

CABINET: THURSDAY, 10 MARCH 2016 at 3.30 PM

A Cabinet Meeting will be held in the City Hall, Room L on at 3.30 pm

A G E N D A

- 1 Minutes of the Cabinet meeting held on 18 February 2016 (*Pages 1 - 8*)

Leader

- 2 Wales Audit Office - Corporate Assessment Follow on (*Pages 9 - 36*)

Community Development, Co-operatives & Social Enterprise

- 3 Llanishen Community Hub (*Pages 37 - 82*)

Corporate Services & Performance

- 4 Non-Domestic Rates - Write Offs (*Pages 83 - 90*)

- 5 Pay Policy Statement 2016/17. (*Pages 91 - 108*)

Education

- 6 School Admission Arrangements 2017/2018 (*Pages 109 - 136*)

- 7 School Organisation Proposals: The provision of additional English-medium and Welsh-medium Primary School provision in and around the Butetown, Canton, Grangetown and Riverside areas (the 'Four Wards') (*Pages 137 - 204*)

- 8 School Organisation Proposals: Proposed Establishment of a New High School in the West to Replace Glyn Derw High School and Michaelston Community College (*Pages 205 - 280*)

- 9 School Organisation Proposals: The Provision of Welsh-medium and English-medium Primary School Places in and around Llandaff North. (*Pages 281 - 354*)

Health, Housing & Wellbeing

- 10 Housing Revenue Account (HRA) Business Plan (*Pages 355 - 418*)

Skills, Safety & Engagement

- 11 The City of Cardiff Council's Strategic Equality Plan 2016-2020 (*Pages 419 - 620*)

PAUL ORDERS

Chief Executive

4 March 2016

CITY OF CARDIFF COUNCIL
CYNGOR DINAS CAERDYDD



MINUTES

CABINET MEETING: 18 FEBRUARY 2016

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

Observers: Councillor Dianne Rees
 Councillor Neil McEvoy
 Councillor Judith Woodman

Officers: Paul Orders, Chief Executive
 Christine Salter, Section 151 Officer
 Marie Rosenthal, Monitoring Officer
 Joanne Watkins, Cabinet Office

Apologies:

96 MINUTES OF THE CABINET MEETING HELD ON 21 JANUARY 2016

RESOLVED: that the minutes of the Cabinet Meeting of 21 January 2016 be approved.

97 CORPORATE PLAN

The Cabinet considered the draft Corporate Plan 2016-18. The Corporate Plan forms part of the strategic policy framework set out within the Council's constitution and is considered annually by Council.

The Corporate Plan captured the Council's contribution to delivering Cardiff's seven outcomes, setting out the organisation's priorities and what will be done to deliver against these priorities. The Plan was structured around four priorities; better education and skills for all, supporting vulnerable people, creating more and better paid jobs, and working together to transform services.

The Plan had been informed by the findings of the consultation on the budget proposals for 2016/17.

RESOLVED: that

1. the Corporate Plan 2016-2018 as set out in **Appendix A** to the report be approved for consideration by Council on 25 February 2016;
2. Authority be delegated to the Chief Executive to make any necessary amendments to the draft Corporate Plan, in consultation with the Leader of the Council, to take account of the views expressed by the Council's Scrutiny Committees; to correct any typographical errors and to include any additional performance data in the Appendix to the Plan, in order to finalise the document for consideration by Council on 25 February 2016.
3. Council be recommended to delegate authority to the Chief Executive in consultation with the Leader of the Council to make any consequential amendments to the Corporate Plan following consideration by Council on 25 February 2016.

98 ASSISTANT TO CABINET MEMBER

Cabinet received a report proposing the appointment of an Assistant to Cabinet Member – Housing and Tackling Poverty.

RESOLVED: that the appointment of Councillor Caro Wild as the Assistant to Cabinet Member – Housing and Tackling Poverty be approved

99 DRAFT LOCAL GOVERNMENT WALES BILL

Cabinet considered the proposed response to the Welsh Government consultation on the Draft Local Government (Wales) Bill.

As part of the development of the Council's submission reports on the Draft Local Government (Wales) Bill had been considered by the Standards and Ethics Committee, Democratic Services Committee and Audit Committee, in addition, comments were sought from all Members.

RESOLVED: that

1. the submission (Appendix A) to the Welsh Government on the Draft Local Government (Wales) Bill be approved; and
2. authority be delegated to the Chief Executive, in consultation with the Leader of the Council, to notify the Welsh Government of any subsequent amendments to the Council's response.

100 QUARTER 3 PERFORMANCE 2015/16

The Cabinet received the Council's performance report for Quarter 3 (October to July) of 2015/16 financial year. It was noted that across all Directorates 69% of Corporate Plan commitments are Green and 56.8% of Performance Indicators are Green.

RESOLVED: that the current position regarding performance and the delivery of key commitments and priorities as at Quarter 3 and the action being taken to address areas of concern be noted

101 BUDGET MONITORING - MONTH 9 REPORT

The Cabinet received an update on the financial monitoring position of the authority as at month 9. The report provided details of the projected outturn for 2015/16 compared with the budget approved at Council on 26 February 2015.

It was noted that the month 9 revenue position indicated a potential surplus of £988,000 an increase of £679,000 reported at month 6, this due to an improvement in the monitoring position on directorate budgets.

Despite this, financial pressures and shortfalls against budget savings targets continue to result in projected overspends. However these are to be offset by projected savings on capital financing, an anticipated surplus on Council Tax collection and by NDR refunds on Council properties.

RESOLVED: that

1. the potential outturn position based on the first nine months of the financial year be noted
2. it be noted that 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 in principle be given to the projected surplus of £988,000 being transferred to the Council's General Fund Balance at the year end.
4. the budget virement of £1.0 million in the Housing Revenue Account be approved to reflect the transfer of funding from capital financing budgets to the Housing Repairs Account.

102 BUDGET PROPOSALS 2016/17

The Cabinet considered the budget proposals for 2016/17 prior to recommending them to full Council.

RESOLVED: that, having taken account of the comments of the Corporate Director Resources in respect of the robustness of the budget and the adequacy of reserves as required under Section 25 of the Local Government Act 2003, and having considered the responses received to the Budget Consultation Council be recommended to:

1.0 Approve the Revenue, Capital and Housing Revenue Account budgets including all proposals and increasing the Council Tax by 3.7% as set out in this report and that the Council resolve the following terms.

2.0 Note that at the Cabinet meeting on 10 December 2015 the Council calculated the following amounts for the year 2016/17 in accordance with the regulations made under Section 33(5) of the Local Government Finance Act 1992:-

a) 141,288 being the amount calculated in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) (Wales) Regulations 1995, as amended, as its Council Tax base for the year.

b) Lisvane 2,347
Pentyrch 3,184
Radyr 3,655
St. Fagans 1,234
Old St. Mellons 1,289
Tongwynlais 812

being the amounts calculated in accordance with Regulation 6 of the Regulations as the amounts of its Council Tax base for the year for dwellings in those parts of its area to which special items relate.

2.1 Agree that the following amounts be now calculated by the County Council of the City and County of Cardiff for the year 2016/17 in accordance with Sections 32 to 36 of the Local Government Finance Act 1992:-

a) Aggregate of the amounts which the Council estimates for the items set out in Section 32(2)(a) to (d) (including Community Council precepts totalling £296,100). £1,048,880,100

b) Aggregate of the amounts which the Council estimates for items set out in Section 32(3)(a) and (c). £472,793,000

c) Amount by which the aggregate at 2.1(a) above exceeds the aggregate at 2.1(b) above calculated in accordance with Section 32(4) as the budget requirement for the year. £576,087,100

d) Aggregate of the sums which the Council estimates will be payable for the year into its Council Fund in respect of Revenue Support Grant, its Council Tax Reduction Scheme, redistributed Non-Domestic Rates. £426,284,786

e) The amount at 2.1(c) above less the amount at 2.1(d) (net of the amount for discretionary relief of £300,000), all divided by the amount at 2.0(a) above, calculated in accordance with Section 33(1) as the basic amount of Council Tax for the year. £1,062.39

f) Aggregate amount of all special items referred to in Section 34(1).
£296,100

g) Amount at 2.1(e) above less the result given by dividing the amount at 2.1(f) above by the amount at 2.0(a) above, in accordance with Section 34(2) of the Act, as the basic amount of Council Tax for the year for dwellings in those parts of the area to which no special items relate.
£1,060.29

h) The amounts given by adding to the amount at 2.1(g) above the amounts of special items relating to dwellings in those part of the council's area mentioned below, divided in each case by the amount at 2.0(b) above, calculated in accordance with Section 34(3) as the basic amounts of Council Tax for the year for dwellings in those parts of the area to which special items relate.

	£
Lisvane	1,074.78
Pentyrch	1,086.99
Radyr	1,091.07
St. Fagans Old	1,074.88
St.Mell ons	1,081.70
Tongwynlais	1,083.72

i) The amounts given by multiplying the amounts at 2.1(g) and 2.1(h) above by the number which in the proportion set out in the Council Tax (Valuation Bands) (Wales) Order 2003 is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D calculated in accordance with Section 36(1) of the Act as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

VALUATION BANDS

Area	A £	B £	C £	D £	E £	F £	G £	H £	I £
Lisvane	716.52	835.94	955.36	1,074.78	1,313.62	1,522.46	1,791.29	2,149.55	2,507.81
Pentyrch	724.66	845.43	966.21	1,086.99	1,328.54	1,570.09	1,811.64	2,173.97	2,536.30
Radyr	727.38	848.61	969.84	1,091.07	1,333.53	1,575.99	1,818.45	2,182.14	2,545.83
St. Fagans	716.58	836.02	955.45	1,074.88	1,313.74	1,552.60	1,791.46	2,149.75	2,508.05
Old St. Mellons	721.13	841.32	961.51	1,081.70	1,322.08	1,562.46	1,802.84	2,163.40	2,523.97
Tongwynl ais	722.48	842.89	963.30	1,083.72	1,324.54	1,565.37	1,806.20	2,167.44	2,528.68
All other parts of the Council's	706.86	824.67	942.48	1,060.29	1,295.91	1,531.53	1,767.15	2,120.58	2,474.01

Area

- 2.2 Note that for the year 2016/17, the Police and Crime Commissioner for South Wales has stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992 for each of the categories of dwelling shown below:-

VALUATION BANDS

A	B	C	D	E	F	G	H	I
£	£	£	£	£	£	£	£	£
138.57	161.66	184.76	207.85	254.04	300.23	346.42	415.70	484.99

- 2.3. Having calculated the aggregate in each case of the amounts at 2.1(i) and 2.2 above, the County Council of the City and County of Cardiff in accordance with Section 30(2) of the Local Government Finance Act 1992 hereby set the following amounts as the amounts of Council Tax for the year 2016/17 for each of the categories of dwellings shown below:-

Part of Council's Area

VALUATION BANDS

A	B	C	D	E	F	G	H	I	
£	£	£	£	£	£	£	£	£	
Area									
Lisvane	855.09	997.60	1,140.12	1,282.63	1,567.66	1,852.69	2,137.71	2,565.25	2,992.80
Pentyrch	863.23	1,007.09	1,150.97	1,294.84	1,582.58	1,870.32	2,158.06	2,589.67	3,021.29
Radyr	865.95	1,010.27	1,154.60	1,298.92	1,587.57	1,876.22	2,164.87	2,597.84	3,030.82
St. Fagans	855.15	997.68	1,140.21	1,282.73	1,567.78	1,852.83	2,137.88	2,565.45	2,993.04
Old St. Mellons	859.70	1,002.98	1,146.27	1,289.55	1,576.12	1,862.69	2,149.26	2,579.10	3,008.96
Tongwynlais	861.05	1,004.55	1,148.06	1,291.57	1,578.58	1,865.60	2,152.62	2,583.14	3,013.67
All other parts of the Council's Area	845.43	986.33	1,127.24	1,268.14	1,549.95	1,831.76	2,113.57	2,536.28	2,959.00

- 2.4 Authorise the Corporate Director Resources to make payments under Section 38 of the Local Government (Wales) Act 1994 from the Council Fund by equal instalments on the last working day of each month from April 2016 to March 2017 in respect of the precept levied by the Police and Crime Commissioner for South Wales in the sum of £29,366,937.

- 2.5 Agree that the Common Seal be affixed to the said Council Tax.

- 2.6 Agree that the Common Seal be affixed to precepts for Port Health Expenses for the period 1 April 2016 to 31 March 2017 namely

	£
The County Council of the City and County of Cardiff	114,904
The Vale of Glamorgan County Borough	12,976

Council

- 2.7 Agree that notices of the making of the said Council Taxes signed by the Chief Executive be given by advertisement in the local press under Section 38(2) of the Local Government Finance Act 1992.
- 2.8 In the event that the final settlement figure differs from the provisional figure, the Council approve a proportionate adjustment to the general reserves.
- 3.0 Approve the Prudential Indicators for 2016/17, 2017/18 & 2018/19 delegating to the Section 151 Officer the authority to effect movement between the limits for borrowing and long term liabilities within the limit for any year.
- 4.0 Approve the Treasury Management Strategy for 2016/17 in accordance with the Local Government Act 2013 and the Local Authority (Capital Finance & Accountancy) (Wales) Regulations 2003 and subsequent amendments.
- 5.0 Approve the Minimum Revenue Provision Policy for 2016/17.
- 6.0 Authorise the Section 151 Officer to raise such funds as may be required to finance capital expenditure by temporary or long term borrowing within the limits outlined above, and to bring forward or delay schemes within the Capital Programme.
- 8.0 Maintain the current Council Tax Reduction Scheme as set out in the report.
- 8.0 Resolve that the City Deal Document referred to in paragraph 235 to 239 of the report be signed on behalf of the Council (on the understanding that the document will provide that it will be subject to the agreement of the Full Council). Pursuant to the City Deal Document the Council continues to work with the Cardiff Capital Region partner local authorities, UK and the Welsh Government to develop the final City Deal Agreements, and further reports on this matter be submitted to Council as appropriate to keep members apprised of developments.

Resolved: that

having taken account of the comments of the Section 151 Officer in respect of the budget and the adequacy of reserves as required under Section 25 of the Local Government Act 2003 and having considered the responses to the Budget Consultation:

- 9.0 the changes to fees and charges as set out in Appendix 11 to the report be approved
- 10.0 authority be delegated to the appropriate Director in consultation with the Section 151 Officer and the Cabinet Member for Corporate Services & Performance to amend or introduce new fees and charges during the year.
- 11.0 the rents of all Housing Revenue Account dwellings (including hostels and garages) be increased having taken account of WG guidance.

- 12.0 all service charges and the management fee for leaseholders as set out in Appendix 11(b) be approved
- 13.0 all Housing Revenue Account rent increases take effect from 4 April 2016.
- 14.0 the work undertaken to raise awareness of the financial resilience of the Council be recognised and the steps taken within the budget to improve this position be approved
- 15.0 the financial challenges facing the Council as set out in the Medium Term Financial Plan be recognised and the opportunities for savings over the medium term be noted
- 16.0 the Supporting People Spending Plan for 2016/17 as set out in Appendix 15 to the report be approved
- 17.0 the Day Opportunities Strategy and its implementation be approved.

**CITY OF CARDIFF COUNCIL
CYNGOR DINAS CAERDYDD**



CABINET MEETING: 10 MARCH 2016

**WALES AUDIT OFFICE CORPORATE ASSESSMENT FOLLOW
ON REPORT**

REPORT OF THE CHIEF EXECUTIVE

AGENDA ITEM: 2

PORTFOLIO: LEADER (ECONOMIC DEVELOPMENT AND PARTNERSHIPS)

Reason for this Report

1. To enable the Cabinet to receive the Wales Audit Office Corporate Assessment Follow On report of the City of Cardiff Council.

Background

2. The Auditor General for Wales must report on an annual basis on how well Welsh councils, fire and rescue authorities, and national parks are planning for improvement in delivering their services. In addition, the Auditor General must conduct a Corporate Assessment of every local authority in Wales once every four years. The Auditor General for Wales has powers to:
 - make proposals for improvement;
 - make formal recommendations for improvement;
 - conduct a special inspection and publish a report and make recommendations;
 - recommend to Ministers of the Welsh Government that they intervene in some way.
3. In March 2014, the Wales Audit Office undertook a Corporate Assessment of the Council, which sought to assess if the Council was capable of delivering its priorities and improved outcomes for citizens. This assessment, which focused on performance in 2013/14, entailed reviews of key documents, interviews with Members and officers, focus groups, and observation at a broad range of meetings. The assessment also drew on the work of other Welsh inspectorates, such as CSSIW and Estyn.
4. In May 2014, the Cabinet established a comprehensive Organisational Development Programme which was designed to reshape the Council in response to a range of critical challenges including the marked deterioration of the Council's financial position, demand-led pressures on

services, and the inadequate performance of a number of statutory services.

5. On 1 September 2014, the Wales Audit Office published its findings in the form of a Corporate Assessment report, which was received formally by the Cabinet on 18 September 2014. This report provided a critical assessment of the Council's performance. In summary, it concluded that:

"Fragmented leadership and management have meant that weak performance in key service areas has not improved".

6. As a result, the Wales Audit Office Corporate Assessment report of September 2014 made one proposal for improvement:

"The Council ensures the implementation of its Organisation Development Plan resolves the range of issues identified in this assessment".

The report also committed the Wales Audit Office to carry out a follow on corporate inspection in 2015 to determine whether the issues identified in the Corporate Assessment report had been satisfactorily resolved.

7. A follow on visit to assess progress was undertaken by the Wales Audit Office in October 2015. In addition, two 'tracer reviews' were undertaken prior to the visit, which examined the decision making processes in relation to revisions to the Council's leisure services and its progress in taking forward alternative delivery models, and to revisions to the Council's waste strategy and associated arrangements.
8. The Wales Audit Office published its Corporate Assessment Follow On report on 26 February 2016. The report is also due to be considered by the Council's Policy Review and Performance Scrutiny Committee on 8 March 2016 and by the Council's Audit Committee on 22 March 2016. A copy of the report is attached as **Appendix 1** to this report.
9. The Corporate Assessment Follow On report contains one statutory recommendation and 14 proposals for improvement, which relate specifically to the following key areas:
 - leadership & management;
 - governance;
 - performance reporting; and
 - corporate enablers (including human resources, use of assets, financial planning processes; IT arrangements and information governance arrangements).
10. The single statutory recommendation of the Wales Audit Office is that the Council must ensure that it addresses these proposals for improvement to deliver improved outcomes within the next 12 months.
11. In response to the formal recommendation of the Corporate Assessment Follow On report, the Council must prepare a 'Statement of Action' and

proposed timetable within 30 days of receipt of this report. It is therefore proposed that a further report containing a statement of action and timetable should be considered at the next meeting of the Cabinet on 21 March 2016.

Reason for Recommendations

12. To enable the Cabinet to receive the Wales Audit Office Corporate Assessment Follow On Report.

Financial Implications

13. There are no direct financial implications arising from this report. Any resource requirements resulting from the implementation of improvement actions will be found from within existing budgets.

Legal Implications

14. Relevant legal implications, deriving from the Local Government (Wales) Measure 2009, are referred to in the text of this report.

RECOMMENDATIONS

Cabinet is recommended to:

1. receive the Wales Audit Office Corporate Assessment Follow On report; and
2. agree to consider a further report containing a proposed statement of action and timetable at the next meeting of the Cabinet on 21 March 2016.

PAUL ORDERS

Chief Executive
4 March 2016

The following appendix is attached:

Appendix 1 – Wales Audit Office Corporate Assessment Follow On Report



WALES AUDIT OFFICE
SWYDDFA ARCHWILIO CYMRU

Corporate Assessment Follow On

City of Cardiff Council

Issued: February 2016
Document reference: 735A2015



This Corporate Assessment Follow On report has been prepared on behalf of the Auditor General for Wales by Non Jenkins, Chris Pugh, David Wilson, Sara-Jayne Byrne, Allison Rees, Phil Morgan, Avril Watkins, Andrew Strong and Emily Owen delivered the work, under the direction of Alan Morris.

Huw Vaughan Thomas
Auditor General for Wales
Wales Audit Office
24 Cathedral Road
Cardiff
CF11 9LJ

The Auditor General is independent of government, and is appointed by Her Majesty the Queen. The Auditor General undertakes his work using staff and other resources provided by the Wales Audit Office, which is a statutory board established for that purpose and to monitor and advise the Auditor General. The Wales Audit Office is held to account by the National Assembly.

Together with appointed auditors, the Auditor General audits local government bodies in Wales, including unitary authorities, police, probation, fire and rescue authorities, national parks and community councils. He also conducts local government value for money studies and assesses compliance with the requirements of the Local Government (Wales) Measure 2009.

Beyond local government, the Auditor General is the external auditor of the Welsh Government and its sponsored and related public bodies, the Assembly Commission and National Health Service bodies in Wales.

The Auditor General and staff of the Wales Audit Office aim to provide public-focused and proportionate reporting on the stewardship of public resources and in the process provide insight and promote improvement.

Cover image credit - Kieran Ridley

Contents

Summary report	4
The Council has put in place better arrangements to support improvement and to address longstanding issues, but is now at a critical point in embedding them if it is to achieve a step change in delivering improved outcomes	4
Recommendations and Proposals for Improvement	5
Detailed report	9
Overall, the Council has responded positively to the Corporate Assessment findings, and put better arrangements in place to support improvement and address longstanding issues	9
The Council is now at a critical point in ensuring that improved arrangements are embedded and implemented consistently and constructively across the organisation in order to achieve a step change in delivering improved outcomes	17

Summary report

The Council has put in place better arrangements to support improvement and to address longstanding issues, but is now at a critical point in embedding them if it is to achieve a step change in delivering improved outcomes

- 1 In September 2014 we reported our Corporate Assessment of the City of Cardiff Council, which concluded that 'Fragmented leadership and management have meant that weak performance in key service areas has not improved.' We came to this conclusion because:
 - a political and managerial instability over a number of years has meant that the Council has been unable to develop the culture and framework necessary for continuous improvement;
 - b the Council has identified what it wants to achieve for its citizens but has lacked an effective means of delivery;
 - c some processes intended to ensure good governance are not being implemented, and decision-making processes are inefficient and lack transparency;
 - d whilst there have been some recent changes, performance management has failed to consistently secure improvement in the past;
 - e although the Council ensures a balanced budget, prospects for achieving proposed savings in 2014-15 are uncertain and the anticipated level of future funding means current methods of service delivery are unsustainable;
 - f corporate human resource arrangements are founded on positive practice but are not being implemented consistently;
 - g the Council is improving its use of information technology and its information management arrangements;
 - h the Council is not managing its land and property assets well; and
 - i the Council engages well in collaboration with others and is able to demonstrate improved outcomes for citizens.
- 2 The Corporate assessment report made one proposal for improvement, which was that 'the Council ensures the implementation of its Organisational Development Plan resolves the range of issues identified in this assessment'.
- 3 This follow-on review seeks to answer the question: 'Is the Council effectively addressing the issues raised in the Corporate Assessment?'

- 4 In order to inform our Corporate Assessment Follow-on we also undertook two tracer reviews of the decision-making processes in relation to:
- a revisions to the Council’s leisure services and its progress in taking forward alternative delivery models; and
 - b revisions to the Council’s waste strategy (and associated arrangements).

The findings of these tracer reviews have informed our corporate assessment follow-on work and have been incorporated into this report.

- 5 Our follow-on review concludes that: **‘The Council has put in place better arrangements to support improvement and to address longstanding issues, but is now at a critical point in embedding them if it is to achieve a step change in delivering improved outcomes.’**

- 6 We came to this conclusion because:

- a overall, the Council has responded positively to the Corporate Assessment findings, and put better arrangements in place to support improvement and address longstanding issues; and
- b the Council is now at a critical point in ensuring that improved arrangements are embedded and implemented consistently and constructively across the organisation in order to achieve a step change in delivering improved outcomes.

Recommendations and Proposals for Improvement

- 7 In this report, the Auditor General has made one formal recommendation and 14 proposals for improvement as follows.

Recommendations

Recommendation	
R1	The Council must ensure that it addresses the proposals for improvement as set out in this report to deliver improved outcomes within the next 12 months.

Proposals for Improvement

Proposals for Improvement	
Leadership and management	
P1	Develop further engagement opportunities with staff and Members to consistently embed a constructive performance management culture across the organisation to help deliver improved outcomes.
Governance	
P2	Clarify the roles and responsibilities within the Council's decision making framework. In particular: <ul style="list-style-type: none">a ensuring that meetings of the Informal Cabinet meetings are recorded appropriately;b ensuring that the title and roles of Assistants to Cabinet Members' are applied consistently ensuring that their limited roles and responsibilities do not cloud any accountabilities;c review the role and membership of Cabinet Advisory Groups to ensure that those members involved do not sit on any Scrutiny Committee responsible for scrutinising the same/similar issues; andd ensure that a decision is made on the issue about whether to delegate executive decision-making to individual Cabinet Members.
P3	Further strengthen the Council's scrutiny function by: <ul style="list-style-type: none">a developing an approach to scrutinising cross cutting issues; andb ensuring that any vacancies on scrutiny committees are filled quickly.
P4	Ensure that all committee agendas, minutes and decision-logs are published in a timely manner on the Council's website, and increase the number of committees that are webcast.
P5	Enhance Member accountability by: <ul style="list-style-type: none">a ensuring that the Standards and Ethics Committee plays a more proactive role in promoting and enforcing the Cardiff Undertaking for Councillors and supporting policies in relation to Member conduct and behaviour; andb strengthening member development and learning programmes based on competency assessments to improve skills and understanding to enable them to undertake their roles more effectively; andc determining what training should be considered essential for Members to discharge their role effectively.

Proposals for Improvement

Performance Reporting

- P6 Further strengthen **performance reporting arrangements** to support decision making by:
- a including SMART performance measures within directorate delivery plans, and ensure that these are reported to Cabinet and scrutiny to demonstrate progress;
 - b consistently using and reporting on a Red/Amber/Green rating for Corporate Plan commitment actions and Directorate Plan actions in quarterly reports provided to Scrutiny;
 - c mandating consistent service level plans; and
 - d prioritising key performance indicators (KPIs) where the Council will seek to demonstrate improved performance and outcomes.

Corporate Enablers

- P7 Adopt a more cohesive and co-ordinated approach to **corporate enabler functions** to better help the Council drive improvement.
- P8 Further develop the Council's **performance management arrangements** by
- a enhancing the Council's performance management strategy to include guidelines timescales, processes and procedures to support a consistent approach; and
 - b increasing the level of performance management and challenge undertaken by the central performance team.
- P9 Further develop the Council's **Human Resource** processes and strategies by:
- a strengthening the Council's staff appraisal process by including explicitly measurable objectives, capturing information on training on a corporate basis, and developing links to staff's future career aspirations to support workforce and succession planning; and
 - b further embedding the Council's workforce strategy and integrating this with financial and service planning.
- P10 Complete the data capture exercise relating to the **use of assets** and develop a single system to hold appropriate asset management information.
- P11 Ensure all outstanding actions from the Construction Excellence Wales review of the Council's building maintenance framework are completed.

Proposals for Improvement

Corporate Enablers

- P12 Further strengthen the Council's **financial planning processes** by:
- a developing more explicit links between the Medium Term Financial Plan and the Council's improvement planning arrangements;
 - b strengthening links between the Medium Term Financial Plan and service plans;
 - c ensuring that savings proposals owned by Directorates are linked to the Organisational Development Programme where relevant, are fully costed, and that delivery is driven by the Organisational Development Programme Board; and
 - d ensuring all budget savings plans are fully developed as appropriate with realistic timescales when the annual budget is set.
- P13 Further strengthen the Council's **IT arrangements** by:
- a further developing the draft Digital ICT strategy and formally agreeing this strategic vision for delivering digitally enabled services;
 - b deploying the Customer Relationship Management system fully to appropriate services across the Council;
 - c implementing the mobile scheduling and flexible working technologies where appropriate; and
 - d expanding the number and depth of ICT KPIs measured and reported, to cover the whole ICT service, and benchmark against public service comparators.
- P14 Further strengthen the Council's **information governance arrangements** by:
- a completing the outstanding actions from the Information Commissioner's Office audit on data protection and information confidentiality;
 - b increasing the level of staff completion of the Council's information confidentiality and data protection e-learning training programme;
 - c fully implementing the Electronic Records Management System across the Council;
 - d improving the Council's response rates against statutory targets in respect of data protection subject access requests and Freedom of Information Act requests; and
 - e completing a Caldicott principles into practice self-assessment.

- 8 The Council must respond to the formal recommendation by preparing a statement of action and proposed timetable within 30 days of receipt of this report.

Detailed report

Overall, the Council has responded positively to the Corporate Assessment findings, and put better arrangements in place to support improvement and address longstanding issues



The Council's leadership and management have become more cohesive, have improved engagement with members and staff, and have put in place a clear strategic direction

- 9 Since our Corporate Assessment in September 2014, the Council's leadership is more cohesive. The Leader was appointed in March 2014, and a new Cabinet was put in place following a competitive selection process.
- 10 The Council's leadership and management have improved the culture of the organisation by promoting better engagement with members and staff and encouraging greater openness and self-awareness of the Council's weaknesses and strengths.
- 11 The leadership has taken a number of steps to develop and promote an engaging culture, including the practice of involving opposition leaders in various discussions. For example:
 - a opposition leaders continue to be routinely invited to attend Cabinet meetings in order to raise any issues and ask questions directly of the Cabinet;
 - b the Leader continues to hold regular meetings with opposition leaders;
 - c opposition leaders are invited to attend and partake in the Council's Challenge Forum meetings;
 - d the Chair of the Policy Review & Performance Scrutiny Committee is invited to attend the Council's Challenge Forum meetings in an observer capacity; and
 - e there is clear commitment to supporting the development of the skills of Members via a Member development strategy.
- 12 During our review, we identified a significant consensus of support for the Chief Executive, both from officers and Members. Like the Leader, the Chief Executive has adopted an inclusive approach to engaging with officers, regularly meeting with front line staff and middle tier managers to discuss the Council's improvement progress.
- 13 There is a clear and open commitment, both politically and managerially, to recognise and address the Council's longstanding poor performance.
- 14 The Council has established a clear strategic direction. The Council's Corporate Plan 2015-17 identifies four priorities which are supported by 11 improvement objectives. To assess whether the Council will be successful in delivering its priorities and objectives, national and local indicators to measure performance have been identified. Mandatory directorate delivery plans have been introduced containing the actions and indicators from the Corporate Plan 2015-17, to drive and deliver improvement at a service level.

- 15 The Council has more recently responded proactively to the Welsh Government's long-term strategy of achieving zero waste, addressing the fact that previously it has not achieved Welsh Government targets in relation to recycling. The Council's new waste strategy was consulted on as part of Ask Cardiff 2015, and approved by Cabinet in April 2015. In developing the new strategy, there was appropriate scrutiny with clear, timely and transparent decision making. The impact of the waste strategy on the Council's recycling rates is uncertain as the final performance against recycling targets for 2015-16 is not yet known.
- 16 Following a review of potential alternative delivery models for leisure services in January 2014 by Max Associates, the Council's Cabinet decided to carry out a procurement process for the future management of 11 leisure facilities and two Arts venues. Officers and Members had consistent views in relation to the desired outcomes and the delivery model for leisure services in the future. Residents were consulted on the proposals via Ask Cardiff 2015 and a project board has been established to oversee the project. The new Director of City Operations has a proactive role in this project to embed accountability arrangements.
- 17 The CSSIW published its Annual Review and Evaluation of the Council's Performance 2014-2015 in October 2015 which reported that:
- a The director for social services presents a clear picture of the challenges and areas of progress made within the directorate over the past year. The director also sets clear aims to deliver improvements over the coming year.
 - b The Council is undertaking a strategic overview of services which is enabling the Council to begin to plan for changes within the department.
- 18 During October 2015, Estyn undertook a Significant Improvement visit at the Council to review progress against recommendations made during a monitoring visit in February 2014. One of the recommendations was to 'Improve the effectiveness of the joint planning across the range of partnership working'. In respect of this recommendation, Estyn reported that there is now a more strategic approach to building a culture of partnership working where partners are working more closely to improve wellbeing in order to address underachievement. In addition Estyn reported that there is an increase in the effectiveness of the Council's consultation, and this shift in culture has resulted in better engagement between the Council and its schools.
- 19 Estyn concludes that overall, improvements in partnership working are contributing to better outcomes in schools. Over the period 2013-2015 there has been an improvement of around nine per cent in the proportion of Cardiff pupils achieving the level 2 threshold including English or Welsh and mathematics. During the same period, there have also been improvements in the proportion of pupils achieving the Foundation Phase Outcome Indicator and the core subject indicator at key stage 2. Although secondary attendance levels did not improve in 2014-

15, historical increases from previous years have been maintained. However, the Council has been less effective in working with partners to reduce exclusions and increase the proportion of young people who are engaged in education, employment or training.

- 20 The Council's restructure of its senior management was completed in June 2015, reducing the number of Directors from 11 to seven to help reduce silo working between departments and improve co-ordination and communication amongst the senior management team. Through our interviews with officers and Members we found that overall the restructure was seen as a positive action, and was starting to help improve the effectiveness of delivering services as well as reducing silo working.

Improving governance arrangements are helping to promote a better culture of accountability and risk management

- 21 Cabinet meetings are conducted in an appropriate manner, and Cabinet members are settling into their roles with robust challenge provided via the opposition leader's questioning. From our observations, reports provided to Cabinet are well written and presented effectively.
- 22 The Council's scrutiny function is improving. Actions from scrutiny meetings are issued to the relevant Cabinet member by the Scrutiny Committee Chair, and our review found that Cabinet members respond promptly.
- 23 The Council's Standards and Ethics Committee has a clear remit to monitor the conduct of members. The Committee, in liaison with the Council's Monitoring Officer, has also organised various training events for Members, including sessions on the appropriate use of Social Media and Data Protection. The Committee's members have also started to attend various Council committee meetings to observe.
- 24 The Council's Audit Committee has an important status within the Council, with the Leader and Chief Executive attending to make presentations on relevant issues. In October 2015, the Committee introduced a tracker system to monitor external regulator reports and Council actions in respect of relevant recommendations and proposals for improvement.
- 25 The quality and impact of the Council's wider accountability processes have improved. These improvements include appraisals for the Leader and Cabinet Members as well as the Chief Executive, and the introduction of a number of mechanisms to directly challenge directorate performance and increase personal accountability of senior managers. For example, the introduction of the Challenge Forum and the Star Chamber.

- 26 The Council has improved the way it identifies and manages risks. The corporate risk register identifies 25 corporate risks and sets out how these are to be managed. The risk management policy contains clear definitions and guidance to officers when determining levels of risk. The Cabinet reviews the risk register on a bi-annual basis and corporate risks are included within the quarterly performance reports to Cabinet.
- 27 The Council has addressed the recommendations from the Information Commissioner's Office 'Undertaking'¹ from August 2013, relating to arrangements for responding to data protection subject access requests. In June 2014 the Information Commissioner's Office found that 'reasonable assurance' could be taken from the Council's information governance arrangements, whilst providing a number of recommendations for improvement. A follow-up review was undertaken in October 2014 and found that further progress had been made.
- 28 The Council has developed an Information Management Strategy for the period 2014-18. A Records Management Policy has also been developed to support the Information Management Strategy which sets out the Council's record retention arrangements. A corporate wide Electronic Records Management System has been piloted and implemented in a small number of areas across the Council as part of the Information Management Strategy. In September 2015 the Council updated its Information Governance Training strategy, with the Information Management Strategy and Records Management Policy being embedded into its e-learning modules for staff.

The Council's leadership and management are committed to establishing a better performance management culture and improved arrangements are in place to monitor outcomes

- 29 Longstanding performance management weaknesses are beginning to be addressed and a better performance management culture is emerging. The Leader and Chief Executive are leading efforts to ensure consistent application of performance management across the Council. A performance management strategy has been developed that conveys the importance of reliable, consistent, timely and accurate performance information.
- 30 Quarterly performance reports relating to the Council's directorate delivery plans are presented to Cabinet and Scrutiny Committees. These reports provide both an update on key actions and targets and identify any emerging challenges and risks, which are accompanied by mitigating actions.
- 31 The Council has also introduced the 'Star Chamber' to enable the Leader, Cabinet Members and the Chief Executive to scrutinise directors in respect of their quarterly performance reports. Our observation of the Star Chamber identified that it offers a robust mechanism to question and challenge directorate performance.

¹ There are a number of tools available to the Information Commissioner's Office for taking action to change the behaviour of organisations and individuals that collect, use and keep personal information. One option the issuing of an 'undertaking' committing an organisation to a particular course of action in order to improve its compliance. **Taking Action - Data Protection page on The Information Commissioner's website**

- 32 Cabinet Members recognise the Council's National Strategic Indicators (NSIs) and Public Accountability Measures (PAMs) as important measures of progress and success. The Council has shown ambition by stating in its Corporate Plan that for 2015-16 and 2016-17 it is aiming for over 50 per cent of its NSIs and PAMs to be ranked in the top half when compared against all Welsh Councils.
- 33 As part of our review, we carried out an examination of a sample of the Council's Performance Indicators and operational data systems. Data quality reviews are undertaken to gain assurance that the Council's performance measurement systems are robust and that resulting performance data is accurate. We examined six performance indicators (four National strategic indicators and two local indicators) and the underlying systems used to compile the results.
- 34 For those indicators we reviewed we found that the performance measurement systems are robust and that resulting performance data was generally accurate. Support is provided by the central performance team to assess and verify performance information.

The Council has improved its arrangements for financial planning, HR management, and asset management and IT

The Council's medium term financial plan has been extended to cover a longer period, and there is increased engagement with directorates in the setting of targets and reshaping of the budget

- 35 The Council's Medium Term Financial Plan now covers the period 2016-17 to 2018-19. Positive steps have been taken to improve the identification of savings for 2016-17 and for the medium term, through engagement with directorates and an exercise to reshape the base budget. Members and directorates are actively involved in the process of setting the savings targets.
- 36 The Council has also raised the profile of financial resilience in a number of ways, including: finance training programmes; member seminars; and the sharing of summarised budget and financial information via a Financial Resilience Dashboard.

The Council's Human Resource arrangements are helping to strengthen staff capacity and capability

- 37 A revised Personal Performance and Development Review policy was implemented in April 2015. The policy sets out the performance appraisal purpose, relevant roles and responsibilities and the procedure for setting objectives and rating staff performance. A target has been set for 90 per cent completion of staff appraisals by quarter four of 2015-16. As at January 2016, the Council's compliance rate with performance reviews has improved, with 90 per cent of staff having completed the appraisal process.
- 38 The Council has made improvements to days lost to sickness absence by implementing a range of proactive and reactive measures. These include; introducing specific objectives for managers relating to sickness absence, a revision of the Attendance and Well Being policy, a tool kit and a training programme.
- 39 The Council has developed a Workforce Strategy for the period 2015-2018, which recognises the need to respond to future financial and delivery challenges. The strategy is aligned with the Council's vision, values and priorities as set out in its Corporate Plan 2015-17, and places an increased emphasis and priority on workforce planning, identifying the gaps in the current workforce and what the future human resource requirements will be. The strategy contains a basic profile of the current workforce and a clear action plan, with explicit outcomes for seven priority areas:
- a workforce planning,
 - b performance management;
 - c employee voice;
 - d trade union partnership;
 - e learning and development;
 - f health and wellbeing; and
 - g the employee charter.
- 40 Progress against the strategy is reported on a quarterly basis to the Enabling and Commissioning Programme Board and the Organisational Development Board.

The Council is developing a more strategic and co-ordinated approach to the management of assets

- 41 The Corporate Asset Management Plan identifies the strategic importance of utilising its assets more effectively and sets targets for reduced costs and appropriate ownership. The Asset Management Board and Asset Management Working Group bring together managers from across the Council and its partners to manage assets as a corporate resource, rather than on an individual directorate basis.
- 42 Information held on assets has also improved. The Council now maintains a register of all properties including detailed information about them, such as running costs, floor area and backlog maintenance. Awareness amongst staff of the importance of asset management has been raised via a poster campaign.

The Council has taken steps to develop and deploy digital services and flexible working technologies

- 43 A draft Digital Strategy is being further developed to deploy a 'digital first' approach to redesigning services. This approach is designed to enable the public to communicate and transact with the Council electronically, whilst paying for services using mobile technologies through fully automated IT systems. The Council acknowledges that modern technology needs to be combined with a customer-focussed approach to ensure services are easy to use and efficient. The Council is aiming to converge the IT systems used across the organisation to focus on fewer corporate solutions and standards for the storing of information.
- 44 The deployment of a new Customer Relationship Management system is planned for December 2015. This maintains all public contacts and services in a single IT system, enabling new channels for a more automated based service delivery; for example, reporting a missed bin collection via a mobile device. The Council has developed a three-year phased implementation plan for the system and aims to move all services online by 2018-19.
- 45 The Council has also begun implementing flexible working technologies across service areas. From May 2014 mobile scheduling was introduced to Community Maintenance to automate and redesign services, allowing Council staff to work in a more agile and efficient way. Mobile scheduling is currently planned for deployment in Adult re-ablement by the end of 2015.

The Council is now at a critical point in ensuring that improved arrangements are embedded and implemented consistently and constructively across the organisation in order to achieve a step change in delivering improved outcomes

The commitment of the Council's Leadership and Management to a cohesive and inclusive culture is not always being engaged with consistently or constructively across the Council

- 46 The Council's leadership and management have demonstrated increased cohesion and engagement and set out clearer strategic aims regarding performance and accountability. However, the extent to which these arrangements and new opportunities are constructively engaged with is not consistent across the Council. We found that the extent to which performance management and accountability was embedded throughout the organisation was variable.
- 47 The Council has acknowledged strategic weaknesses within Adult Social Care, and commissioned the services of a peer reviewer to undertake a diagnostic assessment of the service. The diagnostic identified that professional leadership in the service has been underpowered, and while the senior team operated effectively as individuals there has been limited collective action. The Council reported this to its Community and Adult Services Scrutiny Committee, which shows its openness and a commitment to surface and address longstanding issues collectively in an engaged manner.
- 48 Whilst it is clear that most Members and officers we spoke to as part of this review are positive about the direction in which the Leadership and Management are developing a more engaged culture, they were also clear that the arrangements and new opportunities to engage are not being consistently or constructively engaged with by all. Variable Member engagement and attendance are observed at Scrutiny Committee meetings, the Leader's meetings with opposition leaders, the Challenge Forum, Member Training and Member Briefing sessions. However, commitment to attending and engaging in full Council meetings, which are always webcast to the public, is strong.

There are a number of weaknesses in governance arrangements, some of them longstanding, that are yet to be fully addressed

- 49 The Council's Standards and Ethics Committee is not sufficiently proactive in taking action relating to concerns we identified regarding the conduct of a small number of Members. The Council has in place the 'Cardiff Undertaking' for Members, setting out expectations in relation to their conduct. The Standards Committee has also set out in its Annual Report the 10 general principles of public life and its commitment to play a positive and proactive role. However, the Committee could do more to visibly enforce the principles and the Cardiff Undertaking, as it appears that Member engagement is not consistently positive, professional and constructive. Some Members have openly disengaged in Council business and feel the need to engage with the media and social media to get their points across.

- 50 The Standards and Ethics Committee, in liaison with the Monitoring Officer, organises various training for Members. However, it should give further consideration to how it can increase the number of members attending the training sessions, and what training should be considered essential for Members to discharge their role effectively, for example, the use of social media and data protection.
- 51 The Council has Informal Cabinet meetings, as is the usual practice in most Councils. However, the role and responsibilities of the Informal Cabinet need to be clarified and communicated to Members and officers. Appropriate documentation and records of discussions as well as actions should be kept to enable a clear decision making trail (including recording when it has been agreed not to take a decision or not to consider a specific option).
- 52 Three Assistants to Cabinet Members have been appointed. Their functions are clearly defined in the Council's constitution, but during our review they were often referred to as Assistant Cabinet Members, which are posts that are not permissible. This lack of clarity raises the risk that they may be perceived to be members of the Cabinet or inappropriately become directly involved in the decision making process. However, the Council advised us that they did not do so.
- 53 An Affordable Housing Advisory Group, which provides advice to the Cabinet on specific policy issues, has been established. There are two Members who are both part of the Advisory Group and a Scrutiny Committee whose remit covers the policy area being developed by the Advisory Group that they sit on. This clouds accountability arrangements and the independence of Scrutiny.
- 54 Decisions relating to the Council's executive functions are taken by the Cabinet as a whole or delegated to its Senior Officers. These arrangements are set out in the Council's constitution and recorded in its decision register, both of which are available on the Council's website. The Council has started to consider whether to delegate some of these executive decisions to individual Cabinet Members so as to help speed up executive decision-making, in line with the comments we made in our September 2014 Corporate Assessment report. However, the issue of whether to delegate executive decisions to individual Cabinet Members has not yet been resolved by the Council.
- 55 The Scrutiny Committees have a number of vacancies, and often have low member attendance. Not all Members are perceived to be fulfilling their democratically elected roles, and the responsibilities entrusted to them to constructively challenge policy and decision makers. This undermines the potential effectiveness and impact of Scrutiny.
- 56 Transparency via the Council's webcasting is not consistent. Currently only full Council and, since November 2015, Planning Committee meetings are webcast live. The Council is developing the wider use of webcasting through the use of trials, but it has yet to be fully implemented for all committee meetings.

- 57 Whilst improvements have been made in ensuring that committee minutes are promptly and accurately published on the Council's website, there are still some instances where this is not the case.
- 58 The Council is aware that a number of the recommendations made by the Information Commissioner in June 2014 during its review of the Council's information governance arrangements have yet to be fully addressed.
- 59 The Council is currently below its target for completion of information confidentiality and data protection e-learning. As at October 2015, 81 per cent of staff had completed the training for 2015 against a target of 85 per cent.
- 60 The Council started to implement a corporate Electronic Records Management System during 2015. However, this has only been piloted in a small number of areas and not rolled out across the whole Council.
- 61 The Council monitors its response to data protection subject access requests and Freedom of Information Act requests against statutory targets. At the time of our review, data protection information subject access requests have been measured at 86 per cent against a compliance target of 90 per cent for responses within 40 days. All Freedom of Information Act requests must be responded to within twenty days. At the time of our review, the Council had only achieved this in respect of 75 per cent of requests managed by the corporate information management team, and 71 per cent in respect of requests managed by the Council's directorates.
- 62 In April 2014 the Council formally acknowledged the Director of Social Services as the Caldicott Guardian². Whilst it is good practice to complete a Caldicott Principles into Practice self-assessment on the Council's Caldicott arrangements, as at December 2015 this has not been done.

The Council is yet to demonstrate a step change in improvement in some key service areas and does not consistently report performance measures effectively

- 63 During October 2015, Estyn undertook a Significant Improvement visit at the Council to review progress against recommendations made during the monitoring visit in February 2014. One of the recommendations being followed up was 'Reduce exclusions and reduce the proportion of young people who are not in education, employment or training post-16'. In respect of this recommendation, Estyn identified that the percentage of young people who are not in education, employment or training (NEET) in Cardiff continues to fall. Despite this, the Council continues to be one of the worst performing in Wales and the variation across schools is too great. In Cardiff schools in 2014, Year 11 NEETs ranged from 0.4 per cent to 13 per cent.

² Caldicott Guardians ensure that all organisations working in Health and Social Care have appropriate policies and processes in place to protect sensitive information, in the form of patient-identifiable data, from unnecessary and insecure disclosure. NHS Wales Informatics Service, **Caldicott (Principles into Practice (C-PIP) Foundation Manual for Caldicott Guardians**, Second Edition 2012.

- 64 The CSSIW published its Annual Review and Evaluation of the Council's Performance 2014-2015 in October 2015, which reported that performance indicators that demonstrate some key areas of performance still require improvement. CSSIW, **Performance Evaluation Report 2014–15: The City of Cardiff Council social services**, October 2015.
- 65 There are 18 NSI and PAMs relating to adult and children services. The Council's performance declined between 2013-14 and 2014-15 in respect of fourteen of these performance indicators, with three improving and one remaining unchanged.
- 66 In 2013-14 the Council did not meet the Welsh Government target of 52 per cent for recycling, only achieving 49.7 per cent, ranking it twentieth out of twenty two when compared to all Councils in Wales. In 2014-15 the Council exceeded the 52 per cent target, achieving 53.3 per cent. However, the Council has acknowledged that this improvement was, in part, due to the inclusion in the figures of a stockpile of street sweepings, which was a one-off inclusion. The Welsh Government recycling target for 2015-16 is 58 per cent. The Council will require a step change in performance to meet this target, and it has launched a new strategy to help it achieve this. The Council is confident that this target will be met, however, until the end of 2015-16 this is uncertain.
- 67 Based on the National Strategic Indicators (NSIs) and Public Accountability Measures (PAMs), the Council's overall performance has declined. The 2014-15 NSI and PAM data shows 26 indicators declined with 18 improving and one unchanged.
- 68 The content and presentation of information in the quarter one performance report presented to Cabinet varied between Directorates. The report set out all of the indicators against which the Council measures progress, including NSIs, PAMs and other local indicators. Progress against target for these indicators is reported using a Green/Amber/Red rating where: Green is on target; Amber is not on target but is recoverable in relation to its target; and Red is not on target and significant work is required to recover it to a position of being on target. In respect of these indicators 62 are rated as Green, 34 as Amber and 14 as Red. Whilst each Directorate sets out how many Corporate Plan Commitment actions and Directorate Plan actions are Green, Amber or Red, the narrative does not consistently explain which rating is attached to the specific actions.
- 69 Scrutiny Committees receive the quarterly performance reports in the same format as those presented to Cabinet. Therefore, the weaknesses relating to performance reporting to Cabinet are replicated during the scrutiny process.
- 70 Both officers and Members acknowledge that, due to current financial constraints, the Council can no longer improve the performance of all NSI and PAM indicators. However, our interviewees were uncertain which indicators the Council should target to improve performance.

- 71 The Council's Corporate Plan 2015-17 and directorate delivery plans do not always contain baseline data to provide the necessary context for the Council's performance. The quality of performance measures varies in the directorate delivery plans, as measures are often not outcome focussed. In addition, not all plans contain information in relation to partners, or links to the Council's Medium Term Financial Plan.
- 72 Service Level plans are not mandatory, and those that are in place are inconsistent. We reviewed four service plans, which three had different timescales: 2015-16; 2015-17; and 2015-18. There is also a lack of consistency in the performance measures contained within the service level plans against which improvement can be measured, and services held to account.

Corporate enabler functions are not operating in a sufficiently cohesive way to drive improvement

- 73 Corporate enabler functions should support the efficient and effective delivery of Council services. The Council's enabling functions, such as Performance Management, Human Resources, Asset Management, Procurement, Finance and IT, are being strengthened. However, they are not yet working in a sufficiently cohesive way to provide the necessary strong core of support and challenge to help the Council drive service improvement.
- 74 Performance management arrangements are underpowered and are not implemented fully across the Council. The Council has produced a performance management strategy that conveys the importance of performance management information. However, the strategy lacks the guidance, timescales, processes and procedures necessary to ensure a consistent approach and to support accountability. Our interviews identified mixed views on the level of challenge provided by the central performance team to the directorates. It appears to us that the role of the central performance team is to monitor rather than support the management and improvement of performance. In October 2015 the Council published its annual assessment of performance in respect of the previous year, in accordance with the Local Government (Wales) Measure 2009 (the Measure). The Council failed to provide an overall assessment of performance for each of the Council's improvement objectives, and therefore failed to satisfy the requirements of the Measure.
- 75 Whilst the Council has a workforce strategy in place, it is unclear how workforce planning is embedded in and integrated with financial and service planning. The staff appraisal process does not consistently contain sufficiently explicit measurable objectives. Nor does the appraisal process produce corporate information on training received and delivered, and the workforce's future career aspirations.

- 76 Improved arrangements to manage assets are yet to be fully established. The Council has yet to complete its assessment of the current use and suitability of its assets its future accommodation needs. Management information relating to assets is not drawn from a single system, instead coming from a range of sources requiring manual collation to produce management reports. This inefficient arrangement is hindering the Council from being able to fully deliver its Corporate Asset Management Strategy.
- 77 The Council has responded to a review of its building maintenance framework by Construction Excellence Wales in June 2015. The report contained a number of criticisms concerning accountability, the management of property assets, communication, decision-making, inefficiencies and waste, and the non-management of performance. A detailed action plan has been developed and its progress was reported to the Audit Committee in November 2015. However, whilst some actions in the plan have been completed a number are outstanding and were not achieved by the target completion date.
- 78 As part of the Council's decision to consider alternative delivery models for leisure services, we identified that the original timescale for the procurement process relating to the future management of a number of leisure venues was not achieved. We found that it was uncertain when the procurement process would conclude and when Cabinet would be required to make a decision. We also identified that the support provided to Cabinet Members to facilitate the decision making in relation to the procurement could have been strengthened. For example, by providing briefings to Members on the complexities in the procurement process. Delays in the procurement process may impact on the achievement of the Council's 2015-16 savings, although the Council is confident that the required savings will be achieved elsewhere within the same directorate.
- 79 The Council is developing financial savings plans but these are not yet fully developed or underpinned by a robust delivery strategy. The Council reported a net surplus of £1.741 million on its 2014-15 budget. This was achieved by application of one-off savings not originally anticipated, and the use of the centrally held £4 million contingency budget to mitigate planned savings not being achieved. In-year service overspends are reported transparently, but the year-end position is balanced using corporate flexibilities, including the contingency budget savings.
- 80 The outturn position included a shortfall on the 2014-15 savings target of £6.9 million. Current projections are that £2.8 million of this shortfall, along with £5.7 million of the 2015-16 target savings are unlikely to be achieved by 31 March 2016. Undelivered savings mainly relate to service delivery changes which have not happened or are taking longer to implement than anticipated, resulting in either a part-year or no in-year saving. This suggests that savings plans are not sufficiently advanced when the budget is set.

- 81 The Council has forecast a Medium Term Financial Plan shortfall of £116 million for the period 2016-17 to 2018-19, which includes a target of £44 million for policy-led savings. The Council recognises that the budget gap for future years is subject to change and key variables will need to flex to reflect this. The Council's Organisational Development Plan is the key driver for reviewing the shape and scope of services that can be delivered within the budget available. However, savings plans included in the Medium Term Financial Plan are not directly linked to work streams or projects in the Organisational Development Plan.
- 82 During 2015-16, we undertook a separate review in relation to the Council's financial resilience. The report has been issued separately to the Council and summarised in this report.
- 83 The pace at which the Council has deployed new initiatives using technology to deliver service modernisation and support business transformation has been slower than planned. The Council intended to start the three-year roll out of the Customer Relationship Management System in October 2015, but at the time of reporting this has not occurred. It is also uncertain whether the Council will be able to manage the deployment of the Customer Relationship Management system to meet the timescales identified in the strategic three-year road map, and deliver the expected benefits. Given current financial constraints, the Council is facing a challenge to provide sufficient capital and revenue budget to upgrade ageing IT systems.
- 84 The pace of deployment of business process change projects has been slow until more recently. For example, the roll out of mobile scheduling has not yet been implemented consistently across the Council. Service redesign and cultural changes have also not occurred consistently to allow the Council to increase the pace of the roll-out of mobile scheduling to automate manual processes.
- 85 ICT KPIs have been developed and aligned to the emerging corporate performance management approach developed in 2014. The KPIs on the ICT service are reported quarterly at a directorate and corporate level. However, this small number of KPIs provide limited information and do not cover wider ICT service criteria such as cost measures. In addition, assessment of the Council's ICT service performance does not include benchmarking against comparators.

Wales Audit Office

24 Cathedral Road

Cardiff CF11 9LJ

Tel: 029 2032 0500

Fax: 029 2032 0600

Textphone: 029 2032 0660

E-mail: info@audit.wales

Website: www.audit.wales

Swyddfa Archwilio Cymru

24 Heol y Gadeirlan

Caerdydd CF11 9LJ

Ffôn: 029 2032 0500

Ffacs: 029 2032 0600

Ffôn Testun: 029 2032 0660

E-bost: post@archwilio.cymru

Gwefan: www.archwilio.cymru

This page is intentionally left blank

**CITY OF CARDIFF COUNCIL
CYNGOR DINAS CAERDYDD**



CABINET MEETING: 10 MARCH 2016

LLANISHEN COMMUNITY HUB

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

AGENDA ITEM: 3

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

Reason for this Report

1. This report seeks approval from Cabinet to take forward proposals for a Community Hub in Llanishen.

Background

2. The project 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. In accordance with commitments set out in the Corporate Plan, Hubs bring together community services in local delivery points in a way which is responsive to the needs and priorities of individual communities.
3. In September 2014, Cabinet agreed a report on the overall approach to future Hub provision in each of the 6 Neighbourhood Partnership areas. The report noted that options for a Hub in Llanishen were being assessed, and would be the subject of a separate Cabinet report. This Hub, along with the proposed Llanedeyrn Hub, is designed to serve needs in the Cardiff North neighbourhood partnership area.
4. The development of Community Hubs has been agreed as a key strategic priority by the Cardiff Partnership Asset Management Board. The board brings together asset management and strategic leads from Cardiff public sector partners including S.W. Police, Cardiff and the Vale of Glamorgan UHB, S.W. Fire and Rescue, Welsh Government, Natural Resources Wales, Vale of Glamorgan Council, Cardiff University and the City of Cardiff Council. This enables the delivery of a fully comprehensive and collaborative approach to public sector asset management in the city.

Issues

Community Needs

5. From analysis of data from the 2014 Welsh Index of Multiple Deprivation and other sources, Llanishen has been identified as a Ward which contains particular social needs.
6. In terms of overall disadvantage, one of the 12 Lower Super Output Areas (LSOA) in Llanishen is within the top 30% most deprived LSOA's in Wales, according to the Index of Multiple Deprivation. This LSOA also features amongst the top 10% deprived LSOA's in Wales on the Housing domain.
7. Parts of the Ward are characterised by significant levels of social rented housing – 32% and 26% of all households in two LSOA's were local authority tenants at the 2011 census. There was previously a local housing office situated on Ty Glas Avenue, which provided face-to-face services to Council tenants.
8. The Ward contains an above average proportion of elderly residents - at the 2011 census, 15.8% of residents were aged 65 years and over, while 8.7% were aged 75 and over (compared with city-averages of 13.2% and 6.6% respectively). In two LSOA's in the Ward, a quarter of residents were recorded as having long-term limiting illnesses.
9. Households in parts of Llanishen also have access needs. In two LSOA's, over 30% of households did not have access to a car at the time of the 2011 Census, compared with 19% for the Ward as a whole.
10. In terms of educational needs, two LSOA's were within the top 30% most deprived in the education domain of the Welsh Index of Multiple Deprivation , with 28% and 31% of residents being recorded at the 2011 Census as having no formal qualifications.

Proposed Llanishen Hub

11. The new Hub will be located in the ground-floor of the Llanishen police station building. This is centrally located at the heart of the local shopping centre of Station Road. It is accessible by public transport and is within 200 metres of a public car park at Heol Hir.
12. The front ground-floor accommodation of the police station has been identified as surplus to the operational requirements of South Wales Police, who will remain in occupation of the first-floor and rear of the building. The accommodation will be leased to the Council, with a parallel arrangement for the Police to lease first-floor accommodation at the Llanedeyrn Hub. Details of the lease agreements are being finalised, with Strategic Estates advising on appropriate terms and conditions. The Llanishen Hub is a positive example of partnership working between the Council and the Police authority in utilising building assets to the benefit of the local community.

13. The proposed Hub will provide 190m² floor-space, including a library (with children's area), touch-down pc's, interview, training and multi-use rooms, reception, toilets and storage (an indicative layout plan and images are attached at Appendix 1). The interior fit-out and layout will be designed to ensure that spaces can be used flexibly. Three parking spaces, including one disabled space, will be provided to the rear of the building. An Equality Impact Assessment has been prepared which identifies how the needs of different user groups have been considered in design and planning (copy attached at Appendix 2).
14. Library provision in the new Hub will replace the existing Llanishen library in Kimberley Terrace. The existing library is constrained in terms of size and condition, and is a leased property. The proposed Hub will not impact on services delivered from libraries in neighbouring communities.
15. As with other Hubs, the new facility will offer a range of other core services delivered by multi-skilled customer service staff. It will bring back face-to-face services in an area of need, with joined-up provision of essential services providing cost efficiencies and improved customer service. The Hub will deliver housing, welfare and benefit advice, into work and training support, digital inclusion and money advice, free phone and online access to other Council and partner services. The neighbourhood police team will provide community access sessions at the Hub. The provision of welfare, training and employment advice will assist in meeting social needs identified above.

Community Consultation

16. Public consultation on the Hub proposals for Llanishen took place in November / December, 2015. Six drop-in sessions were held at local venues including the police station foyer. Officers were in attendance to explain the proposals, respond to any queries, and encourage people to complete a survey. The consultation was widely promoted through a leaflet drop to all households in Llanishen and Thornhill, as well as promotion on the Council web-site and through social media. The project was also discussed at a Llanishen PACT meeting.
17. A total of 248 surveys were completed, 90% of which were from residents of Llanishen and the remainder from surrounding areas. One third of respondents were aged 65 years and over.
18. When asked what activities people were most likely to use in the Llanishen Hub, the top 5 services mentioned were :
 - Library services (73%)
 - Community / social events (59%)
 - Partner advice services (46%)
 - Councillor surgeries (45%)
 - Training courses (37%).

