce the number of school transfers for children with speech and language difficulties, by ensuring every child can be effectively supported in mainstream throughout their education.
 - Significant expansion of Nurture and Revolving Door classes for children with behavioural social and emotional difficulties.
 - Welsh medium specific provision for behavioural social and emotional difficulties.
 - Expansion of SRB places for children with severe learning difficulties.

Potential disadvantages of the proposal

43. Pupils remaining in Meadowbank School at the time of closure would need to transfer to an alternative school, whether a supported return to mainstream, or a transfer to Allensbank SRB.

Alternatives considered

44. The option of keeping Meadowbank open as a speech and language special school has been considered and rejected because the school roll has fallen consistently over the last five years and there is no expectation that the trend will reverse. This places the future of the school at risk even if no action is taken.

Future use of the Meadowbank School site

45. The future use of the Meadowbank School site would be considered should the proposal be progressed to implementation. It is expected that the site would be retained for educational purposes.

Impact of proposal on the Welsh Language

46. It is anticipated that either of the options would have a beneficial impact on Welsh language. Both options would address the need for Welsh medium nurture or revolving door class provision.

Local Member consultation

47. Local members have been appraised of the proposal to consult and will be included as part of any consultation undertaken along with all elected members in view of the provision at Meadowbank being city wide.

Reason for Recommendations

48. To respond to the falling demand for special school places for primary aged pupils with speech and language difficulties, and to the need for

additional provision for children with behavioural emotional and social needs.

Financial Implications

49. All Cardiff schools are funded from the delegated schools budget which is a ring fenced account that allocates funding to each school using the Formula Funding mechanism. The Formula funding mechanism is primarily based on a pupil number basis for Primary and Secondary schools and on a place basis for Special Schools and Specialist Resource Bases (SRB).
50. In this particular instance, the phased reduction of the number of places at the special school will result in a corresponding reduction in the amount of funding being provided to this school. The school is currently operating within its delegated budget and maintains a surplus balance despite falling number of places. However this may not continue to be the case should pupil numbers continue to fall. Using the revised number of places a financial profile of the school for the forthcoming medium term is required in order to establish whether or not the school will be in deficit at any point. In the event of the financial profile indicating a deficit then there will be a need to identify the source which will bridge the gap. Consideration also needs to be given to the governance arrangements of the school when financial viability becomes a clear risk.
51. The report identifies the need for some additional places in some SRBs and the funding for these will be found from the amount released from the reduction in places in Meadowbank School. There will also need to be consideration of any other financial impact on schools as a result of increasing capacity in order to ensure that schools are appropriately funded. This proposal is likely to generate savings for the delegated schools revenue budget but this cannot be effectively quantified at this stage and will need to be considered in detail.
52. Once identified, there will be a need for a future report which will outline the intentions of the site currently occupied by Meadowbank Special School in terms of potential capital receipt or alternative use.

Legal Implications

53. The recommended consultation would have to comply with Part 3 of the School Standards and Organisation (Wales) Act 2013 and the School Organisation Code.
54. Consultation gives rise to the legitimate expectation that the outcome of the consultation will be considered in terms of determining the way forward. Therefore consultation is required to be undertaken:
 - (i) when the proposals are at a formative stage (with no decision having been made);
 - (ii) on the basis that the consultation feedback will be properly considered and could change the proposals; and

- (iii) with the provision of sufficient information and time to facilitate expression of views by consultees and consideration of those views prior to making any decision on the proposals.
55. Following the outcome of the consultation further statutory notices may need to be published.

HR Implications

56. 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.
57. In the period leading up to the closure of a school, as pupil numbers reduce, the impact on the school budget and staff resources will need to be managed through the School's Redeployment and Redundancy Policy and Procedure, which has been developed in consultation with trade unions and key stakeholders. The Council will also support the Headteacher and governing body during this time, as they will need to ensure that staff continue to be supported and motivated during what may be a potentially difficult situation and the Headteacher is able to manage recruitment and retention of employees.
58. A key aspiration for the Council is to achieve staff reductions as far as possible through redeployment rather than voluntary redundancy or compulsory redundancy means. Therefore the Council is committed to maximising opportunities for school staff to secure employment in other schools in Cardiff and will facilitate a redeployment process.
59. Full support will be offered to the school staff and Governing Body of Meadowbank School 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.

Statutory Screening Tool

60. This is attached at Appendix 4 and included the Equality Impact Assessment and Strategic Environmental Assessment.

Equality Impact Assessment

61. An Equality Impact Assessment has been carried out. The assessment concluded that this proposal would not adversely affect a particular group in society. This assessment will be reviewed following consultation.

Sustainability Assessment

62. 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 21st Century: A Strategic Framework for a School Building Improvement Programme.

Community Impact

63. There is a need to respond to the trend away from special schools for speech and language needs and to increase provision for primary aged children presenting with challenging behaviours 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 proposal proceed it would avoid negative impacts wherever possible.

RECOMMENDATIONS

The Cabinet is recommended to:

1. Authorise officers to consult on the proposal to remodel SEN provision specifically to respond to the falling demand for speech and language places and increased demand for provision of children with behavioural social and emotional needs through:

- The closure of Meadowbank Special School by August 2017.

This will be supported by the following proposed changes:-

- An Increase in the capacity for mainstream support for children with speech and language needs
 - A change in the use of the Allensbank SRB to provide additional places for pupils with severe and complex learning difficulties
 - An increase in the number of Nurture/Revolving Door classes in mainstream schools across the city
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 responses to those objections and recommendations for implementation or otherwise of the proposal.

NICK BATCHELAR

Director

27 November 2015

The following appendices are attached:

Appendix 1 - Specialist Provision Review 2013, Overview and update of main issues, July 2015

Appendix 2 - Specialist Provision Review 2013

Appendix 3- Provision for learners with social emotional and behavioural
needs- Summary of stakeholder views

Appendix 4 – Statutory Screening tool

Specialist Provision Review 2013
Overview and update of main issues
EMT July 2015

Red issues
<p><u>Speech Language and Communication</u> Demand for speech and language special school and SRB places has fallen sharply since 2010, with the majority of SLCD pupils now included in mainstream.</p>
<p><u>Primary provision for Behaviour Emotional Social Difficulties (BESD)</u> The Court special school is currently over-subscribed, with up to 8 additional places required. The Court premises are not well-suited to educational purposes and there is no scope for extending the number of places in the current accommodation. Early intervention classes (Nurture and Revolving Door classes have been successful but there is insufficient capacity to meet needs.</p>
<p><u>Secondary BESD</u> Greenhill- insufficient places for current demand. Accommodation is in poor condition, not well-suited to purpose. 16 pupils in Independent or other LA schools due to lack of in-county places at significant additional cost to the local authority. Greenhill PRU requires new accommodation within the next 2 years, as the Mynachdy/ Bryn y Deryn site has been marked for redevelopment. Referrals have risen significantly and there is a need to consider additional PRU places. Few options for BESD girls.</p>
Amber issues
<p><u>Provision for Complex Learning Difficulties</u> Riverbank and Woodlands accommodation is overcrowded. Special school classes over-sized due to lack of space. A range of SRBs across the city provide an alternative to special school placement. Increasing incidence of complex learning needs , coupled with a growing population, will require additional SRB and/ or special school places to meet the rise in demand.</p>
<p><u>Autism Spectrum Conditions (ASC)</u> Incidence and identification of ASC continues to rise. No immediate issues identified in the review, largely because there has been a significant increase in provision over last 5 years: Marion Centre; Ty Gwyn; 3 new SRBs. These have absorbed the rise in demand, but are now full. In next 3-5 years, Cardiff will need either: a) significantly more capacity for mainstream inclusion; b) a further growth in SRB and special school places; or c) a combination of these approaches.</p>
<p><u>Cardiff High SRB (for SPLD Dyslexia)</u> The need for an SRB has diminished since delegation of SPLD funding to secondary schools.</p>
Green issues
<p><u>Physical medical needs (PMED)</u> Growing number of children in mainstream schools with significant medical needs and/ or disabilities. The PMED classes at Hollies have now closed reflecting the fall in demand for special school places. Specialist teacher capacity to coordinate support in mainstream has been established from within existing resources. Better information and support for families and schools. Increased number of accessible schools achieved through SOP.</p>
<p><u>Specific Learning Difficulties (i.e. dyslexia)</u> Effective early intervention approaches established in primary. Successful delegation of specialist support to secondary schools. Number of statements has fallen sharply as a result.</p>

Review of Specialist Provision in Cardiff

November 2013

**Review of Specialist Provision in Cardiff
Report to Education Strategy Board, November 2013**

Report Structure	Page
1. Background and Introduction	3-4
1.1 Purpose of this report	3
1.2 Background and history of the review	3
1.3 Conduct of the review 2010-11	4
2. Analysis of main challenges	5-22
2.1 Overview of review findings	5
2.2 Provision for pupils with Social Emotional Behavioural Difficulties (SEBD)	6
2.3 Provision for pupils with Severe Learning Difficulties (SLD)	10
2.4 Provision for pupils with Physical or Medical Needs, and Hearing, Visual and Multi-Sensory Impairments (PMED, VI, HI, MSI)	14
2.5 Provision for pupils with Specific Speech Language and Communication Difficulties (SLCD)	16
2.6 Provision for pupils with complex needs in Welsh Medium sector	18
2.7 Provision for pupils with ASD	19
2.8 Secondary provision for pupils with Specific Learning Difficulties (SpLD) (i.e. dyslexia)	21
3. Summary of Challenges and Opportunities	23
Appendices: overview of data	25-35
1. Cardiff and Out of County Provision, average place costs	25
2. Cardiff Special Schools, budgets and place costs	27
3. Cardiff Special school accommodation, health provision and transition issues	28
4. Specialist Resource Bases in Primary	30
5. Specialist Resource Bases in Secondary	33
6. Summary of actions undertaken since completion of the review in 2011.	35

1. Background and introduction

1.1 Purpose of this report

To report on the current range of special school and specialist resource base (SRB) places currently used to meet the needs of children with complex SEN, with particular emphasis on:

- Capacity and flexibility to meet current and future needs
- Opportunities to reduce places where there is a fall in demand
- Opportunities to re-invest in provision to meet areas of rising need and/or cost
- The extent to which accommodation is 'fit for purpose'
- The potential for reducing the use of Out of County placement

It is not the purpose of this report to make specific recommendations for action. Options for moving forward will be developed following further consultation with schools, parents, pupils and other partners. The intention is to provide sufficient information to inform these discussions.

1.2 Background and history of the review

- In 2006 the Citywide Investment Plan for Cardiff Schools was focused on mainstream sufficiency and did not consider the needs of either the 7 special schools, 23 specialist resource bases or the PRU.
- The omission of special schools and SRBs has continued in later School Organisation Planning proposals and with hindsight, it is clear that this omission has led to missed opportunities. In the absence of a Strategy for Specialist Provision Development to guide and inform the process this has been unavoidable.
- During 2007-10, two significant discrete projects were taken forward; the rebuild of Ty Gwyn as a larger school on a different site and the Marion Centre was also developed in response to increased demands for Autism provision. Both of these developments have been successful in addressing some areas of increasing need, but the lack of a city-wide strategy means these projects have also highlighted the widening disparity in the quality of accommodation and resources between different areas of special school and SRB provision.
- In 2009, in response to the concerns of Special School Headteachers, the Chief Education Officer visited each school to collect Headteacher views about the key issues for special school development in Cardiff. The outcome of these conversations was an acknowledgement that specialist provision should be included in the School Organisation Planning Programme but that a shared vision and an agreed set of goals were needed to inform the process.
- In 2010 a review of specialist provision was initiated by the Education Service. The review considered the full range of specialist provision,

including the 7 special schools, 23 SRBs and the PRU, and the use of placements in other Local Authorities and the Independent Sector.

- The review was completed in 2011 and initial feedback was provided to the Special School Headteachers in February 2012. However, in the context of significant service re-structure, there was a delay in the process of reflecting on the review and developing a strategic plan.

1.3 Conduct of the Review

The main activities of the review were carried out in 2010-11. The review was jointly overseen by Graham Dalton, School Organisation Planning Manager and Jennie Hughes, SEN Provision manager.

Health and Children's Services managers, parents and Headteachers were consulted during the process.

The review has been multi disciplinary and multi agency in scope, and considered buildings, facilities and access; data on current and projected pupil needs; multi agency support for complex needs where relevant.

Although there have been delays in bringing the issues forward for wider discussion, a range of issues have been taken forward in the intervening period (summarised in Appendix 6).

Pupil and financial data has been revisited in 2013 and updated to reflect the current position.

Review of Specialist Provision in Cardiff, 2013

2. Analysis of main challenges

2.1 Overview of review findings

Special School Accommodation

Accommodation at the 7 special schools varies from excellent to inadequate.

Riverbank	Significant over-crowding, inadequate facilities.
Woodlands	Significant over-crowding, inadequate facilities.
Ty Gwyn	High quality new build, with excellent facilities and capacity for growth.
Meadowbank	Generally good
The Hollies	Generally good
The Court	Inappropriate building, not fit for purpose
Greenhill	Inappropriate building, not fit for purpose

Special school budgets

The special schools vary in size and economy of scale, which also affects the average cost per pupil. (This is illustrated in Appendix 2.) The formulae and pupil descriptors which determine the place funding level for each school were set by the Welsh Office in the 1990s. It was agreed, with Special School Headteachers, that these are out of date and work has started to consider alternative approaches. However, in the current financial context this would merely result in a redistribution of funding between schools.

Health provision

Resources held by the UHB are limited with allocations often being based on historical models of need, rather than on current need.

Therapy and nursing provision is over-stretched in all settings, with the exception of speech therapy provision for Specific Language Impairment (Meadowbank and Allensbank). Currently in Greenhill and the Court schools there is no therapy provision even though a proportion of SEBD pupils are known to have unidentified speech and language needs.

The Local Authority funds some additional speech therapy provision, mainly for ASD SRBs and in cases where tribunal appeals have required it.

In 2010-11 the Health Board managers indicated a willingness to work with the Education Service to review health services across the special education sector.

Whilst in the current financial climate, a review would result in a redistribution of resources; the benefit of this would be that potentially a more needs and child focussed allocation could be achieved. Further work needs to be done in working towards more flexibility on the use of Health resources across the city and further exploration into the cost benefits of joint funding of health interventions to reduce the risk of the need for out of county placements.

Childrens Services

Many pupils with complex SEN are also known to Childrens Services, either as children with disabilities or as children in need or at risk.

The scope for collaborative work to improve the quality of services for these children and to reduce risks needs to be further explored to inform a strategic response to the issues raised in this report.

Opportunities may include:

- Greater use of special school facilities for respite or 'wraparound' provision.
- 'Invest to save' projects to reduce the risk of children needing to go out of the authority to have their needs met.

Primary SRBs

The review of the Primary SRBs has progressed with the findings having been shared with the relevant schools and are being addressed in partnership. Most of the issues will be resolved within existing resources, by phasing out some SRBs and reducing places in some areas of need, in order to increase provision in other areas. This work is summarised in Appendix 4.

Secondary SRBs

The number of SRBs at secondary phase has been increased in the last three years to meet increasing demand in some areas of need. There are other areas where there is a need to reduce places, either in the SRBs, in the special schools or in both. These issues are outlined and included in the following sections.

Challenges and Opportunities

The sections below provide a brief outline of the major challenges in relation to specialist provision, in the different areas of specialism and pupil needs, with an indication of some of the opportunities to release or re-organise resources.

The main activities of the review were carried out in 2010-11, with pupil and financial data revisited in 2013 and updated to reflect the current position.

2.2 Provision for pupils with Social Emotional Behavioural Difficulties (SEBD)

Accommodation

Both The Court and Greenhill special schools occupy unsuitable, inadequate buildings. The location of both schools would suggest that they would be of interest to developers.

The PRU operates over two main buildings, at Mynachdy and Howardian. The accommodation is generally adequate, but the future of both buildings is

under consideration as part of the council's goal to reduce the number of council premises across the city. Alternative accommodation will need to be identified.

Pupil trends and demands: secondary

Currently SEBD presents the most significant area of pressure in terms of requests for statutory assessment, placement and provision issues. There has been a 37% increase in referrals for statutory assessment in 2013-14 and an increasing number are for very young children, in the Foundation Phase of education.

There is no Cardiff provision for girls with high tariff needs. This is a difficult to provide for group for all local Authorities as the numbers tend to be very small. Typically there are 0 to 4 girls who require provision at KS3/4. The age range may be significant and it is challenging to maintain provision that may not be needed continuously. Appropriate Out of County provision is not always available therefore this presents Cardiff with a significant challenge.

There is no provision for SEBD pupils at post-16. Some pupils transfer to FE places or to work-based learning, but this is not suitable for all pupils. A number of Greenhill leavers are at high risk of becoming NEET.

Cardiff is currently funding 16 young people in Headlands or Moun-ton House. A redeveloped Greenhill with scope for girls and post 16 provision would help to negate these risks.

Comparison of current costs:

	Average cost per pupil	Number of pupils	Total cost
Greenhill	£18,708.39	56	£1,047,670
Moun-ton House	£27,511	5	£137,555
Headlands	£38,750	11	£426,256

In addition, there are currently 30 LAC pupils, with primary need of SEBD, in Out of County specialist residential places, funded by Education, Childrens Services and Health. There may be scope for collaborative in-county solutions and early intervention to reduce out of county risks which should be explored.

LAC pupils in residential specialist settings:

LAC pupils in specialist residential settings (shared funding)	Education average cost per pupil	Total cost to Education	Typical cost per pupil to Childrens Services and Health
30	£25,995	£779,842	£170,899

Pupil trends and demands: primary

Pressures within the primary phase are similarly intense.

The Court is currently over number, and will need to limit the Revolving Door places to 4 during the next two terms (usually offer 8 places) in order to provide for additional long term placements.

The number of referrals for Revolving Door places at Glan yr Afon and The Court is currently twice as high as capacity. If no action is taken, this will lead to further requests for statutory assessment, increase the risk of exclusion and put further pressure on capacity for long term places. Whilst this position appears to be temporary, due to an unusually large cohort in Year 6, it should resolve next year in primary, but the 'bulge' in pupils will now begin to put further pressure on capacity at secondary phase.

Current places and costs:

	Average cost per pupil	Number of pupils	Total cost
The Court	£20,515	30 long term 8 revolving door	£779,590
Fairwater SRB	£8,938	10 long term	£89,380
Glan yr Afon, Revolving Door class	£10,056	8 revolving door	£80,450

Provision issues: Nurture Bases v. long term placements

The review of 2010-11 identified a wide consensus that we should continue to move in the direction of early identification of SEBD in primary, with short term 'nurturing' provision focussed on building resilience for the child and sustained support and advice to the mainstream school.

This policy will increase the opportunities for young children to succeed in mainstream schools and has already reduced the demand for long term places. Further development of nurture group provision has the potential to further reduce statements and long term places in future.

Developments in Cardiff over the last 5 years illustrate this:

- Since 2008, 16 long term places for statemented pupils have been re-designated as short term 'Revolving Door' places for pupils at School Action+ (8 places at The Court and 8 places at Glan yr Afon SRB).
- The reduction in long term places has not been a problem as the demand for long term places fell at the same rate as the availability of RD places.
- The mainstream re-integration rate from Revolving Door is approximately 60%
- Most of the 40% of pupils who do not re-integrate have been placed under assessment and moved directly to appropriate long term

provision, without the experience of 'failure' and exclusion that can precede SEBD statutory assessment.

- The majority of RD pupils have been from KS2.
- The next step would be to establish full Nurture Group provision, which would offer 3-4 term placements for Foundation Phase pupils.
- In addition to the RD class, The Court also manages a re-integration programme for long term statemented pupils. This has enabled between 2 or 3 Year 6 pupils to transfer to secondary mainstream schools over the last three years. 4 pupils are expected to transfer to mainstream in September 2014.

Current position regarding nurture provision

As described above, considerable work has already been achieved to shift the emphasis from long term SEBD places, to nurture or RD provision working within current resources. However, there are barriers to moving forward that will require some initial investment to resolve:

- For this early intervention policy to be fully effective there is a need to move beyond single term 'Revolving Door' places at KS2 to the full Nurture Group model which provides places for 3-4 terms for Foundation Phase pupils.
- Glan yr Afon is working towards this model during 2013-14
- Fairwater SRB is willing to move to Nurture group provision but there are 10 long term pupils with a wide range of ages in the SRB. It's unlikely that these pupils would be appropriate for nurture provision so this could block the development for the next 3-5 years.
- There are short term pressures on capacity in primary phase in 2013-14. A temporary solution is being explored but this would require funding for a temporary nurture/ RD class to manage current pressures.

SEBD challenges:

1. Both special schools are operating in poor quality, inappropriate accommodation, with limited scope to expand places.
2. The PRU will require alternative accommodation within next few years.
3. There is a lack of provision for girls in KS3 and KS4.
4. There is no provision for post-16 pupils.
5. Early Intervention through RD or Nurture Provision has been successful within current constraints. Further development is hampered by the need to work within resources.

SEBD opportunities:

1. Potential value of the special school sites.
2. Potential for reducing out of county spend and re-investing in Cardiff provision.
3. It is already clear that RD and/ or Nurture Group provision is a successful early intervention strategy that can reduce the demand for long term placements in Primary.

2.3 Provision for pupils with Severe Learning Difficulties (SLD)

Accommodation

There are significant overcrowding issues at both special schools.

At Riverbank there is a lack of non-teaching space; classrooms are small and overcrowded, designed for open plan team teaching. Toilet and changing facilities are inadequate for the needs of the pupils, 50% of whom have toileting/ changing needs.

At Woodlands there is severely limited outdoor space and the school relies on several demountables in poor condition.

There has been work on accommodation at many of the SRBs, although there remain some challenges to be addressed.

Pupil trends and implications for places: primary

Prior to 2006 Cardiff funded a significant number of places in 'MLD Units' but demand had fallen significantly by this time. The greater capacity of mainstream schools to include learners with mild to moderate difficulties had led to a sharp fall in demand. In 2006 the number of funded places was reduced significantly, from 250 to 140 in primary, and MLD units were ceased altogether in secondary schools. Funding for MLD was delegated to schools with the result that the number of pupils requiring a statement for MLD has decreased significantly and continues to fall.

Riverbank, Woodlands and the remaining SRBs now focus on pupils with severe learning difficulties, many of whom have additional complex needs such as delayed speech, language and communication, physical or medical needs. As predicted in 2006, the demand for places has continued to fall, as the older 'MLD' pupils move on, but the needs of the younger population are significantly more complex.

In 2011 there were approximately 40 'empty places' per year in the primary SRBs, but the bases were finding the wide range of needs, with a mixture of SLD and ASD pupils placed together, very challenging. In 2013 the SRBs are being re-organised to eliminate empty places, create additional ASD provision and to reduce the range of need in a single SRB. The current plan is to reduce SRB places for SLD to 64 by September 2015 (there will need to be an increase in the number of ASD specific places to facilitate this).

Riverbank's numbers have remained stable at 70.

Pupil trends and implications for places: secondary

Most of the MLD units in secondary schools were phased out in 2006, during the re-organisation of the primary units. Whitchurch SRB continues, with some post-16 classes at Cantonian.

The further fall in primary SLD demand is now being felt at secondary phase, where the number of 'empty places' is high. This can be seen in the tables below. Secondary places will need to be reduced by 30.

Demand for places in Whitchurch SRB has dropped significantly over the last two years.

Demand for Woodlands places has remained stable at 130 places.

Cantonian provides an SRB class for post-16 pupils with SLD. This class was originally established to provide for a 'bulge' year moving through secondary. It was anticipated this class would phase out by 2014, but this year it has been necessary to admit some pupils returning from an out of county setting. Like Whitchurch, the classes are not at full capacity.

SLD places 2013-14, by NCY

School	R	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Total	Empty places	Total places available
(SLD pop only)																		
Bryn Hafod SRB	0	0	2	1	5	0	1									9		
Llanedeyrn SRB	3	3	3	2	3	2	2									18		
Llanishen Fach SRB	1	0	1	4	2	3	2									13		
Trelai SRB	0	0	0	0	2	2	0									4		
Windsor Clive SRB	0	0	2	3	3	2	1									11		
Marlborough SRB	1	1	2	3	1	4	2									14		
Riverbank	5	8	0	1	1	1	1									69		
																138		
Whitchurch SRB								4	5	1	1	9	1	2		51	19	70
Cantonian (SLD) SRB													2	6		8	12	20
Woodlands High								1	1	2	1	1	1	1	1	132	-2	130
																191	29	220
Total population	10	12	20	27	27	23	19	18	24	30	27	20	27	27	18	329		

Projected secondary demand 2014-19

Secondary projections 2014-19	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11	Yr 12	Yr 13	Yr 14 (w'lands only)	Total
2014-15	19	18	24	30	27	20	27	19	184
2015-16	23	19	18	24	30	27	20	14	175
2016-17	27	23	19	18	24	30	27	11	179

2017-18	27	27	23	19	18	24	30	17	185
2018-19	20	27	27	23	19	18	24	20	178

Places and comparative costs, SLD

	Average cost per pupil	Number of pupils	Total cost
Primary SRB	£9,254	68	£629,272
Riverbank	£14,744	70	£1,032,120
Whitchurch SRB	£10,357	51	£528,230
Cantonian SRB	£16,981	8	£135,854
Woodlands	£13,477	130	£1,752,060

14-19 Opportunities

Woodlands has developed a range of accredited entry level courses and work-based learning opportunities for their pupils. It is difficult to provide the same range of opportunities in a mainstream setting, with smaller groups of pupils.

Cantonian SRB has worked closely with Woodlands to offer a similar range of opportunities. Collaboration between Whitchurch and Woodlands is less developed as the complex SLD population has only reached Y12 in 2013-14. There are a small but significant number of mainstream pupils who would also benefit from accessing this provision.

Further development of 14-19 pathways at Woodlands is hampered by the physical constraints and over-crowding.

Parental choice, inclusion issues

Parental choice is the determining factor for most SLD placements. As a result, it should not be assumed that pupils in the SRBs are less complex than those in special schools.

Many parents prefer a special school setting for the secure environment, the opportunity for their child to be among peers with similar needs and the expertise offered by a special school. Many want this to be combined with inclusion opportunities and this can be achieved through partnership with mainstream schools, but can be resource intensive and complicated as it means transfer between sites.

Some parents want their child to learn in a mainstream environment and to have social and learning opportunities with mainstream peers. Obviously these parents also expect a secure environment and the benefits of specialist support.

The primary SRBs have varied in the extent to which they can include SRB pupils in mainstream lessons. The current work with primary SRB heads includes discussion about how a more consistent approach might be achieved in future, without the need for additional funding for each individual pupil.

At Whitchurch the opportunities for inclusion in mainstream classes are restricted as the school is over-subscribed. Adding an individual or small group of pupils to a mainstream class, with the SRB staff to support them, would not be realistic.

At Cantonian the level of mainstream integration is better, and is easier to achieve in a setting where mainstream admissions are below capacity.

Mainstream inclusion and implications for school performance data

The effect of large groups of SLD pupils on Pupil Outcome data is an issue for secondary schools. SRB pupils cannot be excluded from the data and this can have a significant impact on end of year results.

Staff CPD in SRBs

The review showed that it can be difficult to secure the necessary expertise, experience and CPD for special class staff in an SRB. Many teaching staff were originally teachers of 'MLD units' and have found the complex SLD population a challenge. Where schools may be facing staff reductions, they may not have the luxury of advertising and appointing experienced specialist staff when an SRB post becomes vacant: in some cases, mainstream teachers have taken on the role with minimal training or experience. Teachers in SRBs can also feel 'isolated' as their classroom practice may be radically different to that of their colleagues so there are fewer opportunities for peer support.

There is a need to develop common CPD opportunities across SRBs and special schools.

SLD challenges:

1. Significant accommodation pressures at both special schools
2. Some accommodation issues in SRBs
3. Demand is falling overall. Place numbers are being reduced in primary, but will need to be reduced at secondary in the near future.
4. Parental expectations for both inclusion and specialism need to be borne in mind.
5. There are significant CPD challenges, particularly for the SRBs.
Further development of Post 14 opportunities

SLD opportunities:

1. The opportunity to reduce places at secondary level may release resources to resolve some of these challenges.
2. Opportunities for common CPD.

2.4 Provision for pupils with Physical or Medical Needs, and Hearing, Visual and Multi-Sensory Impairments (PMED, VI, HI, MSI)

PMED and disability access

Special school places

The majority of special school places are at Ty Gwyn. Two classes remain at The Hollies: historically these places have been regarded as more appropriate for 'higher functioning' pupils although there is an overlap with Ty Gwyn in practice. Classroom facilities at the Hollies are poor in comparison to Ty Gwyn, particularly the toilet facilities. There are on-site nursing and therapy services at The Hollies but these have been reduced in recent years.

Pupils in mainstream

There are growing numbers of children with physical and medical needs in mainstream schools. In most respects their needs are well met. However, there have been some issues in relation to effective forward planning for disability access.

Consultation with parents shows that lack of information has been a key issue. Many of our reasonably accessible primary schools feed secondaries with significant barriers to disability access. This can result in a child being unable to transfer to secondary with their friends or significant pressure to undertake significant building work in a short time scale. Although the LA is required to improve access across all schools, the statutory requirements allow for a strategic approach over time. School Organisation Planning is successfully improving disability access in many schools but better information needs to be made available about this aspect of the programme.

Parents have asked for better information about which schools are accessible; which schools will be improved in the next few years and which accessible primaries feed accessible secondaries. They have also asked for more transparency about the progress the LA is making in improving disability access across all schools.

Current Admissions and Transport policies can be barriers to a more strategic approach to disability access. Not all disabled children require a statement of SEN, and the current policy is to introduce IDPs in place of statements in Early Years. A number of children will need to be given priority for admission, or be provided with transport, so they can access a more accessible school, but current policies will only prioritise children with statements.

PMED Challenges:

1. Uneven special school facilities, including over-stretched health resources for this area of need.
2. Updating the strategy regarding disability access and providing better information for parents.

PMED Opportunities:

1. School Organisation Programme

Hearing and Visual Impairments (HI/VI)

There are well-established SRBs for HI pupils in both primary and secondary phases, at Coed Glas and Llanishen High.

There is no primary SRB for VI. The secondary SRB for VI was formerly at Llanederyn High School. Purpose-built facilities have been included in the new build St Teilo's. However, the lack of an effective base for new Year 7 admissions for the last few years has resulted in the complex pupils being distributed across several local secondaries. This was anticipated. The SRB staff were incorporated into the central team and are providing an effective peripatetic service to support the local schools. There is a need to consider the future role and development of the SRB.

Provision for pre-school, mainstream and special school pupils with HI and VI are severely over-stretched as this is a growing area of need. Cardiff is also affected by high mobility rates, with significant numbers of EU arrivals with complex Sensory Impairments.

There is a statutory minimum qualification required for this area of work. In the absence of national training initiatives, the specialist teacher population is a 'mature population', with very few teachers under forty and very few teachers entering this field of specialism. Future staffing and retention issues need to be considered, as well as capacity, perhaps on a regional basis.

HI/VI/MSI Challenges:

1. Re-establishing an SRB for pupils with VI
2. Addressing the shortfall in support for pupils with sensory impairments in mainstream and special schools settings
3. Recruitment and retention issues

HI/VI/MSI Opportunities:

1. Purpose built accommodation for the VI SR at St Teilo's School

2.5 Provision for pupils with Specific Speech Language and Communication Difficulties (SLCD)

Context: Improved capacity in mainstream schools and collaborative work therapy/ specialist teacher teams

Over the last few years, Speech and Language Links have been rolled out in the majority of primary schools. Secondary Language Links is now being rolled out to Secondary Schools. Most schools now have at least one ELKLAN trained teacher and Teaching Assistant. As a result, mainstream schools have considerably more skill and capacity to address language delays, to identify specific difficulties early and to make good quality referrals for these children. They are also better equipped to implement the statements of children with more complex needs.

The specialist teacher service and speech and language therapy service have been collaborating on workloads for two-three years, in order to provide a more efficient and effective service, with less 'waste' and 'doubling up' of effort. The services have now established a single referral pathway that will further improve collaboration and efficiency.

This work at stages 1-4 of the 'pyramid of provision' constitutes a significantly stronger context for specialist provision.

Specialist provision: pupil needs and parental expectations

Pupils with specific language impairments have good potential to re-integrate to a mainstream class, providing they are well supported and receive the early input they need. Consequently, specialist provision and speech and language therapy is mainly targeted at primary phase. The expectation is that the majority of pupils will make good progress and reintegrate fully to mainstream education by Year 7 or earlier.

The transition from a small class specialist setting at Allensbank SRB or Meadowbank Special School directly to a mainstream secondary school is challenging and has led to high parental anxiety about support in mainstream secondary.

Meadowbank and Allensbank

Both settings have reduced in capacity over the last 6-7 years.

Places at Allensbank were reduced from 30 to 20 in 2007, due to a fall in demand. Places have been further reduced to 16 in 2013-14 as part of the Primary SRB review. A further fall in demand has made this possible, and the smaller class size will facilitate a stronger programme of mainstream reintegration during the primary phase.

Cardiff places at Meadowbank have remained stable at 30, but the school has been affected by the Vale's decision to phase out the ten places formerly funded by them. Vale policy is now to support all SLCD children in mainstream or SRBs. Two Vale pupils remain but will have left the school by September 2015.

Demand for specialist placement is expected to fall further, as the capacity of mainstream schools continues to improve, and as earlier reintegration to mainstream is achieved.

‘Virtual’ Secondary SRB

Whitchurch SRB was originally funded to include pupils with SLCD, but it is no longer regarded as appropriate due to the difficulties providing mainstream integration opportunities, as described above. The shift in pupil needs towards SLD, rather than MLD, also makes the base inappropriate for pupils with specific language impairments.

Following consultation with parents in 2012, a ‘virtual’ resource base has been established for pupils from Meadowbank, and, where appropriate, from Allensbank. This model will ensure pupils continue to receive school based therapy if this is indicated, and will be supported by specialist teaching assistants. It will ‘follow the child’ to their local secondary school, rather than be established in any single school.

The ‘virtual base’ is in early stages of development but includes pupils at Cardiff High and Fitzalan, Llanishen and Cathays. These schools will not become permanent bases: if pupils move on they will no longer operate as part of the SRB partnership. Future pupils will not automatically be proposed to these schools but to the local secondary of their parents’ choice.

The goal is to build parental confidence in secondary mainstream placement, and to enable earlier reintegration to mainstream during the primary phase.

Places and comparative costs, SLCD

	Average cost per pupil	Number of pupils	Total cost
Allensbank SRB	£9254	16	£148,064
Meadowbank	£24,016	32	£792,550
‘Virtual SRB’	£11,513	8	£92,110

SLCD Challenges

1. Continuing to facilitate reintegration
2. Continuing to address the fall in demand for special class places

SLCD Opportunities

1. Improved capacity to meet needs at stages 1-4
2. Improved collaboration between specialist teachers and therapy services.

2.6 Provision for pupils with complex needs in Welsh Medium sector

A separate and intensive review of Welsh medium provision was carried out in 2010, which informed the full review of 2010-11.

Pupil trends

There are very low numbers with complex needs in WM, which makes it impossible to provide the same range of options to English medium context. However, it is important to consider the needs of Welsh medium in every area of need, as an embedded practice, not an 'add on'.

The demand for WM mainstream is rising steadily, and there may be the need to consider Welsh medium special school places in future, perhaps on a regional basis.

A small number of Welsh first language children attend EM special schools. Although numbers are too low to provide a WM 'class', it is possible to provide a stronger Welsh language context through the deployment of Welsh speaking staff. At present there is no formal policy to promote this approach.

Most pupils with complex needs are included successfully in the mainstream Welsh medium schools, with support and advice from special school outreach or the specialist teacher teams.

Coed y Gof and Glantaf SRBs

Both SRBs successfully support a wide range of needs.

The SRBs are in different clusters which can create transition difficulties for some pupils. Good collaboration and transition planning between the two schools usually succeeds in preventing and resolving any difficulties.

Physical space is limited in the primary SRB and there is currently no scope to extend in this location. Future investment in new WM schools may provide an opportunity to address both these issues by transferring the provision to purpose-built accommodation within the same transition cluster.

WM challenges:

1. Limited space in the primary SRB
2. The SRBs are not in the same transition cluster
3. Monitoring demand for special school places and ensuring a range of options available: supported mainstream places; EM special school with Welsh language input; a special school class if there is sufficient demand.

WM Opportunities:

1. School Organisation Programme

2.7 Provision for pupils with ASD

Pupil demands

In Cardiff there has been a significant rise in identified need in this area over the last 10 years. The numbers of pupils diagnosed with autism continues to increase, with the number of places in specialist provision being extended each year to meet the demand.

There has been significant investment in additional provision, partnership working and risk management so that ASD is no longer the most pressing area in terms of demand and out of county risks. However, the continued growth in this area needs to be planned and monitored carefully.

Extended SRB and special school places

The development of the Marion Centre and extension of Ty Gwyn has resolved the over-dependence on places in the Vale special schools and assisted in managing the out of county risks associated with Ty Coryton. The establishment of a third secondary SRB at Llanishen in 2013 provides the required flexibility to meet the projected needs over the next 4-5 years.

Developments in the Vale

Cardiff has reached agreement with the Vale regarding future placements in the new 'Super School' that will replace Ashgrove and Erw'r Delyn. Cardiff places have been falling gradually in recent years and are expected to stabilise at 40 places by 2016 if trends continue. However, the trends may change if parents begin to request the new school in preference to The Hollies or Ty Gwyn.

Primary places

There is one ASD-specific primary SRB at Pentrebane. The Primary SRB review demonstrated the need for a second base, to avoid combining pupils with ASD and SLD in the same classes. This can be achieved within the existing primary SRB budget as there are two bases phasing out over the next two to three years, releasing the funding for a new base.

Many complex pupils are successfully included in primary mainstream, but then require an SRB to cope with the demands of secondary school.

The numbers with complex needs identified pre-school continues to grow, with additional places funded at the Hollies each year. The Hollies has reached capacity in terms of accommodation and will struggle to extend further.

Secondary places

Places are extended each year at the Marion Centre, Ty Gwyn and in secondary SRBs. Reduced reliance on Ashgrove accounts for some of this growth, but increased levels of need is the key issue.

Currently there is a good range of provision at secondary phase, with capacity for growth to meet the rising numbers transferring from primary.

Health provision

The provision of speech and language therapy and occupational therapy for ASD pupils is over-stretched. A small but significant group of parents challenges this each year, often commissioning private reports to strengthen their case. The Local Authority can be vulnerable to SEN Tribunal appeals as the ultimate responsibility for ensuring children's therapy needs are met lies with Education. If provision cannot be secured from the UHB then the LA is obliged to commission additional therapy from the UHB or from private practitioners.

ASD Challenges:

1. Meeting the demand for additional primary special school places.
2. Monitoring and planning for future growth
3. Therapy provision.

ASD Opportunities:

1. Re-organisation of the Primary SRBs, releasing resources for a second ASD SRB.

2.8 Secondary provision for pupils with Specific Learning Difficulties (SpLD) (i.e. dyslexia)

Secondary SRB for SpLD: historical context

The SRB was established in the 1990s following a spate of successful tribunal appeals for private residential colleges for pupils with dyslexia.

At that time there was little expertise in mainstream schools to respond to dyslexia/ SpLD. This left the LA unable to defend the Tribunal appeals with a convincing package of support in our own schools.

The SRB was successful in attracting parents who might otherwise have lodged appeals. Pupils have made good progress at the SRB and it has set a high standard in support for this group of learners.

The Literacy Strategy and delegation of SpLD resources

In recent years Cardiff has developed significant expertise in effective literacy interventions, and in understanding and supporting pupils with dyslexia/ SpLD. The Learning Intervention Team has provided specialist teaching input to pupils with statements, and training to mainstream schools to enable the development of focussed literacy interventions.

The reliance on statements of SEN to identify and meet needs, resulted in the Learning Intervention Team being increasingly tied to secondary aged pupils, restricting the scope for capacity building training programmes and for early intervention at primary phase.

In 2008 the Learning Intervention Team was therefore re-organised. Resources for specialist teaching were delegated to the secondary schools. All secondary schools now have qualified SpLD teachers to support pupils with dyslexia/ SpLD. This support is available without a statement.

As part of the Cardiff Literacy Strategy, the Learning Intervention Team re-focussed on training and capacity building at primary phase, with the goal of achieving functional literacy for all pupils by the end of Y6. This strategy is proving successful and the rate of functional literacy has improved each year.

Impact on the secondary SRB

These developments have changed the context in which the SRB is functioning and raises questions about whether there will continue to be a need for the base in future years.

With all secondary schools resourced to provide specialist teaching and support to pupils with dyslexia, the reasons for SRB placement are increasingly linked to parental demand, rather than clear evidence of more complex need than pupils attending their local secondary school.

Since delegation, there has been an unanticipated difficulty when pupils reach the 'cease criteria' for the SRB. If transferred out of the base they will, as pupils from outside the natural catchment areas, impact unfairly on the Cardiff

High School's delegated SpLD resources. If maintained within the base, the pupils are receiving a 'gold standard' level of specialist support, despite having reached the cease criteria.

SpLD Challenges:

1. Monitoring the need for SRB places.

Review of Specialist Provision in Cardiff, 2013
3. Summary of Challenges and Opportunities

<p>SEBD challenges:</p> <ol style="list-style-type: none"> 1. The Court and Greenhill special schools are operating in poor quality, inappropriate accommodation, with limited scope to expand places. 2. The PRU will require alternative accommodation within next few years. 3. There is a lack of provision for girls in KS3 and KS4. 4. There is no provision for post-16 pupils. 5. Early Intervention through RD or Nurture Provision has been successful within current constraints. Further development is hampered by the need to work within resources. 	<p>SLD challenges:</p> <ol style="list-style-type: none"> 1. Significant accommodation pressures at both special schools 2. Some accommodation issues in SRBs 3. Demand is falling overall. Place numbers are being reduced in primary, but will need to be reduced at secondary in the near future. 4. Parental expectations for both inclusion and specialism need to be borne in mind. 5. There are significant CPD challenges, particularly for the SRBs. 6. Further development of Post 14 opportunities 	<p>PMED Challenges:</p> <ol style="list-style-type: none"> 1. Uneven quality of special school facilities, including over-stretched health resources for this area of need. 2. Updating the strategy regarding disability access and providing better information for parents. <p>HI/VI/MSI Challenges:</p> <ol style="list-style-type: none"> 1. Re-establishing an SRB for pupils with VI 2. Addressing the shortfall in support for pupils with sensory impairments in mainstream and special schools settings 3. Recruitment and retention of specialist teachers 	<p>SLCD Challenges</p> <ol style="list-style-type: none"> 1. Continuing to facilitate reintegration 2. Continuing to address the fall in demand for special class places
<p>WM challenges:</p> <ol style="list-style-type: none"> 1. Limited space in the primary SRB 2. The primary and secondary 	<p>ASD Challenges:</p> <ol style="list-style-type: none"> 1. Meeting the demand for additional primary special school places. 	<p>SpLD Challenges:</p> <ol style="list-style-type: none"> 1. Monitoring the need for SRB places. 	

<p>SRBs are not in the same transition cluster</p> <p>3. Monitoring demand for special school places and ensuring a range of options available: supported mainstream places; EM special school with Welsh language input; a special school class if there is sufficient demand.</p>	<p>2. Monitoring and planning for future growth</p> <p>3. Therapy provision.</p>		
<p>Opportunities:</p> <ul style="list-style-type: none"> • Potential value of The Court and Greenhill special school sites. • Potential for reducing out of county spend and re-investing in Cardiff provision, especially in the area of SEBD provision. • Evidence that RD and/ or Nurture Group provision is a successful early intervention strategy. • Opportunity to reduce SLD places at secondary level. • Opportunities for common CPD across special schools and SRBs • School Organisation Programme • Purpose built accommodation for the VI SR at St Teilo's School • Improved capacity to meet needs at Stages 1-4, reducing the need for statements and Stage 5 provision for some areas of need. • Improved collaboration between speech and language specialist teachers and therapy services. • Re-organisation of the Primary SRBs, releasing resources for a second ASD SRB. 			

**Review of Specialist Provision in Cardiff, 2013
Appendices**

Appendix 1: Summary of placement costs, Cardiff and Out of County Provision

Cardiff maintained specialist provision places

Type of Provision	Cardiff funded places	Budget 2013-14	Average cost per pupil	Range of per pupil costs
7 Cardiff maintained special schools	541	£10,687,000	£19,593	£13,477- £24,141
23 Cardiff maintained SRBs	345	£4,413,121	£12,792	£9,254- £24,153
Pupil Referral Unit	44	£542,050	£12,319	N/A

Specialist places in schools maintained by other Local Authorities

Type of Provision	Cardiff funded places	Total cost 2013-14	Average cost per pupil	Notes
Vale Special Schools	64	£1,882,400	£28,631	Shared use of these schools dates back to Local Government reorganisation.
Mounton House Special School	5	£137,555	£27,511	Pupils placed 2012-13 due to lack of scope to extend Greenhill places. These places also incur significant transport costs.
Other	17	£238,372	£14,022	LAC pupils fostered in other areas, or lack of in county provision.
	86	£2,252,827	£29,196	Although these placements are in LA schools, the average costs can be significantly higher than comparable provision in Cardiff.

Specialist Places in the Independent sector				
Type of Provision	Cardiff funded places	Budget 2013-14	Average cost per pupil	Notes
LAC: Independent Out of County	33	£890,492	£26,984	Pupils with high tariff needs requiring specialist residential places. Majority are SEBD or ASD.
Non-LAC Independent special schools	22	£1,070,899	£48,677	Placement via Tribunal appeals or lack of in-county provision (e.g. Headlands)
Non-LAC Independent mainstream	14	£156,389	£11,170	E.g. funded places in Kings Monkton, Howell's or Cathedral Schools.
Funded nursery settings	17	£17,385	£1,022	N.B. These pupils transfer to maintained settings in reception.
ABA Home Programmes	2	£30,735	£15,367	Tribunal appeals.
Tuition/ alternative education (pupils not on a school roll)	8	£135,207	£16,900	Reflects insufficient capacity to provide for pupils with high tariff SEBD particularly girls.
	96	£2,301,107	(Not meaningful)	The first two groups represent the greatest opportunities for 'investing to save' in Cardiff provision.

Comments

Significant investment in some areas of Cardiff provision (Ty Gwyn and Marion Centre) in recent years has reduced the risk of Independent placement in some areas, notably ASD, PMLD and PMED.

The main opportunities to further reduce out of county spend and re-invest in Cardiff schools are in the area of SEBD.

Appendix 2: Comparison of Cardiff special school places and per pupils costs

School	Age range	Primary Need	Av. place funding per pupil	No. of places 2013-14	Total pupil based funding	Formula funding other	Total budget 2013-12	Total per pupil cost
Ty Gwyn	(3-19)	PMLD ASD	£16,462.00	131	£2,160,640.00	£954,220.00	£3,114,860.00	£23,732.27
Woodlands	(11-19)	SLD	£9,000.00	130	£1,169,960.00	£582,100.00	£1,752,060.00	£13,477.38
Riverbank	(4-11)	SLD	£9,408.00	70	£658,530.00	£373,590.00	£1,032,120.00	£14,744.57
Meadowbank	(4-11)	SLCD	£12,462.00	33	£409,130.00	£383,420.00	£792,550.00	£24,016.67
The Hollies	(4-11)	ASD PMED	£16,112.00	83	£1,329,270.00	£608,840.00	£1,938,110.00	£23,350.72
The Court	(4-11)	SEBD	£11,929.00	38	£453,310.00	£326,280.00	£779,590.00	£20,515.53
Greenhill	(11-16)	SEBD	£12,381.00	56	£693,360.00	£354,310.00	£1,047,670.00	£18,708.39
				541			£10,456,960.00	

Appendix 3: Special school accommodation, provision and transition issues

School	Accommodation	Health Services	Transition	Other
Ty Gwyn	High quality, purpose built accommodation	Specialist nursing, OT, physio and SLT on-site provision.	Provides across 3-19 age range. Also provides a secondary transition for some Hollies pupils.	Scope for out of school hours provision in partnership with Children Services and health
Woodlands	Severely limited outdoor space. Several demountables in poor condition.	Liaison with OT, physio. Half day consultative service from SLT.	Admits pupils from Riverbank, primary SRBs and mainstream.	Scope to further develop post-16 provision for pupils from across the city, but accommodation prevents this.
Riverbank	Severe over-crowding in classrooms. Lack of non-teaching space.	Liaison with OT, physio. Half day consultative service from SLT.	Pupils usually transfer to Woodlands.	
Meadowbank	Some small classrooms but generally a high standard of accommodation, with many specialist curriculum areas and non-teaching spaces.	On-site speech and language therapy service.	Pupils used to transfer to Whitchurch: this became an issue due to lack of integration opportunities. Following consultation with parents in 2012, the LA has developed the concept of a 'virtual SRB' to resolve this.	Transition from a small special school to mainstream secondary is extremely challenging. It results in very high expectations from parents re support levels, and pupils who are highly vulnerable socially.
The Hollies	Generally good quality of accommodation for ASD. Very poor quality toilet and specialist facilities for PMED.	Specialist nursing, OT, physio and SLT on-site provision. However, this is being reduced by UHB.	Historically, most Hollies pupils have transferred to vale specials schools: Ashgrove for ASD and Erw'r Delyn for PMED. Crisis re lack of spaces at Ashgrove was a driver for development of Ty Gwyn ASD provision and for the Marion Centre. Vale schools continue to be an option, but	The PMED provision at Hollies is small and facilities are poor.

			Cardiff is less dependent on this provision than formerly.	
The Court	Generally agreed that the school accommodation is not 'fit for purpose'.	Liaison with CAMHS. No speech and language or other provision.	Pupils transfer to Greenhill or to mainstream with support. The school runs a re-integration class to support re-integration prior to secondary.	8 of the 35 places are used for revolving door places for KS2 pupils at SA+.
Greenhill	Generally agreed that the school accommodation is not 'fit for purpose'.	Liaison with CAMHS. No speech and language or other provision.	Pupils transfer from The Court, or from mainstream secondary, following place breakdown, often mid-year. Pupils move on to college or work-based learning. Some pupils with significant learning difficulties are unable to access these options.	Accommodation limits scope for further development of the school. The school has the expertise to develop provision for girls, post-16 provision, and high tariff pupils at risk of becoming looked after. Lack of provision in these areas results in rising out of county costs.

Appendix 4: Specialist Resource Bases in Primary

The review of 2011 has resulted in a set of broadly agreed priorities and actions that have been discussed and agreed with the Primary SRB Headteachers and some actions are underway to resolve some of these issues. The range of provision is summarised below, followed by a summary of the main issues and actions required, or already in train, to resolve these.

Specialist Resource Bases in mainstream primary schools

Schools	Phase	Range of needs	Number of places <i>(NB this is the agreed standard number: several bases are currently over number)</i>	Cost per place
Bryn Hafod Primary School	Primary (4-11)	SLD Many pupils also have related needs such as delayed development of language and communication; emotional, medical or sensory needs.	8 (Proposed increase to 16 from September 2014)	£10,182
Llanederyn Primary School			16	£9,254
Llanishen Fach Primary School			16	£9,254
Marlborough Primary School			16	£9,254
Trelai Primary School			Phased closure: no further admissions	£14,406
Windsor Clive Primary School			Phased closure: no further admissions	£12,088
Ysgol Coed y Gof	Primary (4-11)	ASD and SLD	10 (Welsh medium)	£11,694
Allensbank Primary School	Primary (4-11)	SLCD	16	£9,254
Coed Glas	Primary (4-11)	HI	16	£14,070
Pentrebane Primary School	Primary	ASD	16	£12,965

A.N.Other Primary School	(4-11)		(First admissions September 2014)	tbc
Fairwater Primary School	Primary (7-11)	SEBD	8	£8,938
Glan yr Afon Primary School	Foundation Phase (4-7)	Many pupils also have related needs such as speech and language disorders or delays; delayed literacy and numeracy.	8 Nurture Base places	£10,056

Main issues	Actions planned or required
Demand has fallen over the last several years and a high number of 'empty' places were being funded.	Two SRBs with low numbers have opted for 'phased closure'
Some classes were designated for 10 pupils others for 8 although the review demonstrated the classes were equally complex.	The standard class number for all SRBs has now been standardised at 8, although there several classes still over that number in 2013-14.
There is sufficient demand/need for a second primary SRB for ASD.	Options for creating a second base, or converting from an existing base, are being considered.
The SEBD bases have been developed in different ways and for different purposes. There is a need for early intervention through Nurture Base provision.	Glan yr Afon SRB is converting to a Nurture Base in 2013-14. Fairwater would be willing to convert but there are 10 long term pupils who would need alternative placement. These developments would be best considered as part of a wider strategic plan to include The Court, Greenhill and the PRU.
The skills and qualifications of SRB teachers and TAs vary widely from school to school. Practice and expertise is also uneven.	Additional EP time has been allocated this year, to support SRB improvement planning. Proposal to establish a training action group of SRB heads.

<p>As a result of parental pressure, some pupils have been individually funded for mainstream integration. Many others would benefit from integration but the cost of individual support for each child would be prohibitive and cancels out the economy of scale of an SRB.</p>	<p>Discussions with the SRB heads around how mainstream integration can be secured as standard for all SRB pupils by re-thinking the overall staff ratios and operation of the bases.</p>
<p>Standard of accommodation varies widely. Even in schools which have benefitted from significant SOP investment the SRB may not have been factored into the wider project. Potential for improvement also varies widely.</p>	<p>There is a need for SRB numbers and accommodation to be factored into all future SOP projects as standard.</p>

Appendix 5: Specialist Resource Bases in Secondary

Since the review was carried out in 2011, there have been some steps taken to fill 'gaps' in secondary provision through new developments, but no work has been taken forward collectively with the SRB Headteachers as has happened with the Primary SRBs.

Specialist Resource Bases in mainstream secondary schools

Schools	Phase	Range of needs	Number of places (NB This is the actual number currently on roll: in most cases there is flexibility in line with need/ demand)	Cost per place
Cantonian High School	Secondary (11-18)	Pupils with Autism Spectrum Conditions	18	£20,785
Cathays High School			14	£24,153
Llanishen High School			3 (First admissions September 2013)	
Llanishen High School	Secondary (11-18)	Pupils with Hearing Impairments	22	£11,710
St Teilo's High School	Secondary (11-18)	Pupils with Visual Impairments	3	N/A In practice we have a 'virtual' base, with pupils across several high schools. The SRB staff were absorbed into the central team in order to facilitate a peripatetic approach to support.
Various High Schools	Secondary (11-16)	Pupils with specific speech and language disorders	8 (This is a 'virtual' SRB which supports pupils in their local catchment High School.)	£11,513

Cardiff High School	Secondary (11-16)	Vulnerable learners with specific learning difficulties- dyslexia, dyscalculia, dyspraxia	14	£10,357
Marion Centre, Bishop of Llandaff High School	Secondary (11-18)	Pupils with Autism Spectrum Conditions	36 (6 new admissions per year)	£18,945
Cantonian High School in Partnership with Woodlands Special School	Secondary (16-18)	Pupils with significant learning delays. Many pupils also have related needs such as delayed development of language and communication; emotional, medical or sensory needs.	8	£16,981
Whitchurch High School	Secondary (11-18)		70	£10,357
Ysgol Glantaf	Secondary (11-18)		10	£20,336

General comments re secondary SRB provision

1. Most secondary SRB provision operates on a full-integration model, with pupils enrolled in mainstream classes as part of the standard admission number for the school. The pupils at three SRBs require small discrete class teaching, and are counted as additional to the standard admission number (i.e. at Whitchurch, Bishop of Llandaff and Cantonian SLD). This causes significant practical difficulties in providing opportunities for individuals or groups to access some mainstream learning opportunities when appropriate.
2. The ASD SRB budgets used to be supplemented by matrix funding for some individuals. Since delegation of matrix funding the extra staffing has been included in the SRB budget. This is a less flexible approach which can lead to over-staffing. For example, the numbers have fallen at Cathays ASD this year, which accounts for the high per pupil cost.

Appendix 6: Summary of actions undertaken since completion of the review in 2011

1. Opening of the Marion Centre at the Bishop of Llandaff High School. A large purpose built centre for secondary pupils with ASD.
2. Development of a third secondary SRB for pupils with ASD at Llanishen High School, to supplement the SRBs at Cantonian High and Cathays High.
3. The Court Special School (SEBD) has developed a successful 'revolving door' class for pupils at School Action Plus which has enabled a significant number of pupils to return to their mainstream school after a period of intensive input.
4. The SRB for Visual Impairment has been transferred from Llanishen High School to St Teilo's High School. As anticipated, the period of transfer (which rolled out over 3-4 years) has resulted in VI placements being more widely distributed across the city. At present the VI SRB therefore operates as a 'Virtual SRB' based at St Teilo's but supporting pupils in 4 high schools.
5. A collaborative piece of work was undertaken by the Headteachers of Meadowbank Special School and Allensbank Primary, the Speech and Language Therapy Manager and the Lead Specialist Teacher for Speech and Language. The focus of this work has been to achieve more consistent criteria for speech and language placements, to support capacity building approaches and early intervention across mainstream schools and to ensure a more efficient and effective use of resources by achieving a single referral pathway and collaboration between Education and Health re the management of caseloads. The achievements of this piece of work include:
 - A re-focussing of Meadowbank Outreach Service
 - Roll out of Speech and Language Links in mainstream primary schools
 - Establishing a joint speech and language panel to consider all referrals and admissions
 - Earlier re-integration programmes for children in SRB or special school placements
 - Widespread consultation with parents re the 'gap' in secondary provision
 - Established a 'Virtual SRB' for secondary pupils to close the 'gap' and which will enable all pupils with specific speech and language difficulties to return to mainstream education at Year 7 or earlier.

6. A review and re-shaping of all Primary SRB provision is underway to reduce the number of 'surplus' places, refine admission criteria and support schools in developing a shared CPD programme for specialist teaching staff.

SEN Focus Group 1: provision for learners with social emotional and behavioural needs- Summary of stakeholder views

What makes a difference for learners with social emotional and behavioural needs?

1. **Good multi agency working**, addressing education, social care and health needs. Ideally this should include well-coordinated liaison with Childrens Services; school-based services to address therapy and counselling needs, mental health and medical issues; educational psychology.
2. **Excellent teaching and learning**; a relevant, flexible curriculum tailored to pupils' specific learning needs.
3. **Good relationships**; trust and respect. Stability and consistency.
4. **Strong home-school links.**
5. **Attendance, engagement.**
6. **Inclusion.**
7. **Early identification and assessment**: a holistic view of the child and the needs that underpin challenging behaviours.
8. **Effective pathways to address the full range of needs**, e.g. speech language and communication, specific learning difficulties, social skills, emotional well-being, medical needs. Core entitlement.
9. **Accommodation that is 'fit for purpose'**. A calm, safe environment.
10. **Skilled staff**, access to good CPD.
11. **Effective outreach services focussed on capacity building** (whether provided by special schools, central or delegated services).

What are the strengths and limitations of our current range of provision?

Strengths/ potential strengths

Systems leaders/ challenge advisers should have a greater focus on this area.

Behaviour and Behaviour Management Policies

Securing enough capacity at each level

Clear entry/ exit criteria at each stage

Primary/ secondary graduated responses should be consistent

Clear links with achievement/ learning and behaviour.

Role of PARMs- Schools taking shared responsibility for placement/ provision decisions.

Limitations/ weaknesses

No post-16 provision

No special school places for girls

No links with speech and language services

Insufficient places

Reduced curriculum

Integration after the Revolving Door placement (at The Court) can be challenging: mainstream schools vary in their willingness.

Parenting

Painting a blue sky...What might a successful spectrum of provision for learners with social emotional and behavioural needs look like?

Primary continuum:	Secondary continuum:
Whole school inclusive approach (BESD)...	Whole school inclusive approach...
Person Centred Planning takes account of all needs...	Person Centred Planning takes account of all needs...
In school nurture groups (ELSA)...	In school nurture groups (ELSA)...
Access to Nurture Provision in every cluster of schools...	PRU (stage 4) Ks3/KS4 dual registration...
Pupils dual registered local school/ specialist base...	
Alternative curriculum- need more flexibility...	Alternative provision pathways...
Special schools- girls and boys catered for...	Special schools- should have health and childrens service staff attached...
NB Access to speech and language provision/support from stage 3	

Blue sky provision would include:

- Full time innovative curriculum
- Access to mainstream where appropriate
- Age appropriate
- Mix of BESD provision to also meet underlying SEN issues
- Needs-led pathways/ provision planning for exact needs
- Multi agency working model: nurse; speech and language; YOS; social worker; flying start
- Early identification and intervention
- Supportive of pupils, parents and teachers
- Small scale settings

Plenary: 5 most important points to share

5 Point Summaries from Groups

Group A

1. Action – create a strategic overview and deliver.
2. Bravery – front load resource for long term gain.
3. Design an appropriate curriculum for SEBD needs – focus on achievement rather than attainment.
4. Early identification and holistic approach needed (Education, Health, Children, Parents).
5. Whole school inclusive approaches to nurture approach.

Group B

1. 24 hour integrated services
2. Multi agencies based in schools in cluster areas to increase attendance at specialist appointments and to provide training to upskill staff so consistency is achieved.
3. Joint policy commitment from all partners to provide sustainable annual core funding.
4. Schools to become the hub of the community and more family focussed.
5. Parenting support, parenting education and early family intervention is needed to be delivered from multi-agency providers.

Group C

1. Analyse need of SEBD and build for capacity.
2. Early identification and successful interventions so can target response correctly for each child's specific needs.
3. Purpose built accommodation in the right location at the right time at the right size including post 16 provision.
4. Training of staff and sharing of good practice – locally and across UK. Capacity building across all schools and provide a shared training schedule accessible by all school staff (including PRU, special schools and mainstream).
5. Undertake mapping of services – what is the point of the service, how can the service be accessed, how assess children to qualify for service, to ensure multi agency working with adequate funding.

Appendix 4



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.

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.

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. 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

Name of Strategy / Policy / Activity: 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.	Date of Screening: November 2015
Service Area/Section: Education	Lead Officer: Nick Batchelar
Attendees: Self-assessment	

What are the objectives of the Policy/Strategy/Project/Procedure/ Service/Function	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>Page 188</p> <p>Proposed to:</p> <p>Close Meadowbank Special School by August 2017.</p> <p>This will be supported by the following proposed changes: -</p> <ul style="list-style-type: none"> • An Increase in the capacity for mainstream support for children with speech and language needs • A change in the use of the Allensbank SRB to provide additional places for pupils with severe and complex learning difficulties • An increase in the number of Nurture/Revolving Door classes in mainstream schools across the city 	<p>There has been a trend away from special schools places for speech and language needs as part of a national trend towards inclusion. Cardiff is the only local authority in England and Wales still maintaining a special school specialising solely in speech and language needs.</p> <p>While special school continues to be an important option for some children with complex, long term learning difficulties, there has been a general trend for children with moderate learning delays, speech and language difficulties and physical disabilities to attend a local school.</p> <p>Meadowbank School is a small special school located in Gabalfa adjacent to Gabalfa Primary School and Ysgol Glan Ceubal, for children aged 4-11 with significant speech and language difficulties.</p> <p>Historically the Vale of Glamorgan Council funded 10 places at the school and at that time the school operated at 40 places. In 2010, the Vale of Glamorgan gave notice of their intention to withdraw from this arrangement, making no new placements. In July 2015 the last Vale child left the school.</p>

Cardiff also maintains a specialist resource base (SRB) at Allensbank Primary School, for 20 pupils with speech and language difficulties.

Although the number of children and young people with speech and language difficulties has not fallen, demand for places at both Meadowbank and Allensbank SRB has fallen in recent years, with an increasing number of parents expressing a preference for mainstream education, with support provided in the local catchment school.

At the present time, November 2015, there are 23 pupils on roll at Meadowbank.

Demand for places at Allensbank has also fallen from 18 in 2010-11, to 11 pupils in November 2015.

The prospects for pupils with speech and language difficulties to be reintegrated to mainstream school are good; the majority of pupils attending Meadowbank and Allensbank SRB transfer to a local high school at Year 7, and many pupils make sufficient progress to transfer at an earlier age.

A report on specialist provision for pupils with SEN/ ALN was completed in 2013. This identified a number of priorities for future development of special school and SRB provision.

In March 2014 a focus group of Headteachers, health, children services and parent partnership representatives was consulted on the priorities for future development of BESD provision in Cardiff (Appendix 3). There was consensus on the need for:

- More capacity for early intervention such as Nurture Classes and Revolving door classes;
- Greater emphasis on the underlying needs experienced by this group including: mental health and medical needs; speech and

	<p>language difficulties; literacy and numeracy delays.</p> <p>Demand for special school or SRB places for primary aged children presenting with challenging behaviours has increased over the last two years. In 2014-15 there was a 30% increase in the number of new statements for this area of need.</p>
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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	Negative contribution to the outcome
ntrl	Neutral	Neutral contribution to the outcome
Uncertain	Not Sure	Uncertain if any contribution is made to the outcome

Page 1 of 10

	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>People in Cardiff are healthy; <i>Consider the potential impact on</i></p> <ul style="list-style-type: none"> <i>the promotion of good health, prevention of damaging behaviour, promote healthy eating/active lifestyles etc,</i> <i>vulnerable citizens and areas of multiple deprivation</i> <i>Addressing instances of inequality in health</i> 	✓				<ul style="list-style-type: none"> - the proposal is likely to result in more children accessing provision in local schools avoiding the need for cross city travel. - the proposal would reduce the number of school transfers for children with speech and language difficulties, by ensuring every child can be effectively supported in mainstream throughout education. - the proposal would allow for continued high quality support for speech and language pupils in mainstream schools, with an extended specialist teacher team. - Developing additional provision (English-medium and Welsh-medium) for pupils with behavioural emotional and social difficulties will contribute to meeting the needs of vulnerable citizen.
1.2	People in Cardiff have a clean, attractive and sustainable environment;	✓				<ul style="list-style-type: none"> - the proposal is likely to result in more children accessing provision in local schools avoiding the need for cross city

	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 191	<p><i>Consider the potential impact on</i></p> <ul style="list-style-type: none"> <i>the causes and consequences of Climate Change and creating a carbon lite city</i> 					travel.
	<ul style="list-style-type: none"> <i>encouraging walking, cycling, and use of public transport and improving access to countryside and open space</i> 	✓				- the proposal is likely to result in more children accessing provision in local schools avoiding the need for cross city travel.
	<ul style="list-style-type: none"> <i>reducing environmental pollution (land, air, noise and water)</i> 	✓				- the proposal is likely to result in more children accessing provision in local schools avoiding the need for cross city travel.
	<ul style="list-style-type: none"> <i>reducing consumption and encouraging waste reduction, reuse, recycling and recovery</i> 					N/A
	<ul style="list-style-type: none"> <i>encouraging biodiversity</i> 					N/A
191	<p>People in Cardiff are safe and feel safe;</p> <p><i>Consider the potential impact on</i></p> <ul style="list-style-type: none"> <i>reducing crime, fear of crime and increasing safety of individuals</i> <i>addressing anti-social behaviour</i> <i>protecting vulnerable adults and children in Cardiff from harm or abuse</i> 	✓				<ul style="list-style-type: none"> - the proposal would reduce the number of school transfers for children with speech and language difficulties, by ensuring every child can be effectively supported in mainstream throughout education. - the proposal would allow for continued high quality support for speech and language pupils in mainstream schools, with an extended specialist teacher team. - developing additional provision (English-medium and Welsh-medium) for pupils with behavioural emotional and social difficulties will contribute to meeting the needs of vulnerable citizens.
1.4	<p>Cardiff has a thriving and prosperous economy;</p> <p><i>Consider the potential impact on</i></p> <ul style="list-style-type: none"> <i>economic competitiveness (enterprise activity, social enterprises, average earnings, improve productivity)</i> 					N/A.

	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"> Assisting those Not in Education, Employment or Training attracting and retaining workers (new employment and training opportunities, increase the value of employment,) promoting local procurement opportunities or enhancing the capacity of local companies to compete 					
1.5	<p>People in Cardiff achieve their full potential; Consider the potential impact on</p> <ul style="list-style-type: none"> promoting and improving access to life-long learning in Cardiff raising levels of skills and qualifications giving children the best start improving the understanding of sustainability addressing child poverty (financial poverty, access poverty, participation poverty) the United Nations Convention on the Rights of a Child and Principles for Older persons 	✓ ✓				<ul style="list-style-type: none"> the proposal would reduce the number of school transfers for children with speech and language difficulties, by ensuring every child can be effectively supported in mainstream throughout education. Developing additional provision (English-medium and Welsh-medium) for pupils with behavioural emotional and social difficulties will contribute to meeting the needs of vulnerable citizens.
	<p>Cardiff is a Great Place to Live, Work and Play Consider the potential impact on</p> <ul style="list-style-type: none"> promoting the cultural diversity of Cardiff encouraging participation and access for all to physical activity, leisure & culture play opportunities for Children and Young People protecting and enhancing the landscape and historic heritage of Cardiff promoting the City's international links 					N/A

	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>Cardiff is a fair, just and inclusive society. Consider the potential impact on</p> <ul style="list-style-type: none"> <i>the elimination of discrimination, harassment or victimisation for equality groups</i> <i>has the community or stakeholders been engaged in developing the strategy/policy/activity?</i> <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> 				✓	<p>See Equality Impact Assessment below (and attached).</p> <ul style="list-style-type: none"> - Statutory public consultation would be carried out on formal proposals (including engagement with school pupils) - Relevant departments in the Council would be engaged
1.8	<p>The Council delivers positive outcomes for the city and its citizens through strong partnerships Consider the potential impact on</p> <ul style="list-style-type: none"> <i>strengthening partnerships with business and voluntary sectors</i> <i>the collaboration agenda and the potential for shared services, cross-boundary working and efficiency savings</i> 					N/A

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 differential impact on any of the following:</p> <ul style="list-style-type: none"> Age (including children and young people aged 0-25 and older people over 65 in line with the United Nations Conventions) 				✓	<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>Age 4 – 11</p> <p>The likely closure date for Meadowbank School would be August 2017. The majority of current pupils will have transferred to secondary school or reintegrated to a mainstream primary by that date. Remaining pupils would be offered a range of options, depending on their needs and on parent's views:</p> <ul style="list-style-type: none"> • Transfer to the SRB at Allensbank • A supported programme of reintegration to their local mainstream school. This would include funded additional support from an appropriately trained teaching assistant, school-based therapy if this continues to be an assessed need; support from the specialist teacher service. <p>The proposed change of use at Allensbank School would be timed to take account of the needs and ages of existing pupils. The classes would continue to operate as a speech and language specialist setting until these pupils complete their primary education and transfer to secondary school.</p> <p>Changes would be carefully planned in consultation with parents and professionals to take account of the needs of pupils attending each of the affected settings, to minimise disruption to their learning and to take full account of parental views.</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>Employment Age</u></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>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>
• Disability			✓		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.
• Gender Reassignment			✓		N/A
• Marriage & Civil Partnership			✓		N/A
• Pregnancy & Maternity			✓		N/A
• Race			✓		The proposal would not have a differential impact upon one particular ethnic group as the provision would be available to all.
• Religion/Belief			✓		N/A
• Sex			✓		<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>
• Sexual Orientation			✓		Fears that recruitment opportunities could be affected by sexual

	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 196						<p>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"> • Welsh Language • Other languages 	✓				<p>The proposal would provide Welsh-medium specific provision for behavioural social and emotional difficulties.</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>

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

The proposal would offer the following educational benefits:

- Continued high quality support for speech and language pupils in mainstream schools, with an extended specialist teacher team.

- Reduce the number of school transfers for children with speech and language difficulties, by ensuring every child can be effectively supported in mainstream throughout their education.
- Significant expansion of Nurture and Revolving Door classes for children with behavioural social and emotional difficulties.
- Welsh medium specific provision for behavioural social and emotional difficulties.
- Expansion of SRB places for children with severe learning difficulties.

Pupils remaining in Meadowbank School at the time of closure would need to transfer to an alternative school, whether a supported return to mainstream, or a transfer to Allensbank SRB.

Changes would be carefully planned in consultation with parents and professionals to take account of the needs of pupils attending each of the affected settings, to minimise disruption to their learning and to take full account of parental views.

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 to be updated post consultation

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"> ▪ If yes has been ticked to both questions 2.1 and 2.2 then the answer is yes ▪ If a full SEA Screening is required then please contact the Sustainable Development Unit to arrange (details below) 		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

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

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.*

Initial Equality Impact Assessment
Corporate Assessment Template



Policy/Strategy/Project/Procedure/Service/Function Title:	
School Organisation Proposals: Specialist provision for primary aged pupils with speech and language difficulties and with behavioural emotional and social difficulties	
New/Existing/Updating/Amending:	
New	
Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?	
Name:	Job Title:
Jennie Hughes	Senior Achievement Leader Inclusion
Service Team:	Service Area:
Inclusion	Education
Assessment Date: December 2014	

1. What are the objectives of the Policy/Strategy/Project/ Procedure/ Service/Function?

It is proposed that:

Meadowbank Special School close by August 2017.

This will be supported by the following proposed changes: -

- An Increase in the capacity for mainstream support for children with speech and language needs
- A change in the use of the Allensbank SRB to provide additional places for pupils with severe and complex learning difficulties
- An increase in the number of Nurture/Revolving Door classes in mainstream schools across the city

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.]

There has been a trend away from special schools places for speech and language needs as part of a national trend towards inclusion. Cardiff is the only local authority in England and Wales still maintaining a special school specialising solely in speech and language needs.

While special school continues to be an important option for some children with complex, long term learning difficulties, there has been a general trend for children with moderate learning delays, speech and language difficulties and physical disabilities to attend a local school.

Meadowbank School is a small special school located in Gabalfa adjacent to Gabalfa Primary School and Ysgol Glan Ceubal, for children aged 4-11 with significant speech and language difficulties.

Historically the Vale of Glamorgan Council funded 10 places at the school and at that

time the school operated at 40 places. In 2010, the Vale of Glamorgan gave notice of their intention to withdraw from this arrangement, making no new placements. In July 2015 the last Vale child left the school.

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Although the number of children and young people with speech and language difficulties has not fallen, demand for places at both Meadowbank and Allensbank SRB has fallen in recent years, with an increasing number of parents expressing a preference for mainstream education, with support provided in the local catchment school.

At the present time, November 2015, there are 23 pupils on roll at Meadowbank.

Demand for places at Allensbank has also fallen from 18 in 2010-11, to 11 pupils in November 2015.

The prospects for pupils with speech and language difficulties to be reintegrated to mainstream school are good; the majority of pupils attending Meadowbank and Allensbank SRB transfer to a local high school at Year 7, and many pupils make sufficient progress to transfer at an earlier age.

A report on specialist provision for pupils with SEN/ ALN was completed in 2013. This identified a number of priorities for future development of special school and SRB provision.

In March 2014 a focus group of Headteachers, health, children services and parent partnership representatives was consulted on the priorities for future development of BESD provision in Cardiff (Appendix 3). There was consensus on the need for:

- More capacity for early intervention such as Nurture Classes and Revolving door classes;
- Greater emphasis on the underlying needs experienced by this group including: mental health and medical needs; speech and language difficulties; literacy and numeracy delays.

Demand for special school or SRB places for primary aged children presenting with challenging behaviours has increased over the last two years. In 2014-15 there was a 30% increase in the number of new statements for this area of need..

Interim and transition arrangements

Changes would be carefully planned in consultation with parents and professionals to take account of the needs of pupils attending each of the affected settings, to minimise disruption to their learning and to take full account of parental views.

The likely closure date for Meadowbank School would be August 2017. The majority of current pupils will have transferred to secondary school or reintegrated to a mainstream primary by that date. Remaining pupils would be offered a range of options, depending on their needs and on parent's views:

- Transfer to the SRB at Allensbank

- A supported programme of reintegration to their local mainstream school. This would include funded additional support from an appropriately trained teaching assistant, school-based therapy if this continues to be an assessed need; support from the specialist teacher service.

The proposed change of use at Allensbank School would be timed to take account of the needs and ages of existing pupils. The classes would continue to operate as a speech and language specialist setting until these pupils complete their primary education and transfer to secondary school.

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

The likely closure date for Meadowbank School would be August 2017. The majority of current pupils will have transferred to secondary school or reintegrated to a mainstream primary by that date. Remaining pupils would be offered a range of options, depending on their needs and on parent's views:

- Transfer to the SRB at Allensbank
- A supported programme of reintegration to their local mainstream school. This would include funded additional support from an appropriately trained teaching assistant, school-based therapy if this continues to be an assessed need; support from the specialist teacher service.

The proposed change of use at Allensbank School would be timed to take account of the needs and ages of existing pupils. The classes would continue to operate as a speech and language specialist setting until these pupils complete their primary education and transfer to secondary school.

Changes would be carefully planned in consultation with parents and professionals to take account of the needs of pupils attending each of the affected settings, to minimise disruption to their learning and to take full account of parental views.

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

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:

).

3.3 Gender Reassignment

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

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

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

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

If no differential impact, explain the reason(s) for this assessment:

N/A

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

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:

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

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:

N/A

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:

N/A

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:

N/A

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	

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:

Fears that recruitment opportunities could be affected by sexual orientation.

Evidence collated by the Stonewall lobby group alleges that LGB 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 the changes in this proposal. This ensures 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 Language?

	Yes	No	N/A
Welsh Language	Proposal seeks to establish Welsh –medium SEBD provision	x	
Other languages		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 provide Welsh-medium specific provision for behavioural social and emotional difficulties.

Other Language support

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

4. Consultation and Engagement

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

- Statutory public consultation would be carried out on formal proposals (including engagement with school pupils)
- Relevant departments in the Council would be engaged

5. Summary of Actions [Listed in the Sections above]

Groups	Actions
Age	
Disability	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
Gender Reassignment	None identified
Marriage & Civil Partnership	None identified
Pregnancy & Maternity	None identified
Race	None identified
Religion/Belief	None identified
Sex	None identified
Sexual Orientation	None identified
Language	None identified .
Generic Over-Arching	None identified .

6. Further Action

This equality impact assessment will be updated to reflect feedback received from the 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:	Date:
---------------	-------

Designation:	
Approved By:	
Designation:	
Service Area: Education	

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 Clive Bailey, 029 2087 3166, CBailey@cardiff.gov.uk .

Proposal

It is proposed that:

Meadowbank Special School close by August 2017.

This will be supported by the following proposed changes: -

- An Increase in the capacity for mainstream support for children with speech and language needs
- A change in the use of the Allensbank SRB to provide additional places for pupils with severe and complex learning difficulties
- An increase in the number of Nurture/Revolving Door classes in mainstream schools across the city

Background to the proposal

There has been a trend away from special schools places for speech and language needs as part of a national trend towards inclusion. Cardiff is the only local authority in England and Wales still maintaining a special school specialising solely in speech and language needs.

While special school continues to be an important option for some children with complex, long term learning difficulties, there has been a general trend for children with moderate learning delays, speech and language difficulties and physical disabilities to attend a local school.

Meadowbank School is a small special school located in Gabalfa adjacent to Gabalfa Primary School and Ysgol Glan Ceubal, for children aged 4-11 with significant speech and language difficulties.

Historically the Vale of Glamorgan Council funded 10 places at the school and at that time the school operated at 40 places. In 2010, the Vale of Glamorgan gave notice of

their intention to withdraw from this arrangement, making no new placements. In July 2015 the last Vale child left the school.

Cardiff also maintains a specialist resource base (SRB) at Allensbank Primary School, for 20 pupils with speech and language difficulties.

Although the number of children and young people with speech and language difficulties has not fallen, demand for places at both Meadowbank and Allensbank SRB has fallen in recent years, with an increasing number of parents expressing a preference for mainstream education, with support provided in the local catchment school.

At the present time, November 2015, there are 23 pupils on roll at Meadowbank.

Demand for places at Allensbank has also fallen from 18 in 2010-11, to 11 pupils in November 2015.

The prospects for pupils with speech and language difficulties to be reintegrated to mainstream school are good; the majority of pupils attending Meadowbank and Allensbank SRB transfer to a local high school at Year 7, and many pupils make sufficient progress to transfer at an earlier age.

A report on specialist provision for pupils with SEN/ ALN was completed in 2013. This identified a number of priorities for future development of special school and SRB provision.

In March 2014 a focus group of Headteachers, health, children services and parent partnership representatives was consulted on the priorities for future development of BESD provision in Cardiff (Appendix 3). There was consensus on the need for:

- More capacity for early intervention such as Nurture Classes and Revolving door classes;
- Greater emphasis on the underlying needs experienced by this group including: mental health and medical needs; speech and language difficulties; literacy and numeracy delays.

Demand for special school or SRB places for primary aged children presenting with challenging behaviours has increased over the last two years. In 2014-15 there was a 30% increase in the number of new statements for this area of need..

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

* Comparison of the preferred option to do nothing or possible alternative options is required in a SA/SEA.

SEA objective	Proposed Closure of Meadowbank		Do Nothing	
	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective
1. <i>Promote</i> a greener economy by delivering a sustainable pattern of Speech and Language and SEBD provision across Cardiff	✓	Achieved as this proposal would provide a better match of supply to demand.	X	Do nothing is not an option as the the change in the pattern of Speech and Language demand and the increased need for SEBD has to be addressed
2. <i>Reduce</i> greenhouse gas emissions through: a) Energy efficient building design and disposing of poor quality surplus accommodation	N/A	N/A	N/A	N/A
b) Promoting sustainable modes of transport and integrated transport systems	✓	the proposal is likely to result in more children accessing provision in local schools avoiding the need for cross city travel	N/A	N/A

3. <i>Promote health and wellbeing</i> by protecting and enhancing public open space and improving access to POS	N/A	N/A	N/A	N/A
4. <i>Minimise</i> air, light and noise pollution associated with building development and traffic congestion	N/A	N/A	N/A	N/A
5. <i>Protect and enhance</i> biodiversity, flora and fauna	N/A	N/A	N/A	N/A
6. <i>Protect and enhance</i> the landscape (habitats/visual amenities)	N/A	N/A	N/A	N/A
7. <i>Conserve</i> water resources and increase water efficiency in new developments and promote sustainable urban drainage systems	N/A	N/A	N/A	N/A
8. <i>Promote</i> regeneration by delivering inclusive schools that will improve equality of opportunity and access for all	N/A	N/A	N/A	N/A
9. <i>Protect and enhance</i> designated historic assets	N/A	N/A	N/A	N/A

Page 211

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 as it will allow for children to be educated in a local school avoiding the need for cross city travel and the more likely to use polluting modes of transport. Congestion is also exacerbated due to the volume of traffic transversing the city.