19. In terms of IT services, over 70% felt that internet access was important, and 64% viewed access to a printer/ scanner as important.
20. Survey respondents indicated that they would be most likely to visit the Hub on weekdays during office hours (64%), followed by Saturdays (42%) and weekday evenings (37%). Two thirds of respondents indicated that they would be likely to walk to the Hub. 13% indicated that they would be interested in volunteering to help in the new Hub.
21. In terms of overall views, 93% of survey respondents who expressed an opinion were in agreement with the Hub proposals. A copy of the full consultation survey report is attached at Appendix 3.

Project Implementation

22. The estimated cost for refurbishment and conversion of the ground-floor of the police station is £450,000 and provision is included in the Hubs capital programme budget for this project. Subject to planning and other necessary permissions, it is anticipated that works will be implemented in the latter part of the 2016/17 financial year.
23. The inclusion of housing related services in the Hub allows an apportionment of running costs to the Housing Revenue Account. A staffing structure based on that in other Hubs will be introduced to deliver the extended range of services and opening hours covering 5 days a week.
24. Next steps in the project delivery programme are :
 - Design Development – Apr/May, 16
 - Planning – June/July,16
 - Lease Agreement – Aug,16
 - Contract Specification – Aug/Sept,16
 - Tender – Oct/ Nov, 16
 - Construction – Jan / Mar, 17.

Local Member consultation (where appropriate)

25. A number of meetings have been held with Ward Members to discuss the proposed hub in Llanishen and the associated consultations.

Reason for Recommendations

26. Having regard to the positive feedback from community consultation, Cabinet is recommended to approve the development of the Llanishen Community Hub

Financial Implications

27. A capital bid for additional funding has been included in the 2016/17 capital programme to enable completion of Hub commitments, Llanishen Hub is one of these, with an overall balance of £500,000 available for the creation of a Hub to cover the estimated cost of refurbishment and

conversion outlined in the report and all other costs including any dilapidations payable on the existing library building. Expenditure to be met from this sum is the subject of a tender exercise and is supported by a costing feasibility exercise undertaken by the Directorate in October 2014. The Directorate view is that the initial feasibility remains valid as a basis for the recommendations proposed in the report.

28. It is essential that all costs for developing the Hub and decommissioning the former library are met from the allocation mentioned above as no further funding is available. The works proposed for the new site include modifications to the first floor to be used by South Wales Police, replacement of fire alarms for the whole building, ICT cabling, demolition of internal walls, asbestos removal, front facade improvements, automatic doors and all associated professional fees.
29. The existing library is housed in leased premises on Kimberley Terrace. Whilst a revenue saving will arise from not having to pay the lease costs on the existing premises, it is assumed that the operating costs of the new facility will be met from existing budgets. Any staffing budgets to be funded from the Housing Revenue Account (HRA) should be proportionate to the HRA services provided to tenants from the new hub and should be reviewed periodically. Agreed dilapidation costs payable on expiry of the lease will need to be managed within the budget available for the Hub outlined above.
30. The proposal is to enter a new lease agreement with South Wales Police, subject to final agreement of terms. The initial proposal is that any rental payable will be at a peppercorn rental, with reciprocal arrangements being negotiated with South Wales Police for accommodation to be utilised at a proposed new Hub in Llanederyn. No contribution is expected from the police towards this site due to an agreement linked to the redevelopment of the Maelfa.
31. No specific details are included in the body of this report, however given the significant investment proposed in the South Wales Police building at Llanishen, it is essential that the terms and conditions of any agreements enable the protection of the Council's investment in the new Hub and avoids the need to pay adverse dilapidation claims on any expiry of the lease. Any lease or other property agreements for this and other sites linked to the proposal contained in this report should be confirmed as representing value by seeking property advice and ensuring any such agreements are undertaken in accordance with the Council's disposal and acquisition procedures.

Legal Implications

32. The Council has a broad discretion on how to deliver its community services, responsibility for which is governed by various legal powers and duties. The proposed works will need to be procured in accordance with the Council's Contract Standing Orders and Procurement Rules.

HR Implications

33. 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 development of a community hub at Llanishen.
2. 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 to undertake all matters relating to procurement, construction and implementation of the project, as well as all required permissions and consents, in consultation with the Corporate Director Resources as appropriate.

SARAH MCGILL

Director

4 March 2016

The following appendices are attached:

1. Proposed Layout Plan and Images
2. Equalities Impact Assessment
3. Consultation Report.

The following background papers have been taken into account

Future Community Hubs Provision – Report to Cabinet Sept, 2014.

Llanishen Hub: Statutory Screening Tool Assessment

Appendix 1: Llanishen Hub - Internal Images



Library



Training Room



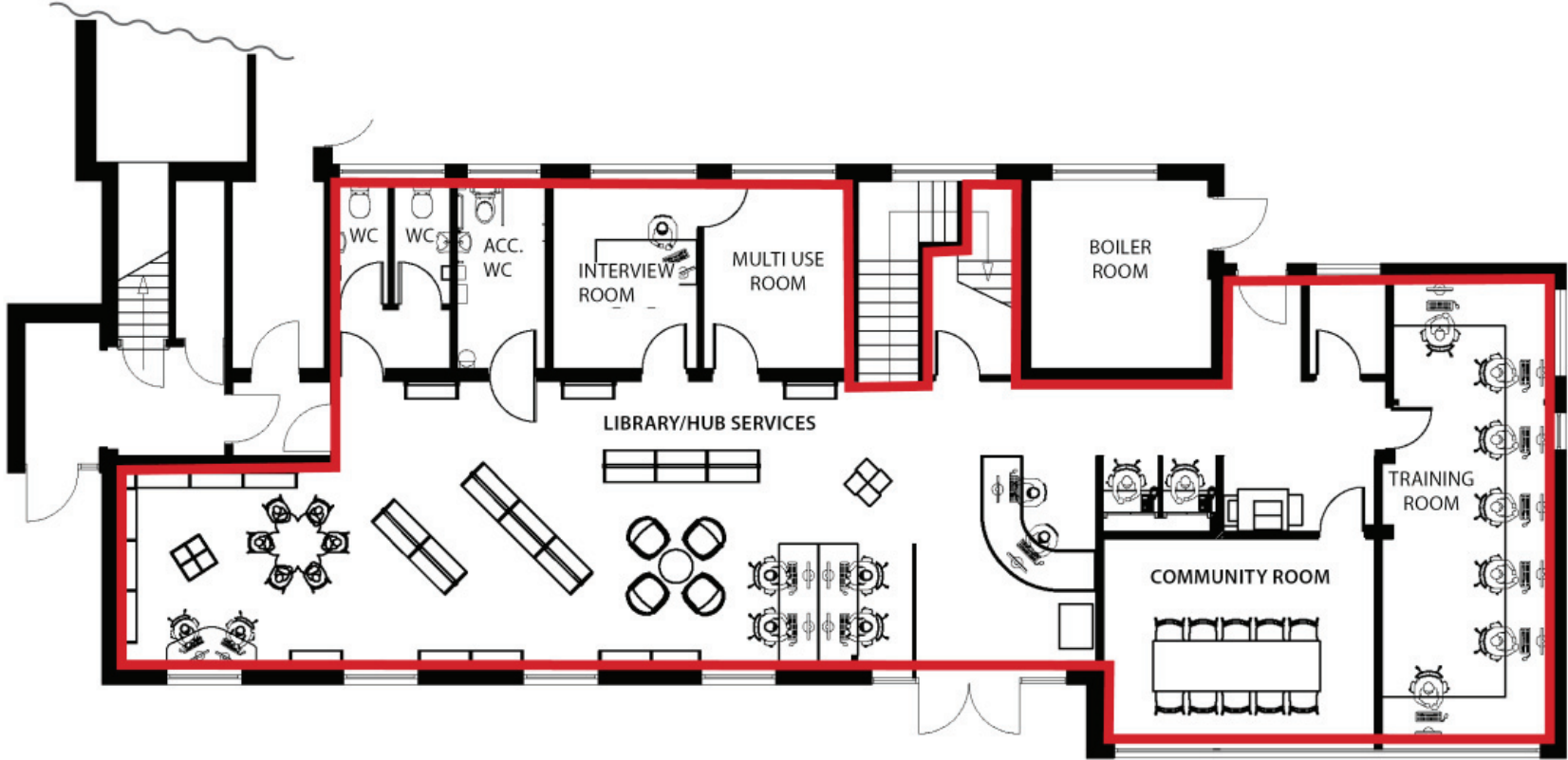
Community Room



Children's Area

Llanishen Hub - Preliminary Layout

Page 44



Scale 1:100 @ A3

APPENDIX 2
Equality Impact Assessment



Project / Service Title: Llanishen Community Hub

Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?	
Name: Amy Mills	Job Title: Planner (Design)
Service Team: Neighbourhood Regeneration	Service Area: Communities, Housing & Customer Services
Assessment Date: February 2016 – version 0.2	

1. What are the objectives of the Project?

The development of a Hub in Llanishen 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. In accordance with commitments set out in the Corporate Plan, Hubs bring together community services into local delivery points in a way which is responsive to the needs and priorities of individual communities.

The Llanishen Hub will be created through refurbishment of existing facilities at Llanishen Police Station, which is centrally located at the heart of the local shopping centre on Station Road. It is accessible by public transport and is within 200m of a public car park at Heol Hir. The building comprises two floors of office accommodation to the front, with single storey storage, cells, and a car park to the rear.

A feasibility study has assessed the building condition, opportunities for conversion and initial cost estimates. The proposal is for the Hub to occupy the front ground floor space only, which has been identified as surplus to the operational requirements of South Wales Police who will remain in the first-floor and rear of the building. The Hub accommodation will be leased to the Council for a peppercorn rent, with a parallel arrangement for the Police to lease first-floor accommodation at the Llanedeyrn Hub on similar terms.

The new Hub will provide 190m² of floor-space, including a library (with children’s area), touch-down pcs, interview, training, community and multi-use rooms, toilets and storage. Three parking spaces, including a disabled space, will be provided in the rear car park.

Library provision in the new Hub will replace the existing Llanishen library currently housed in leased premises in Kimberley Terrace. As with other Hubs, it will also offer a range of core services delivered by multi-skilled customer service staff, including housing, welfare and benefit advice, into work and training support, digital inclusion and money advice, free phone and online access to other Council and partner services. The neighbourhood police team will provide community access sessions at the Hub.

Subject to planning and other necessary permissions, it is anticipated that works will be implemented in spring 2017.

APPENDIX 2 Equality Impact Assessment

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

Community Consultation

Public consultation on the Hub proposal took place in November and December 2015. The principle part of the consultation consisted of six 'drop in sessions', where members of the public had the opportunity to speak with Council staff about the proposals, and were encouraged to fill in a feedback survey, either online or via a paper copy. The consultation was also widely promoted via a leaflet drop to homes in Llanishen and Thornhill, posters on lampposts, in shops and in key community venues, information posted on the Council and Neighbourhood Regeneration websites, press releases and social media promotions.

A Council officer also attended the local PACT meeting on 25th November to discuss the proposals with residents, representatives from South Wales Police, local Councillors and an Assembly Member.

Consultation Outcomes

A total of 248 surveys were completed, 90% of which were from residents of Llanishen and the remainder from surrounding areas. In terms of overall views on the Hub proposals, 93% of survey respondents who expressed an opinion were in agreement.

When asked what activities people were most likely to use in the Llanishen Hub, the top 5 services mentioned were :

- Library services (73%)
- Community / social events (59%)
- Partner advice services (46%)
- Councillor surgeries (45%)
- Training courses (37%).

In terms of IT services, over 70% felt that internet access was important, and 64% viewed access to a printer/ scanner as important.

Survey respondents indicated that they would be most likely to visit the Hub on weekday during office hours (64%), followed by Saturdays (42%) and weekday evenings (37%). Two thirds of respondents indicated that they would be likely to walk to the hub. One third of respondents were aged 65 years and over. 13% indicated that they would be interested in volunteering to help in the new Hub.

A copy of the full Consultation Report can be made available upon request.

Equality Principles

As with all Hub projects, the fundamental principle is to apply current legislation to the

APPENDIX 2 Equality Impact Assessment

design of the project, to make the facility inclusive for everyone to use. We are bound by The Equalities Act 2010 which brings together over 116 separate pieces of legislation into one single act that provides a legal framework to protect the rights of individuals and advance equality of opportunity for all.

The Equalities Act requires equal treatment in access to employment and private and public services, regardless of the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex, and sexual orientation, with the overall aim being to remove discrimination and improve social inclusion for all.

Community Needs

The proposed Llanishen Hub, along with the proposed Llanedeyrn Hub, is designed to serve needs in the Cardiff North neighbourhood partnership area.

From an analysis of data from the 2014 Welsh Index of Multiple Deprivation and other sources, Llanishen has been identified as a Ward which contains particular social needs which the new Hub will help meet.

In terms of overall disadvantage, one of the 12 Lower Super Output Areas (LSOA) in Llanishen is within the top 30% most deprived LSOA's in Wales, according to the Index of Multiple Deprivation. This LSOA also features amongst the top 10% deprived LSOA's in Wales on the Housing domain.

The Ward contains an above average proportion of elderly residents. At the time of the 2011 census, 15.8% of residents were aged 65 years and over, while 8.7% were aged 75 and over. In two LSOA's in the Ward, a quarter of residents were recorded as having long-term limiting illnesses.

Households in parts of Llanishen also have accessibility needs. At the time of the 2011 census, in two LSOA's, over 30% of households did not have access to a car, compared with 19% for the Ward as a whole.

In terms of educational needs, two LSOA's were within the top 30% most deprived in the education domain of the Welsh Index of Multiple Deprivation, with 28% and 31% of residents being recorded at the 2011 Census as having no formal qualifications.

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?

APPENDIX 2
Equality Impact Assessment

	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 ability to access a far greater range of services from one Hub location 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.

Face to face service provision is still a preference with many people, and in particular older people who are less likely to have access to online services. The hub will offer longer opening hours than the existing Llanishen Library, in a refurbished and 'fit for purpose' building with better accessibility, toilets and baby changing, a greater number of public PCs including free WiFi and easier access to additional Council and Partner services, all under one roof.

Older people in particular would benefit from social inclusion groups which could be held at the Hub, such as 'Knit and Natter' groups, Cuppa with a Copper, and Digital Inclusion sessions. Young people would benefit from Storytime and Rhymetime sessions and possible visits from the Neighbourhood Librarian to encourage reading.

The new Hub will be located less than 200m away from the existing Llanishen Library, and as such is not likely to present a differential challenge in terms of visiting the building, for younger or older people.

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

At this stage in the project, no negative differential impacts have been identified and there are no specific actions to be taken.

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.

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

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	✓		

APPENDIX 2
Equality Impact Assessment

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 existing Llanishen Library, in a refurbished and 'fit for purpose' building with better accessibility, face to face customer service, toilets and baby changing, a greater number of public PCs including free WiFi and easier access to additional Council and Partner services, all under one roof.

The project will be delivered by Cardiff Council's Projects Design and Development section, who are required to develop a scheme design 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. In the case of disability, there is a duty to provide an experience which is as close as is reasonably possible to the standard normally offered to the public at large.

Although the new Hub will be located less than 200m away from the existing Llanishen Library, it may be the case that certain individuals will face a greater challenge walking to the Hub from their home. However, no such individuals voiced concerns during the consultation period, and the proximity to available parking (including a disabled space) and public transport routes means that on balance, the location of the new facility is not expected to have a differential negative impact on this protected characteristic.

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

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

- Hub accommodation will be located on one floor with no internal steps and ramps, and level thresholds to all doors
- The existing ramp and steps will be reviewed against the current regulations.
- Accessible parking will be provided to the rear of the building, with a short accessible route to an entrance door.
- The Hub 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.
- Desking, PCs, training rooms and telephone points (etc.) will be carefully designed to be accessible to ensure that all users can participate fully.

Awareness of the transfer or change of services will be raised as early as possible to

APPENDIX 2
Equality Impact Assessment

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.

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?

At this stage in the project, no negative differential impacts have been identified and there are no specific actions to be taken. However, a confidential interview room will be included as part of the design and unisex public toilets could be considered as part of the design stage.

Equality Awareness training will be provided for new Hub staff, to ensure we treat everyone with respect and dignity, regardless of their gender/identity. Any new staff will be briefed to be mindful of customer gender when identified via customer details. Partner agencies will be advised to provide training for their own staff to ensure equality of opportunity.

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 is identified.

APPENDIX 2
Equality Impact Assessment

What action(s) can you take to address the differential impact?
At this stage in the project, no negative differential impacts have been identified and there are no specific actions to be taken.
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 new Hub should have a positive impact on this protected characteristic, since the ability to access a number of facilities and services in one place will be helpful to pregnant women or new parents/guardians.
The Hub will contain an accessible WC, baby changing and be designed to be accessible for pushchairs and prams, and provide a welcoming environment to support breastfeeding mothers.
New and expectant parents/guardians will benefit from Storytime and Rhymetime sessions delivered from the Hub.
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.

What action(s) can you take to address the differential impact?
At this stage in the project, no negative differential impacts have been identified and there are no specific actions to be taken.
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		✓	

APPENDIX 2
Equality Impact Assessment

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?

At this stage in the project, no negative differential impacts have been identified and there are no specific actions to be taken.

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

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?

At this stage in the project, no negative differential impacts have been identified and there are no specific actions to be taken.

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. Use of a religious calendar will help to ensure events are not held on particular 'Holy Days' to support wider inclusion.

3.8 Sex

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on men and/or women?

APPENDIX 2
Equality Impact Assessment

	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?

At this stage in the project, no negative differential impacts have been identified and there are no specific actions to be taken.

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 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?

At this stage in the project, no negative differential impacts have been identified and there are no specific actions to be taken.

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

APPENDIX 2
Equality Impact Assessment

evidence, if any.
No differential impact in relation to Welsh language has been identified.
What action(s) can you take to address the differential impact?
<p>In accordance with our statutory duty and as is current practice in all Hubs, all Hub operations and any processes which form part of the project development will comply with new Welsh Language standards under the Welsh Language [Wales] Measure 2011. The standards replace the system of Welsh Language Schemes under the previous Welsh Language Act 1993.</p> <p>This will involve actively offering a language choice to all members of the public through the consistent availability of bilingual information or information through their language of choice if this is recorded for a specific service user. Examples of this may include (but not be limited to): signage and notices, correspondence and telephone advice, meetings and public events including consultation activities, publicity and advertising including social media, self service library machines, and training courses.</p> <p>Welsh Awareness training will be provided for any new Hub staff, to ensure that everyone is treated in accordance with their individual needs regardless of the language they speak, whether that is Welsh or English. Beginners, Intermediate and Advanced Welsh language courses will continue to be offered to new and existing Hub staff.</p> <p>These standards also relate to any third party providing services or carrying out activities on behalf of the City of Cardiff Council, and partner agencies will be advised to comply with the standards and to provide training for their own staff to ensure equality of opportunity.</p>

4. Consultation and Engagement

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

<p>The project team has worked closely with the Council’s Access Officer to develop the scheme designs, and will continue to consult with them to help identify any other access or communication needs as the project progresses.</p>
--

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

Groups	Actions
Age	n/a
Disability	<ul style="list-style-type: none"> - Consideration throughout the design process to comply with legislation and ensure that people with disabilities receive an experience which is as close as is reasonably possible to that normally offered to the public at large. - The Council’s Access Officer will be consulted during the

APPENDIX 2
Equality Impact Assessment

	development of the project.
Gender Reassignment	n/a.
Marriage & Civil Partnership	n/a
Pregnancy & Maternity	- Consideration throughout the design process to provide accessible WCs and baby changing, to ensure that the building is accessible for pushchairs and prams and creates a welcoming environment for breastfeeding mothers.
Race	n/a
Religion/Belief	n/a
Sex	n/a
Sexual Orientation	n/a
Welsh Language	- All Hub operations, actions by partner agencies and any processes which form part of the project development will comply with new Welsh Language standards under the Welsh Language [Wales] Measure 2011. - Welsh language courses will continue to be offered to new and existing Hub staff.
Generic Over-Arching [applicable to all the above groups]	- Consultation with the Council's Access Officer - 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 : Amy Mills	Date: 9/2/16 (version 0.2)
Designation: Planner (Design), Neighbourhood Regeneration	
Approved By: Don Davidson	
Designation: Group Leader	
Service Area: Housing & 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

APPENDIX 2
Equality Impact Assessment

Appendix 3

Llanishen Hub Consultation Report

December 2015



@CardiffDebate
#CardiffDebate

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.

Services include:

- Collection, analysis and interpretation of primary survey data;
- Analysis and interpretation of a wide range of secondary demographic and socioeconomic data including the Census and all other sources from the wider data environment;
- 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, &
- GIS thematic & schematic mapping services.

For further information please contact:

Cardiff Research Centre

Telephone: 029 2087 3217

Email: research@cardiff.gov.uk or consultation@cardiff.gov.uk

To find out more about what we do – visit www.askcardiff.com or www.cardiffdebate.com



@CardiffDebate
#CardiffDebate

Llanishen Community Hub Consultation

Executive Summary

- This report outlines the findings of the public consultation undertaken in relation to the proposed development of a Community Hub facility in Llanishen.
- There were 248 valid responses received to the survey. Almost nine-tenths (89.6%) of those that left relevant post code data lived in the Llanishen Ward.
- Over three-fifths (61.3%) of respondents reported to currently use services in Llanishen Leisure centre and two-fifths (41.6%) Llanishen Library.
- Just under half (49.2%) of the respondents that reported using these community facilities did so on a weekly basis. However, a similar proportion (42.5%) visited once a month or less; fewer than one in ten (8.2%) used these facilities daily.
- The six most commonly selected services that respondents indicated they would use in the Llanishen Hub were Library Services (72.6%), Community/Social Events (59.0%), advice from other organisations such as Local Citizens Advice (46.2%), Local Councillor Surgeries (45.7%), Training Courses including IT, First Aid, Manual Handling (36.8%), and Community Room Hire (27.8%).
- Around seven-tenths of respondents would be most likely to use Internet Access (70.7%) as an IT service within the new hub, while just under two-thirds said they would be interested in access to a Printer/Scanner (64.0%). Desktop PC's were cited by just under half (46.0%) as an IT service they would utilise.
- More than three-fifths of respondents said they would use the Hub on weekdays during office hours (64.0%), two-fifths would attend on a Saturday (42.1%) whilst a third would visit on weekday evenings (36.8%).
- Six in seven (86.0%) respondents supported the proposals for the new Community Hub to be located in the refurbished ground floor of the Police Station, with 6.2% opposing the proposals and 7.8% not having an opinion. When looking at only respondents with an opinion 93.3% supported the proposals.
- Just over one in eight (13.0%) of respondents stated that they would be interested in volunteering to help hub users, while a further two-fifths (40.7%) would maybe help at a later date.

Background

The Hub programme is part of The City of Cardiff Council's commitment to invest in neighbourhood facilities, and improve face-to-face services.

Despite unprecedented financial pressures the Council is committed to improving services in a way that makes them more accessible and convenient, bringing services closer to people to meet local needs.

To achieve this while also making savings we plan to provide services through a series of Community Hubs. By joining up local services we can reduce buildings and share costs while also making services easier to access. A wide range of services are proposed to be available at each community Hub based on individual local needs. The area of Llanishen has been identified as a potential location for the development of such a facility.

This report outlines the findings of the public consultation undertaken in relation to the proposed development of a Community Hub facility in Llanishen.

Methodology

Public consultation on the proposal took place between 17th November and 9th December 2015.

The principal part of the consultation consisted of six 'drop in sessions' as detailed below, where members of the public had the opportunity to speak with Council staff about the proposals, and were encouraged to fill in a feedback survey, either online or via a paper copy.

- Llanishen Police Station
 - Tuesday 17th November – 10am – 4pm (31 attendees)
 - Thursday 19th November – 3pm – 7pm (34 attendees)
 - Saturday 21st November - 10am – 2pm (18 attendees)
 - Wednesday 25th November – 10am – 4pm (27 attendees)

- Llanishen Leisure Centre
 - Monday 23rd November – 10am – 1pm (56 attendees)

- Llanishen Christmas Lights Event (stall on street)
 - Wednesday 2nd December – 5pm – 7pm (60 attendees)

In addition to the drop in sessions, static display material and draft layout plans were left in the window of Llanishen Police Station and Llanishen Library for the public to view. The consultation was also widely promoted via a leaflet drop to homes in Llanishen and Thornhill, posters on lampposts, in shops and in key community venues, information posted on the Council and Neighbourhood Regeneration websites, press releases and social media promotions.

A Council officer also attended the local PACT meeting on 25th November to discuss the proposals with residents, representatives from South Wales Police, local Councillors and an Assembly Member.

A summary of all activities related to the Llanishen Hub consultation are appended to this report.

Response

There were 248 valid responses to the survey. Of these, 212 respondents provided information that allowed their location to be pinpointed (see Table and Maps below).

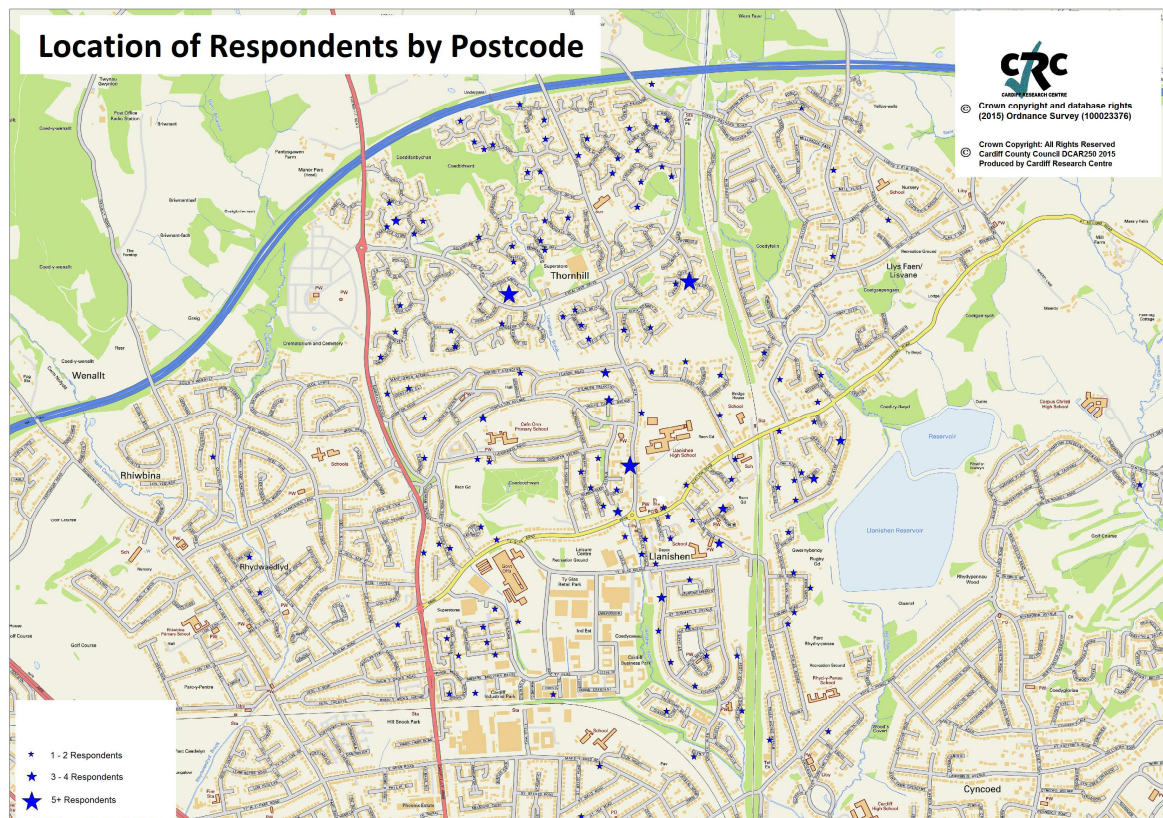
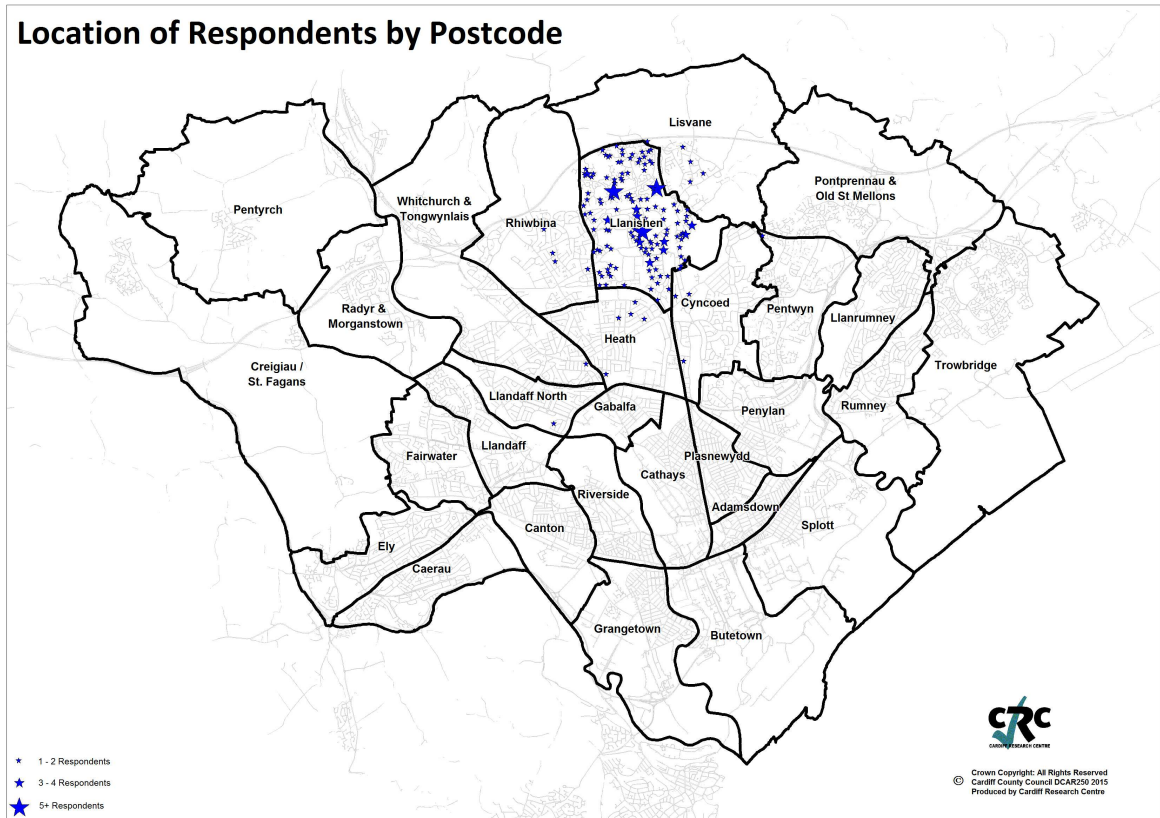
As would be expected, the majority of respondents resided in Llanishen (89.6%), while around a tenth were from the surrounding areas (10.4%).

Location of Respondents by Electoral Ward

Electoral Ward	No.	%
Llanishen	190	89.6
Lisvane	6	2.8
Heath	5	2.4
Rhiwbina	4	1.9
Cyncoed	3	1.4
Pentwyn	1	0.5
Whitchurch & Tongwynlais	1	0.5
Llandaff North	1	0.5
Caerau	1	0.5
TOTAL RESPONDENTS	212	100.0

NB. The location of the remaining 36 respondents was unknown due to missing/incomplete/incorrect postcodes

Maps Showing the Location of Respondents in Cardiff



Results

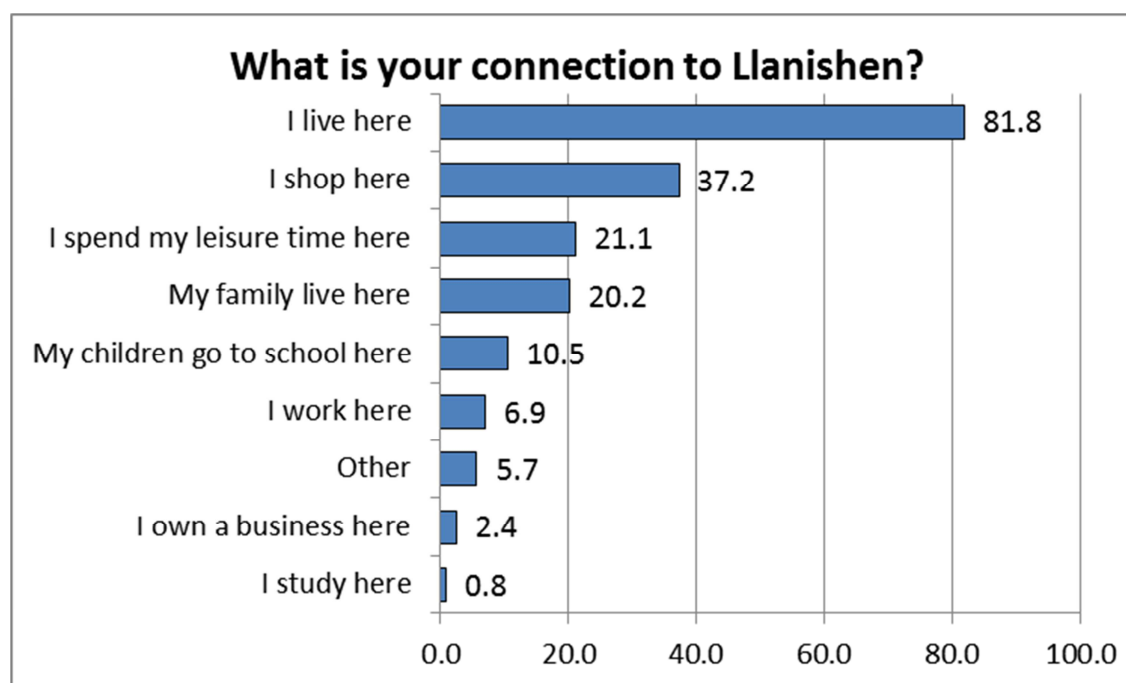
Q1. What is your connection to Llanishen?

A total of 247 respondents answered this question, giving a response rate of 99.6%.

Around four-fifths (81.8%) of respondents said that they lived in Llanishen. This was by far the most common response, although over a third indicated that they shopped in the area (37.2%), and more than a fifth spent their leisure time there (21.1%) and had family that lived there (20.2%).

Connection	No.	%
I live here	202	81.8
I shop here	92	37.2
I spend my leisure time here	52	21.1
My family live here	50	20.2
My children go to school there	26	10.5
I work here	17	6.9
I own a business here	6	2.4
I study here	2	0.8
Other	14	5.7

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



(Base: 247)

Of those respondents indicating that they had some 'other' connection to Llanishen, five specified that they lived in Thornhill, while there was one resident from Heath and one from Lisvane. In addition, four came to attend or visit the Church, local GP and local bank.

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

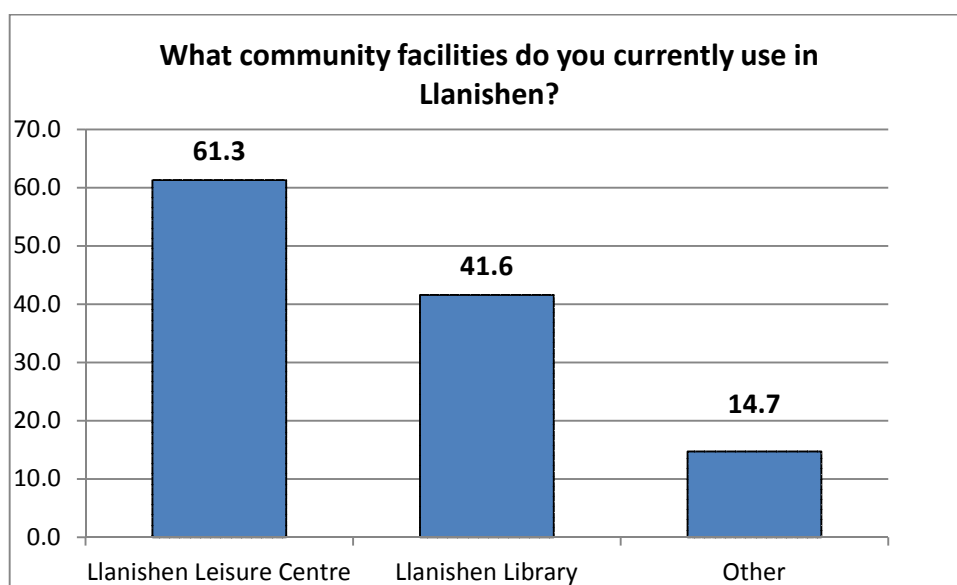
A total of 238 respondents answered this question, giving a response rate of 96.0%.

Over three-fifths (61.3%) of respondents indicated they were current users of Llanishen Leisure Centre, and more than two-fifths (41.6%) indicated they were current users of Llanishen Library.

Community Facility	No.	%
Llanishen Leisure Centre	146	61.3
Llanishen Library	99	41.6
Other	35	14.7

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

The top six 'Other' facilities used by respondents were Shops (12 individuals), Church (8 individuals), Gym/Sport related facilities (8 individuals), local Banks within the area (4 individuals), local GP's (2 individuals) and Parks (2 individuals).



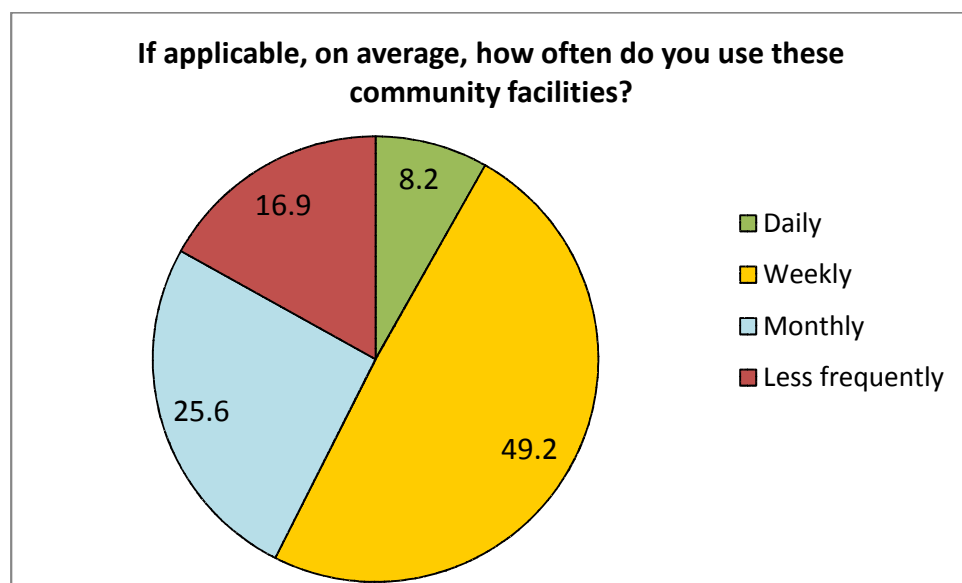
(Base: 238)

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

A total of 195 respondents answered this question, giving a response rate of 78.6%.

Almost half (49.2%) of the respondents that reported using these facilities utilised them on a weekly basis, while one-quarter (25.6%) used them on a monthly basis. Less than one in ten (8.2%) were daily users.

However, around one in six (16.9%) indicated their use of such facilities was less than once a month.



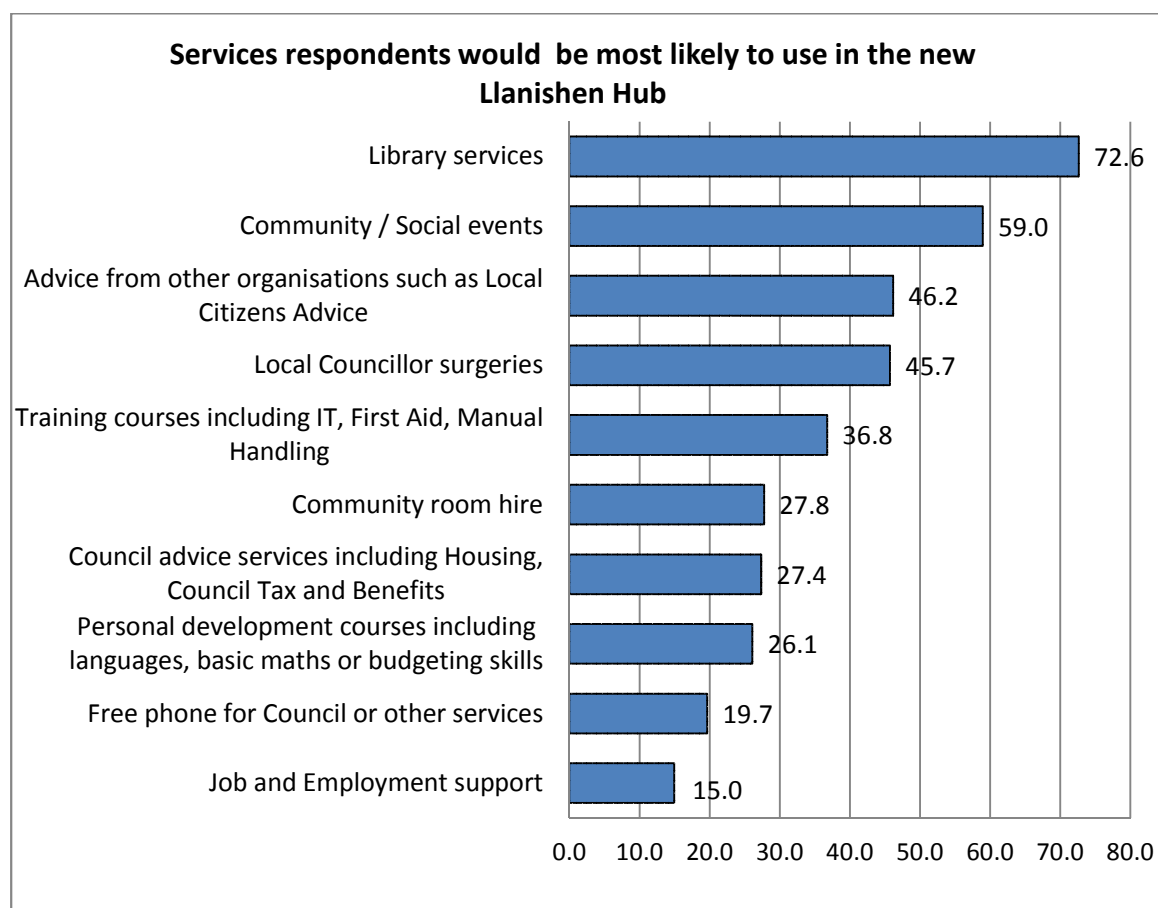
(Base: 195)

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

A total of 234 respondents answered this question, giving a response rate of 94.4%.

When asked about which services they would be likely to use in the new Hub, almost three-quarters chose Library services (72.6%). In addition, more than half highlighted Community/ Social events (59.0%), while over two-fifths were interested in Advice from other organisations such as Local Citizens Advice (46.2%), and Local Councillor Surgeries (45.7%). Over a third (36.8%) wanted Training Courses Including IT, First Aid, and Manual Handling.

Job and Employment support (15.0%) was the least popular service.



(Base: 234) NB. Percentages do not add to 100.0% because respondents could give more than one answer.

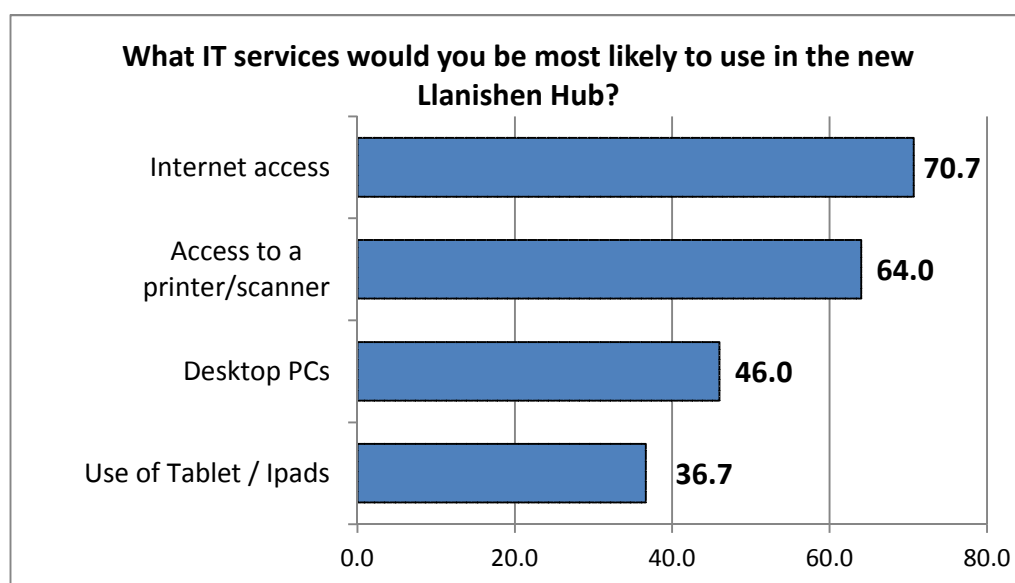
Q5. What IT services would you be most likely to use in the new Llanishen Hub?

A total of 150 respondents answered this question, giving a response rate of 60.5%.

Of those respondents that answered, seven-tenths (70.7%) said they would be likely to use Internet access in the new Hub, whilst just under two-thirds (64.0%) would like access to a printer or scanner. Just under half (46.0%) stated they would be likely to use a Desktop PC, whilst just over a third (36.7%) indicated they would be likely to use a Tablet/ I-Pad.

Response	No.	%
Internet Access	106	70.7
Access to a Printer/Scanner	96	64.0
Desktop PCs	69	46.0
Use of Tablet/ I Pads	55	36.7

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



(Base: 150) NB. Percentages do not add to 100.0% because respondents could give more than one answer

Q6. Are there any other services you would like to see available at the new Llanishen Hub?

A total of 86 respondents made comments when asked to provide details of additional services they would like to see available at the Hub facility. The most common of these related to Housing/Advice/Benefit Advice/ MP's Surgeries (29.1%), Youth/Children/Baby Facilities (18.6%) and Community Facilities (17.4%). More than a tenth also specified access to Police services (15.1%), and Adult Community Learning Courses (10.5%).

Theme	No.	%	Example comments
Housing/ Advice/ Benefit Advice/ MP's Surgeries	25	29.1%	<ul style="list-style-type: none"> • "Interview skills, employment advice, citizens advice, housing and money advice." • "Interaction with local Assembly members, Councillors and MP's. Older people's commissioner, children and young people's commissioner and other key people." • "Would dearly love to see a credit union based here. It's awkward to get into town, especially now they've moved into the central library." • "Maybe a legal advice service once a month. With the abolition of legal aid the lower wage earner are at a loss for first line advice." • "Services available - Housing waiting list applications and enquiries, Housing benefit applications and enquiries, Free school meals applications, Adult Community Learning Council Tax enquiries, Free bus pass application, School admissions, Job Club, General Council enquiries, Cardiff Get Online, Work Skills, Training, Cardiff Advice Service, Free internet access, Full Library service, Free Wi-Fi."
Youth/Children/Baby Facilities	16	18.6%	<ul style="list-style-type: none"> • "Youth provision as there is NO youth clubs/youth support services/youth advice services etc. in Llanishen anymore since the withdrawal of the youth services provision at the high school and via street based services. After school homework clubs and parent and toddler services." • "Parent and baby group, Language and play class, Parent and toddler group."

Community Facilities	15	17.4%	<ul style="list-style-type: none"> • "Point of contact for and between local community groups." • "Possible a facility for people to meet in groups e.g. singing groups, craft interest groups, any groups that would give people a way of making community links."
Police	13	15.1%	<ul style="list-style-type: none"> • "I think it should offer space for the community police officers to hold "surgeries".
Adult Community Learning	9	10.5%	<ul style="list-style-type: none"> • "I would like to continue taking a C.L.A.I.T Course, I am currently taking at the H.U.B. in Ely (provided by DICE)".
Collection Point for Recycling Bags	8	9.3%	<ul style="list-style-type: none"> • "Availability of green bags and caddy bag."
Refreshments/ Coffee/Tea	6	7.0%	<ul style="list-style-type: none"> • "Cafeteria."
Arts & Craft	5	5.8%	<ul style="list-style-type: none"> • "Makers gallery, Art centre."
Disabled Facilities	4	4.7%	<ul style="list-style-type: none"> • "Changing bed, room facilities for Disabled."
ICT Facilities	4	4.7%	<ul style="list-style-type: none"> • "Computer tuition and problem solving"
Sports Facilities	3	3.5%	<ul style="list-style-type: none"> • "Table Tennis club."
Food Bank	2	2.3%	<ul style="list-style-type: none"> • "Food Banks, mother and baby - child help group and group for Opps. Help."
Parking Facilities	2	2.3%	<ul style="list-style-type: none"> • "To be able to use car park at rear as parking is in demand."
Business Office/ Room Hire	2	2.3%	<ul style="list-style-type: none"> • "Room to use either free or low cost for community groups."
Public Conveniences	2	2.3%	<ul style="list-style-type: none"> • "I would love to have a Rhyme time session at the new Library. Large toilets & baby change facilities."
Faith related	2	1.2%	<ul style="list-style-type: none"> • "I think it would be good to see an "Interfaith" area where people can discuss the importance of building bridges, creating greater awareness of religious and cultural differences etc."
Other	14	16.3%	<ul style="list-style-type: none"> • "Cardiff allotments office." • "Not sure why we need another building surely the most sensible thing would be to incorporate within the Leisure Centre if saving money is something the Council wants to do rather than another building!"

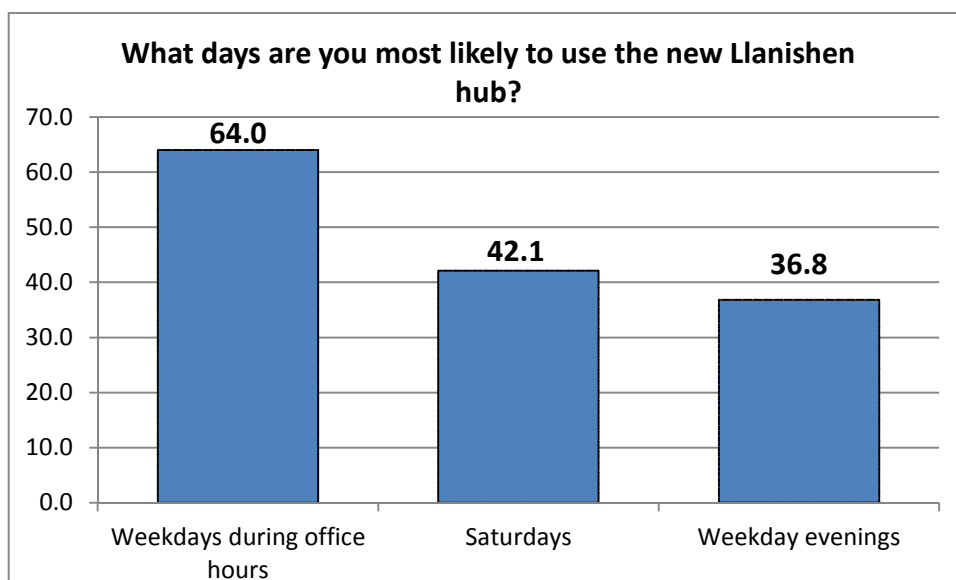
Q7. What days are you most likely to use the new Llanishen Hub?

A total of 228 respondents answered this question, giving a response rate of 91.9%.

Almost two-thirds (64.0%) of respondents said they would use the Hub on weekdays during office hours, while two-fifths would visit on Saturdays (42.1%) and one-third would attend on weekdays evenings (36.8%).

Response	No.	%
Weekdays during office hours	146	64.0
Saturdays	96	42.1
Weekdays evenings	84	36.8

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



(Base: 228) *NB. Percentages do not add to 100.0% because respondents could give more than one answer*

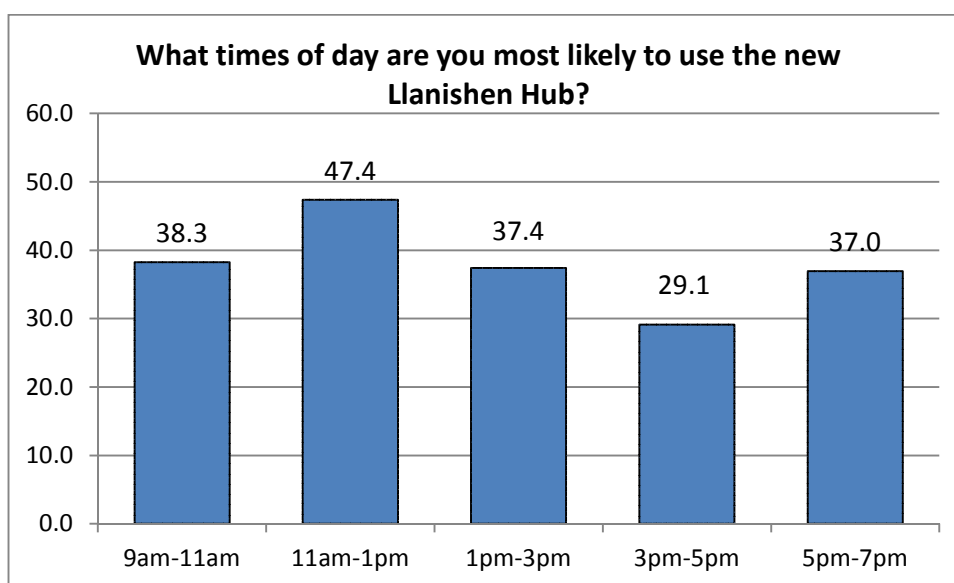
Q8. What times of day are you most likely to use the new Llanishen Hub?

A total of 230 respondents answered this question, giving a response rate of 92.7%

The range of preference for the time periods was from 29.1% to 47.4%, with the most frequently chosen time slot being 11am–1pm. This was cited by just under half (47.4%) of respondents, followed by 9am-11am (38.3%), and 1pm-3pm (37.4%).

Response	No.	%
9am – 11am	88	38.3
11am – 1pm	109	47.4
1pm – 3pm	86	37.4
3pm – 5pm	67	29.1
5pm – 7pm	85	37.0

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



(Base: 230) NB. Percentages do not add to 100.0% because respondents could give more than one answer

Q9. How are you likely to travel to the new Llanishen hub?

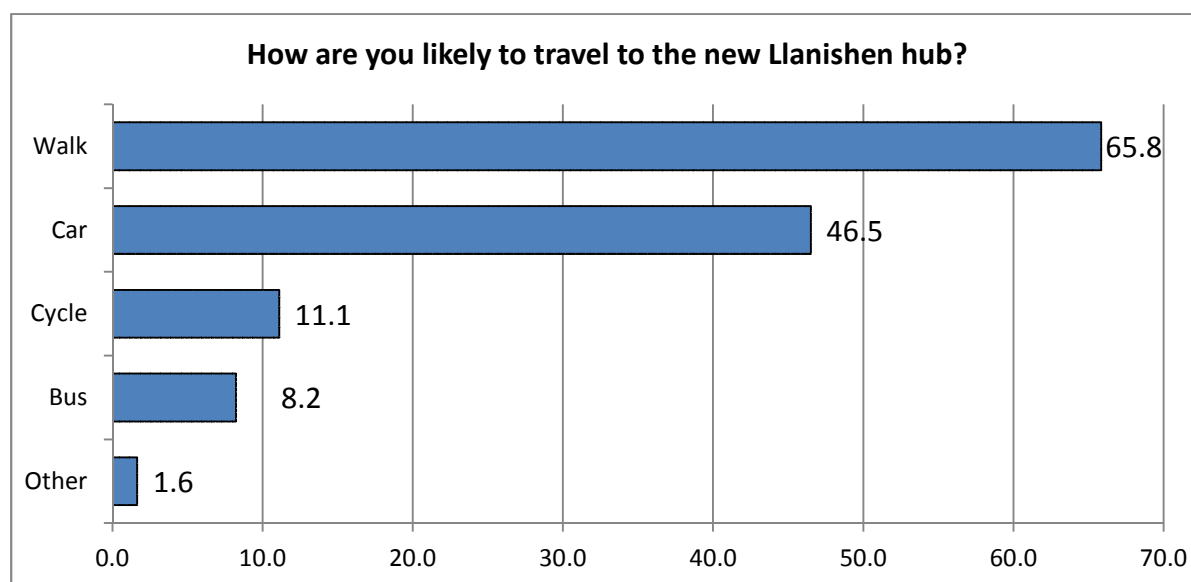
A total of 243 respondents answered this question, giving a response rate of 98.0%

Around two-thirds of those that are likely to travel to the new Llanishen Hub would walk (65.8%) to the facility, while more than two-fifths would travel by car (46.5%). Just over one in ten respondents said they would be likely to cycle to the new hub (11.1%) and around one in twelve indicated they would travel by bus (8.2%).

Three of the four respondents who indicated they would use 'Other' forms of transport specified their answer - motor scooter (1 individual), motor cycle (1 individual) and taxi (1 individual).

Response	No.	%
Walk	160	65.8
Car	113	46.5
Cycle	27	11.1
Bus	20	8.2
Other	4	1.6

NB. Percentages do not add to 100.0% because some respondents gave more than one answer



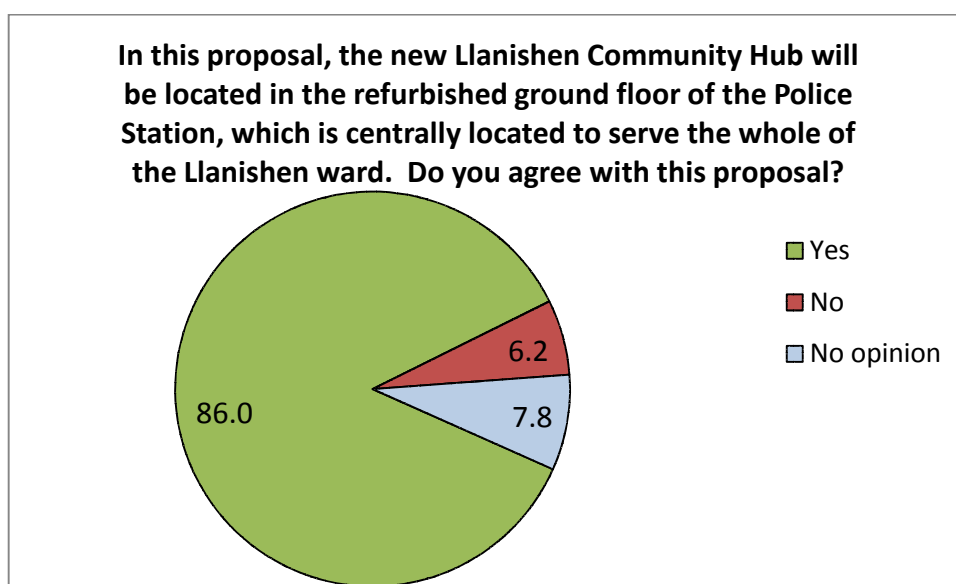
(Base: 243)

Q10. In this proposal, the new Llanishen Community Hub will be located in the refurbished ground floor of the Police Station, which is centrally located to serve the whole of the Llanishen ward. Do you agree with this proposal?

A total of 242 respondents answered this question, giving a response rate of 97.6%

Almost nine-tenths (86.0%) of respondents who answered this question agreed with the proposed location of the new Community Hub, while around one in sixteen (6.2%) disagreed, and 7.8% had no opinion.

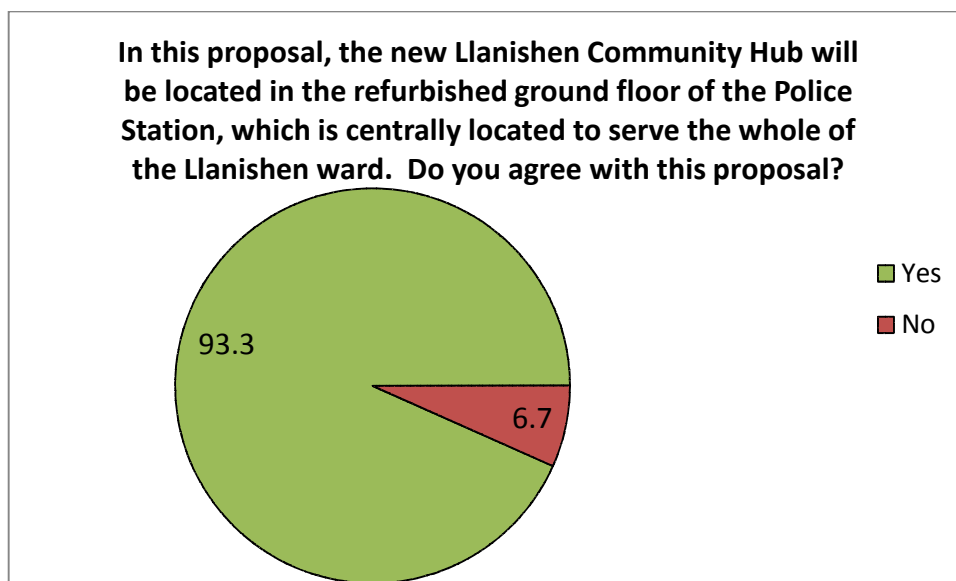
Response	No.	%
Yes	209	86.0
No	15	6.2
No opinion	19	7.8



(Base: 242)

Support for the proposal increases to over nine-tenths of respondents (99.3%) when examined by those that expressed an opinion.

Response	No.	%
Yes	209	93.3
No	15	6.7



(Base: 224). Excludes respondents with no opinion.

11. A draft layout plan and artist’s impressions for the Llanishen Hub are available online at: www.cardiffnr.co.uk and at the drop-in sessions. Please let us have your comments on the proposals:

A total of 94 respondents provided comments for this question, giving a response rate of 37.9%

A total of ninety-four respondents provided additional comments on the proposals. Around three-fifths of these praised the development (59.6%), while a quarter made suggestions to the plans (27.7%), and around one in six were concerned with the proposals (14.9%)

.Theme	No.	%	Example comments
Positive remarks	56	59.6%	<ul style="list-style-type: none"> • "I have looked at the proposed plan and the artist's impressions and they all seem appropriate and suitable. The library part looks about the same size as the existing library." • "The plans look good, efficient and I think this would be such a good thing for the community and the children of the area!" • "Good facilities proposed at the heart of the village." • "I think it's long overdue I am looking forward to using this great facility." • "The plan / artist impression works imaginative and makes use of a redundant building."

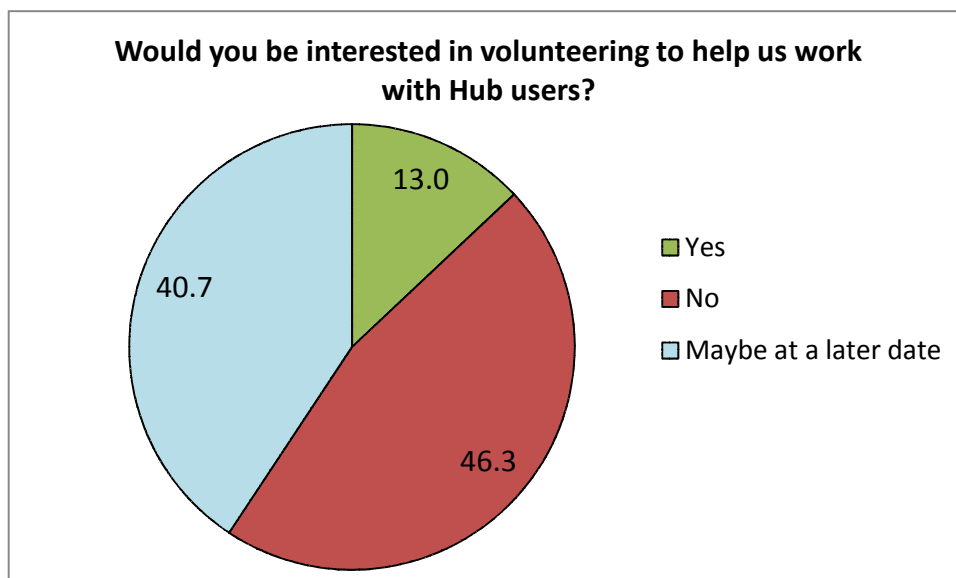
Suggestions	26	27.7%	<ul style="list-style-type: none"> • <i>I wonder about the media room being a separate area which could be unsupervised, perhaps the doorway could be made wider and more open.</i> • <i>"From the plan, it looks as though customers would be walking behind staff desks....wouldn't this cause Data Protection issues? Would the Hub run activities such as Rhyme time and Story Time which is currently not available at Llanishen library due to the size of the building?"</i> • <i>I think the existing home of the Library should be refurbished or another building locally be used for the Hub. The connotations of the Police Station might be off putting for some people.</i> • <i>"Why not use the upstairs also??"</i>
Negative Comments	14	14.9%	<ul style="list-style-type: none"> • <i>"Good proposal but access to the site is currently appalling as parking facilities are worse than useless!!"</i> • <i>"Waste of money. Lack of car parking in Llanishen as it is. Why not invest money in the leisure centre in Llanishen and have the hub there which would encourage people to have a community and possibly exercise too."</i>
No Comment	8	8.5%	<ul style="list-style-type: none"> • <i>"No comment at this stage but I will certainly look at the website."</i>
Other	6	6.4%	<ul style="list-style-type: none"> • <i>"Only if we have access to police."</i>

Q12. Would you be interested in volunteering to help us work with Hub users?

A total of 231 respondents answered this question, giving a response rate of 93.1%

More than one in eight (13.0%) of respondents stated that they would be interested in volunteering to help Hub users. An additional 40.7% might be interested at a later date; while more than two fifths (46.3%) did not wish to participate. Contact details have been passed to the Neighbourhood Regeneration Team.

Response	No.	%
Yes	30	13.0
No	107	46.3
Maybe at a later date	94	40.7



(Base: 231)

If applicable, please let us know how you can help the new Hub to support the Llanishen Community? E.g. help with homework club.

There was a wide variety of offers made by those interested in volunteer work. A summary of the personal skills respondents would be willing to share can be seen in the table below.

Support Offered	Number of respondents
Community learning	12
Admin and business support	8
In any way possible	7
Computer related	6
Social worker/ councillor support	5
Don't know	5
Employment support	4
Other	3
Events	2
Faith related	1

'Other' comments made were:

- *As a member of Cardiff Allotment Holders Association*
- *Rotary club member*
- *very good at listening*

Q13. Are there any other comments you would like to make?

A total of 79 respondents provided additional comments for this question, giving a response rate of 31.9%

A total of seventy-nine respondents provided additional comments relating to the proposals. Around one-third (35.4%) of these were positive about the proposals, while just over one-quarter made suggestions to the plans or services that could be delivered (27.8%). The remaining comments covered issues including parking, cost, accessibility and alternative locations.

Theme	No.	%	Example comments
Positive Remarks	28	35.4%	<ul style="list-style-type: none"> • "Llanishen needs this - please don't cut corners on what looks like a great facility for our community." • "I think this is a great idea Llanishen is in need of a heart beat and this could be it to bring the community together to support one another ." • "Thankfully this area will receive a Hub, and this will mean that we don't have to travel into the centre or St Mellons. It will be a great asset to the community in general." • "I am really pleased to see that the library is being retained in the village. It is an essential facility especially for older people. I fully support the introduction of the hub." • "I believe we still need a police station in this area. Although the hub is a great idea I believe it should have been made in conjunction with Llanishen police."
Suggestions	22	27.8%	<ul style="list-style-type: none"> • "A community police presence in the centre would still be appreciated." • " Just keeping my fingers crossed for credit union being available here, even if it's just once a week." • "Would be good to have facilities for school children to do homework. A coffee shop if there weren't so many about." • "Paid opportunities for local people. A wide range of computer courses from beginners to ECDL Advance, Web Page Design etc. A community newsletter Links with Cardiff & Vale outreach courses and University Outreach

			<i>Courses. School Children should not be allowed to use computers in school hours."</i>
Parking	10	12.7%	<ul style="list-style-type: none"> • <i>"Has any thought been given to parking."</i> • <i>"Concern is parking by hub."</i>
Would not use / Not needed / Waste of money	9	11.4%	<ul style="list-style-type: none"> • <i>"I am not convinced that Llanishen needs another community building. It would make more sense to me to put these services into the leisure centre which has a car park and good bus service."</i> • <i>"I do not see the need for this hub at a time when the Council should be looking to make savings or invest in better current facilities. The Station site could be sold for redevelopment or let out to generate income for the council. Llanishen leisure centre is in dire need of additional investment for a start."</i>
Alternative locations	5	6.3%	<ul style="list-style-type: none"> • <i>"More money being wasted rather than improving the facilities that Llanishen/Thornhill already have!!!! Most people have mobile phones etc. so the only thing that would be useful is a library and surely that can be facilitated in the leisure centre which is a 'hub' for people already!"</i>
Disabled Facilities	5	6.3%	<ul style="list-style-type: none"> • <i>"Disabled and cannot walk far. Disabled parking required for use of Hub."</i>
Other	29	36.7%	<ul style="list-style-type: none"> • <i>"I hope this New Hub will not mean the Library at Rhydypennau and Rhiwbina will be closed!!!"</i> • <i>"Are the police going to share the premises and regain a presence in the village? What is happening to the rooms upstairs?"</i> • <i>"Llanishen / Lisvane / Thornhill is desperately in need of a take away / fish & chip shop / restaurant open in the evenings."</i> • <i>"Am very concerned about pot holes and road surfaces in Cardiff north areas."</i>

RESPONDENT PROFILE

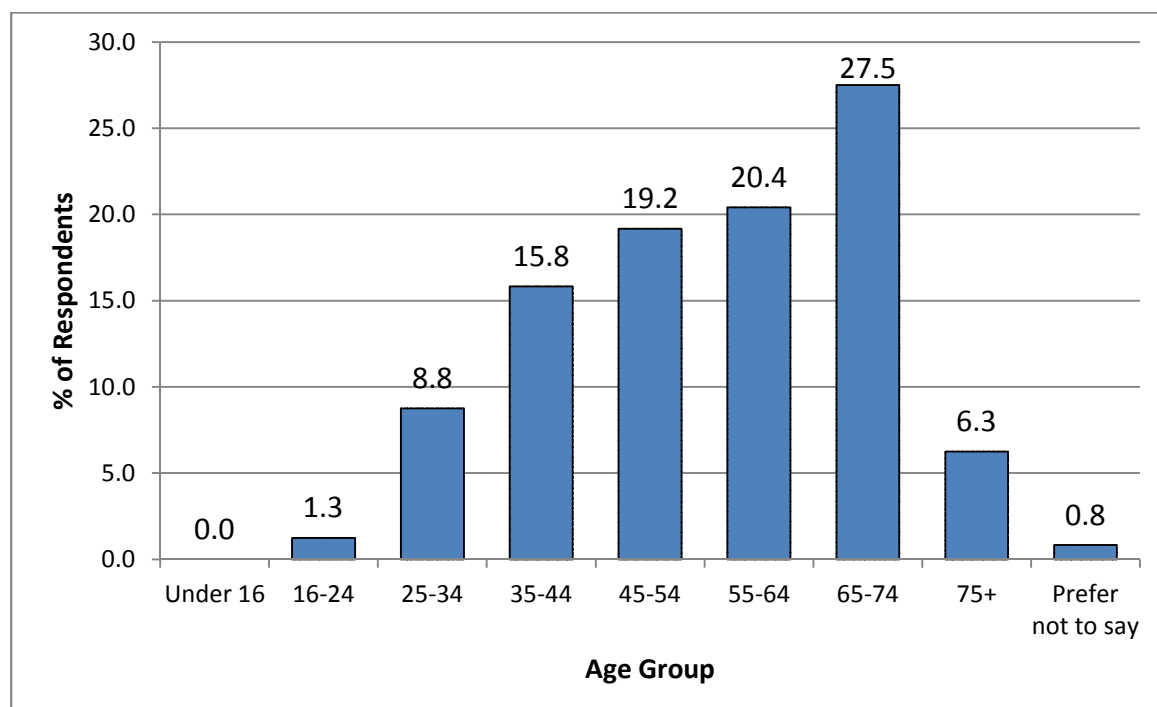
Gender

Almost three-fifths (58.4%) of the respondents were female, whereas only around two-fifths (41.2%) were male.

Gender	No.	%
Male	100	41.2
Female	142	58.4
Transgender	0	0.0
Prefer not to say	1	0.4
TOTAL RESPONDENTS	243	100.0

Age

Just over one-third of the respondents were aged 65+ (33.8%), with the most common age being 65-74 (27.5%). In contrast, just 1.3% of respondents were aged under twenty-five.



Do you consider yourself to have a disability?

Around one in seven respondents (14.1%) considered themselves to have a disability.

Response	No.	%
Yes	33	14.1
No	194	82.9
Prefer not to say	7	3.0
TOTAL RESPONDENTS	234	100.0

Please tick any of the following that apply to you:

Approximately one in eight (12.1%) of those completing the survey said that they had a long-standing illness or health condition, while 8.1% suffered from mobility impairment and 6.9% were deaf/deafened/hard of hearing.

Response (Base: 248)	No.	%
Long-standing illness or health condition (e.g. cancer, HIV, diabetes, or asthma)	30	12.1
Mobility impairment	20	8.1
Deaf/Deafened/Hard of hearing	17	6.9
Mental health difficulties	12	4.8
Visual impairment	6	2.4
Wheelchair user	0	0.0
Other	9	3.6

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

What is your ethnic group?

Nine-tenths (96.3%) of respondents stated that they belonged to a white ethnic group, and 3.0% preferred not to say.

Ethnic Group	No.	%
White:		
Welsh/English/Scottish/Northern Irish/British	217	91.6
Irish	3	1.3
Gypsy or Irish Traveller	0	0.0
Other	8	3.4
Mixed/Multiple Ethnic Groups:		
White & Black Caribbean	1	0.4
White & Black African	0	0.0
White & Asian	0	0.0
Asian/Asian British:		
Pakistani	0	0.0
Bangladeshi	0	0.0
Chinese	1	0.4
Other	0	0.0
Black/African/Caribbean/Black British:		
African	0	0.0
Other	0	0.0
Any other ethnic group	0	0.0
Prefer not to say	7	3.0
TOTAL RESPONDENTS	237	100.0

**CITY OF CARDIFF COUNCIL
CYNGOR DINAS CAERDYDD**



CABINET MEETING: 10 MARCH 2016

NON-DOMESTIC RATES - WRITE OFFS

REPORT OF CORPORATE DIRECTOR RESOURCES

AGENDA ITEM: 4

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

Appendices A and B to this report are exempt from publication by virtue of paragraph 14 of Part 4 and paragraph 21 of Part 5 of Schedule 12A of the Local Government Act 1972

Reason for this Report

1. The purpose of this report is to obtain formal authorisation to write off Non-Domestic Rate debts which exceed £100,000 in value. This request is made in accordance with Part 3, section 2, of the Cardiff Council Constitution, Executive Decision making function number 20.

Background

2. Cardiff Council has a statutory obligation to levy and collect business rates from all relevant non-domestic properties in its area. There are around 12,000 rating assessments currently shown in the Rating List leading to rate liabilities varying in size from £250 to over £1.75 million per year. All business rate income collected is paid into a National Pool for Wales and redistributed back to local authorities on a per capita basis. This year Cardiff Council is responsible for billing and collecting approximately £195 million worth of business rates and inevitably there are occasions where collection of the full tax is not possible resulting in the writing off the outstanding debt.
3. This course of action is taken only after all possible recovery options have been exhausted. These include sending reminders, final notices, and the obtaining of liability orders from the Magistrate's Court, which then entitles the authority to instigate further action such as bankruptcy/liquidation proceedings or the ability to levy distress, (the distraining and selling of taxpayer's goods, the proceeds then being used to offset against the debt).

Issues

4. The confidential appendices detail a number of accounts which have an outstanding rate liability in excess of £100,000 and give a brief history of each case. The liabilities relate to occupied property rate charges and despite officer's best efforts it is highly unlikely that the outstanding debt will ever be recovered. (If any money is subsequently received the accounts will be adjusted accordingly).

Reason for Recommendation

5. It is recommended that the debts are written off as they are irrecoverable.

Legal Implications

6. The debts to be written off exceed the level at which officers have delegated powers to deal with, and therefore authorisation is required from the Cabinet.

Financial Implications

7. Business rates are collected on behalf of the Welsh Government. All collections are pooled and redistributed back to local government on a per capita basis. The cost of all write offs are borne by the pool and not directly by the Council.

RECOMMENDATION

Cabinet is recommended to authorise the write off of debts amounting to £699,136.70 as outlined in Appendix A

CHRISTINE SALTER

Corporate Director
4 March 2016

The following confidential Appendices are attached

Appendix A – Summary of the debts to be written off.
Appendix B – Details of each case.

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

Document is Restricted

This page is intentionally left blank

**CITY OF CARDIFF COUNCIL
CYNGOR DINAS CAERDYDD**



CABINET MEETING: 10 MARCH 2016

PAY POLICY 2016/17

REPORT OF CORPORATE DIRECTOR RESOURCES

AGENDA ITEM: 5

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

Reason for this Report

1. To ask the Council to agree a Pay Policy Statement for 2016/17, in accordance with the requirements of the Localism Act 2011.

Background

2. The City of Cardiff Council understands the importance of having a clear written policy on pay for employees. The policy statement will provide a framework to ensure that employees are rewarded fairly and objectively without discrimination.
3. The Council also has a statutory requirement under the Localism Act 2011 to prepare a pay policy statement on an annual basis. The first statement was in place by 31st March 2012 and they have been produced annually since. Agreement (and subsequent publication) of this fifth annual Pay Policy Statement will ensure continued compliance with this legislation.
4. The focus of the legislation is about transparency of pay for Chief Officers and how their pay compares with lower paid employees in the Council. However, in the interests of transparency and accountability the Council has chosen since 2011 to take a broader approach and produce a policy statement covering all employee groups with the exception of teachers (as the remuneration for this latter group is set by the Secretary of State and therefore not in local authority control). This policy also excludes Members of the Council as they are not employees and are governed by separate legislation via the Independent Remuneration Panel for Wales
5. The legislation also requires the Council to provide information about redundancy payments that are made to employees who leave the organisation. The Voluntary Redundancy policy was reviewed in January 2015 with the changes taking effect from 3rd April 2015. Following recent annual review, Cabinet in January 2016 agreed that there will be no change to the Voluntary Redundancy policy for 2016/17.

6. In February 2014 the Welsh Government published statutory guidance entitled Pay Accountability in Local Government in Wales - Guidance under section 40 of the Localism Act. This guidance has been revised and replaced with a document of the same title dated January 2016. The main change concerns an issue which was emerging and which was highlighted in last year's Cabinet report and Pay Policy document. This relates to the transparency requirement from Welsh Government that Chief Officer severance packages over a particular threshold need to be considered by Full Council. Welsh Government have confirmed that they consider £100,000 to be the appropriate level for this threshold. The guidance from Welsh Government dated January 2016 clarifies which elements should be included in this £100,000 threshold ie salary paid in lieu, lump sum redundancy/severance payment and cost to the authority of the strain on the pension fund arising from providing early access to an unreduced pension . The Council duly complied with this requirement in 2015/16 in instances when this threshold was exceeded for Chief Officers and will continue to do so based on confirmation now provided by Welsh Government.
7. The other issue raised last year concerning pay awards for JNC for Chief Officers has been addressed by last year's agreed inclusion by Cabinet and Full Council of paragraph 15.5 in the pay policy statement that the Council will pay such nationally agreed pay awards as and when determined. This is reflected in the policy statement attached along with recently amended guidance relating to the Independent Remuneration Panel for Wales. Clarification has now been received from the IRP in relation to Section 39 of the Local Government (Wales) Act 2015 regarding salaries of Chief Officers. The IRP have confirmed that it will be sufficient for the Welsh Local Government Association (as the Local Government Employers Organisation for Wales) to notify the IRP of nationally negotiated pay increases for Chief Officers rather than each authority having to do so individually. The IRP however reserves the right to examine the award as both appropriate and reasonable and have agreed with WLGA to reach a conclusion within a timescale that does not delay payment.
8. Whilst Welsh Government Guidance does not reference future or impending legislation , there are possible changes which may impact on all Councils' published pay policies particularly in relation to reward of Chief Officers. Central Government has introduced legislation regarding the repayment of severance payments by senior officers earning £80,000 or over where they return to the public sector within 12 months of leaving their previous post .Additionally the Government's Enterprise Bill 2015 contains provisions to introduce a £95,000 cap on public sector exit payments on English Authorities. However, devolved governments in Scotland, Northern Ireland and Wales are able to determine if and how they wish to take this forward. Confirmation has now been received that the Minister for Public Services will be advising the National Assembly for Wales to oppose a Legislative Consent Motion (LCM) for a £95k cap on public sector exit payments as defined by the Enterprise Bill. Once legislation is confirmed on these and any other relevant legislative matters, the Council will need to comply with such requirements, as appropriate

Reason for Recommendation

9. To respond to the legal requirement under the Localism Act 2011 but the production of the policy statement will also provide openness and accountability in how the Council rewards its staff.

Legal Implications

10. Under Section 38 of the Localism Act 2011 the Council must prepare a Pay Policy Statement for each financial year before the commencement of that year. The Pay Policy Statement for 2016/17 must therefore be approved by 31st March 2016.

The Act requires the Policy to cover certain specific matters and the Welsh Government has issued statutory Guidance in relation to Pay Policies.

The proposed Pay Policy for 2016/17 meets the requirements of the Act and Welsh Government Guidance.

The Pay Policy must be published in such manner as the Council thinks fit. The practice is to publish the Pay Policy on the Council's website.

The Council's pay structures are considered to be compliant with Equalities legislation.

Financial Implications

11. The rates of pay and conditions set out in the Pay Policy Statement are reflected in the Council's budget for 2016/17.

Human Resource Implications

12. The recommendation will not impact on employees across the Council as it merely outlines in one policy, existing and agreed arrangements for pay and remuneration of employees.

RECOMMENDATION

Cabinet is recommended to approve the attached Pay Policy Statement 2016/17 (Appendix 1) for consideration by Council on 24 March 2016.

CHRISTINE SALTER

Corporate Director
4 March 2016

The following appendices are attached:

Appendix 1 – Pay Policy Statement 2016/17
Appendix 2 – Pay Scales for City of Cardiff Council

CITY OF CARDIFF COUNCIL**PAY POLICY STATEMENT 2016/17****INTRODUCTION AND PURPOSE**

1. The City of Cardiff Council recognises the importance of managing pay fairly and consistently in a way that motivates employees to make a positive contribution to the Council's business. The decisions that are taken regarding pay are crucial to maintaining equality across the Council. The production of a Pay Policy Statement supports this approach and will provide transparency.

SCOPE

2. The Localism Act 2011 requires authorities to develop and make public a pay policy statement on all aspects of Chief Officer remuneration (including on ceasing to hold office), and that pertaining to the 'lowest paid' in the authority, explaining their policy on the relationship between remuneration for Chief Officer and other groups. However, in the interests of transparency and accountability the Council has chosen to take a broader approach and produce a policy statement covering all employee groups with the exception of teachers (as the remuneration for this latter group is set by the Secretary of State and therefore not in local authority control). This policy does not apply to Members of the Council as they are not employees and are governed by separate legislation via the Independent Remuneration Panel for Wales.

LEGISLATION

3. In determining the pay and remuneration of all its employees, the Council will comply with all relevant legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, Agency Workers Regulations 2010 and where relevant the Transfer of Undertakings (Protection of Employment) Regulations 2006. With regard to the Equal Pay requirements contained within the Equality Act, the Council will ensure there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality proofed Job Evaluation mechanisms which directly relate salaries to the requirements, demands and responsibilities of the role.
4. This policy statement incorporates the Cardiff Council's pay policy statement as required by the Localism Act 2011. This policy statement also complies with requirements under Section 143A of the Local Government (Wales) Measure 2011 and Section 39 of the Local Government (Wales) Act in relation to the Independent Remuneration Panel for Wales.

RESPONSIBILITY AND SCOPE

5. The Council is directly responsible for a budget of £570 million (2016/17) and for the employment of 13,145 employees (as at December 2015). The Council provides services to a total population of 346,100 residents (according to the 2011 Census). Cardiff's Liveable City Report has given an updated figure for October 2015 as 354,300, residents. In January 2015 the Council was recorded as having a Council housing stock of 13,646 and in September 2015 there were 53,056 pupils enrolled in

our schools. During 2013 there were also 18.9m visitors that came to the city, of those some 17.07m were day visitors.

DEFINITIONS

6. **Chief Officer** – the Localism Act 2011 defines Chief Officer as:
- Head of Paid Service - in Cardiff this is the Chief Executive
 - Monitoring Officer – in Cardiff this is the Director of Governance & Legal Services
 - Statutory Chief Officers – in Cardiff these are -
 - Director for Education and Lifelong Learning,
 - Director of Social Services
 - Corporate Director Resources who undertakes the role of Section 151 Officer
 - Non-statutory Chief Officers – this refers to non-statutory posts that report directly to the Head of Paid Service so in Cardiff this would be –
 - Director for Economic Development
 - Director for City Operations
 - Director for Communities, Housing and Customer Services.
 - Deputy Chief Officers – this refers to officers that report directly to statutory or non-statutory Chief Officers. In Cardiff this includes –
 - Assistant Director for Education and Lifelong Learning
 - Assistant Director for Children’s Services
 - Assistant Director for Adult Services
 - Assistant Director for Environment
 - Assistant Director for Housing and Communities
 - Assistant Director for Customer Services and Communities
 - Head of Service for Finance
 - Head of Performance and Partnership
 - Chief Officer for HR People Services

There are also some Operational Managers that report directly to statutory or non-statutory Chief Officers (Directors of Economic Development; Governance and Legal Services; Social Services; and City Operations) and so for the purposes of this policy these posts are included within this definition. Operational Managers are employed on the same terms and conditions as the Council’s Heads of Service and Chief Officers as indicated in paragraph 13.1.

7. **Lowest Paid Employees** – the Localism Act 2011 requires the Council to define its ‘lowest paid employee’ within our pay policy statement. Within the Council our lowest paid employees are those appointed on SCP6 of the NJC nationally agreed pay spine. However, since 1st September 2012 the Council has adopted the Voluntary Living Wage for its’ employees. Therefore, the minimum pay is currently £7.85 per hour. This is to rise to £8.25 per hour from 1st April 2016.
8. The Government will introduce a compulsory National Living Wage for over 25 year olds at £7.20 per hour from April 2016. Therefore this will not impact on the Council as the Voluntary Living Wage has a higher hourly rate at £8.25 (from 1st April 2016). The impact on budgets will be considered by Finance.
9. **Pay** – the Localism Act 2011 defines remuneration as ‘salary, bonuses, charges, fees or allowances payable, any benefits in kind, increase or enhancement of pension entitlement. This definition is adopted for the term **pay** used in this policy.

KEY PRINCIPLES

10. This policy statement aims to ensure that all employees are rewarded fairly and without discrimination for the work that they do. It reflects fairness and equality of opportunity, the need to encourage and enable employees to perform to the best of their ability and the commitment to operate a transparent pay and grading structure.
11. The Council recognises that pay is not the only means of rewarding and supporting employees and offers a wider range of benefits, i.e. flexible working, access to learning, etc.
12. To ensure these principles are embedded the Council will ensure that there are clear and rational processes for setting and reviewing salaries for all employees, and that there is sufficient flexibility to take into account the pay market and recruitment and retention factors.
13. Any policy statement on pay has to be affordable and support the provision of high quality public service.

PAY DETAILS

14. Pay Ranges – previous ‘NJC Green Book’ and ‘JNC Craft’ Employees
 - 14.1 All previous NJC Green Book and JNC Craft positions within the Council have gone through a job evaluation (JE) process using the Greater London Provincial Council (GLPC) scheme, following the signing of Collective Agreements with UNISON, GMB and Unite.(Green book) and UNISON, GMB , Unite and UCATT (JNC Craft)
 - 14.2 The Council has linked the scores from the job evaluation results directly to the NJC pay structure. This national pay structure ranges from spinal column point (SCP) 6 to 49 which equates to £13,614 (proposed £14,514 from 1st April 2016) to £42,032 (proposed £42,452 from 1st April 2016). Within Cardiff we have agreed 10 grades that span across SCPs 6-46 which equates to £13,614 (proposed £14,514 from 1st April 2016) to £40,217 (proposed £40,619 from 1st April 2016). Each grade has a number of incremental points. More information about the GLPC Scheme and the grades of the Council can be found in the Council’s Single Status Collective Agreement. The agreed grades can be seen at Annex 1.
 - 14.3 When negotiating the Single Status Collective Agreement it was agreed that the Council would not use the lowest point of SCP4 and so we deleted that from our pay range along with SCP5 being deleted from 1st October 2015. This had a positive impact on the lowest paid employees of the Council. However, please note that as per paragraph 6 the Council since September 2012 has paid the Voluntary Living Wage.
15. Pay Ranges –Chief Officers and Operational Managers
 - 15.1 Section 143a of the Local Government (Wales) Measure 2011, as inserted by section 63 of the Local Government (Democracy) (Wales) Act 2013 refers to the Independent Remuneration Panel in Wales (“the IRP”) and sets out their functions in relation to salaries of heads of paid service. Authorities must, before making a change to the salary of its head of paid service which is not commensurate with a change to the salaries of the authority’s other staff:
 - consult the IRP about the proposed change; and

- have regard to any recommendation received from the IRP when deciding whether or not to proceed with making the change

15.2 Section 39 of the Local Government (Wales) Act then extended the duties of the Independent Remuneration Panel in Wales (the IRP) from 26/1/16 to require that all local authority proposed chief officer changes in pay which are ‘not commensurate with a change to the salary of the authority’s other staff’ be submitted to the IRP for their recommendation before the change is made, and that the authority have regard to any recommendation received from the IRP when deciding whether or not to proceed with the change. Clarification has now been received from the IRP in relation to Section 39 of the Local Government (Wales) Act 2015 regarding salaries of Chief Officers. The IRP have confirmed that it will be sufficient for the Welsh Local Government Association (as the Local Government Employers Organisation for Wales) to notify the IRP of nationally negotiated pay increases for Chief Officers rather than each authority having to do so individually. The IRP however reserves the right to examine the award as both appropriate and reasonable and have agreed with WLGA to reach a conclusion within a timescale that does not delay payment.

15.3 The Council will abide by both these provisions and all references to Council processes for determining any aspect of chief executive or chief officer pay should be read as including this stage, where the relevant change is not ‘commensurate with a change to the salary of the authority’s other staff’.

15.4 Posts at Operational Manager and above are employed on JNC Chief Officer terms and conditions and pay levels for these posts have been evaluated using the Hay Job Evaluation Scheme since 1999.

15.5 The JNC for Chief Officers negotiates on national (UK) annual cost of living pay increases for this group, and any award of same is determined on this basis. Chief Officers employed under JNC terms and conditions are contractually entitled to any national JNC pay rises. This Council will therefore pay these nationally agreed pay awards as and when determined unless full Council decides otherwise.

15.6 The following table shows the pay for the Senior Management structure:

Level	Salary*
Chief Executive	£170,000
Corporate Director Resources	£130,000
Directors	£120,000
Chief Officers Assistant Directors	£81,600
Operational Managers	<u>Level 1</u> 5 points from £53,596 - £65,313 <u>Level 2</u> 5 points from £43,8622 - £52,984

* The National Pay award for JNC for Chief Officers and JNC for Chief Executives not yet finalised for 2016/17.

15.7 When a Hay Job Evaluation is carried out on Chief Officers posts Hay are asked to provide information about salary levels based on their assessments of relative job sizes and benchmarking against market comparisons for posts of similar size and complexity. Any report from Hay on changes to salary levels would be presented to the Council’s Employment Conditions Committee (ECC) which has the following

functions delegated to it under the Council's Constitution: (a) *To consider and determine policy and issues arising from the organisation, terms and conditions of Chief Officers and Deputy Chief Officers (as defined in the Local Authorities (Standing Orders) (Wales) Regulations 2006), together with any other category of employee specified in Regulation from time to time where this is necessary, subject to the approval of Council in respect of any determination or variation of the remuneration of Chief Officers.* (b) *To decide requests for re-grading of Chief Officers and Deputy Chief Officers (as defined in the Local Authorities (Standing Orders) (Wales) Regulations 2006), together with any other category of employee specified in Regulation from time to time, whether by way of appeal by an employee against a decision to refuse a re-grading application or to decide applications for re-grading which are supported, subject to the approval of Council in respect of any determination or variation of the remuneration of a Chief Officer.*

15.8 Since 2009/10 the Council has published pay details for Chief Officer posts on its website, while prior to this the number of officers at each salary band over £60,000 were set out. The information can be found in the 'Statement of Accounts' which is accessed via the tab 'Your Council' and then the link to 'Council Finance'. The Chief Executive pay has been published on the website since 2010.

15.9 The current pay levels within the Council define the multiple between the lowest paid (full time equivalent) employee (£15,917) and the Chief Executive (£170,000) as [1:11] and; between the lowest paid employee (£15,917) and median Chief Officer (£120,000) as [1:8].

The multiple between the median full time equivalent earnings (£21,058) and the Chief Executive (£170,000) is [1:8] and; between the median full time equivalent earnings (£21,058) and median Chief Officer (£120,000) is [1:6].

These figures are based on proposed basic salary on 1st April 2016.

15.10 The Council does not use performance related pay or bonuses for Chief Officers.

16. Pay Ranges – Employees other than Chief Officer and previous 'Green Book' and 'Craft' employees

16.1 The Council also has employees on other national terms and conditions, i.e. JNC Youth and Community, Soulbury and Teacher terms and conditions. Pay for these are based on the relevant nationally agreed rates of pay. Pay rates are included in Appendix 2 for information.

17. Incremental Progression – all employees

For 'Green Book', 'Craft' employees and Operational Managers incremental progression is not automatic but is dependent upon a successful performance review. Following a successful performance review increments are normally effective from the 1st April each year. For 'Green Book' and 'Craft' employees, this requirement is detailed in the relevant Single Status Collective Agreement and for Operational Managers this is contained within their national terms and conditions.

18. Salary on Appointment – all employees

Posts are advertised on the agreed grade/ range for that particular post and information regarding the minimum and maximum pay is provided in the

advertisement. In practice most appointments are made at the bottom of the range, but there is discretion to appoint at a higher point on the range. This would usually be to match a candidate's current level of pay in particular circumstances.

19. Pay Review – all employees

All pay is reviewed in line with the national pay awards negotiated by the local government employers in conjunction with the recognised Trade Unions at a national level. Please see paragraph 14.2 in relation to JNC for Chief Officer national pay awards.

20. Market supplements – all employees

It is recognised that there will be exceptional occasions where the market rate for certain key jobs is higher than that provided for by the new pay and grading structure. In these circumstances, the grading of the post will be reviewed in accordance with the new Market Supplement Scheme agreed as part of the Council's single status package. The scheme is applicable to all those covered by the green book, Craft employees, JNC for Chief Officers, JNC for Youth & Community Workers and those on Soulbury terms and conditions. The Market Supplement payment which was paid to Children's Social Workers was removed from 1st October 2015.

ADDITIONAL PAYMENTS

21. Employees employed under the previous 'Green Book' and 'Craft' terms and conditions are now paid on the same terms and conditions and pay scales through job evaluation. However, a tool allowance has been retained for relevant craft posts.

NJC 'Green Book' and JNC 'Craft' Employees

22. Additional payments are made as detailed in their respective Collective Agreements. The types of additional payments made include: overtime and Saturday and Sunday working at time and a half, recalls to work attract a minimum payment of 2 hours payment, public holiday payments, car allowances, motorcycle and bicycle allowances, stand by and call out payments, night /evening /unsocial hours payments, shift work allowance, sleeping in duty payment, first aid allowance, relocation payment and payment for professional subscriptions. For the financial year 2016/17 payments for interview expenses, relocation expenses and professional subscriptions (which are not legal requirements of a post) will continue to cease in order to manage a budget deficit.

23. Chief Officers and Operational Managers – the following additional payments are made:

- 23.1 Car, motorcycle and bicycle allowances - the Council has negotiated with trade unions to harmonise car allowances for all Council employees and uses the single rate based on the HMRC arrangements that will be paid for business mileage, i.e. currently 45p per mile.

- 23.2 Interview Expenses and Relocation Assistance For the financial year 2016/17 both of these will continue to cease in order to manage a budget deficit.

- 23.3 Professional Subscriptions – For the financial year 2016/17 these will continue only be paid by the Council where it is an essential requirement of the post. From 1st April

2016, there is a requirement for all Schools Learning Support Workers (Teaching Assistants) to be registered with the Education Workforce Council (EWC). As it is a statutory requirement, the Council will be funding the £15 registration fee for the 2,400 employees affected.

23.4 Returning Officer fees - the appointment of Electoral Registration Officer is required by S8 Representation of the People Act 1983, and the appointment of Returning officer by S35 Representation of the People Act 1983. In Cardiff whilst the role of Electoral Registration Officer and Returning Officer is part of the job description of the Chief Executive, it continues to be carried out by the Section 151 Officer. The fee for parliamentary, European Union, Welsh Government, Police and Crime Commissioner elections and all referenda are set by legislation. For these externally sponsored elections the fee is funded through grant awarded by the Welsh Government in respect of its election and by Central Government in respect of the other elections. Local authorities have the discretion to set the fee for local elections. In the Council the fee for local elections (including ordinary and casual) is set in line with the fee agreed for the Welsh Government elections.

24. Other Employees

The Council is looking to negotiate with trade unions to harmonise the additional payments for JNC Youth and Community and Soulbury employees with those paid to 'Green Book' and 'Craft' employees. Due to the work associated with the workforce package implemented by the Council, negotiations for the other groups have been delayed and will start in the next financial year.

HONORARIA AND ACTING UP SCHEMES

25. The Council has schemes for the payment where an employee acts up into a post at a higher level of pay or where they undertake additional duties at a higher level of responsibility. These schemes are applicable for all Council employees. For the financial year 2016/17 use of the honoraria scheme will continue to be withdrawn in order to manage a budget deficit.

ANNUAL LEAVE

26. Green Book and Craft employees, Chief Officers and Operational Managers
27 days & 32 days after 5 years service. Plus 8 bank holidays

27. Other Employees
JNC Youth & Community – 30 days & 35 days after 5 years service.
Soulbury – 25 days rising to 30 days after 5 years service.
Plus 8 bank holidays and also 4 extra statutory days for both groups

28. The entitlements to annual leave are pro rata for part time employees.

29. The Council introduced an Annual Leave Purchase scheme, whereby employees can purchase up to 10 days annual leave, which is then payable by monthly deductions during the leave year. As at December 2015, 156 employees had accessed the scheme.

PENSIONS AND REDUNDANCY/ SEVERANCE PAYMENTS

30. All Council employees (with the exception of teachers) are entitled to join the local government pension scheme (LGPS) which is offered by the Local Government Employers. If employees are eligible they will automatically become a member of the scheme (to join they must have a contract for at least 3 months duration and be under the age of 75). Employees can decide to opt out of the scheme. The benefits and contributions payable under the Fund are set out in the LGPS regulations.
31. The current level of contribution to the scheme by employees is:

FTE Pay	% Employee Contribution
Up to £13,500	5.5
£13,501 to £21,000	5.8
£21,01 to £34,000	6.5
£34,001 to £43,000	6.8
£43,001 to £60,000	8.5
£60,001 to £85,000	9.9
£85,001 to £100,000	10.5
£100,001 to £150,000	11.4
More than £150,000	12.5

32. Teachers are entitled to join the Teachers' Pensions scheme. As the Teachers Pensions scheme is operated externally further information can be found on www.teacherspensions.co.uk.
33. The Council's current published statements relating to pensions was agreed by the Cabinet on 12th June 2014 for implementation in 30th June 2014 and the relevant document is available on the Council's website. A change to the way redundancy payments are calculated was agreed by Cabinet on 26th January 2015 and is detailed below in paragraph 34.

The document provides details of the Council's policy on making discretionary payments on early termination of employment under Regulation 7 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006. The document also provides details of the Council's policy on increasing an employees total pension scheme membership and on awarding additional pension under Regulation 66 of the Local Government Pension Scheme (Administration) Regulations 2008.

34. The arrangements set out in the document referred to above applies to all employees of the Council irrespective of grade or status. The most relevant sections are detailed below:

The power to pay lump sum compensation of up to 104 weeks - the Council's policy for utilising this discretion is that the statutory redundancy table is multiplied by a factor of 1.5 subject to a maximum of 45 weeks from 3rd April 2015.

The power to Increase a Statutory Redundancy Payment – the Council's policy for utilising this discretion is that redundancy payments to be based on actual weeks pay up to a maximum of £475 per week (as at 3rd April 2015) or actual pay whichever is

the lesser. The maximum figure to be adjusted by the statutory amount for a week's pay, as announced annually by the Department of Business Innovation and Skills.

NATIONAL INSURANCE CHANGES FROM 1ST APRIL 2016

35. From 1st April 2016, employees paying into either the Local Government Pension Scheme or Teachers' Pension scheme will see an increase in their National Insurance contributions. This is due to the contracting out rebate being removed for employees. Therefore, an employee earning £25,000 will see an increase of approximately £22 per month in NI contributions. The Council will also see an increase in employers NI contributions due to the changes.

RE-EMPLOYMENT OF STAFF

36. The Council now has a policy regarding re-employment of employees (at any level) who take voluntary redundancy from the Council which was agreed at Cabinet on 26th January 2015.
37. The Council's agreed policy is that from April 2015 employees requesting voluntary redundancy have to agree to the following condition - given the Council's obligation to safeguard public funds, they will be precluded from returning to employment (which includes permanent, temporary, casual and agency) within the Council (including schools) for a period of 12 months from the date of their termination.
38. The Council does not believe that it employs any individual in a manner that seeks to avoid tax.
37. Within the Council under the pension fund discretionary policies there is generally no abatement of pension following re-employment except under the following circumstances:
 - (a) Where a person has been awarded compensatory added years (CAY's) under LGPS Compensation Regulations the pension may be abated. This is a requirement of the compensation regulations but these will be historical cases as CAY's can no longer be granted.
 - (b) Where a person has retired under tier 1 ill health provisions and is subsequently re-employed. This is because the certification for tier 1 supposes that the person is permanently unfit for all work. Other tiers of ill health or other retirements would not lead to abatement on re-employment.

Abatement, where it applies, would be based on non betterment that is the pension + pay in new employment should not exceed the pay at the point of retirement (adjusted for pension increases). Under (a) the abatement would only apply to the pension from CAY's.

ACCOUNTABILITY AND DECISION MAKING

38. In accordance with the Constitution of the Council the Cabinet are responsible for decision making in terms of pay, terms and conditions and redundancy arrangements in relation to employees of the Council. The exception to this is that the Employment Conditions Committee are responsible for posts at Chief Officer level and above as detailed above in paragraph 13.3.

39. Any redundancy packages above £100,000 must be agreed by full Council. The redundancy package includes any redundancy payment (from 3 April 2015, statutory redundancy pay of 30 weeks plus an additional 15 weeks), contractual notice period and full cost of early release of pension (as required under Regulation 68(2) of the Local Government Pension Scheme). Confirmation has been received that Welsh Government will recommend to the National Assembly to oppose the Legislative Consent Motion on the £95k cap on public sector exit payments as defined in the Enterprise Bill.
40. An updated pay policy statement will be agreed by the full Council annually in line with the legislation and full Council will ensure compliance with the pay policy statement. Where any legislation impacts on this pay policy, the Council will need to comply with such requirements, as appropriate.

REVIEW OF THE POLICY

41. This policy statement will be kept under review and developments considered in the light of external best practice and legislation. The policy statement may also be reviewed as part of the Council's existing Scrutiny arrangements. The Council will ensure the policy statement is updated on an annual basis in line with the requirement of the Localism Act 2011. The annual policy statement will be submitted to Cabinet and then full Council by March of each year.

Salary Scales

SCP	Job Evaluation Scores (GLPC scheme)	FTE SALARY	MONTHLY	HOURLY	Living Wage Hourly Rate (as at 1st April 2015)
					£15,145

NJC for Local Government (as at 1st January 2015)

GRADE 1

6	1 - 247	13614	1134.50	7.0565	7.85
7		13715	1142.92	7.1088	7.85

GRADE 2

8	248 - 286	13871	1155.92	7.1897	7.85
9		14075	1172.92	7.2954	7.85
10		14338	1194.83	7.4318	7.85
11		15207	1267.25	7.8822	

GRADE 3

11	287 - 327	15207	1267.25	7.8822	
12		15523	1293.58	8.0460	
13		15941	1328.42	8.2626	
14		16231	1352.58	8.4130	
15		16572	1381.00	8.5897	
16		16969	1414.08	8.7955	

GRADE 4

16	328 - 369	16969	1414.08	8.7955	
17		17372	1447.67	9.0044	
18		17714	1476.17	9.1816	
19		18376	1531.33	9.5248	
20		19048	1587.33	9.8731	
21		19742	1645.17	10.2328	

GRADE 5

21	370 - 409	19742	1645.17	10.2328	
22		20253	1687.75	10.4977	
23		20849	1737.42	10.8066	
24		21530	1794.17	11.1596	
25		22212	1851.00	11.5131	
26		22937	1911.42	11.8889	

GRADE 6

26	410 - 454	22937	1911.42	11.8889	
27		23698	1974.83	12.2833	
28		24472	2039.33	12.6845	
29		25440	2120.00	13.1862	
30		26293	2191.08	13.6284	
31		27123	2260.25	14.0586	

GRADE 7

31	455 - 499	27123	2260.25	14.0586	
32		27924	2327.00	14.4738	
33		28746	2395.50	14.8998	
34		29558	2463.17	15.3207	
35		30178	2514.83	15.6421	
36		30978	2581.50	16.0567	

GRADE 8

36	500 - 544	30978	2581.50	16.0567	
37		31846	2653.83	16.5066	
38		32778	2731.50	16.9897	
39		33857	2821.42	17.5490	
40		34746	2895.50	18.0098	

GRADE 9

40	545 - 589	34746	2895.50	18.0098	
41		35662	2971.83	18.4846	
42		36571	3047.58	18.9557	
43		37483	3123.58	19.4284	

GRADE 10

43	590 +	37483	3123.58	19.4284	
44		38405	3200.42	19.9063	
45		39267	3272.25	20.3531	
46		40217	3351.42	20.8455	

Other		0	0.00	0.0000	
-------	--	---	------	--------	--

SCP	FTE SALARY	MONTHLY	HOURLY

JNC CHIEF OFFICERS (as at 1st January 2015)

OM2

1	43862	3655.17	22.7348
2	46169	3847.42	23.9306
3	48177	4014.75	24.9714
4	50579	4214.92	26.2164
5	52984	4415.33	27.4630

OM1

1	53596	4466.33	27.7802
2	56573	4714.42	29.3233
3	59551	4962.58	30.8669
4	62366	5197.17	32.3260
5	65313	5442.75	33.8535

Chief Off/Asst Dir

1	81600	6800.00	42.2954
---	-------	---------	---------

Director

1	120000	10000.00	62.1992
---	--------	----------	---------

Corp Dir

1	130000	10833.33	67.3825
---	--------	----------	---------

Chief Executive

1	170000	14166.67	88.1155
---	--------	----------	---------

NATIONAL MINIMUM WAGE (as at 1st October 2015)**NMW - Point 1 (16 to 17 years of age)**

1	7466	622.17	3.87
---	------	--------	------

NMW - Point 2 (18 to 20 years of age)

2	10225	852.08	5.30
---	-------	--------	------

NMW - Point 3 (21 years and above)

3	12926	1077.17	6.70
---	-------	---------	------

TEACHERS (as at 1st September 2015)

Teacher (Main Pay Range)

			Daily Rate
1	22244	1853.67	114.0718
2	24002	2000.17	123.0872
3	25932	2161.00	132.9846
4	27927	2327.25	143.2154
5	30128	2510.67	154.5026
6	32831	2735.92	168.3641

Teacher (Upper Pay Range)

			Daily Rate
1	35218	2934.83	180.6051
2	36523	3043.58	187.2974
3	37871	3155.92	194.2103

Unqualified Teacher

			Daily Rate
1	16298	1358.17	83.5795
2	18194	1516.17	93.3026
3	20088	1674.00	103.0154
4	21984	1832.00	112.7385
5	23881	1990.08	122.4667
6	25776	2148.00	132.1846

Leadership Group Range

	Min	Max
Group 1	43,665	58,096
Group 2	45,876	62,521
Group 3	49,481	67,290
Group 4	53,180	72,419
Group 5	58,677	79,872
Group 6	63,147	88,102
Group 7	67,963	97,128
Group 8	74,958	107,210

Leading Practitioner Range

LP1	38,598
LP2	39,564
LP3	40,552
LP4	41,562
LP5	42,597
LP6	43,665
LP7	44,841
LP8	45,876
LP9	47,021
LP10	48,228
LP11	49,481
LP12	50,620
LP13	51,886
LP14	53,180
LP15	54,503
LP16	55,951
LP17	57,237
LP18	58,677

Leadership Pay Range

1	38,598
2	39,564
3	40,552
4	41,562
5	42,597
6	43,665
7	44,841
8	45,876
9	47,021
10	48,228
11	49,481
12	50,620
13	51,886
14	53,180
15	54,503
16	55,951
17	57,237
18*	58,096
18	58,677
19	60,131
20	61,623
21*	62,521
21	63,147
22	64,715
23	66,318
24*	67,290
24	67,963
25	69,652
26	71,375
27*	72,419
27	73,144
28	74,958
29	76,814
30	78,726
31*	79,872
31	80,671
32	82,676
33	84,731
34	86,825
35*	88,102
35	88,984
36	91,187
37	93,454
38	95,766
39*	97,128
39	98,100
40	100,548
41	103,060
42	105,642
43*	107,210

* Scale points to be applied **only** to head teachers at the top of the school group range in the academic year 2014/15, indicating no uplift for 2015/16.

e.g

Headteacher on Grade 12-18 (moves to sp18 on Sept 2015)
Salary Range £53,180 - £58,096 (no uplift on point 18)

Headteacher on Grade 15-21 (moves to sp18 on Sept 2015)
Salary Range £57,231 - £58,677

JNC YOUTH AND COMMUNITY (as at 1st March 2015)

SCP	FTE SALARY	MONTHLY	HOURLY	Living Wage Hourly Rate (as at 1st April 2015)
CE1				£15,145
01	11232	936.00	5.8218	7.85
02	11491	957.58	5.9561	7.85
03	11650	970.83	6.0385	7.85
04	12048	1004.00	6.2448	7.85
05	12407	1033.92	6.4309	7.85
06	13044	1087.00	6.7611	7.85
07	14836	1236.33	7.6899	7.85
08	15872	1322.67	8.2269	
09	20950	1745.83	10.8589	

SCP	FTE SALARY	MONTHLY	HOURLY	Living Wage Hourly Rate (as at 1st April 2015)
CE2				
01	14597	1216.42	7.5660	7.85
02	14717	1226.42	7.6282	7.85
03	17041	1420.08	8.8328	
04	17651	1470.92	9.1490	
05	23213	1934.42	12.0319	
06	23213	1934.42	12.0319	
07	24945	2078.75	12.9297	
08	28566	2380.50	14.8065	
09	28566	2380.50	14.8065	
10	33791	2815.92	17.5148	

SCP	FTE SALARY	MONTHLY	HOURLY	Living Wage Hourly Rate (as at 1st April 2015)
CEO 1				
01	19659	1638.25	10.1898	
02	21254	1771.17	11.0165	
03	22219	1851.58	11.5167	
04	23213	1934.42	12.0319	
05	24243	2020.25	12.5658	
06	26398	2199.83	13.6828	
07	27125	2260.42	14.0596	
08	27845	2320.42	14.4328	
09	28566	2380.50	14.8065	
10	30298	2524.83	15.7043	
11	31193	2599.42	16.1682	
12	32092	2674.33	16.6341	
13	33904	2825.33	17.5733	
14	34811	2900.92	18.0435	

SCP	FTE SALARY	MONTHLY	HOURLY	Living Wage Hourly Rate (as at 1st April 2015)
CEO 2				
01	19659	1638.25	10.1898	
02	21254	1771.17	11.0165	
03	22219	1851.58	11.5167	
04	23213	1934.42	12.0319	
05	24243	2020.25	12.5658	
06	26398	2199.83	13.6828	
07	27125	2260.42	14.0596	
08	27845	2320.42	14.4328	
09	28566	2380.50	14.8065	
10	30298	2524.83	15.7043	
11	31193	2599.42	16.1682	
12	32092	2674.33	16.6341	
13	33904	2825.33	17.5733	
14	34811	2900.92	18.0435	
15	35728	2977.33	18.5188	
16	36639	3053.25	18.9910	
17	37549	3129.08	19.4626	

SCP	FTE SALARY	MONTHLY	HOURLY	Living Wage Hourly Rate (as at 1st April 2015)
SL				
13	28341	2361.75	14.6899	
14	29099	2424.92	15.0828	
15	33404	2783.67	17.3142	
16	34237	2853.08	17.7459	
17	35079	2923.25	18.1824	
18	35866	2988.83	18.5903	

SCP	FTE SALARY as at 1st January 2015	MONTHLY	HOURLY
T00 1			
11	21254	1771.17	11.0165
12	22219	1851.58	11.5167
13	23213	1934.42	12.0319
14	24243	2020.25	12.5658

SCP	FTE SALARY as at 1st January 2015	MONTHLY	HOURLY
T00 2			
18	27125	2260.42	14.0596
19	27845	2320.42	14.4328
20	28566	2380.50	14.8065
21	29378	2448.17	15.2274

SCP	FTE SALARY as at 1st January 2015	MONTHLY	HOURLY
T00 3			
20	28566	2380.50	14.8065
21	29378	2448.17	15.2274
22	30298	2524.83	15.7043
23	31193	2599.42	16.1682

SCP	FTE SALARY as at 1st January 2015	MONTHLY	HOURLY
T00 4			
22	30298	2524.83	15.7043
23	31193	2599.42	16.1682
24	32092	2674.33	16.6341
25	32999	2749.92	17.1043

SCP	FTE SALARY as at 1st January 2015	MONTHLY	HOURLY
T00 5			
27	34811	2900.92	18.0435
28	35728	2977.33	18.5188
29	36639	3053.25	18.9910
30	37549	3129.08	19.4626

SCP	FTE SALARY as at 1st January 2015	MONTHLY	HOURLY
T00 HRLY			
01	14597	1216.42	7.5660
02	15207	1267.25	7.8822
03	15817	1318.08	8.1984
04	16431	1369.25	8.5166
05	17041	1420.08	8.8328
06	17651	1470.92	9.1490
07	18267	1522.25	9.4683
08	18880	1573.33	9.7860
09	19659	1638.25	10.1898
10	20269	1689.08	10.5060
11	21254	1771.17	11.0165
12	22219	1851.58	11.5167
13	23213	1934.42	12.0319
14	24243	2020.25	12.5658
15	24945	2078.75	12.9297
16	25678	2139.83	13.3096
17	26398	2199.83	13.6828
18	27125	2260.42	14.0596
19	27845	2320.42	14.4328
20	28566	2380.50	14.8065
21	29378	2448.17	15.2274
22	30298	2524.83	15.7043
23	31193	2599.42	16.1682
24	32092	2674.33	16.6341

SOULBURY (as at 1st March 2015)

SCP	FTE SALARY	MONTHLY	HOURLY
EAI			
01	33396	2783.00	17.3100
02	34592	2882.67	17.9300
03	35721	2976.75	18.5151
04	36865	3072.08	19.1081
05	38003	3166.92	19.6980
06	39142	3261.83	20.2883
07	40338	3361.50	20.9083
08	41487	3457.25	21.5038
09	42828	3569.00	22.1989
10	44023	3668.58	22.8183
11	45203	3766.92	23.4299
12	46346	3862.17	24.0224
13	47640	3970.00	24.6931
14	48792	4066.00	25.2902
15	50066	4172.17	25.9506
16	51219	4268.25	26.5482
17	52373	4364.42	27.1463
18	53507	4458.92	27.7341
19	54676	4556.33	28.3400
20	55280	4606.67	28.6531
21	56441	4703.42	29.2549
22	57452	4787.67	29.7789
23	58566	4880.50	30.3563
24	59564	4963.67	30.8736
25	60633	5052.75	31.4277
26	61674	5139.50	31.9673
27	62740	5228.33	32.5198
28	63819	5318.25	33.0791
29	64902	5408.50	33.6404
30	65983	5498.58	34.2007
31	67054	5587.83	34.7558
32	68143	5678.58	35.3203
33	69232	5769.33	35.8848
34	70347	5862.25	36.4627
35	71458	5954.83	37.0386
36	72603	6050.25	37.6321
37	73728	6144.00	38.2152
38	74866	6238.83	38.8050
39	75988	6332.33	39.3866
40	77109	6425.75	39.9676
41	78237	6519.75	40.5523
42	79362	6613.50	41.1354
43	80488	6707.33	41.7190
44	81619	6801.58	42.3053
45	82747	6895.58	42.8899
46	83876	6989.67	43.4752
47	85010	7084.17	44.0630
48	86134	7177.83	44.6455
49	87262	7271.83	45.2302

SCP	FTE SALARY	MONTHLY	HOURLY
EDPSY A			
01	35027	2918.92	18.1554
02	36805	3067.08	19.0770
03	38583	3215.25	19.9986
04	40360	3363.33	20.9196
05	42137	3511.42	21.8407
06	43914	3659.50	22.7618
07	45588	3799.00	23.6295
08	47261	3938.42	24.4967
09	48829	4069.08	25.3093

SCP	FTE SALARY	MONTHLY	HOURLY
EDPSY B			
01	43914	3659.50	22.7618
02	45588	3799.00	23.6295
03	47261	3938.42	24.4967
04	48829	4069.08	25.3093
05	50398	4199.83	26.1226
06	51861	4321.75	26.8809
07	52462	4371.83	27.1924
08	53584	4465.33	27.7740
09	54696	4558.00	28.3504
10	55828	4652.33	28.9371
11	56937	4744.75	29.5120
12	58068	4839.00	30.0982

This page is intentionally left blank

**CITY OF CARDIFF COUNCIL
CYNGOR DINAS CAERDYDD**



CABINET MEETING: 10 MARCH 2016

SCHOOL ADMISSION ARRANGEMENTS 2017/2018

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

AGENDA ITEM: 6

PORTFOLIO: EDUCATION (COUNCILLOR SARAH MERRY)

Reason for this Report

1. In accordance with Section 89 of the School Standards and Framework Act 1998 and the Education (Determination of Admission Arrangements) (Wales) Regulations 2016 the Council is required to review the School Admission Policy annually.

Background

2. The School Admission Arrangements must be determined for implementation in September 2017.
3. The draft School Admissions Policy was issued for consultation on 22 January 2016 to headteachers, governing bodies, diocesan directors, neighbouring local education authorities and other interested bodies. Responses were requested to be returned by 19 February 2016.
4. The School Admissions Policy remains largely unchanged from the version prepared for 2016/17, with the exception of those listed below.
5. The changes for the 2017/2018 year are as follows:
 - inclusion of reference to the website facility for provision of pupil details for nursery, primary and secondary admissions;
 - amendment of the nursery admission criteria to include clarity on application of criteria where preferences exceed places available to include an additional criteria of looked after children by the Local Authority (as defined by section 22 of the Children Act 1989) or previously looked after children (as defined by the Welsh Government School Admissions Code document no. 005/2-13), which will bring nursery admissions criteria in line with primary and

secondary criteria. This would be the first criteria applied ahead of sibling as in the current policy

- clarification of dates in the admission timetable for the 2017/18 school year.
- The deletion of page 6, paragraph 3 (from the previous School Admissions Policy 2016/17). This has been removed because the current procedure gave unrealistic expectations to parents as it was not possible to provide additional places for schools that were fully subscribed once places had been filled using the Council's admission criteria. Parents are also advised to provide full details in support of their application when their preference forms are submitted.
- waiting lists for admission to primary and transfer to secondary to be kept until the end of the Autumn Term 2017 in line with In Year admissions.

Issues

6. Baden Powell Primary School raised that their admission had been incorrectly recorded in the policy as the Council's position with regard to increasing the forms of entry to this school was no longer proceeding.
7. This has now been corrected to reflect the fact that Baden Powell Primary School Admission is to remain at 60.
8. Fitzalan High School requested clarification specific to the increase in numbers to 300 pupils for entry in Year 7 as of 2017.
9. The capacity of the school is large enough to accommodate a greater number of children (317), however it is noted that the school teaches in smaller groups for some subjects.
10. The increase to the Admission Number reflects works agreed with the school including the provision of additional science accommodation, which would increase its capacity from 2017. Officers will work with the school to provide sufficient facilities for the greater number of children and will support the school to continue to be able to offer its comprehensive curriculum and maintain/raise standards.
11. Moorland Primary School responded to comment regarding the issues associated with the nursery admissions to note their concern that the current policy means that some rising 4 children where families miss out on places at the school as they are already allocated to rising 3s. That is not to say that places are not offered to the rising 4 children that apply late only that some choose not to take up their place when offered at an alternative provision, particularly when there are older siblings in the primary age phase. As it stands means that some children are accessing five terms of nursery provision and others none. It is also often the most vulnerable children who are missing out on this provision altogether.

12. Nursery places are not administered on a catchment area basis but on a two mile radius of a child's main place of residence. There are three rounds of admission that operate and places are allocated in line with the policy prioritising those applications that are received by the closing date ahead of later applications. Places are offered throughout the city regardless of the point of application but the likelihood of being able to access first preferences becomes less likely when applications are received after the relevant deadlines.
13. Applications could be considered on a case by case basis and potentially admitting over number where compelling cases are presented and supported by the relevant evidence and with agreement from the school.
14. Cardiff High School raised the discrepancy between the Local Authority's philosophy of Local Schools for Local Children and the requirement that where a school is named in a statement of special educational needs, where the council is the admissions authority, the council has a duty to admit the child to the school. Cardiff High School currently have pupils attending the school who are not resident within the catchment area although their needs could have been met in their catchment area school.
15. There is a statutory obligation, where there is a statement of SEN, to agree to parent's choice of school and to name the school in the statement, providing the school could meet the child's needs. The only grounds for refusing would be if it were detrimental to the education of other children, or inconsistent with efficient use of resources. This requirement is set out in the SEN Code of Practice for Wales 2002 and is subject to a right of appeal to the SEN tribunal. The aspiration for 'local schools for local children' would not be accepted by the tribunal as grounds for non-compliance.