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**CITY OF CARDIFF COUNCIL
CYNGOR DINAS CAERDYDD**



CABINET MEETING: 3 DECEMBER 2015

**SCHOOL ORGANISATION PROPOSALS: THE PROVISION OF
WELSH-MEDIUM AND ENGLISH-MEDIUM PRIMARY SCHOOL
PLACES IN AND AROUND LLANDAFF NORTH**

**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 regarding the provision of Welsh-medium and English-medium primary school provision in and around Llandaff North.

Background

2. At its meeting on 26 January 2015 the Cabinet authorised officers to hold a public consultation on proposals to:
 - Consolidate Gabalfa Primary School at 1FE at the shared site at Colwill Road, CF14 2QQ from September 2017.
 - Permanently establish Ysgol Glan Ceubal at 1FE from September 2016 with 24FTE nursery places to be established from January 2016.
3. Three potential delivery options were identified:
 - Option 1 – Traditional build extensions and adaptations of the existing school buildings to enable both schools to operate at 1FE
 - Option 2 – New 1FE standardised build school with nursery for Ysgol Glan Ceubal, new standalone nursery and Reception class unit at Gabalfa Primary, retention and refurbishment of existing Gabalfa Primary School accommodation and demolition of current Ysgol Glan Ceubal building.
 - Option 3 – A new 2FE standardised build to be shared by Gabalfa Primary School and Ysgol Glan Ceubal.

Issues

4. The consultation ran from 12 February to 25 March 2015.

5. Parents and others in the local community, together with staff and Governors of the affected schools were invited to respond to the consultation.
6. 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;
 - Two 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
7. 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)

8. In total 135 responses were received (89 online responses and 46 paper/e-mail responses).
9. The majority view expressed during the consultation at meetings and in written correspondence was one of support for the proposed organisational changes to Gabalfa Primary School and Ysgol Glan Ceubal.
10. There was also majority support for Option 3 as the preferred delivery model.
11. Of those who stated an option preference, 2 expressed a preference for Option 1, 10 expressed a preference for Option 2 and 114 expressed a preference for Option 3. One respondent expressed support for any of the options and a further three respondents expressed a preference for both Options 2 & 3. 5 responses did not express a preference.
12. A response from Estyn was received which included the following points (for the full response, please see Appendix 3):

- *It is Estyn's opinion that the proposal is likely to maintain the current standards of education and provision in the area.*
 - *The proposal is unlikely to have a negative impact on any other schools in the area. The proposal is likely to have a positive impact on the availability of Welsh-medium education in the locality and to reduce overall surplus places in Welsh and English medium schools over time.*
 - *However, the proposer has not identified its preferred option at this stage. As such the proposal does not identify potential financial implications or benefits clearly enough. The proposal contains very little information about the potential impact of the reorganisation on the staffing arrangements at the schools involved. The proposal does not evaluate what impact the proposal may have on any providers of pre-school education in the locality other than schools.*
13. Formal written responses were also received from the Headteacher of Gabalfa Primary, Gabalfa Primary School Governing Body, Gabalfa Primary School class teachers and teaching assistants which included the following points (for the full responses please see Appendix 4):
- *Support for the permanent establishment of Ysgol Glan Ceubal on its existing temporary site from September 2016*
 - *The proposal does not identify the number of pupils that are likely to require places at Gabalfa Primary School in September 2017. The consolidation of Gabalfa Primary School at 1FE could result in the need for additional accommodation being needed at the school if demand for places exceeded 1FE.*
 - *Do not support the proposal to establish nursery provision at Ysgol Glan Ceubal from January 2016 because of the potential disruption to staff and children at Gabalfa Primary and the costs involved. The most obvious solution would be for the Ysgol Glan Ceubal Nursery to be established when the permanent building has been completed in September 2017.*
 - *Option 3 is equitable to both schools and would create an innovative means of delivering English-medium and Welsh-medium education, however it would be necessary to ensure that sufficient space was available to ensure Gabalfa Primary School is able to continue providing the number of high quality interventions for vulnerable pupils and to support the many 'newly arrived' families to the UK that the school receives.*
 - *Teaching spaces would need to be flexible and spacious to enable independent learning and more formal learning experiences. The needs of the Foundation Phase pupils must be met both inside and outside with both schools having access to safe, motivating and stimulating outdoor learning provision.*

- *Any design would need to ensure separate accommodation was available for Gabalfa Primary School and Ysgol Glan Ceubal in order to allow for both schools to retain their individual identities.*

Appraisal of views expressed

14. As part of the consultation three options were put forward for consideration by stakeholders. An essential element of any options that is progressed would be financial viability. Additional work around the comparative costs of new standardised buildings has been undertaken and detailed financial implications will arise from this.
15. Staff at Gabalfa Primary School and Ysgol Glan Ceubal expressed support for the proposal overall. The HR implications arising from these proposals would be assessed through a review of the schools' establishments. Any required changes to the staffing levels would be managed within agreed policies and procedures and full consultation would be required with staff and trade unions.
16. The Council acknowledges the concerns regarding the use of the existing Gabalfa Nursery accommodation to house nursery provision for Ysgol Glan Ceubal. Following further consideration regarding the accommodation and current organisation of the facilities, the opening date has been delayed and is now proposed to align with the start of the academic year opening in September 2016. The nursery would provide 24 part time in the first instance with scope to increase the numbers once in permanent accommodation.
17. 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.
18. As part of the consultation process, local childcare providers were sent a copy of the consultation document and invited to respond to the consultation. No responses regarding any potential impact were received. Two local cylch meithrin settings have recently closed and this has resulted in a significant reduction in the number of Welsh-medium early years places available.
19. The consultation document clearly sets out the expected number of pupils on roll at Gabalfa Primary School in 2017-18, whether the proposal proceeds or does not proceed, in accordance with the requirements of the WG School Organisation Code.
20. Gabalfa Primary School would initially be unable to accommodate all of its pupils within the proposed consolidated 1FE permanent accommodation. The school would therefore require temporary arrangements to aid transition to a 1FE English-medium school.

21. Any design 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 both schools.
22. Any design would ensure that both schools were able to function as separate entities allowing them to retain their separate identities. Additionally the design would take account of community use of the facilities outside of school hours.
23. Additional points raised in the consultation are set out in *italics* below and have been grouped according to the issues raised where appropriate.

Welsh-medium nursery provision

24. *The lack of nursery provision at Ysgol Glan Ceubal is discriminating against those who choose Welsh-medium education.*
25. 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 a recognised provider.
26. The Local Authority purchases places where demand exceeds local supply. Consistent with this, in and around the Llandaff North area Welsh-medium places are provided in local Welsh-medium schools including Ysgol Melin Gruffydd, Ysgol Mynydd Bychan and purchased in approved non-maintained settings including private day care and cylch methrin. Any places provided through establishment of a maintained part-time nursery class established at Ysgol Glan Ceubal would follow the Council Admissions Policy specific to the allocation of nursery education places.
27. *Offsite nursery provision would be difficult to manage.*
28. The establishment of an offsite nursery was put forward as a potential option however given the level of concerns raised, this option has been discounted.

Facilities available for both schools

29. *The proposal will only work if both schools have separate areas.*
30. Any design would ensure that both schools were able to function as separate entities allowing them to retain their separate identities. Additionally the design would take account of community use of the facilities outside of school hours.

Traffic

31. *The proposal will result in additional traffic congestion.*
32. The Council would work with the Governing Bodies of both 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.
33. 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.
34. 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.
 35. 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.

Engagement with children and young people

36. Officers met with pupils from Gabalfa Primary School and Ysgol Glan Ceubal to explain the proposal and seek their views.

Gabalfa Primary School Views

37. The pupils thought it would be fair for Ysgol Glan Ceubal to remain and that investment in both schools would be good.
38. They were concerned that the proposal could result in smaller classrooms, overcrowding, longer queues at dinner time, a smaller

playground and disruption during the building work. They were also concerned about the impact of any sharing of facilities on their school.

39. Overall the pupils preferred Option 3.

Ysgol Glan Ceubal Views

40. The pupils thought that the proposal was fair to both school and look forward to better facilities.
41. They were concerned that the proposal could result in overcrowding, and wanted to see a larger playground, would like changing facilities for both boys and girls and separate facilities for both schools.
42. Full details of all pupil views are attached at Appendix 2.

Appraisal of views expressed

43. Any design 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 both schools.
44. Any design would ensure that both schools were able to function as separate entities allowing them to retain their separate identities.

Summary

45. There is clear support for the permanent establishment of Ysgol Glan Ceubal on its existing site and for the age range of the school to be extended from 4 -11 to 3 -11 with Option 3 being preferred by the majority of those who responded to the consultation. However, some expressed that nursery provision should only be established when permanent accommodation was provided.
46. Extending the age range for Ysgol Glan Ceubal through the provision of a nursery class was originally proposed to be established for January 2016. Following further consideration regarding the accommodation and current organisation of the facilities, the opening date is now proposed to be delayed to align with the start of the academic year opening in September 2016.
47. The nursery would provide 24 part-time places in the first instance with scope to increase to 48 part-time places once in permanent accommodation.
48. It is not anticipated that this would have a negative impact on the delivery of education in either school establishment in the interim period.

Local Member consultation

49. Members were consulted as part of the consultation process. They welcomed the proposal to invest in both English-medium and Welsh-medium provision and were in favour of Option 3 as this would provide parity of investment for both mediums. Additionally Option 3 allows the opportunity to develop facilities that will support the independent operation of both schools as well as a joint asset that could be used for the benefit of the wider community.

Reason for Recommendations

50. It is recommended that Option 3 is progressed in order to respond to the need to provide sufficient capacity to meet the English-medium and Welsh-medium community primary pupil demand in and around the Llandaff North area.
51. Whilst being consistent with the view of the majority of repondees, Option 3 also retains flexibility around options to address any changes to future demand for English-medium and Welsh-medium primary school places in the area.

Financial Implications

52. The project to consolidate Gabalfa Primary School and to permanently establish Ysgol Glan Ceubal on the same site is a project which forms part of Cardiff Council's revised 21st Century Schools Programme which was approved in-principle by Welsh Government in March 2015.
53. Some design works and preparatory works have taken place on the site with regard to an alternative delivery model which would have formed part of the project costs and been eligible for match funding from Welsh Government had the project proceeded to full business case approval stage. Option 3 being chosen will result in these costs becoming ineligible for WG match funding and must therefore be incurred wholly by the Council.
54. The financial impact of this proposal on the revenue budgets for each school need to be understood and form part of the future report to Cabinet. This will include establishing whether or not there are any revenue contributions from School Organisational Plan model and if there are any opportunities for cost sharing between the two.

Legal Implications

55. 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.
56. The recommendation in this Report to publish a statutory notice follows a period of consultation which ran from 12 February to 25 March 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.

57. 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. As further work was required an application was made to the Welsh Ministers for an extension and this was granted until 23 March 2016. If Cabinet decides to proceed with the proposals a statutory notice must be published before this date.
58. 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

59. The proposal put forward in this report does not necessarily impact on the size of the schools, however the governing bodies of each school would need to consider whether to restructure their current staffing establishment to ensure that it can fully support the needs of their individual schools in a new environment. 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 roll, or addition of a nursery provision will provide opportunities for staff on the school redeployment register.
60. The proposal to build a new 2FE standardised school building to be shared between Ysgol Glan Ceubal and Gabalfa Primary means that Cardiff Council will need to work with the governing bodies to reach agreement on how shared facilities would be staffed, managed and funded. 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 school's agreed Redeployment and Redundancy Policy and consultation with both staff and trade unions.

Equality Impact Assessment

61. An Equality Impact Assessment 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.

Sustainability Assessment

62. 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 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.

Transport Matters

63. 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.

Admissions and catchment area arrangements

64. There are no plans to change the Council's policy on the admission of children to schools as a result of this proposal.
65. Consultation on the establishment of a catchment area for Ysgol Glan Ceubal was undertaken in early 2013 and the catchment area was formally established in September 2014.
66. Approval for the reduction of the Gabalfa Primary School catchment area, and enlargement of the adjacent Whitchurch Primary School catchment was given the Council Cabinet in April 2014 and was implemented from September 2015.
67. There are no further proposed changes to the catchment area of the schools as part of these proposals.

Community Impact

68. 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. Authorise the publication of a Notice to:
 - Consolidate Gabalfa Primary School at 1FE with 48 part-time nursery places from September 2017
 - Permanently establish Ysgol Glan Ceubal on its existing site at Colwill Road, Gabalfa, CF14 2PQ at 1FE from September 2016

- Extend the age range of Ysgol Glan Ceubal from 4-11 to 3-11 from September 2016
2. Note that the statutory notice will set out Option 3 as the recommended delivery option should the proposal proceed to implementation and subject to securing WG funding at the business case stage.
 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 responses to those objections and recommendations for implementation or otherwise of the proposal.

NICK BATCHELAR

Director

27 November 2015

The following appendices are attached:

- Appendix 1 – Consultation document
- Appendix 2 – Details of pupil meetings
- Appendix 3 – Estyn response
- Appendix 4 – Formal responses

21st Century Schools Consultation Document 2015

The provision of Welsh-medium and English-medium primary
school places in and around Llandaff North

12 February – 25 March 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.

CLIMATE JUSTICE - YOUNG LEADERS AND THE FUTURE OF OUR PLANET

Climate justice means taking the most vulnerable to climate change into account and addressing the root causes of climate change.

15 February - 22 March 2018



Table of Contents

	Page
1. Introduction	2
2. Explanation of terms used in this document	2
3. How can you find out more and give your views?	3
4. Your Views Matter	3
5. Background to the proposal	4
6. The proposal	4
7. Primary School Provision catchment area maps	5
• Existing Site Layout	6
8. Schools serving the area at present	7
• School Capacities, Condition and Suitability of School Buildings	7
• Calculating local demand for school places	8
• Supply of and demand for places	8
• Capacity available at Gabalfa Primary School and Ysgol Glan Ceubal	8
• Demand for English-medium places	8
• Demand from within the Gabalfa Primary School catchment area	8
• Demand for places at Gabalfa Primary School	10
• Demand for Welsh-medium places	10
• Demand from within the Ysgol Glan Ceubal, Ysgol Pencae and Ysgol Mynydd Bychan catchment area	10
• Demand for places at Ysgol Glan Ceubal	11
• Admission to Reception classes – September 2014	12
• Forecast demand for each school and catchment area	12
9. List of facilities included in a school	13
10. Options	14
11. How would nursery provision be affected?	20
12. How would other schools be affected?	20
13. Quality and Standards	23
• Estyn	23
• Local Authority and Central South Consortium	23
14. How would Special Education Needs (SEN) provision be affected?	26
15. Other relevant statistics specific to Gabalfa and Ysgol Glan Ceubal	26
16. What are the educational benefits of these proposals?	27
17. Potential disadvantages of these proposals	27
18. Risks associated with these proposals	27
19. Alternatives considered	28
20. Admissions and catchment area arrangements	28
21. Financial Matters	28
22. Human Resources matters	29
23. Transport Matters	29
24. Learner Travel Arrangements	29
25. Impact of the proposal on the Welsh Language	29
26. Equality Matters	30
27. Sustainability Matters	30
28. Considering community impact	30
29. Key dates	30
• What happens next?	30
• What are the key dates proposed for this consultation and the process overall?	31
30. Frequently Asked Questions	31
31. Consultation Response Form	32

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.

A range of individuals and groups will be asked for their views about the proposal. Those the Council is consulting with as part of this process include the following:

- Children and young people
- Parents/carers
- School staff
- School Governing Bodies
- Local residents
- Elected Members (local Councillors, AMs and MPs)
- Church in Wales and Catholic Diocesan Authority directors
- Neighbouring local authorities
- Other schools within a two mile radius of those schools directly affected by the proposals
- Estyn
- Welsh Ministers
- Police & Crime Commissioner
- Regional Educational Consortium
- Regional Transport Consortium
- Welsh Language Commissioner
- Rhieni dros Addysg Gymraeg (RHAG)
- Trade Unions
- Childcare providers
- Mudiad Meithrin
- Wales Pre-school Providers Association
- Clybiau Plant Cymru Kids Club
- National Day Nurseries Association

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.

'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

'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.

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 the Llandaff North Library.

Details of the consultation meeting dates are given below:

Nature of Consultation	Date/Time	Venue
Public Meeting	Tuesday 17 Mar 6.30 - 8.30pm	Gabalfa Community Centre, Colwill Road
Drop in session	Wednesday 25 Feb 10.00 - 12.00pm	LLandaff North Library
Drop in session	Tuesday 03 Mar 5.00 - 7.00pm	LLandaff North 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.

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 32 of this document or completing the online form www.cardiff.gov.uk/21stCenturySchools.

Alternatively contact the School Organisation Planning Team on (029) 2087 2720.

The closing date for responses to this consultation is 25 March 2015.

Background to the Proposal

Gabalfa Primary School is an English-medium community primary school that occupies two buildings. The infant and junior buildings are separated by shared playing fields. Two of the classrooms in the infant building are occupied by Ysgol Glan Ceubal.

Ysgol Glan Ceubal was formally established on the Gabalfa Primary School site (in part of the Gabalfa Primary infant building) in Sept 2010 following approval from the Welsh Minister. The Welsh Minister noted that the local authority indicated that the site could become a permanent location for the school in the future but that this would require further statutory procedures.

In November 2011, the Council submitted a 21st Century Schools Programme bid to Welsh Government. The level of Capital investment contained within that Programme (predicated upon 50% Welsh Government funding, 50% Authority funding) known as "Band A", was £137m and this was approved in principle in December 2011.

The proposals for this area included in the bid were as follows:

- Gabalfa Primary School – reconstruction project to reduce the surplus English-medium local capacity of the school by consolidating the school from 1.2 Form Entry (FE) to 1FE with 48 part-time nursery places in permanent accommodation in order to reduce English-medium capacity from September 2015.
- Ysgol Glan Ceubal – reconstruction project to increase primary Welsh-medium capacity to 1FE and establish nursery provision with 48 part-time places to meet increasing local demand from September 2016.

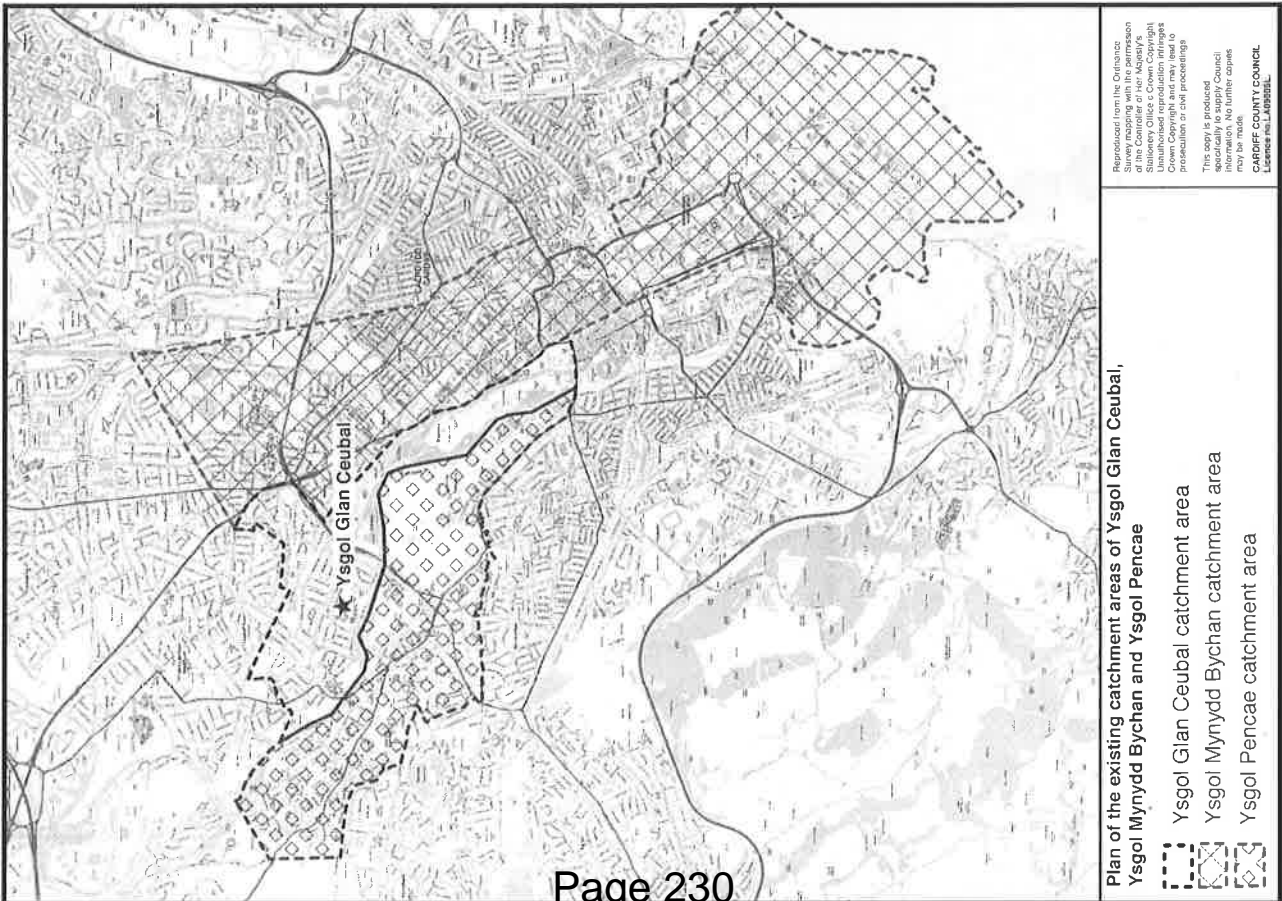
The proposal

In order to provide sufficient capacity to meet the English-medium and Welsh-medium community primary pupil demand in and around the Llandaff North area the Council is now consulting on the following proposals to:

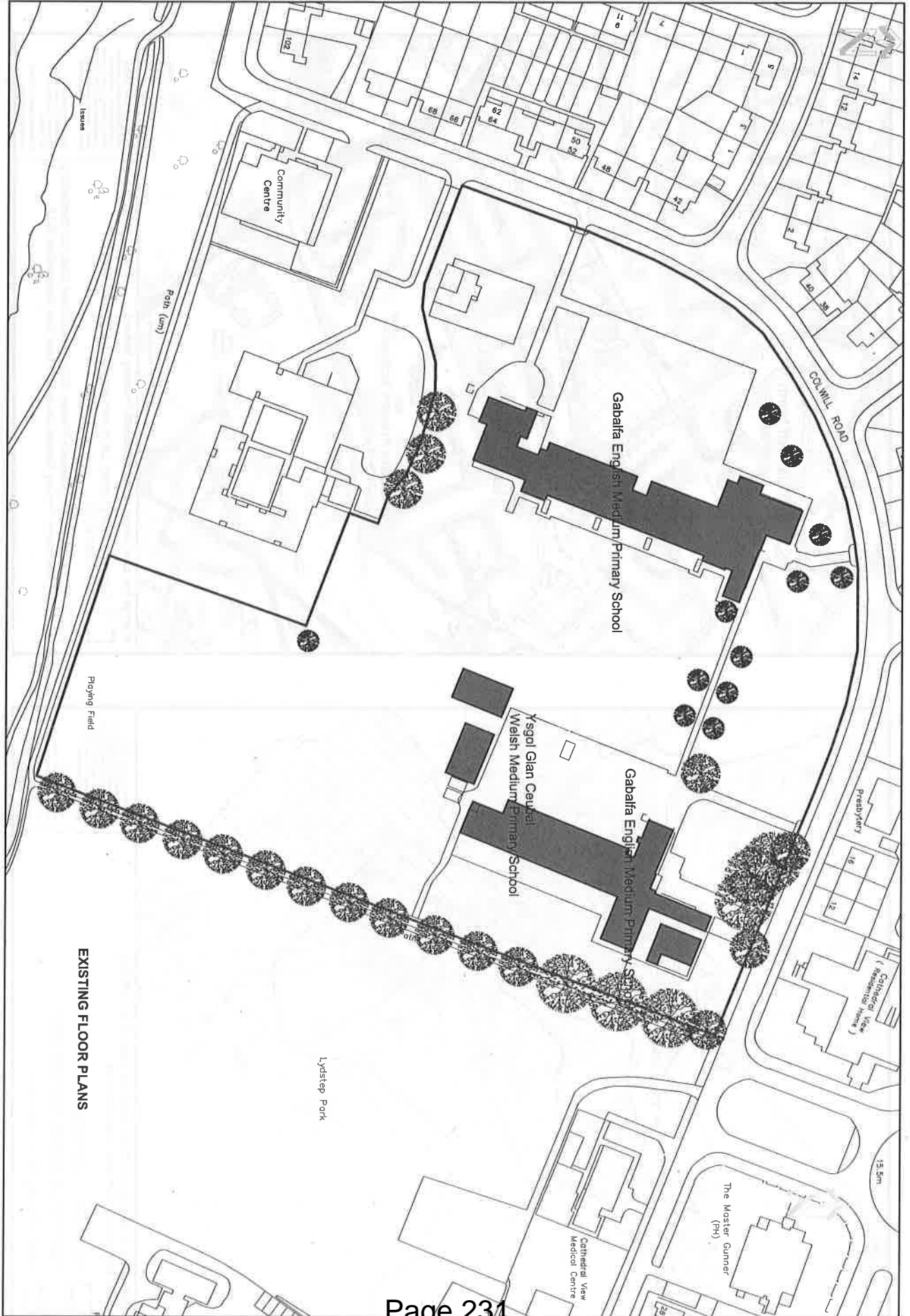
- Consolidate Gabalfa Primary School at 1 Form of Entry with 48 part-time nursery places from September 2017.
- Permanently establish Ysgol Glan Ceubal on its existing site at Colwill Road, Gabalfa, CF14 2PQ at 1 Form of Entry from September 2016.
- Extend the age range of Ysgol Glan Ceubal from 4-11 to 3-11 which would require the establishment of 48 part-time nursery places from January 2016.

Three potential delivery options (outlined in detail on pages 14-19) have been identified and we are seeking your opinion on these options.

Primary School provision catchment area maps



Existing Site Layout



EXISTING FLOOR PLANS

Schools serving the area at present

Llandaff North is currently served by a number of English-medium and Welsh-medium community primary schools.

The following sections set out the schools serving the area at present, the capacities, condition and suitability of the school buildings, existing demand for primary school places in and around Llandaff North and forecast demand.

School Capacities, Condition and Suitability of School Buildings

Table 1 below provides details of school capacities and information regarding the condition and suitability of school buildings.

Name of community primary school	English-medium (EM) / Welsh-medium (WM)	School Buildings	Capacity (age 4-11)	Capacity (nursery - part time places)
Allensbank Primary School	EM	Satisfactory	300	64
Birchgrove Primary School	EM	Satisfactory	411	N/a
Gabalfa Primary School	EM	Satisfactory	247	64
Gladstone Primary	EM	Satisfactory	216	64
Hawthorn Primary School	EM	Good	210	64
Peter Lea Primary School	EM	Satisfactory	320	96
Severn Primary School	EM	Satisfactory	420	160
Whitchurch Primary School	EM	Has not yet been assessed post establishment but is expected to be at least satisfactory	630	80
Ysgol Glan Ceubal	WM	Satisfactory	57*	N/a
Ysgol Gymraeg Melin Gruffydd	WM	Has not yet been assessed post transfer to former Eglwys Newydd site but expected to be at least satisfactory	420	64
Ysgol Pencae	WM	Satisfactory	186	N/a
Ysgol Mynydd Bychan	WM	Satisfactory	192	64

*In addition to the permanent capacity of Ysgol Glan Ceubal of 57 places, located within the Gabalfa Primary School buildings, the school also utilises two demountable units which include two additional classrooms, hall space and a staffroom.

There is no faith based primary school provision in the Llandaff North area. Some pupils from this area attend faith based primary schools in other areas.

The most recent school data indicates that, from Llandaff North, an average of 4 pupils per year group attend, St Joseph's RC Primary School and an average of 2 per year group attend Llandaff CiW Primary School. A few pupils from the area attend other faith based primary schools.

Calculating local demand for school places

In order to calculate the likely demand for school places, historic trends specific to well established school catchment areas have been used. The geographical unit that is most suitable to analyse the demand for English-medium primary school places is the catchment area of Gabalfa Primary School (see page 5).

The geographical units that are most suitable to analyse the demand for Welsh-medium primary school places are the combined catchment areas of Ysgol Glan Ceubal, Ysgol Pencae and Ysgol Mynydd Bychan (see page 5).

Supply of and demand for places

Capacity available at Gabalfa Primary School and Ysgol Glan Ceubal

The Published Admission Number (PAN) at Gabalfa Primary School is 43 places.

The Published Admission Number for Ysgol Glan Ceubal of 28 is based on the available accommodation allocated to Ysgol Glan Ceubal at the time of its establishment.

At present Gabalfa Primary School is being accommodated in the former Junior School building and four classrooms in the former Infant School building.

Ysgol Glan Ceubal which currently has children in Reception to Year 5 is being accommodated in the remaining Infant School accommodation with an additional two classrooms, a staffroom and a hall space being provided in demountable accommodation.

Additionally a Welsh-medium Education Unit (immersion unit) established in July 2010 is based at Ysgol Glan Ceubal. Pupils here are latecomers to Welsh-medium education and it is intended to accelerate Welsh language learning with a view to pupils joining their substantive school following intensive input.

The unit receives pupils once they have been registered at a Welsh-medium primary school. Current staff based at the unit include, one qualified teacher and one full time teaching assistant and the unit occupies one classroom at Ysgol Glan Ceubal.

Demand for English-medium places

Demand from within the Gabalfa Primary School catchment area

The catchment area of Gabalfa Primary School falls entirely within, and serves part of, the Llandaff North ward. The Llandaff North ward is also served by Allensbank, Gabalfa, Hawthorn, Peter Lea and Hawthorn Primary Schools, each of which also serve parts of other wards.

The Gabalfa Primary School catchment area lies within the catchment area of Whitchurch High (Foundation) School. Projected demand for English-medium community school places in each of the primary school catchment areas within this catchment varies. However, the combined demand is at a high level.

Since the approval of school organisation proposals in Whitchurch in January 2011, the number of pupils resident in the existing Gabalfa Primary School catchment area requiring English-medium Reception places has risen from 45 pupils in January 2011 to 48 pupils in 2013, and is projected to rise further to 55 pupils in January 2016 and 57 in January 2017.

The projected demand for English-medium places in the existing Gabalfa Primary School catchment area at entry to Reception exceeds the Published Admission Number in future years until 2016-17, the last year for which data are available.

The number of pupils resident in the existing Whitchurch Primary School catchment area requiring English-medium Reception places has also risen from 59 pupils in January 2011 to 71 pupils in January 2013, and is projected to rise further to 74 pupils in January 2017.

Approval for the reduction of the Gabalfa Primary School catchment area, and enlargement of the adjacent Whitchurch Primary School catchment was given by the Cabinet in April 2014 and will be implemented from September 2015.

The implementation of catchment area changes combined with an increase to the Admission Number of 90 at Whitchurch Primary School will allow for a better balance in the number of pupils resident in the Gabalfa Primary and Whitchurch Primary catchment areas.

Table 2 below table sets out the projected demand from within the existing catchment areas and within the amended catchment areas.

Catchment areas	Academic year			
	2013-2014	2014-2015	2015-2016	2016-2017
Gabalfa Primary - reduced catchment	49	43	41	43
Whitchurch Primary - existing catchment	68	73	72	74
Area transferring from Gabalfa catchment to Whitchurch catchment	13	10	14	14
Expanded Whitchurch Primary catchment	81	83	86	88

It is evident from the above table that, based on NHS GP registration data and PLASC 2013 data supplied by schools, projected demand for English-medium community school places from within the reduced Gabalfa catchment area broadly matches the number of places available at the school.

Demand for places at Gabalfa Primary School

The number of pupils taking up places at entry to Reception at Gabalfa Primary School has been lower than the demand from within its existing catchment area as some parents have expressed a preference for other English-medium community schools and have gained admission for their children.

Table 3 below sets out the number of pupils resident within the existing Gabalfa Primary School catchment area enrolled in English-medium community primary schools, and the number of pupils enrolled at the Gabalfa Primary School.

	Year Group							Total
	Rec	1	2	3	4	5	6	
(1) Pupils resident within the existing Gabalfa Primary School catchment area and enrolled in any English-medium community primary school – PLASC January 2013	48	54	47	39	38	35	34	295
(2) The number of pupils enrolled at Gabalfa Primary School, January 2012 (NOR)	34	29	22	15	28	22	26	176
(3) The number of pupils enrolled at Gabalfa Primary School, January 2013 (NOR)	35	39	29	23	17	31	21	195
(4) The number of pupils enrolled at Gabalfa Primary School, January 2014 (NOR)	38	35	42	36	20	16	32	219
(5) The number of pupils enrolled at Gabalfa Primary School, December 2014 (EMS One Live data)	27	38	36	41	33	17	17	209

In recent years, a significant proportion of pupils enrolled at Gabalfa Primary School were admitted outside of the normal admissions round. This may partly be a consequence of a number of schools serving adjacent catchment areas, including Birchgrove, Hawthorn, and Whitchurch primary schools being fully subscribed at entry to Reception and therefore unable to accommodate additional pupils that have subsequently moved to the local area.

Demand for Welsh-medium places

Demand from within the Ysgol Glan Ceubal, Ysgol Pencae and Ysgol Mynydd Bychan catchment area

The newly established catchment area of Ysgol Glan Ceubal, implemented from September 2014, serves parts of the Gabalfa, Llandaff North and Whitchurch wards. Each of these wards also serves more than one Welsh-medium primary school.

The catchment area of Ysgol Glan Ceubal was drawn from the catchment areas of Ysgol Pencae in Llandaff and Ysgol Mynydd Bychan in Gabalfa. The catchment areas of these two schools were reduced accordingly.

The projected demand for Welsh-medium places in these combined catchment areas at entry to Reception exceeds the Published Admission Numbers of Ysgol Pencae and Ysgol Mynydd Bychan in future years until 2016-17, the last year for which data are available.

The below table sets out the projected demand from with the catchment areas of Ysgol Pencae, Ysgol Mynydd Bychan and Ysgol Glan Ceubal:

Table 4: Projected Welsh-medium (WM) demand at entry to Reception in the Ysgol Pencae and Ysgol Mynydd Bychan catchment areas (Ysgol Glan Ceubal catchment data included within catchments of Ysgol Pencae and Ysgol Mynydd Bychan as PLASC data not yet available for the amended catchment boundaries).

Catchment area	Admission Number	2013-2014	2014-2015	2015-2016	2016-2017
Ysgol Pencae	30	46	43	47	46
Ysgol Mynydd Bychan	30	36	40	34	39
Ysgol Glan Ceubal	30 (proposed)	-	-	-	-
Total demand	90	82	83	81	85
Excess demand		22	23	21	25

Demand for places at Ysgol Glan Ceubal

In the period from its establishment in 2010 to 2013, the growth in demand for places at Ysgol Glan Ceubal has been slow. It should be noted that, until the implementation of its catchment area in September 2014, this area was served by Ysgol Mynydd Bychan and Ysgol Pencae. These two schools were each able to accommodate 30 pupils at entry to Reception and parents in the locality had, in accordance with the admissions application process, been informed of these schools being their 'catchment area school'.

Table 5: Recent take up of Welsh-medium places

	Year Group							Total
	Rec	1	2	3	4	5	6	
(1) Pupils resident within the Ysgol Mynydd Bychan or Ysgol Pencae catchment area and enrolled in any Welsh-medium community primary school – PLASC January 2013	87	83	76	63	62	74	47	492
(2) The number of pupils enrolled at Ysgol Glan Ceubal, January 2012 (NOR)	8	5	3	-	-	-	-	16
(3) The number of pupils enrolled at Ysgol Glan Ceubal, January 2013 (NOR)	10	9	8	3	-	-	-	30
(4) The number of pupils enrolled at Ysgol Glan Ceubal, January 2014 (NOR)	10	11	9	8	3	-	-	41
(5) The number of pupils enrolled at Ysgol Glan Ceubal, December 2014 (EMS One Live data)	24	11	8	7	8	4	-	62

Admission to Reception classes – September 2014

Since the implementation of changes to the catchment areas of Ysgol Pencae and Ysgol Mynydd Bychan and the establishment of a catchment area for Ysgol Glan Ceubal in September 2014 the number of pupils admitted to Reception at Ysgol Glan Ceubal has increased significantly when compared to previous intakes.

There are presently 24 pupils enrolled in Reception class* of which 15 are resident with the Ysgol Glan Ceubal catchment area compared to 10 enrolled in Reception in January 2014. Both Ysgol Pencae and Ysgol Mynydd Bychan are fully subscribed and each has 30 pupils enrolled in Reception.

The number of pupils admitted to Reception at Gabalfa Primary School has reduced in comparison to previous intakes. There are presently 27 pupils enrolled in Reception class* compared to 38 enrolled in Reception in January 2014.

* (Source: EMS ONE live database, 3 December 2014).

Forecast demand for each school and catchment area

As the majority of pupils likely to enrol at Ysgol Glan Ceubal would not only be from within its catchment area, but would also be resident in the catchment area of Gabalfa Primary School, it is expected that as the intakes at one school grows, the intakes at the other school would likely reduce (should the pupil population remain at similar levels).

However, any increase in demand for places at Ysgol Glan Ceubal or at Gabalfa Primary School is not likely to reduce the demand for places at the other school by the equivalent number of pupils, as Ysgol Glan Ceubal serves a larger catchment area than Gabalfa Primary School.

Following a period of slow growth in demand for places at Ysgol Glan Ceubal, during which time the majority of pupils living within the local area were able to access other established schools, there was a significant increase in demand for Reception places in September 2014.

Whilst a single year of admissions data is not indicative of an established pattern, similar increases in demand have also been evident at other Welsh-medium schools including Ysgol Pen Y Pil and Ysgol Gymraeg Nant Caerau once catchment areas were implemented and permanence of school sites locations determined. Each of these schools was established as a starter class to meet excess demand in their local area, and demand for places at these schools and from within each catchment area has remained at high levels and has exceeded the number of places available.

At present, Ysgol Glan Ceubal does not have a nursery class. A number of parents resident in the area have therefore enrolled children at other schools offering nursery provision, such as Ysgol Mynydd Bychan, and wish to continue their child's education in the same school. It has also been evident at other new primary schools that the addition of nursery provision leads to an increased uptake in places.

It should be noted that, any projection data for the catchment areas of the schools named in the preceding paragraphs is likely to be different to that which may be forecast when changes to the organisation of the schools and/ or catchment areas are implemented.

Initial analysis of city-wide data provided by the NHS for 2014 also suggests that there are fewer pupils in the cohort born in 2012/13 than in the previous year's cohort (born in 2011/12), upon which projections are based. This fall in the birth-rate is markedly different to the successive birth-rate increases of recent years. It is therefore unclear at this stage whether the previous cohort (born in 2011/12), represents a peak and a new projection trend will begin, or whether the most recent cohort (born in 2012/13) is a 'blip' and is unreflective of a continued trend.

Sufficient accommodation should also be retained on a temporary basis until the larger year cohorts (those in excess of 30 per year group) at Gabalfa Primary School transfer to secondary education. This would allow demand to be monitored for both English-medium and Welsh-medium education, and to respond to any sustained changes in demand.

List of facilities included in a school

Any changes to the school buildings would be within The Department of Education: Area guidelines for mainstream schools Building Bulletin 103: April 2014 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

Three potential delivery options have been identified.

Option 1

Traditional build extensions and adaptations of the existing school buildings to enable both schools to operate at 1FE

This option would require the traditional build extensions (including new nursery accommodation) on both schools to be phased, with building works not completed until late 2017/2018.

It is proposed that nursery provision be established at Ysgol Glan Ceubal from January 2016. To allow for this, it would be necessary to install demountable accommodation to house the existing Gabalfa Primary Nursery which would in turn allow for the Ysgol Glan Ceubal Nursery unit to be accommodated in the existing Gabalfa Primary School nursery accommodation. This option would enable both nursery units to be situated adjacent to the relevant Foundation Phase classes, and would facilitate a smoother flow from Nursery through to Reception. It would also allow nursery children to have greater integration with the older children and be able to immerse themselves in the Welsh language.

Following completion of the new nursery building at Gabalfa Primary school, the nursery unit would be transferred allowing for the vacated demountable accommodation to be utilised if required by Gabalfa Primary School during the period that the larger year cohorts are moving through the school. It is anticipated that demountable accommodation would be required until the permanent accommodation is completed.

Alternatively, an option of providing nursery provision for Ysgol Glan Ceubal at an adjacent church hall from January 2016 until onsite accommodation becomes available has been considered. Early discussions have taken place with the representatives of the church hall who are supportive of the proposal. However this would require investment in the church hall in the form of an electrical rewire and the installation of nursery toilets. Additionally, this would incur a daily hire charge for use of the hall. The estimated cost for investment works, including one year's hire is approximately £130,000.

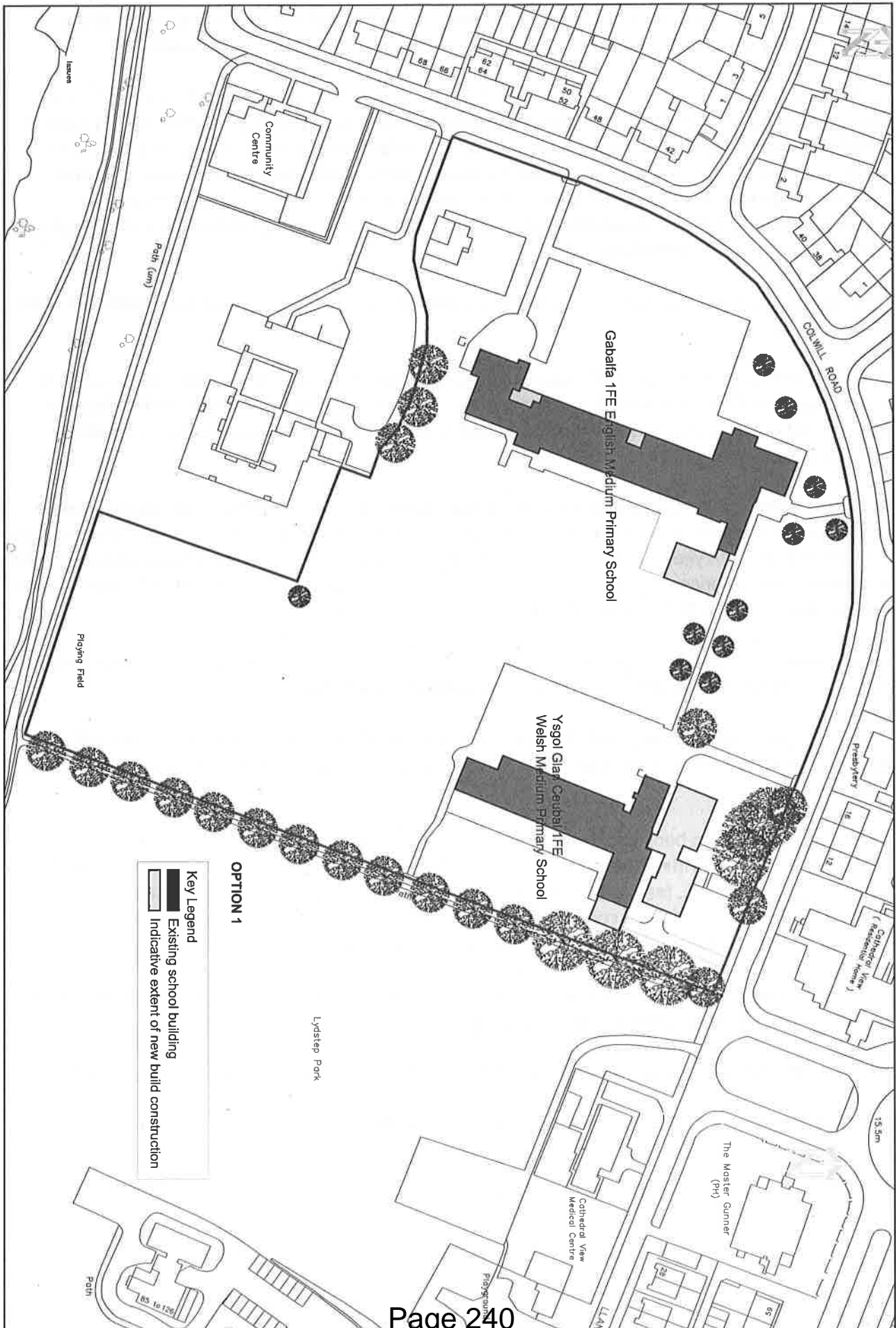
An Initial Development Appraisal (IDA) carried out for this option has indicated costs of £3.569m for construction and light internal refurbishment; however, this would not address the existing high priority asset maintenance issues. Additional costs of c£1m for works such as Highways, IT, FFE, fees, temporary nursery facilities, contingency and money already committed against the budget need to be allowed for. However, further work will be needed on this option to refine this estimate.

This IDA cost also does not take into account ongoing maintenance costs on the aged fabric of the buildings. It is estimated that if all priority items were to be addressed in the next 5-7 years additional funding of c£1 million would be required.

This option would involve several phases including demolition of sections of both existing schools buildings. Managing this, while keeping the schools operational, would be challenging and also offer significant health and safety challenges.

Implementation of this option would mean that both schools would not be able to operate independently of each other for a number of years.

Option 1



OPTION 1

Key Legend

- Existing school building
- Indicative extent of new build construction

Option 2

New 1FE 'standardised build' school with nursery for Ysgol Glan Ceubal, new standalone nursery and Reception class unit at Gabalfa Primary, retention and refurbishment of existing Gabalfa Primary School accommodation and demolition of current Ysgol Glan Ceubal building.

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 include 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 buildings would meet Welsh Governments funding conditions such as BREEAM and also be designed in accordance with BB103 Guidelines.

A 1FE standardised build primary school would cost less to build when compared to a traditional build primary school.

Under this option, the former junior building currently occupied by Gabalfa Primary School would be retained, extended and adapted. It is recommended that this building be retained, rather than the former infant building, as it has two halls and also has the advantage of upgrades to the building including double glazing.

The former Infant building occupied by Ysgol Glan Ceubal is in poorer condition and would require a greater level of investment work. Replacing this poorer condition building would potentially save up to £1m over the next ten years, if all items included within the condition survey were to be addressed and for ongoing maintenance. It is therefore proposed that this building be demolished and replaced by a new standardised build 1FE primary school.

A stand-alone nursery and Reception classroom of standardised or modular build and a small covered linkage to the main hall would be provided for Gabalfa Primary School.

The remaining Gabalfa Primary School accommodation would be refurbished and priority asset maintenance issues addressed as part of the scheme. The refurbishment would be undertaken during school holidays.

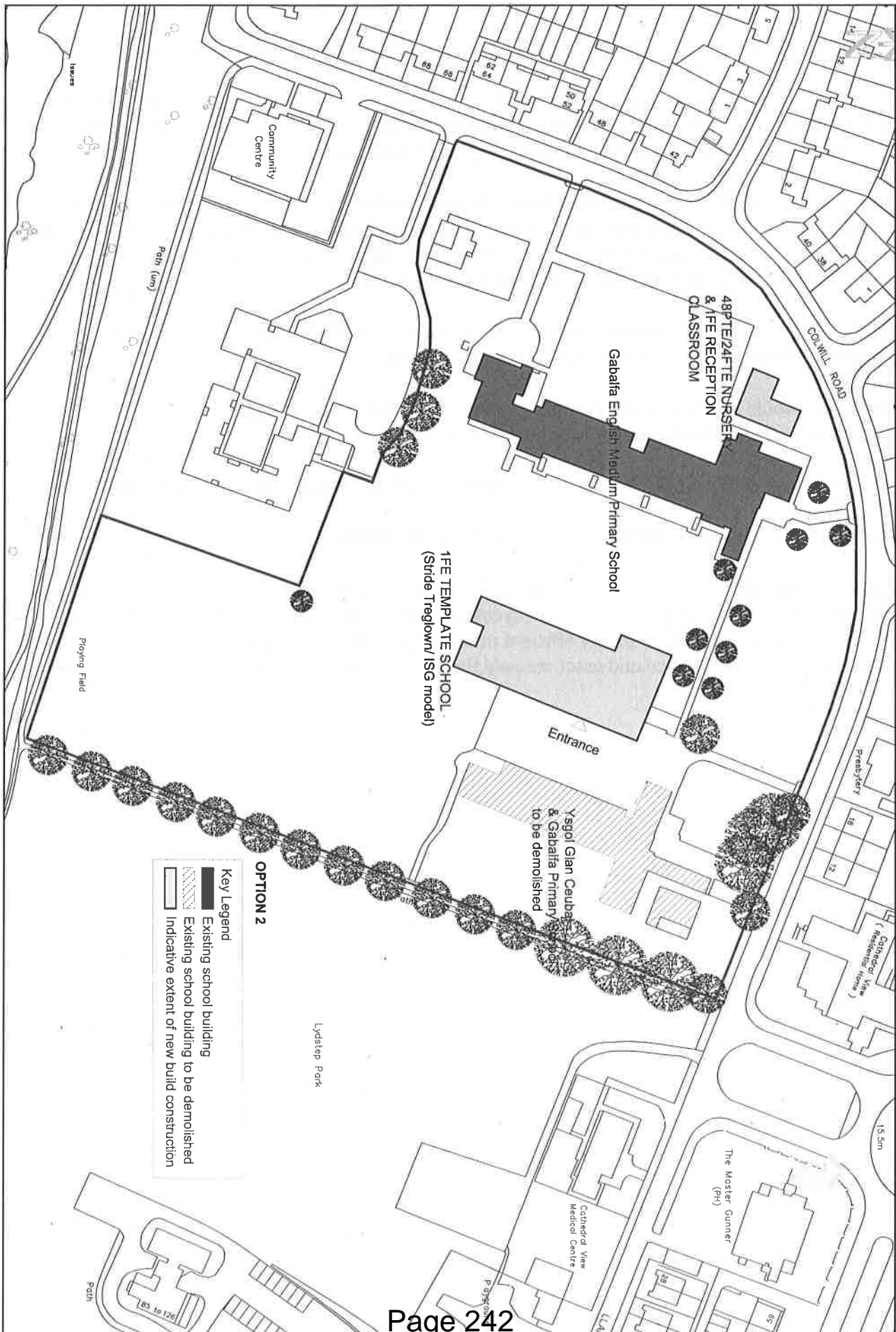
Initial costings based on benchmarking information from other Authorities indicate that the construction cost of providing this option would be c£3.95m. Additional costs of c£1.35m for works such as Highways, IT, FFE, fees, temporary nursery facilities, refurbishment works, demolition costs, contingency and money already committed against the budget need to be allowed for. However, further work would be needed on this option to refine this estimate.

This option would be implemented from September 2017 but would allow for nursery provision to be established for Ysgol Glan Ceubal from January 2016.

Details of how nursery provision would be provided are consistent with those set out in Option 1.

The use of demountable accommodation is also set out in Option 1.

Option 2



OPTION 2

Key Legend

- Existing school building
- Existing school building to be demolished
- Indicative extent of new build construction

Option 3

New 2FE standardised build to be shared by Gabalfa Primary School and Ysgol Glan Ceubal

This option would allow for both schools to be accommodated in a new standardised build.

- This would require the provision of 14 classrooms, two nursery units, two halls, a joint kitchen facility, reception area, and supplementary withdrawal spaces for SEN and learning interventions, accommodation for the immersion unit and separate playgrounds.

Initial costings based on benchmarking information from other Local Authorities indicate that the construction cost of providing this option would be between £4.4 – 5.1m. Additional costs of c£1.3m for works such as Highways, IT, FFE, fees, demolition costs, temporary nursery facilities and money already committed against the budget need to be allowed for.

Consultation would be needed with both schools around the challenges of operating an English-medium and Welsh-medium school from the same building.

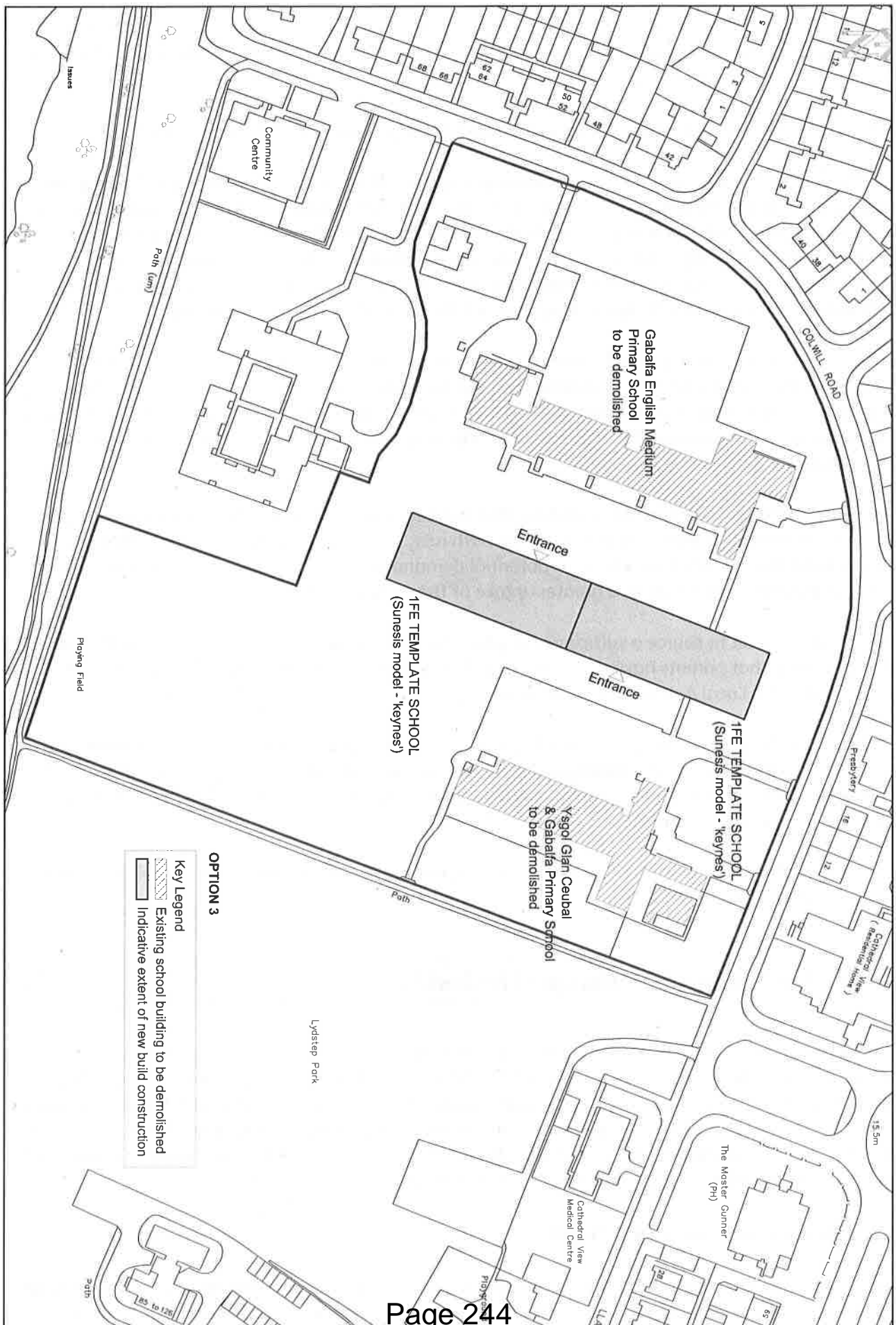
This option would be implemented from September 2017 but would allow for nursery provision to be established at Ysgol Glan Ceubal from January 2016.

Details of how nursery provision would be provided are consistent with those set out in Option 1.

The use of demountable accommodation is also set out in Option 1.

Whilst the initial build cost of delivering this option exceeds the budget available, this option could offer value for money due to reduced running costs overtime. This option has the advantage of providing a low maintenance, energy efficient new building which greatly reduces the immediate need for the ongoing maintenance and asset renewal that is associated with the existing older buildings.

Option 3



How would nursery provision be affected?

Gabalfa Primary School currently has 64 part-time nursery places. Under this proposal the number would reduce to 48 part-time places, in line with the reduction in the size of the school from 1.2FE to 1FE.

It is proposed that nursery provision be established at Ysgol Glan Ceubal from January 2016.

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 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 revised numbers of children and the appropriate investment made to realise the appropriate space in accordance with the numbers of places offered. 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.

The Local Authority has needed to purchase Welsh-medium nursery education places in recent years following 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.

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 having a nursery place at a school, does not guarantee a reception place and is subject to the admissions process.

How would other schools be affected?

The total number of places available at entry to Reception age in the two primary schools, following the implementation of these proposals, would be 60 (30 at Gabalfa Primary School and 30 at Ysgol Glan Ceubal). This compares to the existing arrangements, in which the Published Admission Numbers for each school enable up to 71 pupils to be admitted (43 at Gabalfa Primary School and 28 at Ysgol Glan Ceubal). The proposal, whilst increasing the combined capacity of the two schools in permanent buildings, would result in an overall reduction in places at entry to Reception.

English-medium primary schools

The consolidation of Gabalfa Primary School at 1 form of entry is expected to more closely match the future demand for places at the school. The number of pupils enrolled in its Reception age group in

December 2014 is at a lower level than in previous years and similar levels of demand are forecast in future.

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 a significant increase in the number of pupils able to be admitted.

There are many reasons for popularity of individual schools, and for the expression of parental preferences for admission to those schools at Reception age. Should the proposal to consolidate and invest in Gabalfa Primary School proceed, this may increase its popularity and the number of preferences submitted by parents for the school; however, as admissions would be capped at 30 places there would be no predictable or significant impact on other English-medium primary schools.

Although the number of places available at Gabalfa Primary school would be less than the projected demand for English-medium places from within its catchment area, it is likely that a proportion of pupils will access the surplus places available (compared to demand from within their catchment area) at nearby schools including Birchgrove, Hawthorn and Whitchurch primary schools, as at present.

It is therefore anticipated that the proposed consolidation of Gabalfa Primary School at 1 form of entry would have little or no effect on the number of pupils on roll at schools in the local area.

Welsh-medium primary schools

Following the establishment of Ysgol Glan Ceubal in 2010, the take up of places at the school was low, whilst the take-up of places of neighbouring Welsh-medium schools (Ysgol Pencae, Ysgol Mynydd Bychan, Ysgol Melin Gruffydd) has remained at high levels.

The city-wide population and the population in the locality have each grown in the intervening period, 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. 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.

The permanent establishment of Ysgol Glan Ceubal at 1 form of entry is expected to closely match the future demand for places at the school and from within its catchment area. The number of pupils enrolled in its Reception age group in December 2014 has increased in comparison to previous years and similar levels of demand are forecast in future.

Should the proposal to permanently establish Ysgol Glan Ceubal at 1 form of entry with nursery provision proceed, this may increase its popularity and the number of preferences submitted by parents for the school; however, as admissions would be capped at 30 places there would be no predictable or significant impact on other Welsh-medium primary schools

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.

It is anticipated that the permanent establishment of Ysgol Glan Ceubal at 1 form of entry would therefore have little or no effect on the number of pupils on roll at other schools in the local area.

Faith-based primary schools

Although there is no faith based primary school provision in the Llandaff North area, some pupils from this area attend faith based primary schools in other areas.

The most recent school data indicates that, from Llandaff North, an average of 4 pupils per year group attend St Joseph's RC Primary School and an average of 2 per year group attend Llandaff CiW Primary School. Fewer pupils from the area attend other faith based primary schools.

Admission to these schools is determined by the Governing Body of the individual school. Llandaff CiW Primary School has been fully subscribed at entry to Reception for a number of years, and the take up of places at St Joseph's has remained at high levels. This is projected to continue in future years and it is not expected that the proposal will impact upon this.

Table 6 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.

Table 6: Recent and projected numbers on roll at local primary schools should the proposal proceed as described

School	Is this school expected to be affected by the proposals?	January 2009	January 2010	January 2011	January 2012	January 2013	January 2014	014/2015 Projection	015/2016 Projection	2016/2017 Projection	2017/2018 Projection	2018/2019 Projection	2019/2020 Projection
Gabalfa Primary School – should the proposals not proceed	Yes	204	184	187	176	195	219	223	244	263	259	254	245
Gabalfa Primary School – forecast should the proposals proceed	Yes	204	184	187	176	195	219	223	244	256	249	230	225
Ysgol Glan Ceubal– should the proposals not proceed	Yes	0	0	8	16	30	41	51	63	70	75	77	77
Ysgol Glan Ceubal – forecast should the proposals proceed	Yes	0	0	8	16	30	41	51	63	84	100	115	128
Allensbank Primary School	No	148	139	165	218	231	242	247	267	270	286	272	272
Birchgrove Primary School	No	305	325	356	360	397	414	415	417	420	420	420	420
Gladstone Primary	No	195	179	201	197	197	207	199	199	200	200	200	200
Hawthorn Primary School	No	195	200	198	191	203	202	200	205	203	200	198	198
Peter Lea Primary School	No	245	233	254	267	283	303	312	322	315	316	316	316
Severn Primary School	No	370	389	386	369	387	409	402	394	397	400	399	399
Whitchurch Primary School	No	0	0	0	0	582	591	600	604	612	615	618	618
Ysgol Gymraeg Melin Gruffydd	No	326	351	355	365	390	406	413	410	414	413	413	413
Ysgol Mynydd Bychan	No	202	202	201	207	207	205	204	203	203	204	205	205
Ysgol Pencae	No	204	207	208	207	206	201	201	197	196	193	191	191

The projections for each of the above schools, with the exception of Gabalfa Primary School and Ysgol Glan Ceubal, represent both the projections as if the proposals were not to proceed and also if the proposals were to proceed. 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.

Projections based on actual GP registration data beyond 2017 are not yet available and it is therefore difficult to assess the long-term impact on schools; however, there are no data presently available that suggest a reduction in the overall demand for school places.

Quality and standards in schools in Cardiff are monitored by Estyn and the Local Authority (LA).

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.

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.

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 shortcoming

Estyn Inspection reports after September 2010 provide judgements against three 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

This section of the document includes information from the most recent Estyn inspections for Gabalfa Primary School and Ysgol Glan Ceubal. The summary sections and reports can be accessed via Estyn website at www.estyn.gov.uk.

Local Authority and Central South Consortium

Information regarding the quality and standards of Cardiff schools is provided in the Cabinet Report: Performance of Cardiff Schools and the Youth Service in 2013/14 which was considered by the Council Cabinet on 26 January 2015.

Since September 2012, the Council's School Improvement Services have been provided by the Central South Consortium (CSC), a regional School Improvement Services for the five local authorities of Bridgend, Cardiff, Merthyr Tydfil, Rhondda Cynon Taf and the Vale of Glamorgan.

Each school is categorised into four categories (A-D) which is reviewed every year:

- A: High performing school with many examples of good practice and potential sector leading practice – not requiring additional support
- B: School with good performance with some areas requiring improvement – may require some external support
- C: School with variable performance in a range of indicators or over time, needing improvement in a number of important areas – requires sustained additional support
- D: Underperforming school with significant weaknesses across a wide range of areas – requires intensive additional support

Table 7 and Table 8 below show the Estyn judgements, recommendations, CSC category and the Foundation Phase and Key stage 2 data for Gabalfa Primary School and Ysgol Glan Ceubal.

The authority 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.

Gabalfa Primary School Estyn Inspection Report June 2009	
Key Questions	Grade
Standards	
Key Question 1: How well do learners achieve?	Grade 2
The quality of education and training	
Key Question 2: How effective are teaching, training and assessment?	Grade 2
Key Question 3: How will do the learning experiences meet the needs and interests of learners and wider community?	Grade 2
Key Question 4: How well are learners cared for, guided and supported?	Grade 1
Leadership and Management	
Key Question 5: How effective are leadership and strategic management?	Grade 2
Key Question 6: How well do learners and managers evaluate and improve quality and standards?	Grade 2
Key Question 7: How efficient are leaders and managers in using resources?	Grade 2
Recommendations	
R1	Improve attainment at the end of both key stages
R2	Improve attendance rates and punctuality
R3	Provide more opportunities for pupils to develop their entrepreneurial skills
CSC Category 2013/14	
% of pupils achieving Level 2 inc English, Welsh and Maths	86.36
% of pupils achieving CSI	78.57
Attendance in 2012/13	91.83 %

Key Questions	Judgement
Key Question 1: How good are the outcomes?	Good
Standards	Good
Wellbeing	Good
Key Question 2: How good is provision?	Good
Learning experiences	Good
Teaching	Good
Care, support and guidance	Good
Learning environment	Good
Key Question 3: How good are leadership and management?	Good
Leadership	Good
Improving quality	Good
Partnership working	Good
Resource management	Good
Recommendations	
R1	Raise standards of extended writing in both languages in key stage 2
R2	Raise standards of presentation and handwriting in key stage 2
R3	Provide more of a challenge for more able and talented pupils
R4	Develop the role for the governing body to be critical friends
CSC Category 2013/2014	C
* Pupils achieving the expected outcome in the FP areas of learning in 2013	
* Pupils achieving the expected level in the core subjects at KS2 in 2013.	
* Attendance in 2013	85%

* further information can be found on the website: mylocalschool.wales.gov.uk.

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.

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 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.

The percentage of students needing SEN provision is higher than the LA and Wales average.

2013		Gabalfa Primary School	Ysgol Glan Ceubal	LA	Wales
Percentage of SEN Pupils	School Action	25.6 %	25 %	17.1 %	15.2 %
	School Action Plus	6.9 %	-	6.4 %	9.2 %
	Statemented	-	-	1.8 %	1.7 %
Percentage of EAL Pupils		34.4 %	-	19.4 %	5.1 %

There is no information available that suggests that the proposals would have a negative affect 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.

By retaining and refurbishing Gabalfa Primary School's buildings, the school would have access to rooms other than classrooms to enable any appropriate interventions to support pupils with EAL, disabilities and SEN. If the new build accommodation for Ysgol Glan Ceubal is a standardised design, discussion would be needed on the design approach and how it caters for pupils with disabilities, EAL and SEN needs.

Other relevant statistics specific to Gabalfa Primary School and Ysgol Glan Ceubal

2013	Gabalfa Primary School	Ysgol Glan Ceubal	LA	Wales
Percentage of FSM pupils – 3 year average	36.7 %	28.1 %	23.4 %	20.8 %
Percentage of Minority Ethnic Pupils	41.9 %	-	30.7 %	9.4 %

* further information can be found on the website: mylocalschool.wales.gov.uk.

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 as appropriate in line with individual needs for all pupils.

What are the educational benefits of these proposals?

The following benefits would be expected to result from these proposals:

- Capacity that achieves a better match between the supply of and demand for English-medium and Welsh-medium primary school places within the local area.
- 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 Welsh Government and the Council has adopted the UN Convention on the Rights of the Child which is expressed in seven core aims that all children and young people:

1. have a flying start in life;
2. have a comprehensive range of education and learning opportunities;
3. enjoy the best possible health and are free from abuse, victimisation and exploitation;
4. have access to play, leisure, sporting and cultural activities;
5. are listened to, treated with respect, and have their race and cultural identity recognised;
6. have a safe home and a community which supports physical and emotional wellbeing;
7. are not disadvantaged by poverty.

We consider that this proposal benefits the children in the community in accordance with the seven core aims set out above.

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 the existing building 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.

Risks associated with these proposals

There is a risk that the projected increase in the number of Welsh-medium 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 the number of pupil applications for Gabalfa Primary school would reduce if this is the school that retains the older building.

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.

Alternatives considered

English-medium provision

Doing nothing is not a viable option because there is a need to achieve a better match of supply and demand. Currently Gabalfa Primary School is having to manage fluctuating pupil numbers and this is impacting on the school's ability to plan its classes, budgets and staffing. Limiting the school to 1FE would therefore benefit the operational management of the school.

Another option would be to consider removing English-medium provision offered at the Gabalfa Primary School site such as by expanding neighbouring schools. However, several of these schools are located on confined sites and do not have sufficient space for extension, whilst the expansion of other schools would not provide a sufficiently local catchment area and therefore neither of these options have been taken forward.

Welsh-medium provision

An alternative could be to expand Welsh-medium provision at Ysgol Melin Gruffydd, Ysgol Mynydd Bychan or Ysgol Pencae but this is not feasible because the existing schools sites are too small.

The provision of a new build 1FE Welsh-medium primary school on the Ysgol Gyfun Glantaf site has been investigated but has been discounted as this would reduce scope for expansion if required in the future and would not provide a better solution than the other options proposed.

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.

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).

Consultation on the establishment of a catchment area for Ysgol Glan Ceubal was undertaken in early 2013 and the catchment area was formally established in September 2014.

Approval for the reduction of the Gabalfa Primary School catchment area, and enlargement of the adjacent Whitchurch Primary School catchment was given by the Council Cabinet in April 2014 and will be implemented from September 2015.

There are no further proposed changes to the catchment areas of the schools as part of these proposals.

Financial Matters

Proposals for Gabalfa Primary and Ysgol Glan Ceubal were included within the 21st Century Schools Capital Programme bid which received approval in-principle from Welsh Government in December 2011. The Programme is predicated upon 50% Authority funding and 50% WG Grant funding.

Full approval of grant funding attributable to specific schemes is subject to the successful submission of Business Cases to Welsh Government. Stakeholder expectations arising during the consultation process will need to be managed appropriately by the Directorate until full grant approval is received.

A separate review of the overall 21st Century Schools Programme and an update on priorities and proposals is anticipated to be reported at a future Cabinet meeting.

Within each option consideration could be given to placing a nursery in a non-Council building on a temporary basis with associated revenue requirements. The preferred option which will be reported to Cabinet at the end of the consultation will need to clearly set out the Value for Money case for investment in any non-Council buildings. It should also be noted that the Financial Model does not currently hold any specific Revenue provisions for these proposals.

Human Resources Matters

The HR implications arising from these proposals would be assessed through a review of the schools' establishments and consideration of any increase/decrease in staff required. Any required changes to the staffing levels would be managed within agreed policies and procedures and full consultation would be required with staff and trade unions.

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).

Impact of the proposal on the Welsh Language

The proposal includes increasing 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.

The schools subject to the proposals are existing schools which offer a range of after school activities. It is not anticipated that there would be a negative impact on any of these activities.

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. 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 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

The changes outlined within this document could be implemented 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 would work with schools and any community group to ensure that the proposal avoids negative impacts wherever possible.

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.

The Council's Cabinet will consider the report and will decide whether to proceed with the proposal, make changes to the proposal or not proceed with the proposal.

If the Cabinet decides to proceed with the proposal, a Statutory Notice would be published providing a 28 day notice period for objections. The School Standards and Organisation (Wales) Act 2013 requires that anyone wishing to make objections to a school organisation proposal has the opportunity to do so. To be considered as statutory objections, objections must be made in writing or by email, and sent to the Council within 28 days of the date on which the proposal was published.

The Council's Cabinet would consider the outcome of the Statutory Notice at the next available Cabinet meeting and determine whether to implement the proposal.

If there are objections, the Council would publish an objection report providing a summary of the objections and the Council's response to those objections within 7 days of the day of the determination of the proposal.

This report would be available for all persons in view on the Council website and copies can be obtained on request by using the contact details in this document.

If the Council's Cabinet approve the proposal, the proposed implementation date is January 16 for nursery provision to be established at Ysgol Glan Ceubal, September 2016 for the permanent establishment of Ysgol Glan Ceubal at 1FE on its existing site and September 2017 for the consolidation of Ysgol Glan Ceubal at 1FE with a 48 part-time place nursery.

What are the key dates proposed for this consultation and the process overall?

Consultation period 12 February 2015 to 25 March 2015 .

- Officers submit report to the City of Cardiff Council Cabinet on outcomes of consultation
- Council Cabinet considers responses to consultation and makes a decision about whether to proceed to Statutory Notice.
- If Council Cabinet decides to proceed with the proposal, a Statutory Notice would be published allowing 28 days for any objections.
- If any objections are received the Council's Cabinet would decide whether or not to approve the proposal.

Frequently Asked Questions

- **What would the proposals mean for children currently attending Gabalfa Primary School and Ysgol Glan Ceubal?**

Children currently attending these schools would remain at the schools.

- **If the proposal to establish a nursery at Ysgol Glan Ceubal is agreed when would the nursery provision be available?**

It is proposed that nursery places would be available from January 2016.

- **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.

- **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. There would be building work carried out on the schools site which 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.

CONSULTATION RESPONSE FORM

(The Provision of Welsh-medium and English-medium primary school places in and around Llandaff North 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
- Or if you prefer you can e-mail your views to: 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 25 March 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 name: _____

Address: _____

Postcode: _____ Date: _____

Your status: Parent Governor Pupil Member of Staff Other (please specify) _____

Do you support the proposal to consolidate Gabalfa Primary School at 1 FE with a 48 part-time place nursery from September 2017?

Yes No

Do you support the proposal to permanently establish Ysgol Glan Ceubal on its existing site at 1FE from September 2016?

Yes No

Do you support the proposal to establish nursery provision at Ysgol Glan Ceubal from January 2016?

Yes No

Please tick to indicate which option (as outlined on pages 14 - 19) you prefer:

Option 1 Option 2 Option 3

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 25 March 2015.



**Schools Programme
Record of
Pupils Meeting
Gabalfa Primary School
13.03.2015
1.30 pm to 2.30 pm**



Present:

Rosalie Phillips (Project Officer) and Laura Lloyd-Lewis (Project Officer)

Please note: The following is not a transcript but a contemporaneous note of the meeting.

No	Heading	Action
1.	Presentation	
	<p>RP opened the meeting, welcomed everyone and introduced Council officers.</p> <p>RP presented on the proposal on the provision of Welsh-medium and English-medium primary school places in and around Llandaff North.</p>	
2.	Comments	
	<p>The School Council had developed a Pupil Survey for the proposals that each class had completed. The surveys were provided to the Council Officers as part of their response:</p> <p>Option 1 – 69 pupils thought this was the best option. Option 2 – 3 pupils thought this was the best option. Option 3 – 72 pupils thought this was the best option.</p> <p>Officers discussed the pupils’ likes and dislikes of the proposal.</p> <p>The pupils liked the proposal as it would be fair for Glan Ceubal to stay, good if all together, need to learn to share, investment in both schools and fair to both schools.</p> <p>The pupils disliked the proposal as it would be difficult as they don’t mix with Glan Ceubal now, the building work will be disruptive, smaller classroom sizes, overcrowded, sharing the hall, having time for PE, dinner time would need to be longer to make sure everyone has lunch, the school would lose their ICT suite and there would not be as much space in the playground.</p> <p>Officers then explained that their responses will form part of the cabinet report for responses from the consultation.</p> <p>As pupils had no questions the session ended.</p>	



**Schools Programme
Record of
Pupils Meeting
Ysgol Glan Ceubal
03.2015**



Present:

Rachel Willis (Project Officer), Brett Andrewarthur (Project Officer)

Please note: The following is not a transcript but a contemporaneous note of the meeting.

No	Heading	Action
1.	Presentation	
	<p>RW & BA opened the meeting, welcomed everyone and themselves as Council Officers.</p> <p>RW & BA presented on the proposal on the provision of Welsh-medium and English-medium primary school places in and around Llandaff North.</p>	
2.	Comments	
	<p>Officers discussed the pupils' likes and dislikes of the proposal and recorded their responses using post it notes and stickers.</p> <p>The pupils liked the proposal as it would make the site fairer for all, might make more friends. They might get better rooms (would like them like Ysgol Treganna), would like more space for dinners (currently get hot food served cold due to kitchen arrangements) would like separate areas on the yard with a bigger playground, would like safe store for bikes & scooters, Climbing Frame on the yard, more toilets, more hand dryers and sinks, Astro Turf, bigger coat room, bigger hall, computer room. 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"> 1. Fairer for all 2. Astro Turf 3. Rooms like Ysgol Treganna 	

No	Heading	Action
	<p>The pupils disliked the proposal as it might mean they would lose memories. They were then asked about the current situation, and the things that they currently dislike. They do not like the small playground (want a bigger space), they do not want to share toilets or dinner hall with Gabalfa Primary School. They would like separate buildings from Gabalfa Primary School, with equal space and things.</p> <p>They would like to have more sheltered areas and benches and seats outside as they feel they currently do not have enough. They would like higher nets to stop their balls from going onto the Gabalfa Primary School site, and would like to have the grass trimmed regularly so that they can play football.</p> <p>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"> 1. Losing memories 2. Do not want to share a Dinner Hall with Gabalfa Primary School 3. Need changing rooms for boys & girls <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>	

G46C15/05

Estyn's response to the proposal by Cardiff County Council to: Provide sufficient capacity to meet the English-medium and Welsh-medium community primary pupil demand in and around the Llandaff North area.

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

The consultation proposal is from Cardiff County Council. The proposal is to:

- Consolidate Gabalfa Primary School as a one form entry school with 48 part-time nursery places from September 2017
- Permanently establish Ysgol Glan Ceubal on its existing site at Colwill Road, Gabalfa, CF14 2PQ as a one form of entry school from September 2016
- Extending the age range of Ysgol Glan Ceubal from 4-11 to 3-11 which would require the establishment of 48 part-time nursery places from January 2016.

Summary/Conclusion

It is Estyn's opinion that the proposal is likely to maintain the current standards of education and provision in the area.

The proposal is unlikely to have a negative impact on any other schools in the area. The proposal is likely to have a positive impact on the availability of Welsh medium education in the locality and to reduce overall surplus places in Welsh and English medium schools over time.

However, the proposer has not identified its preferred option at this stage. As such, the proposal does not identify potential financial implications or benefits clearly enough. The proposal contains very little information about the potential impact of the reorganisation on the staffing arrangements at the schools involved. The proposal does not evaluate what impact the proposal may have on any providers of pre-school education in the locality other than schools.

Description and benefits

The proposal contains three possible options to bring about the desired changes. Overall, each option has the potential to support the achievement of the proposal. However, option one has insufficient clarity. For example, the option is not clear as to whether the nursery provision will be in a demountable classroom or in the local church hall. The proposer indicates that this option would not be complete in time for the identified start dates. The proposal contains insufficient detail about the financial implications for this option. Overall, in its current form, the weaknesses would appear to outweigh the strengths for this option.

Option two contains a suitable rationale for remodelling the school sites and identifies significant potential financial savings in the longer term. However, as with option one, the financial details are unclear and a few figures such as the cost of using demountable classrooms are not included.

Option three identifies a number of strengths that include long term financial savings and a modern purpose-built school for pupils. However, the proposer identifies that the cost of this project exceeds the available funding. The proposer acknowledges, in each option, that the financial implications require more detail.

The proposer does not identify clearly the educational benefits of any option, for example, there is no mention of the potential impact on standards of teaching and learning. However, each option does support the overarching aims of the proposal appropriately, for example, a better match between the supply of and demand for English-medium and Welsh-medium primary school places within the local area. Estyn agrees that each option is likely to provide pupils with modern facilities which would be able to support the delivery of a broad and balanced curriculum in the longer term. The proposer states that the proposal will enable the schools to implement the seven core aims UN Convention on the Rights of the Child. However, the proposal does not provide any detail as to how the new arrangements would support this aspiration.

The proposer has compared the benefits of the proposal with the status quo and has considered all other reasonable options fairly. For instance, the proposer raises the possibility of removing English-medium education from the Gabalfa Primary School site and educating pupils in other local schools. However, this is not a viable option due to the restricted size of the sites of these other educational settings.

The proposal indicates that the catchment areas for all schools have changed recently and that these changes have received the required approval. As such, there are unlikely to be any significant transport implications. The proposal states appropriately that the county will apply its transport policy to each of the schools fairly. The proposal recognises that there is potential increased traffic congestion around the school sites at drop off/pick up times. It states that the council would work with the governing bodies of the schools to develop a travel plan to minimise

any potential disruption. However, these plans are not available at the time of the proposal.

The proposal does not identify implications for members of staff or potential staffing requirements clearly, for example, the numbers of staff required or the financial implications. However, it does state reasonably that the council would manage any required changes to the staffing levels within agreed policies and procedures and full consultation.

The proposal is thorough in its use of data with regard to past, present and future pupil numbers in both schools. It clearly demonstrates that the proposal would reduce surplus places significantly in both schools whilst supporting the increased demand for Welsh-medium education in the locality. However, the proposal does not identify the number of pupils that are likely to require places at Gabalfa Primary School in September 2017. It does provide figures for the four year prior to September 2017. In each of these four years, the number of pupils requiring places exceeds 30 which is the intended intake number from September 2017. The proposer states that pupils from within the catchment area are likely to request places at other local schools from September 2017 onwards but this is by no means certain. Both schools will offer 48 nursery places and then only be able to offer 30 full time places. It is unclear whether the proposer has fully considered the potential pinch point in terms of demand for spaces, particularly in the other local Welsh medium schools.

The local authority has considered the current standards of educational outcomes in both schools. It states that both Gabalfa Primary School and Ysgol Glan Ceubal are schools with variable performance in a range of indicators or over time, needing improvement in a number of important areas and that both schools require sustained additional support. The most recent published Estyn inspection report of Gabalfa was in 2009 (the schools was inspected in February 2015, but the report has not yet been published). As such, this is not sufficiently recent to support a current opinion regarding standards. In December 2013, Estyn inspected Ysgol Glan Ceubal and judged the school's performance and prospects for improvement as good at that time. Overall, Estyn agrees with the local authority's current evaluation of educational standards in both schools.

As the schools are already established, there are very few implications for the arrangements for leadership and management related to the proposal. However, the local authority has categorised both schools as category 'C' for improvement capacity. This does not indicate a judgment of strong leadership.

The proposal contains appropriate information with regard to ensuring provision for pupils with additional learning needs and those with statements for special educational needs. It is Estyn's opinion, that the proposal is unlikely to have a detrimental effect on provision for these pupils. There is also an equality impact

assessment that explains how the proposal will support the future of Welsh-medium education in the area. The proposer states reasonably that 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.