Reason for Recommendation

16. The Council is required to review school admission arrangements annually and to agree the arrangements following appropriate consultation.

Legal Implications

17. Section 89 of the School Standards and Framework Act 1998 as amended by the Education Act 2002 determines that the Admission Authorities must carry out consultation before determining the admission arrangements which are to apply.
18. The Education (Determination of Admission Arrangements) (Wales) Regulations 2006 set out the procedure which the Admission Authorities should follow when determining their admission arrangements, including the consultation and notification process as well as timescales. In particular, the Admission Authority must determine arrangements in the school year beginning two years before

the school year which the arrangements will be for, take all steps necessary to ensure that they will have completed the consultation required by section 89(2) before 1 March and determine the admission arrangements by 15 April. The arrangements must then be published within 14 days of the determination and appropriate bodies must be notified.

19. The Welsh Government has issued a guidance circular 'Measuring the Capacity of Schools in Wales', which sets out the methodology for Local Authorities to follow when determining their admission arrangements. There is also a requirement to consider the guidelines contained in the Welsh Government School Admissions Code. This report reflects these requirements.

Financial Implications

20. There are no financial implications arising directly from this report.

RECOMMENDATION

The Cabinet is requested to note that the attached draft School Admissions Arrangements 2017/2018 have been determined and to agree the Admission Policy 2017/18.

NICK BATCHELAR

Director
4 March 2016

The following appendix is attached

Appendix 1 - The Draft School Admissions Policy 2017/2018

The following Background Papers have been taken into account:

Education (Determination of Admission Arrangements) (Wales) Regulations 2006

Welsh Assembly Government Guidance Circular 09/2006 – Measuring the Capacity of Schools in Wales

Welsh Assembly Government School Admissions Code Document no. 005/2013



**SCHOOL
ADMISSIONS
POLICY
2017/2018**

**THE CITY OF CARDIFF COUNCIL
EDUCATION & LIFELONG
LEARNING**

SCHOOL ADMISSIONS

The City of Cardiff Council is committed to equality of opportunity and to eliminating unlawful discrimination. In respect of admissions to schools, all pupils and prospective pupils are treated equitably, regardless of gender, race, ethnicity, culture, nationality, language, ability/disability or religious belief. Steps are taken to ensure that admission procedures do not unfairly advantage or disadvantage any groups through the application of rules or conditions that cannot be complied with equally by all.

RELEVANT AREA FOR CONSULTATION

In accordance with the Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999, the relevant area for community schools in Cardiff is the administrative area of the County Council for the City and County of Cardiff (the County Council). The relevant area for voluntary aided and voluntary controlled primary schools in Cardiff is the radius of 3 miles from the school, and for voluntary aided secondary schools in Cardiff, the relevant area is the administrative area of the County Council for the City and County of Cardiff (the County Council).

Admission Number

All maintained schools must admit pupils up to their published admission number. An admission may not be refused to any school until the admission number has been reached. The published admission number has been calculated in accordance with the Welsh Government's school capacity calculation methodology "Measuring the Capacity of Schools in `Wales". As this number is based on the physical capacity of the school to accommodate pupils it should not be exceeded in normal circumstances.

**THE CITY OF CARDIFF COUNCIL
EDUCATION & LIFELONG LEARNING**

SCHOOL ADMISSIONS POLICY: 2017/2018

ADMISSIONS TO NURSERY SCHOOLS AND CLASSES

The Council is the Admissions Authority for all maintained Community Nursery Schools and for Nursery Classes in Community Schools.

Children are entitled to a part-time nursery place from the start of the term following their third birthday and must attend for five half days. There is a facility on the Cardiff Council website for parents to provide their child's details in order to receive information on how to apply for a nursery place at the appropriate time in accordance with the Council's admissions timetable.

In the case of children looked after by the Local Authority (as defined by Section 22 of the Children Act 1989) or previously looked after children (as defined by the Welsh Government School Admissions Code document no. 005/2-13) following consultation on the appropriateness of the named school in light of the child's background and needs, the Council has a duty to admit the child to the school.

PUBLISHED DATE: Reference to the published date means the date set out in this Policy, in the Notes for the Guidance of Parents and in the Information for Parents Booklet 2017/2018.

The Council will consider each individual application received by the published closing date for a child who must be three years old on its merits, applying the criteria in the following order of priority up to the approved capacity:

1. For applications received by the published closing date of 20 February 2017 for children born between 1 September 2013 and 31 August 2014:
 - (a) Children who are looked after by the Local Authority (as defined by Section 22 of the Children Act 1989) or previously looked after children (as defined by the Welsh Government School Admissions Code document no. 005/2-13)
 - (b) children allocated nursery funding by the Early Years Assessment Panel, or the Case Advisory Panel. These multi agency panels allocate funding to an Early Years child with identified significant and/or complex needs, through an Individual Development Plan in order that the child may access their nursery entitlement in a maintained setting.

- (c) children who have a brother and/or sister who will be on register at the school at which the nursery class is based when they are admitted. Any sibling connection must be clearly stated in the application. Where preferences exceed places available, criteria d, e and f will then be applied to decide which other pupils are admitted. For admission purposes a sibling is a child permanently resident at the same address as the pupil applying for a place who is the brother/sister, half brother/sister (children who share one common parent), step brother/step sister where two children are related by virtue of their parents being married, co-habiting or in a civil partnership. This definition also includes adopted or fostered children living at the same address.
- (d) children in respect of whom the Council judges that there are compelling medical grounds or compelling social grounds for their admission to a specified nursery school/class. Written recommendations from a medical consultant, a social worker or similar professional will be required giving detailed reasons for the child's admission to a particular nursery school/class. Where preferences exceed places available, priority will be given to multiple birth siblings.
- (e) other children with priority to children living nearest the nursery school/class, as measured by the shortest practicable walking route. The Council uses a Geographical Information System (GIS) to calculate home to school distances in miles to the nearest 2 decimal places. The shortest walking route is calculated using Ordnance Survey (OS) customised route data from an applicant's home address to the nearest open school gate. The co-ordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) AND OS Address Point Data. The starting point for a route assessment is determined as the nearest point on the walking route network to the main front entrance of a property. Private driveways and paths are not included in the distance measurement. All routes within the walking network must be publicly accessible and available 24 hours. Cardiff Council has developed a computerised walking route network based on the Welsh Learner Travel Measure Statutory Provision and Operational Guidance June 2014 and this is used to ensure that every pupil is assessed as consistently as possible. Where there is no safe walking route available, the Council will calculate the shortest driving distance from the home address to the nearest open school gate by use of the same Geographical Information System (GIS) used to measure the shortest practicable walking route.

(f) In determining applications for admission in respect of other pupils the Council gives priority to children living furthest away from the alternative school offered by the Council as measured by the shortest practicable walking route as a tie break. The Council uses a Geographical Information System (GIS) to calculate home to school distances in miles to the nearest 2 decimal places. The shortest walking route is calculated using Ordnance Survey (OS) customised route data from an applicant's home address to the nearest open school gate. The co-ordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) AND OS Address Point Data. The starting point for a route assessment is determined as the nearest point on the walking route network to the main front entrance of a property. Private driveways and paths are not included in the distance measurement. All routes within the walking network must be publicly accessible and available 24 hours. Cardiff Council has developed a computerised walking route network based on the Welsh Learner Travel Measure Statutory Provision and Operational Guidance June 2014 and this is used to ensure that every pupil is assessed as consistently as possible. Where there is no safe walking route available, the Council will calculate the shortest driving distance from the home address to the nearest open school gate by use of the same Geographical Information System (GIS) used to measure the shortest practicable walking route.

2. For applications received by the published closing date of 3 July 2017 for children born between 1 September 2014 and 31 December 2014: (a) to (f) as above

3. For applications received by the published closing date of 3 July 2017 for children born between 1 January 2015 and 31 March 2015: (a) to (f) as above

In all cases evidence of permanent residence of the pupil at time of application must be supplied if required. Any place approved on the basis of residence will be withdrawn if the pupil is no longer permanently resident at the address at the beginning of the school term to which the application relates (term dates as published in the Admission to Schools Booklet). The home address is considered to be the child's along with their parent's main and genuine principal place of residence on the relevant published closing date i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship) the friends or relative's address will not be considered for allocation purposes.

Following the first round of allocations, late applications will be considered in accordance with the Council's published admissions criteria. Applications from the first round of allocations and any subsequent late applications will be considered together for any subsequent available places that may arise.

The processing of late applications will normally be done on a monthly basis.

The address of UK service personnel will be accepted if their application form is accompanied by an official Ministry of Defence (MOD) letter declaring a definite return date and confirmation of the new address.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week then the home address will be determined as the address where the child lives for the majority of the school week (i.e. 3 out of 5 days available). Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

No account is taken of the particular infant or primary school the child is likely to attend subsequently or to the length of time the school has been aware of the parental intention to apply for a place at the school.

Only applications received by the relevant published closing date for receipt of preference forms will be considered in the initial round of allocation of places. Other preference forms received will be considered as late applications.

As nursery education is non-statutory provision, parents have no statutory right of appeal under the School Standards and Framework Act if they are unsuccessful in gaining a nursery place.

Early Years Funding

Where places are unavailable in local community nursery schools or nursery classes within two miles of a child's place of residence, parents may apply for nursery education place funding with a recognised provider designated by the Cardiff Early Childhood Group.

Where places are available in local community nursery schools or nursery classes within two miles of a child's place of residence, the Council will only approve applications for nursery education place funding with a recognised provider designated by the Cardiff Early Childhood Group, where there are compelling medical or compelling social grounds which make it inappropriate for the child to attend the nursery provision offered by the Council. Written recommendations from a medical practitioner or social worker or similar professional will be required.

Applications for Early Years Funding should be made in the Term prior to when the child becomes eligible for funding or in the case where a child starts in a nursery with a recognised provider at a later date, applications should be submitted in the term when the admission takes place. The Council will not accept retrospective claims for funding where a place within a Community Nursery would have been available within 2 miles of the child's home address but is no longer available because the parent has delayed in making a claim.

In addition the Council will not approve applications for Early Years Funding where a place in a Community Nursery School or Class was previously offered by the Council at the time of application but refused by a parent.

Attendance at a Nursery Class does not automatically entitle a child to a reception class place in the same school. A new application must be made for Reception Class Places.

SCHOOL ADMISSIONS POLICY: 2017/2018

ADMISSIONS TO PRIMARY SCHOOLS

The Council is the Admissions Authority for all maintained Community Infant, Junior and Primary Schools and the Council is committed to providing local schools for local children where possible.

All admissions are approved by the Director of Education & Lifelong Learning.

Children are admitted to reception classes in the September following their fourth birthday. There is a facility on the Cardiff Council website for parents to provide their child's details in order to receive information on how to apply for a nursery place at the appropriate time in accordance with the Council's admissions timetable. Parents who have registered their child's details with the Council will be advised to apply for a place in their preferred schools during the Autumn Term by using the Council's On- Line Application Service or by completing a preference form. Parents who submitted an application by the published closing date of Monday 9 January 2017 will be notified of the result of their application on Tuesday 18th April 2017.

Attendance at a Nursery Class does not automatically entitle a child to a reception class place in the same school. A new application must be made for Reception Class Places.

Parents have the right to express a preference for their preferred schools which will be considered individually and complied with wherever possible. Some schools have more requests for places than there are places available. Where a school is oversubscribed preferences will still be considered but the priorities set by the Council will be applied. In deciding which children to admit to a school, the Council applies the criteria set out below in the order of priority shown (1. being the highest priority) and examines the merits of each case by considering any reasons put forward supporting any expressed preference. The Council will not normally exceed the school's Admission Number or breach the limitations imposed by statutory maximum class size (30) where this applies.

Where a school is named in a statement of special educational needs, where the Council is the admissions authority the Council has a duty to admit the child to the school.

In the case of children looked after by the Local Authority (as defined by Section 22 of the Children Act 1989) or previously looked after children (as defined by the Welsh Government School Admissions Code document no. 005/2-13) following consultation on the appropriateness of the named school in light of the child's background and needs, the Council has a duty to admit the child to the school.

PUBLISHED DATE: Reference to the published date means the date set out in this Policy, in the Notes for the Guidance of Parents and in the Information for Parents Booklet 2017/2018.

1. Children who are looked after by the Local Authority (as defined by Section 22 of the Children Act 1989) or previously looked after children (as defined by the Welsh Government School Admissions Code document no. 005/2-13)
2. Children allocated nursery funding by the Early Years Assessment Panel, or the Case Advisory Panel. These multi agency panels allocate funding to an Early Years child with identified significant and/or complex needs, through an Individual Development Plan in order that the child may access their nursery entitlement in a maintained setting.
3. (a) Where an older sibling was directed by the Council to an alternative school because the alternative school was previously the catchment area school, if the parent desires, the Council will admit younger siblings to the alternative school. This applies only where the older sibling is in attendance at the alternative school during the academic year to which the application relates. In addition the younger sibling must be residing in the same address (or an address within the catchment area that was the subject of the change before it was implemented) that the older sibling was living at the time of the original application.

(b) Where an older sibling was directed by the Council to an alternative school because no places were available at the catchment area school, if the parent desires, the Council will admit younger siblings to the alternative school. This applies only where the older sibling is in attendance at the alternative school during the academic year to which the application relates
- 4 Pupils who are permanently resident within the defined catchment area* of the school on the published closing date of 9 January 2017 for receipt of preference forms. Evidence of permanent residence of the pupil must be supplied if required. Where preferences exceed places available, priority will be given to multiple birth siblings resident within the defined catchment area. Criteria 5, 6, 7, 8 and 9 will then be applied to decide which other pupils are admitted.
- 5 Pupils in respect of whom the Council judges that there are compelling medical grounds or compelling social grounds for their admission to a specified school. Written recommendations from a medical consultant or a social worker or similar professional will be required giving detailed reasons for the pupil's admission to a particular school. Where preferences exceed places available, Criteria 6, 7, 8 and 9 will then be applied to decide which other pupils are admitted.
- 6 Pupils who have a brother and/or sister of statutory school age who will be on register at the school when they are admitted. In considering siblings first priority will be given to applications from multiple birth

siblings. Where preferences exceed places available, Criteria 7, 8 and 9 will then be applied to decide which other pupils are admitted. For admission purposes a sibling is a child permanently resident at the same address as the pupil applying for a place who is the brother/sister, half brother/sister (children who share one common parent), step brother/step sister where two children are related by virtue of their parents being married, co-habiting or in a civil partnership. This definition also includes adopted or fostered children living at the same address.

- 7 In determining applications for admission in respect of other pupils the Council gives priority to children living nearest the school as measured by the shortest practicable walking route. The Council uses a Geographical Information System (GIS) to calculate home to school distances in miles to the nearest 2 decimal places. The shortest walking route is calculated using Ordnance Survey (OS) customised route data from an applicant's home address to the nearest open school gate. The co-ordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) AND OS Address Point Data. The starting point for a route assessment is determined as the nearest point on the walking route network to the main front entrance of a property. Private driveways and paths are not included in the distance measurement. All routes within the walking network must be publicly accessible and available 24 hours. Where preferences exceed places available, Criteria 8 will then be applied to decide which other pupils are admitted. Cardiff Council has developed a computerised walking route network based on the Welsh Learner Travel Measure Statutory Provision and Operational Guidance June 2014 and this is used to ensure that every pupil is assessed as consistently as possible. Where there is no safe walking route available, the Council will calculate the shortest driving distance from the home address to the nearest open school gate by use of the same Geographical Information System (GIS) used to measure the shortest practicable walking route.
- 8 In determining applications for admission in respect of other pupils the Council gives priority to children living furthest away from the alternative school offered by the Council as measured by the shortest practicable walking route as a tie break. The Council uses a Geographical Information System (GIS) to calculate home to school distances in miles to the nearest 2 decimal places. The shortest walking route is calculated using Ordnance Survey (OS) customised route data from an applicant's home address to the nearest open school gate. The co-ordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) AND OS Address Point Data. The starting point for a route assessment is determined as the nearest point on the walking route network to the main front entrance of a property. Private driveways and paths are not included in the distance measurement. All routes within the walking network must be publicly accessible and available 24 hours. Cardiff Council has developed a computerised walking route network based on the Welsh Learner Travel Measure Statutory Provision and Operational Guidance June 2014 and this is used to ensure that every pupil is assessed as consistently as possible. Where there is no safe walking route available, the Council will calculate

the shortest driving distance from the home address to the nearest open school gate by use of the same Geographical Information System (GIS) used to measure the shortest practicable walking route.

- 9 Pupils whose premature admission to the school has been approved by the Council.

Only applications received by the published closing date of 9 January 2017 for receipt of preference forms will be considered in the initial round of allocation of places. Other preference forms received will be considered as late applications.

Any place approved on the basis of residence will be withdrawn if the pupil is no longer permanently resident at the address at the beginning of the school term to which the application relates (term dates as published in the Admission to Schools Booklet). The home address is considered to be the child's along with their parent's main and genuine principal place of residence on the published date of 9 January 2017 i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship) the friends or relative's address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week then the home address will be determined as the address where the child lives for the majority of the school week (i.e. 3 out of 5 days available). Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

Children of UK service personnel will be treated as in catchment if their application form is accompanied by an official Ministry of Defence (MOD) letter declaring a definite return date and confirmation of the new address.

A child is not required to start school until the start of the term following the child's fifth birthday. Where a parent is offered a place in a reception class before their child is of compulsory school age, the parents have the option of deferring their child's entry until later in the same school year. The effect is that the place is held for that child and is not available to be offered to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. It is recommended that any deferment of a place is discussed with the relevant Headteacher.

Waiting Lists

Where a place has been refused, the application will be placed on a waiting list. Applications received in the annual allocation of places will remain on the waiting list until the end of the Autumn Term 2017. Applications received outside of the annual allocation of places for in year admissions will remain on the waiting list until the end of the term in the academic year to which the application relates. After this time parents will be expected to make a further application for admission.

Late Applications

Following the first round of allocations, late applications will be considered in accordance with the Council's published admissions criteria.

Applications from the first round of allocations and any subsequent late applications will be considered together for any subsequent available places that may arise.

The processing of late applications will normally be done on a monthly basis.

In Year Applications

In the event of the Council receiving more applications for an age group than the number of places available, places will be filled by using the Admissions criteria above. (Deadline dates refer to the annual allocation of places to the Reception age group in September 2017).

Statutory Appeals

If parents are dissatisfied with the result of an application for a particular Community primary school, an appeal may be submitted to the independent Statutory Appeal Panel, any decision made by the Panel being binding on the Council. If the appeal is not successful, further applications for a place at the same school will not be considered for the same academic year unless the Director of Education & Lifelong Learning determines there are significant and material changes in the circumstances of pupil/parents or school.

Voluntary Controlled Primary School

In the case of St Mellons Voluntary Controlled Church in Wales Primary School, the Council has agreed to delegate responsibility for admissions to the Governing Body. Application should be made therefore directly to the school.

* Catchment area information is available on the Council website.

SCHOOL ADMISSIONS POLICY: 2017/2018

ADMISSIONS TO SECONDARY SCHOOLS

The Council is the Admissions Authority for all maintained Community Secondary Schools. All admissions are approved by the Director of Education & Lifelong Learning.

Children transfer to secondary education in the September following their eleventh birthday.

In the Autumn Term parents of Year 6 pupils in Community Primary Schools are invited to nominate their preferred Secondary Schools either by using the Council's On Line application Service or by completing a preference form. Parents are also informed of their catchment area school. Parents who submitted an application by the published closing date of Monday 28 November 2016 will be notified of the result of their application on Wednesday 1 March 2017.

Parents have the right to express a preference for their preferred schools which will be considered individually and complied with wherever possible. Some schools have more requests for places than there are places available. Where a school is oversubscribed preferences will still be considered but the priorities set by the Council will be applied. In deciding which children to admit to a school, the Council applies the criteria set out below in the order of priority shown (1. being the highest priority) and examines the merits of each case by considering any reasons put forward supporting any expressed preference. The Council will not normally exceed the school's Admission Number.

Where a school is named in a statement of special educational needs, where the Council is the admissions authority the Council has a duty to admit the child to the school.

In the case of children looked after by the Local Authority (as defined by Section 22 of the Children Act 1989) or previously looked after children (as defined by the Welsh Government School Admissions Code document no. 005/2-13) following consultation on the appropriateness of the named school in light of the child's background and needs, the Council has a duty to admit the child to the school.

PUBLISHED DATE: Reference to the published date means the date set out in this Policy, in the Notes for the Guidance of Parents and in the Information for Parents Booklet 2017/2018

1. Children who are looked after by the Local Authority (as defined by Section 22 of the Children Act 1989) or previously looked after children (as defined by the Welsh Government School Admissions Code document no. 005/2-13)

2. (a) Where an older sibling was directed by the Council to an alternative school because the alternative school was previously the catchment area school, if the parent desires, the Council will admit younger siblings to the alternative school. This applies only where the older sibling is in attendance at the alternative school during the academic year to which the application relates. In addition the younger sibling must be residing in the same address (or an address within the catchment area that was the subject of the change before it was implemented) that the older sibling was living at the time of the original application.

(b) Where an older sibling was directed by the Council to an alternative school because no places were available at the catchment area school, if the parent desires, the Council will admit younger siblings to the alternative school. This applies only where the older sibling is in attendance at the alternative school during the academic year to which the application relates
3. Pupils who are permanently resident within the defined catchment area* of the school on the published closing date of 28 November 2016 for receipt of preference forms. Evidence of permanent residence of the pupil must be supplied if required. Where preferences exceed places available, priority will be given to multiple birth siblings resident within the defined catchment area. Criteria 4, 5, 6, 7 and 8 will then be applied to decide which other pupils are admitted.
4. Pupils in respect of whom the Council judges that there are compelling medical grounds or compelling social grounds for their admission to a specified school. Written recommendations from a medical consultant or a social worker or similar professional will be required giving detailed reasons for the pupil's admission to a particular school. Where preferences exceed places available, Criteria 5, 6, 7 and 8 will then be applied to decide which other pupils are admitted.
5. Pupils who have a brother and/or sister who will be on register at the school, in Years 8 to 11, when they are admitted. In considering siblings first priority will be given to applications from multiple birth siblings. Any sibling connection must be clearly stated in the application. Where preferences exceed places available, Criteria 6, 7 and 8 will then be applied to decide which other pupils are admitted. For admission purposes a sibling is a child permanently resident at the same address as the pupil applying for a place who is the brother/sister, half brother/sister (children who share one common parent), step brother/step sister where two children are related by virtue of their parents being married, co-habiting or in a civil partnership. This definition also includes adopted or fostered children living at the same address.
6. In determining applications for admission in respect of other pupils the Council gives priority to children living nearest the school as measured by the shortest practicable walking route. The Council uses a Geographical Information System (GIS) to calculate home to school distances in miles to the nearest 2 decimal places. The shortest walking route is calculated using Ordnance Survey (OS) customised route data

from an applicant's home address to the nearest open school gate. The co-ordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) AND OS Address Point Data. The starting point for a route assessment is determined as the nearest point on the walking route network to the main front entrance of a property. Private driveways and paths are not included in the distance measurement. All routes within the walking network must be publicly accessible and available 24 hours. Where preferences exceed places available, Criteria 7 will then be applied to decide which other pupils are admitted. Cardiff Council has developed a computerised walking route network based on the Welsh Learner Travel Measure Statutory Provision and Operational Guidance June 2014 and this is used to ensure that every pupil is assessed as consistently as possible. Where there is no safe walking route available, the Council will calculate the shortest driving distance from the home address to the nearest open school gate by use of the same Geographical Information System (GIS) used to measure the shortest practicable walking route.

7. In determining applications for admission in respect of other pupils the Council gives priority to children living furthest away from the alternative school offered by the Council as measured by the shortest practicable walking route as a tie break. The Council uses a Geographical Information System (GIS) to calculate home to school distances in miles to the nearest 2 decimal places. The shortest walking route is calculated using Ordnance Survey (OS) customised route data from an applicant's home address to the nearest open school gate. The co-ordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) AND OS Address Point Data. The starting point for a route assessment is determined as the nearest point on the walking route network to the main front entrance of a property. Private driveways and paths are not included in the distance measurement. All routes within the walking network must be publicly accessible and available 24 hours. Cardiff Council has developed a computerised walking route network based on the Welsh Learner Travel Measure Statutory Provision and Operational Guidance June 2014 and this is used to ensure that every pupil is assessed as consistently as possible. Where there is no safe walking route available, the Council will calculate the shortest driving distance from the home address to the nearest open school gate by use of the same Geographical Information System (GIS) used to measure the shortest practicable walking route.
8. Pupils whose premature admission to the school has been approved by the Council

Only applications received by the published closing date of 28 November 2016 for receipt of preference forms will be considered in the initial round of allocation of places. Other preference forms received will be considered as late applications.

Any place approved on the basis of residence will be withdrawn if the pupil is no longer permanently resident at the address at the beginning of the school term to which the application relates (term dates as published in the Admission to Schools Booklet). The home address is considered to be the child's along with their parent's main and genuine principal place of residence on the published date of 28 November 2016 i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship) the friends or relative's address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week then the home address will be determined as the address where the child lives for the majority of the school week (i.e 3 out of 5 days available). Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

Children of UK service personnel will be treated as in catchment if their application form is accompanied by an official Ministry of Defence (MOD) letter declaring a definite return date and confirmation of the new address.

Waiting Lists

Where a place has been refused, the application will be placed on a waiting list. Applications received in the annual allocation of places will remain on the waiting list until the end of the Autumn Term 2017. Applications received outside of the annual allocation of places for in year admissions will remain on the waiting list until the end of the term in the academic year to which the application relates. After this time parents will be expected to make a further application for admission.

Late Applications

Following the first round of allocations, late applications will be considered in accordance with the Council's published admissions criteria.

Applications from the first round of allocations and any subsequent late applications will be considered together for any subsequent available places that may arise.

The processing of late applications will normally be done on a monthly basis.

In Year Applications

In the event of the Council receiving more applications for an age group than the number of places available, places will be filled by using the Admissions criteria above. (Deadline dates refer to the annual allocation of places to the Year 7 age group in September 2017).

Statutory Appeals

If parents are dissatisfied with the result of an application for a particular Community secondary school, an appeal may be submitted to the independent Statutory Appeal Panel, any decision made by the Panel being binding on the Council. If the appeal is not successful, further applications for a place at the same school will not be considered for the same academic year unless the Director of Education & Lifelong Learning determines there are significant and material changes in the circumstances of pupil/parents or school.

ADMISSIONS TO SIXTH FORMS

The Council has agreed to delegate to the Governing Body of Community Schools responsibility for the determination of admission arrangements for sixth forms. Application should therefore be made directly to the school.

- Catchment area information is available on the Council website. The catchment areas for schools providing primary education are grouped together to form the catchment areas of maintained secondary schools in Cardiff.

Admission Numbers, **September 2017**

Community Primary Schools	Admission Number
Adamsdown Primary School	60
Albany Primary School	60
Allensbank Primary School	45
Baden Powell Primary School	60
Birchgrove Primary School	58
Bryn Celyn Primary School	30
Bryn Deri Primary School	30 ⁽¹⁾
Bryn Hafod Primary School	60
Coed Glas Primary School	75
Coryton Primary School	30 ⁽¹⁾
Creigiau Primary School	29
Danescourt Primary School	60
Fairwater Primary School	40
Gabalfa Primary School	30 ⁽²⁾
Gladstone Primary School	30
Glan Yr Afon Primary School	41
Glyncoed Primary School	60
Grangetown Primary School	60
Greenway Primary School	30
Gwaelod-y-Garth Primary School	7
Hawthorn Primary School	30
Herbert Thompson Primary School	60
Howardian Primary School	60
Hywel Dda Primary School	60
Kitchener Primary School	60
Lakeside Primary School	60
Lansdowne Primary School	60
Llanedeyrn Primary School	55
Llanishen Fach Primary School	60
Llysfaen Primary School	60
Marlborough Primary School	60
Meadowlane Primary School	45
Millbank Primary School	30
Moorland Primary School	90 ⁽³⁾
Mount Stuart Primary School	60

Community Primary Schools	Admission Number
Ninian Park Primary School	90 ⁽⁴⁾
Oakfield Primary School	60
Pencaerau Primary School	30
Pentrebane Primary School	34
Pentyrch Primary School	27
Pen-y-Bryn Primary School	34
Peter Lea Primary School	45
Pontprennau Primary School	60
Radnor Primary School	45
Radyr Primary School	45
Rhiwbeina Primary School	75
Rhydypenau Primary School	60
Roath Park Primary School	58
Rumney Primary School	60
Severn Primary School	60
Springwood Primary School	60
Stacey Primary School	30 ⁽¹⁾
Thornhill Primary School	60
Tongwynlais Primary School	28
Ton-yr-Ywen Primary School	60
Trelai Primary School	60
Trowbridge Primary School	30
Whitchurch Primary School	90
Willowbrook Primary School	60
Windsor Clive Primary School	60
Ysgol Bro Eirwg	60 ⁽¹⁾
Ysgol Coed-y-Gof	60
Ysgol Creigiau	29
Ysgol Glan Ceubal	30 ⁽⁵⁾
Ysgol Glan Morfa	60 ⁽⁶⁾
Ysgol Gwaelod-y-Garth	26
Ysgol Melin Gruffydd	60
Ysgol Mynydd Bychan	30 ⁽¹⁾
Ysgol Pencae	30 ⁽¹⁾
Ysgol Pen Y Groes	30
Ysgol Pwll Coch	60

Ysgol Treganna	90
Ysgol y Berllan Deg	60 ⁽¹⁾
Ysgol Y Wern	75
Ysgol Nant Caerau	30
Ysgol Pen Y Pil.	30
Proposed new school on Hamadryad site, Butetown	60 ⁽⁷⁾
Voluntary Controlled Primary Schools	Admission Number
St Mellons C.W. Primary School	15
Voluntary Aided Primary Schools	Admission Number
All Saints C.W. Primary School	30
Bishop Childs C.W. Primary School	30 ⁽¹⁾
Christ The King R.C. Primary School	30
Holy Family R.C. Primary School	35
Llandaff C.W. Primary School	60
St Alban's R.C. Primary School	30
St Bernadette's R.C. Primary School	30
St Cadoc's R.C. Primary School	45
St Cuthbert's R.C. Primary School	22
St David's C.W. Primary School	30
St Fagans C.W. Primary School	30
St Francis R.C. Primary School	55
St John Lloyd R.C. Primary School	45
St Joseph's R.C. Primary School	30
St Mary The Virgin C.W. Primary School	60 ⁽⁸⁾
St Mary's R.C. Primary School	37
St Monica's C.W. Primary School	20
St Patrick's R.C. Primary School	45
St Paul's C.W. Primary School	30 ⁽¹⁾
St Peter's R.C. Primary School	75
St Philip Evans R.C. Primary School	52
Tredegarville C.W. Primary School	30
Community Secondary Schools	Admission Number
Cantonian High School	181
Cardiff High School	240
Cathays High School	165
Eastern High	240

Fitzalan High School	300
Llanishen High School	300
Radyr Comprehensive School	210
Willows High School	224
Ysgol Gyfun Gymraeg Glantaf	240
Ysgol Gyfun Gymraeg Plasmawr	180
Ysgol Bro Eder	180
Proposed new Secondary school on current site of Michaelstone Community College and Glyn Derw High School, Ely	240 ⁽⁹⁾
Foundation Secondary Schools	Admission Number
Whitchurch High School	360
Voluntary Aided Secondary Schools	Admission Number
Bishop of Llandaff C.W. High School	171
Corpus Christi R.C. High School	186
Mary Immaculate R.C. High School	159
St Illtyd's R.C. High School	176
St Teilo's C.W. High School	240

It should be noted that in progressing school reorganisation proposals, some admission numbers may need to change.

⁽¹⁾ It is proposed to maintain the current admission number for **2017** as allowed by WG regulations, pending extensive discussions with Head and Governors to agree an appropriate way forward within the context of demand for places and the capacity of the premises.

⁽²⁾ Subject to determination of a statutory notice by the Council's Cabinet to approve a proposal to reduce the school to 210 places

⁽³⁾ Subject to determination of a statutory notice by the Council's Cabinet to approve a proposal to enlarge the school to 630 places

⁽⁴⁾ Subject to determination of a statutory notice by the Council's Cabinet to approve a proposal to enlarge the school to 630 places

⁽⁵⁾ Subject to determination of a statutory notice by the Council's Cabinet to approve a proposal to enlarge the school to 210 places

⁽⁶⁾ Subject to determination of a statutory notice by the Council's Cabinet to approve a proposal to enlarge the school to 420 places

⁽⁷⁾ Subject to determination of a statutory notice by the Council's Cabinet to approve a proposal to establish a new school of 420 places

(8) Subject to determination of a statutory notice by the Governing Body of the school (or by the Council's Cabinet in the event of objections) to approve a proposal to enlarge the school to 420 places

(9) Subject to publishing of statutory notice and approval by the Council's Cabinet of the proposal to close Glyn Derw High School and Michaleston Community College, and to establish a new replacement 11-18 community high school to serve the Caerau and Ely areas of c1,500 places. The newly established high school would transfer to new build premises on Penally Road, Caerau from September 2018.

NB. It should be noted that some of the above proposals are subject to receiving the relevant planning consent.

**CITY OF CARDIFF COUNCIL
CYNGOR DINAS CAERDYDD**



CABINET MEETING: 10 MARCH 2016

SCHOOL ORGANISATION PROPOSALS: THE PROVISION OF ADDITIONAL ENGLISH-MEDIUM AND WELSH-MEDIUM PRIMARY SCHOOL PROVISION IN AND AROUND THE BUTETOWN, CANTON, GRANGETOWN AND RIVERSIDE AREAS (THE 'FOUR WARDS')

REPORT OF DIRECTOR OF EDUCATION AND LIFELONG LEARNING

AGENDA ITEM: 7

PORTFOLIO: EDUCATION (COUNCILLOR SARAH MERRY)

Reason for this Report

1. This report is to inform the Cabinet of any objections received to the statutory notices to :
 - increase the capacity of Ninian Park Primary School Primary School from 2FE to 3FE with additional part-time nursery places serving the age range 3-11 on its existing site from September 2017.
 - establish a new 420 place Welsh-medium primary school with nursery on a site located adjacent to Hamadryad playing fields, off Hamadryad Road, Cardiff, CF10 5UY, serving the age range 3-11. The school is to open initially at 30 places only, in temporary accommodation adjacent to Ninian Park Primary School, Virgil Street, Grangetown, Cardiff, CF11 8TF, from September 2016 and transfer to its permanent site adjacent to Hamadryad Park from September 2017.

Background

2. At its meeting on 10 December 2015 the Cabinet, in accordance with the terms of the Schools Standards and Organisation (Wales) Act, approved a recommendation for the publication of the statutory notices as set out at paragraph 1.
3. The Cabinet also noted subject to approval of the Governing Body the publication by the Governing Body of St Mary the Virgin Church in Wales (CiW) Primary School of an appropriate statutory notice to make prescribed alterations to that school by increasing its capacity from 1FE to 2FE with nursery places from September 2017 to run concurrent with the Council's notice(s). At its meeting on 22 December 2015 the St Mary the Virgin

Church in Wales Primary School Governing Body approved publication of the statutory notice.

4. Copies of the consultation document and the statutory notices can be found at Appendix 1.
5. The notices were published on the Council's website, displayed at schools/sites affected and in the local area on 07 January 2016. Additional stakeholders identified in the Welsh Government School Organisation Code as needing to receive either a hard copy of the notices or be emailed a link to the Council website were notified of publication of the notices.

Issues

6. The new School Organisation Code came into force in October 2013. Following this the Cabinet now has responsibility for the determination of school organisation proposals including those which receive objections (save for those that are required to be considered by the Welsh Government).
7. In accordance with this the Cabinet must decide whether to approve, reject or approve with modifications, the proposal. The Council must not approach the decision with a closed mind and any objections must be conscientiously considered.

Objections Received

8. There were no objections to the proposal to increase the capacity of Ninian Park Primary School.
9. There were no objections to the proposal to increase the capacity of St Mary the Virgin CiW Primary School. Therefore the Governing Body of the school has responsibility for determining the proposal. At its meeting on Tuesday 01 March, the Governing Body of St Mary the Virgin CiW Primary School agreed the proposal to increase the capacity of the school from 1FE to 2FE with nursery places from September 2017.
10. Two objections to the proposal to establish a new Welsh-medium primary school on the Hamadryad site were received. The first objection was from a parent of a child who attends Ysgol Pwll Coch and is concerned that there is a possible chance that their child will be moved from Ysgol Pwll Coch to the proposed new school which would cause considerable difficulties. Additionally it is hoped that a younger sibling will attend the Ysgol Pwll Nursery in September 2016.
11. The second objection was regarding traffic around the Hamadryad site. The objector is concerned that the establishment of the new school will add to existing traffic congestion in the area.

Council's response to the objection

12. Admissions to the new Welsh-medium primary school would be to the Reception age group only in the first instance with admissions to older year groups (subject to spaces being available) as the school grows. Primary aged children already on the roll of Ysgol Pwll Coch would not be required to transfer to the proposed new school.
13. Children in Cardiff are entitled to a part-time nursery place from the start of the term following their third birthday and must attend for a minimum of five half days. Nursery places are not allocated on a catchment area basis. Wherever possible places are offered in a local community nursery school or nursery class within two miles of a child's place of residence. If places are unavailable in local community nursery schools or nursery classes, parents may apply for nursery education place funding with an approved provider that has to demonstrate is able to meet with relevant quality.
14. Parents of children who are admitted to Ysgol Pwll Coch for nursery education will still need to apply for a place at the School if they want their child to transfer to the reception class. Attendance at the nursery will not guarantee admission to the school.
15. In the event of catchment area changes being implemented the relevant oversubscription criterion gives priority to those pupils with older siblings in the school and who are resident in the existing catchment, *"Where an older sibling was directed by the Council to an alternative school because the alternative school was previously the catchment area school, if the parent desires, the Council will admit younger siblings to the alternative school. This applies only where the older sibling is in attendance at the alternative school during the academic year to which the application relates. In addition the younger sibling must be residing in the same address (or an address within the catchment area that was the subject of the change before it was implemented) that the older sibling was living at the time of the original application"*.
16. Traffic and transport implications will be considered as part of the Transport Assessment that will be required as part of the formal planning application and therefore until this is completed it will not be possible to predict the outcomes. The information from this assessment will inform any stipulations made as condition of planning consent should this proposal be permitted to proceed to implementation.
17. The speed limit is currently 30mph in the vicinity of the Hamadryad site, though due to the layout of the surrounding streets the traffic speeds are likely to be low. The availability of parking around the school site is extremely limited as there are a significant number of existing Resident Parking bays and parking restrictions.
18. An initial assessment suggests that due to the existing site constraints vehicle access to this school site will have to be restricted. In order to

improve the pedestrian access to the school the following improvements would be required

- a. One-way system on Hamadryad Road, including a School Safety Zone with speed tables and pedestrian crossing facilities near the school entrance.
- b. Signalised pedestrian crossing facilities at the James Street/Dumballs Street junction.
- c. Bus only access on Hunter Street and parking for commercial bus provision.
- d. Improvements to the pedestrian crossing facilities on Corporation Road and Avondale Road.

Requirements of the School Organisation Code

19. As set out in the School Organisation Code, the following factors should be taken into account by relevant bodies when exercising their function of approving/determining proposals. The Council must at all times consider the interests of the learners.

Quality and standards

20. The Council works closely with the governing bodies of schools to ensure that standards in schools are high, that teaching is good and that leadership and governance is strong. The Council works closely with two organisations in order to monitor the performance of schools and to support school improvement.
21. 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.
22. Central South Consortium Joint Education Service (CSCJES) was established in September 2012. The Local Authority has commissioned the Consortium to support and challenge schools in Cardiff.
23. When proposing changes of this type to schools, Local Authorities are required to refer to the most recent Estyn reports, other evidence from performance monitoring and any other information available on school effectiveness.
24. Local Authorities must also demonstrate the likely impact of the proposals on the quality of :
 - outcomes (standards and wellbeing)
 - provision (learning experiences, teaching, care support and guidance and learning environment)
 - leadership and management (leadership, improving quality, partnership working and resource management)

Estyn

25. Schools are inspected as part of a national programme of school inspection. The purpose of an inspection is to identify good features and shortcomings in schools in order that they may improve the quality of education offered and raise standards achieved by their pupils (Estyn).
26. The relevant Estyn Inspection reports provide grades against Key Questions and provide school with recommendations for improvement.
27. For Estyn inspections carried out before September 2010, there were seven key questions each with the following grades which could be awarded:
28. Grade 1 good with outstanding features
Grade 2 good features and no important shortcomings
Grade 3 good features outweigh shortcomings
Grade 4 some good features, but shortcomings in important areas
Grade 5 many important shortcomings
29. In September 2010 a new common inspection framework was introduced and Estyn inspections carried out after September 2010 provides judgements against three Key Questions.

Each key question is provided with a judgement:

- Excellent –many strengths, including significant examples of sector-leading practice
- Good – many strengths and no important
- Adequate – strengths outweigh areas for improvement
- Unsatisfactory – important areas for improvement outweigh strengths

Welsh Government categorisation of schools

30. In January 2015 the Welsh Government introduced a new categorisation system that considered each school's standards alongside the school's capacity to improve so as to understand the level of support that organisations such as CSC need to give each other in order that they achieve their targets.
31. The categorisation system is described below:

Welsh Government Categorisation System	
Category	What the category means
Green	A highly effective school which is well run, has a strong leadership and is clear about its priorities for improvement.
Yellow	An effective school which is already doing well and knows the areas it needs to improve.
Amber	A School in need of improvement which needs help to identify the steps to improve or to make change happen more quickly.
Red	A school in need of greatest improvement and will receive immediate, intensive support.

32. To determine the colour coded category as explained in the table above, schools are placed in one of four groups for standards (1-4) and for bringing about improvement (A-D) with one being the highest grouping for standards and A being the highest for improvement capacity.

Ninian Park Primary School

33. Ninian Park Primary School was last inspected in October 2009. Provision for the care, support and well-being of pupils was judged to be good. The LA recognises that this inspection was undertaken a number of years ago and should not be used as an indication of the current standards at the school. The school was awarded the following grades:

Key Questions	Grade
How well do learners achieve?	3
How effective are teaching, training and assessment?	3
How well do the learning experiences meet the needs and interest of learners and wider community?	3
How well are learners cared for, guided and supported?	2
How effective are leadership and strategic management?	3
How well do learners and managers evaluate and improve quality and standards?	3
How efficient	3

34. Further information regarding quality and standards at Ninian Park Primary School can be seen at Appendix 2.
35. The Welsh Government has categorised the school as Red.
36. The Council's aim is to provide sufficient good quality nursery and primary school places in both English-medium and Welsh-medium and faith based education to a 21st Century school standard.
37. The Council has in place policies to support school improvement e.g. 'High Achievement for All' and 'Achievement for Inclusion'. It is working to respond to the key principles of the School Effectiveness Framework to secure better learning outcomes and well-being for all children including those at the existing schools which form part of these proposals and any new schools established subsequently.
38. It is not anticipated that there will be any impact on the quality and 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.
39. The Council will work with the leadership of any new school/existing schools to develop a rigorous whole school approach to improvement planning and secure good relationships with parents and other partners in order to ensure pupils receive a high quality education.

40. Careful planning will take place during the proposed period of change to avoid any risk of distraction or disruption to leadership and governance that could impact on educational outcomes.

Need for places and the impact on accessibility of schools

41. The number of pupils entering Reception has increased and the establishment of any new schools/expansion of existing school will ensure the availability of both English-medium and Welsh-medium community primary school places to serve the local area.
42. The work undertaken to establish the likely demand across the Four Wards shows that there will be an overall projected shortfall of 59 Reception places in September 2016 based on existing housing. Additional pupil yields from a number of sites proposed for housing development would further exacerbate the overall projected shortfall.
43. The greatest shortfalls are in Grangetown and Butetown. For the September 2016 intakes, projections are as follows:
- Demand for English-medium community school and Faith places in the Grangetown area exceeding the supply by 95 places, rising to 142 places when pupil yields from proposed new housing are added;
 - Demand for Welsh-medium community school places exceeding supply by 26 places in the Grangetown and Butetown area rising to 46 places when pupil yields from proposed new housing are added.
44. Additional information regarding demand/projections can be seen at page 45 of the consultation document at Appendix 1.
45. Should the proposals to establish new school provision proceed, it would be necessary to consult at a later date on revising catchment area arrangements in order to achieve a better match of future catchment population to local school capacities.
46. Any amendments to admission arrangements such as changes to Publish Admission Numbers or the establishment and/or revision of catchment areas as a result of this proposal could not be implemented until September 2017 at the earliest.

Resourcing of education

47. School budgets are primarily funded by formula funding mechanism which uses pupil numbers as its main driver. Any increase or decrease in pupil numbers at individual schools would need to be reflected in the revenue budget of the school. The proposals will ensure a fairer and more equitable distribution of funding between mainstream schools within the Cardiff area.

How would nursery provision be affected?

48. Children in Cardiff are entitled to a part-time nursery place from the start of the term following their third birthday and must attend for a minimum of five

half days. Nursery places are not allocated on a catchment area basis. Wherever possible places are offered in a local community nursery school or nursery class within two miles of a child's place of residence. If places are unavailable in local community nursery schools or nursery classes, parents may apply for nursery education place funding with an approved provider that has to demonstrate is able to meet with relevant quality.

49. The Local Authority has needed to purchase an increasing number of nursery education places in recent years following the increased housing and the rise in the birth rate. Also, some families have not taken up their offered place which means there is potential demand in excess of the supply available and any additional places would support a greater uptake of the nursery entitlement.
50. 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.
51. In the event the proposal is implemented, accommodation would need to be of sufficient size to provide for the increased numbers and the appropriate investment made to realise the appropriate space in accordance with the numbers of places offered. As these are potentially expansion of existing nursery units the outdoor area would also be taken into account to ensure the area is able to offer a range of activities relevant to the delivery of the Foundation Phase to this age group.
52. 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.
53. It must be noted that accessing a nursery place at a school, does not guarantee a reception place and is subject to a separate primary phase admission process.

Land Matters

Sevenoaks Park (adjacent to Ninian Park Primary School)

54. There is a deficiency of Public Open Space in Grangetown and the proposed permanent enlargement of Ninian Park Primary School would result in the loss of a small area of existing Public Open Space.
55. Temporary classrooms and other changes were made to the Sevenoaks Park to increase the capacity of the school in 2007. Part of the area to be put forward for appropriation has been used to provide additional school places for a number of years.
56. The expansion (assuming it is restricted to the existing area used) would not impact on pitch layout or use, although this encompasses the existing play area which is a key element of the park. A new play area would

therefore need to be constructed as part of the compensatory provision. An indicative cost of c£165k to construct a replacement playground that meets full standards in terms of surfacing, equipping, fencing and meeting the minimum area requirements has been identified.

57. Any scheme would be subject to planning permission and appropriation of Public Open space, taking into account the existing ward deficiencies in open space, and any objections considered. At the meeting on 10 December 2015, Cabinet authorised the approval of appropriation of the land at Sevanoakes Park in principle subject to public consultation in accordance with S122 of the Local Government Act 1972. Arrangements to publicly advertise the proposed appropriation are being progressed.
58. In addition consideration could be given to the potential relocation of the all-purpose pitch provision to a position adjacent to the school with a view to minimising additional land take and maximising the use of the facility by the school during the day and the community during the evening. The existing facility is not used regularly during the school day currently.

St Mary the Virgin CW Primary School

59. Consideration will need to be given to the method of delivery. The Diocese owns the land the school building sits on, together with the hardstand and the car parking area whilst the Council owns the land occupied by the school field. Any method that proceeds will need to represent value for money for the Council.
60. Discussion will be held between Officers of the Council and representatives of the Diocese with regard to an appropriate method for construction and siting of the school with a view to ensuring value for money for the Council.
61. In the event of the proposal being progressed, the Church in Wales Diocese would benefit from a larger built asset. Owing to the condition and configuration of the current school building there are several potential ways to facilitate the additional capacity required that would range from constructing the minimum facilities required to realise an increase of 1FE over and above the existing places already offered through the construction of a new build 2FE school building.
62. As part of the 21st Century School funding the Council could have sufficient capital to fund up to 1FE accommodation. Should the mutual decision of the Diocese and the Council be that in view of the condition of the current building, a replacement 2FE building would provide a more cost effective solution for the longer term this would be subject to securing the required funds from the Diocese. Officers will work with the Diocese to develop the proposal however it should be noted that if the mutual decision is that a new build 2FE school would be the best option, this is likely to result in the programme of works having to be extended over a longer period.

Hamadryad site

63. There is no direct impact on Public Open Space owned or managed by the Parks Service although the site is bounded on the east and south sides by Hamadryad Park.
64. It may be possible for changing rooms adjoining the school building, to support the sports provision currently available in Hamadryad Park, to be provided; however, this would be subject to separate financial resources being identified by the relevant service area.
65. The acquisition of the Hamadryad site by the Council remains on Schedule.

Admission Arrangements including catchment areas

66. If implemented, pupils would be admitted into the Reception age group of the new Welsh-medium primary school from September 2016. Places would be allocated based on proximity (distance) to the Hamadryad site as there would be no catchment area arrangements in place at this time.
67. Permanent expansion of English-medium provision would commence from September 2017. The Published Admission Number of 60 at Ninian Park would increase to 90 from September 2017.
68. The establishment of each individual school catchment area requires the Council to undertake a formal consultation. The Council, in its role as admission authority, consults with schools annually in respect of school admission arrangements, including school catchment areas.
69. School admission arrangements have been set until the end of the 2016-17 school year.
70. It is expected that, following further analysis of the take-up of Reception places in 2015 and 2016, any proposed changes to Welsh-medium and English-medium primary school catchment areas would be consulted on in early 2017 or 2018 and the arrangements implemented in September 2018 or 2019.
71. It should be noted that the additional school places proposed are to meet existing shortfalls and contribute towards the projected yield from a number of housing developments proposed during the period ending 2026. It is therefore likely that the demand for places within each geographical area will change over time and as a consequence it would be necessary to review and potentially further revise catchment area arrangements.
72. Admission arrangements for St Mary the Virgin would be considered by and determined by the Governing Body of the school. The Council has consulted with the Church in Wales Diocese and the school on how the school may set oversubscription criteria for open places and is in the process of preparing a draft admission criteria for implementation in the event the proposal is able to proceed.

Local Member consultation

73. Members were consulted as part of the consultation process.

Reason for Recommendations

74. To address the shortfall of English-medium and Welsh-medium primary school places in and around Butetown, Canton, Grangetown and Riverside areas.

Legal Implications

75. Any proposal to establish a new community school or to make a regulated alteration to a community school fall to be considered as a regulated alteration to a school under Sections 41 and 43 of the School Standards and Organisation (Wales) Act 2013.

76. Section 48 of the 2013 Act requires that any proposal in respect of a regulated alternation must first be consulted upon and then a formal notice published in accordance with the Schools Organisation Code for the time being.

77. Those steps have taken place and a formal 28 day notice period was allowed for objections.

78. Under the Code the Authority is required to take into account certain factors in formulating proposals and those factors are referred to in the text of this Report.

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

80. 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

81. The Council also has to consider whether the proposals will improve access for disabled pupils in accordance with the Equality Act 2010.

82. The report identifies that the Equality Impact Assessment has been updated and is appended at Appendix 3. 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.

83. The Cabinet must make a final determination of the proposals within 16 weeks of the end of the objection period.
84. The Council has power to appropriate land to a different statutory purpose if it is no longer needed for its present purpose pursuant to section 122 of the Local Government Act 1972. In the case of open space land, the Council is required to publicly advertise the proposed appropriation and to conscientiously consider any responses to the advertisement.

Financial Implications

85. The realigned 21st Century Schools Programme totalling £167.6 million was approved by Cabinet in March and submitted to Welsh Government (WG). Welsh Government subsequently approved in-principle a slightly reduced programme of £164.1 million. Within this re-aligned programme are in-principle approved budgets of £8.3 million for the delivery of additional Welsh Medium provision and £6.5 million for the delivery of additional English Medium Provision in the areas of Butetown, Grangetown, Riverside and Canton.
86. The Welsh medium Provision Project budget is also required to fund the purchase of the land at Hamadryad Road which forms part of the proposals and is currently anticipated to cost approximately £2 million and to be completed by 31st March 2016.
87. At this stage both projects have SOC / OBC stage business case approval from WG. Therefore any expenditure undertaken to progress these proposals prior to Full Business Case approval from WG will be undertaken by the Local Authority at the risk of not achieving Full Business case approval and therefore the anticipated 50% WG funding contribution to the project costs.
88. There is a financial risk attached to the Welsh Medium proposals at the Hamdrayad site related to potential Transport and Highways Infrastructure costs which are likely to impact upon the project budget. Depending upon the extent of the works required which still needs to be fully resolved. The financial impact on the project budget is likely to be a minimum of £260,000 based on estimates from the Council's Highways section. This represents a risk as these additional costs would reduce the contingency element currently factored into the project budget ahead of the main construction contract costs being determined.
89. The report references a requirement to compensate or mitigate for the loss of public open space at Sevenoaks Park which would occur as a result of the proposed works to Ninian Park Primary within the English Medium proposals. This will have an additional impact on the project budget and also needs to be quantified. Initial estimates of the likely impact have been requested from the Authority's Parks department but require discussion to

establish the exact requirements and their likely financial impact on the project budget.

90. Of the £6.5 million total budget for the English Medium proposals, it is anticipated that £3.3 million will be required to deliver the proposals for Ninian Park Primary, this figure includes an estimated allocation for the public open space compensation issue discussed above.
91. This leaves a budget of £3.2 million to undertake a proposed 1FE extension to St Mary the Virgin Primary school. Any alternative model of delivery considered in relation to increasing English-medium capacity at St Mary the Virgin Primary would need to evidence its affordability within the available project budget. The Church in Wales Diocese has ownership of the St Mary the Virgin School buildings and the land upon which they sit. Therefore any construction works undertaken by the Authority on the School Assets is likely to have significant VAT implications for the Authority and these will need to be fully understood when considering any alternative delivery models in relation to St Mary the Virgin Primary.
92. The revenue implications for the impacted Schools' delegated budgets of the proposed additional pupil numbers should be covered by increased formula funding which would be received in recognition of the increased number of pupils.

HR Implications

St Mary the Virgin CiW and Ninian Park Primary

93. HR People Services will work with the leadership and Governing Bodies of St Mary the Virgin CIW and Ninian Park Primary Schools to ensure that they are ready to expand by 1FE. The Governing Bodies during this time will be encouraged in line with the SOP HR Framework to undertake a review of their staffing structure to ensure that they are sufficient for expansion as the numbers on roll increase.
94. HR People Services will also provide advice and guidance for the additional recruitment. As both schools have adopted the Council's Redeployment and Redundancy Policy any new vacancies arising as a consequence of an increase in numbers on the role will provide opportunities for staff on the school redeployment register.

New Welsh Medium Primary School

95. The temporary Governing Body of the new school working with the Council will need to put in place leadership arrangements in advance of the school opening in September 2016. This is to allow time for organisational and staffing decisions to be taken so that the school is appropriately resourced for the opening in September 2016. Options for leadership will need to be considered, which could include partnership or an interim arrangements, particularly for the period whilst the school is located on its temporary site.

96. HR People Services will offer support to the Temporary Governing Body and leadership in establishing an initial staffing structure and recruitment to this ready for the school opening. The Temporary Governing Body may again need to consider interim arrangements for staffing whilst the school becomes fully established.
97. The Headteacher and the temporary Governing Body will also need to consider the HR policies and procedures that it would adopt in relation to the employment and management of staff. The Council will advocate the adoption of the HR Manual for Schools which has been designed to provide policies and procedures, information and guidance to governing bodies, Head teachers and staff, on the human resources issues and employment matters affecting schools.
98. The full adoption of the HR Manual would ensure that any staffing vacancies at the school would provide opportunities for individuals on the school redeployment register, in line with the Council's Redeployment and Redundancy Policy for schools.

Equality Impact Assessment

99. An Equality Impact Assessment has been carried out on the options proposed to go forward. The assessment concluded that this proposal would not adversely affect a particular group in society. If the proposal were to proceed, further equality impact assessments would be undertaken including as assessment on the design for any new build accommodation.

Traffic and Transport Implications

100. Traffic and transport implications will be considered as part of the Transport Assessment that will be required as part of the formal planning application and therefore until this is completed it will not be possible to predict the outcomes. The information from this assessment will inform any stipulations made as condition of planning consent should this proposal be permitted to proceed to implementation.

Hamadryad site

101. The speed limit is currently 30mph in the vicinity of the site, though due to the layout of the surrounding streets the traffic speeds are likely to be low. The availability of parking around the school site is extremely limited as there are a significant number of existing Resident Parking bays and parking restrictions.
102. An initial assessment suggests that due to the existing site constraints vehicle access to this school site will have to be restricted. In order to improve the pedestrian access to the school the following improvements would be required
 - a. One-way system on Hamadryad Road, including a School Safety Zone with speed tables and pedestrian crossing facilities near the school entrance.

- b. Signalised pedestrian crossing facilities at the James Street/Dumballs Street junction.
- c. Bus only access on Hunter Street and parking for commercial bus provision.
- d. Improvements to the pedestrian crossing facilities on Corporation Road and Avondale Road.

Ninian Park Primary School site

- 103. It is expected that the enlarged Ninian Park Primary School would serve broadly the same area and would serve a similar number of pupils to when the school shared its site with Ysgol Tan yr Eos in recent years.
- 104. The speed limit is currently 30mph in the vicinity of the site, there is an existing tabled zebra crossing on Sloper Road and due to the layout of the surrounding streets the traffic speeds are likely to be below 30mph. There are some parking restrictions on Sloper Road and Virgil Street, however these would need to be reviewed.
- 105. An initial assessment suggests that in order to improve the pedestrian access to the school a zebra crossing will be required on Virgil Street.

St Mary the Virgin CiW Primary School site

- 106. It is expected that the enlarged St Mary the Virgin CiW Primary school would serve a wider area and would admit greater number of pupils from south Butetown and north Grangetown.
- 107. The speed limit is currently 30mph in the vicinity of the site which is bordered by industrial units on the west side. There are parking restrictions on Canal Parade, North Church Street and Bute Street.
- 108. An initial assessment suggests that in order to improve the pedestrian access to the school crossing facilities will be required on Canal Parade, together with a School Safety Zone to reduce vehicle speeds. Additional pedestrian crossing facilities will also be required on Bute Street.
- 109. No fee-paying school transport would be provided to Ninian Park Primary School as all pupils living within the existing catchment area live within two miles walking distance of the school. Should it be necessary to amend the catchment area for the school, further assessment would be required although it is not expected that any changes would result in the school serving a significantly wider area. Commercial bus routes may be reviewed although it is unlikely that any changes would be made to the existing routes to divert via the school.
- 110. It is not anticipated that fee-paying school transport would be provided to the proposed new Welsh-medium primary school as it is expected to serve pupils from in and around Butetown and Grangetown; however, further assessment would be required when consideration is given to establishing a catchment area for the school.

111. The establishment of a new school to serve Butetown and Grangetown is expected to reduce the Council's overall liability towards providing school transport as the schools presently serving these areas (namely Ysgol Gymraeg Pwll Coch and Ysgol Mynydd Bychan) are more than 2 miles from some addresses. In the event that the all pupils living within the catchment area live within two miles walking distance of the school the Council would have no statutory duty to provide any free transport. Commercial bus routes may be reviewed although it is unlikely that any changes would be made to the existing routes to divert via the school.
112. No fee-paying school transport would be provided to St Mary the Virgin CiW Primary School as all pupils living within the existing catchment area live within two miles walking distance of the school. Further assessment would be required should it be necessary to amend the catchment area for the school although it is not expected that any changes would result in the school serving a significantly wider area. Discussion will be held with the Commercial bus operators in the area to review commercial services although it is unlikely that any changes would be made to the existing routes to divert via the school.
113. All addresses within the catchment areas of Ninian Park Primary School or St Mary The Virgin Church in Wales Primary School are within 2 miles of the each site, and therefore no pupils resident in the catchment area of either school wishing to attend an English-medium or Church in Wales primary school would qualify for free home to school transport.
114. It is expected that all of the addresses in the new catchment area of Grangetown and Butetown areas for the Welsh-medium school located on the Hamadryad site will be within 2 miles walking distance. Free home to school transport is only provided to primary age pupils who live two or more miles from the nearest appropriate catchment area school.
115. Cardiff Council School Transport section would be able to provide families with advice on safe walking routes to school based on individual home addresses.
116. Under this proposal there are no plans to change the Council's policy on the transport of children to and from schools. Any pupils affected by these proposals will 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).

Sustainability Assessment

117. A Strategic Environmental Assessment (SEA) of the proposal has been carried out in accordance with European Legislation. The assessment confirms that the proposal is compatible with the environmental objective identified the SEA of Cardiff's 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.

Community Impact

118. 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. The potential to accommodate a range of community facilities will be proactively explored and where possible incorporated within any new build school.

Welsh Language Impact

119. It is anticipated that there will be a positive impact on the Welsh Language as a result of these proposals. This proposal seeks to increase the number of Welsh-medium primary school places available for the area.

RECOMMENDATIONS

Cabinet is recommended to:

1. Approve the proposals as set out in paragraph 1 without modification.
2. Authorise officers to take the appropriate actions to implement the proposals as set out in paragraph 1.
3. Authorise officers to publish a summary of the statutory objections and the Authority's response to those objections (referred to as the "Objection Report") within 7 days of the determination of the proposal.
4. Authorise officers to publish the decision within 7 days of determination of the proposal.
5. Delegate the approval, only following the respective grant approvals by Welsh Government, of any necessary contracts to the Director of Education and Lifelong Learning in consultation with the Corporate Director Resources & Section 151 Officer, Director of Legal Services and the Cabinet Members for Corporate Services & Performance and Education & Skills.
6. Note the approval of the Governing Body of St Mary the Virgin Church in Wales Primary School of the proposal to increase the capacity of the school from 1FE to 2FE with nursery places from September 2017.

Nick Batchelar

Director
4 March 2016

The following appendices are attached:

- Appendix 1 - Four Wards Consultation Document September 15 and Statutory Notices
Appendix 2 - Summary of Estyn findings for Ninian Park Primary School
Appendix 3 - Statutory Screening Tool including Equality Impact Assessment and Strategic Environmental Assessment

THE CITY OF CARDIFF COUNCIL

SCHOOLS STANDARDS AND ORGANISATION (WALES) ACT 2013

WELSH MEDIUM PRIMARY SCHOOL PROVISION

NOTICE IS HEREBY GIVEN in accordance with Section 41 of the School Standards and Organisation (Wales) Act 2013 and the School Organisation Code, that the City of Cardiff Council (herein after “the Authority”), having consulted such persons as appeared to them to be appropriate, propose to:

- Establish a new 420 place Welsh-medium primary school with nursery on a site located adjacent to Hamadryad playing fields, off Hamadryad Road, Cardiff, CF10 5UY, serving the age range 3-11. The school is to open initially at 30 places only, in temporary accommodation adjacent to Ninian Park Primary School, Virgil Street, Grangetown, Cardiff, CF11 8TF, from September 2016 and transfer to its permanent site adjacent to Hamadryad Park from September 2017.

The Authority undertook a period of consultation before deciding to publish this proposal. A consultation report containing a summary of the issues raised by consultees, the Authority’s responses and the views of Estyn is available to view at:

www.cardiff.gov.uk/21stCenturySchools

It is proposed to implement the proposal in September 2016. The number of pupils to be admitted to the school in Reception (the relevant age group), at age 4 or 5, in the first school year (2016/17) in which the proposal will have been implemented will be 30 increasing to 60 in the 2017/18 school year.

The new school’s pupil capacity will be 420 places.

There will be 80 part time nursery places at the school from September 2017. This will enable up to 80 children aged 3-4 (from the term following their third birthday) to receive part time nursery education at the school.

Parents of children who are admitted for nursery education will still need to apply for a place at the School if they want their child to transfer to the reception class. Attendance at the nursery will not guarantee admission to the school.

The school will be a community school and will admit pupils of both sexes.

The Authority has responsibility for admitting pupils to the school and sets the admission criteria.

There are no plans to change the Council’s policy on the admission of children to schools as a result of these proposals.

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)

The admission arrangements for the school will not make any provision for selection by aptitude, or for pupil banding.

Any arrangements for the transport of pupils will be made in accordance with the Authority's existing policies on school transport.

Within a period of 28 days after the date of publication of these proposals, that is to say by 03 February 2016 any person may object to these proposals.

Objections should be sent to the Director of Education and Lifelong Learning, The City of Cardiff Council, County Hall, Atlantic Wharf, Cardiff CF10 4UW.

Objections may also be sent to the Director of Education and Lifelong Learning, The City of Cardiff Council using the following e-mail address: SchoolResponses@cardiff.gov.uk

Please note that any such objection sent by e-mail or post must contain the full name and postal address of the objector.

The Authority will publish a summary of any such objections made (and not withdrawn in writing) within the objection period, together with their observations thereon, before the end of 7 days beginning with the day the proposal is determined.

Dated this 07th day of January 2016

Signed: Marie Rosenthal
Director of Governance & Legal Services
For the Council of the City and County of Cardiff

EXPLANATORY NOTE

(This does not form part of the Notice but is intended to explain its general meanings)

Any new school buildings required in the event of the proposal outlined above proceeding to implementation would be equal to/meet Welsh Government (WG) funding conditions such as BREEAM and also be designed in accordance with The Department of Education: Area guidelines for mainstream schools Building Bulletins which set out that the following facilities need to be included in any school:

Teaching space: internal and external	Halls/dining areas
Learning resource areas	Staff and administration
Storage	Toilets and personal care
Kitchen facilities	Circulation, plant and internal walls
Withdrawal areas to support group work/SEN	

All detailed design of the facilities at the new school buildings would be agreed between the Council, the Governing Body and the Headteacher if a proposal is progressed to implementation.

Indicative layouts showing a map of the Hamadryad site and how the sites could look can be viewed on line at www.cardiff.gov.uk

Should the proposal to establish the new school proceed, it would be necessary to consult at a later date on revising catchment area arrangements in order to achieve a better match of future catchment population to local school capacities.

Any changes to catchment areas as a result of this proposal would not be implemented until September 2018 at the earliest.

THE CITY OF CARDIFF COUNCIL

SCHOOLS STANDARDS AND ORGANISATION (WALES) ACT 2013

ENGLISH MEDIUM PRIMARY SCHOOL PROVISION

NOTICE IS HEREBY GIVEN in accordance with Section 42 of the School Standards and Organisation (Wales) Act 2013 and the School Organisation Code, that the City of Cardiff Council (herein after “the Authority”), having consulted such persons as appeared to them to be appropriate, propose to:

- increase the capacity of Ninian Park Primary School, Virgil Street, Grangetown, Cardiff, CF11 8TF, from 420 places to 630 places with additional part-time nursery places, serving the age range 3-11 from September 2017.

The Authority undertook a period of consultation before deciding to publish this proposal. A consultation report containing a summary of the issues raised by consultees, the Authority’s responses and the views of Estyn is available to view at:

www.cardiff.gov.uk/21stCenturySchools

The current number of pupils at Ninian Park Primary School is 443 (Reception to Y6), the permanent pupil capacity of the school is 402 and the proposed capacity once the proposal is implemented will be 630.

The number of pupils to be admitted to the school in Reception (the relevant age group), at age 4 or 5, in the first school year in which the proposal will have been implemented will be 90.

There will be 112 part time nursery places at the school. This will enable up to 112 children aged 3-4 (from the term following their third birthday) to receive part time nursery education at the school.

Parents of children who are admitted for nursery education will still need to apply for a place at the School if they want their child to transfer to the reception class. Attendance at the nursery will not guarantee admission to the school.

The school will continue to be a community school and will admit pupils of both sexes.

The Authority has responsibility for admitting pupils to the School and sets the admission criteria.

There are no plans to change the Council’s policy on the admission of children to schools as a result of these proposals.

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)

The admission arrangements for the school will not make any provision for selection by aptitude, or for pupil banding.

Any arrangements for the transport of pupils will be made in accordance with the Authority’s existing policies on school transport.

Within a period of 28 days after the date of publication of these proposals, that is to say by 03 February 2016 any person may object to these proposals.

Objections should be sent to the Director of Education and Lifelong Learning, The City of Cardiff Council, County Hall, Atlantic Wharf, Cardiff CF10 4UW.

Objections may also be sent to the Director of Education and Lifelong Learning, The City of Cardiff Council using the following e-mail address: SchoolResponses@cardiff.gov.uk

Please note that any such objection sent by e-mail or post must contain the full name and postal address of the objector.

The Authority will publish a summary of any such objections made (and not withdrawn in writing) within the objection period, together with their observations thereon, before the end of 7 days beginning with the day the proposal is determined.

Dated this 07th day of January 2016

Signed: Marie Rosenthal
Director of Governance & Legal Services
For the Council of the City and County of Cardiff

EXPLANATORY NOTE

(This does not form part of the Notice but is intended to explain its general meanings)

In order for Ninian Park Primary School to function effectively as a 3FE primary school it would require extension and modernisation to the existing accommodation. This would necessitate building on part of the parkland currently taken up by temporary accommodation. Consideration would need to be given to where the temporary accommodation would be relocated during the period of building works. The school would need to continue to utilise off-site playing fields on the adjacent Sevenoakes Park which are owned by the Local Authority.

An indicative layout showing a map of the site and how the site could look can be viewed on line at www.cardiff.gov.uk

Implementation of the proposal would require changes to catchment areas throughout Butetown and Grangetown in order to balance the supply of demand for places and to minimise the impact on other schools which would be subject to consultation.

Any changes to catchment areas as a result of this proposal would not be implemented until September 2018 at the earliest.

St Mary the Virgin Church in Wales Primary School

Mrs N J Prichard B.Mus (Hons), Headteacher
North Church Street
Butetown, Cardiff CF10 5HB



Learning and praying together; being kind, helpful and hardworking.

SCHOOLS STANDARDS AND ORGANISATION (WALES) ACT 2013

ENGLISH MEDIUM PRIMARY SCHOOL PROVISION

NOTICE IS HEREBY GIVEN in accordance with Section 42 of the School Standards and Organisation (Wales) Act 2013 and the School Organisation Code, that the Governing Body of St Mary the Virgin Church in Wales Primary School (herein after “the Governing Body”), having consulted such persons as appeared to them to be appropriate, propose to:

- increase the capacity of St Mary the Virgin Church in Wales Primary School, North Church Street, Butetown, Cardiff, CF10 5HB from 210 places to 420 places with additional part-time nursery places serving the age range 3-11 on its existing site from September 2017.

A period of consultation was undertaken before deciding to publish this proposal. A consultation report containing a summary of the issues raised by consultees, the Governing Body’s and Local Authority’s responses and the views of Estyn is available to view at:

www.stmarythevirginprm.co.uk and www.cardiff.gov.uk/21stCenturySchools

The current number of pupils at St Mary the Virgin Church in Wales Primary School is 186, the pupil capacity of the school is 210 and the proposed capacity once the proposal is implemented will be 420.

The number of pupils to be admitted to the school in Reception (the relevant age group), at age 4 or 5, in the first school year in which the proposal will have been implemented will be 60.

There will be 80 part time nursery places at the school. This will enable up to 80 children aged 3-4 (from the term following their third birthday) to receive part time nursery education at the school.

Parents of children who are admitted for nursery education will still need to apply for a place at the School if they want their child to transfer to the reception class. Attendance at the nursery will not guarantee admission to the school.

The school will continue to be a voluntary aided school and will admit pupils of both sexes.

The Governing Body has responsibility for admitting pupils to the Schools and sets the admission criteria.

The admission arrangements for the school will not make any provision for selection by aptitude, or for pupil banding.

Any arrangements for the transport of pupils will be made in accordance with the Local Authority's existing policies on school transport.

Within a period of 28 days after the date of publication of these proposals, that is to say by 03 February 2016 any person may object to these proposals.

Objections should be sent to the Chair of Governors, St Mary the Virgin Church in Wales Primary School, North Church Street, Butetown, Cardiff, CF10 5HB.

Objections may also be sent to the Chair of Governors using the following e-mail address: SchoolResponses@cardiff.gov.uk

Please note that any such objection sent by e-mail or post must contain the full name and postal address of the objector.

The Governing Body will publish a summary of any such objections made (and not withdrawn in writing) within the objection period, together with their observations thereon, within the period of 28 days after the end of the objection period.

Dated this 07th day of January 2016

Signed: Maureen Ready
Chair of Governors
St Mary the Virgin Church in Wales Primary School

EXPLANATORY NOTE

(This does not form part of the Notice but is intended to explain its general meanings)

Owing to the condition and configuration of the current school building there are several potential ways to facilitate the additional capacity required to expand the school from 210 places to 420 places that would range from constructing the minimum facilities required to realise an increase of 210 places over and above the existing places already offered through to construction of a new build 420 place school building.

As part of the 21st Century School funding specific to this locality the Local Authority has sufficient capital to fund up to 210 place accommodation. Should the mutual decision of the Diocese and the Local Authority be that, in view of the condition of the current building a replacement 2FE building would provide a more cost effective solution for the longer term i.e. to replace the existing building, the Diocese and LA would have to work in partnership to secure sufficient funds for the project. In addition, the LA benefitted from Welsh Government capital funding to develop the Flying Start childcare accommodation and any new school building would need to replace this facility on site.



St Mary the Virgin CW Primary School administers its own admission arrangements. In the event of any option including St Mary the Virgin Primary School were to proceed to implementation it would mean the school would admit up to 60 pupils to Reception each September. It is proposed that this comprises of 30 Foundation Places (i.e. priority given to children that meet the faith criteria of the school) and 30 Open Places (i.e. those children who would not qualify for a Foundation Place, but whose parents/guardian have chosen the school for the type of education it provides). As the proposal is to implement the new arrangements from Sept 2017, the school would need to complete consultation on the proposed new arrangements by 1st March 2016 and determined the admission arrangements for September 2017 by no later than 15th April 2016.



Appendix 2

Table 23	Ninian Park Primary School Estyn Report October 2009
Key Questions	Grade
Standards	
Key question 1: How well do learners achieve?	3
The quality of education and training	
Key question 2: How effective are teaching, training and assessment?	3
Key question 3: How well do the learning experiences meet the needs and interest of learners and wider community?	3
Key question 4: How well are learners cared for, guided and supported?	2
Leadership and Management	
Key question 5: How effective are leadership and strategic management?	3
Key question 6: How well do leaders and managers evaluate and improve quality and standards?	3
Key question 7: How efficient are leaders and managers in using resources?	3
Recommendations	
R1	Continue to raise standards in English and the key skill of writing.
R2	Further improve pupils Welsh language

	skills, particularly at Key Stage 2.
R3	Improve the monitoring of standards, teaching and learning by school improvement teams and the monitoring of provision by the governing body
R4	Ensure the school meets legal requirements by completing the school disability equality scheme.
R5	Seek further ways to improve attendance.
Welsh Government Support Category	Red
*Pupils achieving the expected outcome in the FP areas of learning (2014)	83.6%
*Pupils achieving the expected level in the core subjects at KS2 (2014)	85.1%
*Attendance (2014)	94.6%

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

<p>Name of Strategy / Policy / Activity:</p> <p>School Organisation Proposals: The provision of additional Welsh-medium and English-medium primary school places in and around the Butetown, Canton, Grangetown and Riverside areas of Cardiff.</p>	<p>Date of Screening:</p> <p>December 2014, updated March 2015; November 2015 & January 2016</p>
<p>Service Area/Section: Education</p> <p>Attendees: Self-assessment</p>	<p>Lead Officer: Nick Batchelar</p>
<p>What are the objectives of the Policy/Strategy/Project/Procedure/Service/Function</p> <p>In order to provide additional capacity to meet the increasing demand for English-medium and Welsh-medium primary school places within the Four Wards the Council consulted on proposals for 65</p> <ul style="list-style-type: none"> • Provide 60/69 (depending on option) additional English-medium primary school places per year group • Provide 60 additional Welsh-medium primary school places per year group • Provide up to 80 additional English-medium part time nursery places and up to 80 additional Welsh-medium part time nursery places 	<p>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> <p>At its meeting on 10 December 2015 the Cabinet, in accordance with the terms of the Schools Standards and Organisation (Wales) Act, approved a recommendation for the publication of statutory notices relating to:</p> <p>Increase the capacity of Ninian Park Primary School from 2FE to 3FE with additional part-time nursery places serving the age range 3-11 on its existing site from September 2017.</p> <p>Establish a new 2FE Welsh-medium primary school with nursery on the Hamadryad site located adjacent to the Hamadryad playing fields off Hamadryad Road, Cardiff (the school is to open initially at 1FE only in temporary accommodation adjacent to the Ninian Park Primary School site in the accommodation formerly occupied by Ysgol Tan yr Eos on Virgil Street, Cardiff).</p> <p>The Cabinet also noted subject to approval of the Governing Body the publication by the Governing Body of St Mary the Virgin Church in Wales Primary School of an appropriate statutory notice to make prescribed alterations to that school by increasing its capacity from 1FE to 2FE with nursery places from September 2017 to run concurrent with the Council's</p>

notice(s). The Governing Body approved the publication of a statutory notice on 22 December 2015.

The work undertaken to establish the likely demand across the "Four Wards" (Butetown, Canton, Grangetown and Riverside) shows that there will be an overall projected shortfall of 59 Reception places in the combined area based on existing housing. There is a projected shortfall of Welsh-medium places, and the shortfall of English-medium places at entry to Reception is exacerbated.

When compared to the existing supply of places at Reception age, projections for September 2016 taking account of the uplift in English-medium and Welsh-medium demand indicate:

- a surplus of 19 English-medium community and faith places in the Butetown area reducing to 6 surplus places when pupil yields from proposed new housing are added
- a surplus of 31 English-medium community and faith places in the combined Canton and Riverside areas reducing to 8 surplus places when pupil yields from proposed new housing are added
- a surplus of 12 Welsh-medium community school places in the combined Canton and Riverside areas reducing to 4 surplus places when pupil yields from proposed new housing are added.

This leaves projected shortfalls to address in the Grangetown and Butetown areas for the September 2016 intake as follows:

- Demand for English-medium community school and Faith places in the Grangetown area greatly exceeding the supply by 95 places, rising to 142 places when pupil yields from proposed new housing are added
- Demand for Welsh-medium community school places exceeding supply by 26 places in the Grangetown and Butetown area rising to 46 places when pupil yields from proposed new housing are added.

Part 1: Impact on outcomes and due regard to Sustainable Development

Please use the following scale when considering what contribution the activity makes:	
+	Positive contribution to the outcome
-	Negative contribution to the outcome
ntrl	Neutral contribution to the outcome
Uncertain	Uncertain if any contribution is made to the outcome

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick			Evidence or suggestion for improvement/mitigation
		+	-	Un-Crtn	
1.1	<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> <p>People in Cardiff have a clean, attractive and sustainable environment; <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> 	+			<ul style="list-style-type: none"> See 1.2 below - encouraging walking, cycling and use of public transport See 1.3 below re crime prevention (Secure by Design) and addressing anti-social behaviour
12	<p>New build: Cardiff Council are proposing a new standardised design2FE Welsh-medium primary school with nursery on the Hamadryad site.</p> <ul style="list-style-type: none"> Any standalone new build accommodation would be "off plan" Standard design build in compliance with the BREEAM 'Excellent' specification, minimizing running costs, construction costs and detrimental environmental impact. Where possible, Passivhaus design principles and methodology would be applied and adopted which result in facilitating most of the school classroom windows facing North/South orientation, limiting and optimising summer and winter sun respectively. This minimises the use of energy for heating or cooling a room. The wall construction and key junction details would be carefully developed to achieve a highly air tight building. Wherever possible the design would promote, specify and use locally sourced materials which have a commitment to sustainability and the environment. 	+			<p>New build: Cardiff Council are proposing a new standardised design2FE Welsh-medium primary school with nursery on the Hamadryad site.</p> <ul style="list-style-type: none"> Any standalone new build accommodation would be "off plan" Standard design build in compliance with the BREEAM 'Excellent' specification, minimizing running costs, construction costs and detrimental environmental impact. Where possible, Passivhaus design principles and methodology would be applied and adopted which result in facilitating most of the school classroom windows facing North/South orientation, limiting and optimising summer and winter sun respectively. This minimises the use of energy for heating or cooling a room. The wall construction and key junction details would be carefully developed to achieve a highly air tight building. Wherever possible the design would promote, specify and use locally sourced materials which have a commitment to sustainability and the environment.

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	
<ul style="list-style-type: none"> encouraging walking, cycling, and use of public transport and improving access to countryside and open space 	✓			<p>Extensions:</p> <ul style="list-style-type: none"> Where possible, energy efficient measures would be incorporated into the building works for any extension to existing accommodation. The options would provide local schools for local children Provision of Safe Walking Routes to schools would encourage walking. Limited scope for parking would encourage walking to school A travel plan will be submitted along with the planning application, detailing proximity to public transport and walking and cycling routes. Emphasis is placed on travel by active modes where this is possible and on providing the facilities and opportunities at school for students to travel by walking, cycling and public transport. Encouraging active travel to school is a very important means of increasing levels of physical activity in children and tackling the growing problem of childhood obesity. Reducing congestion at the school gate is key to ensuring the safety of pupils and to mitigating impacts on the local neighbourhood. Provision of parent parking places is generally not supported by Cardiff Council. This is because such provision would promote travel to school by car, generate local traffic, contribute to congestion and reduce pupil safety. Parking facilities provided at schools is generally only for staff and to meet operational needs. A Traffic/Transport assessment would be carried out as part of the planning application process. <p>Location of provision</p> <p>Locating provision central to the area it serves should minimise the use of cars or public transport and encourage walking and</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	
				<p>cycling to and from school. Ninian Park is central to the area it presently serves and would continue to serve. Hamadryad is central to the area it is likely to serve.</p> <p>St Mary the Virgin CIW Primary School is suitably located to serve north-west Butetown and northeast Grangetown and is also well located for those children resident in the city centre and the proposed housing development on and around Dumballs Road.</p> <p>POS</p> <p>The new and expanded schools may require access to off-site pitches and use of adjacent park land or POS may be required. This could limit use of parkland space / POS during school hours. See comments against Objective 3 in the Strategic Environmental Assessment on page 41 for potential impacts.</p> <p>There is a deficiency of Public Open Space in Grangetown and the proposed permanent enlargement of Ninian Park Primary School would result in the loss of a small area of existing Public Open Space.</p> <p>Temporary classrooms and other changes were made to the Sevenoaks Park to increase the capacity of the school in 2007. Part of the area to be put forward for appropriation has been used to provide additional school places for a number of years.</p> <p>The expansion (assuming it is restricted to the existing area used) would not impact on pitch layout or use, although this encompasses the existing play area which is a key element of the park. A new play area would therefore need to be constructed as part of the compensatory provision. An indicative cost of c£165k to construct a replacement playground that meets full standards in terms of surfacing, equipping, fencing and meeting the minimum area requirements has been identified.</p>

Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick			Un-Crtn	Evidence or suggestion for improvement/mitigation
	+	-	Ntrl		
					Any scheme would be subject to planning permission and appropriation of Public Open space, taking into account the existing ward deficiencies in open space, and any objections considered. At the meeting on 10 December 2015, Cabinet authorised the approval of appropriation of the land at Sevanoakes Park in principle subject to public consultation in accordance with S122 of the Local Government Act 1972.
<ul style="list-style-type: none"> reducing environmental pollution (land, air, noise and water) 			✓		Builders would be encouraged to minimise air, light and noise pollution during the construction period.
<ul style="list-style-type: none"> reducing consumption and encouraging waste reduction, reuse, recycling and recovery 	✓		✓		<p>If appropriate, an acoustic report would be prepared to ascertain the site acoustic levels and the acoustic impact of the school. A further report shall be prepared for the proposals in line with the BB93 Acoustics for School requirements.</p> <p>Measures that would be considered in the design of any scheme:</p> <ul style="list-style-type: none"> Achieve BREEAM Excellent Sustainable urban drainage system Solar hot water Photovoltaic Natural Ventilation Control of solar gains Rainwater Harvesting A or A+ rated materials in accordance with BRE Green Guide to Specification <p>Cardiff Council, Waste Management are consulted on the provision of waste and recycling collection on a school site. The level of waste would be assessed and an appropriately sized bin store provided. Further consultation would be held to ascertain recyclable facilities requirements and composting on site.</p>
<ul style="list-style-type: none"> encouraging biodiversity 			✓		Ecological surveys would be undertaken as necessary and recommendations to mitigate any impacts on biodiversity would be considered as part of the planning application.

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick			Un-Crtn	Evidence or suggestion for improvement/mitigation
		+	-	Ntrl		
1.3	<p>People in Cardiff are safe and feel safe; Consider the potential impact on</p> <ul style="list-style-type: none"> reducing crime, fear of crime and increasing safety of individuals addressing anti-social behaviour protecting vulnerable adults and children in Cardiff from harm or abuse 	✓				<p>A new build provides the opportunity to consider innovative ways to encourage biodiversity through the integration of the Eco-schools initiative into new build schemes.</p> <p>The South Wales Police's Crime Prevention Design Advisor would be consulted on the project as appropriate and the recommendations considered and incorporated where practicable.</p>
1.4	<p>Cardiff has a thriving and prosperous economy; Consider the potential impact on</p> <ul style="list-style-type: none"> economic competitiveness (enterprise activity, social enterprises, average earnings, improve productivity) 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 	✓		✓		<p>Investment in school buildings improves the learning environment, contributes to the delivery of the modern curriculum and should have a positive impact on the economy as it helps learners to achieve their potential.</p> <p>Consideration to be given to using local sub-contractors and suppliers. As part of any tender process, emphasis is placed on how the construction project must benefit the local economy. Examples of key Performance Indicators are as follows:</p> <ul style="list-style-type: none"> Contractors will be asked to report the % of contract value spent in the local economy. Contractors or subcontractors will be asked to provide employment opportunities to unemployed people living in Wales. Contractors will be asked to offer work experiences, traineeships and apprenticeship opportunities to people within the local community.
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 	✓				<p>Investment in buildings enables schools to be best placed to provide the opportunities for learners to achieve their potential.</p> <p>Modern school facilities can provide flexible spaces for partnership working (integrated services) and use as valuable community assets (potential for efficiency savings).</p>

	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	
	<ul style="list-style-type: none"> 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 				
1.6	<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 		✓		<p>No-cultural heritage receptors are recorded within or in close proximity to the proposed sites.</p> <p>There would be no impact on existing community services as a result of these proposals.</p>
1.7	<p>Cardiff is a fair, just and inclusive society. Consider the potential impact on</p> <ul style="list-style-type: none"> the elimination of discrimination, harassment or victimisation for equality groups has the community or stakeholders been engaged in developing the strategy/policy/activity? 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)? 	✓		✓	<p>See Equality Impact Assessment below (and attached).</p> <ul style="list-style-type: none"> Statutory public consultation has been carried out on formal proposals (including engagement with school pupils) Design Equalities Advisory Group (including representatives from external groups) would be given the opportunity to comment Relevant departments in the Council would be engaged Ecological Appraisal where required - external surveyors The Design Commission for Wales (DCfW) Review Panel would be engaged South Wales Police's Crime Prevention Design Advisor would be engaged
1.8	The Council delivers positive outcomes for the city and its	✓			Modern school facilities can provide flexible spaces for

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick			Un-Crtn	Evidence or suggestion for improvement/mitigation
		+	-	Ntrl		
	<p>citizens through strong partnerships <i>Consider the potential impact on</i></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> 					<p>partnership working (integrated services) and use as valuable community assets (potential for efficiency savings).</p>
	<p><i>Will this Policy/Strategy/Project have a differential impact on any of the following:</i></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>3-11 year olds</p> <p>The proposals would increase the number of primary community places available in and around the Butetown, Canton, Grangetown and Riverside areas of Cardiff.</p> <p>Additional primary and nursery places would be accommodated in permanent new build accommodation. Investment in buildings enables schools to be best placed to provide the opportunities for learners to achieve their potential.</p>

Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick			Un-Crtn	Evidence or suggestion for improvement/mitigation
	+	-	Ntrl		
					<p>The provision of nursery places makes it possible for a child to remain on the same site and in familiar surroundings for their primary education (subject to a successful application to the primary school).</p> <p>The Council has experience of delivering new build on school sites whilst enabling the continuous delivery of education and maintaining health and safety.</p> <p>Interim and transition arrangements</p> <p>It is proposed to establish a new 420 place Welsh-medium primary school with nursery on a site located adjacent to Hamadryad playing fields, off Hamadryad Road, Cardiff, CF10 5UY, serving the age range 3-11. The school is to open initially at 30 places only, in temporary accommodation adjacent to Ninian Park Primary School, Virgil Street, Grange town, Cardiff, CF11 8TF, from September 2016 and transfer to its permanent site adjacent to Hamadryad Park from September 2017.</p> <p>The temporary accommodation would be in demountable accommodation that was used by Tan Yr Eos and more recently on a temporary basis by Millbank Primary School. The provision would have a separate entrance and would be cordoned off from Ninian Park Primary School's buildings that are adjacent to the accommodation.</p> <p>St Mary the Virgin CIW</p> <p>Any additional English-medium places provided at St Mary the Virgin would be provided in a faith setting with the school's Governing Body as the admissions authority for this school. The school would admit up to 60 children to Reception each September which could (subject to agreement) comprise of 30</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>Foundation places (i.e. children that meet the faith criteria of the school) and 30 open places (i.e. those children who would not qualify for a foundation place, but whose parents have chosen the school for the type of education it provide). The Open Places numbers would need to be agreed between the Governing Body and the Council.</p> <p>All parents applying for admission would do so knowing that the school aims to provide an education based on Christian principles and therefore the Governing Body would expect all pupils to take part in the Christian worship of the school, to attend all religious education lessons and participate in all other educational activities.</p> <p>As was shown during the engagement, St Mary the Virgin Primary school is popular in its locality with those seeking faith based education and with local families of a range of different faiths. Families that do not want a faith based education for their child(ren) could not be compelled to take up a place at this school.</p> <p><u>Impact on community facilities (All ages)</u></p> <p>See 1.6 above</p> <p>Impact on POS (all ages)</p> <p>The new and expanded schools may require access to off-site pitches and use of adjacent park land or POS may be required. This could limit use of parkland space / POS during school hours. See 1.6 above</p> <p>There is a deficiency of Public Open Space in Grangetown and the proposed permanent enlargement of Ninian Park Primary School would result in the loss of a small area of existing Public Open Space.</p>

Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick			Un-Crtn	Evidence or suggestion for improvement/mitigation
	+	-	Ntrl		
					<p>Temporary classrooms and other changes were made to the Sevenoaks Park to increase the capacity of the school in 2007. Part of the area to be put forward for appropriation has been used to provide additional school places for a number of years.</p> <p>The expansion (assuming it is restricted to the existing area used) would not impact on pitch layout or use, although this encompasses the existing play area which is a key element of the park. A new play area would therefore need to be constructed as part of the compensatory provision. An indicative cost of c£165k to construct a replacement playground that meets full standards in terms of surfacing, equipping, fencing and meeting the minimum area requirements has been identified.</p> <p>Any scheme would be subject to planning permission and appropriation of Public Open space, taking into account the existing ward deficiencies in open space, and any objections considered. At the meeting on 10 December 2015, Cabinet authorised the approval of appropriation of the land at Sevenoaks Park in principle subject to public consultation in accordance with S122 of the Local Government Act 1972. Arrangements to publicly advertise the proposed appropriation are being progressed.</p> <p>In addition consideration could be given to the potential relocation of the all-purpose pitch provision to a position adjacent to the school with a view to minimising additional land take and maximising the use of the facility by the school during the day and the community during the evening. The existing facility is not used regularly during the school day currently.</p> <p>Transport and Traffic (all ages)</p> <p>Increase in the use of polluting modes of transport in the vicinity of the sites directly affected by the proposal.</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	
				<p>Mitigated by:</p> <ul style="list-style-type: none"> - provision being central to the area it would serve. This would minimise use of cars or public transport and encourage walking and cycling to and from school. - Limited scope for parking would encourage walking to school. Provision of parent parking places is generally not supported by Cardiff Council. This is because such provision would promote travel to school by car, generate local traffic, contribute to congestion and reduce pupil safety. Parking facilities provided at schools is generally only for staff and to meet operational needs. - Formalised parking regime outside of the schools to discourage unsafe parking and help with enforcement. - A Travel Plan which includes schemes such as the Park Safe / Walk Safe scheme which encourage parents to park further away from the school. - A Travel Plan that encourages the use of public transport, walking and cycling - Giving consideration to providing a non statutory bus service based on demand - Traffic and transport implications including measures to encourage walking and cycling would be considered as part of the Transport Assessment that supports any planning application <p>Location of provision</p> <p>Locating provision central to the area it serves should minimise the use of cars or public transport and encourage walking and</p>
	+			<p>Un-Ctrn</p> <p>Location of provision</p> <p>Locating provision central to the area it serves should minimise the use of cars or public transport and encourage walking and</p>

Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick			Un-Crtn	Evidence or suggestion for improvement/mitigation
	+	-	Ntrl		
					<p>cycling to and from school. Ninian Park is central to the area it presently serves and would continue to serve. Hamadryad would be central to the areas the school would be likely to serve.</p> <p>St Mary the Virgin CiW Primary School is suitably located to serve north-west Butetown and northeast Grangetown and is also well located for those children resident in the city centre and the proposed housing development on and around Dumballs Road.</p> <p>Redeployment</p> <p>There may still be a perception that redeployment opportunities could be affected by age.</p> <p>The Council's procedure for managing staffing changes arising from reorganisation would be used in implementing any changes as a result of this proposal. This would ensure that good practice is followed, including the application of the Council's policies on equal opportunities.</p>
<ul style="list-style-type: none"> Disability 	✓		✓		<p>An equality impact assessment would be carried out at the design stage on the accessibility of any new build or interim temporary demountable accommodation and to identify any reasonable adjustments that could be made to improve accessibility to existing accommodation. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design June 2009 as well as building regulations such as, BS8300, Part M and Building Bulletin guidelines.</p> <p>Transport for disabled pupils would not be affected as it would be provided to meet the child's needs in accordance with the SEN Code of Practice.</p> <p>The design stage would give consideration to future proofing the accommodation in terms of accessibility. For example, space</p>

Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick			Un-Crtn	Evidence or suggestion for improvement/mitigation
	+	-	Ntrl		
					<p>could be provided to enable accessible toilets to be modified without significant structural changes being required.</p> <p>A new build school design would take into account the needs of the following:</p> <ul style="list-style-type: none"> - Those with a hearing impairment – e.g. appropriate acoustics, British Sign Language images/symbols and portable/static hearing loops. - Those with a visual impairment - e.g. the use of colour to differentiate between the function of spaces, tactile maps and Braille language on signs. - Those with a physical impairment – e.g. level threshold doors, lifts with disabled access - Those with learning disabilities – e.g. quiet spaces <p>Special Educational Needs (SEN) School Action support is provided in the classroom. However, there may be occasions where pupils are withdrawn from a classroom to receive an intervention.</p> <p>If the new build accommodation is a standardised design further discussion would be needed on the design approach and how it caters for pupils with SEN (School Action).</p> <p>The privacy of changing and toilet facilities would be considered at the design stage. The assessment would refer to policies such as the Equality Act 2010, TAN 12: Design June 2009 as well as building regulations such as, BS8300, Part M and Building Bulletin guidelines.</p>
<ul style="list-style-type: none"> • Gender Reassignment 			✓		
<ul style="list-style-type: none"> • Marriage & Civil Partnership • Pregnancy & Maternity 			✓		N/A
			✓		An equality impact assessment would be carried out at the

Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick			Un-Crtn	Evidence or suggestion for improvement/mitigation
	+	-	Ntrl		
<ul style="list-style-type: none"> • Race 			✓		design stage on the accessibility of any new build accommodation or interim temporary demountable accommodation and to identify any reasonable adjustments that could be made to improve accessibility to existing accommodation. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design June 2009 as well as building regulations such as, BS8300, Part M and Building Bulletin guidelines. Providing additional primary school places would not have a differential impact upon one particular ethnic group as the provision would be available to all.
<ul style="list-style-type: none"> • Religion/Belief 			✓		There would be no impact upon any religious group as a result of these proposals.
<ul style="list-style-type: none"> • Sex 			✓		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.
<ul style="list-style-type: none"> • Sexual Orientation 			✓		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.
<ul style="list-style-type: none"> • Welsh Language 	✓				The proposal would provide additional English-medium and

Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick			Un-Crtn	Evidence or suggestion for improvement/mitigation
	+	-	Ntri		
<ul style="list-style-type: none"> Other languages 	✓				<p>Welsh-medium community places.</p> <p>The proposal seeks to increase the number of Welsh-medium primary school places available in the area in addition to the establishment of nursery provision. It is anticipated that there will be a positive impact on the Welsh Language as a result of this proposal.</p> <p>The schools subject to the proposals are existing schools which offer a range of after school activities and some may have community organisations offering services from the school facilities. It is not anticipated that there would be a negative impact on any of these activities.</p> <p><u>Other Language support</u></p> <p>The proposal will not directly impact on the level of support provided as all support is dependent on the Minority Ethnic Achievement Grant which is reviewed and then renewed according to the results of the annual Needs Assessment Survey. The allocation of teachers and Bi-lingual Teacher Assistants (BTAs) is usually in place for the period of the academic year but is liable to change throughout the year to meet fluctuations in demand.</p> <p>EAL support is provided in the classroom. However, there may be occasions where pupils are withdrawn from a classroom to receive an intervention.</p> <p>If the new build accommodation is a standardised design, further discussion would be needed on the design approach and how it caters for pupils with EAL needs).</p>

it contributes to the economic, social and environmental sustainability of the city):

Economic/Educational/Social

Investment in buildings enables schools to be best placed to provide the opportunities for learners to achieve their potential and as a result would have a positive impact on the economy.

Modern school facilities can provide more flexibility for partnership working (integrated services) and can be used as valuable community assets (potential for efficiency savings).

Provision of inclusive schools that are able to support the particular needs of pupils and their families e.g. disability accessible

Secure by Design

The South Wales Police's Crime Prevention Design Advisor would be consulted as appropriate and the recommendations considered and incorporated where practicable.

Concerns raised by local residents regarding littering would also be a matter for the school management and the school would work with pupils to try and establish a sense of personal responsibility to minimise littering by pupils within the local area.

Accessible schools

An equality impact assessment would be carried out at the design stage on the accessibility of any new build accommodation or interim temporary demountable accommodation and to identify any reasonable adjustments that could be made to improve accessibility to existing accommodation. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design June 2009 as well as building regulations such as, BS8300, Part M and Building Bulletin guidelines.

The design stage would give consideration to future proofing the accommodation in terms of accessibility. For example, space could be provided to enable accessible toilets to be modified without significant structural changes being required.

Transport for disabled pupils would not be affected as it would be provided to meet the child's needs in accordance with the SEN Code of Practice.

A new build design would take into account the needs of the following:

- Those with a hearing impairment – e.g. appropriate acoustics, British Sign Language images/symbols and portable/static hearing loops.
- Those with a visual impairment - e.g. the use of colour to differentiate between the function of spaces, tactile maps and Braille language on signs.

- Those with a physical impairment – e.g. level threshold doors, lifts with disabled access
- Those with learning disabilities – e.g. quiet spaces

Special Educational Needs (SEN) School Action support is provided in the classroom. However, there may be occasions where pupils are withdrawn from a classroom to receive an intervention.

If the new build accommodation is a standardised design further discussion would be needed on the design approach and how it caters for pupils with SEN (School Action).

Environmental sustainability

Standalone new build accommodation should achieve an overall rating of BREEAM 'Excellent' for the project and the mandatory credits necessary for a BREEAM 'Excellent' rating for the reduction of CO2 emissions in line with section Ene 1. Where possible, energy efficient measures would be incorporated into the building works for any extension to existing accommodation.

The limited scope for parking would encourage walking and cycling to school.

A travel plan would be submitted along with planning application(s), detailing proximity to public transport and walking and cycling routes. A Traffic/Transport assessment would be carried out as part of any planning application process.

Water efficiency measures would be incorporated into a new building design and where feasible drainage would be improved through Sustainable urban drainage systems (SUDS).

Consideration would need to be given as to whether an Environmental Assessment would need to be carried out as part of any planning application process.

WHAT ACTIONS HAVE BEEN IDENTIFIED OR CHANGES BEEN MADE TO THE POLICY / PLAN / PROJECT AS A RESULT OF THIS APPRAISAL:

The following assessments to be undertaken:

- Equality Impact Assessment at the Design Stage
- Transport/Traffic assessment as part of any planning application process
- An Environmental Assessment may be required

Part 2: Strategic Environmental Assessment Screening

		Yes	No
2.1	Does the plan or programme set the framework for future development consent?	X	
2.2	Is the plan or programme likely to have significant, positive or negative, environmental effects?		X

<p>Is a Full Strategic Environmental Assessment Screening Needed?</p> <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) 	Yes	No
		X

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 result 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-fulfilment 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.**

CARDIFF COUNCIL
Annual Equality Impact Assessment
Strategic Assessment Template



Policy/Strategy/Project/Procedure/Service/Function Title:

School Organisation Proposals: The provision of additional Welsh-medium and English-medium primary school places in and around the Butetown, Canton, Grange town and Riverside areas of Cardiff.

New/Existing/Updating/Amending: Updated January 2016

Updated Jan 2016	
Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?	
Name:	Job Title:
Janine Nighlingale	Head of Schools Organisation, Access & Planning
Service Team:	Service Area:
Schools Organisation Planning (SOP)	Education
Assessment Date: Updated Nov 15	

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

At its meeting on 10 December 2015 the Cabinet, in accordance with the terms of the Schools Standards and Organisation (Wales) Act, approved a recommendation for the publication of statutory notices relating to:

Increase the capacity of Ninian Park Primary School from 2FE to 3FE with additional part-time nursery places serving the age range 3-11 on its existing site from September 2017.

Establish a new 2FE Welsh-medium primary school with nursery on the Hamadryad site located adjacent to the Hamadryad playing fields off Hamadryad Road, Cardiff (the school is to open initially at 1FE only in temporary accommodation adjacent to the Ninian Park Primary School site in the accommodation formerly occupied by Ysgol Tan yr Eos on Virgil Street, Cardiff).

The Cabinet also noted subject to approval of the Governing Body the publication by the Governing Body of St Mary the Virgin Church in Wales Primary School of an appropriate statutory notice to make prescribed alterations to that school by increasing its capacity from 1FE to 2FE with nursery places from September 2017 to run concurrent with the Council's notice(s). The Governing Body approved the publication of a statutory notice on 22 December 2015.

These proposals aim to meet the increasing demand for English-medium and Welsh-medium primary school places within the Four Wards the Council consulted on proposals to:

- Provide 60/69 (depending on option) additional English-medium primary school places per year group
- Provide 60 additional Welsh-medium primary school places per year group
- Provide up to 80 additional English-medium part time nursery places and up to 80 additional Welsh-medium part time nursery places

It is recognised there will be a need for further provision of c2FE to meet the needs arising from proposed future housing developments in the 'Four Wards' area. Discussions with housing developers will inform the process of supplying additional places to meet the pupil yields from future housing developments.

The options to provide additional places to meet shortfalls are based on existing housing (including the projected yield from the Ely Mill, ISV and Prospect Place developments)

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

Summary forecasts of demand for places at entry to Reception

The work undertaken to establish the likely demand across the "Four Wards" (Butetown, Canton, Grange town and Riverside) shows that there will be an overall projected shortfall of 59

Reception places in the combined area based on existing housing. There is a projected shortfall of Welsh-medium places, and the shortfall of English-medium places at entry to Reception is exacerbated.

When compared to the existing supply of places at Reception age, projections for September 2016 taking account of the uplift in English-medium and Welsh-medium demand indicate:

- a surplus of 19 English-medium community and faith places in the Butetown area reducing to 6 surplus places when pupil yields from proposed new housing are added
- a surplus of 31 English-medium community and faith places in the combined Canton and Riverside areas reducing to 8 surplus places when pupil yields from proposed new housing are added
- a surplus of 12 Welsh-medium community school places in the combined Canton and Riverside areas reducing to 4 surplus places when pupil yields from proposed new housing are added.

This leaves projected shortfalls to address in the Grangeletown and Butetown areas for the September 2016 intake as follows:

- Demand for English-medium community school and Faith places in the Grangeletown area greatly exceeding the supply by 95 places, rising to 142 places when pupil yields from proposed new housing are added
- Demand for Welsh-medium community school places exceeding supply by 26 places in the Grangeletown and Butetown area rising to 46 places when pupil yields from proposed new housing are added.

Interim and transition arrangements

The Council proposes to continue to utilise existing temporary measures at established schools to provide for the demand for English-medium community places projected to exceed supply until permanent solutions are agreed.

It is proposed to establish a new 420 place Welsh-medium primary school with nursery on a site located adjacent to Hamadryad playing fields, off Hamadryad Road, Cardiff, CF10 5UJ, serving the age range 3-11. The school is to open initially at 30 places only, in temporary accommodation adjacent to Ninian Park Primary School, Virgil Street, Grangeletown, Cardiff, CF11 8TF, from September 2016 and transfer to its permanent site adjacent to Hamadryad Park from September 2017.

The temporary accommodation would be in demountable accommodation that was used by Tan Yr Eos and more recently on a temporary basis by Milbank Primary School. The provision would have a separate entrance and would be cordoned off from Ninian Park Primary School's buildings that are adjacent to the accommodation.

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.

<p>What action(s) can you take to address the differential impact?</p>
<p>If no differential impact, explain the reason(s) for this assessment:</p>
<p>3-11 year olds</p> <p>All the options would increase the number of primary community places available in and around the Bute town, Canton, Grangetown and Riverside areas of Cardiff.</p> <p>All the options propose that the additional primary and nursery places are accommodated in permanent new build accommodation. Investment in buildings enables schools to be best placed to provide the opportunities for learners to achieve their potential.</p> <p>The provision of nursery places makes it possible for a child to remain on the same site and in familiar surroundings for their primary education (subject to a successful application to the primary school).</p> <p>The Council has experience of delivering new build on school sites whilst enabling the continuous delivery of education and maintaining health and safety.</p> <p>Impact on Faith Provision (3-11)</p> <p>St Mary the Virgin CW</p> <p>Any additional English-medium places provided at St Mary the Virgin would be provided in a faith setting with the school's Governing Body as the admissions authority for this school. The school would admit up to 60 children to Reception each September which could (subject to agreement) comprise of 30 Foundation places (i.e. children that meet the faith criteria of the school) and 30 open places (i.e. those children who would not qualify for a foundation place, but whose parents have chosen the school for the type of education it provide). The Open Places numbers would need to be agreed between the Governing Body and the Council.</p> <p>All parents applying for admission would do so knowing that the school aims to provide an education based on Christian principles and therefore the Governing Body would expect all pupils to take part in the Christian worship of the school, to attend all religious education lessons and participate in all other educational activities.</p> <p>As was shown during the engagement, St Mary the Virgin Primary school is popular in its locality with those seeking faith based education and with local families of a range of different faiths. Families that do not want a faith based education for their child(ren) could not be compelled to take up a place at this school.</p> <p>Impact on POS (All ages)</p> <p>The new and expanded schools may require access to off-site pitches and use of adjacent park land or POS may be required. This could limit use of parkland space / POS during school hours.</p> <p>Land adjacent to Hamadryad</p> <p>This site was purchased by a Community Housing Association and following negotiation a swap for the derelict land adjacent to County Hall has been agreed subject to confirmation regarding land valuations and financial negotiations as appropriate. The site area is sufficient to construct a 2EE primary school without building on the adjacent Hamadryad Park. It would</p>

however need to utilise off site playing fields on the adjacent park.

Ninian Park Primary School

This school is already an operational English-medium primary school site which is accommodating up to 90 children in its younger age groups. It is able to achieve this through utilising a combination of existing permanent accommodation and temporary classrooms adjacent to the main school site.

In order for it to function effectively and offer the full curriculum specific to the full primary age range it would require extension and modernisation to the existing accommodation. This would require building on part of the park currently taken up by temporary accommodation.

There is a deficiency of Public Open Space in Grangelstown and the proposed permanent enlargement of Ninian Park Primary School would result in the loss of a small area of existing Public Open Space.

Temporary classrooms and other changes were made to the Sevenoaks Park to increase the capacity of the school in 2007. Part of the area to be put forward for appropriation has been used to provide additional school places for a number of years.

The expansion (assuming it is restricted to the existing area used) would not impact on pitch layout or use, although this encompasses the existing play area which is a key element of the park. A new play area would therefore need to be constructed as part of the compensatory provision. An indicative cost of €165k to construct a replacement playground that meets full standards in terms of surfacing, equipping, fencing and meeting the minimum area requirements has been identified.

Any scheme would be subject to planning permission and appropriation of Public Open Space, taking into account the existing ward deficiencies in open space, and any objections considered. At the meeting on 10 December 2015, Cabinet authorised the approval of appropriation of the land at Sevenoaks Park in principle subject to public consultation in accordance with S122 of the Local Government Act 1972. Arrangements to publicly advertise the proposed appropriation are being progressed.

In addition consideration could be given to the potential relocation of the all-purpose pitch provision to a position adjacent to the school with a view to minimising additional land take and maximising the use of the facility by the school during the day and the community during the evening. The existing facility is not used regularly during the school day currently.

Transport and Traffic (all ages)

Increase in the use of polluting modes of transport in the vicinity of the sites directly affected by the proposal.

Mitigated by:

- provision being central to the area it would serve. This would minimise use of cars or public transport and encourage walking and cycling to and from school.
- Limited scope for parking would encourage walking to school. Provision of parent parking places is generally not supported by Cardiff Council. This is because such provision would promote travel to school by car, generate local traffic, contribute to congestion and reduce pupil safety. Parking facilities provided at schools is generally only for staff and to meet operational needs.

- Formalised parking regime outside of the schools to discourage unsafe parking and help with enforcement.
- A Travel Plan which includes schemes such as the Park Safe / Walk Safe scheme which encourage parents to park further away from the school.
- A Travel Plan that encourages the use of public transport, walking and cycling
- Giving consideration to providing a non statutory bus service based on demand
- Traffic and transport implications including measures to encourage walking and cycling would be considered as part of the Transport Assessment that supports any planning application

Location of provision

Locating provision central to the area it serves should minimise the use of cars or public transport and encourage walking and cycling to and from school. Nilnian Park is central to the area it presently serves and would continue to serve. Hamnadyad would be central to the areas they would be likely to serve.

St Mary the Virgin CiW Primary School is suitably located to serve north-west Buletown and northeast Grange town and is also well located for those children resident in the city centre and the proposed housing development on and around Dumballs Road.

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:

An equality impact assessment would be carried out at the design stage on the accessibility of any new build accommodation or interim temporary demountable accommodation and to

Identify any reasonable adjustments that could be made to improve accessibility to existing accommodation. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design June 2009 as well as building regulations such as, BS8300, Part M and Building Bulletin guidelines.

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.

The design stage would give consideration to future proofing the accommodation in terms of accessibility. For example, space could be provided to enable accessible toilets to be modified without significant structural changes being required.

A new build design would take into account the needs of the following:

- Those with a hearing impairment – e.g. appropriate acoustics, British Sign Language images/symbols and portable/static hearing loops.
- Those with a visual impairment - e.g. the use of colour to differentiate between the function of spaces, tactile maps and Braille language on signs.
- Those with a physical impairment – e.g. level threshold doors, lifts with disabled access
- Those with learning disabilities – e.g. quiet spaces

Special Educational Needs (SEN) School Action support is provided in the classroom. However, there may be occasions where pupils are withdrawn from a classroom to receive an intervention.

If the new build accommodation is a standardised design further discussion would be needed on the design approach and how it caters for pupils with SEN (School Action).

3.3 Gender Reassignment

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

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)	Yes	No	N/A
		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 privacy of changing and toilet facilities would be considered at the design stage. The assessment would refer to policies such as the Equality Act 2010, TAN 12: Design June 2009 as well as building regulations such as, BS8300, Part M and Building Bulletin guidelines.

3.4. Marriage and Civil Partnership

Will this Policy/Strategy/Project/Procedure/Service/Function have a differential impact [positive/negative] on marriage and civil partnership?

	Yes	No	N/A
Marriage			X
Civil Partnership			X

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:

An equality impact assessment would be carried out at the design stage on the accessibility of any new build accommodation or interim temporary demountable accommodation and to identify any reasonable adjustments that could be made to improve accessibility to existing accommodation. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design June 2009 as well as building regulations such as, BS8300, Part M and Building Bulletin guidelines.

3.6 Race

Will this Policy/Strategy/Project/Procedure/Service/Function have a differential impact [positive/negative] on the following groups?

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

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

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

If no differential impact, explain the reason(s) for this assessment:

Providing additional primary school places would not have a differential impact upon one particular ethnic group as the provision would be available to all.

3.7 Religion, Belief or Non-Belief

Will this Policy/Strategy/Project/Procedure/Service/Function have a differential impact [positive/negative] on people with different religions, beliefs or non-beliefs?

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

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

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

If no differential impact, explain the reason(s) for this assessment:

The senior management in a school are best placed to manage needs and any significant change in diversity in terms of belief.

St Mary the Virgin CW

Any additional English-medium places provided at St Mary the Virgin would be provided in a faith setting with the school's Governing Body as the admissions authority for this school. The school would admit up to 60 children to Reception each September which could (subject to agreement) comprise of 30 Foundation places (i.e. children that meet the faith criteria of the school) and 30 open places (i.e. those children who would not qualify for a foundation place, but whose parents have chosen the school for the type of education it provide). The Open Places numbers would need to be agreed between the Governing Body and the Council.

All parents applying for admission would do so knowing that the school aims to provide an education based on Christian principles and therefore the Governing Body would expect all pupils to take part in the Christian worship of the school, to attend all religious education lessons and participate in all other educational activities.

As was shown during the engagement, St Mary the Virgin Primary school is popular in its locality with those seeking faith based education and with local families of a range of different faiths. Families that do not want a faith based education for their child(ren) could not be compelled to take up a place at this school.

3.8 Sex

Will this Policy/Strategy/Project/Procedure/Service/Function have a differential impact [positive/negative] on men and/or women?

	Yes	No	N/A
Men		X	
Women		X	

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

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

If no differential impact, explain the reason(s) for this assessment:

All schools would continue to admit pupils of both sexes.

The Council's procedure for managing staffing changes arising from reorganisation would be used in implementing the changes in this proposal. This ensures that good practice is followed, including the application of the Council's policies on equal opportunities.

3.9 Sexual Orientation

Will this Policy/Strategy/Project/Procedure/Service/Function have a differential impact [positive/negative] on the following groups?

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

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	Yes Proposal seeks to increase the number of Welsh-medium primary school places available	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 additional English-medium and Welsh-medium community places.

The proposal seeks to increase the number of Welsh-medium primary school places available in the area in addition to the establishment of nursery provision. It is anticipated that there will be a positive impact on the Welsh Language as a result of this proposal.

The schools subject to the proposals are existing schools which offer a range of after school activities and some may have community organisations offering services from the school facilities. It is not anticipated that there would be a negative impact on any of these activities.

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.

EAL support is provided in the classroom. However, there may be occasions where pupils are withdrawn from a classroom to receive an intervention.

If the new build accommodation is a standardised design it, further discussion would be needed on the design approach and how it caters for pupils with EAL needs).

4. Consultation and Engagement

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

The Design Equalities Advisory Group (DEAG) and/or the Cardiff Council Access Focus Group (CCAFG) would be given the opportunity to comment on new build designs.

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

Groups	Actions
Age	
Disability	An equality impact assessment would be carried out at the design stage on the accessibility of any new build accommodation or interim temporary demountable accommodation and to identify any reasonable adjustments that could be made to improve accessibility to existing accommodation. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design June 2009 as well as building regulations such as, BS8300, Part M and Building Bulletin guidelines.
Gender Reassignment	See action against Disability
Marriage & Civil Partnership	None identified
Pregnancy & Maternity	See action against Disability
Race	None identified
Religion/belief	None identified
Sex	None identified
Sexual Orientation	See action against Disability
Language	If the proposal proceeds, signage and other way finding techniques would be considered at the design stage.
Generic Over-Archng	The Design Equalities Advisory Group (DEAG) and/or the Cardiff Council Access Focus Group (CCAFG) would be given the opportunity to comment on new build designs.

6. Further Action

This equality impact assessment will be updated to reflect feedback received from the engagement exercise and to assess any formal proposals recommended for public consultation.

7. Authorisation

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

Completed By: Rachel Willis	Date: Updated January 2016
Designation: Policy, Equalities and Reports Officer	
Approved By: Michele Duddridge-Hossain	
Designation: SOP Team Manager	
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.

SEA objective	Rating	Commentary/ explanation of compatibility with SEA	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective
<p>2. Reduce greenhouse gas emissions through:</p> <p>a) Energy efficient building design and disposing of poor quality surplus accommodation</p> <p>b) Promoting sustainable modes of transport and integrated transport systems</p>	<p>a) ✓</p> <p>b) x</p> <p>Mitigation</p>	<p>Stand alone new build accommodation</p> <p>Standalone new build accommodation should achieve an overall rating of BREEAM 'Excellent' for the project and the mandatory credits necessary for a BREEAM 'Excellent' rating for the reduction of CO2 emissions in line with section Ene 1.</p> <p>Where possible, Passivhaus design principles and methodology would be applied and adopted which result in facilitating most of the school classroom windows facing North/South orientation, limiting and optimising summer and winter sun respectively. This minimises the use of energy for heating or cooling a room.</p> <p>The wall construction and key junction details will be carefully developed to achieve a highly air tight building.</p> <p>New build extensions:</p> <p>Where possible, energy efficient measures would be incorporated into the building works for any extension to existing accommodation.</p>	<p>Establish a new 2FE Welsh-medium primary school with nursery on the Hamadryad site located adjacent to the Hamadryad playing fields off Hamadryad Road, Cardiff (the school is to open initially at 1FE only in temporary accommodation adjacent to the Ninian Park Primary School site in the accommodation formerly occupied by Ysgol Tan yr Eos on Virgil Street, Cardiff).</p>	<p>To make prescribed alterations to St Mary The Virgin Church in Wales Primary School by increasing its capacity from 1FE to 2FE with nursery places from September 2017 to run concurrent with the Council's notice(s).</p>	<p>0</p>	<p>a) N/A</p> <p>b) If the demand for school places in an area of the city is not met, pupils without places have to travel outside of their locality to attend school and are more likely to use polluting modes of</p>
	<p>b) Increase in the use of polluting modes of transport in the vicinity of the sites directly affected.</p> <p>Mitigated by:</p>	<p>Where possible, energy efficient measures would be incorporated into the building works for any extension to existing accommodation.</p>			<p>x</p>	
	<p>Mitigated by:</p> <ul style="list-style-type: none"> - Limited scope for parking would encourage walking to school. Provision of parent parking places is generally not supported by Cardiff Council. This is because such provision would promote travel to school by car, generate local traffic, contribute to congestion and reduce pupil safety. - Parking facilities provided at schools is generally only for staff and to meet operational needs. - Formalised parking regime outside of the schools to discourage unsafe parking and help with enforcement. - A Travel Plan which includes schemes such as the Park Safe / Walk Safe scheme which encourage parents to park further away from the school. - A Travel Plan that encourages the use of public transport, walking and cycling - Giving consideration to providing a non statutory bus service based on demand - Traffic and transport implications including measures to encourage walking and cycling would be considered as part of the Transport Assessment that supports any planning application 					

SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective
<p>Increase the capacity of Ninian Park Primary School from 2FE to 3FE with additional part-time nursery places serving the age range 3-11 on its existing site from September 2017.</p>	<p>0</p>	<p>Establish a new 2FE Welsh-medium primary school with nursery on the Hamadryad site located adjacent to the Hamadryad playing fields off Hamadryad Road, Cardiff (the school is to open initially at 1FE only in temporary accommodation adjacent to the Ninian Park Primary School site in the accommodation formerly occupied by Ysgol Tan yr Eos on Virgil Street, Cardiff).</p>	<p>To make prescribed alterations to St Mary The Virgin Church in Wales Primary School by increasing its capacity from 1FE to 2FE with nursery places from September 2017 to run concurrent with the Council's notice(s).</p>	<p>0</p>	<p>Do nothing</p>	<p>Commentary/ explanation of compatibility with SEA objective</p> <p>transport. Congestion is also exacerbated due to the volume of traffic criss-crossing the city</p>
<p>3. Promote health and wellbeing by protecting and enhancing public open space and improving access to POS</p>	<p>0</p>	<p>Locating provision central to the area it serves should minimise the use of cars or public transport and encourage walking and cycling to and from school. Ninian Park is central to the area it presently serves and would continue to serve. Hamadryad would be central to the areas the school would be likely to serve.</p> <p>St Mary the Virgin CW Primary School is suitably located to serve north-west Butetown and northeast Grangetown and is also well located for those children resident in the city centre and the proposed housing development on and around Dumballs Road.</p>	<p>All sites</p> <p>The new and expanded schools may require access to off-site pitches and use of adjacent park land or POS may be required. This could limit use of parkland space / POS during school hours.</p> <p>Land adjacent to Hamadryad</p>	<p>This site was purchased by a Community Housing Association and following negotiation a swap for the derelict land adjacent to County Hall has been agreed subject to confirmation regarding land valuations and financial negotiations as appropriate. The site area is sufficient to construct a 2FE primary school without building on the adjacent Hamadryad Park. It would however need to utilise off site playing fields on the adjacent park.</p>	<p>0</p>	<p>N/A</p>

SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	Do nothing	
Increase the capacity of Ninian Park Primary School from 2FE to 3FE with additional part-time nursery places serving the age range 3-11 on its existing site from September 2017.	0		0		0		0		0	N/A
Establish a new 2FE Welsh-medium primary school with nursery on the Hamadryad site located adjacent to the Hamadryad playing fields off Hamadryad Road, Cardiff (the school is to open initially at 1FE only in temporary accommodation adjacent to the Ninian Park Primary School site in the accommodation formerly occupied by Ysgol Tan Yr Eos on Virgili Street, Cardiff).	0		0		0		0		0	N/A
To make prescribed alterations to St Mary The Virgin Church in Wales Primary School by increasing its capacity from 1FE to 2FE with nursery places from September 2017 to run concurrent with the Council's notice(s).	0		0		0		0		0	N/A
Parking would be shared with residential flats that have planning permission next to the school site. Consideration is also currently being given to the construction of changing room facilities to serve the playing fields and increase usage of these facilities. These would be combined with any proposed primary school build to maximise economies of scale at the point of construction. These would however be subject to funds being made available in addition to those identified in the report to Cabinet 22 January 2015.	0		0		0		0		0	N/A
4. <i>Minimise</i> air, light and noise pollution associated with building development and traffic congestion	0		0		0		0		0	N/A
5. <i>Protect</i> and enhance biodiversity, flora and fauna	0/?	Mitigation could be required	0		0		0		0	N/A
6. <i>Protect</i> and enhance the landscape (habitats/visual amenities)	0		0		0		0		0	N/A
7. <i>Conserve</i> water resources and increase	?	Stand alone new build accommodation "off plan" Standard design build in compliance with BREAAAM Excellent specification. Water efficiency measures would be incorporated into the building design and where feasible drainage would be improved through Sustainable	0		0		0		0	N/A

A Phase 1 survey (Preliminary Ecological Assessment) could be required to identify the main habitats and whether any detailed surveys for protected species are needed. If more detailed surveys are required recommendations to mitigate any impacts on biodiversity would be considered as part of the planning application.