It is Estyn's opinion that impact of revised admission arrangements will lead to very little disruption to pupils' learning. It is unlikely that the proposal will have any impact upon transition arrangements to secondary school. However, the proposal does not evaluate the implications for any pre-school educational providers in the locality other than schools.



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March 20th 2015

Response by the Headteacher of Gabalfa Primary School to the consultation document "The provision of Welsh-medium and English-medium primary school places in and around Llandaff North"

Do you support the proposal to consolidate Gabalfa Primary School at 1FE with a 48 part-time place nursery from September 2017?

I support, with reservations, the proposal to consolidate Gabalfa Primary School at 1FE with a 48 part-time place nursery from September 2017. Fixing our intake at 30 pupils will sort out the current challenges faced when organising the staffing and class structure of a 43 pupil intake school. However, as there is clearly an ongoing demand for English-medium places in and around the Llandaff North area which we are at present able to accommodate I am concerned about where these additional pupils will be educated. SOAP Officers have indicated that should the demand for English-medium places in our area continue to be sustained or rise then we may be in a situation where additional accommodation is needed on the site. Should this happen I would not want to see demountable accommodation be installed for our school as has happened in many Cardiff schools over the years.

Do you support the proposal to permanently establish Ysgol Glan Ceubal on its existing site at 1FE from September 2016?

I support the permanent establishment of Ysgol Glan Ceubal on its existing temporary site from September 2016 and will continue to encourage the close working of the **three*** schools that share the site. I welcome the separation of metered utilities; it has been very difficult to ascertain the exact costs involved in hosting Ysgol Glan Ceubal over the years.

Do you support the proposal to establish nursery provision at Ysgol Glan Ceubal from January 2016?

I do not support the proposal to establish nursery provision for Ysgol Glan Ceubal from January 2016, but would expect that permanent part time nursery provision be available for both schools when the proposed building works is completed in September 2017. I strongly object to the suggestion that Gabalfa pupils and staff vacate a popular and well established Nursery provision merely to benefit another school. The reasons provided in the report are inaccurate; Ysgol Glan Ceubal is accommodated some distance away from the Nursery building of Gabalfa Primary and this would not enable Ysgol Glan Ceubal to work closely as suggested in the report. I am concerned that should Gabalfa Primary school be forced to give up its Nursery provision and move into temporary accommodation my Governors will resign as indicated in their response to the consultation report.

I am also concerned that the costs of providing a Nursery for Ysgol Glan Ceubal in January 2016 would be very expensive. The most obvious solution would be for Ysgol Glan Ceubal's Nursery to be established when the permanent building has been completed in September 2017.

Option 1

I reject this option as I am concerned that this would mean significant, increased maintenance costs for both school buildings which are already over sixty years old and in need of serious refurbishment both externally and internally.

With regards to the establishment of a nursery for Ysgol Glan Ceubal I reaffirm my concerns as stated above.

Option 2

I reject this option as I find the suggestion that one school be provided with a new building whilst the other simply has a refurbishment to be an insult to the pupils of Gabalfa Primary school. Both schools serve the same community, therefore both schools should offer the same level of provision.

With regards to the establishment of a nursery for Ysgol Glan Ceubal I reaffirm my concerns as stated above.

Option 3

This is my preferred option. It is fair to both schools and would create an innovative means of delivering English and Welsh medium provision to the community.

I am however concerned that should this option go ahead, we are able to continue to provide the number of high quality interventions for our vulnerable pupils. We would continue to require sufficient space to support the many 'newly arrived;' families to the UK that we receive. This provision is similar to the immersion provision that Ysgol Glan Ceubal offers; newly arrived pupils from many different countries are immersed in the English language with individual and group support to enable them to access the curriculum as soon as possible. This was recently identified by ESTYN as a strength of Gabalfa Primary school.

We also provide a high quality on-site counselling service for our pupils as well as a successful Nurture class for pupils across the primary age range. It is vital that we are able to sustain these services as they have a positive and measurable impact upon standards achieved by the pupils of the school.

It is important that teaching spaces are flexible and spacious to enable independent learning and more formal learning experiences. Both schools would need reliable wi-fi access to support the good standards of ICT that pupils use to enhance their learning experiences. The needs of the Foundation Phase pupils MUST be met both inside and outside with both schools having access to safe, motivating and stimulating outdoor learning provision.

I am grateful, on behalf of the pupils and parents of the school, for this current consultation and hope, after many years of expectation and disappointment that finally agreement can be made that enables both Gabalfa Primary and Ysgol Glan Ceubal schools to work side by side to provide excellent sustained learning experiences to their pupils.

Yours sincerely,
Yr eiddoch yn gywir,

C L Jenkins

Mrs C L Jenkins
Headteacher

* Gabalfa Primary School, Meadowbank School and Ysgol Glan Ceubal

G4GG15/09



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Schedule 2
24 MAR 2015



Response by the Governing Body of Gabalfa Primary School to the consultation document "The provision of Welsh-medium and English-medium primary school places in and around Llandaff North"

The Governing Body of Gabalfa Primary School are, in this letter, responding to the consultation by considering the information and proposals it has seen in the report which was considered by Cardiff Council Cabinet on 26.02.15, the Consultation Document made available in hard copy and on the Cardiff Council website and the presentation made to them by the members of the Cardiff Education Department SOAP team.

1. Response to issues outside the formal consultation paper:

- (i) Gabalfa Primary School has a FE of 1.4 (43 pupils) not 1.2.
- (ii) The whole site is part of Gabalfa Primary School and it hosts Ysgol Glan Ceubal and has done so since Ysgol Glan Ceubal in a temporary way occupied part of Foundation Phase Building.
- (iii) Gabalfa Primary School is accommodated in the CURRENT, not former, Junior School and Foundation Phase Buildings.
- (iv) Reception numbers in 2014/15 in Gabalfa Primary School being at 27, like the current years 5 and 6, may well be aberrant, particularly when the current years 1 to 4 show numbers greater than 1 F.E. This also flies in the face of the assumption (page 20 final paragraph) that there would be a reduction in the demand for places at Gabalfa School. A significant number of pupils transfer into Gabalfa during each school year (30 in the last school year) by immigration into the area and demand for places because of the excellent reputation by the school in dealing with the requirements to advance the educational standards of pupils designated FSM, EAL and SEN.
- (v) Paragraphs 4 and 5 on Page 12 contradict each other.
- (vi) The Governing Body cautions that the reliance on NHS birth rate projections is notoriously unsafe, as many local authorities in other parts of the U.K. have found to their cost.
- (vii) Throughout the report there appears to be an assumption that Gabalfa Primary School would become less popular over the years whilst the popularity of Ysgol Glan Ceubal would grow. There is no evidence for either of these assumptions only speculations. Even if Glan Ceubal had a full 1 F.E. intake in the future it would take until 2020 for it to fill to the level that Gabalfa Primary School is at present. Indeed, if the projected figures for both schools are as suggested as in Table 6 on page 22 then Gabalfa Primary School would in each of the following five years be over its **current** number should the proposals proceed, and even more so should they not.

2. Response to the consultation.

- (i) We support the proposal to consolidate Gabalfa Primary School at 1FE with a 48 part-time nursery from September 2017, although we cannot see any reason to reduce the current number of 64 except the proposal's desire to make it equal in number to what is proposed for Ysgol Glan Ceubal.

- (ii) We support the permanent establishment of Ysgol Glan Ceubal on its existing temporary site from September 2016, but only if it does not interfere or encroach on the provision for the Foundation Phase pupils and staff of Gabalfa Primary School, both within the school buildings and in the outdoor spaces, until such time as new arrangements are made for each school's permanent accommodation. However, Ysgol Glan Ceubal would still need, until that time, to be hosted for its utilities by Gabalfa Primary School as there is only one set of utility meters in the Foundation Phase Building, the cost of use by both schools is paid for by Gabalfa Primary School with re-imbursment from the budget of Ysgol Glan Ceubal.
- (iii) We do NOT support the proposal to establish nursery provision at Ysgol Glan Ceubal from January 2016. This is not because we do not support, in the future, the establishment of a nursery at Ysgol Glan Ceubal, because we understand why they want one. However, we raise very strong objections to the proposals, for reasons which do not appear on the response form but are in the full consultation document. Those reasons are based on the fact that there is at present no suitable accommodation for such a proposal and are as follows :
- (a) It is suggested that Gabalfa Primary School gives up its current nursery accommodation to Ysgol Glan Ceubal with Gabalfa Primary School having temporary accommodation so that Glan Ceubal pupils can be advantaged by being close to the rest of their school. This is presumably at the expense of Gabalfa pupils who would be expected to move into temporary accommodation and depending on the option chosen- maybe for ever! If this suggestion is implemented, many of the current Governors of Gabalfa Primary School would have to consider their position as Governors.
- (b) The costs involved in establishing the Ysgol Glan Ceubal nursery in January 2016, either on the Gabalfa Primary School site or in Church Hall accommodation, is an expensive waste of money. If they waited until the implementation of any of the three options the costs of establishing the Ysgol Glan Ceubal nursery could be incorporated into the development of any of the proposals.

OPTION 1

To accept this option for either school would mean the significant, increasing ongoing maintenance costs of the refurbished school buildings, which are already old and require considerable, ongoing revenue expenditure. The new Foundation Phase unit for Gabalfa Primary School would simply be an add-on and not part of the design of a new or even refurbished school building.

We would reaffirm our objections stated above to the timing and cost of the Ysgol Glan Ceubal nursery proposals.

We therefore **reject** this option, not least due to the disruption it would cause to pupils passing through the school and to staff.

OPTION 2

We find this proposal **totally unacceptable**. To have one school in a refurbished building whilst the other has a brand new school built when Gabalfa Primary School has been drawing attention to the deteriorating state of both of its building for many years with promises and proposals to change the situation, is appalling. Gabalfa Primary School pupils would become "second class citizens". As in Option 1, there would be considerable disruption to pupils passing through the school and to staff.

We would reaffirm our objections stated above to the timing and cost of the Ysgol Glan Ceubal nursery proposals.

OPTION 3

The Governing body **PREFER** this Option. It is equitable on both schools. It would create an interesting environment for the development of English Medium and Welsh Medium education alongside one another. However, we do **NOT** believe that it would be possible or sensible to attempt

[Faint, illegible text covering the majority of the page, likely bleed-through from the reverse side.]

to deliver SEN or EAL support for both schools using the same areas. The language of delivery would presumably be different and we cannot imagine Ysgol Glan Ceubal having EAL pupils unless they were monoglot Welsh and require English language support.

If this option is chosen it will be essential that the staff and governors are actively involved in the arrangements of the internal and external facilities that the school needs to deliver the high quality curriculum opportunities it delivers to the pupils at the present and hopes to extend with the community involved more in the future.

We note that a Travel Plan will be needed – there are already a number considerable of problems with traffic flows around the existing school.

We would reaffirm our objections stated above to the timing and cost of the Ysgol Glan Ceubal nursery proposals.

The Governing Body are grateful, on behalf of the children and parents of the schools and beyond, for the initiative shown by Cardiff Council and the Welsh Government for this consultation and the details within it, but would urge them to treat the children of this English Medium School and the Welsh Medium School equally.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Les Maxim', with a long horizontal flourish extending to the right.

Les Maxim

Chair of Governors

On behalf of the full Governing Body of Gabalfa primary School

GYGCS/10



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Friday 20th March 2015

GABALFA PRIMARY SCHOOL
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To whom it may concern,

Response by class teachers and teaching assistants of Gabalfa Primary School to the consultation document "The provision of Welsh-medium and English-medium primary school places in and around Llandaff North"

- 1) We support, with reservations, the proposal to consolidate Gabalfa Primary School at 1FE with a 48 part-time nursery from September 2017. While we appreciate that fixing our intake at a one form entry makes class organisation and planning for the future far easier, we are aware that the demand for places maybe higher than this, as is the case in many of our current year groups. We are concerned about where these children will be educated and that, if the LA find that the demand for places at our school is consistently higher than 1 FE, we are provided with demountable accommodation as has happened in many schools over the years.
- 2) We support the permanent establishment of Ysgol Glan Ceubal on its existing temporary site from September 2016 and, as we have done since its introduction, will strive to ensure that we are as accommodating as possible whilst still prioritising the needs of our pupils.
- 3) We do not support the proposal to establish nursery provision at Ysgol Glan Ceubal from January 2016 but would expect that a nursery is established when the building works have been completed. It is neither fair nor feasible to expect our Nursery staff and pupils to move into temporary accommodation and the positioning would not benefit the pupils of Ysgol Glan Ceubal as has been suggested.
- 4) Class teachers and teaching assistants prefer Option 3. However, we have reservations about this option because of the advantages of the spacious ks2 accommodation we would be losing. We would expect that the building of a new school would enable us to provide a 21st century curriculum. The teaching spaces need to be flexible and spacious to enable independent learning whilst also enabling more formal learning when appropriate. Each part of the school must be equipped to enable pupils to use technology to enhance their learning experiences. Sufficient spaces must be available for good quality physical activity in both PE lessons and during playtimes. Sufficient space for children to eat must be available, not in the classroom where staff will be setting up new learning experiences, nor in a hall where currently we provide a range of lunchtime clubs as requested by the parents of our pupils. The needs of Foundation Phase children must be met both inside and outside. We must have sufficient spaces to provide the vital group and individual intervention programmes recently complimented by Estyn, the Nurture and counselling provision so vital to the well-being of our pupils and parents, SEN support and support for pupils new to English, (like the Welsh school who require a separate space for an 'Immersion Class', we 'immerse' these pupils using individual and group support in a separate area so they can access the curriculum as soon as possible).

The teachers and teaching assistants of Gabalfa Primary School are grateful for this current consultation and hope, after many years of expectation and disappointment, that finally an agreement can be made that enables both English and Welsh medium schools to provide excellent learning experiences to their pupils.

Yours faithfully,

E.J.Prescott

Deputy Headteacher

On behalf of the teachers and teaching assistants of Gabalfa Primary School

**CITY OF CARDIFF COUNCIL
CYNGOR DINAS CAERDYDD**



CABINET MEETING: 3 DECEMBER 2015

**AMENDMENTS TO THE JOINT SCHEME FOR THE
ALLOCATION OF SOCIAL HOUSING**

**REPORT OF DIRECTOR OF HOUSING, COMMUNITIES &
CUSTOMER SERVICE**

AGENDA ITEM:7

**PORTFOLIO: HEALTH, HOUSING & WELLBEING (COUNCILLOR SUSAN
ELSMORE)**

Reason for this Report

1. To provide an update on the operation of the new Cardiff Housing Allocation Scheme.
2. To seek approval for further amendments to the scheme in light of operational experience and changes in legislation.

Background

3. Local authorities are required under s167 of the Housing Act 1996 to have a Housing Allocation Scheme. The Scheme sets the criteria for determining priorities in allocating housing accommodation, and the procedures to be followed. It forms the framework to ensure that a balance is achieved between: the individual housing needs of applicants; the legislative duty to offer applicants the opportunity to express choice or preference; the need to maintain balanced, sustainable communities; and the requirement to make best use of a publicly funded resource.
4. A Scheme was implemented in January 2015 and outlined a new approach using a common social housing register, arranged in bands. The band that an applicant is placed in is determined by their level of housing need and whether they have a local connection to Cardiff. Within each band, applicants are listed in date order. However waiting time alone does not allow an applicant to rise up to a higher band. The level of housing need is always considered before time waiting on the list.
5. Partner Registered Social Landlords (RSLs) in Cardiff expressed a desire to participate in a joint Allocation Scheme for the city to provide greater clarity for applicants, reduce administration and further promote

closer collaborative working. The Scheme therefore reflects the wider remit of letting all social housing stock in the city.

Issues

6. The changes have resulted in improved advice to applicants with 1,674 housing solutions interviews carried out in the first 6 months of operation.
7. The Scheme has also been successful in identifying those applicants who are most in housing need and prioritising them accordingly. This work has revealed the very high level of housing need in the city.
8. As at September 2015 there are currently 9,572 people registered on the Waiting List of which 5,416 have a significant housing need. Of these:
 - 221 are homeless households
 - 3,289 households are living in unsatisfactory housing conditions
 - 2,765 households (29% of the Waiting List) are overcrowded
 - 489 households (5% of Waiting List) need to downsize
 - 2,600 households need to move on medical or welfare grounds
 - 2,477 households (26% of the Waiting List) have a medical need
 - 1,621 households (17% of the Waiting List) need ground floor / lift accessible accommodation (990 being applicants aged 50 or over)
 - 549 households are on the Cardiff Accessible Homes list (89% of these are also on General List)
 - 148 households need to move to a particular area to avoid hardship
 - 44% of these are fleeing domestic abuse and 36% want to move due to anti-social behaviour.
9. 97% of lets are now made to those in housing need, with 80% let to those in high need or above. Despite this, waiting times for those in most need are still long; 362 applicants with urgent housing and 617 with high housing need have been waiting for more than a year to be housed. 140 applicants with high housing need have been waiting for more than 5 years.
10. In the Cabinet Report on 11 December 2014, it was acknowledged that further changes to the scheme would be needed due to the introduction of new homelessness legislation as outlined in the Housing (Wales) Act 2014 and the accompanying Code of Guidance on the Allocation of Housing and Homelessness. Other changes are proposed as a result of operational experience and the need to better differentiate between

levels of housing need identified above for different groups of applicants. These proposed changes are outlined below:

11. New Homelessness Legislation

Part 2 of the Housing (Wales) Act 2014 came into force on 27th April 2015 and changed how local authorities assist anyone approaching them for advice about homelessness.

Issue: Additional duties on local authorities to assist applicants who are homeless or threatened with homelessness require revised banding arrangements. These new duties also have the potential to significantly increase demand for services. However local authorities in Wales can now discharge their duty into the private rented sector as well as the usual route into social housing.

Amendment: It is proposed to amend the banding arrangements as follows:

- Band A – urgent full/final duty homeless
- Band Bi – non-urgent full/final duty cases and Resettlement Strategy cases
- Band Bii – new category for all other homeless cases including those in hostels, supported housing and temporary accommodation

Also the Resettlement Strategy criteria will be amended to complement these arrangements to ensure the most vulnerable people are assisted.

In order to make timely and appropriate offers, homeless applicants will be required to choose 2 higher availability areas at application as well as any other areas of their choice. This proposal will also be extended to those awarded immediate priority and those 'left in occupation' of Council accommodation who do not have a right to succeed to a tenancy. The private rented sector will be used as an option for areas of limited or no social housing.

12. Local Connection

The Scheme currently recognises local connection as having normally resided in Cardiff for 6 of the last 12 months or 3 out of the last 5 years, with exceptional circumstances considered on a case-by-case basis.

Issue: It is difficult for applicants to evidence residency under these criteria and it is difficult for officers to keep track of any ongoing changes. Also this criteria puts additional pressure on the Waiting List.

Amendment: It is proposed that the Scheme comes into line with many English and some Welsh local authorities in requiring 'normal residence' to be defined as 2 years continuous residency at the time of application. Each application will be assessed on its merits and exceptions to the 2 year requirement will be considered to recognise, for example, where employment might be jeopardised by not living in the city or where care from family in the city is essential to the applicant's health and wellbeing. This change will apply to new applicants only, and for applicants owed a duty under Part 2 of the Housing (Wales) Act 2014, the working definition

of Local Connection set out in the Guidelines for Local Authorities on Procedures for Referral is adopted.

13. Overcrowding

The Scheme currently stipulates that, in accordance with Housing Benefit Size Criteria, households currently overcrowded because they are 1 or 2 bedrooms short are considered to have a medium housing need whilst those 3 or more bedrooms short are deemed to have a high housing need.

Issue: Operational experience has shown that this approach is not adequately acknowledging those who are severely overcrowded and those requiring a size of property to address their need that is not practically available. The impact on families is most acute with any school-age children likely to have their educational progress impacted upon by such living conditions.

Amendment: This is a very complex issue but a first solution is to recognise the most extreme cases involving families. All families living in bedsits; families of 4 persons or more in 1 bedroom accommodation; families of 6 persons or more living in 2 bedroom accommodation; and families of 9 persons or more living in 3 bedroom accommodation will all be considered to have high housing need.

It is also acknowledged that the current social housing stock in the city cannot generally accommodate households requiring over 4 bedrooms; Cardiff has only 153 properties of 5 bedrooms and above and they are rarely available for re-let. Where applications are received from such large households, case-by-case solutions will need to be explored, such as re-housing discrete family units within the household separately and exploring opportunities in the private rented sector. This complex issue will be further explored in the Housing Strategy currently under development.

14. Under-Occupation

The Scheme currently offers applicants the choice to be registered for properties larger than they need according to Housing Benefit Size Criteria, so long as they undertake an affordability assessment at the point of offer.

Issue: A high proportion of social housing stock is currently under-occupied. Records show that 2,681 social housing tenants of working age in receipt of Housing Benefit are still affected by the 'bedroom tax'. Other social housing is likely to be under-occupied by those over retirement age. This is not making the best use of social housing stock, especially given the high demand for re-housing from applicants who are currently over-crowded.

Amendment: All applicants to only be offered properties that meet the needs of their household in accordance with Housing Benefit Size Criteria. Exceptions will be made to this approach where appropriate.

15. Older Persons Accommodation
Currently applicants who are aged over 50 years can apply for both general and older people's accommodation.

Issue: Sheltered and designated stock is often difficult to let which may be in some part due to its perception and connotations for the elderly. Many older people want or need to be close to relatives or services and therefore their area choices are limited. Additionally mobility issues restrict the types of properties that can be offered.

Amendment: Existing stock is being reviewed with some sheltered scheme refurbishment already planned, however all Council older persons accommodation is to be re-classified and marketed. All older persons stock will have its own letting criteria thereby facilitating better matching of client need with each property.

The importance of community has been recognised with those already living in the scheme/local area being shortlisted above applicants from other areas. Ground floor 1 bedroom accommodation is to be prioritised for those with a medical need.

All current applicants meeting the age criteria will be approached to ascertain greater detail of their needs and choices about types and location of accommodation. This will allow better shortlisting in order to offer appropriate and sustainable re-lets.

16. Other Changes
Other changes include giving additional priority to those leaving the Armed Forces (urgent housing need), those moving on from local authority care provision (urgent housing need); and those who are blocking hospital beds and who have no suitable home to return to (awarded immediate priority.)

Consultation

17. Extensive consultation had been undertaken as part of the main changes that were introduced as part of Cabinet Report: *Amendment to the Housing Allocation Scheme*, 15/12/2014. Consultation with key stakeholders included Councillors, other Service Areas, statutory partners and supported housing providers. Additionally, Cardiff Tenants & Residents Federation members views were sought, along with those of a random sample of 3,400 current applicants taken from the Common Waiting List.
18. Consultation on the amendments contained within this report has taken place with key partners including Registered Social Landlords, Homeless charities and supported accommodation providers on the changes and no major issues were raised. Additionally, all Council Members have been emailed to explain the changes that are contained within this report.

Implementation

19. It is anticipated that these changes outlined above will be implemented between January and March 2016 as some require changes to the IT system used by the Council and partner RSLs, and others require an in-depth screening of current applicants.
20. Those affected by the changes proposed will receive a letter outlining how the change will impact upon their status on the Waiting List, along with a leaflet describing the Scheme.

Reason for Recommendations

21. The above amendments are required to make the Housing Allocation Scheme workable and equitable for all in housing need and reflect changes to legislation.

Financial Implications

22. There are no direct financial implications.

Legal Implications

23. 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.
24. The Council must provide an allocation scheme for determining priorities, and as to the procedure to be followed, in allocating housing accommodation. For this purpose "procedure includes all aspects of the allocation process, including the persons or descriptions of persons by whom decisions are to be taken.
24. The scheme shall include a statement of the authority's policy on offering people who are allocated housing accommodation, a choice of housing accommodation, or the opportunity to express preferences about the housing accommodation to be allocated to them.
25. The scheme shall be framed so as to secure that reasonable preference is given to
 - i) People who are homeless (within the meaning of Part 2 of the Housing (Wales) Act 2014)
 - ii) People who are owed a duty by a local housing authority under section 66, 73 or 75 of the Housing (Wales) Act 2014

- iii) People occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions.
 - iv) People who need to move on medical or welfare grounds
 - v) People who need to move to a particular locality in the district of the authority, where failure to meet that need would cause hardship
26. For the purpose of defining how preference is to be awarded to those within these categories, the allocation scheme is allowed to take into account:
- i) The financial resources available to a person to meet his housing costs
 - ii) Any behaviour of a person (or a member of his household) which affects his suitability to be a tenant
 - iii) Any local connection which exists between a person and the authority's district.
27. The Council must afford all registered providers of social housing and registered social landlords with whom it has nomination arrangements the opportunity to comment on an allocation scheme before it is altered in any way that reflects a major change of policy.
28. The Council has to satisfy its public sector duties under the Equalities Act 2010 (including specific Welsh public sector duties). Pursuant to these legal duties Councils must in making decisions have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics.

Protected characteristics are:

- Age
 - Gender reassignment
 - Sex
 - Race – including ethnic or national origin, colour or nationality
 - Disability
 - Pregnancy and maternity
 - Marriage and civil partnership
 - Sexual orientation
 - Religion or belief – including lack of belief
29. As such a decision to implement the proposal has to be made in the context of the Council's equality act public sector duties.
30. The report identifies that an Equality Impact Assessment has been carried out and is appended at Appendix C. The purpose of the Equality Impact Assessment is to ensure that the Council has understood the potential impacts of the proposal in terms of equality so that it can ensure that it is making proportionate and rational decisions having due regard to its public sector equality duty.

31. The decision maker must have due regard to the Equality Impact Assessment in making its decision.
32. The decision maker must also have regard to certain other matters when making its decision as outlined in the Statutory Screening Tool.

HR Implications

33. There are no direct human resource implications.

RECOMMENDATIONS

Cabinet is recommend to approve the amendments outlined above to further enhance the joint Cardiff Housing Allocation Scheme.

SARAH MCGILL

Director

27 November 2105

The following appendices are attached:

Appendix A – Cardiff Housing Allocation Scheme (December 2015)

Appendix B – Summary of Banding

Appendix C – Equality Impact Assessment

The following background papers have been taken into account

Cabinet Report: *Amendment to the Housing Allocation Scheme, 15/12/2014*
Statutory Screening Tool

Cardiff Housing Allocation Scheme

December 2015



Glossary

Household: The people listed on the application for housing who want to be rehoused together. Please note that where an applicant or their partner is expecting a child, that child is included in their household make-up for the purpose of allocating properties.

Child: a household member under 16 years of age.

Age-restricted Accommodation :

Independent Living : Accommodation (including bungalows and flats) which is set aside for people who meet specific age criteria but who are able to live independently. Additional criteria may be attached to such accommodation to ensure that it is allocated to suitable applicants depending on their accessibility / disability / social needs.

Community Living : Accessible accommodation (mainly flats) with a community room and onsite activities, which is set aside for people who meet specific age, support, access and disability criteria.

Extracare : Fully accessible accommodation with a community room, onsite activities and 24 hour onsite support / care.

Adapted Properties : Properties which have been purpose built or substantially adapted to meet the needs of people with disabilities. These are allocated via the Cardiff Accessible Homes Project.

Housing Waiting List: The waiting list from which the City of Cardiff Council and the main Housing Associations in Cardiff let their properties. The List includes an Immediate Priority List and 3 sub-lists: the Homeless sub-list, the Beneficial Transfer sub-list and the General sub-list.

Beneficial Transfer: Where it is deemed that a transfer of households between social housing properties is beneficial to make the best use of social housing stock.

Social Housing: Affordable residential accommodation owned and managed by the City of Cardiff Council or a partner Housing Association in the city.

Exclusion Panel: A panel made up of officers from the Council and partner Housing Associations to consider applications identified as potentially excludable from the Housing Waiting List. Any application that is excluded may be reviewed at the Exclusion Review Panel, which is made up of more senior Council & Housing Association officers.

Unrelated Criminal Activity: (see 1.7) criminal activity not related to the conduct of a tenancy.

Higher Availability Area: An area of Cardiff where social housing is generally more readily available (due to stock levels and turnover). Higher availability areas may differ for different sizes of property. More information is available at www.cardiffhousing.co.uk

Cardiff Housing Allocation Scheme

1. Introduction

- 1.1 There is a high demand for social housing in Cardiff and a limited number of properties become available to let each year.
- 1.2 The City of Cardiff Council, Cadwyn, Cardiff Community, Hafod, Linc Cymru, Newydd, Taff, United Welsh and Wales & West Housing Associations, (referred to in the remainder of this document as ‘the Partners’ / ‘We’ / ‘Us’) operate a common Housing Waiting List for social housing, from which suitable applicants are identified to be offered available properties.
- 1.3 This Allocation Scheme sets out the general framework under which the Partners let their properties in the city. There may be some differences in the criteria used by individual Partners to match applicants to properties – the criteria used by each Partner are shown in Appendix 1.
- 1.4 The Scheme covers all social housing in the city managed by the Partners other than :
- Housing Association adapted housing for disabled people (which is let via the Cardiff Accessible Homes Project)
 - Pitches on Gypsy & Traveller sites managed by the City of Cardiff Council which are allocated under a separate scheme. Applications can be made under both schemes concurrently if required.
 - Extracare accommodation (which is let under separate arrangements)
- 1.5 The Allocation Scheme also gives information about application and assessment processes and what applicants can expect from us if they join the Housing Waiting List.
- 1.6 Under the Allocation Scheme framework we aim to :
- a) Give everybody who approaches us for housing advice the information they need to make choices about their housing options (including applying for social housing, exchanging with another tenant, renting privately, buying a home under an assisted home ownership scheme, and remaining in their existing home with additional support/services/adaptations). Advice will include guidance on the availability of social housing.
 - b) Recognise applicants’ housing needs and offer available social housing to applicants with an identified housing need before people who have no such need.
 - c) Give a higher priority for rehousing to eligible applicants who have a local connection to Cardiff, than to those with similar housing needs who have no such connection.
 - d) Offer applicants choice about the areas where they want to live, within the constraints set by the availability of social housing in the city.
 - e) Treat all applications fairly and confidentially.
 - f) Make the best use of available social rented properties in the city.
- 1.7 This Scheme has been designed to ensure fairness and consistency in allocating housing, through setting a fair and transparent framework for assessing housing need. In allocating social housing we do not discriminate against any person on the grounds of race, gender, sexuality, age, disability, class, appearance, religion or religious beliefs, responsibility for dependants, unrelated criminal activity, being HIV positive or with AIDS, or any other matter which causes a person to be treated with injustice. We

adhere to the Equality Act 2010 and have completed an Equality Impact Assessment on this Scheme.

- 1.8 Applicants are able to apply to join the Housing Waiting List using a range of methods (as outlined in Section 4). Interpreting services can be arranged where necessary, and printed materials will be made available in large print, Braille and in ethnic minority languages when requested.
- 1.9 The Scheme will be widely promoted to ensure that no individual or group is excluded from accessing services due to a lack of information. To ensure that the services offer equality of opportunity, service provision and satisfaction, they will be monitored by age, disability, gender re-assignment, marriage and civil partnership, pregnancy & maternity, race, religion or belief/non belief, sex and sexual orientation.
- 1.10 Councils and Housing Associations have a duty to protect the public funds they administer. We may use the information provided as part of any housing application for the prevention and detection of fraud. We may also share this information with other bodies administering public funds solely for these purposes.

2. Who can join the Housing Waiting List?

- 2.1 Applications to join the Housing Waiting List will be considered from any person or persons aged 16 years or over.
- 2.2 Any young person aged 16 or 17 who requests assistance with rehousing will be referred to the Council's Children's Services for an assessment of their needs.
- 2.3 16 & 17 year old applicants who are offered a tenancy are expected to have an appropriate party to act as a Trustee until they reach the age of 18. When they reach the age of 18 the tenancy automatically becomes an introductory / secure / assured shorthold / assured tenancy as appropriate.
- 2.4 Arrangements for corresponding with applicants with no fixed address regarding their application will be agreed with them, for instance via a 'care-of' address or by pre-arranged appointments in a partner office.
- 2.5 Applications from existing social housing tenants living in Cardiff will be considered under this Allocation Scheme equally with applications from other households.
- 2.6 Under the Allocation of Housing and Homelessness (Eligibility) (Wales) Regulations 2014, the following categories of person are ineligible for accommodation:
 - a) people who are subject to immigration control (within the meaning of the Asylum and Immigration Act 1996) save for those exceptions outlined in Regulation 3;
 - b) other people from abroad who are not subject to immigration control as outlined in Regulation 4.

Applicants with limited leave to remain will normally be assisted to access privately rented accommodation.

Decisions under a & b (above) are made by officers in the Council's Social Lettings Unit / Housing Options Centre.
- 2.7 Applicants must inform the Council of any change to their circumstances which may impact on their eligibility – for example changes to their Leave to Remain status.

- 2.8 The following category of people may be deemed ineligible for accommodation under this Scheme:
- Applicants guilty of ‘unacceptable behaviour serious enough to make them unsuitable to be a tenant of the authority’ (Housing Act 1996 160A (7)). We may decide that an applicant is to be treated as ineligible for an allocation of housing accommodation if we are satisfied, at the time of the application, that the applicant or a member of his/her household has been guilty of unacceptable behaviour serious enough to make him/her unsuitable to be a Council tenant. Unacceptable behaviour is behaviour that would entitle the Council, if the applicant had been a secure tenant of the Council at the time, to an outright possession order. Each case is considered on an individual basis by the Council’s Social Lettings Unit and multi-agency Exclusion Panel in line with ‘The Cardiff Common Exclusion Partnership Protocol’. In determining whether an applicant is ineligible due to unacceptable behaviour, the Council will apply the following 3-stage test:
 - i) Is there evidence of unacceptable behaviour? Was it serious enough to have entitled an authority to a possession order?
 - ii) Was the behaviour serious enough to render the applicant or a household member unsuitable to be a tenant?
 - iii) Is the behaviour unacceptable at the time of application?
- 2.9 Applicants for housing who have joined the Housing Waiting List can be withdrawn from that List if, following their inclusion on the List, they are guilty of ‘unacceptable behaviour serious enough to make them unsuitable to be a tenant of the authority’ (Housing Act 1996 160A (7)). Such a case would be considered by the Council’s Social Lettings Unit and multi-agency Exclusion Panel in line with ‘The Cardiff Common Exclusion Partnership Protocol’.
- 2.10 Under Part VI of the Housing Act 1996, an applicant may commit a criminal offence if they knowingly or recklessly make a statement which is false, or knowingly withhold information which the Council reasonably requires in support of their application for housing accommodation. The application will be suspended while the Council carries out a full investigation. The application may be rejected or, if a social housing tenancy has been granted, following investigation action may be taken to terminate any tenancy and to seek possession. In some cases this may also result in a criminal prosecution and, if convicted, substantial fines or imprisonment.
- 2.11 Applicants who are considered ineligible to join the Housing Waiting List, or who are withdrawn from the List, will be informed of the decision, and the grounds for the decision, in writing and will be signposted to advice agencies for help with their housing situation. Applicants have the right to request a review of any decision regarding their eligibility to join the Housing Waiting List. A review form must be requested and returned within 21 days of the applicant being notified of the relevant decision. Upon receipt of such a request, the Council will undertake a review. All applicants who have requested a review of a decision on eligibility are entitled to be notified of the outcome of the review and the grounds for it.

3. Information

- 3.1 Advice and information about applying for housing in Cardiff is available free of charge from the Council’s Hubs, partner Housing Association offices, support and advice agencies in the city and via the Cardiffhousing website (www.cardiffhousing.co.uk). A leaflet entitled ‘How we Let our Homes - A Guide to Cardiff Housing Allocation Scheme’ provides more details for potential applicants about their right to apply for social housing in the city, and the application methods.

- 3.2 Applicants approaching the Council or any Housing Association for advice and/or assistance regarding their housing situation will be offered information which will enable them to assess:
- how their application is likely to be treated under this Allocation Scheme (including whether further investigation of their application is required in line with 2.6 or 2.8 above);
 - whether they might fall within any of the groups which are prioritised for housing (see Appendix 2);
 - whether accommodation appropriate for their needs is likely to be made available to them and, if so, the length of time they are likely to have to wait for social housing in their chosen areas;
 - Information about other housing options including the private rented sector.
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4. Application Process

All applicants

- 4.1 Interpretation, translation and other support will be arranged for any applicant if necessary.
- 4.2 Where it becomes apparent during the application / assessment process that the applicant has support needs which are not currently being addressed, a referral may be made (with the applicant's consent) to a relevant Tenancy Support Service or appropriate specialist service.
- 4.3 Applicants who need accommodation which is substantially adapted or purpose built to meet the needs of disabled people will be advised that they will also be referred for assessment under the Cardiff Accessible Homes Project.
- 4.4 All applicants for an allocation of housing accommodation have the right to request the Partners to inform them of any decision about the facts of their case which is likely to be, or has been, taken into account in considering whether to allocate housing accommodation to them.
- 4.5 In order to ensure that all applicants are treated fairly, any application for the allocation of housing from Members of the Council, Housing Association Board Members, employees of the Council or a partner Housing Association, or associated persons must be disclosed on application. Such applications will be assessed in the normal way. Should such an application lead to an offer of accommodation, this offer must be approved by :
- the Social Lettings Manager (or other officer of the same or higher grade) for City of Cardiff Council properties, or
 - an appropriate officer of a higher grade from the relevant Housing Association for their properties.
- The term 'associated persons' above is as defined in the Housing Act 1996 S178 (as amended).
- 4.6 Information provided by applicants will be retained securely and treated in confidence by the Partners. Applicants may, at any stage, request a copy of information held about their application.
- 4.7 It is the responsibility of applicants to inform the Partners of any change of circumstance relevant to their housing application and, where requested, to provide proof of the change. Notification of any such change should be made without delay.

General applicants

- 4.8 General applicants wishing to join the Housing Waiting List are required to complete a Cardiff Housing Application Form. Forms are available from any of the Partners' offices (by telephone or in person), or by submitting an expression of interest online at www.cardiffhousing.co.uk/apply.
- 4.9 Before an application form is issued a number of screening questions will be asked regarding the applicant's housing needs and eligibility, and initial housing advice will be offered.
- 4.10 An appointment for a Housing Application Interview will be made for all applicants who are issued an application form. Applicants expressing an interest online will be contacted by telephone – if an application form is issued to them a Housing Application Interview will be arranged. Applicants attending a face to face interview are asked to bring the completed application form (and any evidence / supporting information required) to the Interview.
- 4.11 Alternative Housing Application Interview arrangements are available for those who are unable to visit Partner offices. This includes home visits for some Cardiff residents (for instance for disabled applicants who are unable to attend a Partner office) and telephone interviews for applicants living outside the South East Wales area. Those interviewed by telephone are required to submit any evidence / supporting information needed by post.
- 4.12 Advice agencies, support providers and other support services in the city are made aware of the various application methods, including those for applicants with no fixed address, who can use a 'care-of address.' Where necessary they may accompany the applicant to the housing application interview.
- 4.13 A Housing Advisor will undertake the Housing Application Interview during which they will check all the information provided on the completed application form, make an initial assessment of possible housing need (based on the criteria outlined in Appendix 2) and discuss all potential housing options with the applicant.
- 4.14 Possible initial assessment outcomes include:
- Request for additional information - where the applicant has not provided all the evidence required to assess the application e.g. proof of residence or maternity. The Advisor will inform the applicant of the evidence required, the timescales within which it should be provided, and the consequences of not providing the information.
 - Admission to the Housing Waiting List – in some cases the Advisor may be able to inform the applicant that they will be admitted to the Housing Waiting List. Where further investigations are needed (e.g. regarding medical conditions) the applicant will be informed that their Band may change when investigations are complete.
 - Suspension while investigations are undertaken – for instance where further information is required regarding criminal convictions or the conduct of previous social housing tenancies to establish whether the applicant should be excluded from the Housing Waiting List. The Advisor will inform the applicant of the process to be followed and that they will be informed in writing of the outcome (see 9.7).
 - Applicant chooses not to register on the Housing Waiting List, but to pursue other housing options. Information about such options (and signposting / referral to support in accessing those options where necessary) will be provided.
- 4.15 Where it becomes apparent during the application / assessment process that the applicant may be homeless / threatened with homelessness a referral is made to the Housing Options Service.

- 4.16 The outcome of the application and assessment process will be confirmed in writing. For those admitted to the Housing Waiting List this will include confirmation of their registration date, area choices and Waiting List Band. The registration date is normally the date the Housing Application Form was requested. Those not admitted to the List will be advised of the reasons for this, and the relevant criteria linked to their suspension / exclusion.

Existing Social Housing Tenants

- 4.17 Existing social housing tenants living in Cardiff who wish to transfer will be asked to undertake a shorter application / assessment process.
- 4.18 Their application will be assessed using the same criteria as other applicants. Their current circumstances will be confirmed, and their rehousing needs discussed, along with their reasons for wanting to move.
- 4.19 All rehousing options will be discussed with them including joining the Housing Waiting List for a transfer to alternative social housing; joining a recognised exchange service such as Homeswapper; remaining in their existing home with support or assistance to address current issues; considering privately rented accommodation or assisted home ownership.
- 4.20 If registered on the Waiting List written confirmation of the registration date, area choices and Waiting List Band is provided. The registration date is normally the date the Transfer Application Form was requested. Those not admitted to the List will be advised of the reasons for this, and the relevant criteria linked to their suspension / exclusion.

Applicants approaching Statutory Homelessness Services

- 4.21 All applicants approaching the Council for housing assistance because they may be homeless or threatened with homelessness will be assessed by a Housing Options Officer who will discuss all potential prevention / rehousing options with them, and offer assistance.
- 4.22 When the Council has completed the assessment the applicant will be notified in writing of any duties owed under Part 2 of the Housing (Wales) Act 2014; their right to request a review of any decision made which is against their interests, and the timescale within which such a request must be made.
- 4.23 Those joining the Waiting List may be registered on the Homeless sub-list or the General sub-list, depending on their circumstances (See Appendix 2). Their registration date, Waiting List sub-list / band and area choices will be confirmed in writing.

Maintaining the Waiting List

- 4.24 In order to ensure that the information held on the Waiting List is accurate and up to date, thereby ensuring that applicants are ready to receive an offer of accommodation, the City of Cardiff Council will contact all applicants (other than those on the Homeless sub-list) either annually or on a rolling basis. To remain on the Waiting List all applicants will be required to respond to the screening letter within 14 days. Applicants failing to respond within this timescale will be sent a written reminder. If there is no response within 14 days of the reminder the application will be cancelled and removed from the Waiting List. A response after this time will generally be considered as a new application, although exceptional circumstances will be taken into account.

5. Choice

- 5.1 In order to offer applicants the widest choice of accommodation the City of Cardiff Council and Housing Association Partners operate a joint Waiting List. Applicants are considered for suitable properties regardless of landlord.
- 5.2 All applicants will be given the opportunity to express preferences about the areas of the city in which they want to live and will be offered up to date information about likely waiting times for social housing in their preferred areas. Applicants who choose to join the Housing Waiting List based on the information they have been given will be able to register for as many preferred areas as they wish (subject to 5.3 & 5.4 below).
- 5.3 Applicants who are owed a duty under Part 2 of the Housing (Wales) Act 2014 are required to include two 'higher availability' areas in their area choices at all times. If the applicant does not choose two higher availability areas these will be chosen for them taking into account any areas and specific locations where they believe they should not be offered accommodation, for example for safety reasons.
- 5.4 Applicants who are awarded Immediate Priority on the Waiting List (see Section 9), and those who are applying because they have been 'left in occupation' of a social housing property in the city, must include two 'higher availability' areas in their area choices at all times.
- 5.5 Applicants can update their area choices at any time (subject to 5.3 & 5.4 above) by telephoning the advertised number or going to any Partner housing office / Council Hub in the city. Up to date advice will be offered regarding stock availability in their revised areas and the waiting time implications.
- 5.6 Applicants aged 50 and over are offered the option of registering for general needs accommodation and/or age restricted accommodation. Disabled applicants may also be considered under the Cardiff Accessible Homes Project.
- 5.7 Applicants will also be informed of alternative options which they may want to consider (including renting privately). This will enable them to make informed choices about their rehousing options.
- 5.8 All applicants will be informed of the Cardiffhousing website www.cardiffhousing.co.uk. This website provides information and advice enabling applicants to make informed choices, and to regularly review those choices and the practical outcomes.
- 5.9 Existing social housing tenants in Cardiff who wish to move will be advised of all their housing options. Depending on their individual circumstances this may include:
- Joining a recognised exchange service such as Homeswapper to identify a suitable exchange in the city or elsewhere
 - Joining the Housing Waiting List if they wish to apply for a transfer

6. Housing Need

- 6.1 The Partners aim to assist applicants who are in housing need before those without identified need. The Housing Application Interview aims to identify the household's housing needs with a view to informing their priority for the allocation of housing. The 'reasonable preference' categories set out in s167(2) of the Housing Act 1996 are used as the basis for establishing housing need. See Appendix 2.

- 6.2 The level of housing need is used as one of the measures to determine an applicant's position on the Waiting List :
- Immediate, urgent, high and medium levels of housing need are recognised and used to inform applicants' position on the Waiting List (see tables 1-4 below and Appendix 2).
 - Applicants with no identified housing need may be admitted to the Housing Waiting List, but will be registered in a lower Band than those with identified housing need.
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7. Determining Priorities

- 7.1 For the purposes of determining how preference is to be awarded to applicants who fall within one or more of the 'reasonable preference' categories listed in Appendix 2, current legislation allows local authorities to take additional matters into account including :
- whether the applicant has a local connection to the local authority's area;
 - the financial resources available to an applicant to meet their housing costs and/or needs;
 - any behaviour of the applicant (or a member of his or her household) which affects his/her suitability to be a tenant, which is not a decision of ineligibility or the removal of preference.

For the purposes of this Scheme these matters are applied as follows:

Local Connection

- 7.2 A higher priority for rehousing is given to applicants who have a local connection to Cardiff than to those with a similar level of housing need who have no such connection.
- 7.3 s199 of the Housing Act 1996 / s81 of the Housing (Wales) Act 2014 states that a person has a local connection to a local authority area if they :
- are, or were in the past, normally resident there and that residence is, or was, of their own choice;
 - are employed there;
 - have family associations there, or
 - because of special circumstances.
- 7.4 Local connection is established during the Housing Application Interview / Homelessness application and assessment process. Each applicant's situation is considered individually taking into account a range of factors specific to their household. For applicants owed a duty under Part 2 of the Housing (Wales) Act 2014 the working definition of Local Connection set out in the Guidelines for Local Authorities on Procedures for Referral is adopted. All other applicants will generally be expected to have been living in Cardiff continuously for 2 years immediately prior to application to be considered 'normally resident'.
- 7.5 Serving members of the Armed Forces (and other persons who normally live with them as part of their household) may establish a local connection if they meet the above criteria through serving in Cardiff. Applications from those leaving the Armed Forces who were normally resident in Cardiff immediately prior to their service will also be treated as having a local connection.
- 7.6 People detained in an institution or hospital, or serving a custodial sentence outside Cardiff, who lived continuously in Cardiff for 2 years immediately prior to entering the institution / hospital / custody will be treated as having a local connection.

- 7.7 Where an applicant does not meet the definition of normal residence but is currently employed in Cardiff, the Council will consider their individual circumstances to determine whether they have a local connection. This will include the contractual basis of their employment and whether this is sustainable from their current accommodation.
- 7.8 Where an applicant does not meet the definition of normal residence but has close family living in Cardiff, the Council will consider if there are exceptional circumstances whereby that close family connection may give the person a 'local connection'. Such exceptional circumstances may include where an applicant needs to live in the city to provide or receive support from their close family which is essential to their wellbeing, and the person cannot realistically obtain accommodation in the city with family, friends or in the private rented sector to provide or receive that essential support.

Financial Resources

- 7.9 An applicant's employment status and income will be established as part of the Housing Application Interview / assessment process. Their employment status may be used to afford a priority under a Local Letting Initiative – see section 8. Income information will be used to inform discussions about the range and suitability of housing options available to them.
- 7.10 We will consider applications from owner occupiers in the same way as those from other applicants. Owner occupiers who are adequately housed would generally be considered as not having housing need, and would be expected to address their own housing aspirations in the private ownership market. If they apply to join the Waiting List this would be reflected in their banding. Advice will be given about support and other specialist services including adaptations where appropriate. However, owner occupiers who currently live in dilapidated accommodation (or accommodation that is unsuitable due to vulnerability of significant physical, mental health or learning disabilities) and who are suffering hardship because they cannot afford to improve their situation, will be considered to have a housing need and registered in the appropriate Band. Any owner occupier who is offered a tenancy will be expected to actively market their property for sale immediately on signing their tenancy agreement.

Behaviour

- 7.11 Where an applicant or a member of his or her household is guilty of unacceptable behaviour serious enough to make them unsuitable to be a Council tenant, but the behaviour was not serious enough to entitle the Council or an RSL to an outright possession order, they may be accepted onto the Waiting List. However their application may be suspended until such time as the Council is satisfied that they have completed a course of action decided by the multi-agency Exclusion Panel, or can demonstrate that the behavioural issues that resulted in the application being suspended should no longer be taken into consideration. During this period the applicant will not be considered for any vacancies.
- 7.12 Further details regarding how such applications are dealt with are outlined in the 'Housing Waiting List – Exceptional Letting Arrangements / Criteria and Suspension' (Appendix 3).

8. Supporting Sustainable Communities

- 8.1 Local Letting Initiatives are mainly used to address sustainability and community issues in defined areas to ensure that a housing allocation scheme based on need helps to build sustainable communities, and does not de-stabilise local communities.

- 8.2 Local Letting Initiatives are tailored to fit local situations in well defined communities (such as a particular block of flats, an individual street, or new housing development). Each Initiative is based on detailed analysis of relevant information gathered from Council records, partner Housing Associations, and local Councillors (such as tenant profiling, the incidence of anti-social behaviour, and stock turnover in the area).
- 8.3 As an example, Local Letting Initiatives **may** prioritise applicants with consideration to their previous tenancy record or employment status. In the latter case care will be taken not to exclude those who are unable to work. Longer term initiatives are used to meet the specific housing needs and aspirations of certain groups such as older people.
- 8.4 Local Letting Initiatives operate for a set time period after which they are reviewed. Depending on the outcome of the review they may be amended, extended or terminated.
- 8.5 They are authorised by the Council's Assistant Director of Housing & Communities (in consultation with the Elected Member with responsibility for housing) or by a Partner Housing Association Senior Officer with responsibility for Housing Management.
- 8.6 For further information on the operation of Local lettings Initiatives, please see the 'Housing Waiting List – Exceptional Letting Arrangements / Criteria and Suspension' (Appendix 3).
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9. The Banding Scheme

- 9.1 Cardiff's Housing Waiting List is arranged as shown in Tables 1-4. It includes an Immediate Priority List and 3 sub-lists: the Homeless sub-list, the Beneficial Transfer sub-list and the General sub-list. Each sub-list is further arranged into Bands to reflect levels of housing need.
- 9.2 Targets are set to inform what percentage of available properties is let via each sub-list. This is intended to support the aim of giving reasonable preference to households with particular needs while ensuring movement on all the sub-lists. It also aims to maintain social stability by ensuring that a mix of households in different situations is rehoused.
- 9.3 Targets are reviewed regularly and agreed by Partners.
- 9.4 Within each Band applicants are listed in date order based on their registration date (subject to 9.6 - 9.8 below).
- 9.5 **New applications (including transfers)**
Depending on information confirmed during the Housing Application Interview / Housing Options Assessment regarding their individual circumstances, housing need and local connection to Cardiff, applicants join the appropriate sub-list, in the highest Band for which they qualify.
- 9.6 The registration date in that Band will be the date the applicant approached a Partner for rehousing assistance. If confirmation of a higher level of housing need is received as a result of the subsequent assessment process (e.g. regarding medical needs or unsatisfactory housing conditions), the applicant may be moved to a higher Band or different sub-list. In such cases the applicant will retain their registration date. Please note that where applicants requesting assistance because they are homeless / threatened with homelessness have an existing general housing application, that application will be updated to reflect their change in circumstances. Where this results in them moving to a higher band they will join the bottom of the new Band.

9.7 Applications which are subject to consideration by the multi-agency Exclusion Panel will be added to the Housing Waiting List but will not be made live unless approved by the Panel. The registration date for non-excluded applicants will be the date the Housing Application Form was requested.

9.8 **Existing applications - Change of circumstances**

Where an applicant who is already registered on the Waiting List informs the Partners of a change in their circumstances, their application will be re-assessed. Depending on the nature of the change they may be required to attend a housing interview and provide additional evidence / information. If this results in them qualifying for inclusion in a higher Band, their date of registration in that Band will be the date that notification of the change of circumstances was received. Should the re-assessment result in them moving to a lower Band their original registration date will be used to determine their position within that Band.

Table 1 – Immediate Priority		
Applicants in immediate housing need are included in this Band - where exceptional circumstances exist which require an immediate offer of housing. Further information is provided in 9.9 below.		

Table 2 – Applicants <u>with</u> identified housing need <u>and</u> a Local Connection to Cardiff		
Homeless Sub-list	Beneficial Transfer Sub-list	General Sub-list
Band A		
Applicants with an <u>urgent</u> housing need	Applicants with an <u>urgent</u> housing need	Applicants with an <u>urgent</u> housing need
Band B		
Band Bi - Applicants with a high housing need Band Bii – Applicants with a medium housing need	Applicants with a housing need	Band Bi – Applicants with a high housing need Band Bii – Applicants with a medium housing need

Table 3 – Applicants with identified housing need but <u>no</u> Local Connection to Cardiff		
Homeless Sub-list	Beneficial Transfer Sub-list	General Sub-list
Band C		
Not applicable	Not applicable	Applicants with an <u>urgent</u> housing need
Band D		
Not applicable	Not applicable	Band Di – Applicants with a high housing need Band Dii – Applicants with a medium housing need

Table 4 – Applicants with <u>no</u> identified housing need		
Homeless Sub-list	Beneficial Transfer Sub-list	General Sub-list
Band E		
Not applicable	Not applicable	Applicants <u>with</u> a Local Connection to Cardiff but <u>no</u> identified Housing Need
Band F		
Not applicable	Not applicable	Applicants with <u>no</u> Local Connection to Cardiff <u>and</u> <u>no</u> identified Housing Need

9.9 From time to time there may be occasions where due to highly exceptional and significant circumstances an immediate allocation of housing is required. This may include:

- where rehousing is necessary on grounds of public safety;
- to assist moves under the National Witness Mobility Scheme;
- a threat to life;
- to assist with the Council's statutory obligations under Multi Agency Public Protection Arrangements (MAPPA);
- to support a recommendation from a Multi-Agency Risk Assessment Conference (MARAC);
- to 'decant' existing Cardiff social housing tenants where planned major works are needed;
- applicants who occupy a private property which is subject to an Emergency Prohibition Order and recovery of the premises is required in order to comply with the Order as defined by Section 33 of the Housing Act 2004;
- where discharge from hospital is **imminent**, there is no accommodation available that it is reasonable for the patient to occupy and **immediate** rehousing is required (Delayed Transfer of Care cases);
- applicants who need to move on under the SAIL / Rough Sleeper / Young People's Training Tenancies Projects;
- where a request is received from the Council's Children's Services or Adult Services to assist with an exceptional accommodation need of their client/s under the Children Act 1989 s27; the Children Act 2004 s10, or the National Health Service and Community Care Act 1990;
- applicants who need to move on from tied accommodation in Cardiff provided by the City of Cardiff Council or a Partner – such as school caretakers who have been provided with accommodation linked to their employment, and this will no longer be available to them e.g. due to retirement.

Following assessment, applicants in these circumstances may be awarded immediate priority status. Please note that this list is not exhaustive.

Decisions in such cases are authorised by the Social Lettings Unit Manager (or other Council officer of the same or higher grade) in line with agreed criteria – all decisions are recorded.

9.10 In certain circumstances properties will be allocated outside the banding framework set in this Allocation Scheme. Such circumstances include :

a. Sensitive Lets : Sensitive lets are used in the following circumstances:

- where it may be inappropriate to let an individual vacant property in line with the usual letting arrangements - for example, where a property is vacant because the previous occupant was guilty of persistent anti-social behaviour and has moved on, a new tenant is selected to ensure that the neighbours who have been subjected recently to the anti-social behaviour are offered quiet enjoyment of their tenancies.
- Where there has been behaviour on the part of an applicant which affects their suitability to be a tenant in an area for which they have expressed a preference – for example where they have harassed or caused a nuisance against an individual or family living in that area.

Decisions in such cases are authorised by the Social Lettings Unit Manager (or other Council officer of the same or higher grade)

- b. Management Discretion Lets :** Management Discretion Lets are used to meet the exceptional needs of particular households - for example due to time or risk issues. They are authorised by the Operational Manager – Landlord Services or other Manager of the same grade or above (for Council lets), or the relevant Partner Housing Association’s Senior Officer with responsibility for Housing Management.

For further information please see the ‘Housing Waiting List – Exceptional Letting Arrangements / Criteria and Suspension’ (Appendix 3).

10. Matching Properties to Applicants

- 10.1 The allocation of the vast majority of available properties will be made to applicants on the Housing Waiting List in line with the Banding criteria outlined in Section 9.
- 10.2 When a property becomes available, a check is made to establish whether it is suitable for an applicant with an Immediate Housing Need (starting with the highest listed applicant and working down the list). If this is not the case a target system is applied to determine whether an applicant should be sought from the Homeless, Beneficial Transfer or General sub-list first.
- 10.3 Suitability is based on the information provided by the applicant during the application and assessment process and the relevant Partner’s matching criteria as outlined in Appendix 1.
- 10.4 Identification of suitable applicants from the Housing Waiting List is undertaken by Partner Allocation Officers.
- 10.5 Where Local Letting Initiatives are in place or a Sensitive Let is required (see section 8 and 9.10a) suitable applicants will be identified in line with 10.1 – 10.3 above but taking into account the additional specified criteria of the Local Lettings Initiative / Sensitive Let.
- 10.6 For Council Independent Living and Community Living properties suitable applicants are initially sought from those currently living in the scheme / local area who wish to transfer. If a suitable applicant is not identified, applicants who have an assessed need to live in the scheme / area (and meet the criteria for the particular property) are considered before all other applicants who want to live in the scheme/area.
- 10.7 For further information on the operation of Local lettings Initiatives and Sensitive Lets, please see the ‘Housing Waiting List – Exceptional Letting Arrangements / Criteria and Suspension’ (Appendix 3).

11. Offers & Refusals

Offers

- 11.1 Offers of accommodation are made by telephone, text, e-mail or letter.
- 11.2 Applicants who have been awarded Immediate Priority on the Waiting List and those are ‘left in occupation’ of a social housing property in the city are made one reasonable offer of suitable accommodation. :
- 11.4 All other applicants are made two reasonable offers of accommodation.
- 11.5 For applicants owed a duty under Part 2 of the Housing (Wales) Act 2014 a reasonable offer of suitable accommodation is one which (as defined by Homelessness legislation,

guidance and case law) is reasonable for the applicant (and their household if applicable) to accept. Such an offer will generally end the Council's homelessness duty and result in termination of any temporary accommodation provided for the household. Applicants are advised in writing of this decision and their right to a review.

- 11.6 For all other applicants a reasonable offer is defined as an offer of a property which is a suitable size for the applicant's household (based on the relevant Partner's matching criteria outlined in Appendix 1), and is located within one of the applicant's chosen areas.
- 11.7 Applicants are given 3 full working days from the date of the offer to state an interest in the property offered or refuse the offer.
- 11.8 All offers of accommodation are subject to the necessary pre-tenancy checks carried out at the point of offer to verify that the applicant's circumstances have not changed significantly so as to affect their eligibility and/or priority to receive the offer.

Refusals / failure to respond to offer

- 11.9 All applicants who refuse offers are signposted to the Cardiffhousing website (www.cardiffhousing.co.uk) for information about other housing options in Cardiff.

Applicants entitled to one reasonable offer

- 11.10 Refusal of a reasonable offer by applicants who have been awarded Immediate Priority, or who are 'left in occupation' of a social housing property in the city (or failure to respond to an offer) will result in their application being withdrawn from the Housing Waiting List for a period of 12 months. Applicants will be advised of this decision in writing.

Applicants entitled to two reasonable offers

- 11.11 Should an applicant refuse their first offer of accommodation the reasons for refusal are discussed with them. Their application is updated if necessary. Where the offer was made under Part 2 of the Housing (Wales) Act (which would discharge any duty owed) this may include amending their position on the Waiting List to reflect their current situation. One further offer can be made.
- 11.12 Should an applicant **fail to respond to a first offer** they will be advised in writing that the offer has been withdrawn; their application suspended and that they should contact the Council within 10 working days of the notification to discuss their situation. Failure to do so will result in their application being withdrawn from the Housing Waiting List for a period of 12 months. If offer made in discharge of duty under Act
- 11.13 Should an applicant **refuse or fail to respond to a second offer** of accommodation they are advised in writing that their application will be withdrawn from the Housing Waiting List for a period of 12 months.

Withdrawn applications

- 11.14 Where an application is withdrawn from the Waiting List (under 11.10 and 11.12 - 11.13 above) the applicant can apply to re-join once the 12 month period has elapsed – this is considered as a new application with a new registration date.
- 11.15 Applicants who inform a Partner that they do not wish to move at the current time will be advised that their application will be withdrawn from the Waiting List (subject to consideration of their individual circumstances) and that they should apply to re-join the List when ready to move. This application would be considered as a new application with a new registration date.

12. Reviews

Applicants who have been made an offer of accommodation under Part 2 of the Housing (Wales) Act 2014

- 12.1 When offered a tenancy, applicants who are owed a duty under Part 2 of the Housing (Wales) Act 2014 are advised of their right to request a review of the suitability of the accommodation offered (whether or not they have accepted the offer).
- 12.2 The request for a review must be made by the applicant within 21 days of the date of the offer letter (as required under the Housing (Wales) Act 2014 s85).
- 12.3 The review is undertaken by a named Senior Officer in the City of Cardiff Council (not involved in the original decision).
- 12.4 If new information is provided which the reviewing officer accepts makes the existing offer unsuitable or reasonable for the applicant to refuse, the application is amended to reflect this.
- 12.5 If, following consideration of the information provided, the reviewing officer decides that the offer was suitable, the applicant is advised in writing of the outcome of the review, (including the reasons for the decision and their right to appeal to a County Court under the 1996 Housing Act s204 / Housing (Wales) Act 2014 s88).

Other applicants

- 12.6 Other applicants who disagree with a decision made in relation to their housing application, including any decision about the facts of his/her case which is likely to be, or has been, taken into account in considering whether to allocate housing accommodation to him/her, or the reasonableness of an offer, have the right to request a review of that decision. They are advised that such a request must be made within 21 days of being notified of the decision, using an approved review proforma (to ensure that all relevant information is collected to be considered in the review). Alternative arrangements will be made available where necessary to ensure that applicants who are unable to complete a proforma are given the opportunity to request a review.
- 12.7 The review is undertaken by a Senior Officer in the City of Cardiff Council who was not involved in the original decision. That officer may contact the applicant to request additional details if necessary.
- 12.8 The applicant will be notified in writing of the outcome of the review and the grounds for it. The applicant will also be informed that there is no further right of appeal.

13. Complaints

- 13.1 Any complaints from applicants are dealt with in accordance with the City of Cardiff Council's Complaint Policy. Some types of complaint are excluded from being dealt with under that Policy. This includes
- Any complaints about approved Council policies, (which would include complaints about the Allocation Scheme itself).
 - Any complaints about properly made decisions. This means that the complaints procedure could not be used to challenge a decision made under the Allocation Scheme or a decision made following a review.

An applicant can however complain about poor service, for example if supporting information which is relevant to their review went missing, the attitude of an officer whilst dealing with their review, or the length of time take to respond to their review.

14. Monitoring the Allocation Scheme

- 14.1 The operation of the Scheme will be regularly monitored. The Scheme will also be subject to an internal review by the Partners on an annual basis to ensure it is compliant with law and good practice. Letting outcomes will be published on partner websites and in tenant newsletters.
- 14.2 Any major changes to the Scheme agreed by the Partners will be submitted to the Council's Cabinet for approval. Such approval must generally be received prior to implementation. However, if at any point the Scheme is found to be non-compliant with legislation, changes will be made immediately. These changes will be subject to retrospective review by all partners.
- 14.3 Any minor or operational changes to the Scheme will be agreed by the Housing Management & Allocations Group and authorised for implementation by the Council's Assistant Director – Housing & Communities (under the Council's Scheme of Delegations) on behalf of all Partners.

15. Information Sharing

- 15.1 Partners to the Scheme are signatories to a Common Housing Protocol which governs the way that the Housing Waiting List is administered, including the sharing of information. The information sharing protocol has been developed in accordance with the Wales Accord on the Sharing of Personal Information (WASPI). The protocol ensures that information is shared between partners safely and securely. This and other protocols, where applicable, will be used by the Council to verify any aspect of the application to ensure that it fulfils all statutory requirements.
- 15.2 As part of the application process applicants will be required to consent to their personal information being shared for the purpose of being rehoused. Those applicants unwilling to consent to their information being shared will be considered by the Council not to have completed their application and consequently will not be admitted to the Housing Waiting List.

Matching Guidelines

The guidelines below are applied to the letting of the vast majority of Council and Housing Association properties.

	City of Cardiff Council	Cadwyn HA	Cardiff Community HA	Hafod HA	Linc Cymru HA	Taff HA	United Welsh HA	Wales & West HA
The following components of an applicant's household are assessed as needing one bedroom each :								
• Every adult couple (a married or unmarried couple living together as husband and wife or a same sex couple in a civil partnership or living as if they have formed one)	✓	✓	✓	✓	✓	✓	✓	✓
• Any other adult (aged 16 or over). This would include a single parent, or an adult son / daughter who is living as part of the household.	✓	✓	✓	✓	✓	✓	✓	✓
• Any 2 children of the same sex aged under 16	✓	✓	✓	✓	✓	✓	✓	✓
• Any 2 children aged under 10	✓	✓	✓	✓	✓	✓	✓	✓
• Any other child	✓	✓	✓	✓	✓	✓	✓	✓
A household is assessed as needing one additional bedroom for :								
• a son or daughter who still lives with the household but is currently absent from the family home because they are serving in the Armed Forces.	✓	✓	✓	✓	✓	✓	✓	✓
• a child who cannot share a bedroom because of disabilities	✓	✓	✓	✓	✓	✓	✓	✓
• a non-resident carer who provides overnight care for the applicant or their partner	✓	✓	✓	✓	✓	✓	✓	✓
• where the applicant is an approved foster carer and has fostered a child, or become an approved foster carer, in the last 12 months	✓	✓	✓	✓	✓	✓	✓	✓
• where this is required for medical equipment (subject to assessment)	✓	✓	✓	✓	✓	✓	✓	✓
Where an applicant or their partner is expecting a child/ren, that child/ren will be considered to be part of their household makeup for the purposes of allocating a property.	✓	X	✓	✓	✓	✓	✓	✓
For those with regular child access, consideration will be given to allocating an additional bedroom/s depending on the age of the child/children and the affordability of a larger property for the applicant.	✓	X	✓	✓	✓	X	X	X
Where an applicant or their partner has regular child access but no other children living with them, they will be considered for flats and maisonettes only (including high-rise properties, subject to any Local Letting Initiative).	✓	X	✓	n/a	n/a	X	✓	X
Households with more than one child can be considered for a house or maisonette with one bedroom more than they need in line with the guidelines in 1 above, if they are assessed as being able to afford the larger property.	X	X	✓	X	✓	X	✓	X

Houses will generally only be offered to households including a child/ren.	✓	✓	✓	X	✓	X	✓	✓
Bedsits will only be allocated to single adults / couples.	✓	✓	✓	✓	n/a	✓	✓	✓
Children of any age may be accommodated in flats and maisonettes on the ground or first floor.	✓	✓	✓	Any floor	✓	✓	Any floor	✓
One bedroom ground floor flats will only be allocated to applicants who have an assessed medical need for ground floor accommodation.	✓							
Flats and maisonettes above the first floor will not be offered to households including a child/ren under a specified age (unless a Local Lettings Initiative is in place).	Age 8	Age 8	Age 10 (above GF)	Age 8	X	X	Any age any floor	Age 8
All high-rise units in the city will be subject to local lettings initiatives, set to achieve sustainability. Where such Initiatives allow the accommodation of families with children, the child/ren must be aged 8 or over.	✓	n/a	X	n/a	n/a	n/a	n/a	✓
3, 4 and 5 bedroom houses very often have a smaller room, commonly known as the 'boxroom'. Such properties will be allocated based on the fact that only one person would be accommodated in the 'boxroom'.	✓	✓	n/a	✓	✓	n/a	X	✓
Age-restricted accommodation is allocated in line with age and/or support criteria specific to the property / scheme.	✓	✓	✓	✓	✓	✓	✓	✓
Council bungalows will initially be offered under the Downsizing Scheme	✓							

Page 92

Exceptional circumstances

housing need in excess of 4 bedrooms cannot generally be addressed under this Scheme. Alternative ways of addressing that need will be explored with such households including the possibility of accommodating discrete family units within the household separately, and accessing other types of accommodation by providing help with bonds etc. An offer of 4 bed accommodation or larger in an applicant's chosen areas is considered to be a reasonable offer, regardless of the household size.

The Banding Scheme – Explanation of Reasonable Preference Categories and Urgent Housing Need

Reasonable Preference Categories

The reasonable preference categories for the purposes of this scheme include those which are required by the Housing Act 1996 (as amended). For the purposes of this Allocation Scheme these are defined as follows:

Reasonable Preference Categories 1 & 2 : people who are homeless within the meaning of Part 2 of the Housing (Wales) Act 2014) – and people who are owed a duty under s 66, 73 or 75 of that Act.

Please note that reasonable preference under these categories is also given to people who are owed a duty under section 190 (2), 193 (2) or 195 (2) of Part VII of the Housing Act 1996 or who are occupying accommodation secured by the Local Authority under section 192(3) of that Act.

Reasonable Preference is awarded to applicants in the following circumstances :

- a) **Applicants who are owed a homelessness prevention duty under s66 of the Housing (Wales) Act 2014 (i.e. those who are threatened with homelessness under the definition contained in s55 of Part 2 of the Housing (Wales) Act 2014 and eligible for help under Schedule 2 of the Housing (Wales) Act 2014).**
Applicants in these circumstances are included in Band Bii of the General sub-list (or Dii if they have no Local Connection to Cardiff). When the duty under this section comes to an end their application is re-assessed - they may move to a different sub-list or Band or be removed from the Waiting List. A new application may be needed.
- b) **Applicants who are owed a duty to help secure accommodation under s73 of the Housing (Wales) Act 2014 (who are homeless and eligible for help)**
- c) **Applicants needing to move on from Hostel and supported accommodation (other than those in f) and g) below)**
- d) **All other households who are homeless under the definition of homelessness contained in s55 of Part 2 of the Housing (Wales) Act 2014 / Part 7 of the Housing Act 1996. People who do not have accommodation which is legally and physically available for them to occupy, and which is reasonable for them to occupy, would qualify.**
Applicants in b) to d) above are included in Band Bii of the Homeless sub-list (or Band Dii of the General sub-list if they have no Local Connection to Cardiff). When any duty owed to these applicants comes to an end their banding is re-assessed and they may move to a different sub-list, a higher or lower band or be removed from the Waiting List.
- e) **Applicants who are in priority need and are owed a duty to secure accommodation under s75 of the Housing (Wales) Act 2014.**
- f) **Where there is a need for a timely move on from hostels /supported accommodation agreed under the Resettlement Strategy.**
- g) **Young homeless people needing to move on from the Young Persons Gateway**
Applicants in e), f) and g) above are included in Band Bi of the Homeless sub-list. When the duty under this section comes to an end their Waiting List situation is re-assessed and they may move to a different sub-list or band, or be removed from the Waiting List. A new application may be needed.

Please note that consideration of wider housing needs are taken into account in deciding which sub-list and band an applicant should join, to ensure that their Waiting

List situation is not disadvantaged by joining the sub-list / band indicated solely under Reasonable Preference categories 1 & 2.

URGENT HOUSING NEED

Additional preference is given to people who have been identified as having an urgent housing need. Under these Reasonable Preference categories this includes applicants in the following circumstances:

- To assist those needing to move as a result of violence or threats of violence likely to be carried out and who as a result require urgent rehousing, including :
 - Victims of domestic or other violence (those cases discussed at a MARAC).
 - Victims of hate incidents (including crimes and non-crimes in policing terms and this will cover victims of hate violence, threats of violence and hate harassment of any kind).
 - Witnesses of crime, or victims of crime, who would be at risk of intimidation amounting to violence or threats of violence if they remained in their current homes.
 - People needing accommodation as a result of leaving the Armed Forces and the loss of military accommodation.

Applicants in these circumstances are included in Band A of the Homeless sub-list.

Reasonable Preference Category 3: People occupying insanitary or overcrowded housing or living in unsatisfactory housing conditions

In order to qualify under this category, applicants will be currently living in one of the following situations. (Please note that applicants living in hostel, purpose built student accommodation blocks or university halls of residence, or other shared accommodation with access to shared facilities would not qualify under this preference category):

Insanitary / Unsatisfactory housing conditions:

- Applicants who (through no fault of their own) do not have access, on a permanent basis, to any of the following facilities (whether sole use or shared). No access to :
 - A bathroom or kitchen;
 - An inside toilet;
 - Hot or cold water supplies, electricity, gas or adequate heating.
- An applicant who occupies a private property which is subject to a Prohibition Order and recovery of the premises is required in order to comply with the Order as defined by Section 33 of the Housing Act 2004.
- Private sector tenants and residents of dwellings that the Council's Housing Enforcement Team has determined pose a category 1 hazard (under the Housing Health and Safety Rating System) and the Council are satisfied that the problem cannot be resolved by the landlord within 12 months and as a result continuing to occupy the accommodation will pose a considerable risk to the applicant's health. This includes a property that has severe damp, major structural defects including subsidence, flooding, collapse of roof, or have living conditions which are a statutory nuisance, and there is no prospect of the problems being remedied within a 12 month time period, and the household are not able to resolve their own housing problem.
- Where a private sector property is to be demolished under the Housing Act 2004, or where a clearance area has been declared.

The assessment of such cases will be carried out by the City of Cardiff Council's Social Lettings Unit taking advice from the Council's Housing Enforcement Team.

Applicants in these situations are included in Band Bi or Di of the General sub-list (High Housing Need).

Overcrowding :

Households who are currently at least 1 bedroom short when assessed in line with current Housing Benefit social sector size criteria, are considered to be overcrowded. These criteria state that one bedroom is needed for :

- Every adult couple.
- Any other adult (16 or over).
- Any two children of the same sex aged under 16.
- Two children under the age of 10 whether they are a boy or a girl.
- Any other child.
- A carer who does not normally live with the household but provides the applicant of their partner with overnight care.

Children who normally live elsewhere are not counted.

Single people / couples living in a bedsit are not considered to be overcrowded.

Please note that for 'joining' households the number of bedrooms in both / all properties currently occupied are taken into account in assessing whether they are overcrowded. Households that are not considered to be overcrowded in their current accommodation may join the Waiting List, but will not be awarded preference under this Reasonable Preference category. Exceptional circumstances, where there is a need for the households to live together, will be taken into account.

The following situations are recognised as High housing need (Bi or Di of the General sub-list) :

- Households that are 3 bedrooms or more short;
- Households including resident dependant children that are 1/2 bedrooms short and are:
 - Living in a bedsit / have no bedrooms available for their sole use;
 - Living in 1 bedroom accommodation / have 1 bedroom available for their sole use and are a 4 person household or larger;
 - Living in 2 bedroom accommodation / have 2 bedrooms available for their sole use and are a 6 person household or larger;
 - Living in 3 bedroom accommodation / have 3 bedrooms available for their sole use and are a 9 person household or larger.

The following situations are recognised as Medium housing need (Band Bii or Dii of the General sub-list) :

- Households that are 1/2 bedrooms short but do not fit the criteria for high housing need (above).

Please note that, due to the nature and availability of housing stock, a housing need in excess of 4 bedrooms cannot generally be addressed under this Scheme. Alternative ways of addressing that need will be explored with such households including the possibility of accommodating discrete family units within the household separately, and accessing other types of accommodation by providing help with bonds etc.

Applicants who are determined by the City of Cardiff Council to have either caused or exacerbated overcrowding by allowing family member(s) or other(s) to move into their current property, will not be awarded reasonable preference under this category.

Under-Occupying:

- Where it is deemed that a transfer between properties is beneficial to make the best use of social housing. This includes:
 - Applicants who are currently under-occupying social housing in Cardiff and wish to downsize (but are not affected by changes to social sector size criteria under Welfare Reform). This could include working age tenants and tenants over pension

age, who are underoccupying and wish to downsize. Such cases are individually assessed and authorised by the City of Cardiff Council's Social Lettings unit.

Applicants in these situations are included in Band B of the Beneficial Transfer sub-list.

URGENT HOUSING NEED

Additional preference is given to people who have been identified as having an urgent housing need. Under this Reasonable Preference category this includes applicants in the following circumstances:

- Applicants who have been assessed as under-occupying social housing in Cardiff in line with current Housing Benefit Size Criteria and are facing financial hardship as a result, possibly leading to rent arrears. This includes applicants who are affected by changes to social sector size criteria under Welfare Reform and other transfer applicants wishing to downsize, who are facing financial hardship but not affected by the 'bedroom tax' (***Band A of the Beneficial Transfer sub-list***).
- People 'left in occupation' of social housing in Cardiff who will not be offered the tenancy of that property, but need urgent rehousing. Applicants in these circumstances must choose 2 'higher availability' areas as part of their area choices. If they fail to do so 2 such areas will be chosen for them. (***Band A of the Beneficial Transfer sub-list***).
- To relocate (on a temporary or permanent basis) existing tenants where their existing home is subject to planned demolition / redevelopment. (***Band A of General sub-list***).

Reasonable Preference Category 4: People who need to move on medical or welfare grounds (including grounds relating to a disability)

In order to qualify under this category, applicants or a member of their household will meet one of the following criteria:

Medical Grounds

- Where applicants are living in a property which makes their medical condition worse, and a move to another property would alleviate or improve their medical condition.
- Applicants who need specific housing due to a physical, mental or learning condition or disability and are currently in unsuitable accommodation.

The following are examples of cases that would be considered under this category and would be likely to be awarded preference.

- Where applicants are living in a property which is directly contributing to the deterioration of their physical or mental health and a move to another property would alleviate or improve their medical condition, such as severe chest condition requiring intermittent hospitalisation as a result of chronic dampness in the accommodation, and the condition of the property cannot be resolved in a reasonable period (usually 6 months).
- Applicants who need settled accommodation to meet the long term needs of children with severe physical or developmental conditions such as cerebral palsy or autism.
- A person with a significant long term or permanent condition whose current accommodation is having an impact on their condition (e.g. reduced mobility or wheelchair use) and where their quality of life would be improved by moving to alternative accommodation.
- Applicant whose current overcrowded accommodation leaves them at risk of infection due to their medical condition.
- Applicants who are housebound due to the unsuitability of their current accommodation (e.g. applicants with mobility issues living in an upper floor flat with no lift access)

A recommendation regarding qualification under this category (based on the type and level of difficulties being experienced, the effect of the current accommodation on the applicant or a member of his/her household's health, and whether this would improve significantly through a move to alternative housing) may be sought from the City of Cardiff Council's Community Health Advisor.

Applicants who need an adapted property will also be considered under the Cardiff Accessible Homes Project.

Applicants in these situations are included in Band Bi, Bii, Di or Dii of the General sub-list depending on the severity of their condition and the degree of difficulty experienced in their current accommodation.

Welfare Grounds

- Applicants who need to move on welfare grounds due to vulnerability / infirmity e.g. home owners who currently live in dilapidated accommodation and are suffering hardship because they cannot afford to improve their situation. These cases will have their welfare need recognised and reasonable preference awarded should their current housing be inadequate. Each case will be considered individually and may be subject to a financial assessment. ***Band Bi or Di of the General sub-list (High Housing Need)***.
- Victims of domestic abuse / antisocial behaviour who are unable to safely stay in their existing home with additional security & support and need to relocate. ***Band Bi or Di of the General sub-list (High Housing Need)***
- Where it is unreasonable for a victim of antisocial behaviour to continue living in their existing property based on evidence received. ***Band Bii or Dii of the General sub-list (Medium Housing Need)***

URGENT HOUSING NEED

Additional preference is given to people who have been identified as having an urgent housing need. Under this Reasonable Preference category this includes applicants in the following circumstances:

Where an applicant's (or a member of their household's):

- Condition is expected to be terminal and re-housing is required due to unsuitable accommodation or to provide a basis for the provision of suitable care.
- Existing accommodation is causing their medical condition to be life threatening
- Discharge from hospital is **planned** to take place within the next 3 months and there is no suitable accommodation available to them that it is reasonable for them to occupy.
- Existing accommodation is unable to be adapted / adapted further to accommodate their needs and they are unable to access basic facilities (e.g. toilet and washing facilities) within that accommodation.
- Applicants who are serving or former members of the Armed Forces who need to move because of a serious injury, medical condition or disability sustained as a result of service.
- Bereaved spouses or civil partners of members of the Armed Forces leaving military accommodation following the death of their spouse or civil partner.
- To assist Cardiff Council's Children's Services to rehouse young people moving on from care. Applicants must be a former 'relevant child' as defined by the Children Leaving Care Act 2002.
- Victims of domestic abuse / antisocial behaviour who are unable to stay in their existing home with additional security and support, and there is an urgent need to move.

Applicants in this Category with an urgent housing need are included in Band A or C of the General sub-list.