SEA objective	Increase the capacity of Ninian Park Primary School from 2FE to 3FE with additional part-time nursery places serving the age range 3-11 on its existing site from September 2017.	Establish a new 2FE Welsh-medium primary school with nursery on the Hamadryad site located adjacent to the Hamadryad playing fields off Hamadryad Road, Cardiff (the school is to open initially at 1FE only in temporary accommodation adjacent to the Ninian Park Primary School site in the accommodation formerly occupied by Ysgol Tan yr Eos on Virgil Street, Cardiff).	To make prescribed alterations to St Mary The Virgin Church in Wales Primary School by increasing its capacity from 1FE to 2FE with nursery places from September 2017 to run concurrent with the Council's notice(s).			Do nothing	
water efficiency in new developments and promote sustainable urban drainage systems		urban drainage systems (SUDS). Extension to existing accommodation Measures to improve water efficiency such as Sustainable Urban Drainage Systems (SUDS) may be possible to a lesser or greater extent depending on the compatibility of existing buildings.					
8. Promote regeneration by delivering inclusive schools that will improve equality of opportunity and access for all	✓	An equality impact assessment would be carried out at the design stage on the accessibility of any new build accommodation or interim temporary demountable accommodation and to identify any reasonable adjustments that could be made to improve accessibility to existing accommodation. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design June 2009 as well as building regulations such as, BS8300, Part M and Building Bulletin guidelines. Transport for disabled pupils would not be affected as it would be provided to meet the child's needs in accordance with the SEN Code of Practice. New build schools and extensions				0	N/A
9. Protect and enhance designated historic assets	0	There are no registered historic assets within the proposed sites.				0	N/A

Conclusion

The proposal has been assessed to be largely compatible with the environmental objectives used to assess the goal and principles of the "21st Century Schools: A Strategic Framework for A School Building Improvement Programme" that underpin school organisation proposals. The proposal should have a positive impact on the environment. If the demand for school places in an area of the city is not met, pupils without places travel outside of their locality to attend school and are more likely to use polluting modes of transport. Congestion is also exacerbated due to the volume of traffic transversing the city.

The proposal would establish primary school provision to serve the Grangetown and Buteletown areas. This would minimise the outflow of pupils to other areas of Cardiff, the use of cars or public transport and encourage walking and cycling to and from school. Standalone new build accommodation should achieve an overall rating of BREEAM 'Excellent' for the project and the mandatory credits necessary for a BREEAM 'Excellent' rating for the reduction of CO2 emissions in line with section Ene 1. Where possible, energy efficient measures would be incorporated into the building works for any extension to existing accommodation.

The new and expanded schools may require access to off-site pitches and use of adjacent park land or POS may be required. This could limit use of parkland space / POS during school hours. A Phase 1 survey (Preliminary Ecological Assessment) could be required to identify the main habitats and whether any detailed surveys for protected species are needed. If more detailed surveys are required recommendations to mitigate any impacts on biodiversity would be considered as part of the planning application.

Where the assessment has identified a potential negative environmental impact in terms of an increase in the volume of traffic (Objective 4), measures to mitigate the effect are detailed.

This page is intentionally left blank

**CITY OF CARDIFF COUNCIL
CYNGOR DINAS CAERDYDD**



CABINET MEETING: 10 MARCH 2016

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

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

AGENDA ITEM: 8

PORTFOLIO: EDUCATION (COUNCILLOR SARAH MERRY)

Reason for this Report

1. This report is to inform the Cabinet of any objections received to the statutory notice to:
 - Close Glyn Derw High School and Michaelston Community College (the Glyn Derw and Michaelston Federation) from 31 August 2017.
 - Establish a new replacement 11-18 community high school to serve the Caerau and Ely areas from 01 September 2017.
 - To transfer the newly established high school to new build premises on the current Glyn Derw High School site from September 2018.

Background

2. At its meeting on 10 December 2015 the Cabinet, in accordance with the terms of the Schools Standards and Organisation (Wales) Act, approved a recommendation for the publication of a statutory notice relating to Glyn Derw High School and Michaelston Community College (the Glyn Derw and Michaelston Federation) as set out at paragraph 1.
3. Copies of the consultation document and the statutory notice can be found at Appendix 1.
4. The notice was published on the Council website, put up at the schools affected and displayed in the local area on 05 January 2016. Additional stakeholders identified in the Welsh Government School Organisation Code as needing to receive either a hard copy of the notice or be emailed a link to the Council website were notified of publication of the notice.

Issues

5. One objection to the statutory notice was received.
6. The new School Organisation Code came into force in October 2013. Following this the Council's Cabinet now has responsibility for the determination of school organisation proposals including those which receive objections (save for those that are required to be considered by the Welsh Government).
7. In accordance with this the Cabinet must decide whether to approve, reject or approve with modifications, the proposals. The Council must not approach the decision with a closed mind and any objections must be conscientiously considered.

Objections Received

8. One objection was received. The objector expressed the view that *"the area of Penally Road already had too much congestion. There is no proper bus route on this area and the number of cars and school buses will be tenfold. The school buses have not enough safe space and nowhere to stop that is safe for residents and pupils"*.

Council's response to the objection

9. Traffic and transport implications would be considered as part of the Transport Assessment that would be required in order to achieve planning consent for building works. This assessment will inform any transport stipulations made a condition of planning consent.
10. Penally Road is already covered by a 20mph speed limit and there are parking restrictions in place. An initial assessment suggests that a footway be created on the school side of Penally Road from Heol Trelai in order to improve the pedestrian access to the school. Additional pedestrian crossing facilities will also be required.
11. There is an existing bus route on Heol Trelai, which is within easy walking distance of the existing Glyn Derw High School site. No school transport will be provided to the school, as all pupils living within the catchment area live within three miles walking distance of the school and therefore the Council has no statutory duty to provide any free transport. Commercial bus routes may be reviewed although it is unlikely that any changes would be made to the existing routes to divert via the school.
12. The Council would work with the Governing Body of the proposed new school to develop a Travel Plan to minimise any potential disruption.
13. 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.
14. 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 modes and to promote independent travel to school wherever possible.
 15. 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.
 16. All addresses within the catchment areas of Glyn Derw High School or Michaelston Community College are within 3 miles of either site, and therefore no pupils resident in the catchment area of either school wishing to attend an English-medium community secondary school would qualify for free home to school transport. This is only provided for secondary age pupils who live three or more miles from the nearest appropriate catchment area school.
 17. Cardiff Council School Transport section would be able to provide families with advice on safe walking routes to school based on individual home addresses.
 18. The statutory notice relates specifically to the legal establishment of the school. Traffic is a potential consequence separate to this and will be considered as part of the planning application process.

Requirements of the School Organisation Code

19. As set out in the School Organisation Code, the following factors should be taken into account by relevant bodies when exercising their function of approving/determining proposals. The Council must at all times consider the interests of the learners.

Quality and standards

20. The Council works closely with the governing bodies of schools to ensure that standards in schools are high, that teaching is good and that leadership and governance is strong. The Council works closely with two

organisations in order to monitor the performance of schools and to support school improvement.

21. 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.
22. Central South Consortium Joint Education Service (CSCJES) was established in September 2012. The Local Authority has commissioned the Consortium to support and challenge schools in Cardiff.
23. When proposing changes of this type to schools Local Authorities are required to refer to the most recent Estyn reports, other evidence from performance monitoring and any other information available on school effectiveness.
24. Local Authorities must also demonstrate the likely impact of the proposals on the quality of :
 - outcomes (standards and wellbeing)
 - provision (learning experiences, teaching, care support and guidance and learning environment)
 - leadership and management (leadership, improving quality, partnership working and resource management)

Estyn

25. Schools are inspected as part of a national programme of school inspection. The purpose of an inspection is to identify good features and shortcomings in schools in order that they may improve the quality of education offered and raise standards achieved by their pupils (Estyn).
26. The relevant Estyn Inspection reports provide grades against Key Questions and provide school with recommendations for improvement.
27. For inspections carried out since September 2010 a common inspection framework was introduced and Estyn inspections carried out after September 2010 provides judgements against three Key Questions.

Each key question is provided with a judgement:

- Excellent –many strengths, including significant examples of sector-leading practice
 - Good – many strengths and no important
 - Adequate – strengths outweigh areas for improvement
 - Unsatisfactory – important areas for improvement outweigh strengths
28. In 2011 Estyn described outcomes for learners at Glyn Derw High School as unsatisfactory and outcomes for learners at Michaelston Community College as adequate.

29. A follow up visit to Glyn Derw High School in January 2013 judged the school to have made sufficient progress in relation to the recommendations following the core inspection in November 2011 and as a result the school was removed from any further follow-up activity.
30. A follow up visit to Michaelston Community College in February 2013 judged the school to have made good progress in respect of key issues for action and the school was removed from the list of schools requiring Estyn monitoring.
31. In 2014 the Welsh Government introduced a new categorisation system that considered each school's standards alongside the school's capacity to improve so as to understand the level of support that organisations such as CSC need to give each other in order that they achieve their targets.
32. The categorisation system is described below:

Welsh Government Categorisation System	
Category	What the category means
Green	A highly effective school which is well run, has a strong leadership and is clear about its priorities for improvement.
Yellow	An effective school which is already doing well and knows the areas it needs to improve.
Amber	A School in need of improvement which needs help to identify the steps to improve or to make change happen more quickly.
Red	A school in need of greatest improvement and will receive immediate, intensive support.

33. To determine the colour coded category as explained in the table above, schools are placed in one of four groups for standards (1-4) and for bringing about improvement (A-D) with 1 being the highest grouping for standards and A being the highest for improvement capacity.
34. The latest categorisation from the Welsh Government (January 2016) has placed both Glyn Derw High School and Michaelston Community College in the Red Support Category.
35. A summary of the Estyn findings for Glyn Derw High School and Michaelston Community College can be seen at Appendix 2.

Standards

36. GCSE results for pupils at Glyn Derw High School for 2014/15 saw 24% of pupils achieve grade A-C including English/Welsh and Mathematics, Michaelston results saw 25% of pupils achieve A-C including English/Welsh and Mathematics.
37. Owing to the high levels of Free School Meals entitlement at both Glyn Derw High School and Michaelston Community College both schools are in receipt of additional funding in the form of the Pupil Deprivation Grant

(PDG) which is intended to help reduce the impact of poverty on educational attainment.`

38. Both schools are part of the Challenge Wales Cymru initiative launched by the Welsh Government in May 2014 to improve the quality of teaching and learning. As part of the programme schools receive additional resources and expertise to undertake a programme of swift, sustained improvement. A total of 40 schools are taking part in this initiative.
39. Maintaining both schools does not allow of the full benefits on their existing sites does not allow for the full benefits of these programmes to be fully realised.
40. Closing both schools and establishing a new replacement high school would allow for the value of additional funding through the PDG and Challenge Wales Cymru programme to be maximised.
41. The Council has in place policies to support school improvement e.g. 'High Achievement for All' and Achievement for Inclusion'. It is working to respond to the key principles of the 'School Effectiveness Framework' to secure better learning outcomes and well-being for all children including those at the existing schools which form part of these proposals and any new school established subsequently.

Provision

42. In order to respond to the need to rationalise high school accommodation in the West of the city as part of maximising educational outcomes, the Cabinet at its meeting on 17 September approved the transfer of Glyn Derw High School to the Michaelston Community College site from January 2016. The schools remain as schools in their own right but share the accommodation. The existing Glyn Derw High School buildings are to be demolished.
43. The proposal will provide the opportunity to invest in providing high quality, modern facilities which would be able to support the delivery of a broad and balanced curriculum.

Leadership and Governance

44. The Council will work with the leadership of any new school to develop a rigorous whole school approach to improvement planning and secure good relationships with parents and other partners in order to ensure pupils receive a high quality education.
45. Careful planning will take place during the proposed period of change to avoid any risk of distraction or disruption to leadership and governance that could impact on educational outcomes.
46. There is no information to suggest that the Quality and Standards of the existing schools would be negatively affected by the proposals. The expectation would be that investment in new school facilities would add

value and have the potential to better support the delivery of relevant curriculums and children’s learning experiences.

Need for places and the impact on accessibility of schools

47. In order to calculate the likely demand for school places, trends specific to the established school catchment areas have been used.
48. The table below illustrates the recent and projected numbers on roll at Glyn Derw High School, Michaelston Community College and faith secondary schools serving the combined catchment area.

School	January 2010	January 2011	January 2012	January 2013	January 2014	January 2015	2015/2016 Projection	2016/2017 Projection	2017/2018 Projection	2018/2019 Projection	2019/2020 Projection	2020/2021 Projection
Michaelston Community College	704	727	703	723	739	597	608	616	633	654	692	728
Glyn Derw High School	644	623	574	542	432	358	441	444	448	455	459	460
Mary Immaculate RC High School	554	541	526	579	621	663	670	700	688	697	738	757
The Bishop of Llandaff CiW High School	1232	1235	1230	1222	1179	1185	1239	1246	1252	1257	1263	1262

49. Analysis suggests that 8FE should be sufficient up until September 2019 beyond which it is too early to establish a clear trend.
50. This period covers that of Band A of 21st Century Schools and thus avoids building capacity that might remain empty and an increased capital cost which could prejudice the chances of funding what is necessary for the foreseeable future.
51. The proposed reduction in capacity to 8FE, compared to the existing 11.4FE between the separate school sites, is not expected to cause the displacement of pupils to other schools, nor would it allow for an overall increase in the number of pupils able to be admitted. It is therefore anticipated that the proposal would have little or no effect on the number of pupils on roll at schools in the local area.
52. Although there is no faith based secondary school provision located in Ely or Caerau, some pupils from this area attend faith schools in other areas, including Mary Immaculate RC High School, located in Wenvoe, and The Bishop of Llandaff CiW High School, located in Llandaff.
53. Admission to these schools is determined by the Governing Body of the individual school. The Bishop of Llandaff CiW High School has been fully subscribed at entry to Year 7 for a number of years, and the take up of

places at Mary Immaculate has increased in recent years. Demand for places at each of these schools is projected to continue at similar levels in future years and it is not expected that the proposal will impact upon this.

54. All addresses within the catchment areas of Glyn Derw High School or Michaelston Community College are within 3 miles of either site, and therefore no pupils resident in the catchment area of either school wishing to attend an English-medium community secondary school would qualify for free home to school transport. This is only provided for secondary age pupils who live three or more miles from the nearest appropriate catchment area school.
55. For those living very close to the Michaelston Community College site, the walk to the Glyn Derw High School site will be approximately 2.1 miles (distance from Michaelston Community College to Glyn Derw High School) and will take approximately 45 minutes. The area is served by a regular bus service, with several buses (operated by Cardiff Bus) running from bus stops close to both the Michaelston Community College site and the existing Glyn Derw High School site.
56. Cardiff Council School Transport section would be able to provide families with advice on safe walking routes to school based on individual home addresses.
57. If specific pupils were experiencing difficulties in attending school they would be referred by the school to the School Attendance Officer who would support the pupil and their family in adapting to a new routine and in finding ways to successfully get to and from the school site each day.

Resourcing of education

58. School budgets are primarily funded by formula funding mechanism which uses pupil numbers as its main driver. Any increase or decrease in pupil numbers at individual schools would need to be reflected in the revenue budget of the school. The proposals will ensure a fairer and more equitable distribution of funding between mainstream schools within the Cardiff area.

Ely and Caerau Childrens Centre

59. The Ely and Caerau Childrens Centre provides integrated education, family support and health services for children aged eight weeks to five years. The Centre is sited on part of the Michaelston Community College site. In the event of the proposal being progressed to implementation the continued operating requirements of the centre would need to be considered. The proposals will provide better integration of early years education with childcare services.

Demolition of the Glyn Derw High School Buildings

60. At its meeting on 17 September 2015, the Cabinet approved a proposal to transfer Glyn Derw High School to the Michaelston Community College site from January 2016. The proposal has been implemented and arrangements are being made for the demolition of the vacated Glyn Derw High School buildings.

Facilities included in a school

61. Any new buildings required in the event of the proposal proceeding to implementation would be equal to meet Welsh Government Funding conditions such as BREEAM and also be designed in accordance with the Department of Education Building Bulletins which sets out that the following facilities need to be included in any school:
- Teaching space: internal and external
 - Halls, dining area
 - Learning resource areas
 - Staff and administration
 - Storage
 - Toilets and personal care
 - Kitchen facilities'
 - Circulation, plant and internal walls
62. Additionally it is anticipated that any new provision would include a floodlight 3G pitch however this is subject to design and planning.
63. Subject to approval it is expected that design work would begin in May 2016, with construction beginning on site in May 2017 and the school transferring to the new buildings in September 2018.

Procurement

64. At its meeting on 19 March 2015, the Cabinet delegated the determination of all aspects of procurement for 21st Century schools projects to the Director of Education. Therefore following statutory approvals Education will proceed with the procurement process and will invite tenders to take forward the design for the new school.

Local Member consultation

65. Members were consulted as part of the consultation process.

Reason for Recommendations

66. To respond to the need to rationalise high school accommodation in the West of the city as part of maximizing educational outcomes.

Legal Implications

67. Any proposal to establish a community school or to discontinue a community school falls to be considered as a regulated alteration to a school under Sections 41 and 43 of the School Standards and Organisation (Wales) Act 2013.
68. Section 48 of the 2013 Act requires that any proposal in respect of a regulated alteration must first be consulted upon and then a formal notice published in accordance with the Schools Organisation Code for the time being.
69. Those steps have taken place and a formal 28 day notice period was allowed for objections.
70. Under the Code the Authority is required to take into account certain factors in formulating proposals and those factors are referred to in the text of this Report.
71. The Council also has to satisfy its public sector duties under the Equality Act 2010 (including specific Welsh public sector duties). Pursuant to these legal duties, Councils must in making decisions have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics.
72. 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
73. The Council also has to consider whether the proposals will improve access for disabled pupils in accordance with the Equality Act 2010.
74. The report identifies that the Equality Impact Assessment has been updated and is appended at Appendix 3. 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.
75. The Cabinet must make a final determination of the proposals within 16 weeks of the end of the objection period.

Financial Implications

76. As at 31st March 2015 the combined budget deficit of the two schools was £1.177 million. It is anticipated that this position will deteriorate further for the year 2015/16 mainly as a result of the two schools operating at low pupil number levels.
77. The opportunities arising from the two schools operating from one site from January 2016 and the current suspension of the two schools delegated budgets should provide a basis for the financial position to be stabilised so that no further increase is made to the deficit as of 31 March 2016.
78. The closure of the two schools and the establishment of a new replacement community High School from 1st September 2017 will require this deficit to be made good and it is currently anticipated that this will be funded from the SOP reserve. Any mitigation or improvement of the position in the intervening period would have a beneficial effect on the anticipated SOP reserve balance and the affordability of the wider 21st Century Schools Programme.
79. The Authority's re-aligned 21st Century Schools Capital Investment programme includes a budget of £36.4 million for a project to deliver a High School in the West of Cardiff. At this stage this project has in-principle approval only and will be subject to full Business Case approval as the scheme progresses. A combined SOC / OBC stage business case will be considered by WG Capital Panel in February.
80. If the SOC / OBC approval is granted by WG, this will increase the level of expenditure available to be incurred against the project budget from 5% to 20% in line with the thresholds approved by Cabinet in March 2015.
81. Current committed expenditure against the project budget totals approximately £1.1 million. 5% of the project budget would total £1.8 million and so expenditure to date is well within the appropriate threshold at this stage. However it should be noted that all expenditure undertaken by the Local Authority to progress this project prior to Full Business Case approval from WG will be undertaken at the risk of not achieving Full business Case approval and the anticipated 50% WG Funding contribution.
82. The recommended option to deliver a new build school on the current Glyn Derw High School site would be affordable within the identified budget. However a fundamental element of this assessment is the initial valuation from the Council's Valuers concerning the level of the Capital Receipt achievable from the sale of the Michaelston site after September 2018.
83. The achievability of the capital receipt required is crucial to ensuring the project is affordable within the approved programme and therefore a more robust valuation must be undertaken to provide assurance around

this. It is a significant concern and a major financial risk to the authority that approval to proceed with this proposal is being sought without a robust valuation to support the achievability of the required level of Capital Receipt.

HR Implications

84. A Human Resources Framework has been produced in consultation with key stakeholders including head teachers, governors, representatives of the diocesan authorities and the trade unions. It provides the basis for managing the human resources issues associated with School Organisation Planning and its purpose is to support governing bodies and staff working in schools, through a variety of strategies and with the ultimate aim of minimising compulsory redundancies across schools in Cardiff. This framework has recently been reviewed in consultation with the trade unions.
85. In the period leading up to the school closure the Council will work with the Federation Headteacher and governing body to ensure that staff continue to be supported and motivated during what may be a potentially difficult situation. Full consultation with staff and trade unions will need to begin immediately following the outcome of this report. A school closure places school staff at a potential risk of redundancy and this will need to be managed in consultation with staff and trade union colleagues. During a period of suspended delegated budget, HR People Services will continue to provide extensive support to the Governing Body in relation to all staffing and human resource matters.
86. In order to mitigate the risk of compulsory redundancy, the Council will seek work with other schools to secure employment in other schools in Cardiff through the redeployment process. Under the Staffing of Maintained Schools (Wales) Regulations 2006 the Temporary Governing Body of a new school is responsible for the appointment of staff. The Council will advocate that the new temporary governing body operates a ring-fenced recruitment process which is ring-fenced to those staff affected by the school closures, in the first instance.
87. The Temporary Governing Body will be responsible for determining the new school's leadership arrangements and the school staffing structure. Whilst the Staffing of Maintained Schools (Wales) Regulations 2006, as amended, allows for ring fenced recruitment to Headteacher and Deputy Headteacher posts in school reorganisation situations, the Council will urge the Temporary Governing Body to advertise nationally for both Headteacher and Deputy Headteacher positions and to put in place a robust recruitment process to appoint high quality leadership. HR People Services will work with the Temporary Governing Body and the Education Service to support this recruitment process.
88. Full support will be offered to the school staff and Governing Body by HR People Services throughout the reorganisation, this will involve attendance at consultation meetings, meetings with school staff where appropriate. HR People Services will also work with the Federation

Headteacher and the Education Service to devise a training programme for all of the Federation school staff to access for support with job applications and interview schools.

Equality Impact Assessment

89. The Initial Equality Impact Assessment has been updated and concludes that the proposals would not adversely affect a particular group in society. If the proposals were to proceed, further equality impact assessments would be undertaken including an assessment at the design stage. The assessment is attached at Appendix 3.

Traffic and Transport Implications

90. Traffic and transport implications will be considered as part of the Transport Assessment that will be required as part of the formal planning application and therefore until this is completed it will not be possible to predict the outcomes. The information from this assessment will inform any stipulations made as condition of planning consent should this proposal be permitted to proceed to implementation.
91. Penally Road is already covered by a 20mph speed limit and there are parking restrictions in place. An initial assessment suggests that a footway be created on the school side of Penally Road from Heol Trelai in order to improve the pedestrian access to the school. Additional pedestrian crossing facilities will also be required.
92. There is an existing bus route on Heol Trelai, which is within easy walking distance of the existing Glyn Derw High School site. No school transport will be provided to the school, as all pupils living within the catchment area live within three miles walking distance of the school and therefore the Council has no statutory duty to provide any free transport. Commercial bus routes may be reviewed although it is unlikely that any changes would be made to the existing routes to divert via the school.
93. All addresses within the catchment areas of Glyn Derw High School or Michaelston Community College are within 3 miles of either site, and therefore no pupils resident in the catchment area of either school wishing to attend an English-medium community secondary school would qualify for free home to school transport. This is only provided for secondary age pupils who live three or more miles from the nearest appropriate catchment area school.
94. Cardiff Council School Transport section would be able to provide families with advice on safe walking routes to school based on individual home addresses.
95. Under this proposal there are no plans to change the Council's policy on the transport of children to and from schools. Any pupils affected by these proposals will 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).

Sustainability Assessment

96. A Strategic Environmental Assessment (SEA) of the proposals has been carried out in accordance with European Legislation. The assessment confirms that the proposals are compatible with the environmental objectives identified in the SEA of Cardiff's 21st Century: A Strategic Framework for a School Building Improvement Programme. If the proposals were to proceed, an environmental assessment would be carried out as part of the planning process.

Community Impact

97. There is a need to maximise educational outcomes within the West of Cardiff 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. The potential to accommodate a range of community facilities will be proactively explored and where possible incorporated within any new build school.

Welsh language Impact

98. It is not anticipated that there will be any negative impact on the Welsh Language as a result of these proposals. This proposal does not seek to change the number of Welsh-medium high school places available for the area.

RECOMMENDATIONS

The Cabinet is recommended to:

1. Approve the proposals as set out in paragraph 1 without modification
2. Authorise officers to take the appropriate actions to implement the proposals as set out in paragraph 1.
3. Authorise officers to publish a summary of the statutory objections and the Authority's response to those objections (referred to as the "Objection Report") within 7 days of the determination of the proposal;
4. Authorise officers to publish the decision within 7 days of determination of the proposal.
5. Delegate the approval, only following the respective grant approvals by Welsh Government, of any necessary contracts to the Director of Education and Lifelong Learning in consultation with the Corporate Director Resources & Section 151 Officer, Director of Legal Services and

the Cabinet Members for Corporate Services & Performance and Education & Skills.

Nick Batchelar

Director

4 March 2016

The following appendices are attached:

Appendix 1 - West Consultation Document October 15 and Statutory Notices

Appendix 2 - Summary of Estyn findings for Glyn Derw High School and Michaelston Community College

Appendix 3 - Statutory Screening Tool including Equality Impact Assessment and Strategic Environmental Assessment

21st Century Schools Consultation Document 2015

**Proposed establishment of a new high school in the West to replace
Glyn Derw High School and Michaelston Community College**

12 October – 23 November 2015



This document can be made available in Braille. Information can also be made available in other community languages if needed. Please contact us on 029 2087 2720 to arrange this.



Table of Contents

1. Introduction
2. How you can find out more and give your views
3. Your Views Matter
4. Explanation of terms used in this document
5. Background to the proposal
6. The proposal
7. Facilities included in a school
8. School catchment area map
9. Schools serving the area at present
10. Why are we proposing the changes?
 - Outcomes
 - Budget
 - School Capacities, Condition and Suitability of School Buildings
11. Future demand for places
 - Meeting projected demand from the population
12. How would schools be affected?
13. How would other schools be affected?
14. How would SEN and EAL provision be affected?
15. Ely and Caerau Childrens Centre
16. Quality and Standards
 - Estyn
 - Welsh Government categorisation of schools
 - Standards
 - Provision
 - Leadership and Governance
17. What are the educational benefits of these proposals?
18. Potential disadvantages of these proposals
19. Risks associated with these proposals
20. Alternatives considered
21. Admissions and catchment area arrangements
22. Financial Matters
23. Human Resources Matters
24. Transport Matters
25. Learner Travel Arrangements
26. Impact of the proposal on the Welsh Language
27. Equality Impact Assessment
28. Sustainability Matters
29. Considering Community Impact
30. What happens next?
 - Key dates
 - Consultation period
 - Statutory Notice
 - Determination of proposals
 - Decision notification
31. Frequently Asked Questions
32. Consultation Response Form

Introduction

This consultation is an opportunity for people to learn about the school organisation proposal put forward in your area. It is your chance to ask questions and make comments that will be considered when the Council decides how to proceed.

Our consultation process follows Welsh Government guidelines outlined in the School Organisation Code 2013 and therefore a range of individuals and groups are being asked for their views about these proposals.

However, before any decisions are made the Council needs to ensure that it offers a number of opportunities for individuals and interested groups to make their views and opinions on the proposal known.

Table 1 below sets out details of the groups the Council is consulting:

Table 1: Groups the Council is consulting with	
Children and young people	Welsh Ministers
Parents/carers	Police & Crime Commissioner
School staff	Central South Consortium Joint Education Service (CSCJES)
School Governing Bodies	Welsh Language Commissioner
Local residents	Rhieni dros Addysg Gymraeg (RHAG)
Local Members/Assembly Members (AMs)/ Regional Assembly Members/Members of Parliament (MPs)	Trade Unions
Diocesan Directors of Education	Neighbouring Authorities
Neighbouring Primary and Secondary school within Cardiff	Estyn
Communities First Partnership	Cardiff and Vale College
St Davids College	

How can you find out more and give your views

Public meetings and drop in sessions have been arranged where the proposals will be explained. These are provided so you can ask questions and make comments that will be recorded. You may also provide your views in writing.

Information regarding this proposal will be displayed at Glyn Derw High School, Michaelston Community College, Ely and Caerau Children's Centre and Ely and Caerau Community Hub.

Details of the consultation meeting dates are given in Table 2 below:

Nature of Consultation	Date/Time	Venue
Staff Meeting	20 October 2015 3:30pm – 5:00pm	Michaelston Community College
Governors Meeting	20 October 2015 5:00pm – 6:30pm	Michaelston Community College
Drop in session	22 October 2015 4pm – 6pm	Western Leisure Centre
Drop in session	04 November 2015 10am – 12 noon	Ely and Caerau Hub
Public meeting	10 November 2015 6:30pm – 8:30pm	Western Leisure Centre
Drop in session	16 November 2015 12:30pm – 2:30pm	Ely and Caerau Integrated Childrens Centre

In addition, workshop sessions will be arranged with pupils from both schools and local primary schools to provide an opportunity for pupils to ask questions and learn more about the proposal and give their views.

Your Views Matter

Your views matter and we want you to tell us what you think about the proposal. You can do this by attending one of the meetings or drop in sessions above, and/or by completing the Consultation Response Form which can be found on page 23 of this document or completing the online form www.cardiff.gov.uk/21stCenturySchools.

The closing date for responses to this consultation is 23 November 2015.

Explanation of terms used in this document

Please note the following terms used throughout this document:

FE - a Form of Entry refers to a class of 30 children in each year group. A 2FE school is therefore two classes of 30 children in each year group.

WG – Welsh Government

Number on roll data - the number of pupils attending school.

PLASC - Pupil Level Annual School Census. In January of every year, verified information is collected by schools for submission to the Welsh Government. This includes the number of pupils enrolled in each school, their age groups, home addresses, ethnicity, and data on Welsh language, Free School Meals eligibility, Special Educational Needs and first language.

CSCJES – Central South Consortium Joint Education Service. The regional School Improvement Service for the five local authorities of Bridgend, Cardiff, Merthyr Tydfil, Rhondda Cynon Taff and the Vale of Glamorgan.

SEN - Special Educational Needs

School Action (SA) - When a class or subject teacher identifies that a pupil has SEN they provide interventions that are additional to or different from those provided as part of the school's usual curriculum.

School Action Plus (SA+) - When the class or subject teacher and the SEN Co-ordinator are provided with advice or support from outside specialists, so that alternative interventions additional or different to those provided for the pupil through School Action can be put in place.

Statemented - A child has SEN if he or she has learning difficulties which requires special educational provision to be made for him or her. A learning difficulty means that the child has significantly greater difficulty in learning than most children of the same age or that the child has a disability that needs different educational facilities from those that the school generally provides for children.

FSM - Free School Meals

EAL - English as an Additional Language

Background to the proposal

Glyn Derw High School and Michaelston Community College are the English-medium community high schools serving the West of the city. The Ely area is currently served by Michaelston Community College and the Caerau area is currently served by Glyn Derw High School. The schools were federated under one Governing Body and an Executive Headteacher in 2011 but have, for the most part, remained on their respective sites to date. The exceptions are Year 10, Year 11 and Post 16 who are all taught on the Michaelston Community College site.

In March 2015 the Council submitted its realigned 21st Century School Strategic Outline Programme to the Welsh Government (WG).

As set out in the 21st Century School Strategic Outline Programme, the Council's proposed vision for its realigned 21st Century School Strategy is to deliver "*Inspiring, sustainable, community-focused schools in which children and young people can achieve their potential*".

This realignment of the strategy is based on the achievement of four Key Educational Aims:

- Aim 1: To improve Educational Attainment, particularly in Key Stage 4 across the southern arc of the city. A good level of educational attainment, particularly at KS4, for the children and young people of Cardiff is a key educational priority. Educational attainment is varied across the City and within the Southern Arc it is particularly low at Key Stage 4.
- Aim 2: To improve the Sufficiency and Suitability of School Places across Cardiff and ensure the provision of a 21st Century School Standard.
- Aim 3: To ensure that Cardiff achieves Best Value from its financial resources to improve the efficiency and cost-effectiveness of the education estate. The Council will ensure it achieves Best Value by investigating the potential for innovative procurement and standardised designs.
- Aim 4: To facilitate the development of Community Focused Schools, for the benefit of the wider community, across Cardiff. When new schools are being constructed, their potential to accommodate a range of community facilities, will be proactively explored and where possible incorporated within the scheme.

In recognition of the current issues specific to KS4 attainment in the Ely and Caerau areas and consistent with the aims set out above, the Council has included a proposal for a new high school in the West to replace Glyn Derw High School and Michaelston Community College within the realigned 21st Century Schools Programme.

Additionally in order to respond to the need to rationalise high school accommodation in the West of the city as part of maximising educational outcomes, the Council Cabinet at its meeting on 17 September approved the transfer of Glyn Derw High School to the Michaelston Community College site from January 2016. The schools will remain as school in their own right but will share the accommodation. The existing Glyn Derw High School buildings are to be demolished.

The proposal

- Close Glyn Derw High School and Michaelston Community College (the Glyn Derw and Michaelston Federation) from 31 August 2017
- Establish a new replacement 11-18 English-medium community high school to serve the Caerau and Ely areas from 01 September 2017
- To transfer the newly established high school to new build premises on the current Glyn Derw High School site from September 2018

The school would initially be accommodated on the existing Michaelston Community College site before transferring to new build *standardised design premises on the current Glyn Derw High School site from September 2018. The new school is proposed to be 8FE with scope to be enlarged beyond this should demand require this in the future.

* A standardised design refers to a predetermined building form, the client (i.e. the Council) effectively buys 'off plan' to a pre designed solution. Contractors are able to minimise costs by reducing the fees spent on design and tendering as they already have a predetermined design and supply chain and also do not have to set aside a significant cost for risk due to the early engagement of the contractor. In-house design fees are also significantly reduced as it does not require a bespoke design.

Facilities included in a school

Any new buildings required in the event of the proposal proceeding to implementation would be equal to/meet Welsh Government Funding conditions such as BREEAM and also be designed in accordance with the Department of Education Building Bulletins which sets out that the following facilities need to be included in any school:

Teaching space: internal and external

Halls, dining area

Learning resource areas

Staff and administration

Storage

Toilets and personal care

Kitchen facilities'



Circulation, plant and internal walls

An indicative layout showing the Glyn Derw High School site and how the site would look can be viewed on line at www.cardiff.gov.uk and will be available to view at Glyn Derw High School, Michaelston Community College, Ely and Caerau Children's Centre and Ely and Caerau Community Hub.

Schools Catchment Area Map



Existing English-medium Secondary School catchment areas

-  Glyn Derw High School
-  Michaelston Community College

Reproduced from the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office c Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings.

This copy is produced specifically to supply Council information. No further copies may be made.

CARDIFF COUNTY COUNCIL
Licence no. LA09005L.

Schools serving the area at present

The Ely and Caerau area is currently served by two English-medium community secondary schools: Glyn Derw High School and Michaelston Community College.

The following secondary schools also serve the area:

- The Welsh-medium community secondary school serving the area is Ysgol Plasmawr which is located in Fairwater;
- The English-medium Voluntary Aided secondary schools in the area are Mary Immaculate RC High School, located in Wenvoe, and The Bishop of Llandaff CiW High School, located in Llandaff.

There are three special schools in the area – Riverbank School (ages 4-11), Ty Gwyn School (ages 3 – 19) and Woodlands High School (ages 11 – 19). These schools provide SEN specialist provision for the City;

The English-medium community primary schools that are within the catchment areas for Glyn Derw High School and Michaelston Community College are:

- Herbert Thompson Primary School
- Hywel Dda Primary School
- Millbank Primary School
- Pencaerau Primary School
- Trelai Primary School
- Windsor Clive Primary School

The Welsh-medium community primary schools serving the area are:

- Ysgol Coed Y Gof
- Ysgol Nant Caerau

The English-medium Voluntary Aided primary schools serving the area are:

- St Fagan's CW Primary School
- St Francis RC Primary School

The area is also served by an integrated children's centre that includes English-medium and Welsh-medium maintained nursery provision along with childcare, open access play and parent classes:

- Ely and Caerau Children's Centre

Why are we proposing the changes?

One of the key education priorities for children and young people in Cardiff is for a good level of educational attainment. The Council is committed to breaking the link between disadvantage and educational attainment. It firmly believes that a young person's background must never limit their achievements and that all children should receive a good education regardless of where they live in the city.

Both Glyn Derw High School and Michaelston Community College are currently experiencing a number of challenges including poor outcomes, surplus places, significant budget deficits and substandard accommodation for pupils.

Outcomes

GCSE results for pupils at Glyn Derw for 2013/14 saw only 27.3% of pupils achieve grade A-C including English/Welsh and Mathematics, Michaelston results saw only 25.4% of pupils achieve A-C including English/Welsh and Mathematics.

Provisional results for 2014/15 saw 24% of pupils at Glyn Derw High School achieve 5 GCSEs grade A*-C including English/Welsh and Mathematics and Michaelston results saw 25% of pupils achieve 5 GCSEs grade A*-C including English/Welsh and Mathematics.

In order to ensure pupils have access to the full breadth of the GCSE curriculum all Year 10 and Year 11 pupils are being taught at the Michaelston Community College site.

Post 16 provision has also been centralised on the Michaelston Community College site to ensure that pupils have access to an appropriate range of options.

Owing to the high levels of Free School Meals entitlement at both Glyn Derw High School and Michaelston Community College both schools are in receipt of additional funding in the form of the Pupil Deprivation Grant (PDG) which is intended to help reduce the impact of poverty on educational attainment.

Additionally both schools are part of the Challenge Wales Cymru initiative launched by the Welsh Government in May 2014 to improve the quality of teaching and learning. As part of the programme schools receive additional resources and expertise to undertake a programme of swift, sustained improvement. A total of 40 schools are taking part in this initiative.

Maintaining both schools does not allow for the full benefits of these programmes to be realised.

Closing both schools and establishing a new replacement high school would allow for the value of additional funding through the PDG and Challenge Wales Cymru programme to be maximised.

Budget

School budgets are primarily funded by formula funding mechanism which uses pupil numbers as its main driver. Any increase or decrease in pupil numbers at individual schools would need to be reflected in the revenue budget of the school.

Between them, the two schools, Glyn Derw High School and Michaelston Community College had a combined surplus of 923 places at September 2014. Pupil projections indicate that both schools will continue to have high levels of surplus places. Based on recent levels of take up this level of surplus has had a significant impact on the funding available to both schools and has contributed to a combined revenue deficit of c£1m across the two schools.

School Capacities, Condition and Suitability of School Buildings

This section sets out the capacities, condition and suitability of the school buildings, existing demand for English-medium secondary school places that serve the Ely and Caerau areas and the projected number of secondary school places.

Table 3 below provides details of school capacities and information regarding the condition and suitability of school buildings.

Table 3: School capacities, condition and suitability				
Name of School	Type of school	* Condition of School Buildings	* Suitability of School Buildings	Capacity (age 11-18)
Glyn Derw High School	English-medium Community	Category C – Poor.	Category C – Poor.	917
Michaelston Community College	English-medium Community	Category B – Satisfactory	Category B - Reasonable	983
Mary Immaculate RC High School	English-medium Voluntary Aided	Category B – Satisfactory	Category A – Good	795
The Bishop of Llandaff CiW High School	English-medium Voluntary Aided	Category B – Satisfactory	Category B - Reasonable	1,085

* The EC Harris survey - Welsh Government national exercise in 2010.

The physical condition of the Glyn Derw High School premises is poor. Whilst some essential remedial work is being carried out to enable parts of the school to continue to function, disproportionate levels of expenditure would be required to bring the whole school up to modern standards. This is not an environment conducive to quality teaching and is deemed to be having a negative impact on learning and standards.

Accommodation at Michaelston Community College whilst not effectively supporting the delivery of the curriculum in some areas is deemed to be satisfactory.

As set out at page 4, the Council Cabinet has approved the transfer of Glyn Derw High School to the Michaelston Community College site from January 2016. The schools will remain as schools in their own right but will share the accommodation. The existing Glyn Derw High School buildings are to be demolished.

Internal reconfiguration of the accommodation to allow for additional classroom provision is being undertaken to facilitate the transfer of Glyn Derw High School to the Michaelston Community College site.

Future demand for places

Meeting projected demand from the population

In order to calculate the likely demand for school places, trends specific to the established school catchment areas have been used.

Table 4 below illustrates the recent and projected numbers on roll at Glyn Derw High School, Michaelston Community College and faith secondary schools serving the combined catchment area.

School	January 2010	January 2011	January 2012	January 2013	January 2014	January 2015	2015/2016 Projection	2016/2017 Projection	2017/2018 Projection	2018/2019 Projection	2019/2020 Projection	2020/2021 Projection
Michaelston Community College	704	727	703	723	739	597	608	616	633	654	692	728
Glyn Derw High School	644	623	574	542	432	358	441	444	448	455	459	460
Mary Immaculate RC High School	554	541	526	579	621	663	670	700	688	697	738	757
The Bishop of Llandaff CiW High School	1232	1235	1230	1222	1179	1185	1239	1246	1252	1257	1263	1262

Analysis suggests that 8FE should be sufficient up until September 2020. Beyond this it is too early to establish a clear trend.

This period covers that of Band A of 21st Century Schools and thus avoids building capacity that might remain empty and an increased capital cost which could prejudice the chances of funding what is necessary for the foreseeable future.

The proposed reduction in capacity to 8FE, compared to the existing 11.4FE between the separate school sites, is not expected to cause the displacement of pupils to other schools, nor would it allow for an overall increase in the number of pupils able to be admitted. It is therefore anticipated that the proposal would have little or no effect on the number of pupils on roll at schools in the local area.

Although there is no faith based secondary school provision located in Ely or Caerau, some pupils from this area attend faith schools in other areas, including Mary Immaculate RC High School, located in Wenvoe, and The Bishop of Llandaff CiW High School, located in Llandaff.

Admission to these schools is determined by the Governing Body of the individual school. The Bishop of Llandaff CiW High School has been fully subscribed at entry to Year 7 for a number of years, and the take up of places at Mary Immaculate has increased in recent years. Demand for places at each of these schools is projected to continue at similar levels in future years and it is not expected that the proposal will impact upon this.

How would schools be affected?

The schools directly affected by this proposal are Glyn Derw High School and Michaelston Community College. The schools have been part of The Glyn Derw Michaelston Federation since 2011 and have been working together since that time. Therefore good working relationships have already been established between the schools which should support the change. It is anticipated that the proposal would result in a range of positive benefits as set out at page 15.

How would other schools be affected?

The proposal would reduce the total number of places available however this is expected to more closely match the future demand for places.

The reduction in its capacity to this size is not expected to cause the displacement of pupils to other schools, nor will it allow for an overall increase in the number of pupils able to be admitted.

It is therefore anticipated that the proposal would have little or no effect on the number of pupils on roll at schools in the local area.

Table 5 below illustrates the number of pupils on roll at schools serving the area and schools in adjacent areas, and the projected numbers of pupils on roll should the proposal proceed as described.

School	Is this school expected to be affected by the proposals?	January 2010	January 2011	January 2012	January 2013	January 2014	January 2015	2015/2016 Projection	2016/2017 Projection	2017/2018 Projection	2018/2019 Projection	2019/2020 Projection	2020/2021 Projection
Michaelston Community College	Yes	704	727	703	723	739	597	608	616	633	654	692	728
Glyn Derw High School	Yes	644	623	574	542	432	358	441	444	448	455	459	460
Mary Immaculate RC High School	No	554	541	526	579	621	663	670	700	688	697	738	757
The Bishop of Llandaff CiW High School	No	1232	1235	1230	1222	1179	1185	1239	1246	1252	1257	1263	1262

The data for each of the above schools represent the projections if the proposals were to proceed. They also represent the projection if no changes were made and school provision remained as at present. Those pupils unable to gain admission to schools due to oversubscription could elect to attend alternative English-medium, Welsh-medium, Faith, private schools or schools outside of Cardiff and for the purpose of clarity are not added to the Numbers on Roll at alternative schools.

The Glyn Derw site is in close proximity to a number of other schools and therefore pick up/drop off times may become more congested in the area.

The Council would work with the Governing Body of the schools to develop a Travel Plan to minimise any potential disruption.

How would SEN and EAL provision be affected?

A child has special educational needs if he or she has a learning difficulty which requires special educational provision. A learning difficulty means the child has significantly greater difficulty in learning than most children of the same age or that the child has a disability that needs different educational facilities for those that the school generally provides for children.

Neither Glyn Derw High School nor Michaelston Community College have a specialist resource base attached to the school, however the percentage of students needing SEN provision is higher than the LA and Wales average at both schools therefore there is a need for school SEN support as shown in the table below.

Table 6 shows the percentage of FSM, EAL and Minority Ethnic pupils at the affected schools:

Table 6: SEN, FSM, EAL and Minority Ethnic Information					
2014		Glyn Derw High School	Michaelston Community College	LA	Wales
Percentage of SEN Pupils	School Action	18.6%	25.6%	15.1%	14.6%
	School Action Plus	13.3%	19.9%	7.9%	8.1%
	Statemented	2.6%	3.4%	2.9%	2.6%
Percentage of FSM Pupils – 3 year average		38%	43%	20.1%	17.5%
Percentage of EAL Pupils		3.5%	3.2%	9.6%	2.6%
Percentage of Minority Ethnic Pupils		9.8%	13.9%	26.2%	7.9%

* further information can be found on the website: mylocalschool.wales.gov.uk.

There is no information available that suggests that the proposals would have a negative effect on SEN provision at the schools and the schools would continue to provide SEN support for pupils. However consideration would need to be given to how any new buildings would facilitate this ongoing requirement.

Furthermore, there is no information available that suggests that the proposals would have a negative effect on provision for any group including those who are from minority Ethnic groups, have EAL needs or in receipt of free school meals and the schools would continue to provide support as appropriate in line with individual needs for all pupils

The school will continue to provide SEN support for pupils from both Michaelston Community College and Glyn Derw High School.

Ely and Caerau Childrens Centre

The Ely and Caerau Children’s Centre provides integrated education, family support and health services for children aged eight weeks to five years. The Centre is sited on part of the Michaelston Community College site. In the event of the proposal being progressed to implementation the disposal of the Michaelston Community College site would need to take the continued operating requirements of the centre into consideration e.g. appropriate access, parking etc.

Quality and Standards

The Council works closely with the governing bodies of schools to ensure that standards in schools are high, that teaching is good and that leadership and governance is strong. The

Council works closely with two organisations in order to monitor the performance of schools and to support school improvement.

Estyn is the office of Her Majesty's Chief Inspector of Education and Training in Wales. It is a Crown body, established under the Education Act 1992. Estyn is independent of the National Assembly for Wales but receives its funding from the Welsh Government under Section 104 of the Government of Wales Act 1998. Estyn inspects quality and standards in education and training providers in Wales.

Central South Consortium Joint Education Service (CSCJES) was established in September 2012. The Local Authority has commissioned the Consortium to support and challenge schools in Cardiff.

When proposing changes of this type to schools Local Authorities are required to refer to the most recent Estyn reports, other evidence derived from performance monitoring and any other information available on a school's effectiveness.

They must also demonstrate the likely impact of the proposals on the quality of:

- outcomes (standards and wellbeing);
- provision (learning experiences, teaching, care support and guidance, and learning environment);and
- leadership and management (leadership, improving quality, partnership working and resource management).

Estyn

Schools are inspected as part of a national programme of school inspection. The purpose of an inspection is to identify good features and shortcomings in schools in order that they may improve the quality of education offered and raise standards achieved by their pupils (Estyn).

The relevant Estyn Inspection reports provide grades against Key Questions and provide schools with recommendations for improvement.

Estyn inspection reports after September 2010 provide judgements against Key Questions and provide schools with recommendations for improvement.

Each Key Question is provided with a judgement:

Excellent - Many strengths, including significant examples of sector-leading practice

Good - Many strengths and no important areas requiring significant improvement

Adequate - Strengths outweigh areas for improvement

Unsatisfactory - Important areas for improvement outweigh strengths

In 2011 Estyn described outcomes for learners at Glyn Derw as unsatisfactory and outcomes for learners at Michaelston Community College as adequate.

A follow up visit to Glyn Derw High School in January 2013 judged the school to have made sufficient progress in relation to the recommendations following the core inspection in November 2011 and as a result the school was removed from any further follow-up activity.

A follow up visit to Michaelston Community College in February 2013 judged the school to have made good progress in respect of the key issues for action and the school was removed from the list of schools requiring Estyn monitoring.

Table 7 below shows Estyn judgements and recommendations.

Table 7: Estyn judgements and recommendations		
	Glyn Derw High School Estyn Report November 2011	Michaelston Community College Estyn Report November 2011
Key Questions	Judgement	Judgement
Key Question 1: How good are the outcomes?	Unsatisfactory	Adequate
Standards	Unsatisfactory	Adequate
Wellbeing	Adequate	Adequate
Key Question 2: How good is provision?	Adequate	Adequate
Learning experiences	Adequate	Adequate
Teaching	Adequate	Adequate
Care, support and guidance	Adequate	Good
Learning environment	Unsatisfactory	Good
Key Question 3: How good are leadership and management?	Adequate	Adequate
Leadership	Adequate	Good
Improving quality	Adequate	Adequate
Partnership working	Adequate	Good
Resource management	Unsatisfactory	Adequate
Recommendations		
R1	Raise standards in all subjects at key stage 4 and the attainment of boys and more able pupils at key stage 3 and key stage 4;	Raise standards at key stage 3 and key stage 4, ensuring greater consistency between the performance of subjects;;
R2	Improve attendance;	Improve attendance;
R3	Strengthen provision to develop pupils' skills, particularly in literacy and numeracy;	Strengthen provision to develop pupils' skills, particularly numeracy and higher-order literacy skills;
R4	Improve the quality of teaching and focus particularly on increasing the progress pupils make during lessons;	Improve the quality of teaching, focussing particularly on challenging higher ability pupils within the group;

R5	Develop the role of the governing body so that they meet all statutory requirements;	Improve standards in Welsh second language and ensure that all pupils are entered for a recognised qualification that matches their ability.
R6	Strengthen the role and voice of the school council and elect associate pupil governors.	

Welsh Government categorisation of schools

In January 2015 the Welsh Government introduced a new categorisation system that considered each school's standards alongside the school's capacity to improve so as to understand the level of support that organisations such as CSC need to give each school in order that they achieve their targets.

The categorisation system is described in table 8 below:

Category	What the category means
Green	A highly effective school which is well run, has a strong leadership and is clear about its priorities for improvement.
Yellow	An effective school which is already doing well and knows the areas it needs to improve.
Amber	A School in need of improvement which needs help to identify the steps to improve or to make change happen more quickly.
Red	A school in need of greatest improvement and will receive immediate, intensive support.

To determine the colour coded category as explained in the table above, schools are placed in one of four groups for standards (1-4) and for bringing about improvement (A-D) with one being the highest grouping for standards and A being the highest for improvement capacity.

The latest categorisation from the Welsh Government (January 2015) has placed both Glyn Derw High School and Michaelston Community College in the Red Support Category.

Standards

The Council's aim is to provide sufficient good quality places to a 21st Century School standard across the city. All children and young people in Cardiff should be educated in environments that are fit for purpose, in the right place and that are the appropriate size to enable the effective delivery of first class education, improve the sufficiency and suitability of school places across Cardiff and ensure the provision of a 21st Century School Standard.

The Council has in place policies to support school improvement e.g. 'High Achievement for All' and 'Achievement for Inclusion'. It is working to respond to the key principles of the 'School Effectiveness Framework' to secure better learning outcomes and well-being for all children including those at the existing schools which form part of these proposals and any new schools established subsequently.

Provision

The proposal will provide the opportunity to invest in providing high quality, modern facilities which would be able to support the delivery of a broad and balanced curriculum.

Leadership and Governance

The Council will work with the leadership of any new school to develop a rigorous whole school approach to improvement planning and secure good relationships with parents and other partners in order to ensure pupils receive a high quality education.

Careful planning will take place during the proposed period of change to avoid any risk of distraction or disruption to leadership and governance that could impact on educational outcomes.

The LA has no information to suggest that the Quality and Standards of the existing schools would be negatively affected by the proposals. The expectation would be that investment in new school facilities would add value and have the potential to better support delivery of relevant curriculums and children's learning experiences.

What are the educational benefits of these proposals?

The proposal would continue to build on the benefits realised through the federation and would provide opportunities to:

- Provide 21st Century new build facilities that would support the delivery of a broad and balanced curriculum.
- Further streamline policies and structures
- Share good practice, preparation materials and resources
- Enhance opportunities for staff professional development
- Improve staff morale/decrease staff absence
- Improve social opportunities for pupils
- Maximise resources and professional expertise
- Support efficiency by providing an economy of scale for undertaking key activities
- Promote the broader welfare of pupils by offering potential for bringing together pastoral and other services to meet their all-round needs
- Support school improvement
- Enhance opportunities for pupil activities and the provision of a broad and balanced curriculum.
- Maximise the benefits accrued from National initiatives
- Foster a natural progression from school through to post 16 provision
- Support more effective teaching and learning.

Furthermore engaging with one school parent community in a consistent way is anticipated to contribute toward improving outcomes and raising standards.

Potential disadvantages of these proposals

Potential increased traffic congestion around the existing Glyn Derw High School site at the start/end of the school day. However the Council would work with the Governing Body of the school to develop a Travel Plan to minimise any potential disruption.

The proposal would result in longer travel distances for some pupils particularly those of the edge of the Michaelston Community College catchment area.

The overall capacity for availability of school places in the Ely and Caerau area will reduce.

Risks associated with these proposals

The Council must consider the risk that population distributions and the requirement for places does not follow the projected trend, and that demand could diverge from anticipated levels. The Council must therefore keep its projections under review and respond to any such changes in demand accordingly.

There is a possibility of development constraints not yet identified becoming apparent and having both a cost and delay implications. Site surveys and geo-technic reports would provide further information around this and inform management strategies.

There is a risk that upon progressing the option of a standardised design, it emerges that the approach is not suitable. Further work around this option would help to identify any potential issues and inform management strategies.

The proposal may not be achievable if Welsh Government capital funding is not secured at the business case stage.

If the Council were not successful in achieving this funding from the Welsh Government then the Council would be fully responsible for all costs relating to the proposal. In these circumstances, it would be necessary to review investment options to ensure the delivery of sufficient school places.

Alternatives Considered

Details of the alternative options considered are set out below:

Close Glyn Derw High School and Michaelston Community College and establish a replacement new build school on the existing Michaelston Community site (phased move to the new school)

This is not considered to be a viable option as:

- The capital receipt from the sale of the Michaelston Community College site is required in order to part fund the new build school.
- No alternative funding streams of sufficient value are available.
- Drainage issues with the playing fields restrict usage and alternative options would need to be explored. Existing challenges in the delivery of the PE curriculum would be compounded.
- It would result in the loss of opportunity to consider the development of campus arrangements whereby other schools e.g. Woodlands Special School could benefit from enhanced facilities at any new school on the Glyn Derw High School site.
- It would result in the loss of opportunity to consider federation arrangements between schools adjacent to the current Glyn Derw High School site.

- It would result in disruption on site during any build programme.

Close Glyn Derw High School and Michaelston Community College and establish a replacement new school which would be accommodated in refurbished existing Michaelston Community College buildings

This is not considered a viable option as:

- The capital receipt from the sale of the Michaelston Community College site is required in order to finance the new build school.
- No alternative funding streams of sufficient value are available.
- Drainage issues with the playing fields restrict usage and alternative options would need to be explored. Existing challenges in the delivery of the PE curriculum would be compounded.
- It would result in the loss of opportunity to consider the development of campus arrangements whereby other schools e.g. Woodlands could potentially benefit from enhanced facilities at any new school on the Glyn Derw site.
- It would result in the loss of opportunity to consider federation arrangements between schools adjacent to the current Glyn Derw site.
- It would result in disruption on site during any build programme.
- There is an expectation that a new school build will be delivered and refurbishment/adaptation of existing premises is not likely to meet this expectation.

Admissions and catchment area arrangements

There are no plans to change the Council’s policy on the admission of children to schools as a result of these proposals.

The statutory processes required to establish any new provision could be completed by September 2017 and these would therefore enable the admission of pupils from this date. Consultation on changes to admission arrangements including catchment areas would take place in the prescribed timescale and be completed by 1 March 2016, in accordance with the School Admission Code.

It is proposed that the new school will incorporate the existing catchment areas of both Glyn Derw High School and Michaelston Community College.

Detailed information regarding admission arrangements is contained in the Council’s Admission to Schools booklet and this information can also be viewed on the Council’s website (www.cardiff.gov.uk).

Financial Matters

The realigned 21st Century Schools Programme totalling £167.6 million was approved by Cabinet in March and submitted to Welsh Government. Welsh Government subsequently approved in-principle a slightly reduced programme of £164.1 million. Within this re-aligned programme is a budget of £36.4 million for a project to deliver a High School in the West of Cardiff. At this stage this project has in-principle approval only and will be subject to full Business Case approval as any scheme progress.

The 21st Century Schools Programme is funded 50/50 by Welsh Government and Cardiff Council. The Council funded element of a project to deliver a High School in the west of Cardiff would require the achievement of a significant Capital Receipt as part of this project in order to make the project affordable with the remainder funded by prudential borrowing. There are no alternative

resources available to fund this project and given the timeframe of this project which falls at the end of the Band A 21st Century Schools programme there is unlikely to be any opportunity to re-allocate resources from other projects within the current programme as the authority will already be committed to the other projects in the programme.

Initial advice from the Council's valuers suggests that the indicative capital receipt from the sale of the Michaelston Community College site would be sufficient to make the High School in the West project affordable as per the option recommended to be consulted upon in this paper. A more robust valuation will be required if the approach recommended in this paper is approved by Cabinet.

Further advice from the Council's valuers suggests that the sale of the Glyn Derw site would not generate a Capital receipt of sufficient value to make the other two project options in this paper affordable without significant additional prudential borrowing by the Authority.

Additional prudential borrowing of the scale required to make any such option affordable would have an extremely detrimental impact on the SOP reserve balance taking the reserve balance well below the minimum threshold of £1.5m over the life of the programme which was identified in the Re-aligned 21st Century School Cabinet Report of 19th March 2015. Therefore within the constraints of the Re-aligned 21st Century Schools Programme and associated affordability criteria identified by the Cabinet report in March 2015, the options in this paper which retain the Michaelston site and seek to sell the Glyn Derw site would be unviable from a financial perspective.

As at 31st March 2015 the combined budget deficit of the two schools was £1.177 million. It is anticipated that this position will deteriorate further for the year 2015/16 mainly as a result of the two schools operating at low pupil number levels. The opportunities arising from the two schools operating from one site will provide a basis for the financial position to be stabilised so that no further increase is made to the deficit as of 31 March 2016. It is currently anticipated that this will be funded from the SOP reserve, with any mitigation or improvement of the position in the intervening period having a beneficial effect on the anticipated SOP reserve balance and the affordability of the wider 21st Century Schools Programme.