Reasonable Preference Category 5: People who need to move to a particular locality in the district of the authority, where failure to meet that need would cause hardship (to themselves or to others)

In order to qualify under this category, applicants will meet one of the following criteria:

- Applicants who need to move to give or receive care – to allow a main carer to provide care and the current situation prevents this e.g. due to travelling times. This is subject to an assessment of care provided.
Where care would otherwise be impossible or where daily care is required – high housing need (Band Bi or Di of the General sub-list); where regular (not daily care is required – medium housing need (Band Bii or Dii of the General sub-list).
- Applicants who need to access social services facilities and are unable to travel across Cardiff to do so. ***Band Bi of the General sub-list (High Housing Need)***
- Applicants who wish to take up (or continue) employment, education or a training opportunity that is not available elsewhere and who do not live within reasonable commuting distance. ***Band Bi or Di of the General sub-list (High Housing Need)***
- To assist approved foster carers who need larger accommodation to foster more children who are the responsibility of the Council's Children's Services – subject to confirmation from Children's Services. ***Band Bi of the General sub-list (High Housing Need)***

An assessment of an applicant's need to move under this Category is made by a senior officer in the Social Lettings Unit taking into account information provided by supporting agencies / professionals.

Housing Waiting List Exceptional Letting Arrangements / Criteria & Suspension

The Housing Act 1996 (amended by the Homelessness Act 2002) requires Local Authorities to have a written Scheme outlining the priorities for letting housing stock, and the procedures to be followed. While reasonable preference must be given to defined groups, section 167 (2E) / [s.16(3)] enables local authorities to also let properties to other people who do not fall into a reasonable preference category (as long as this does not dominate the Scheme). This is the statutory basis for the policies for Local Lettings Initiatives, Sensitive Lets and Management Lets – the detail is set out in this Appendix.

1. Bypassing Arrangements

- 1.1 The allocation of the vast majority of available Council and Housing Association properties are made to applicants on the Housing Waiting List in line with the Banding criteria outlined in Section 9 of the Allocation Scheme. When a property becomes available an offer is made to the highest applicant in the Immediate Priority band. If there are no suitable applicants in Immediate Priority it is offered to the highest suitable applicants in Band A of the Homeless sub-list, followed by Band A of the Beneficial Transfer sub-list and then Band A of the General sub-list – before moving on to Band B (in the same order).
- 1.2 There are a number of situations where this process is not followed. This includes:
 - where a Local Lettings Initiative is in place;
 - where a Sensitive Let is needed;
 - as a result of the fact that Partners operate slightly different criteria for matching applicants to available properties. These criteria are set out in Appendix 1 to the Allocation Scheme.
 - Where the available property is not suitable for the shortlisted applicant because it does not have the necessary adaptations or access that they need. Please note that adapted properties are allocated outside the Cardiff Housing Allocation Scheme via the Cardiff Accessible Homes Project.
 - Where there is a need to exercise discretion to make an offer of housing to an applicant with exceptional welfare circumstances or urgent housing need that requires an immediate offer of accommodation (see Section 4).
- 1.3 All of these situations may result in an applicant, or a number of applicants, who would otherwise have been made an offer of accommodation, being by-passed, and the offer being made to a different applicant. Such by-passing will only take place in line with the criteria agreed by the City of Cardiff Council and Housing Association Partners as set out in the Scheme and this Appendix.
- 1.4 Practically, the arrangements outlined in this document mean that households will either:
 - Be considered for the available property and made an offer if appropriate.
 - Appear in a shortlist for an available property but not be made an offer (even if they are the highest listed applicant) because of additional requirements / criteria noted in their record.
 - Not appear in shortlists for some available properties (due to filters applied in line with arrangements set out in the remainder of this document).
- 1.5 In all instances of by-passing the reason for the action will be clearly recorded.

2. Local Lettings Initiatives

- 2.1 The Cardiff Housing Allocation Scheme makes reference to the use of Local Lettings Initiatives to address sustainability and community issues in defined areas for specified periods of time, subject to authorisation (Section 8).
- 2.2 Such Initiatives are tailored to fit local situations in well defined communities (such as a particular block of flats, an individual street, or new housing development).
- 2.3 Each Local Letting Initiative will be based on analysis of information from a variety of sources such as internal Council departments, partner Housing Associations, local Councillors and the community itself.
- 2.4 Local Lettings Initiatives may be:
 - **Long term:** usually to rehouse a particular client group. The criteria for such Initiatives may be identified as part of the development process or as a later designation.
 - **Medium term:** to achieve a specified aim in a particular area. Such Initiatives are generally used to:
 - > create and maintain mixed and balanced communities (for instance to reduce child density in a particular area by allowing underoccupation);
 - > maintain community stability – for instance by prioritising applicants seeking a transfer who have a positive tenancy history, no rent arrears and exemplary behaviour in order to address high levels of antisocial behaviour in a particular area;
 - > address concentrations of deprivation – for instance by prioritising applicants who work or volunteer for available properties in an area where there are high numbers of working age households not in work.
 - **Short term:** to achieve a balance of lettings. These Initiatives are generally used to let a specified group of properties at a point in time e.g. when allocating properties in a new housing development. Criteria for letting properties in new developments are agreed between the relevant Partner Housing Association, the Council's Housing Development Team and Social Lettings Unit prior to implementation. The criteria are applied when shortlisting from the Housing Waiting List – the applicants highest on the List who meet the agreed criteria are offered the available properties. Subsequent lets of these properties are made in line with normal arrangements under the Cardiff Housing Allocation Scheme.
- 2.5 Details of current Long and Medium Term Local Lettings Initiatives will be published alongside the Cardiff Housing Allocation Scheme. This will include:
 - A list of Long Term Local Lettings Initiatives (such as Sheltered Housing Schemes) including the criteria for each.
 - An individual outline of each Medium Term Local Lettings Initiative. The format will reflect the length and complexity of the Initiative but will generally include:
 - > **Background information**
 - > **A clear definition of the objectives to be achieved by the Initiative** – including their 'fit' with strategic priorities.
 - > **Definition of the area covered by the Local Lettings Initiative** – this may be a geographical area (such as a letting area, street or number of streets), a block of flats, or even a particular type of property in a defined area.
 - > **Clear evidence** to back up the need for the Local Lettings Initiative. This may include detailed analysis of relevant information gathered from Council / Partner Housing Associations records (such as tenant profiling, the incidence

of anti-social behaviour, and stock turnover in the area), and from local Councillors, Tenant and Resident Groups etc.

- > **Consultation** – an outline of any consultation undertaken, for instance with elected Members, Tenant and Resident Groups and other stakeholders, and feedback received.
- > **Specific criteria for the Local Lettings Initiative** which will be used to inform lets.
- > **Monitoring arrangements** – an outline of how the Local Lettings Initiative will be monitored to ensure the aims are being met and there are no unforeseen consequences.
- > **Lifespan / Review arrangements** – The anticipated lifespan of the Initiative and the timescales for reviews (which will inform whether the initiative should continue, be amended or terminated). See 2.9 below.
- > **An Equality Impact Assessment relating to any Council Initiative.**

2.6 Once drafted a Local Lettings Initiative will be agreed with Partner landlords with properties in the relevant area, and authorised by the Assistant Director of Housing & Communities for the City of Cardiff Council (for Council Local Lettings Initiatives); or by the Senior Officer responsible for Housing Management in the relevant Partner Housing Association.

2.7 A record of all Initiatives considered by the Council and Housing Association Partners (whether implemented or not) will be kept.

2.8 Ongoing monitoring of individual Initiatives will be undertaken by the relevant landlord in line with the agreed criteria. Good practice, outcomes and issues identified by the relevant landlord as a result of such monitoring will be shared via the Multi-Agency Housing Management & Allocations Group.

2.9 Medium Term Local Lettings Initiatives will not generally last for more than 3 years, and will usually be reviewed annually (although this may vary depending on the complexity of the Initiative). Following review they may continue, be amended or terminated. Long Term Lettings Initiatives may be reviewed less frequently – in line with strategic objectives.

2.10 Shortlisting for properties within a Local Lettings Initiative will be undertaken in the usual way by City of Cardiff Council or Housing Association Allocations Officers. A suitable applicant for the property will be sought in line with the Banding Scheme but subject to the additional criteria set out in the Local Lettings Initiative. Where applicants are by-passed because they do not meet the specific criteria set out in the Local Lettings Initiative the reason will be recorded.

2.11 All offers of accommodation made under a Local Lettings Initiative are authorised by a Senior Officer in the City of Cardiff Council's Social Lettings Unit or the relevant Housing Association.

3. Sensitive Letting

3.1 Sensitive Lets are made where it would be inappropriate to let a vacant property in line with the usual letting arrangements, or where additional care is needed in identifying a suitable property for an individual applicant – for instance to ensure that vulnerable tenants are not placed into accommodation that may be detrimental to their wellbeing. The aim of a Sensitive Let is to create a sustainable tenancy, ensuring the social well-being of the applicant and the cohesiveness of the local community and neighbourhood.

- 3.2 Issues that may restrict the type and / or location of properties that applicants requiring a Sensitive Let are offered are generally identified as part of the Housing Application Interview and assessment process.
- 3.3 Criteria for selecting a suitable applicant for an individual property that requires a Sensitive Let are identified by Council or Housing Association Tenancy Management / Anti-Social Behaviour staff based on their knowledge of the tenancy history of the property and local issues.
- 3.4 Sensitive lets may be used in the following circumstances:

Sensitively letting an individual property:

- Where careful selection of a new tenant is needed to ensure that neighbours who have been subjected recently to persistent anti-social behaviour are offered quiet enjoyment of their tenancies.

Applicants who require a Sensitive Let:

- Where Adult Services and/or the Police have requested that the suitability of an offer should be checked prior to the offer being made.
- Where applicants have been convicted of an offence (which has not resulted in them being excluded from the Housing Waiting List) but which would affect the type or location of accommodation that they can be offered.
- Where applicants have known social problems – for instance previous substance misuse and care needs to be taken regarding the selection of a suitable property to ensure that their continuing abstinence is not knowingly jeopardised by their accommodation.
- Where applicants who are vulnerable (due to mental health, learning disabilities or poor physical health) require a careful selection of accommodation to ensure it is not detrimental to their well-being.
- Where there has been behaviour on the part of an applicant which affects their suitability to be a tenant in a particular area or type of property – for example where they have harassed or caused a nuisance against an individual or family living in a specified area.

This list is not exhaustive – it is not possible to describe every situation where an applicant may be bypassed because of the need for a sensitive let.

- 3.5 Individual criteria for a Sensitive Let are authorised by a Senior Officer in the City of Cardiff Council's Social Lettings Unit or the relevant Housing Association, and recorded.
- 3.6 When identifying a suitable applicant for an available property requiring a Sensitive Let some applicants may be by-passed because they do not fit the additional 'sensitive let' criteria for the property.
- 3.7 Similarly applicants who have shortlisted for a particular property may be by-passed because the property does not suit their particular needs (for instance due to their vulnerability).
- 3.8 Whenever an applicant is by-passed the reason for the action is recorded.
- 3.9 All offers made under sensitive letting arrangements are authorised by a Senior Officer in the City of Cardiff Council's Social Lettings Unit or the relevant Housing Association.
- 3.10 A quarterly report on the use of Sensitive Lets will be prepared by the Council for consideration by the Housing Management & Allocations Group. This will include:
- The number of Sensitive Lets made (by organisation).
 - The reason for each Sensitive Let.

3.11 This monitoring will help to ensure that Sensitive Lets are being used appropriately, and that there is no pattern of bypassing particular groups.

4. Management Discretion Lets

4.1 In certain circumstances properties will be allocated outside the banding framework set in the Cardiff Housing Allocation Scheme. Such 'Management Discretion Lets' are made where there is a need to address a rehousing issue which cannot be met via the banding system, for example due to time, risk or suitability issues. Such lets are authorised by the Operational Manager – Landlord Services or other Manager of the same grade or above (for Council lets), or the relevant Partner Housing Association's Senior Officer with responsibility for Housing Management. Management Discretion Lets will not exceed 10% of each landlord's total lets.

4.2 Situations in which Management Lets are made include:

- To 'decant' existing Partner tenants or Cardiff residents as a result of a crisis e.g. due to fire or flood, or extreme property condition situations.
- To move vulnerable witnesses/victims (for instance in anti-social behaviour / hate crime cases) where assistance has been requested by statutory partners e.g. the Police.
- Where it is in the landlord's interests to move a tenant e.g. where the property is to be sold or used for another purpose.
- Where a joint tenancy is terminated one party may be allocated the property if it is suitable for their housing needs.
- In anti-social behaviour / neighbour dispute cases involving two tenants and it has not been possible to determine who is the victim.
- To facilitate the transfer of a social housing tenancy to a person left in the property (following the death of the tenant, or where the tenant has abandoned the property / moved into permanent care), who either :
 - has succession rights, or
 - is left in occupation and is to be offered a tenancy

This list is not exhaustive.

4.3 The use of Management Lets is monitored by the Housing Management & Allocations Group on a quarterly basis. A monitoring report including details of:

- The number of Management Lets made (by organisation).
- The reason for each Management Let.

4.4 This monitoring will help to ensure that Management Lets do not exceed 10% of lets made by any Partner in the Housing Waiting List, are being used appropriately within the criteria set in 4.2 above, and that there is no pattern of bypassing particular groups.

5. Suspension of Applicants

5.1 Where an applicant is guilty of 'unacceptable behaviour serious enough to make them unsuitable to be a tenant of the authority' (Housing Act 1996 160A (7)), but the behaviour was not serious enough to entitle the Council or a Housing Association to an outright possession order, the applicant may be accepted onto the Housing Waiting List. However their application may be suspended until such time as the Council is satisfied that they have completed a specified course of action, or can demonstrate that the issues that resulted in the application being suspended should no longer be taken into consideration. During this period no offers of accommodation will be made.

5.2 Examples of when suspension will be applied include where applicants have substantial social housing tenancy related debt, or have not complied with a current or previous tenancy agreement (for instance where they have not kept their current property in an acceptable condition).

Applicants with social housing tenancy related debt.

5.3 General applicants who have any recoverable property related debt of **under £250** to a Council or a Housing Association relating to either their existing or former home (such as but not exclusively rent arrears and / or rechargeable repairs) will be accepted onto the General Waiting sub-list but will be expected to enter into an affordable repayment plan within 4 weeks of their acceptance to the List. Failure to do so will result in their application being suspended.

5.4 General applicants who have any recoverable property related debt of **£250 - £500** to a Council or Housing Association relating to either their existing or former home (such as but not exclusively rent arrears and/or rechargeable repairs) will have their application suspended and will not be considered for offers of accommodation until such time as they have entered into and maintained an affordable payment plan for a minimum of 8 weeks.

5.5 General applicants who have any recoverable property related debt of over **£500** to a Council or Housing Association relating to either their existing or former home (such as but not exclusively rent arrears and/or rechargeable repairs), but who have not been deemed ineligible for accommodation under the 3 stage test described in section 2.6 of the Allocation Scheme, will have their application suspended and will not be considered for offers of accommodation, until such time as they have:

- entered into and maintained a suitable payment plan for a minimum of 13 weeks **and** repaid a minimum of 25% of the outstanding debt
- or**
- have repaid the outstanding debt in full.

5.6 Once the above conditions have been met, applicants are expected to continue with the repayment plans until the debt is repaid in full. Failure to do so could result in the application being suspended.

5.7 Decisions in all cases outlined in 5.3 – 5.6 above will be taken by the Council's Social Inclusions Unit in liaison with the relevant landlord.

5.8 Where there are exceptional circumstances, applicants may be accepted onto the General sub-list despite having tenancy-related debt. This decision will be taken by the Council's Social Inclusions Unit in liaison with the relevant landlord.

5.9 Applicants who are suspended in any of the above circumstances will be advised in writing of the suspension, the reason for this, the action they need to take to have the suspension lifted, and their right to request a review of the decision. Any reviews will be undertaken in line with the arrangements set out in section 12 of the Cardiff Housing Allocation Scheme.

5.10 Where information on former tenant arrears only emerges after an offer of accommodation has been made, that offer may be withdrawn and the case referred to the Council's Social Inclusions Unit for consideration. A decision will be made (in liaison with the relevant landlord) regarding appropriate action.

Applicants who have not complied with a current or previous tenancy agreement

5.11 Applicants guilty of 'unacceptable behaviour serious enough to make them unsuitable to be a tenant of the authority' (Housing Act 1996 160A (7)) will be excluded from the

Housing Waiting List (as outlined in Section 2 of the Cardiff Housing Allocation Scheme). Decisions on such cases are taken by the Exclusion Panel.

- 5.12 Where the applicant's behaviour does not result in them being excluded but there are concerns about current or past behaviour issues, they may be admitted to the Housing Waiting List but their application will be suspended and not considered for offers of accommodation, until such time as they can demonstrate that they have addressed the issues to the satisfaction of the multi-agency Exclusion Panel. Actions that they need to take to address the issues will be decided by the Exclusion Panel.
- 5.13 Examples of situations where such actions may be taken include:
- Where the applicant (or a member of their prospective household) has failed to maintain their current or any previous social rented tenancy within the terms of their tenancy agreement, or
 - has committed acts causing or likely to cause nuisance or annoyance to their neighbours or others in the locality of where they live or where they previously have lived.
- 5.14 The applicant will be informed of the suspension and the action that they need to take in order for the suspension to be lifted. This may include co-operation over a period of time with support agencies, Social Services or other organisations where the express outcome is that there is a significant improvement in their conduct.
- 5.15 Where the applicant approaches the Council's Social Inclusions Unit to advise that they have completed the necessary actions to have the suspension lifted, checks will be made (for instance to obtain an update regarding recent behaviour, and a recommendation from the relevant landlord). The suspension will generally be lifted where there has been no cause for complaint against the applicant (or members of their prospective household) for a continuous period of 6 months from the point when the remedial action was notified. The applicant will be advised of the decision in writing.
- 5.16 Where there are exceptional circumstances, applicants may be accepted onto the General sub-list despite past behaviour issues. This decision will be taken by the Council's Social Inclusions Unit in liaison with the relevant landlord.

Vulnerable applicants with support needs who are not ready to manage a tenancy

- 5.17 Some applicants on the Housing Waiting List are known to be vulnerable or considered to pose a risk to themselves or others. Such applicants have generally been supported in their application by another statutory or third sector organisation and are receiving support to address their issues and prepare for taking on an independent tenancy.
- 5.18 Where such situations are identified, the applicant may be registered on the Housing Waiting List, but their application may be suspended until such time as the Council is advised that they are ready to manage a tenancy.

6. Monitoring & Review

- 6.1 The arrangements and criteria for Exceptional Lettings & Suspension set out in this document will be reviewed on a regular basis by the Housing Management & Allocations Group. Any changes needed will be agreed by the Group and authorised for implementation by the Council's Assistant Director – Housing & Communities (under the Council's Scheme of Delegations) on behalf of all Partners.

Homeless Sub-List

BAND A - Urgent Housing Need

Homeless priority need and risk of violence or intimidation because of domestic abuse, hate incidents, witness or victim of crime

• Emergency leaving Armed Forces and Prohibition Order	• Request from Children's Services /	• To decant tenants – planned major works	• National Witness Mobility Scheme	N/A	• Delayed Transfer of Care - Imminent
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BAND Bi - High Housing Need

• Accommodation is eligible for help, homeless and in priority need and owed a duty to secure accommodation (s75)	NHS to assist with exceptional need under legislation	• Move on under SAU / Rough Sleepers / Training Tenancies	• MAPPA / MARAC requests		no suitable accommodation available
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BAND Bii - Medium Housing Need

- Homeless, eligible for help and owed a **duty to help to secure** accommodation (s73)
- need to move on from hostel / supported accommodation (other than those referred via the Resettlement Strategy / Young Persons Gateway)
- Homeless under wider definition i.e. who do not have accommodation legally/physically available which it is reasonable for them to occupy

Beneficial Transfer Sub-List

BAND A - Urgent Housing Need

Tenant under-occupying social housing and facing financial hardship as a result
 Person 'left in occupation' of social housing who will not be offered the tenancy but needs urgent rehousing

BAND B - High Housing Need

- Tenant under-occupying social housing who wishes to downsize (but is not affected by social sector size criteria under Welfare Reform)

General Sub-List

Unsatisfactory Housing Conditions	Welfare Reasons	Need to Relocate	Safety Reasons	Overcrowded	Medical Reasons
BAND A - Urgent Housing Need & Local Connection					
N/A	<ul style="list-style-type: none"> • Discharge from hospital planned in next 3 months- no suitable accommodation available. • Unable to access basic 	<ul style="list-style-type: none"> • Relocate tenants where existing home is to be demolished or redeveloped. • Bereaved spouses of Armed Forces – leaving military 	<ul style="list-style-type: none"> • Urgent need to relocate victims of domestic abuse or anti-social behaviour where they are unable to remain in their current home 	N/A	<ul style="list-style-type: none"> • Condition expected to be terminal - current accommodation unsuitable • Existing accommodation causing condition to

	facilities - existing accommodation can't be adapted.	accommodation • Move-on from Children's Services care	with additional security / support.		the life-threatening • Serving or former Armed Forces with serious injury/ medical/ disability as a result of service.
BAND Bi - High Housing Need & Local Connection					
<ul style="list-style-type: none"> • Housing Enforcement Team has issued a Prohibition Order, Category 1 hazard, Clearance Area or the property is to be demolished. • Applicant has no bathroom, kitchen, toilet, water supply, electricity, gas or heating. 	<ul style="list-style-type: none"> • Need to move due to vulnerability / infirmity e.g. suffering hardship in dilapidated accommodation and can't afford to rectify. 	<ul style="list-style-type: none"> • Regular carer unable to fulfil role due to travelling times etc where daily care is provided. • Unable to work, study or access social services facilities due to lack of travel options. • Foster carer needs to move to larger accommodation to foster more children 	<ul style="list-style-type: none"> • Need to relocate victims of domestic abuse or anti-social behaviour unable to remain in their existing home (depending on level of assessed risk). 	<ul style="list-style-type: none"> • Overcrowded by three or more bedrooms. • Family including child overcrowded by 1 or 2 bedrooms where : <ul style="list-style-type: none"> ➢ Living in bedsit / no bedrooms for sole use ➢ Family of 4 or more persons in 1 bedroom ➢ Family of 6 or more persons in 2 bedrooms ➢ Family of 9 or more persons in 3 bedrooms 	<ul style="list-style-type: none"> • As assessed by Community Health Advisor - significant daily difficulties and the current property is a contributory factor.
Unsatisfactory Housing Conditions	Welfare Reasons	Need to Relocate	Safety Reasons	Overcrowded	Medical Reasons
BAND Bii - Medium Housing Need & Local Connection					
<ul style="list-style-type: none"> • People owed a homelessness prevention duty (s66) 		<ul style="list-style-type: none"> • Regular carer unable to fulfil role due to travelling times (regular- not daily - care). 	<ul style="list-style-type: none"> • Victims of anti-social behaviour where it is unreasonable to remain in current home. 	<ul style="list-style-type: none"> • Overcrowded by one or two bedrooms (but don't meet criteria for Bi) 	<ul style="list-style-type: none"> As assessed by Community Health Advisor - Moderate health issues which are less frequent or severe and current property is unsuitable.

BAND C - Urgent Housing Need – NO local Connection					
N/A	<ul style="list-style-type: none"> Discharge from hospital planned in next 3 months- no suitable accommodation available. Unable to access basic facilities - existing accommodation can't be adapted. 	<ul style="list-style-type: none"> Bereaved spouses of Armed Forces – leaving military accommodation 	<ul style="list-style-type: none"> Urgent need to relocate victims of domestic abuse or anti-social behaviour where they are unable to remain in their current home with additional security / support. 	N/A	<ul style="list-style-type: none"> Condition expected to be terminal - current accommodation unsuitable Existing accommodation causing condition to be life-threatening Serving or former Armed Forces with serious injury/ medical/ disability as a result of service
BAND Di - High Housing Need - NO Local Connection					
<ul style="list-style-type: none"> Housing Enforcement Team has issued a Prohibition Order, Category 1 hazard, Clearance Area or the property is to be demolished. Applicant has no bathroom, kitchen, toilet, water supply, electricity, gas or heating. 	<ul style="list-style-type: none"> Need to move due to vulnerability / infirmity e.g. suffering hardship in dilapidated accommodation and can't afford to rectify. 	<ul style="list-style-type: none"> Regular carer unable to fulfil role due to travelling times etc where daily care is provided. Unable to work or study due to lack of travel options. 	<ul style="list-style-type: none"> Need to relocate victims of domestic abuse or anti-social behaviour unable to remain in their existing home (depending on level of assessed risk). 	<ul style="list-style-type: none"> Overcrowded by three or more bedrooms. Family including child overcrowded by 1 or 2 bedrooms where : <ul style="list-style-type: none"> Living in bedsit / no bedrooms for sole use Family of 4 or more persons in 1 bedroom Family of 6 or more persons in 2 bedrooms Family of 9 or more persons in 3 bedrooms 	<ul style="list-style-type: none"> As assessed by Community Health Advisor - significant daily difficulties and the current property is a contributory factor.
BAND Dii - Medium Housing Need – NO Local Connection					
<ul style="list-style-type: none"> People owed a homelessness prevention duty (s66) Homeless under wider definition i.e. who do not have accommodation legally/physically available which it is reasonable for them 		<ul style="list-style-type: none"> Regular carer unable to fulfil role due to travelling times (regular- not daily - care). 	<ul style="list-style-type: none"> Victims of anti-social behaviour where it is unreasonable to remain in current home. 	<ul style="list-style-type: none"> Overcrowded by one or two bedrooms (but don't meet criteria for Di) 	<ul style="list-style-type: none"> As assessed by Community Health Advisor - Moderate health issues which are less frequent or severe and current property is unsuitable.

to occupy					
BAND E - No Housing Need – Local Connection					
BAND F - No Housing Need – No Local Connection					

Management Lets

Situations in which Management Lets are made include:

Page 319

- To ‘decant’ existing Partner tenants or Cardiff residents as a result of a crisis e.g. due to fire or flood or extreme property condition situations.
- To move vulnerable witnesses/victims (for instance in anti-social behaviour / hate crime cases) where assistance has been requested by statutory partners e.g. the Police.
- Where it is in the landlord’s interests to move a tenant e.g. where the property is to be sold or used for another purpose.
- Where a joint tenancy is terminated one party may be allocated the property if it is suitable for their housing needs.
- In anti-social behaviour / neighbour dispute cases involving two tenants and it has not been possible to determine who is the victim
- To facilitate the transfer of a social housing tenancy to a person left in the property (following the death of the tenant, or where the tenant has abandoned the property / moved into permanent care), who either : has succession rights, or is left in occupation and is to be offered a tenancy.

This list is not exhaustive.

**Equality Impact Assessment
Corporate Assessment Template**

Policy/Strategy/Project/Procedure/Service/Function Title: Cardiff Housing Allocation Scheme
New/Existing/Updating/Amending: Updating

Who is responsible for developing and implementing the Policy?	
Name: Sarah McGill	Job Title: Director for Communities, Housing & Customer Services
Service Team: Policy & Development	Service Area: Communities - HANR
Assessment Date: 13 th October 2015	

1. What are the objectives of the Policy?

<p>The Cardiff Housing Allocation Scheme sets the framework under which the City of Cardiff Council and Partner Housing Associations accept applications for, and let social housing accommodation. The Scheme aims to ensure that:</p> <ul style="list-style-type: none"> • Applicants are offered good quality advice & information about their individual housing situation & options • Applicants with a local connection to Cardiff are given a higher priority for housing than those from elsewhere • Applicants with the greatest housing need are given priority for available social housing in the city, in line with legislative requirements • An applicant's level of housing need influences their position on the overall waiting list • The best use is made of available social rented stock • Applications are treated fairly and confidentially <p>The associated application processes include measures to help prevent fraud in Council stock. Proof of identity is required for each applicant / joint applicant, and proof of residence for all household members included on applications, together with evidence of all elements / situations which influence the applicant's position on the Housing Waiting List.</p>

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>Local authorities are required under s167 of the Housing Act 1996 to have a Housing Allocation Scheme. The Scheme sets the criteria for determining priorities in allocating housing accommodation, and the procedures to be followed. It forms the framework to ensure that a balance is achieved between: the individual housing needs of applicants; the legislative duty to offer applicants the opportunity to express choice or preference; the need to maintain balanced, sustainable communities; and the requirement to make best use of a publicly funded resource.</p> <p>Following extensive consultation, and legal advice, a revised Allocation Scheme was approved by Cabinet in December 2014 and implemented in January 2015. The Scheme was designed to ensure that those in greatest housing need (and with a local connection to Cardiff) are prioritised for rehousing.</p> <p>Subsequent operational experience and the implementation of new legislation (most notably the</p>
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Equality Impact Assessment Corporate Assessment Template

Housing (Wales) Act 2014) resulted in the need to make some amendments to the Scheme to ensure that it is legally compliant and adequately recognises the relative housing needs of applicants. The changes were proposed following ongoing monitoring of the operation of the Scheme both internally and at regular meetings with Partners at the RSL Allocations and Housing Management Meetings, where Waiting List statistics (including performance against targets and offer / letting figures) are considered.

The main changes are as follows :

- Re-examination of banding arrangements for homeless applicants in light of the duties outlined in the Housing (Wales) Act: Band A – urgent full/final duty homeless; Band Bi – non-urgent full/final duty cases and Resettlement Strategy cases; Band Bii – all other homeless cases including those in hostels, supported housing and temporary accommodation, and those threatened with homelessness.
- Revisiting area choice arrangements for applicants joining the homeless sub-list: Free and full choice of areas for social housing offered, with a requirement to include 2 ‘higher availability’ areas from date of application.
- In line with other Local Authorities amending the definition of ‘local connection’ for applicants other than those on the Homeless sub-list to continuous residence of 2 years at the date of application.
- Recognising the impact of the most severe overcrowding situations faced by families in bedsits/with no bedrooms available for their sole use; families of 4 persons+ in 1 bedroom accommodation; families of 6 persons+ in 2 bedroom accommodation; families of 9 persons+ in 3 bedroom accommodation, by awarding higher priority for rehousing (Band Bi).
- Recognising that, due to the nature and availability of stock, households needing more than 4 bedrooms cannot generally be assisted under the Scheme. All alternative options for these households will be explored (including assisting access to the private rented sector, and considering opportunities for separately rehousing discrete family units within the household).
- Ensuring that best use is made of housing stock by offering applicants properties that are a suitable size for their household (rather than promoting under-occupation).
- Improving arrangements for letting older persons’ accommodation to ensure best use of stock and suitability of accommodation. This will include re-categorisation of existing stock following a ‘fit for purpose’ review; clarification of letting criteria for each property type; improved information about older applicants’ needs and choices; recognition of the importance of community. In addition to this ground floor 1 bed flats will be reserved for applicants with assessed medical needs.
- Recognising the urgency of housing need of applicants leaving the Armed Forces & leaving Local Authority Care (Band A).
- Assisting applicants whose discharge from hospital is imminent who have no suitable accommodation available to them (i.e. they are ‘bed-blocking’) by awarding Immediate Priority.
- Requiring applicants granted Immediate Priority / ‘Left in Occupation’ of Council properties to include 2 higher availability areas in their area choices.

Equality Impact Assessment Corporate Assessment Template

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
Up to 18 years	✓		
18 - 65 years		✓	
Over 65 years	✓		

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

Applications for housing are considered from any person aged 16 or over. The vast majority of applicants on the Waiting List are aged between 20 and 60 (85%) with only 3% aged under 20, and 12% aged over 60. The application methods for all ages are the same. Any person requiring support or assistance with their application, such as a home visit, can request this.

Under the Allocation Scheme agreed by Cabinet in December 2014, available properties are offered to the person who is highest on the Waiting List for whom it is suitable (based primarily on their household size and area choices). The age of the applicant is only relevant for the allocation of older person's accommodation for which age criteria apply. Individual Local Letting Initiatives and Sensitive Lets may also specify age criteria in order to address issues in a particular area and to achieve balanced, sustainable communities. These arrangements are area specific and time limited.

Applicants aged 16 or 17 years olds are expected to have an appropriate party to act as a Trustee until they reach the age of 18.

None of these arrangements have been changed under the proposed amendments to the Scheme. However :

- Applications from young people who are leaving care will be awarded additional priority (urgent housing need) to recognise their particular circumstances.
- A review and re-categorisation of older person's accommodation is being undertaken.

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

The requirement for 16/17 year olds to have an appropriate party is a legal requirement but arrangements have been made whereby the Council (for Children's Services cases) and young people's supported housing providers can act in this capacity. These requirements will change with the implementation of the Renting Homes Act in 2016.

Improved understanding of the individual housing needs of older people (aged 50+) will be gained by gathering additional information via a screening exercise for existing applicants and ongoing at application stage. Matching applicants with suitable properties will be enhanced by the introduction of additional property categories with clear access criteria. These will be explained as part of a re-branding and publicity exercise.

Equality Impact Assessment Corporate Assessment Template

3.2 Disability

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

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

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

The introduction of face to face application interviews (and telephone interviews where necessary) offers some people, including those with literacy problems or some physical disabilities, a method of application which may be more suitable for their needs. However, it is recognised that some applicants may have difficulty in making an application via these means for a variety of health or disability-related reasons

Some applicants may need a property which is specifically adapted to meet their needs due to disability or health issues, or which meets other requirements such as the need for ground floor accommodation / level access. The provision of effective housing options advice at the first point of contact will ensure that applicants with specific needs are registered appropriately (including registration with the Cardiff Accessible Homes Scheme for adapted accommodation if appropriate).

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

The changes to the application methods under the current Scheme have been widely publicised within the Council, via statutory partners, public access points in the city and specialist voluntary organisations. This ensures that there is as much awareness as possible of the ways in which people can apply for social housing and that information reaches hard to reach groups.

Assistance to complete an application is offered to any applicant who has specific needs due to disability. This includes home visits for people who are unable to attend a Partner office, provision of documents in Braille, and BSL interpretation etc. if required. Support Workers and other professionals are involved in the application and allocation process as appropriate / necessary – the application form has been amended to reflect where a third party has completed the application on behalf of the applicant.

Under the current Scheme available properties are offered to the person who is highest on the relevant sub-list for whom it is suitable (based on their household size, area choices and any specific needs identified). Adapted properties are let under the separate Cardiff Accessible Homes Scheme. Gathering accurate and complete information at the first point of contact, (and via regular screening) helps to ensure that applicants are listed appropriately and that

Equality Impact Assessment Corporate Assessment Template

offers are suitable. The Scheme includes the provision for awarding a higher priority for certain medical grounds or where a request is received from the Council's Adults or Children's Services to assist with exceptional accommodation needs of their clients.

The changes to the Scheme recognise the urgency of needs of applicants whose discharge from hospital is imminent and who have no suitable accommodation available to them. They are awarded Immediate Priority for rehousing. In addition to this the needs of applicants requiring ground floor accommodation due to assessed medical needs have been recognised - ground floor 1 bed flats are reserved for such applicants.

3.3 Gender Reassignment

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

	Yes	No	N/A
Transgender People (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)	✓		

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

Information regarding gender re-assignment is collected via the Equal Opportunities Monitoring section of the Housing Application Form. This section is not obligatory and the information gathered is not generally used to inform the individual applicant's registration on the Housing Waiting List or offers of accommodation.

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

Although the information gathered via the Equal Opportunities Monitoring section of the Housing Application Form is not routinely used to inform offers of accommodation, the opportunity to make a 'sensitive let' is included in the Allocation Scheme. Should this type of let be required / requested by a transgender applicant the requirement will be noted and taken into account in the allocation process.

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		✓	
Civil Partnership		✓	

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

Information regarding marital status / civil partnership is collected via the Equal Opportunities Monitoring section of the Housing Application Form. This section is not obligatory and the information gathered is not generally used to inform the individual applicant's registration on

Equality Impact Assessment Corporate Assessment Template

the Housing Waiting List or offers of accommodation. Only 17% of applicants currently on the Waiting List have declared their marital status.

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

Applications to join the Waiting List are not influenced by marital / civil partnership status. Similarly, properties are allocated based on the number of couples, other adults and children in the household, not on their marital / civil partnership status.

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	✓		

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

Where an applicant or their partner is expecting a child, that child will be considered in their household make-up for the purpose of establishing the size of property they need.

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

When registering applicants on the Waiting List, the size of property they need is assessed. If an applicant or their partner is expecting a child, that child is included as a member of the household, to ensure that a suitably sized property is offered.

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

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

Under current legislation some groups of people from abroad are not eligible to apply for social housing in the UK. The Allocation Scheme reflects these restrictions.

In addition to this information regarding race is collected via the Equal Opportunities Monitoring section of the Housing Application Form. This section is not obligatory, but approximately 71% of current applicants declared their racial background. However, this information does not generally influence registration on the Housing Waiting List or offers of accommodation.

Equality Impact Assessment Corporate Assessment Template

Available properties are offered to the applicant who is highest on the Waiting List for whom it is suitable (based on their household size, area choices and any specific needs identified).

Pitches on the 2 Council-run Gypsy & Traveller sites in Cardiff are allocated under a separate Allocation Scheme. Gypsies & Travellers may also apply for mainstream housing under the proposed Housing Allocation Scheme and will be treated equally with other applicants.

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

Although the information gathered via the Equal Opportunities Monitoring section of the Housing Application Form is not routinely used inform offers of accommodation, the opportunity to make a 'sensitive let' is included in the Allocation Scheme. Should this type of let be required / requested by an applicant (for instance due to previous harassment) the requirement will be noted and taken into account in the allocation process.

Applicants can express preferences about the areas of the city in which they want to live which may be because they wish to be close to extended family or communities. Advice about potential housing options will be offered to any person approaching the Council or their partners in the Common Waiting List for help. Comprehensive training will be given to all staff to ensure that advice is consistent regardless of the point of contact.

Translation and interpretation will be arranged as necessary for any applicant requiring these services. Information about the changes to application methods will be circulated widely including to specialist agencies offering advice and support to BME people.

3.7 Religion, Belief or Non-Belief

Will this Policy / Strategy / Project / Procedure / Service / Function have a **differential impact [negative]** on people with different religions, beliefs or non-beliefs?

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

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

This information is collected via the Equal Opportunities Monitoring section of the Housing Application Form – approximately 50% of current applicants have indicated their religion. However, this section of the Form is not obligatory and the information gathered is not generally used to inform the individual applicant's registration on the Housing Waiting List or offers of accommodation.

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

Applicants can express preferences about the areas of the city in which they want to live. Their

Equality Impact Assessment Corporate Assessment Template

choices may reflect their wish to be close to places of worship. Advice about potential housing options is offered to any person approaching the Council or their partners in the Common Waiting List for help. Comprehensive training has been given to all staff to ensure that advice is consistent regardless of the point of contact.

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		✓	
Women		✓	

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

Housing applications are assessed on the basis of housing need, regardless of gender. Similarly gender does not influence the allocation of properties. Properties are allocated based on the number of couples, other adults and children in the household.

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

However under Housing Benefit Size Criteria rules any 2 children under the age of 10 would be expected to share a bedroom, as would any 2 children of the same sex under the age of 16. This forms part of the matching criteria for properties being allocated to households under this Scheme.

3.9 Sexual Orientation

Will this Policy / Strategy / Project / Procedure / Service / Function have a **differential impact [positive]** on the following groups?

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

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

Information regarding sexual orientation is collected via the Equal Opportunities Monitoring section of the Housing Application Form. This section is not obligatory and the information gathered is not generally used to inform the individual applicant's registration on the Housing Waiting List or offers of accommodation.

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

Although the information gathered via the Equal Opportunities Monitoring section of the Housing Application Form is not routinely used inform offers of accommodation, the opportunity to make a 'sensitive let' is included in the Allocation Scheme. Should this type of let be required / requested by an applicant (for instance due to previous harassment) the

Equality Impact Assessment Corporate Assessment Template

requirement will be noted and taken into account in the allocation process.

3.10 Welsh Language

Will this Policy / Strategy / Project / Procedure / Service / Function have a **differential impact [positive / negative]** on Welsh Language?

	Yes	No	N/A
Welsh Language	✓		

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

In accordance with the Welsh Language Measure 2011, some people will prefer to make their application in the Welsh language, and to receive subsequent communication in Welsh, especially those from other areas who wish to apply by telephone.

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

The changes to the Allocation Scheme, including application methods, will again be widely publicised within the Council, via statutory partners, public access points in the city and specialist voluntary organisations. This includes arrangements for applying / communicating in Welsh.

4. Consultation and Engagement

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

A draft version of the original Allocation Scheme was circulated for consultation between August and October 2013. This included seeking views from a number of key stakeholders including Councillors, other Service Areas, statutory partners and supported housing providers.

The views of Cardiff Tenants & Residents Federation members were sought, along with those of a random sample of 3400 current applicants taken from the Common Waiting List. A total of 365 applicants responded with two-thirds of respondents (69.7%) agreeing with the idea of a "banded scheme". Almost all respondents (92.7%) stated it would have been useful to talk to an advisor about housing choices and waiting times at the point of application and the most popular method preferred for making an application was face-to-face, with over half of respondents (51.5%) selecting this option.

The results of the consultation exercise were taken into account finalising the Allocation Scheme implemented in January 2014.

Subsequent proposed changes to the Scheme have been made to address operational issues, to better reflect the nuances of identifying need and to comply with changes to legislation.

5. Summary of Actions [Listed in the Sections above]

Groups	Actions
Age	The requirement for 16/17 year olds to have an appropriate party is a legal requirement but arrangements have been made whereby the Council (for Children's Services cases) and young

**Equality Impact Assessment
Corporate Assessment Template**

	<p>people's supported housing providers can act in this capacity. These requirements will change with the implementation of the Renting Homes Act in 2016.</p> <p>Improved understanding of the individual housing needs of older people (aged 50+) will be gained by gathering additional information via a screening exercise for existing applicants and ongoing at application stage. Matching applicants with suitable properties will be enhanced by the introduction of additional property categories with clear access criteria. These will be explained as part of a re-branding and publicity exercise.</p>
Disability	None – Action has already been taken.
Gender Reassignment	Although the information gathered via the Equal Opportunities Monitoring section of the Housing Application Form is not routinely used to inform offers of accommodation, the opportunity to make a 'sensitive let' is included in the Allocation Scheme. Should this type of let be required / requested by a transgender applicant the requirement will be noted and taken into account in the allocation process.
Marriage & Civil Partnership	None
Pregnancy & Maternity	When registering applicants on the Waiting List, the size of property they need is assessed. If an applicant or their partner is expecting a child, that child is included as a member of the household, to ensure that a suitably sized property is offered.
Race	None – Action has already been taken.
Religion/Belief	None – Action has already been taken.
Sex	None – Action has already been taken.
Sexual Orientation	None – Action has already been taken.
Welsh Language	The changes to the Allocation Scheme, including application methods, will again be widely publicised within the Council, via statutory partners, public access points in the city and specialist voluntary organisations. This includes arrangements for applying / communicating in Welsh.
Generic Over-Arching [applicable to all the above groups]	<p>Advice about potential housing options is offered to any person approaching the Council or their partners in the Common Waiting List for help. Comprehensive training has been given to all staff to ensure that advice is consistent regardless of the point of contact. The need to maintain high standards and to monitor the quality of the advice provided is recognised.</p> <p>Appropriate assistance to complete an application is offered to any applicant who has specific needs. This may include home visits for people who are unable to visit an office, provision of documents in Braille, and BSL interpretation etc if required. Support Workers and other professionals can be involved in the application and allocation process as appropriate / necessary.</p> <p>The changes to the application methods have been widely</p>

Equality Impact Assessment Corporate Assessment Template

	publicised within the Council, via statutory partners, public access points in the city and specialist voluntary organisations. This ensures that there is as much awareness as possible of the ways in which people can apply for social housing and that information reaches hard to reach groups.
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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 : Natalie Southgate	Date: 13/10/15
Designation: Policy & Development Manager	
Approved By: Sarah McGill	
Designation: Director of Communities, Housing and Customer Services	
Service Area: Communities	

- 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



CARDIFF CENTRAL TRANSPORT INTERCHANGE

REPORT OF DIRECTOR OF ECONOMIC DEVELOPMENT

AGENDA ITEM: 8

**PORTFOLIO: TRANSPORT, PLANNING AND SUSTAINABILITY
(COUNCILLOR RAMESH PATEL)**

Appendices 3 – 6 of this report are exempt from publication because they contain information of the kind described in paragraphs 14 and 21 of parts 4 and 5 of Schedule 12A to the Local Government Act 1972.

Reason for this Report

1. To provide Cabinet with an update on the Central Transport Interchange project and to confirm the delivery timetable including the anticipated timing of key decisions.
2. To provide Cabinet with an update on the Central Square regeneration scheme following the signing of an Agreement to Lease by BBC Wales for a new headquarters building at Central Square.
3. To provide an update on the public realm delivery strategy and other enabling works related to the Central Square Masterplan Agreement and to seek the necessary budget approvals to support the development of the new Central Transport Interchange.
4. To provide Cabinet with feedback on the public engagement exercise carried out in July on the proposals for a new Central Transport Interchange.
5. To provide Cabinet with high-level indicative costs of the new Central Transport Interchange (shell and core) and to gain authority to explore in detail various funding approaches and to come back to a future Cabinet meeting with recommendations.

Background

6. The Council's Corporate Plan 2015-17 contains a commitment to work with key partners to design and deliver a new transport interchange - including a new bus station - as part of a high quality gateway into the

city by December 2017. Work is now well underway to deliver against this objective.

7. In September 2013 Cabinet provided authority for the Council to acquire a number of sites in the vicinity of Central Square to enable the regeneration of the area and to unlock delivery of a new modern integrated transport hub. The Council has subsequently worked with Rightacres Property Ltd to take forward the redevelopment which is progress well. The first 100,000 sq ft of grade A offices is close to completion and is due for occupation from the end of January 2016.
8. In July 2015 Cabinet approved the closure of Central Bus Station from 1 August 2015 to enable works to begin in preparation for a new 150,000 sq ft headquarters building for BBC Wales. At the same meeting concept schemes for a new transport interchange were presented and Cabinet endorsed the preferred scheme designed by Foster + Partners. It was also agreed that a further report would come back to Cabinet to provide more detail on costs and to outline options for funding the new facility.
9. In October 2015 Legal & General announced a £400m funding deal with Rightacres Property Ltd to support the development of Central Square. This represents one of the largest commercial property deals outside of London in recent years and one of the largest ever achieved in Wales.
10. On 16 November 2015 BBC Wales announced the signing of an Agreement to Lease which now legally commits them to relocate from their current site operational in Llandaff to purpose built modern headquarters in Central Square. Following the announcement in November construction work has now begun at the former bus station site.
11. There has also been good progress over recent months by Network Rail on developing exciting new plans for the modernisation of Cardiff Central Train Station. Images of the concept scheme have been included as Appendix 2. Since the release of these plans in October Foster + Partners have begun to work with Network Rail's architects Powell Dobson to design integration between the two adjacent schemes. This work, in due course, will form an important part of the detailed design that will be submitted for planning.

Issues

12. Significant progress has been made since the last update to Cabinet in July. The Central Square regeneration scheme and the Central Transport Interchange project are now heading firmly into the delivery phase. To assist with delivery the following issues need to be considered.

Delivery Timeline

13. Since the closure of the bus station on the 1 August 2015, there has been some speculation that the programme for delivery of the new Central Transport Interchange has slipped. This is not the case. The bus station was closed on the 1 August 2015 to assist with the delivery of the new BBC headquarters development and was not directly related to the delivery programme for the new interchange. At the time it was anticipated that the Agreement to Lease would be signed by the BBC by mid-September and there was a need to make the site available for 6 weeks of preliminary works to get the site ready for development. It was also felt to be the opportune time from a transport perspective during the holiday period to manage the transition to new temporary bus pick-up and drop-off arrangements. As we now know the signing of the Agreement to Lease was delayed by approximately 6 weeks due to final contract negotiations.
14. The programme for construction of the new Central Transport Interchange has always been dictated by the earliest date at which the existing Marland House tenancies can be terminated to enable the building to be demolished. This was end of March 2016 when the Council acquired the building, and remains end of March 2016 in the programme.
15. It was intended to bring forward a detailed planning application for the new development by December 2015. This was initially to enable the developer to be in a position to progress the development as soon as Marland House is demolished. However, following discussions with the Local Planning Authority it is now intended to split the planning application into two parts. The first part, which will still be submitted in December, will deal with the demolition of the buildings and the excavation of the site in preparation for the construction of underground car-parking. The second part will be for the detailed design of the new building which will now come later in the programme as outlined below.
16. It was also intended to begin demolition of the Wood Street NCP car park in January in advance of the demolition of Marland House in April. However, following advice from the appointed demolition contractors it has now been agreed to demolish both buildings at the same time. This will have no impact on the delivery programme as it will take place over the same 2 -3 months from April through to June that was programmed for the demolition of Marland House. This decision was taken to minimise unnecessary disruption in the city centre and to minimise the Health & Safety implications and consequent costs of demolishing the NCP car park whilst Marland House remains occupied and in use.
17. Once both buildings have been demolished there will be a period of approximately 6 months to excavate the site including site set-up and piling. Ground works and construction will then commence from January 2017. Normally a building of this nature will take 18 – 24 months for full completion. The Council is exploring with the developer

the potential for opening the bus interchange in advance of full completion with the aim of being operational by the end of 2017.

18. Work has now begun on the detailed design of the scheme in preparation for the submission of a detailed planning application. In terms of the delivery programme, planning permission is not needed to be in place until December 2016. However, it is anticipated that an application will be submitted by May 2016. This will assist with formal negotiations on the costs and funding approach which will be progressed in parallel and need to be concluded before construction can commence. It is therefore intended that a report to seek authority to commit funds to the delivery of the project will be presented back to Cabinet in the autumn of 2016.

Public Engagement

19. Ahead of the Bus Station closure on 1 August 2015 an extensive public consultation and information exercise was undertaken over a 4 weeks period. The aim was to prepare bus users for changes to bus routes following the closure of the bus station and to inform the public about the proposals for the new Central Transport Interchange and to seek feedback on proposals for the new facility.
20. The engagement activity included a leaflet showing new arrangements for bus departures and concept designs for the new Central Transport Interchange. There was also extensive use of digital media including websites, social media and radio advertising. A mobile exhibition stand with video images and 3D model was positioned outside the train station and at other locations across the city centre to assist the public with enquiries.
21. Almost 5,600 people engaged with staff at the mobile exhibition during the 4 weeks period. The key suggestions to arise from the public were as follows:
 - The new interchange should include a Tourism Information Centre; Luggage Storage facilities; a Transport Information Desk; public toilets; and plenty of seating in waiting areas.
 - There was strong support for high quality cycling facilities including cycle storage; cycle maintenance; changing facilities and lockers.
22. A series of workshops will now take place with key stakeholders such as the Cardiff Council Access Focus Group, Bus Users Cymru, Sustrans, transport operators and Network Rail. The first workshop took place on Tuesday 17 November with Sustrans to discuss the proposed Cycle Hub facility. In addition there will be an Access Focus Group meeting on the 4 December to discuss the Central Transport Interchange.

23. Engagement with key stakeholders will be an on-going process throughout the preparation of detailed design leading to a detailed planning application. This will include a broad range of interested parties including representative groups such as Cardiff Royal Institute for the Blind and interest groups such as the Civic Society.

Public Realm Improvements and Other Enabling Works

24. In July 2014 Cabinet approved a public realm delivery strategy for Central Square and delegated authority to the Director of Economic Development in consultation with named Cabinet Members and officers to enter into contractual arrangements to deliver the necessary public realm improvements. The delivery strategy provided an illustration of the areas of public realm that would be required to be delivered, a phasing plan, a high-level estimate of costs and a schedule of capital receipts and Section 106 contributions that would provide the required funding.
25. In the absence of a detailed scheme the cost estimate was based on a pro-rata calculation per square meter of costs associated with the delivery of the public realm scheme in the Hayes for the St David's 2 Shopping Centre development. Confidential Appendix 3 includes details and the approved spend and a rationale which aimed to cover the cost of the Council contribution through land sales in the immediate vicinity and Section 106 contributions relating to associated development in Central Square. The development appraisal attached to the original decision including independent valuation of land receipts is presented in confidential Appendix 5.
26. A detailed scheme has now been developed and was approved by the Local Planning Authority in May 2015. The necessary ground investigation works have also been completed which allows a more informed assessment of the potential cost of delivering the scheme. The specification of the approved scheme has now been fully costed and the investigation works have revealed the need for additional substructure costs. The revised cost associated with delivering the public realm improvements have been costed by an independent cost consultant and are detailed within confidential Appendix 3.
27. In addition to public realm, the Council has now estimated the cost of other enabling works related to the Central Square Masterplan Agreement to support delivery of the new Central Transport Interchange. Details of these estimated costs are contained within confidential Appendix 3 and have been produced by an independent cost consultant.
28. The costs outlined above will be subject to normal competitive tender and funded through anticipated receipts and Section 106 contributions relating to the Central Transport Interchange development. It is also proposed to cash-flow spend for the delivery of public realm and other works in line with receipts from land disposals and Section 106 contributions, and therefore there should be no implication of these

works for the Council's budget. If for any reason spend is required to fall outside of this framework a further report will be presented back to Cabinet to seek specific approvals.

Estimated Costs Transport Interchange – ‘Shell and Core’

29. At the Cabinet meeting of 2 July 2015 Cabinet approved the concept design presented by Foster + Partners for a new Central Transport Interchange. Since that decision, Rightacres Property Ltd has been working with Foster + Partners to further develop these proposals to provide the basis for developing a detailed cost estimate for a ‘shell and core’ scheme (i.e. fit-out not included). This work is based on tender proposals submitted by 3 major construction companies. An overview of the estimated costs and the initial developer apportionment of costs towards the bus station element of the building are presented in confidential Appendix 4. These costs will remain estimated until the detailed design for the building is fully completed and signed off. Until then detailed negotiation will take place with the developer regarding the apportionment of costs within the building. The developer will also continue to drive down the costs through managing the specification and through negotiation with the chosen construction partner.
30. It is the Council's intention at the appropriate time in the process and before any formal decision is made by Cabinet that commits the Council financially, to have the final agreed costs independently reviewed by cost consultants to ensure they are affordable and represent value for money.
31. In addition to the shell and core costs there will be additional costs associated with fit-out of the bus station. These will largely be dictated by the level of fit-out specification. There will also be a requirement for adaptations to the highways network to facilitate access and egress to the new facility. The Council will seek to source external funding for the fit-out element of the bus station and for associated highways works and has begun this process.
32. Delivery of the new Central Transport Interchange will inevitably result in a financial implication for the Council. The intention has always been to identify a funding approach which maximises recovery of capital receipts (to off-set the investment made in land assembly) and to minimise the costs of construction, whilst delivering a premium quality scheme.
33. Over recent years the Council has developed a good understanding of the costs associated with delivering a stand-alone bus station having developed a number of concept designs with associated cost schedules. Examples of these schemes have been attached to recent Cabinet reports. Given that the optimum location for the new transport facility is on the site of the Wood Street NCP car park and Marland House, there is a significant land cost implication for the project, as both buildings were going concerns when the leasehold interests were

acquired. A stand-alone bus station would need to bear the full costs of this land investment. This has led the Council to explore a mixed use development to help realise capital receipts and to potentially identify new income streams to assist with affordability and deliverability.

34. The high-level development appraisal previously commissioned by the Council in respect of its investments in Central Square (see confidential Appendix 5) suggests that there should be sufficient investment value remaining to meet the estimated costs for a new bus station (as outlined in confidential Appendix 4 and including fit-out and highways alterations costs if contributions are not forthcoming from other sources). However, this funding strategy is reliant on future capital receipts and developer contributions being received as costs become due and therefore there may be a cash-flow implication that will need to be resolved with the developer, particularly relating to capital receipts for land north of Wood St. Before a formal decision needs to be made on the cost and funding approach for the new transport interchange the Council will work with the developer to establish a detailed programme of receipts, based on the current pipeline of projects, to understand if any cash-flow implications exist and to agree a solution.
35. At the same time officers would like to further explore and negotiate lease based financial approaches to the delivery of the interchange building which seek to take advantage of the Council's strong financial covenant to reduce the cost of the new interchange building. This could involve the Council taking a head lease on all or part of the building and subletting areas within its leasehold interest to generate income to offset the cost of the lease.
36. It is important to note, that whilst a mixed use development should help the Council to recover its capital investment in land and would deliver a much more attractive gateway development, it will only proceed if the overall scheme is fundable. It is therefore important for the Council to fully consider the implications and benefits of a lease based approach. Further to this, and for clarity, it is important to note that whilst the financial agreement struck between the developer and Legal & General puts in place a significant facility that could potentially fund the whole development of Central Square, at this stage there is no agreement in place with the Council regarding the funding of the bus interchange or any obligation on the Council.

Project Management Arrangements

37. To date the Central Transport Interchange project has been managed by the Director of Economic Development and the Director of City Operations reporting to the Cabinet Member for Transport, Planning and Sustainability. This has been effective in the early stage development of the project to ensure the specification of the new facility meets the city's needs. The project is now entering a delivery stage and therefore to ensure proper separation between development and regulatory roles, the project will now be managed by the Director of Economic Development with the Director of City Operations managing

the regulatory consideration of the scheme. The project will continue to report through to the Cabinet Member for Transport, Planning and Sustainability until its final delivery.

Reason for Recommendations

38. To provide Cabinet with an update on the Central Transport Interchange project and to gain the relevant authorities to proceed with public realm and associated works in Central Square.

Financial Implications

39. The attached report provides an update on progress made on the Central Square regeneration scheme and seeks the approval of additional resources to support the Council's commitment to deliver a range of public realm improvements and other enabling works associated with the Masterplan Agreement. As matters contained in Appendices 3, 4 & 5 are commercially confidential, an additional set of confidential Financial Implications have been set-out at Appendix 6, which should be considered in conjunction with this report.
40. The current capital programme include an allocation in respect of public realm improvements at Central Square and has earmarked resources from a combination of s106 contributions and capital receipts associated with sites 1, 2 & 3 to fund the works, based on high-level costs previously reported to Cabinet (July 2014). Since then a detailed scheme has been approved as part of the planning application for the BBC headquarters building. The planning approval also documented those areas of public realm area that are to be delivered as part of this phase of the redevelopment of Central Square. The specification for the approved scheme has been costed and site investigation works have also been carried out, which have identified the need for additional substructure works.
41. An independent cost consultant has estimated the level of resources required to deliver the public realm improvements and these detailed at confidential Appendix 3. The actual cost of the scheme will be determined once the works have gone through a competitive tendering exercise and a final cost is agreed by the council. In addition, confidential Appendix 3 outlines other enabling works that the council agreed to deliver as part of the Masterplan Agreement to support the delivery of the new Central Transport Interchange.
42. In order or to the fund the additional costs highlighted above, the report seeks Cabinet approval to earmark further council resources invested in Central Square that will become available as proposals for the redevelopment of Marland House and the NCP car park (sites 9-12) are brought forward. Cabinet should note that the level of resources generated by future phases of redevelopment are subject to development appraisals brought forward by the developer for consideration and approval by the Council. Development appraisals

are informed by the proposed mix and use of sites and the associated costs and revenue streams. Therefore, the actual level of resources that may be realised from sites 9-12 will be very much dependent on economic conditions and market interest in the proposed scheme.

43. Confidential Appendix 5 provides details of Council land holdings at Central Square together with a table estimating the level of receipts and section 106 contributions that may be realised from future developments. This table was included within a Project Overview report prepared by the council's valuer back in July 2014 and was based on a range of developments being considered and the economic conditions at that time.
44. The current timetable outlined in the report suggests that the majority of the costs will be incurred during the financial year 2017/18. However, if there is a delay between cost being incurred and the earmarked resources being realised, (as described above), then the Council will need to meet the interest costs associated with cash-flowing the scheme in advance of receipts being received.
45. Confidential Appendix 4 outlines indicative costs for the shell and core element of the proposed Cardiff Central Transport Interchange. This is based on the high-level of design of the wider scheme prepared by the developer at this time. Therefore cost will need to be updated and refined as the detailed design is progressed. In addition to the shell and core costs identified there will be further, significant costs in respect of the fit-out specification and the adaptations required to the highway's network. The cost for this aspect of the development is yet to be determined as is the associated funding streams.
46. Furthermore the report highlights the design work being progressed by Network Rail in relation to the modernisation of Cardiff Central Train Station and the synergies that may be brought about through the integration of the two schemes. This adjacent development could represent both a cost and an opportunity in relation to the Council's future transportation aspirations. The cost implications of all these component parts (as well as any VAT, SDLT and wider taxation matters) will need to be considered in totality as detailed designs on both schemes are progressed and a final scheme is brought forward for approval.
47. The reports seeks approval to explore further a range of funding options predicated on the use of a leased based scheme i.e. where the council takes a head lease and is required to service debt over the term of the lease, usually by utilising income streams associated with the scheme itself. The inherent risk of funding options of this type is the level of robustness attached to the costs and income levels identified in advance of delivering the scheme. In addition (and as outlined above), to a large extent future income streams will be influenced by economic conditions which will vary over the repayment period (typically over 30-40 years) of the scheme. Therefore, a financial strategy for managing

any reductions in income levels will need to be clearly considered as part of any decision to approve a funding option.

48. The current capital programme includes an allocation of £14 million for a transport interchange funded by future capital receipts associated with Central Square. The adequacy of this allocation will need to be reviewed as scheme costs and funding strategy becomes clearer, along with the affordability of the capital programme itself in future years given the range of schemes the Council may wish to progress over the medium term. The full financial implications of any proposal would need to be considered further in a future report as part of the final decision making process. The budget implications arising will need to be factored into the wider Capital Programme for future years, which is being progressed on the basis that any new commitments are self-funded.

Legal Implications

49. In its dealings with property, the Council has to be mindful of its fiduciary duty to its council tax payers and the need to demonstrate value for money. In disposing of property, the Council has a specific duty to secure the best consideration reasonably obtainable, whether in cash or otherwise, pursuant to section 123 of the Local Government Act 1972.
50. The Council's Procedure Rules for the acquisition or disposal of interests in property provide that the Council's decision makers will have proper regard to professional advice from a qualified valuer at all relevant stages during the process. The intention is that due probity and accountability can be demonstrated and value for money achieved. Value for money also has to be demonstrated in regard to the cost of carrying out of works.
51. In the case of commercial properties, disposal and acquisition prices are impacted upon by considerations such as achievable rental income, service charges and holding costs, the costs and values of redevelopment, funding costs, the tenancing of new accommodation and the cost obtaining vacant possession from sitting tenants. In the current economic climate, this kind of consideration can impact significantly upon residual valuations for the premiums attached to the granting and taking of commercial leases, and upon the viable level of Section 106 contributions.

RECOMENDATIONS

Cabinet is recommended to:

- (1) Note the recent progress made with the Central Square regeneration scheme

- (2) Note the indicative timetable for the construction of the new Central Transport Interchange building as presented in paragraphs 13-18 of the report.
- (3) Approve the costs outlined for the delivery of public realm improvements and other enabling costs related to the Masterplan Agreement to support the delivery of the new Central Transport Interchange building as detailed in confidential Appendix 3.
- (4) Delegate authority to the Director of Economic Development, in consultation with the Leader of the Council, the Cabinet Member for Corporate Services and Performance, the Cabinet Member for Transport, Planning and Sustainability, the Section 151 Officer and the Director of Legal and Governance to consider in detail options for funding the new Central Transport Interchange and to return to Cabinet with a final recommendation.

NEIL HANRATTY

Director

27 November 2015

The following Appendices are attached:

Appendix 1: Network Rail Scheme for Central Station

Appendix 2: Results of the Public Engagement Exercise

Appendix 3: (Confidential) Enabling Works Costs & Schedule

Appendix 4: (Confidential) Costs for new Bus Interchange Development

Appendix 5: (Confidential) Independent Valuation

Appendix 6: (Confidential) Financial Implications

Appendix 1

Concept Design illustrations for the redevelopment of Cardiff Central Train Station





Bus Station Closure On-Street Public Consultation

Number of Visitors to Information Station

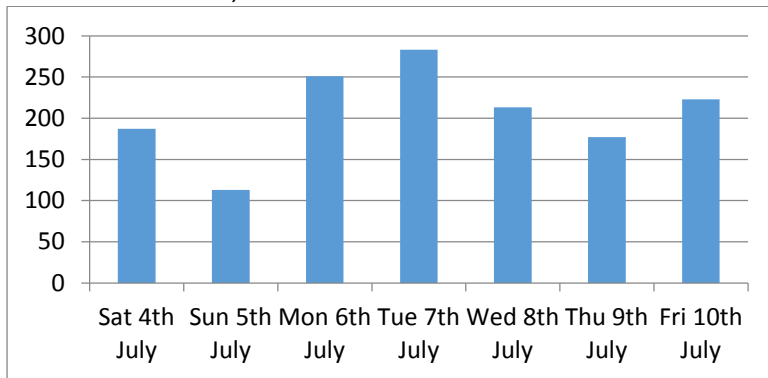
Week 1

Location: Stand A – Central Bus Station

Date: Sat 4th July 2015 – Fri 10th July 2015

Total Number: 1,447 Interviews

Number of Visitors, Week 1 – Stand A Central Bus Station



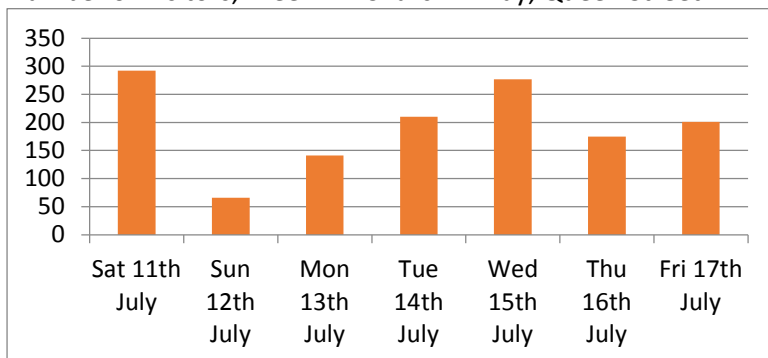
Week 2

Location: Churchill Way, Queen Street

Date: Sat 11th July 2015 – Fri 17th July 2015

Total Number: 1,362

Number of Visitors, Week 2 – Churchill Way, Queen Street



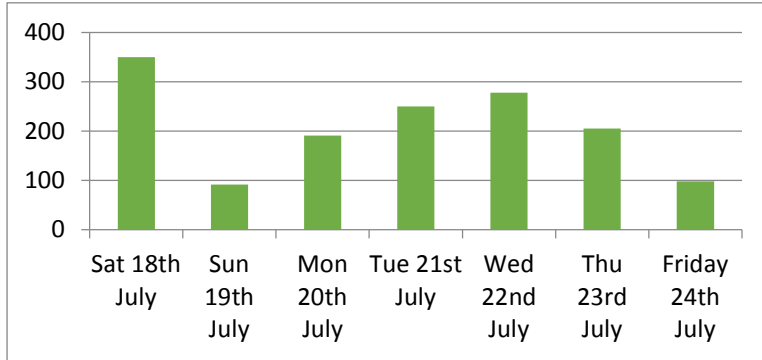
Week 3

Location: The Hayes

Date: Sat 18th July 2015 – Fri 24th July 2015

Total Number: 1,464

Number of Visitors, Week 3 – The Hayes



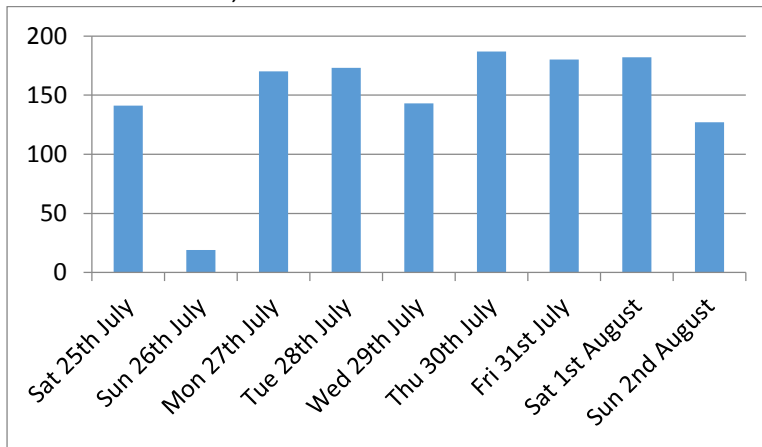
Week 4

Location: Stand A – Central Bus Station

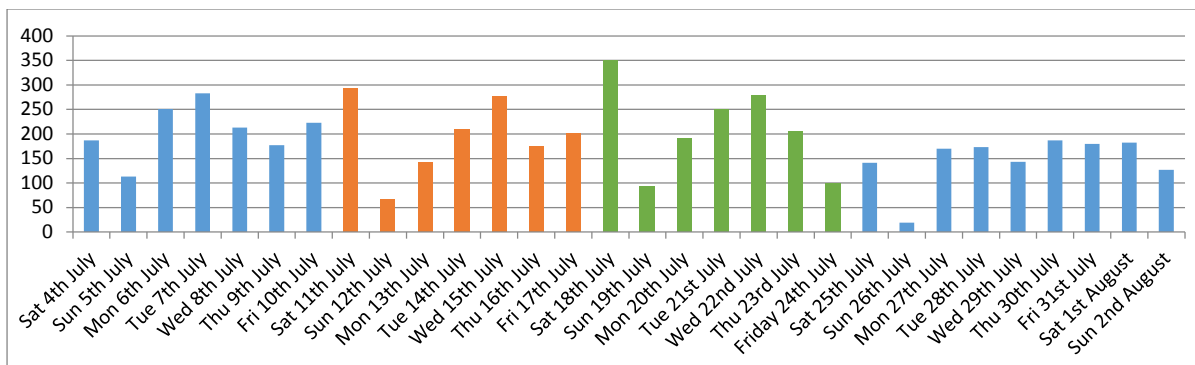
Date: Sat 25th July 2015 – Sun 2nd August 2015

Total Number: 1,322

Number of Visitors, Week 4 – Stand A – Central Bus Station



Total Number of Visitors, Week 1-4



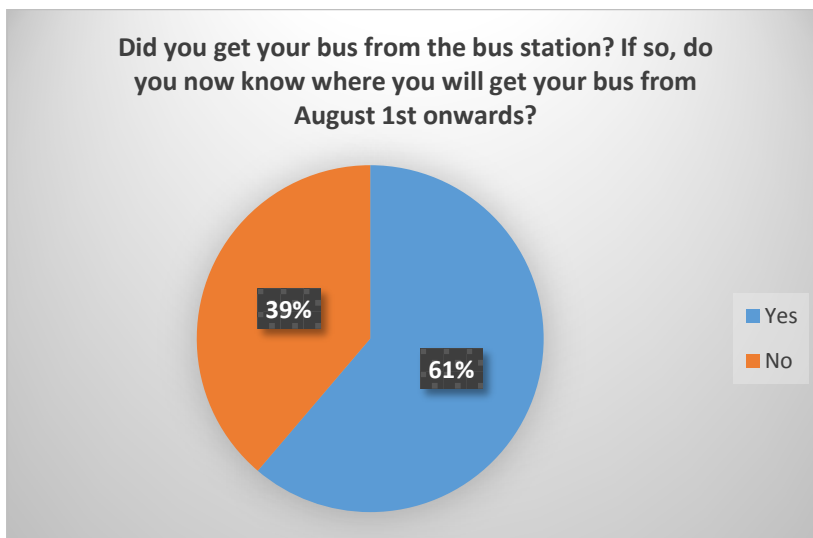
Total Number: 5,595

Feedback Forms from Information Station

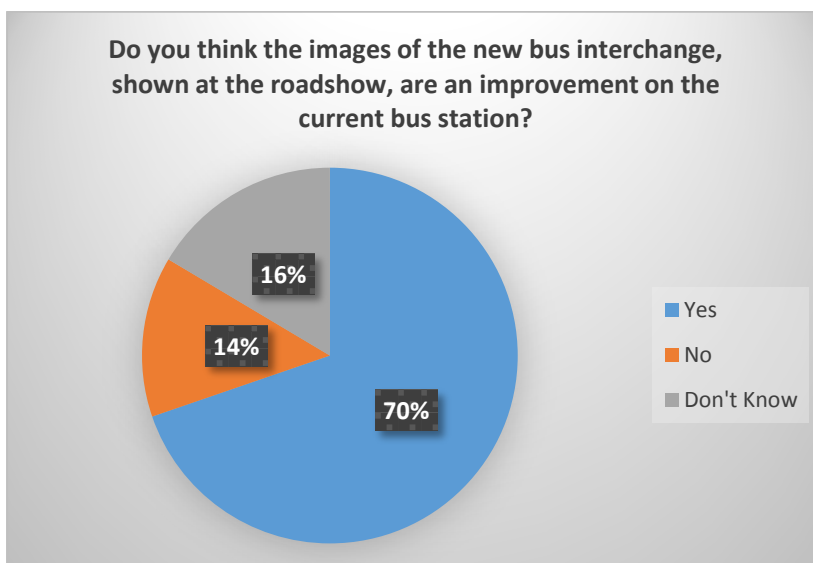
Information Station Feedback Answers

	Question	Yes	No	Don't Know
1.0	Did you get your bus from the bus station? If so, do you now know where you will get your bus from August 1st onwards?	90	57	N/A
2.0	Do you think the images of the new bus interchange, shown at the roadshow, are an improvement on the current bus station?	106	21	25
3.0	Do you have access to the internet?	129	24	1
4.0	Would you prefer to see a system introduced where one ticket allows you to travel on both bus and train services?	114	10	17
5.0	Would you like to be added to a stakeholder database to receive updates on the project, as the development continues?	84	53	N/A

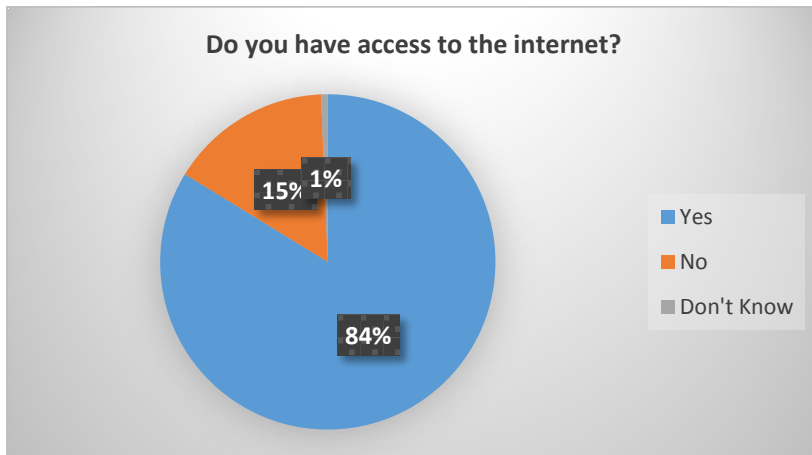
Feedback Form Q1



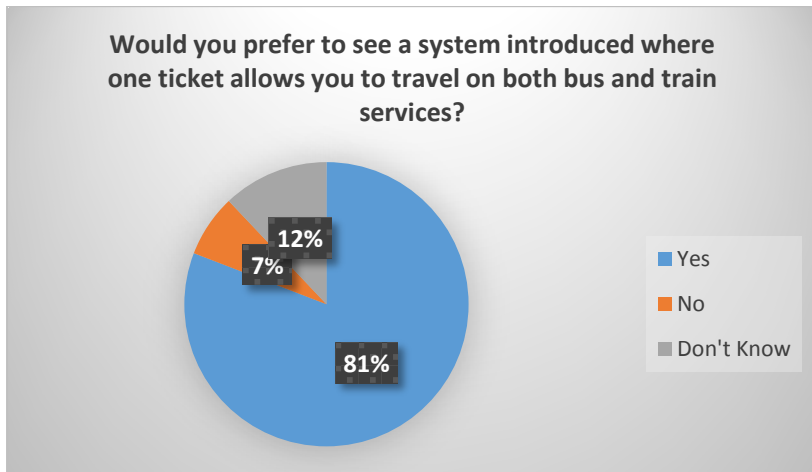
Feedback Form Q2



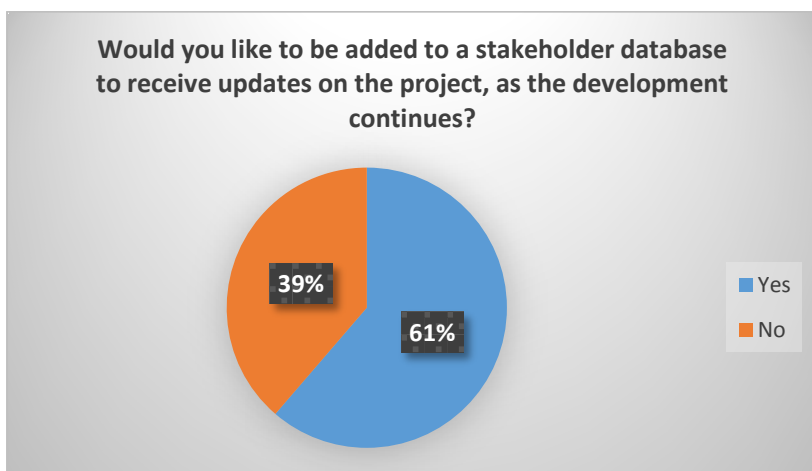
Feedback Form Q3



Feedback Form Q4



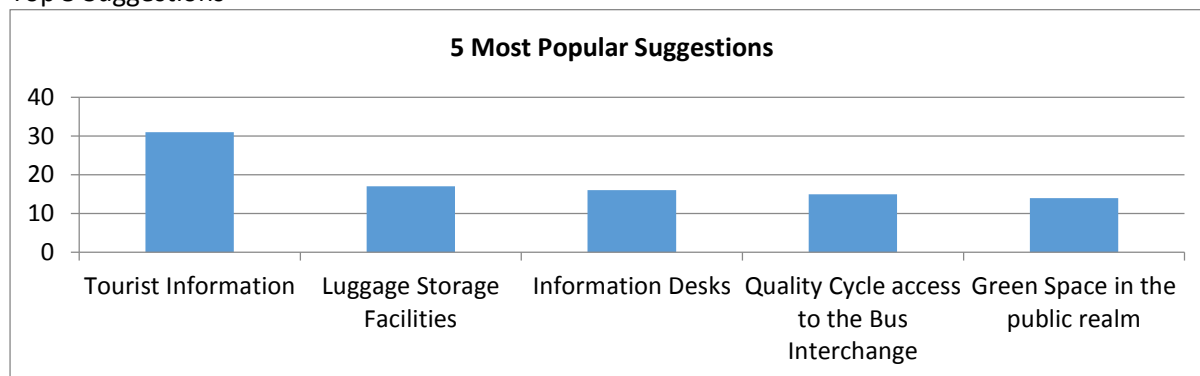
Feedback Form Q5



Public Feedback: Suggestions

Question Asked: 'There are plans to deliver a bus interchange which is under cover, with toilet facilities, real time information displays, a bike and storage hub, places to get something to eat or drink, retail opportunities and a public concourse. In addition to this specification, what other facilities would you like to see at the new bus interchange?'

Top 5 Suggestions



All Suggestions

Suggestions	Number of people
Information	
Tourist Information Centre	31
Information Desks for Buses (all operators) and Trains	16
Information Boards for Bus, Rail and General use	7
Connect2Cardiff presence	1
Large signage	1
Other amenities inside the Bus Interchange	
Bag/ Luggage storage facility	17
Free Toilets	12
Plenty of seating	10
Security	8
Free WIFI	5
Creative Space and Art Gallery	3
Independent traders	3
Paid toilet facilities (to ensure cleanliness)	3
Sufficient bins	3
Children's area	2
Phone charging points	2
First Aid Centre	2
Toilet cubicles large enough for suitcases to fit in	2
Space for Community Groups to meet	2
Contactless Payment	2
Water drinking fountains	2
Music Area for 'street musicians' to perform	2
Public use Piano in the Station Concourse	1

Skate Park	1
Police Station	1
Area for mums to breast feed	1
Driver's Quarters	1
Library	1
Public Telephone	1
Mobility scooter hire	1
Airport-style luggage trolleys available	1
Low-cost housing	1
Operates 24 hours	1
Discount shops	1
Booking desk for Hotels in Cardiff	1
Bureau de Change	1
Accessibility inside the Bus Interchange	
Indoor access between bus station and railway station	7
Disability/ Pushchair friendly	6
Internal Transport (ie: buggy system inside the bus station)	1
Common concourse for bus and rail	1
Queuing system for passengers boarding buses	1
Environment inside the Bus Interchange	
Clean environment	3
Prevent bird access	3
Spacious interior	2
No alcohol	2
Well lit at all hours	1
Cycling	
Quality cycle access to the bus station (eg: dedicated cycle lanes)	15
Free Bike storage	8
Bike hire	5
Shower facilities for cyclists	5
Security monitoring the bike storage	3
Bike gutters alongside stairways	1
Bike storage operational for long hours	1
Bike hub given prominent location	1
Cycle link to Taff Trail	1
No cyclists in area	1
Cycle storage to accommodate 3 wheeled bikes	1
Public Realm	
Trees, plants, fountains (green spaces) etc.	14
Seating	5
No Trees/ green space	1
Avoid wind tunnels	1

Welsh History and Culture	
Promote Cardiff/ Welsh history, culture and heritage	6
No bilingual signage	1
Old St Mary's Church and Priory Plaque	1
Showcase the Architect's work in Wales	1
'Green' suggestions	
Zero-carbon build	1
Electric Bus recharging points	1
Adequate ventilation to remove fumes	1
A 'Green Roof'	1
Sustainable features	1
Transport	
Plenty of pick-up/ drop-off points	7
National Express	6
All bus routes to use the bus interchange	6
Easy access to a taxi rank	5
Sufficient car-parking (short and long stay)	3
Megabus	1
Access to City Car Club vehicles	1
Bus operating hours extended	1
Dedicated Taxi waiting area	1
T9 Airport Bus	1
Check-in point for Cardiff Airport	1
Red Routes around the Bus Interchange	1

Future engagement

A series of workshops will take place with key stakeholders such as the Cardiff Council Access Focus Group, Bus Users Cymru, Sustrans, transport operators, Network Rail and the Millennium Stadium. These are scheduled to take place between January and June 2016 and will run alongside the Transport Assessment that will take place during this time period.

The public's priorities on what facilities they would like to have at the new bus station will be considered as the detailed design of the new bus station continues. The feedback from the public is detailed between paragraphs 19 and 23 of the report. Public and stakeholder engagement will continue throughout the development of the project.

By virtue of paragraph(s) 14, 21 of Part(s) 4 and 5 of Schedule 12A of the Local Government Act 1972.

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