Human Resources Matters

A Human Resources Framework has been produced in consultation with key stakeholders including head teachers, governors, representatives of the diocesan authorities and the trade unions. It provides the basis for managing the human resources issues associated with School Organisation Planning and its purpose is to support governing bodies and staff working in schools, through a variety of strategies and with the ultimate aim of minimising compulsory redundancies across schools in Cardiff. This is currently undergoing a review to ensure that the Framework is in line with the realigned 21st Century Schools Programme and the human resource implications which this may present.

In the period leading up to the school closure the Council will work with the Federation Headteacher and governing body to ensure that staff continue to be supported and motivated during what may be a potentially difficult situation. Full consultation with staff and trade unions will need to begin immediately following the outcome of this report. A school closure places school staff at a potential risk of redundancy and this will need to be managed in line with the School Redeployment and Redundancy Policy which has been adopted by the Federated Governing Body. During a period of suspended delegated budget, HR People Services will continue to provide extensive support to the Governing Body in relation to all staffing and human resource matters.

A key aspiration for the Council is to achieve staff reductions as far as possible through redeployment rather than voluntary or compulsory means. Therefore the Council is committed to maximising opportunities for school staff to secure employment in other schools in Cardiff, and in particular, in the new school which is established as a result of the agreed proposals. Under the Staffing of Maintained Schools (Wales) Regulations 2006 the Temporary Governing Body of a new school is responsible for the appointment of staff. The Council will advocate that the new temporary governing body operates a ring-fenced recruitment process which is ring-fenced to those staff affected by the school closures.

The first matter which the Temporary Governing Body must consider is the new school's leadership arrangements and the structure of the staff within the school. Timely creation of the Temporary Governing Body is crucial to this. Whilst the Staffing of Maintained Schools (Wales) Regulations 2006, as amended, allow for ring fenced recruitment to Headteacher and Deputy Headteacher posts in school reorganisation situations, the Council will urge the Temporary Governing Body to advertise nationally for both Headteacher and Deputy Headteacher positions and to put in place a robust recruitment process to appoint high quality leadership. HR People Services will work with the Temporary Governing Body to support the recruitment process.

Full support will be offered to the school staff and Governing Body by HR People Services throughout the reorganisation, this will involve attendance at consultation meetings, meetings with school staff where appropriate and the circulation of a Frequently Asked Questions document.

Transport Matters

Traffic and transport implications will be considered as part of the Transport Assessment that would be required in order to achieve planning consent for building works should the proposals be implemented.

Learner Travel Arrangements

Under this proposal there are no plans to change the Council's policy on the transport of children to and from schools.

All addresses within the catchment areas of Glyn Derw High School or Michaelston Community College are within 3 miles of either site, and therefore no pupils resident in the catchment area of either school wishing to attend an English-medium community secondary school would qualify for free home to school transport. This is only provided for secondary age pupils who live three or more miles from the nearest appropriate catchment area school.

For those living very close to the Michaelston Community College site, the walk to the Glyn Derw High School site will be approximately 2.1 miles (distance from Michaelston Community College to Glyn Derw High School) and will take approximately 45 minutes. The area is served by a regular bus service, with several buses (operated by Cardiff Bus) running from bus stops close to both the Michaelston Community College site and the existing Glyn Derw High School site.

Cardiff Council School Transport section would be able to provide families with advice on safe walking routes to school based on individual home addresses.

If specific pupils were experiencing difficulties in attending school they would be referred by the school to the School Attendance Officer who would support the pupil and their family in adapting to a new routine and in finding ways to successfully get to and from the school site each day.

The Council's transport policy for school children can be viewed on the Council's website (www.cardiff.gov.uk).

Impact of the proposal on the Welsh Language

It is not anticipated that there will be any negative impact on the Welsh Language as a result of these proposals.

This proposal does not seek to change the number of Welsh-medium high school places available for the area.

Officers are monitoring birth rates, the proposed housing developments and the patterns of take up in Welsh-medium provision at primary and secondary age with a view to bringing forward appropriate plans to meet any increased demand.

Equality Impact Assessment

An Initial Equality Impact Assessment has been carried out and concluded that these proposals would not adversely affect a particular group in society. This assessment will be reviewed following consultation. If the proposal were to proceed, further equality impact assessments would be undertaken including an assessment on the design for any adaption of Michaelston Community College.

Sustainability Matters

A Strategic Environmental Assessment (SEA) of the proposal has been carried out in accordance with European Legislation. The assessment confirms that the proposal is compatible with the environmental objectives identified in the SEA of Cardiff's 21st Century: A Strategic Framework for a School Building Improvement Programme. If the proposals were to proceed, an environmental assessment would be carried out as part of the planning process.

Considering Community Impact

There is a need to improve educational outcomes for children in this area of the city without impacting adversely on the community. The potential to accommodate a range of community facilities will be proactively explored and where possible incorporated within any new build school.

The following are taken into account when considering a proposal: Public Open Space, parkland, noise and traffic congestion. Officers will work with the schools and any community groups to ensure that should the proposal proceed negative impacts would be avoided wherever possible.

There are sport facilities located on the Michaelston Community College site which are for use by the community. Feedback during the consultation will inform whether these facilities are retained on the current site or whether they would be better provided as part of the new high school facilities on the Glyn Derw High School site.

What happens next?

Key Dates

The feedback from this consultation will be collated and summarised, and a report presented to the Council's Cabinet. This consultation report will be available for all persons to view on the

Council website and copies can be obtained on request by using the contact details in this document.

There are a number of further stages that the Council would have to go through before a final decision is made by the Council.

These stages are set out in Table 9 below:

Statutory Process	Timescale
Consultation Period	12 October – 23 November 2015
Consultation report considered by the Council Cabinet and published on the Council website	December 2015
Subject to approval statutory notice issues during which time formal written objections can be made	January 2016
Determination by the Council's Cabinet	March 2016
Objection report published on the Council's website and notification of Cabinet's decision	March 2016

The proposed timetable may be subject to change

Consultation period

The consultation period for these proposals starts on 12 October 2015 and ends on 23 November 2015. See page 23 for further details of how to respond and make your views known.

Within 13 weeks of 23 November 2015 a consultation report will be published on the City of Cardiff Council website. Hard copies of the report will also be available on request. The report will summarise the issues raised by consultees during the consultation period and provide the Council's response to these issues. The report will also contain Estyn's view of the proposals.

The Council's Cabinet will consider the consultation report and decide whether or not to proceed with the proposals.

If the Cabinet decides to continue with the proposals the City of Cardiff Council must publish a statutory notice.

Statutory Notice

The statutory notice would be published on the City of Cardiff Council website and posted at or near the main entrance to the schools/sites subject to the notice. Copies of the notice would be made available to schools identified in the notice to distribute to pupils, parents, guardians, and staff members (the school may also distribute the notice by email). The notice sets out the details of the proposals and invites anyone who wishes to object to do so in writing within the period specified.

Determination of the proposals

The City of Cardiff Council Cabinet will determine the proposals. Cabinet may decide to approve, reject or approve the proposals with modifications. In doing so, Cabinet will take into account any statutory objections that it has received.

Decision Notification

Following determination of proposals all interested parties will be informed of the decision which will be published electronically on the City of Cardiff Council's website.

Frequently Asked Questions

- **Would the proposal have an impact on the Governing Body?**

If Glyn Derw High School and Michaelston Community College were to close the existing Governing Body would cease to exist. A temporary governing body would be established for any new school following the publication of a statutory notice. A range of stakeholders would be represented on the temporary governing body, including parents, teachers, non teaching staff, Local Authority representatives and community partners. Any new school would require the established of a new Governing Body.

- **Would the proposal affect the Ely and Caerau Children's Centre?**

The Ely and Caerau Children's Centre would remain at its existing site.

- **What would the uniform be?**

Any changes to school uniform would be decided upon by the Governing Body of the school.

CONSULTATION RESPONSE FORM (Secondary school provision in the West of Cardiff 2015)

Your views matter, please tell us what you think about the proposal by:

Completing and returning the accompanying questionnaire to the address given at the bottom of the form.

Completing the on line response form at www.cardiff.gov.uk/21stcenturyschools

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 23 November 2015. Unfortunately no responses received after this date can be considered by the Council.

Consultation responses will **not** be counted as objections to the proposals. Objections could only be registered following publication of a **statutory notice**.

Any responses received can be requested under the Freedom of Information Act and may have to be made public, however any information that would identify an individual such as name, email address and address would be removed.

Your name:

Address:.....

Postcode:.....

Email Address:

Date:.....

Please tell us whether you are responding as:

- | | |
|---------------------------|--------------------------|
| 1. Parent | <input type="checkbox"/> |
| 2. Pupil | <input type="checkbox"/> |
| 3. Governor | <input type="checkbox"/> |
| 4. Member of Staff | <input type="checkbox"/> |
| 5. Local resident | <input type="checkbox"/> |
| 6. Other (please specify) | <input type="checkbox"/> |

.....

Do you support the proposal to close Glyn Derw High School and Michaelston Community College and establish a new replacement 11-18 community high school from September 2017?

Yes

No

Do you support the proposal to transfer the new established high school to new build premises on the current Glyn Derw High School site from September 2018?

Yes

No

If you do not support the proposal, please give your reasons together with any changes or alternatives that you would like to suggest.

Do you wish to make any other comments?

Thank you for your comments

Please tick the box below if you wish to be notified of publication of the consultation report

Please return this form to the School Organisation Planning Team, Room 219, County Hall, CF10 4UW by 23 November 2015.

This document is about changes proposed to schools in your area. You have been sent this document for you to find out more about this proposal and for you to give your views. Please tick this box if you require this information in your language and write your name, address and telephone number in English or Welsh in the large box at the bottom of the form. Please return this form to the address at the top of the form.

FR	<input type="checkbox"/>	Ce document est sur les changements proposés dans les écoles de votre région. Vous avez été envoyé ce document pour que vous vous renseigniez d'avantage au sujet de la proposition et pour vous de donner votre opinion. Veuillez cocher cette case si vous avez besoin de cette information dans votre langue et écrire votre nom, l'adresse et numéro de téléphone en Anglais ou en Welsh/Gallois dans la grande case au bas de ce formulaire. S'il vous plait, retourner ce formulaire à l'adresse indiquée au début de ce formulaire.
CN	<input type="checkbox"/>	這份文件是關於您所在地區附近學校更改的提議。該文件已發送給您， 讓您更加了解這些提議，並讓你提出你的意見。 如果您需要了解這些用你的母語翻譯的信息，請勾選此框。 在表格末的大框格里，用英語或威爾士語寫你的姓名，地址和電話號碼。並請將本表格寄回該表格頂部的地址。
SM	<input type="checkbox"/>	Warqadani waxay ku saabsantahay aragtida is bedel la doonaayo in lagu sameeyo iskuulada xaafada. Fadlan hadaad u baahantahay faahfaahin ku qoran afkaaga hooyo ,hoos calaamadee. Magacaaga,adireeskaaga, iyo telefonkaagaba ku qor afka ingiriisiga , AMA welshka. Dibna igu soo dir foomka , adireeska kor ku qoran
PL	<input type="checkbox"/>	Dokument ten dotyczy proponowanych zmian w szkołach w Pańskiej okolicy. Wysłano go po to, by mogli się Państwo dowiedzieć więcej na temat projektu oraz wyrazić swoją opinię. Proszę zaznaczyć to okienko, jeżeli potrzebują Państwo owych informacji w języku ojczystym oraz proszę podać imię, nazwisko, adres i numer telefonu po angielsku lub walijsku w dużym okienku na dole formularza. Proszę zwrócić formularz na adres <u>podany na górze</u> .
CZ	<input type="checkbox"/>	Tento dokument se týká změn, které byly navrženy školám ve vašem okrsku. Dokument vám byl zaslán, abyste se dozvěděli více o tomto návrhu a abyste měli možnost vyjádřit své názory. Prosím zaškrtněte toto políčko, pokud potřebujete tuto informaci ve vašem jazyce a napište svoje jméno, adresu a telefonní číslo v anglickém nebo velšském jazyce do velkého políčka, které je v dolní části tohoto formuláře. Prosím zašlete tento formulář zpět na adresu, která je poskytnuta v horní části tohoto formuláře.
AR	<input type="checkbox"/>	هذه الوثيقة بخصوص بعض التغييرات المقترحة على المدارس في منطقتك . و لقد أرسلنا هذه الوثيقة إليك لكي تعلم و تتعرف على هذه المقترحات ثم تبدي رأيك فيها. من فضلك ضع علامة على هذا المربع إذا كنت تحتاج معرفة هذه المعلومات مترجمة إلى لغتك الأصلية ، ثم اكتب أسمك ، و عنوانك ، و رقم هاتفك باللغة الإنجليزية أو لغة الويلش في المربع الكبير الموجود بأسفل هذه الورقة . من فضلك أرسل هذه الورقة إلى العنوان الموجود في أعلى هذه الورقة .
HD	<input type="checkbox"/>	यह दस्तावीज़ आपके क्षेत्र में स्कूलों के लिए प्रस्तावित परिवर्तनों के बारे में हैं। आपको यह दस्ताविज़ इस प्रस्ताव के बारे में और अधिक जानकारी देने के लिए और इसके बारे में आप आपने विचार देने के लिए भेजा गया हैं। अगर आपको आपनी भाषा में इस जानकारी की अवश्यकता हैं तो कृपया इस बॉक्स में टिक करे, और फॉर्म के ताल पर बड़े बॉक्स में अंग्रेजी या वेल्श में अपना नाम, पता और टेलिफोने नंबर लिखे। कृपया इस फार्म को उपर दिए गए पते पर वापस भेजे।

Please return this form to **Room 219, County Hall, Atlantic Wharf, Cardiff CF10 4UW** by
28 OCTOBER 2015

DR	<input type="checkbox"/>	<p>این اطلاعات راجب عوض شدن برنامه در مکتب ہا در این منطقه است. این اطلاعات برای شما روان شدہ است کہ شما بیشتر راجب این موضع بفہمید و نظر خود را بگویید. این چارخانہ را علامت بزنید اگر می خواهید این اطلاعات در زبان خودتان باشد. اسم و ادرس و تلفن نمبر خود را در انگلیسی یا در ولسی در داخل چار خانہ کلن کہ در پایان این فورم است نوشتہ کنید. خواہش یس این فورم را در آدرس کہ در بالا فورم نوشتہ است روان کنید.</p>
GJ	<input type="checkbox"/>	<p>આ દસ્તાવેજ તમારાં વિસ્તારની શાળાઓના દરખાસ્ત થયેલ ફેરફારો બારામાં છે. આ દસ્તાવેજ તમને દરખાસ્ત બાબત વધુ માહિતી મેળવવાં ને તમારાં અભિપ્રાયો આપવા માટે મોકલાયેલ છે. મહેરબાની કરી આ માહિતી તમને તમારી ભાષામાં જોઈએ તો આ ખાનું ભરી દર્શાવો ને તમારું નામ, સરનામું ને ટેલીફોન નંબર અંગ્રેજી કે વેલ્શમાં પત્રકના છેવાડે મોટાં ખાનામાં લખો. મહેરબાની કરી આ પત્રક મથાળે આપેલ સરનામે પરત કરશો.</p>
KD	<input type="checkbox"/>	<p>نه م نامه به ده رباره ی نه و گورانکارپانه به که پیشنیار کراون بو فوتابخانه کانی ناوچه که ت نه م نامه به ت بو ده نیرین بو نه وه ی ناگداری نه و پیشنیارانه ت بکه ین و بو چونی خوتمان بو روون بکه پته و ه .</p> <p>تکایه نه و چوار گوشه ب چوکه ده ستینشان بکه نه گه ر ده ته ویت کویبیه که له م زانیارانه به زمانی خوت بو بنیرین. ناوی خوت و نه دره سه که ت و زماره ی ته له فونه که ت به ننگلیزی یان به ویلزی له و چوار گوشه گه وره به ی خواره وه ی نه م لا په ره به بنوسه .</p> <p>تکلیه نه م لا په ره بنیره بو نه و نه دره سه ی له سه روی نه م لا په ره نوسراوه</p>
PJ	<input type="checkbox"/>	<p>ਇਹ ਦਸਤਾਵੇਜ਼ ਆਪ ਜੀ ਦੇ ਇਲਾਕੇ ਦੇ ਸਕੂਲਾਂ ਵਿੱਚ ਆਉਣ ਵਾਲੇ ਪ੍ਰਸਤਾਵ ਉਪਰ ਹੈ। ਇਹ ਦਸਤਾਵੇਜ਼ ਆਪ ਦੀ ਇਨ੍ਹਾਂ ਪ੍ਰਸਤਾਵਾਂ ਉਪਰ ਹੋਰ ਜਾਣਕਾਰੀ ਵਧਾਉਣ ਅਤੇ ਆਪ ਦੇ ਸੁਝਾਵ ਲੈਣ ਲਈ ਭੇਜਿਆ ਗਿਆ ਹੈ।</p> <p>ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਹ ਜਾਣਕਾਰੀ ਅਪਣੀ ਭਾਸ਼ਾ ਵਿੱਚ ਚਾਹਿਦੀ ਹੈ ਤਾਂ ਇਸ ਖਾਨੇ ਵਿੱਚ ਟਿੱਕ ਕਰੋ ਅਤੇ ਅਪਣਾਂ ਨਾਂ, ਪਤਾ ਅਤੇ ਟੈਲੀਫੋਨ ਨੰਬਰ ਇੰਗਲਿਸ਼ ਜਾਂ ਵੈਲਸ਼ ਵਿੱਚ ਫਾਰਮ ਦੇ ਨਿੱਚੇ ਬੱਠੇ ਵੱਖ ਖਾਨੇ ਵਿੱਚ ਲਿਖੋ। ਕਿਰਪਾ ਕਰਕੇ ਇਹ ਫਾਰਮ ਉਪਰ ਦਿੱਤੇ ਪਤੇ ਤੇ ਵਾਪਸ ਕਰੋ।</p>
UD	<input type="checkbox"/>	<p>یہ دستاویز آپ کے علاقے میں سکولوں کی تجویز تہدیلیوں کے بارہ میں ہے۔ آپ کو یہ دستاویز اس لیے لیے بھیجی جارہی ہے تاکہ آپ اس تجویز کے بارہ میں مزید جان سکیں اور اپنی رائے سے آگاہ کریں۔</p> <p>اگر آپ کو یہ معلومات اپنی زبان میں چاہیے تو برائے مہربانی اس خانے میں نشان لگادیں اور اپنا نام، پتہ اور فون نمبر انگریزی یا ویلش زبان میں اس فارم میں چھپدے گئے بڑے خانے میں لکھ دیں۔ مہربانی فرما کر یہ فارم اوپر دیے گئے پتہ پر واپس بھیجوا دیں۔</p>
BG	<input type="checkbox"/>	<p>ইহা আপনার এলাকার স্কুলগুলিতে পরিবর্তন সম্বন্ধে প্রস্তাবিত একটি ডকিউমেন্ট। এই ডকিউমেন্টটি আপনাকে পাঠানো হয়েছে আপনার অবগতি এবং আপনার মতামত জানার জন্য।</p> <p>যদি এই তথ্যটি আপনার ভাষায় পেতে চান তবে দয়াকরে এই বাজেট টিক দিন এবং আপনার নাম, ঠিকানা ও টেলিফোন নাম্বার ওয়েলশ অথবা ইংরেজীতে এই ফর্মের নিচের বড় বাজের মধ্যে লিখুন। দয়াকরে ফর্মের উপরে লিখিত ঠিকানায় এই ফর্মটি ফেরৎ পাঠিয়ে দিন।</p>

✉	Name:
	Address:
☎	Phone:

THE CITY OF CARDIFF COUNCIL

SCHOOLS STANDARDS AND ORGANISATION (WALES) ACT 2013

ENGLISH MEDIUM HIGH SCHOOL PROVISION

NOTICE IS HEREBY GIVEN in accordance with Sections 41 and 43 of the School Standards and Organisation (Wales) Act 2013 and the School Organisation Code, that the City of Cardiff Council (herein after “the Authority”), having consulted such persons as appeared to them to be appropriate, propose to:

1. Close Glyn Derw High School, Penally Road, Caerau, Cardiff, CF5 5XP and Michaelston Community College, Michaelston Road, Ely, Cardiff, CF5 4SX (the Glyn Derw and Michaelston Federation) from 31 August 2017.
2. Establish a new replacement 11 -18 community high school to serve the Caerau and Ely areas from 01 September 2017.
3. To transfer the newly established high school to new build premises on the current Glyn Derw High School site, Penally Road, Caerau, Cardiff, CF5 5XP from September 2018.

The Authority undertook a period of consultation before deciding to publish this proposal. A consultation report containing a summary of the issues raised by consultees, the Authority’s responses and the views of Estyn is available to view at:

www.cardiff.gov.uk/21stCenturySchools

It is intended that the proposal will be implemented from September 2017 with the newly established high school being accommodated in the existing Michaelston Community College buildings initially before transferring to new build premises on the current Glyn Derw High School site from September 2018.

The number of pupils to be admitted to the school in Year 7 (the relevant age group), at age 11, in the first school year in which the proposal will have been implemented will be 240.

The new school’s pupil capacity will be 1500 including sixth form.

Those pupils attending Glyn Derw High School and Michaelston Community College at 31 August 2017 would transfer to the roll of the newly established school.

The new school will be a community school and will admit pupils of both sexes.

The Authority has responsibility for admitting pupils to the School and sets the admission criteria.

There are no plans to change the Council’s policy on the admission of children to schools as a result of these proposals.

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)

The new school would serve the combined catchment areas of the two existing schools it replaces.

The admission arrangements for the school will not make any provision for selection by aptitude, or for pupil banding.

Any arrangements for the transport of pupils will be made in accordance with the Authority's existing policies on school transport.

Within a period of 28 days after the date of publication of these proposals, that is to say by 02 February 2016, any person may object to these proposals.

Objections should be sent to the Director of Education and Lifelong Learning, City of Cardiff Council, County Hall, Atlantic Wharf, Cardiff CF10 4UW.

Objections may also be sent to the Director of Education and Lifelong Learning, City of Cardiff Council using the following e-mail address: SchoolResponses@cardiff.gov.uk

Please note that any such objection sent by e-mail or post must contain the full name and postal address of the objector.

The Authority will publish a summary of any such objections made (and not withdrawn in writing) within the objection period, together with their observations thereon, before the end of 7 days beginning with the day the proposal is determined.

Dated this 06th day of January 2016

Signed: Marie Rosenthal
Director of Governance & Legal Services
For the Council of the City and County of Cardiff

EXPLANATORY NOTE

(This does not form part of the Notice but is intended to explain its general meanings)

It is proposed that Glyn Derw High School and Michaelston Community College close at 31 August 2017 with a new replacement high school being established from 01 September 2017.

The new school would be accommodated initially at the current Michaelston Community College site before transferring to a new standardised build school at the Glyn Derw High School site.

Any new buildings required in the event of the proposal proceeding to implementation would be equal to/meet Welsh Government Funding conditions such as BREEAM and also be designed in accordance with the Department of Education Building Bulletins which sets out that the following facilities need to be included in any school:

Teaching space: internal and external
Halls, dining area
Learning resource areas
Staff and administration
Storage
Toilets and personal care
Kitchen facilities'
Circulation, plant and internal walls

An indicative layout showing the Glyn Derw High School site and how the site could look can be viewed on line at www.cardiff.gov.uk

The new school would serve the combined catchment areas of the two existing schools it replaces.

Quality and Standards

Estyn

Estyn inspection reports after September 2010 provide judgements against Key Questions and provide schools with recommendations for improvement.

Each key question is provided with a judgement:

Excellent: Many strengths, including significant examples of sector-leading practice

Good: Many strengths and no important areas requiring significant improvement

Adequate: Strengths outweigh areas for improvement

Unsatisfactory: Important areas for improvement outweigh strengths

	Glyn Derw High School Estyn Report November 2011	Michaelstone Community College Estyn Report November 2011
Key Questions	Judgement	Judgement
Key Question 1: How good are the outcomes?		
Standards	Unsatisfactory	Adequate
Wellbeing	Adequate	Adequate
Key Question 2: How good is provision?		
Learning experiences	Adequate	Adequate
Teaching	Adequate	Adequate
Care, support and guidance	Adequate	Good
Learning environment	Unsatisfactory	Good
Key Question 3: How good are leadership and management?		
Leadership	Adequate	Good
Improving quality	Adequate	Adequate
Partnership working	Adequate	Good
Resource management	Unsatisfactory	Adequate
Recommendations		
R!	Raise standards in all subjects at key stage 4 and the attainment of boys and the more able pupils at key stage 3 and key	

	stage 4	
R2	Improve attendance	
R3	Strengthen provision to develop pupils skills, particularly in literacy and numeracy	
R4	Improve the quality of teaching and focus particularly on increasing the progress pupils make during lessons	
R5	Develop the role of the governing body so that they meet all statutory requirements; and	
R6	Strengthen the role and voice of the school council and the elect associate pupil governors	
CSC Category 2013/2014	D	D
% of pupils achieving Level 2 including E/W & M	27.34	25.42
% of pupils achieving CSI	23.44	22.03
Attendance in 2012-13	91.83	88.53

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 PLANNING: SECONDARY PROVISION IN THE WEST OF CARDIFF	Date of Screening: Update April 2015
Service Area/Section: Education & Lifelong Learning, Schools Organisation Planning	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>Proposal:</p> <p>Page 254</p> <p>transfer Glyn Derw High School to the Michaelston Community College site from January 2016. The schools would remain as schools in their own right but would share the accommodation.</p>	<p>Both Glyn Derw and Michaelston Community College are currently experiencing a number of challenges including surplus places, significant budget deficits, substandard accommodation and poor outcomes for pupils.</p> <p>Between them, the two schools had a combined surplus of 692 places at September 13. Pupil projections indicate that both schools will continue to have high levels of surplus places. The level of surplus has had a significant impact on the funding available to both schools and has contributed to a combined revenue deficit of c£1m across the two schools.</p> <p>At September 2014 there were 89 Year 10 pupils on roll at Glyn Derw High School and 110 on roll at Michaelston Community College in comparison to the 342 places available across the two schools. This is due to fall to 70 Year 10 pupils at Glyn Derw High School and 92 at Michaelston Community College in 2015. In order to overcome the challenges to providing Year 10 provision on two sites and to ensure pupils have access to the full breadth of the GCSE curriculum all Year 10 pupils have been taught at the Michaelston Community College site since September 2014.</p> <p>Additionally Post 16 provision has been centralised on the Michaelston Community College site to ensure that pupils have access to an appropriate range of options.</p>

Condition of existing buildings

The physical condition of the Glyn Derw High School premises is poor. Whilst some essential remedial work is being carried out to enable parts of the school to continue to function, disproportionate levels of expenditure would be required to bring the whole school up to modern standards. This is not an environment conducive to quality teaching and is deemed to be having a negative impact on learning and standards.

Accommodation at Michaelston College whilst not effectively supporting the delivery of the curriculum in some areas is deemed to be satisfactory.

The EC Harris survey which was part of a Welsh Government national exercise in 2010 summarised the premises as follows:

Glyn Derw High School

Overall condition: Category C – Poor. Exhibiting major defects and/ or not operating as intended.

Overall suitability: Category C – Poor. Teaching methods inhibited/ adverse impact on school organisation.

Overall rating: Red

Michaelston Community College

The Michaelston Community College premises were more suitable.

Overall condition: Category B – Satisfactory. Performing as intended but exhibiting minor deterioration.

Overall suitability: Category B – Satisfactory. Performing as intended, but does not effectively support the delivery of the curriculum in some areas

Overall rating: Amber

Quality and Standards

Quality and standards in schools in Cardiff are monitored by Estyn and the Local Authority (LA). In 2011 Estyn described outcomes for learners at Glyn Derw High School as unsatisfactory and outcomes for learner at Michaelston Community College as adequate.

Since the establishment of the Central South Consortium (CSC) in September 2012 the LA has commissioned the Consortium to support and enable improvement in Cardiff Schools.

In January 2014 the CSC placed both Glyn Derw High School and Michaelston Community College in Category D which is defined as underperforming school with significant weakness across a wide range of areas – requires intensive additional support.

The latest available categorisation from the Welsh Government's School Standards Unit provided data on the performance of the schools. Each school was compared with similar schools nationally. This translated into an overall score that placed the schools in one of five bands. Band 1 being the highest and band 5 the lowest. In 2013 Glyn Derw appeared in Band 4 and Michaelston in Band 5.

GCSE results for pupils at Glyn Derw for 1013/14 saw only 27.3% of pupils achieve grade A-C including English/Welsh and Mathematics, Michaelston results saw only 25.4% of pupils achieve A-C including English/Welsh and Mathematics.

Owing to the high levels of Free School Meals entitlement at both Glyn Derw High School and Michaelson Community College (check %) both schools are in receipt of additional funding in the form of the Pupil Deprivation Grant (PDG) which is intended to help reduce the impact of poverty on educational attainment.

Additionally both schools are part of the Challenge Wales Cymru initiative launched by the Welsh Government in May 2014 to improve the quality of teaching and learning. As part of the programme schools receive additional resources and expertise to undertake a programme of swift, sustained improvement.

Maintaining both schools on their existing sites does not allow for the full

benefits of these programmes to be fully realised.

In order to respond appropriately to the challenges faced by both of these schools a proposal has been developed to establish a new build 10FE high school to replace both Glyn Derw High School and Michaelston Community College from September 2018. The new school would be on the current Glyn Derw High School site in order to maintain the links between the secondary school and adjacent special schools. As part of the proposal the Michaelston Community College site would be disposed of with any capital receipt contributing towards the funding of the proposed new school included in the realigned 21st Century Schools Programme.

To allow for both schools to begin realising the benefits of this reorganisation as quickly as possible and to maximise the value of additional funding through the PDG and Challenge Wales Cymru programme, it is proposed that Glyn Derw High School is transferred to the Michaelston Community College site from January 2016.

Part 1: Impact on outcomes and due regard to Sustainable Development

Please use the following scale when considering what contribution the activity makes:		
+	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

	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 258	1.1 People in Cardiff are healthy; <i>Consider the potential impact on</i> <ul style="list-style-type: none"> the promotion of good health, prevention of damaging behaviour, promote healthy eating/active lifestyles etc, vulnerable citizens and areas of multiple deprivation Addressing instances of inequality in health 	x				<ul style="list-style-type: none"> See 1.2 below – encouraging walking, cycling and use of public transport
	People in Cardiff have a clean, attractive and sustainable environment; <i>Consider the potential impact on</i> <ul style="list-style-type: none"> the causes and consequences of Climate Change and creating a carbon lite city 	x				<ul style="list-style-type: none"> The buildings at Glyn Derw High School are rated C (Poor) for sustainability. Energy use is also inefficient as the buildings are under utilised due to the number of surplus places. This proposal would result in the pupils attending Glyn Derw High School being accommodated in buildings on the Michaelston site that have an overall rating of B for sustainability. There would be high utilisation rates and therefore more efficient energy use. The proposed scheme is to refurbish and reconfigure internal spaces and so there would be minimal impact on the external environment.
	<ul style="list-style-type: none"> encouraging walking, cycling, and use of public transport and improving access to countryside and open space 			x		<ul style="list-style-type: none"> The limited scope for parking would encourage walking and cycling to school.
	<ul style="list-style-type: none"> reducing environmental pollution (land, air, noise and water) 			x		<ul style="list-style-type: none"> The proposed scheme is to refurbish and reconfigure internal

	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	
						spaces and so there would be minimal impact on the external environment.
	<ul style="list-style-type: none"> reducing consumption and encouraging waste reduction, reuse, recycling and recovery 	x				<ul style="list-style-type: none"> The buildings at Glyn Derw are rated C (Poor) for sustainability. The buildings are also under utilised due to the number of surplus places and therefore energy use is inefficient. This proposal would result in the pupils attending Glyn Derw being accommodated in buildings on the Michaelston site that have an overall rating of B for sustainability. There would be high utilisation rates and therefore more efficient energy use.
	<ul style="list-style-type: none"> encouraging biodiversity 			x		<ul style="list-style-type: none"> The proposed scheme is to refurbish and reconfigure internal spaces and so there would be minimal impact on the external environment.
1.3 Page 259	People in Cardiff are safe and feel safe; <i>Consider the potential impact on</i> <ul style="list-style-type: none"> reducing crime, fear of crime and increasing safety of individuals addressing anti-social behaviour protecting vulnerable adults and children in Cardiff from harm or abuse 			x		<ul style="list-style-type: none"> Not in scope as the proposed scheme is to refurbish and reconfigure internal spaces.
1.4	Cardiff has a thriving and prosperous economy; <i>Consider the potential impact on</i> <ul style="list-style-type: none"> economic competitiveness (enterprise activity, social enterprises, average earnings, improve productivity) 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 	x		x	x	<ul style="list-style-type: none"> The school provides employment. See 1.5 below. The benefits of federation should help reduce the number of school leavers Not In Education, Employment or Training. Consideration would be given to using local contractors and suppliers.
1.5	People in Cardiff achieve their full potential; <i>Consider the potential impact on</i> <ul style="list-style-type: none"> promoting and improving access to life-long learning in 	x				<p>The proposal is to build on the benefits realised through the federation of the schools and would provide opportunities to:</p> <ul style="list-style-type: none"> Further streamline policies and structures

Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
	+	-	Ntrl	Un-Crtn	
<p><i>Cardiff</i></p> <ul style="list-style-type: none"> • <i>raising levels of skills and qualifications</i> • <i>giving children the best start</i> • <i>improving the understanding of sustainability</i> • <i>addressing child poverty (financial poverty, access poverty, participation poverty)</i> • <i>the United Nations Convention on the Rights of a Child and Principles for Older persons</i> 					<ul style="list-style-type: none"> • Share good practice, preparation materials and resources • Enhance opportunities for staff professional development • Improved staff morale/decreased staff absence • Improve social opportunities for pupils • Maximise resources and professional expertise • Support efficiency by providing an economy of scale for undertaking key activities • Promote the broader welfare of pupils by offering potential for bringing together pastoral and other services to meet their all round needs • Support school improvement • Enhance opportunities for activities and the provision of a broad and balanced curriculum. • Maximise the benefits accrued from National initiatives • Foster a natural progression from school through to post 16 provision <p>Potentially the buildings could be used to deliver community provision including life-long learning activities outside of school hours.</p> <p>If the proposal were to proceed, an equality impact assessment would be carried out to identify any reasonable adjustments that could be made to improve the accessibility to the accommodation for Glyn Derw High School on the Michaelston College site. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design 2014 as well as building regulations such as, BS8300, Part M and relevant Building Bulletins.</p>
				x	
				x	

	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 261	1.6 Cardiff is a Great Place to Live, Work and Play <i>Consider the potential impact on</i> <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 			x		There are no registered historic assets on the Michaelston site. There should be no impact on the landscape as the proposed scheme is to refurbish and reconfigure internal spaces.
	1.7 Cardiff is a fair, just and inclusive society. <i>Consider the potential impact on</i> <ul style="list-style-type: none"> • the elimination of discrimination, harassment or victimisation for equality groups 			x		<ul style="list-style-type: none"> - See Equality Impact Assessment below and attached. - The Council's recruitment process would ensure that good practice is followed, including the application of the Council's policies on equal opportunities.
	<ul style="list-style-type: none"> • has the community or stakeholders been engaged in developing the strategy/policy/activity? • 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)? 			x		<ul style="list-style-type: none"> - Public consultation with relevant stakeholders.
	EQUALITY IMPACT ASSESSMENT (This is attached on page 13) <i>Will this Policy/Strategy/Project have a differential impact on any of the following:</i>					
	1.8 The Council delivers positive outcomes for the city and its citizens through strong partnerships <i>Consider the potential impact on</i> <ul style="list-style-type: none"> • strengthening partnerships with business and voluntary sectors • the collaboration agenda and the potential for shared services, cross-boundary working and efficiency savings 			x		N/A

SUMMARY OF APPRAISAL (highlight positive and negative effects of the policy / plan / project being assessed, demonstrating how it contributes to the economic, social and environmental sustainability of the city):

Economic

- Investment in buildings enables schools to be best placed to provide the opportunities for learners to achieve their potential.
- The schools provide employment.
- Consideration would be given to using local contractors and suppliers.

Social

- There could be the potential for community use of school facilities outside of school hours.

Environmental sustainability

- The buildings at Glyn Derw are rated C (Poor) for sustainability. The buildings are also under utilised due to the number of surplus places and therefore energy use is inefficient. This proposal would result in the pupils attending Glyn Derw being accommodated in buildings on the Michaelston site that have an overall rating of B for sustainability. There would be high utilisation rates and therefore more efficient energy use.
The limited scope for parking would encourage walking and cycling to school.

WHAT ACTIONS HAVE BEEN IDENTIFIED OR CHANGES BEEN MADE TO THE POLICY / PLAN / PROJECT AS A RESULT OF THIS APPRAISAL:

If the proposal were to proceed, an equality impact assessment would be carried out to identify any reasonable adjustments that could be made to improve the accessibility to the accommodation for Glyn Derw High School on the Michaelston College site. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design 2014 as well as building regulations such as, BS8300, Part M and relevant Building Bulletins.

Part 2: Strategic Environmental Assessment Screening

		Yes	No
2.1	Does the plan or programme set the framework for future development consent?	x	
2.2	Is the plan or programme likely to have significant, positive or negative, environmental effects?		x

<p>Is a Full Strategic Environmental Assessment Screening Needed?</p> <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) 	Yes	<p>No X An SEA has been undertaken (attached)</p>
---	------------	--

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.*

Equality Impact Assessment

Corporate Template



<p>Policy/Strategy/Project/Procedure/Service/Function Title: Proposal to transfer Glyn Derw High School to the Michaelston Community College site from January 2016. The schools would remain as schools in their own right but would share the accommodation.</p>
<p>New/Existing/Updating/Amending</p> <p>Updating following Consultation</p>

<p>Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?</p>	
<p>Name: Janine Nightingale</p>	<p>Job Title: Head of Schools Organisation, Access & Planning</p>
<p>Service Team: Schools Organisation Planning (SOP)</p>	<p>Service Area: Education</p>
<p>Assessment Date: April 2015</p>	

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

<p>To transfer Glyn Derw High School to the Michaelston Community College site from January 2016. The schools would remain as schools in their own right but would share the accommodation.</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>(What is the basis for the proposal?)</p> <p>Both Glyn Derw and Michaelston Community College are currently experiencing a number of challenges including surplus places, significant budget deficits, substandard accommodation and poor outcomes for pupils.</p> <p>Between them, the two schools had a combined surplus of 692 places at September 13. Pupil projections indicate that both schools will continue to have high levels of surplus places. The level of surplus has had a significant impact on the funding available to both schools and has contributed to a combined revenue deficit of c£1m across the two schools.</p> <p>At September 2014 there were 89 Year 10 pupils on roll at Glyn Derw High School and 110 on roll at Michaelston Community College in comparison to the 342 places available across the two schools. This is due to fall to 70 Year 10 pupils at Glyn Derw High School and 92 at Michaelston Community College in 2015. In order to overcome the challenges to providing Year 10 provision on two sites and to ensure pupils have access to the full breadth of the GCSE curriculum all Year 10 pupils have been taught at the Michaelston Community College site since September 2014.</p> <p>Additionally Post 16 provision has been centralised on the Michaelston Community College site to ensure that pupils have access to an appropriate range of options.</p>
--

Condition of existing buildings

The physical condition of the Glyn Derw High School premises is poor. Whilst some essential remedial work is being carried out to enable parts of the school to continue to function, disproportionate levels of expenditure would be required to bring the whole school up to modern standards. This is not an environment conducive to quality teaching and is deemed to be having a negative impact on learning and standards.

Accommodation at Michaelston College whilst not effectively supporting the delivery of the curriculum in some areas is deemed to be satisfactory.

The EC Harris survey which was part of a Welsh Government national exercise in 2010 summarised the premises as follows:

Glyn Derw High School

Overall condition: Category C – Poor. Exhibiting major defects and/ or not operating as intended.

Overall suitability: Category C – Poor. Teaching methods inhibited/ adverse impact on school organisation.

Overall rating: Red

Michaelston Community College

The Michaelston Community College premises were more suitable.

Overall condition: Category B – Satisfactory. Performing as intended but exhibiting minor deterioration.

Overall suitability: Category B – Satisfactory. Performing as intended, but does not effectively support the delivery of the curriculum in some areas

Overall rating: Amber

Quality and Standards

Quality and standards in schools in Cardiff are monitored by Estyn and the Local Authority (LA). In 2011 Estyn described outcomes for learners at Glyn Derw High School as unsatisfactory and outcomes for learner at Michaelston Community College as adequate.

Since the establishment of the Central South Consortium (CSC) in September 2012 the LA has commissioned the Consortium to support and enable improvement in Cardiff Schools.

In January 2014 the CSC placed both Glyn Derw High School and Michaelston Community College in Category D which is defined as underperforming school with significant weakness across a wide range of areas – requires intensive additional support.

The latest available categorisation from the Welsh Government's School Standards Unit provided data on the performance of the schools. Each school was compared with similar schools nationally. This translated into an overall score that placed the schools in one of five bands. Band 1 being the highest and band 5 the lowest. In 2013 Glyn Derw appeared in Band 4 and Michaelston in Band 5.

GCSE results for pupils at Glyn Derw for 1013/14 saw only 27.3% of pupils achieve grade A-C including English/Welsh and Mathematics, Michaelston results saw only 25.4% of pupils achieve A-C including English/Welsh and Mathematics.

Owing to the high levels of Free School Meals entitlement at both Glyn Derw High School and Michaelson Community College (check %) both schools are in receipt of additional funding in the form of the Pupil Deprivation Grant (PDG) which is intended to help reduce the impact of poverty on educational attainment.

Additionally both schools are part of the Challenge Wales Cymru initiative launched by the Welsh Government in May 2014 to improve the quality of teaching and learning. As part of the programme schools receive additional resources and expertise to undertake a programme of swift, sustained improvement.

Maintaining both schools on their existing sites does not allow for the full benefits of these programmes to be fully realised.

In order to respond appropriately to the challenges faced by both of these schools a proposal has been developed to establish a new build 10FE high school to replace both Glyn Derw High School and Michaelston Community College from September 2018. The new school would be on the current Glyn Derw High School site in order to maintain the links between the secondary school and adjacent special schools. As part of the proposal the Michaelston Community College site would be disposed of with any capital receipt contributing towards the funding of the proposed new school included in the realigned 21st Century Schools Programme.

To allow for both schools to begin realising the benefits of this reorganisation as quickly as possible and to maximise the value of additional funding through the PDG and Challenge Wales Cymru programme, it is proposed that Glyn Derw High School is transferred to the Michaelston Community College site from January 2016.

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 to 11 years			
11 to 18 years	<p>Pupils benefit from federated schools occupying one site.</p> <p>Pupils attending Glyn Derw taught in buildings that are more suitable and in better condition</p>		
18 - 65 years			
Over 65 years			

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

Educational provision (Age 11-18)

The proposal is to build on the benefits realised through the federation of the schools and would provide opportunities to:

- Further streamline policies and structures
- Share good practice, preparation materials and resources
- Enhance opportunities for staff professional development
- Improved staff morale/decreased staff absence
- Improve social opportunities for pupils

- Maximise resources and professional expertise
- Support efficiency by providing an economy of scale for undertaking key activities
- Promote the broader welfare of pupils by offering potential for bringing together pastoral and other services to meet their all round needs
- Support school improvement
- Enhance opportunities for activities and the provision of a broad and balanced curriculum.
- Maximise the benefits accrued from National initiatives
- Foster a natural progression from school through to post 16 provision

Pupils attending Glyn Derw would be taught in buildings that are more suitable and in better condition:

Glyn Derw High School

Overall condition: Category C – Poor. Exhibiting major defects and/ or not operating as intended.

Overall suitability: Category C – Poor. Teaching methods inhibited/ adverse impact on school organisation.

Overall rating: Red

Michaelston Community College

The Michaelston Community College premises were more suitable.

Overall condition: Category B – Satisfactory. Performing as intended but exhibiting minor deterioration.

Overall suitability: Category B – Satisfactory. Performing as intended, but does not effectively support the delivery of the curriculum in some areas

Overall rating: Amber

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

If no differential impact, explain the reason(s) for this assessment:

The other high school serving the area is Mary Immaculate RC High School and it is not expected that this community school proposal would have any impact on Mary Immaculate as the school serves a Faith community.

Transport and traffic

Under this proposal there are no plans to change the Council's policy on the transport of children to and from schools. The Council's transport policy for school children can be viewed on the Council's website (www.cardiff.gov.uk).

The existing Michaelston Community College catchment area encompasses the area North-West of Cowbridge Road West and pupils within this catchment area reside up to 2.1 miles from the school site. As these pupils reside within the statutory 3 mile limit for home to school transport to the nearest appropriate secondary school, home to school transport is not provided.

The existing Glyn Derw High School catchment area encompasses the area South-East of Cowbridge Road West and pupils within this catchment area reside up to 2.3 miles from the Michaelston site. Pupils' resident within the Glyn Derw catchment would therefore not qualify for transport to the Michaelston site.

For those living very close to the Glyn Derw High School site, the walk to the Michaelston Community College site will be approximately 2.1 miles (distance from Glyn Derw HS to Michaelston CC) and will take approximately 45 minutes. The area is served by a regular bus service, with several buses (operated by Cardiff Bus) running from bus stops close to both the Glyn Derw School and the Michaelston Community College site.

Redeployment opportunities

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 and Access

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

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

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:

Accessibility of the accommodation

If the proposal were to proceed, an equality impact assessment would be carried out to identify any reasonable adjustments that could be made to improve the accessibility to the accommodation for Glyn Derw High School on the Michaelston College site. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design 2014 as well as building regulations such as, BS8300, Part M and relevant Building Bulletins.

Transport

Transport for pupils with a disability would not be affected as it would be provided if required to meet the child's needs in accordance with the SEN Code of Practice.

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:
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.

3.4. 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			
Maternity			N/A

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
What action(s) can you take to address the differential impact?
If no differential impact, explain the reason(s) for this assessment:

The Council's procedure for securing staffing requirements to implement this proposal would be used in implementing this proposal. This would ensure that good practice is followed, including the application of the Council's policies on equal opportunities.

If the proposal were to proceed, an equality impact assessment would be carried out to identify any reasonable adjustments that could be made to improve the accessibility to the accommodation for Glyn Derw High School on the Michaelston College site. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design 2014 as well as building regulations such as, BS8300, Part M and relevant Building Bulletins.

3.6 Race

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

	Yes	No	N/A
White		x	
Mixed / Multiple Ethnic Groups		x	
Asian / Asian British		x	
Black / African / Caribbean / Black British		x	
Other Ethnic Groups		x	

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

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

If no differential impact, explain the reason(s) for this assessment:

The proposal would not have a differential impact upon one particular ethnic group as the provision would be available to all.

3.7 Religion, Belief or Non-Belief

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on people with different religions, beliefs or non-beliefs?

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

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

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

If no differential impact, explain the reason(s) for this assessment:

The senior staff in a school would be best placed to manage diversity in terms of belief. (e.g. provision of a space for prayer).

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:
The Council's procedure for managing staffing changes arising from reorganisation would be used in implementing any changes as a result of this proposal. This would ensure that good practice is followed, including the application of the Council's policies on equal opportunities.

3.9 Sexual Orientation

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

	Yes	No	N/A
Bisexual		x	
Gay Men		x	
Gay Women		x	
Heterosexual		x	

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 Lesbian, Gay, Bisexual people are likely to be discriminated against in workplace recruitment. The Council's procedure for managing staffing changes arising from reorganisation would be used in implementing any changes as a result of this proposal. This would ensure that good practice is followed, including the application of the Council's policies on equal opportunities.

3.10 Language

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

	Yes	No	N/A
Welsh Language		x	
Other languages		x	

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:
Language support
The proposal will not directly impact on the level of support provided as all support is dependent on the Education Improvement Grant which is reviewed and then renewed according to the results of the annual Needs Assessment Survey. The allocation of teachers and BTAs is usually in place for the period of the academic year but is liable to change throughout the year to meet fluctuations in demand.

4. Consultation and Engagement

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

The Council's Accessibility Officer would be given the opportunity to comment on the scheme.
--

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

Groups	Actions
Age	See Generic over-arching actions below
Disability	
Gender Reassignment	
Marriage & Civil Partnership	
Pregnancy & Maternity	
Race	
Religion/Belief	
Sex	
Sexual Orientation	
Language	
Generic Over-Arching [applicable to all the above groups]	

6. Further Action

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

7. Authorisation

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

Completed By: Rachel Willis	Date: April 2015
-----------------------------	------------------

Designation: Policy, Equalities and Reports Officer	
Approved By: Michele Duddridge-Hossain	
Designation: SOP Team Manager	
Service Area: Education	

- 7.1 On completion of this Assessment, please ensure that the Form is posted on your Directorate's Page on CIS - *Council Wide/Management Systems/Equality Impact Assessments* - so that there is a record of all assessments undertaken in the Council. For further information or assistance, please contact the Citizen Focus Team on 029 2087 3059 or email citizenfocus@cardiff.gov.uk

Environmental Report: Sustainability Appraisal (SA) Incorporating Strategic Environmental Assessment (SEA) of the School Organisation Planning proposal to transfer Glyn Derw High School to the Michaelston Community College site from January 2016 .

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 retrospective assessment provides the basis for assessing current and future school organisation proposals at a strategic level.

If a proposal were to proceed, an environmental assessment would be carried out as part of the planning application process.

To request a copy of the assessment on the Strategic Framework please contact Rachel Willis, 029 2087 3946, RWillis@cardiff.gov.uk

Proposal

To transfer Glyn Derw High School to the Michaelston Community College site from January 2016. The schools would remain as schools in their own right but would share the accommodation.

Both Glyn Derw High School and Michaelston Community College are currently experiencing a number of challenges including surplus places, significant budget deficits, substandard accommodation and poor outcomes for pupils.

Between them, the two schools had a combined surplus of 692 places at September 2013. Pupil projections indicate that both schools will continue to have high levels of surplus places. The level of surplus has had a significant impact on the funding available to both schools and has contributed to a combined revenue deficit of c£1m across the two schools.

At September 2014 there were 89 Year 10 pupils on roll at Glyn Derw High School and 110 on roll at Michaelston Community College in comparison to the 342 places available across the two schools. This is due to fall to 70 Year 10 pupils at Glyn Derw High School and 92 at Michaelston Community College in 2015. In order to overcome the challenges to providing Year 10 provision on two sites and to ensure pupils have access to the full breadth of the GCSE curriculum all Year 10 pupils have been taught at the Michaelston Community College site since September 2014.

Additionally Post 16 provision has been centralised on the Michaelston Community College site to ensure that pupils have access to an appropriate range of options.

Condition of existing buildings

The physical condition of the Glyn Derw High School premises is poor. Whilst some essential remedial work is being carried out to enable parts of the school to continue to function, disproportionate levels of expenditure would be required to bring the whole school up to modern standards. This is not an environment conducive to quality teaching and is deemed to be having a negative impact on learning and standards.

Accommodation at Michaelston College whilst not effectively supporting the delivery of the curriculum in some areas is deemed to be satisfactory.

The EC Harris survey which was part of a Welsh Government national exercise in 2010 summarised the premises as follows:

Glyn Derw High School

Overall condition: Category C – Poor. Exhibiting major defects and/ or not operating as intended.

Overall suitability: Category C – Poor. Teaching methods inhibited/ adverse impact on school organisation.

Overall rating: Red

Michaelston Community College

The Michaelston Community College premises were more suitable.

Overall condition: Category B – Satisfactory. Performing as intended but exhibiting minor deterioration.

Overall suitability: Category B – Satisfactory. Performing as intended, but does not effectively support the delivery of the curriculum in some areas

Overall rating: Amber

Quality and Standards

Quality and standards in schools in Cardiff are monitored by Estyn and the Local Authority (LA). In 2011 Estyn described outcomes for learners at Glyn Derw High School as unsatisfactory and outcomes for learner at Michaelston Community College as adequate.

Since the establishment of the Central South Consortium (CSC) in September 2012 the LA has commissioned the Consortium to support and enable improvement in Cardiff Schools.

In January 2014 the CSC placed both Glyn Derw High School and Michaelston Community College in Category D which is defined as underperforming school with significant weakness across a wide range of areas – requires intensive additional support.

The latest available categorisation from the Welsh Government's School Standards Unit provided data on the performance of the schools. Each school was compared with similar schools nationally. This translated into an overall score that placed the schools in one of five bands. Band 1 being the highest and band 5 the lowest. In 2013 Glyn Derw appeared in Band 4 and Michaelston in Band 5.

GCSE results for pupils at Glyn Derw for 1013/14 saw only 27.3% of pupils achieve grade A-C including English/Welsh and Mathematics, Michaelston results saw only 25.4% of pupils achieve A-C including English/Welsh and Mathematics.

Owing to the high levels of Free School Meals entitlement at both Glyn Derw High School and Michaelston Community College (check %) both schools are in receipt of additional funding in the form of the Pupil Deprivation Grant (PDG) which is intended to help reduce the impact of poverty on educational attainment.

Additionally both schools are part of the Challenge Wales Cymru initiative launched by the Welsh Government in May 2014 to improve the quality of teaching and learning. As part of the programme schools receive additional resources and expertise to undertake a programme of swift, sustained improvement.

Maintaining both schools on their existing sites does not allow for the full benefits of these programmes to be fully realised.

In order to respond appropriately to the challenges faced by both of these schools a proposal has been developed to establish a new build 10FE high school to replace both Glyn Derw High School and Michaelston Community College from September 2018. The new school would be on the current Glyn Derw High School site in order to maintain the links between the secondary school and adjacent special schools. As part of the proposal the Michaelston Community College site would be disposed of with any capital receipt contributing towards the funding of the proposed new school included in the realigned 21st Century Schools Programme.

To allow for both schools to begin realising the benefits of this reorganisation as quickly as possible and to maximise the value of additional funding through the PDG and Challenge Wales Cymru programme, it is proposed that Glyn Derw High School is transferred to the Michaelston Community College site from January 2016.

Key:

xx	= very incompatible; very negative effect
x	= incompatible; negative effect
✓	= compatible; positive effect
✓✓	= very compatible; very positive effect
0	= no links; neutral effect
? and/or mitigation	= uncertain effects
DNA	= data not available

See table headers below: * Comparison of the preferred option to a possible alternative option(s) are required in a SA/SEA.

SEA objective	Proposal to transfer Glyn Derw High School to the Michaelston Community College site from January 2016.		Do nothing	
	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective
1. Promote a greener economy by delivering a sustainable pattern of schools across Cardiff	✓	The buildings at Glyn Derw are rated C (Poor) for sustainability. The buildings are also under utilised due to the number of surplus places and therefore energy use is inefficient. This proposal would result in the pupils attending Glyn Derw being accommodated in buildings on the Michaelston site that have an overall rating of B for sustainability. There would be high utilisation rates and therefore more efficient energy use.	x	The buildings at Glyn Derw are rated C (Poor) for sustainability. The buildings are also under utilised due to the number of surplus places and therefore energy use is inefficient.
2. Reduce greenhouse gas emissions through: a) Energy efficient building design and disposing of poor quality surplus accommodation b) Promoting sustainable modes of transport and integrated transport systems	✓ Mitigation	a) This proposal would result in the pupils attending Glyn Derw transferring to accommodation on the Michaelston that has an overall rating of B (Good) for sustainability. There would be high utilisation rates and therefore more efficient energy use. b) An increase in the number of children attending the Michaelston site could increase the volume of traffic in the vicinity of the school. - Emphasis is placed on travel by active modes where this is possible and on providing the facilities and opportunities at school for students to travel by walking, cycling and public transport. Encouraging active travel to school is a very important means of increasing levels of physical activity in children and tackling the growing problem of childhood obesity. Reducing congestion at the school gate is key to ensuring the safety of pupils and to mitigating impacts on the local neighbourhood. - Provision of parent parking places is generally not supported by Cardiff Council. This is because such provision would promote travel to school by car, generate local traffic,	x	See comments next to SEA Objective 1 above

SEA objective	Proposal to transfer Glyn Derw High School to the Michaelston Community College site from January 2016.		Do nothing	
	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective
Page 278		<p>contribute to congestion and reduce pupil safety. Parking facilities provided at schools is generally only for staff and to meet operational needs.</p> <ul style="list-style-type: none"> - Management of access to the school site prior/during parent drop off and pick up times would help with health & safety. - Cardiff's Supplementary Planning Guidance (Access, Circulation and Parking Standards 2010) sets out that all new or expanded schools are required to develop a Travel Plan for submission with a planning application. A Travel Plan is a policy and action plan to: <ul style="list-style-type: none"> o manage transport efficiently o improve access by all means of travel for employees, visitors, patients and students o encourage sustainable transport – walking, cycling, public transport and car sharing o reduce car use. - A School Travel Plan is specifically designed to address the transport needs of pupils and staff and will vary according to the nature of the education being provided and the catchment area of the school. <p>School safety zones would be set up to address health and safety concerns from increased traffic flows in the school vicinity.</p>		
	0	As the open space in and around the school are not accessible to the public the only potential impact of the option on the open space would be loss of visual amenity value. There should be no impact as the proposed scheme is to refurbish and reconfigure internal spaces.	x	See comments next to SEA Objective 1 above
	0	<p>a) Those delivering the scheme would be encouraged to minimise air, light and noise pollution during any works.</p> <p>b) To reduce congestion and associated pollution the following would be considered:</p> <ul style="list-style-type: none"> ▪ Formalising the parking regime outside the school to discourage unsafe parking and help with enforcement. ▪ The school agrees to a Travel Plan which includes schemes such as the Park Safe / Walk Safe scheme 	x	See comments next to SEA Objective 1 above

SEA objective	Proposal to transfer Glyn Derw High School to the Michaelston Community College site from January 2016.		Do nothing	
	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective
		which encourage parents to park further away from the school.		
5. <i>Protect</i> and enhance biodiversity, flora and fauna	0	There should be no impact as the proposed scheme is to refurbish and reconfigure internal spaces.	x	See comments next to SEA Objective 1 above
6. <i>Protect</i> and enhance the landscape (habitats/visual amenities)	0	There should be no impact as the proposed scheme is to refurbish and reconfigure internal spaces.	x	See comments next to SEA Objective 1 above
7. Conserve water resources and increase water efficiency in new developments and promote sustainable urban drainage systems	0	This would not be in scope as the proposed scheme is to refurbish and reconfigure internal spaces.	x	See comments next to SEA Objective 1 above
8. <i>Promote</i> regeneration by delivering inclusive schools that will improve equality of opportunity and access for all	0	Achieved by making schools community focused - opening facilities to the public e.g. evening classes. If the proposal were to proceed, an equality impact assessment would be carried out to identify any reasonable adjustments that could be made to improve the accessibility to the accommodation for Glyn Derw High School on the Michaelston College site. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design 2014 as well as building regulations such as, BS8300, Part M and relevant Building Bulletins.	x	See comments next to SEA Objective 1 above

SEA objective	Proposal to transfer Glyn Derw High School to the Michaelston Community College site from January 2016.		Do nothing	
	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective
9. <i>Protect and enhance</i> designated historic assets	0	There are no registered historic assets on the Michaelston site.	x	See comments next to SEA Objective 1 above

Conclusion

The proposal has been assessed to be compatible with the environmental objectives used to assess the goal and principles of the "21st Century Schools: A Strategic Framework for A School Building Improvement Programme" that underpin school organisation proposals.

The buildings at Glyn Derw are rated C (Poor) for sustainability. The buildings are also under utilised due to the number of surplus places and therefore energy use is inefficient. This proposal would result in the pupils attending Glyn Derw being accommodated in buildings on the Michaelston site that have an overall rating of B for sustainability. There would be high utilisation rates and therefore more efficient energy use.

There should be minimal impact on the external environment as the proposed scheme is to refurbish and reconfigure internal spaces.

Where the assessment has identified a potential negative environmental impact in terms of an increase in the volume of traffic (Objective 4), measures to mitigate the effect are detailed.

**CITY OF CARDIFF COUNCIL
CYNGOR DINAS CAERDYDD**



CABINET MEETING: 10 MARCH 2016

**SCHOOL ORGANISATION PROPOSALS: THE PROVISION OF
WELSH-MEDIUM AND ENGLISH-MEDIUM PRIMARY SCHOOL
PLACES IN AND AROUND LLANDAFF NORTH**

**REPORT OF DIRECTOR EDUCATION AND LIFELONG
LEARNING**

AGENDA ITEM: 9

PORTFOLIO: EDUCATION (COUNCILLOR SARAH MERRY)

Reason for this Report

1. This report is to inform the Cabinet of any objections received to the statutory notice to:
 - Reduce Gabalfa Primary School from 1.2FE with 64 part-time nursery places to 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

Background

2. At its meeting on 03 December 2015 the Cabinet, in accordance with the terms of the Schools Standards and Organisation (Wales) Act, approved a recommendation for the publication of the statutory notices relating to Gabalfa Primary School and Ysgol Glan Ceubal.
3. Copies of the consultation document and the statutory notice can be found at Appendix 1.
4. The notice was published on the Council website and displayed in the local area on 05 January 2016. Additional stakeholders identified in the Welsh Government School Organisation Code as needing to receive either a hard copy of the notice or be emailed a link to the Council website were notified of publication of the notice.

5. The new School Organisation Code came into force in October 2013. Following this the Cabinet now has responsibility for the determination of school organisation proposals including those which receive objections (save for those that are required to be considered by the Welsh Government).
6. In accordance with this the Cabinet must decide whether to approve, reject or approve with modifications, the proposal. The Council must not approach the decision with a closed mind and any objections must be conscientiously considered.

Issues

7. No objections were raised in response to the statutory notice.

Requirements of the School Organisation Code

8. As set out in the School Organisation Code, the following factors should be taken into account by relevant bodies when exercising their function of approving/determining proposals. The Council must at all times consider the interests of the learners.

Quality and standards

9. The Council works closely with the governing bodies of schools to ensure that standards in schools are high, that teaching is good and that leadership and governance is strong. The Council works closely with two organisations in order to monitor the performance of schools and to support school improvement.
10. 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.
11. Central South Consortium Joint Education Service (CSCJES) was established in September 2012. The Local Authority has commissioned the Consortium to support and challenge schools in Cardiff.
12. When proposing changes of this type to schools Local Authorities are required to refer to the most recent Estyn reports, other evidence from performance monitoring and any other information available on school effectiveness.
13. Local Authorities must also demonstrate the likely impact of the proposals on the quality of :
 - outcomes (standards and wellbeing)
 - provision (learning experiences, teaching, care support and guidance and learning environment)

- leadership and management (leadership, improving quality, partnership working and resource management)

Estyn

14. Schools are inspected as part of a national programme of school inspection. The purpose of an inspection is to identify good features and shortcomings in schools in order that they may improve the quality of education offered and raise standards achieved by their pupils (Estyn).
15. The relevant Estyn Inspection reports provide grades against Key Questions and provide school with recommendations for improvement.
16. For inspections carried out since September 2010 a common inspection framework was introduced and Estyn inspections carried out after September 2010 provides judgements against three Key Questions.

Each key question is provided with a judgement:

- Excellent –many strengths, including significant examples of sector-leading practice
- Good – many strengths and no important
- Adequate – strengths outweigh areas for improvement
- Unsatisfactory – important areas for improvement outweigh strengths

Welsh Government categorisation of schools

17. In 2014 the Welsh Government introduced a new categorisation system that considered each school's standards alongside the school's capacity to improve so as to understand the level of support that organisations such as CSC need to give each other in order that they achieve their targets.
18. The categorisation system is described below:

Welsh Government Categorisation System	
Category	What the category means
Green	A highly effective school which is well run, has a strong leadership and is clear about its priorities for improvement.
Yellow	An effective school which is already doing well and knows the areas it needs to improve.
Amber	A School in need of improvement which needs help to identify the steps to improve or to make change happen more quickly.
Red	A school in need of greatest improvement and will receive immediate, intensive support.

19. To determine the colour coded category as explained in the table above, schools are placed in one of four groups for standards (1-4) and for bringing about improvement (A-D) with 1 being the highest grouping for standards and A being the highest for improvement capacity.

Gabalfa Primary School

20. Gabalfa Primary School was last inspected in February 2015. The school's performance was judged to be good with prospects for improvement judged to go good.
21. The Welsh Government has categorised the school as Amber.

Ysgol Glan Ceubal

22. Ysgol Glan Ceubal was last inspected in December 2013. The school's performance was judged to be good with prospects for improvement judged to be good.
23. The Welsh Government has categorised the school as Amber.
24. Further information regarding quality and standards at Gabalfa Primary School and Ysgol Glan Ceubal can be seen at Appendix 2.

Standards

25. The Council's aim is to provide sufficient good quality nursery and primary school places in both English-medium and Welsh-medium and Faith based education to a 21st Century school standard across the city. All children and young people in Cardiff should be educated in environments that are fit for purpose, in the right place and that are the right size to enable the effective delivery of first class education, improve the sufficiency and suitability of school places across Cardiff and ensure the provision of a 21st Century School Standard.
26. The Council has in place policies to support school improvement e.g. 'High Achievement for All' and 'Achievement for Inclusion'. It is working to respond to the key principles of the School Effectiveness Framework to secure better learning outcomes and well-being for all children including those at the existing schools which form part of these proposals.
27. It is not anticipated that there will be any impact on the quality and 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 and therefore provide opportunities to improve the quality of provision.

Provision

28. The proposals will provide the opportunity to invest in providing high quality, modern facilities which would be able to support the delivery of a broad and balanced curriculum.

Leadership and Governance

29. The Council will work with the leadership of any new school/existing schools to develop a rigorous whole school approach to improvement

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

30. Careful planning will take place during the proposed period of change to avoid any risk of distraction or disruption to leadership and governance that could impact on educational outcomes.
31. The Council has no information to suggest that the Quality and Standards of existing school would be negatively affected by the proposals. The expectation would be that investment in new school facilities would add value and have potential to better support delivery of relevant curriculums and children's learning experiences.

Need for places and the impact on accessibility of schools

32. The projected demand, based on verified PLASC data supplied by schools in 2013, and population data supplied by the NHS in 2013, was summarised out in the Cabinet Report of 26 January 2015.

Demand for Welsh-medium places from within the Gabalfa Primary School catchment area, and demand for places at Gabalfa Primary School

33. 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.
34. 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.
35. Analysis of the most recent verified PLASC data supplied by schools in 2015, and population data supplied by the NHS in 2015 has allowed the projected demand for school places from within each school catchment area to be updated. This is set out in Table 2 below.

Table 1: Recent and projected demand for English-medium community school Reception places				
	Academic year			
	2014-2015 (PLASC)	2015-2016	2016-2017	2017-2018
Catchment area				
Gabalfa Primary School	30	24	27	23

36. It is evident from the above table that, based on NHS GP registration data and PLASC 2015 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.
37. 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. Demand in recent years was also summarised in the Cabinet Report of 26 January 2015.

38. In December 2015*, there were 41 pupils enrolled in the Reception age group at Gabalfa Primary School, 11 pupils in excess of the proposed Published Admission Number for the School. However, of these 41 pupils, 26 were resident within the catchment area of the school and 15 pupils were resident in the catchment areas of other schools.
39. Although a number of English-medium primary schools in the local area were fully subscribed in the Reception age group in December 2015, demand from within each of the adjacent catchment areas, namely Allensbank, Birchgrove, Hawthorn and Whitchurch primary schools, was lower than each school could accommodate; the remaining places being taken up by children from areas further afield.

Demand for Welsh-medium places from within the Ysgol Glan Ceubal catchment area, and demand for places at Ysgol Glan Ceubal

40. 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.
41. 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.
42. Analysis of the most recent verified PLASC data supplied by schools in 2015, and population data supplied by the NHS in 2015 has allowed the projected demand for school places from within each school catchment area to be updated. This is set out in Table 2 below.

Table 2: Recent and projected demand for Welsh-medium community school Reception places				
Catchment area	Academic year			
	2014-2015 (PLASC)	2015-2016	2016-2017	2017-2018
Ysgol Glan Ceubal	30	30	29	37

43. It is evident from the above table that, based on NHS GP registration data and PLASC 2015 data supplied by schools, projected demand for Welsh-medium community school places from within the Ysgol Glan Ceubal catchment area broadly matches the number of places available at the school.

44. In the period from its establishment in 2010 to 2013, the growth in demand for places at Ysgol Glan Ceubal had been slow, during which period the area was served by Ysgol Mynydd Bychan and Ysgol Pencae.
45. In December 2015*, there were 21 pupils enrolled in the reception age group at Ysgol Glan Ceubal, 9 pupils less than the proposed Published Admission Number for the School. However, the combined demand for Welsh-medium places from the neighbouring catchment areas of Ysgol Mynydd Bychan and Ysgol Pencae exceeded supply of places by 14 pupils.

* (Source: EMS ONE live database, 17 December 2015).

46. 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.
47. Initial analysis of city-wide data provided by the NHS for 2015 also suggests that there a similar number of pupils in the cohort born in 2013/14 (4,502) compared to the previous year's cohort, born in 2012/13 (4,468). Comparing this NHS dataset with that of the previous years for the each cohort indicates that there is a marginal fall in the population and in projected intakes city-wide, however, this should be considered in the context that the city-wide demand already exceeds the number of places available at entry in permanent school accommodation.
48. 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.

Resourcing of education

49. School budgets are primarily funded by formula funding mechanism which uses pupil numbers as its main driver. Any increase or decrease in pupil numbers at individual schools would need to be reflected in the revenue budget of the school. The proposals will ensure a fairer and more equitable distribution of funding between mainstream schools within the Cardiff area.

How would nursery provision be affected?

50. 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.
51. It is proposed that nursery provision be established at Ysgol Glan Ceubal from January 2016 with up to 24 part-time places initially rising to 48 part-time places when in new build accommodation.

52. 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.
53. 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.
54. The Local Authority has needed to purchase Welsh-medium nursery education places within this locality 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.
55. 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.
56. 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. The proposals will provide better integration of early years education with childcare services.
57. 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.

Local Member consultation

58. Members were consulted as part of the consultation process.

Reason for Recommendations

59. To respond to the need to provide sufficient capacity to meet the English-medium and Welsh-medium community primary pupil and nursery demand in and around the Llandaff North area.

Legal Implications

60. Any proposal to make a regulated alteration to a community school falls to be considered as a regulated alteration to a school under Section 42 of the School Standards and Organisation (Wales) Act 2013.
61. Section 48 of the 2013 Act requires that any proposal in respect of a regulated alteration must first be consulted upon and then a formal notice published in accordance with the Schools Organisation Code for the time being.
62. Those steps have taken place and a formal 28 day notice period was allowed for objections. As the Report states, no objections have been received.
63. Under the Code the Authority is required to take into account certain factors in formulating proposals and those factors are referred to in the text of this Report.
64. The Council also has to satisfy its public sector duties under the Equality Act 2010 (including specific Welsh public sector duties). Pursuant to these legal duties Councils must in making decisions have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics.
65. 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
66. The Council also has to consider whether the proposals will improve access for disabled pupils in accordance with the Equality Act 2010.
67. The report identifies that the Equality Impact Assessment has been updated and is appended at Appendix 3. 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.
68. The Cabinet must make a final determination of the proposals within 16 weeks of the end of the objection period.

Financial Implications

69. The realigned 21st Century Schools Programme totalling £167.6 million was approved by Cabinet in March and submitted to Welsh Government. Welsh Government subsequently approved in-principle a slightly reduced programme of £164.1 million. Within this re-aligned programme is an in-principle budget of £6.82 million for a project to consolidate Gabalfa Primary and permanently establish Ysgol Glan Ceubal.
70. The project has not yet progressed to SOC business case stage and therefore any expenditure on the project is restricted to 5% of the project budget until further approval is granted by WG. This threshold would be expenditure to a value of £341,000.
71. Some design and preparatory works have taken place on the site in 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 that project proceeded to FBC approval stage. These costs will be ineligible for WG match funding under the option being proposed and therefore will be wholly incurred by the Council. These costs have a value of approximately £45,000 and will be funded from the SOP revenue reserve.

HR Implications

72. HR People Services will work with the leadership and Governing Bodies of Ysgol Glan Ceubal and Gabalfa Primary Schools to ensure that they have appropriate staffing levels and structures in place when the changes to the size of the schools are implemented. Under the SOP HR Framework the schools will be encouraged to assess whether their current staffing structures are fit for purpose.
73. Moreover, the schools will also have to consider how their shared facilities will operate, be managed and staffed, so HR People Services will work with the schools alongside the Education Service to determine this and implement any consequences of the new operational arrangements.
74. It is hoped that any resultant reduction required in staffing levels could be achieved through natural turnover. However, should this not be possible the schools will need to manage this using their agreed Redeployment and Redundancy Policy and consultation with both staff and trade unions.

Equality Impact Assessment

75. An Equality Impact Assessment has been carried out on the options proposed to go forward. The assessment concluded that this proposal would not adversely affect a particular group in society. If the proposal were to proceed, further equality impact assessments would be undertaken including an assessment on the design for any new build accommodation.

Traffic and Transport Implications

76. Traffic and transport implications will be considered as part of the Transport Assessment that will be required as part of the formal planning application and therefore until this is completed it will not be possible to predict the outcomes. The information from this assessment will inform any stipulations made as condition of planning consent should this proposal be permitted to proceed to implementation.
77. There is an existing 20mph speed limit on Colwill Road, which includes speed cushions. Speed cushions are not always effective at reducing traffic speeds and it is recommend that these are replaced with full width speed tables and enhanced signage as part of a School Safety Zone.
78. An initial assessment of the walking routes to the school suggests that in order to improve the pedestrian access it will be necessary to create a School Safety Zone on Colwill Road which will incorporate a tabled zebra crossing outside the school gates and improvements to the existing traffic calming.
79. The majority of school pupils live to the north of the school site and will have to cross Gabalfa Avenue to access the school. Improvements are likely to be required to the pedestrian crossing facilities on Gabalfa Avenue.
80. No fee-paying school transport would be provided to Gabalfa Primary School or Ysgol Glan Ceubal as all pupils living within each school's catchment area live within two miles walking distance of the shared site and therefore the Council has no statutory duty to provide any free transport. Discussions will be held with the Commercial bus operators in the area to review commercial services although it is unlikely that any changes would be made to the existing routes to divert via the shared site.
81. All addresses within the catchment areas of Gabalfa Primary School or Ysgol Glan Ceubal are within 2 miles of the shared site, and therefore no pupils resident in the catchment area of either school wishing to attend an English-medium or Welsh-medium community primary school would qualify for free home to school transport. This is only provided for primary age pupils who live two or more miles from the nearest appropriate catchment area school.
82. Cardiff Council School Transport section would be able to provide families with advice on safe walking routes to school based on individual home addresses.

83. Under this proposal there are no plans to change the Council's policy on the transport of children to and from schools. Any pupils affected by these proposals will 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).

Sustainability Assessment

84. 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.

Community Impact

85. 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. The potential to accommodate a range of community facilities will be proactively explored and where possible incorporated within any new build school.

Welsh Language Impact

86. It is anticipated that there will be a positive impact on the Welsh Language as a result of these proposals. This proposal seeks to increase the number of Welsh-medium nursery places available for the area.

RECOMMENDATIONS

The Cabinet is recommended to:

1. Approve the proposals as set out in paragraph 1 without modification
2. Authorise officers to take the appropriate actions to implement the proposals as set out in paragraph 1.
3. Authorise officers to publish the decision within 7 days of determination of the proposal.
4. Delegate the approval, only following the respective grant approvals by Welsh Government, of any necessary contracts to the Director of Education and Lifelong Learning in consultation with the Corporate Director Resources & Section 151 Officer, Director of Legal Services and the Cabinet Members for Corporate Services & Performance and Education & Skills.

Nick Batchelar

Director

4 March 2016

The following appendices are attached:

Appendix 1 – Llandaff North Consultation Document February 15 and Statutory Notice

Appendix 2 – Summary of Estyn findings for Gabalfa Primary School and Ysgol Glan Ceubal

Appendix 3 – Statutory Screening Tool including Equality Impact Assessment and Strategic Environmental Assessment

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 CHANGE - THE FACTS

2005 INTERNATIONAL AGREEMENTS

Climate change is a global issue that requires international cooperation. The United Nations Framework Convention on Climate Change (UNFCCC) is the primary international agreement on climate change.

15 February - 22 March 2002



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.

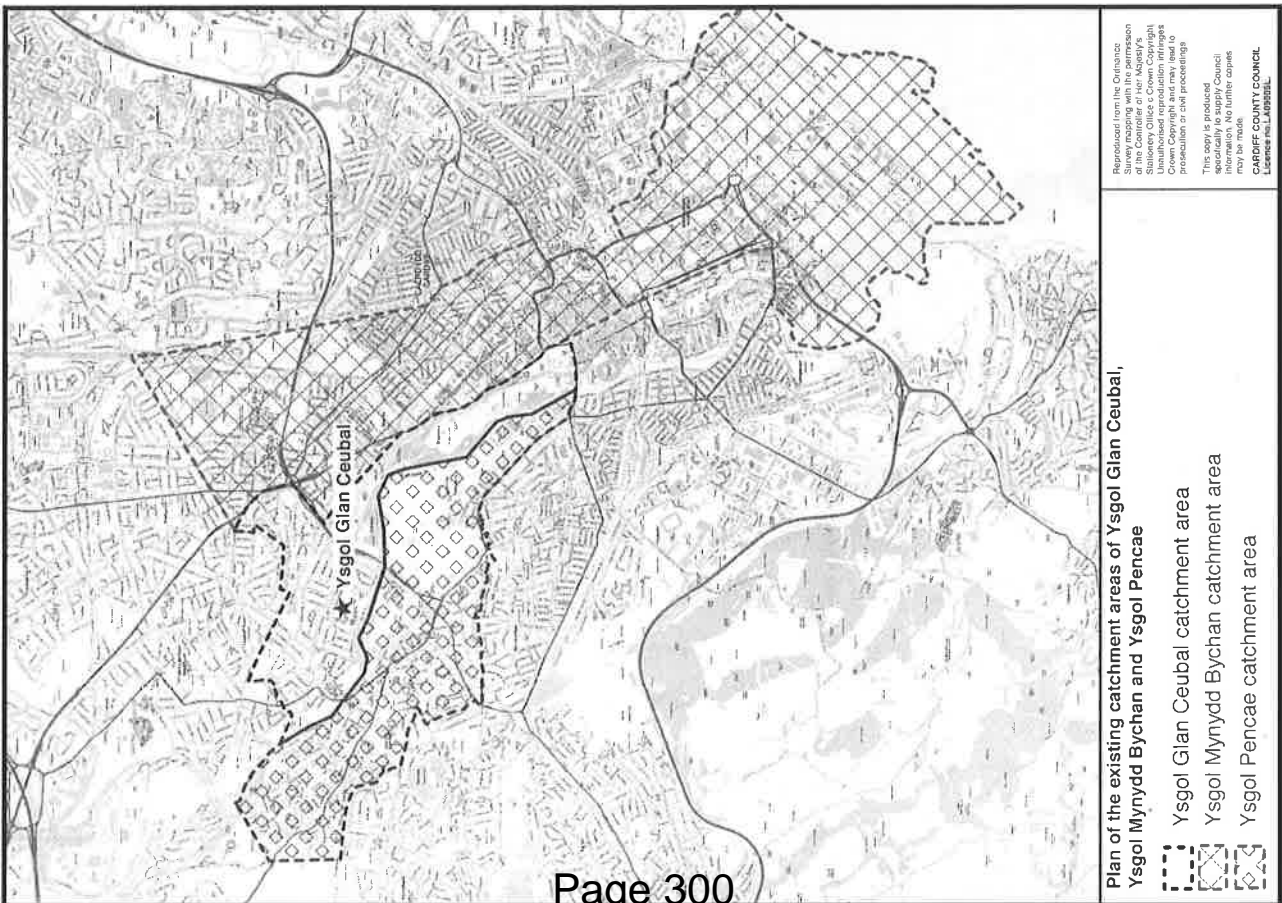
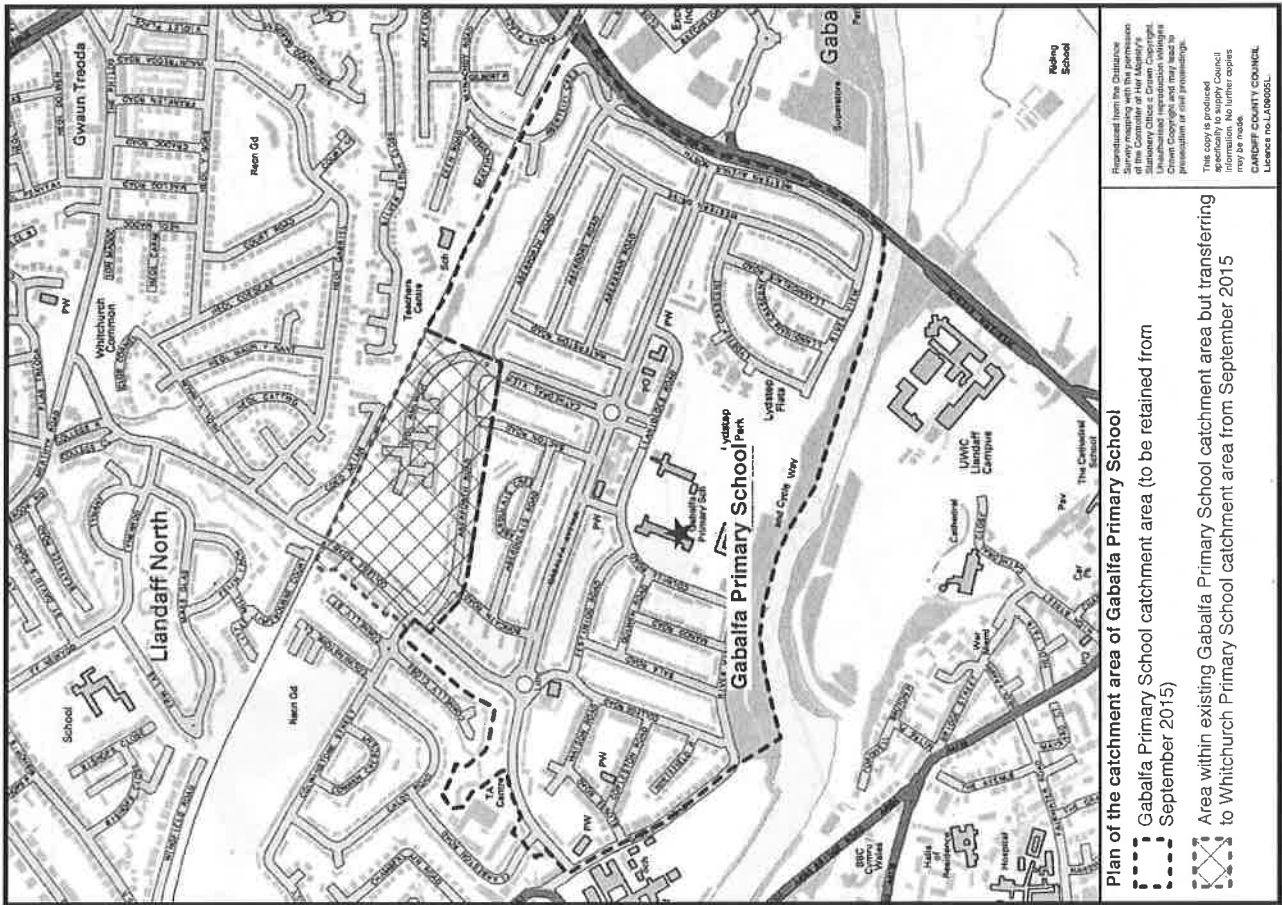
The proposal

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:

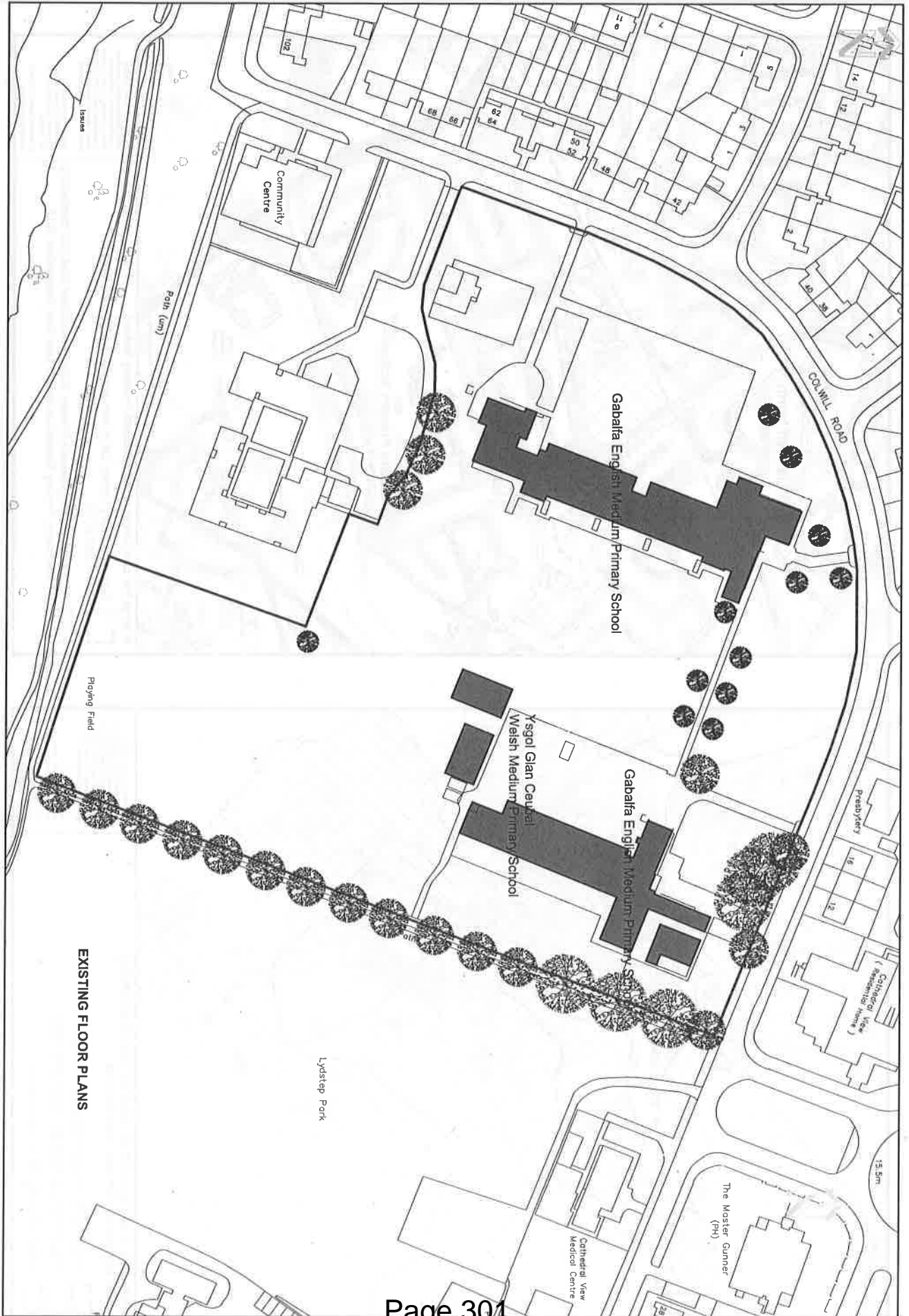
- Consolidate Gabalfa Primary School at 1 Form of Entry with 48 part-time nursery places from September 2017.
- Permanently establish Ysgol Glan Ceubal on its existing site at Colwill Road, Gabalfa, CF14 2PQ at 1 Form of Entry from September 2016.
- Extend the age range of Ysgol Glan Ceubal from 4-11 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.

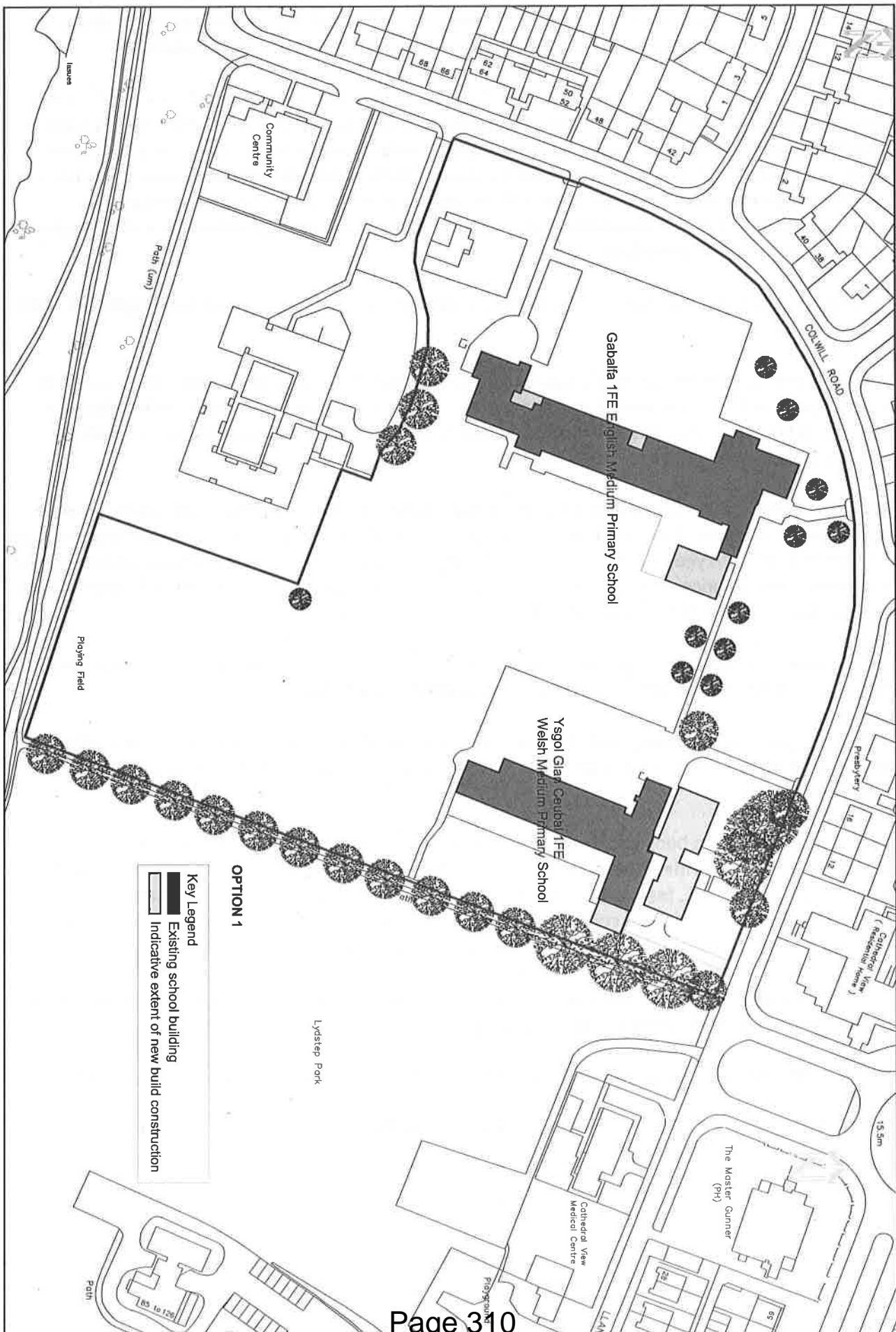
An Initial Development Appraisal (IDA) carried out for this option has indicated costs of £3.569m for construction and light internal refurbishment; however, this would not address the existing high priority asset maintenance issues. Additional costs of c£1m for works such as Highways, IT, FFE, fees, 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 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.

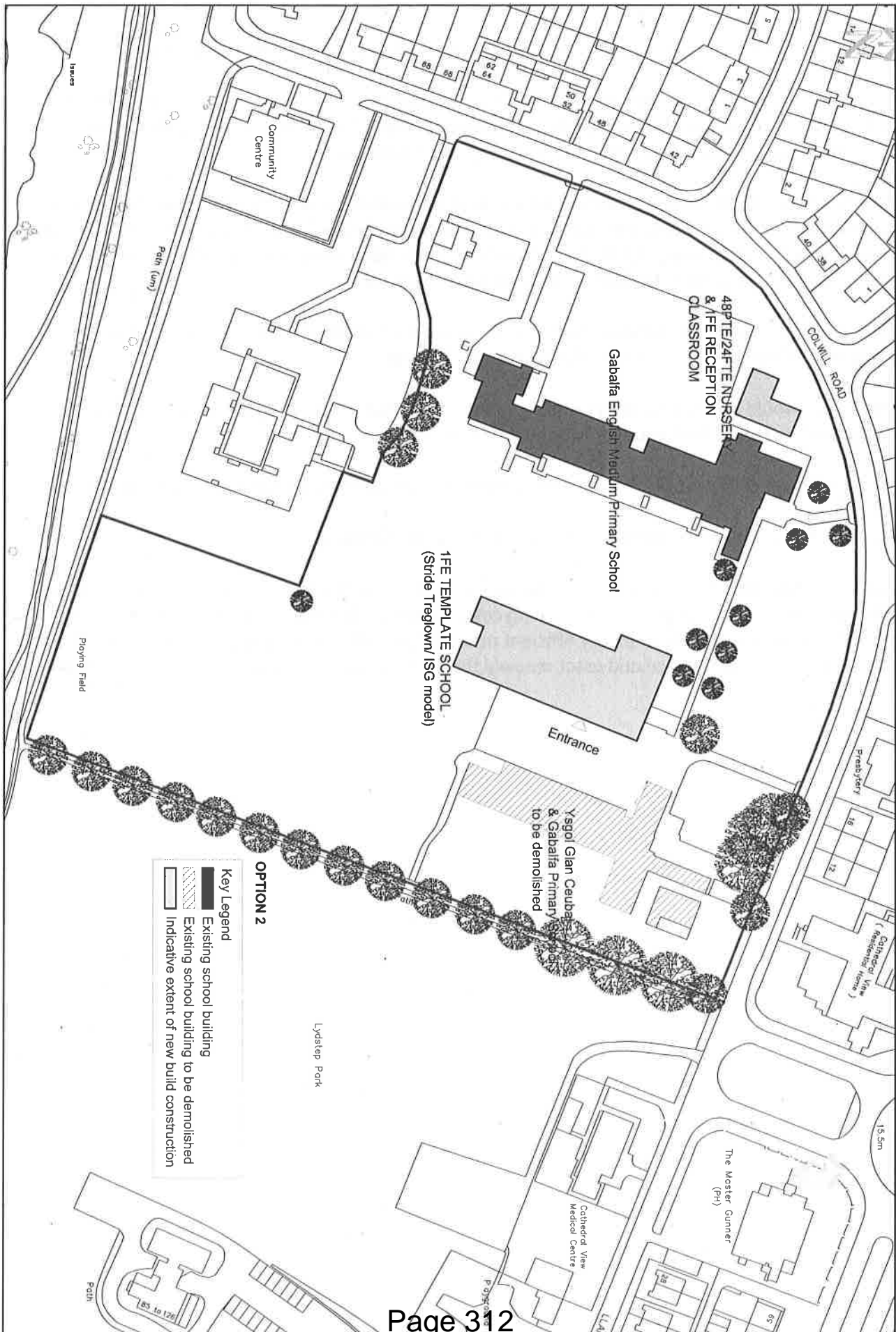
Initial costings based on benchmarking information from other Authorities indicate that the construction cost of providing this option would be c£3.95m. Additional costs of c£1.35m for works such as Highways, IT, FFE, fees, temporary nursery facilities, refurbishment works, demolition costs, contingency 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.

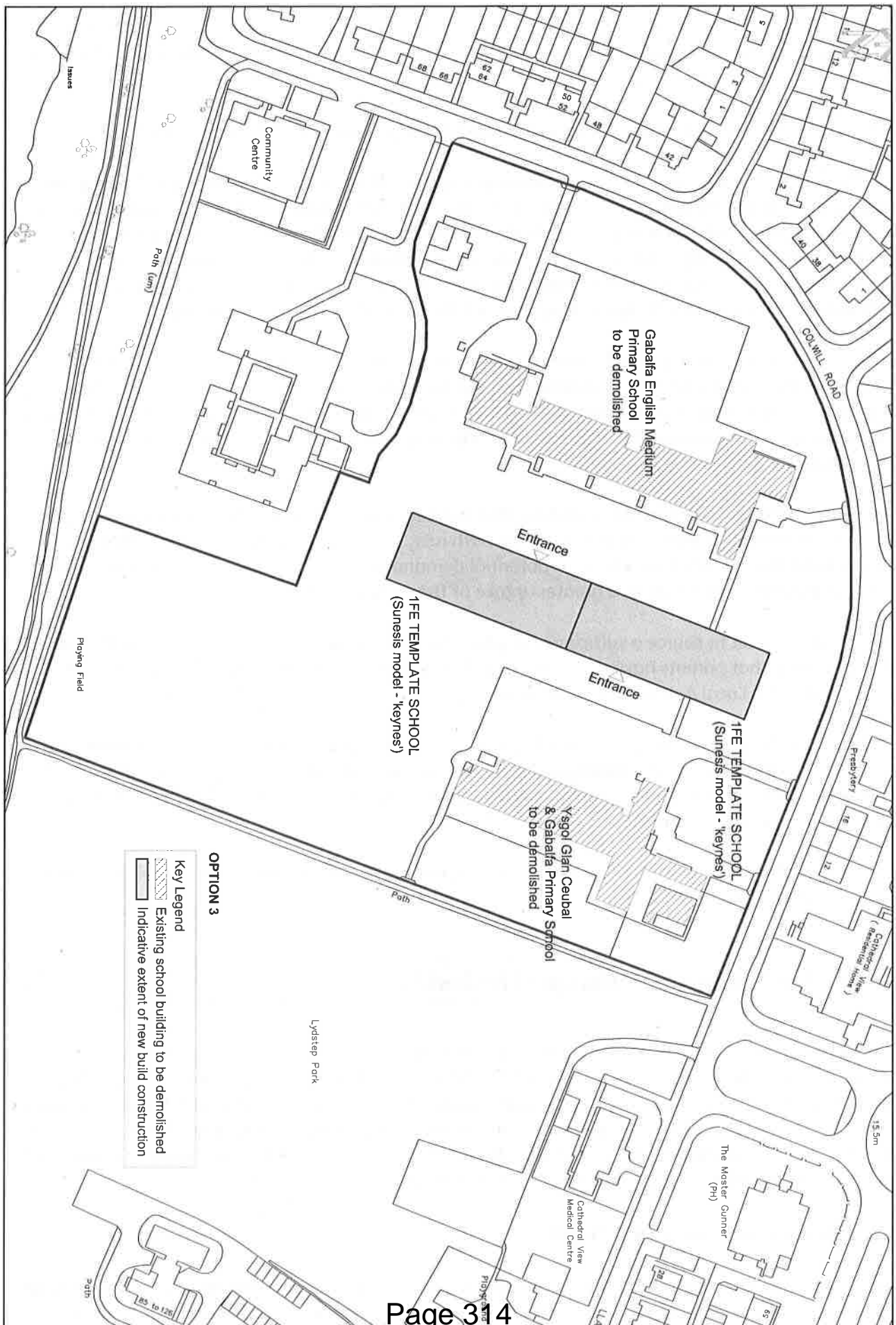
This option would be implemented from September 2017 but would allow for nursery provision to be established at Ysgol Glan Ceubal from January 2016.

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.

Appendix 2

Appendix 4 – Quality and Standards

Estyn

Estyn Inspection reports after September 2010 provide judgements against Key Questions and provide schools with recommendations for improvement.

Each key question is provided with a judgement:

Excellent – Many strengths, including significant examples of sector-leading practice

Good – Many strengths and no important areas requiring significant improvement

Adequate – Strengths outweigh areas for improvement

Unsatisfactory – Important areas for improvement outweigh strengths

	Gabalfa Primary School Estyn Report June 2009	Ysgol Glan Ceubal Estyn Report December 2013
Key Questions	Judgement	Judgement
Key Question 1: How good are the outcomes?		
Standards	Good	Good
Wellbeing	Good	Good
Key Question 2: How good is provision?	Good	Good
Learning experiences	Good	Good
Teaching	Good	Good
Care, support and guidance	Excellent	Good
Learning environment	Good	Good
Key Question 3: How good are leadership and management?		
Leadership	Good	Good
Improving quality	Good	Good
Partnership working	Good	Good
Resource management	Good	Good
Recommendations		
R1	Improve attainment at the end of both key stages;	Raise standards of extended writing in both key stage 2 ;
R2	Improve attendance rates and punctuality;	Raise standards of presentation and handwriting in key stage 2;

R3	Provide more opportunities for pupils to develop their entrepreneurial skills.	Provide more of a challenge for more able and talented pupils;
R4		Develop the role of the governing body to be critical friends.
R5		
R6		
CSC Category 2013/2014	C	C
% of pupils achieving Level 2 inc E/W & M	86.36	
% of pupils achieving CSI	78.57	
Attendance in 2012-13	91.83%	85%

* further information can be found on the website: mylocalschool.wales.gov.uk.

Local Authority and Central South Consortium

Information regarding the quality and standards of Cardiff schools is provided in the Performance of Cardiff Schools and the Youth Service report which is submitted to the Children and Young People's Scrutiny Committee on an annual basis. The last report was submitted in January 2014.

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 – required sustained additional support

D: Underperforming school with significant weakness across a wide range of areas – requires intensive additional support



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:	Date of Screening:
The provision of Welsh-medium and English-medium primary school places in and around Llandaff North.	April 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>Proposal to:</p> <p>Page 331</p> <ul style="list-style-type: none"> Extend the age range of Ysgol Glan Ceubal from 4-11 to 3-11 from January 2016 Permanently establish Ysgol Glan Ceubal on its existing site at 1 Form of Entry from September 2016 Consolidate Gabalfa Primary School at 1 Form of Entry with 24 full time equivalent (FTE) place nursery from September 2017 	<p>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.</p> <p>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.</p> <p>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.</p> <p>* (Source: EMS ONE live database, 3 December 2014).</p>

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 the 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.

It would therefore be prudent to proceed with the proposal outlined on page 2.

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.

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

	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 334	1.1 People in Cardiff are healthy; <i>Consider the potential impact on</i> <ul style="list-style-type: none"> the promotion of good health, prevention of damaging behaviour, promote healthy eating/active lifestyles etc, vulnerable citizens and areas of multiple deprivation Addressing instances of inequality in health 	✓				<ul style="list-style-type: none"> See 1.2 below - encouraging walking, cycling and use of public transport See 1.3 below re crime prevention (Secure by Design)
	People in Cardiff have a clean, attractive and sustainable environment; <i>Consider the potential impact on</i> <ul style="list-style-type: none"> the causes and consequences of Climate Change and creating a carbon lite city 	✓			✓ ✓	New build: <ul style="list-style-type: none"> Any standalone new build accommodation should achieve an overall rating of BREEAM 'Excellent' for the project. If possible, Passivhaus design principles and methodology would be applied and adopted which result in facilitating most of the school classroom windows facing North/South orientation, limiting and optimising summer and winter sun respectively. This minimises the use of energy for heating or cooling a room. The wall construction and key junction details would be carefully developed to achieve a highly air tight building. Where possible the design would promote, specify and use locally sourced materials which have a commitment to sustainability and the environment. If extensions: Where possible, energy efficient measures would be incorporated into the building works for any extension to existing

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>accommodation.</p> <p>Refurbishment:</p> <ul style="list-style-type: none"> - Where possible, energy efficient measures would be incorporated into the building works for any adaptations to existing accommodation.
<ul style="list-style-type: none"> • <i>encouraging walking, cycling, and use of public transport and improving access to countryside and open space</i> 	✓				<ul style="list-style-type: none"> - Provision of Safe Walking Routes to schools would encourage walking. - Limited scope for parking would encourage walking to school - A travel plan will be submitted along with the planning application, detailing proximity to public transport and walking and cycling routes. - Emphasis is placed on travel by active modes where this is possible and on providing the facilities and opportunities at school for students to travel by walking, cycling and public transport. Encouraging active travel to school is a very important means of increasing levels of physical activity in children and tackling the growing problem of childhood obesity. Reducing congestion at the school gate is key to ensuring the safety of pupils and to mitigating impacts on the local neighbourhood. - Provision of parent parking places is generally not supported by Cardiff Council. This is because such provision would promote travel to school by car, generate local traffic, contribute to congestion and reduce pupil safety. Parking facilities provided at schools is generally only for staff and to meet operational needs. - Cardiff's Supplementary Planning Guidance (Access, Circulation and Parking Standards 2010) sets out that all

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>new or expanded schools are required to develop a Travel Plan for submission with a planning application. A Travel Plan is a policy and action plan to:</p> <ul style="list-style-type: none"> ○ manage transport efficiently ○ improve access by all means of travel for employees, visitors, patients and students ○ encourage sustainable transport – walking, cycling, public transport and car sharing ○ reduce car use. <p>- A School Travel Plan is specifically designed to address the transport needs of pupils and staff and will vary according to the nature of the education being provided and the catchment area of the school.</p> <p>A Traffic/Transport assessment is carried out as part of the planning application process.</p>
<ul style="list-style-type: none"> • <i>reducing environmental pollution (land, air, noise and water)</i> 			<p>✓</p> <p>✓</p>	<p>Builders would be encouraged to minimise air, light and noise pollution during the construction period.</p> <p>An acoustic report would be prepared to ascertain the site acoustic levels and the acoustic impact of the school. A further report shall be prepared for the proposals in line with the BB93 Acoustics for School requirements.</p>	
<ul style="list-style-type: none"> • <i>reducing consumption and encouraging waste reduction, reuse, recycling and recovery</i> 	✓			<p>✓</p> <p>Measures that would be considered in the design of any new build scheme:</p> <ul style="list-style-type: none"> • Sustainable urban drainage system • Solar hot water • Photovoltaic • Natural Ventilation • Control of solar gains • Rainwater Harvesting • A or A+ rated materials in accordance with BRE Green Guide to Specification 	

	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	
						Cardiff Council, Waste Management are consulted on the provision of waste and recycling collection on a school site. The level of waste would be assessed and an appropriately sized bin store provided. Further consultation would be held to ascertain recyclable facilities requirements and composting on site.
	<ul style="list-style-type: none"> encouraging biodiversity 			✓	✓	<p>Ecological surveys would be undertaken as necessary and recommendations to mitigate any impacts on biodiversity would be considered as part of the planning application.</p> <p>A new build provides the opportunity to consider innovative ways to encourage biodiversity through the integration of the Eco-schools initiative into new build schemes.</p>
1.3	People in Cardiff are safe and feel safe; <i>Consider the potential impact on</i> <ul style="list-style-type: none"> reducing crime, fear of crime and increasing safety of individuals addressing anti-social behaviour protecting vulnerable adults and children in Cardiff from harm or abuse 			✓	✓	<p>The South Wales Police's Crime Prevention Design Advisor would be consulted on the project as appropriate and the recommendations considered and incorporated where practicable.</p> <p>Concerns raised by local residents regarding littering would be a matter for the school management and the school would work with pupils to try and establish a sense of personal responsibility to minimise littering by pupils within the local area.</p>
1.4	Cardiff has a thriving and prosperous economy; <i>Consider the potential impact on</i> <ul style="list-style-type: none"> economic competitiveness (enterprise activity, social enterprises, average earnings, improve productivity) 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 	✓			✓	<p>Investment in school buildings improves the learning environment, contributes to the delivery of the modern curriculum and should have a positive impact on the economy as it helps learners to achieve their potential.</p> <p>Consideration to be given to using local sub-contractors and suppliers. As part of any tender process, emphasis is placed on how the construction project must benefit the local economy. Examples of key Performance Indicators are as follows:</p> <ul style="list-style-type: none"> Contractors will be asked to report the % of contract value spent in the local economy. Contractors or subcontractors will be asked to provide

	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>employment opportunities to unemployed people living in Wales.</p> <ul style="list-style-type: none"> Contractors will be asked to offer work experiences, traineeships and apprenticeship opportunities to people within the local community.
Page 338	1.5 People in Cardiff achieve their full potential; <i>Consider the potential impact on</i> <ul style="list-style-type: none"> <i>promoting and improving access to life-long learning in Cardiff</i> <i>raising levels of skills and qualifications</i> <i>giving children the best start</i> <i>improving the understanding of sustainability</i> <i>addressing child poverty (financial poverty, access poverty, participation poverty)</i> <i>the United Nations Convention on the Rights of a Child and Principles for Older persons</i> 	✓				<p>Investment in school buildings improves the learning environment, contributes to the delivery of the modern curriculum and helps learners to achieve their potential.</p> <p>Modern school facilities can provide flexible spaces for partnership working (integrated services) and use as valuable community assets (potential for efficiency savings).</p> <p>This has been observed at a recently completed template school; Nant Talwg, in the Vale of Glamorgan which has the hall space and associated facilities at the front of the school enabling the school to remain secure while offering community use outside of school hours.</p>
	1.6 Cardiff is a Great Place to Live, Work and Play <i>Consider the potential impact on</i> <ul style="list-style-type: none"> <i>promoting the cultural diversity of Cardiff</i> <i>encouraging participation and access for all to physical activity, leisure & culture</i> <i>play opportunities for Children and Young People</i> <i>protecting and enhancing the landscape and historic heritage of Cardiff</i> <i>promoting the City's international links</i> 			✓	✓	<p>Using the Council's online sources there are no cultural heritage receptors recorded within the site boundary of the site shared by Gabalfa Primary and Ysgol Glan Ceubal.</p> <p>Any design for a new build or adaptation to existing buildings on this site would protect but not enhance the overall landscape.</p>
	1.7 Cardiff is a fair, just and inclusive society. <i>Consider the potential impact on</i> <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</i> 	✓		✓		<p>See Equality Impact Assessment below.</p> <ul style="list-style-type: none"> - Statutory public consultation will be carried out - Design Equalities Advisory Group (including representatives from external groups) would be given the opportunity to comment

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	-	Ntrl	Un-Crtn	
	<p><i>developing the strategy/policy/activity?</i></p> <ul style="list-style-type: none"> <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> 					<ul style="list-style-type: none"> - Relevant departments in the Council would be engaged - Ecological Appraisal if required - external surveyors - Submission of new build designs to The Design Commission for Wales (DCfW) Review Panel would be considered. - South Wales Police's Crime Prevention Design Advisor would be engaged
1.8	<p>The Council delivers positive outcomes for the city and its citizens through strong partnerships</p> <p><i>Consider the potential impact on</i></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> 	✓			✓	<p>Modern school facilities can provide flexible spaces for partnership working (integrated services) and use as valuable community assets (potential for efficiency savings).</p> <p>This has been observed at a recently completed template school; Nant Talwg, in the Vale of Glamorgan which has the hall space and associated facilities at the front of the school enabling the school to remain secure while offering community use outside of school hours.</p>
Page 339	<p>EQUALITY IMPACT ASSESSMENT</p> <p>Will this Policy/Strategy/Project have a differential impact on any of the following:</p>					<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>
	<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><u>3-11 year olds</u></p> <p>Proposals to invest in English-medium or Welsh-medium educational provision are put forward in response to parental choice.</p> <p>Future demand for additional English-medium and Welsh-medium places will be closely monitored and the Council will respond to any sustained changes in demand from within the area.</p> <p>Investment in school buildings improves the learning environment and contributes to the delivery of the modern curriculum.</p>

Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
	+	-	Ntrl	Un-Crtn	
	✓		✓		<p>The provision of nursery places makes it possible for a child to remain on the same site and in familiar surroundings for their primary education (subject to a successful application to the primary school).</p> <p>The Council has experience of delivering new build and refurbishment projects on school sites whilst enabling the continuous delivery of education and maintaining health and safety.</p> <p>Break out rooms</p> <p>By retaining and refurbishing Gabalfa Primary School's buildings, the school would have access to rooms other than classrooms to help pupils with EAL, disabilities and SEN.</p> <p>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 needs and SEN.</p> <p>✓ Transport and Traffic (all ages)</p> <p>Provision of parking spaces</p> <ul style="list-style-type: none"> - Emphasis is placed on travel by active modes where this is possible and on providing the facilities and opportunities at school for students to travel by walking, cycling and public transport. Encouraging active travel to school is a very important means of increasing levels of physical activity in children and tackling the growing problem of childhood obesity. Reducing congestion at the school gate is key to ensuring the safety of pupils and to mitigating impacts on the local neighbourhood. - Provision of parent parking places is generally not supported

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>by Cardiff Council. This is because such provision would promote travel to school by car, generate local traffic, contribute to congestion and reduce pupil safety. Parking facilities provided at schools is generally only for staff and to meet operational needs.</p> <ul style="list-style-type: none"> - Cardiff's Supplementary Planning Guidance (Access, Circulation and Parking Standards 2010) sets out that all new or expanded schools are required to develop a Travel Plan for submission with a planning application. A Travel Plan is a policy and action plan to: <ul style="list-style-type: none"> o manage transport efficiently o improve access by all means of travel for employees, visitors, patients and students o encourage sustainable transport – walking, cycling, public transport and car sharing o reduce car use. - A School Travel Plan is specifically designed to address the transport needs of pupils and staff and will vary according to the nature of the education being provided and the catchment area of the school. <p>A Transport and Traffic assessment would be carried out as part of the planning application process.</p> <p>Redeployment</p> <p>There may still be a perception that redeployment opportunities could be affected by age.</p> <p>The Council's procedure for managing staffing changes arising from reorganisation would be used in implementing any changes as a result of this proposal. This would ensure that good practice is followed, including the application of the Council's</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	
					policies on equal opportunities.
<ul style="list-style-type: none"> Disability 	✓				<p>An equality impact assessment would be carried out at the design stage on the accessibility of any new build accommodation or interim temporary demountable accommodation and to identify any reasonable adjustments that could be made to improve accessibility to existing accommodation within the scope of works. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design June 2009 as well as building regulations such as, BS8300, Part M and Building Bulletin guidelines.</p> <p>The design stage would give consideration to future proofing the accommodation in terms of accessibility. For example, space could be provided to enable accessible toilets to be modified without significant structural changes being required.</p> <p>Designs would take into account the needs of the following:</p> <ul style="list-style-type: none"> - Those with a hearing impairment – e.g. appropriate acoustics, British Sign Language images/symbols and portable/static hearing loops. - Those with a visual impairment - e.g. the use of colour to differentiate between the function of spaces, tactile maps and Braille language on signs. - Those with a physical impairment – e.g. level threshold doors, lifts with disabled access - Those with learning disabilities:

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>By retaining and refurbishing Gabalfa Primary School's buildings, the school would have access to rooms other than classrooms to help pupils with EAL, disabilities and SEN.</p> <p>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 learning disabilities.</p> <ul style="list-style-type: none"> - The design stage would give consideration to future proofing new build accommodation in terms of accessibility. For example, space could be provided to enable accessible toilets to be modified without significant structural changes being required. - Transport for disabled pupils would not be affected. Transport needs are assessed on an individual basis.
<ul style="list-style-type: none"> • Gender Reassignment 			✓		The privacy of changing and toilet facilities would be considered at the design stage. The assessment would refer to policies such as the Equality Act 2010, TAN 12: Design June 2009 as well as building regulations such as, BS8300, Part M and Building Bulletin guidelines.
<ul style="list-style-type: none"> • Marriage & Civil Partnership 			✓		N/A
<ul style="list-style-type: none"> • Pregnancy & Maternity 			✓		An equality impact assessment would be carried out at the design stage on the accessibility of any new build accommodation or interim temporary demountable accommodation and to identify any reasonable adjustments that could be made to improve accessibility to existing accommodation within the scope of works. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design June 2009 as well as building regulations such as, BS8300, Part M and Building Bulletin guidelines.

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"> • Race 			✓		Consolidating the capacities of the two schools would not have a differential impact upon one particular ethnic group as the provision would be available to all.
<ul style="list-style-type: none"> • Religion/Belief 			✓		The senior management in a school are best placed to manage needs and any significant change in diversity in terms of belief.
<ul style="list-style-type: none"> • Sex 			✓		<p>Both schools would continue to admit pupils of both sexes.</p> <p>The Council's procedure for managing staffing changes arising from reorganisation would be used in implementing the changes in this proposal. This ensures that good practice is followed, including the application of the Council's policies on equal opportunities.</p>
<ul style="list-style-type: none"> • Sexual Orientation 			✓		<p>Fears that recruitment opportunities could be affected by sexual orientation.</p> <p>Evidence collated by the Stonewall lobby group alleges that LGB people are likely to be discriminated against in workplace recruitment.</p> <p>The Council's procedure for managing staffing changes arising from reorganisation would be used in implementing the changes in this proposal. This ensures that good practice is followed, including the application of the Council's policies on equal opportunities.</p>
<ul style="list-style-type: none"> • Welsh Language • Other Languages 			✓		<p>Proposals to increase English-medium or Welsh-medium educational provision are put forward in response to parental choice.</p> <p>The proposal is to accommodate both schools in permanent and sufficient accommodation.</p> <p>A Welsh Language immersion unit would be provided for Ysgol Glan Ceubal.</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>It is Cardiff Council policy to provide signage in English and Welsh but not in other languages. Therefore, additional way-finding methods would be considered for the design of the new build premises including the use of colour to differentiate between the function of spaces, tactile maps, Braille language on signs and British Sign Language images/symbols. The Sign Design Guide should be used as a reference point. Information could be provided by the school in alternative formats upon request.</p> <p><u>Other Language support</u></p> <p>The proposal will not directly impact on the level of support provided as all support is dependent on the Minority Ethnic Achievement Grant which is reviewed and then renewed according to the results of the annual Needs Assessment Survey. The allocation of teachers and Bi-lingual Teacher Assistants (BTAs) is usually in place for the period of the academic year but is liable to change throughout the year to meet fluctuations in demand.</p> <p>EAL support is provided in the classroom. However, there may be occasions where pupils are withdrawn from a classroom to receive an intervention.</p> <p>By retaining and refurbishing Gabalfa Primary School's buildings, the school would have access to rooms other than classrooms to help pupils with EAL.</p> <p>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 EAL needs.</p>

SUMMARY OF APPRAISAL (highlight positive and negative effects of the policy / plan / project being assessed, demonstrating how it contributes to the economic, social and environmental sustainability of the city):

Economic/Educational/Social

Investment in school buildings improves the learning environment, contributes to the delivery of the modern curriculum and should have a positive impact on the economy as it helps learners to achieve their potential.

The provision of nursery places makes it possible for a child to remain on the same site and in familiar surroundings for their primary education (subject to a successful application to the primary school).

Modern school facilities can provide the flexibility for partnership working (integrated services) and can be used as valuable community assets (potential for efficiency savings). This has been observed at a recently completed template school; Nant Talwg, in the Vale of Glamorgan which has the hall space and associated facilities at the front of the school enabling the school to remain secure while offering community use outside of school hours.

By retaining and refurbishing Gabalfa Primary School's buildings, the school would have access to rooms other than classrooms to help pupils with EAL, disabilities and SEN.

The new build accommodation for Ysgol Glan Ceubal is a standardised design, discussion could be needed on the design approach and how it caters for pupils with disabilities, EAL needs and SEN.

Secure by Design

The South Wales Police's Crime Prevention Design Advisor would be consulted and the recommendations considered and incorporated where practicable.

Accessibility

An equality impact assessment would be carried out at the design stage on the accessibility of any new build accommodation or interim temporary demountable accommodation and to identify any reasonable adjustments that could be made to improve accessibility to existing accommodation within the scope of works. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design June 2009 as well as building regulations such as, BS8300, Part M and Building Bulletin guidelines.

Designs would take into account the needs of the following:

- Those with a hearing impairment – e.g. appropriate acoustics, British Sign Language images/symbols and portable/static hearing loops.
- Those with a visual impairment - e.g. the use of colour to differentiate between the function of spaces, tactile maps and Braille language on signs.

- Those with a physical impairment – e.g. level threshold doors, lifts with disabled access
- Those with learning disabilities. By retaining and refurbishing Gabalfa Primary School's buildings, the school would have access to rooms other than classrooms to help pupils with learning disabilities. 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 learning disabilities.

The design stage would give consideration to future proofing new build accommodation in terms of accessibility. For example, space could be provided to enable accessible toilets to be modified without significant structural changes being required.

Transport for disabled pupils would not be affected. Transport needs are assessed on an individual basis.

Environmental sustainability

Any standalone new build accommodation should achieve an overall rating of BREEAM 'Excellent' for the project

Where possible, energy efficient measures would be incorporated into the building works for any extensions or adaptations to existing accommodation.

The limited scope for parking would encourage walking and cycling to school.

A travel plan is submitted along with any planning application, detailing proximity to public transport and walking and cycling routes.

A transport and Traffic assessment would be carried out as part of the planning application process.

Water efficiency measures would be incorporated into the building design and where feasible drainage would be improved through Sustainable urban drainage systems (SUDS).

Consideration would need to be given as to whether an Environmental Assessment would need to be carried out as part of the planning application process.

WHAT ACTIONS HAVE BEEN IDENTIFIED OR CHANGES BEEN MADE TO THE POLICY / PLAN / PROJECT AS A RESULT OF THIS APPRAISAL:

The following assessments to be undertaken:

- Equality Impact Assessment at the Design Stage
- Transport/Traffic assessment

An Environmental Assessment may be required in addition to the Strategic Environmental Assessment in Part 2 below.

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)

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.*

A Sustainability Appraisal (SA) incorporating Strategic Environmental Assessment (SEA) of the School Organisation Planning project to consolidate Gabalfa Primary School at 1 Form of Entry (FE) and Ysgol Glan Ceubal at 1FE.

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. If a proposal were to proceed, an Environmental Assessment of the specific scheme for delivering the proposal may be required as part of the planning application process.

To request a copy of the assessment on the Strategic Framework please contact Clive Bailey, 029 2087 3166, Cbailey@cardiff.gov.uk .

Proposal to:

- Extend the age range of Ysgol Glan Ceubal from 4-11 to 3-11 from January 2016
- Permanently establish Ysgol Glan Ceubal on its existing site at 1 Form of Entry from September 2016
- Consolidate Gabalfa Primary School at 1 Form of Entry with 24 full time equivalent (FTE) place nursery from September 2017

Background:

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 the 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.

It would therefore be prudent to proceed with the proposal outlined on page 22.

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.

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 an alternative option(s) are required in a SA/SEA.

SEA Objectives	Proposal: To consolidate Gabalfa Primary School at 1 Form of Entry (FE) and Ysgol Glan Ceubal at 1FE in permanent accommodation from September 2017		Do Nothing*	
	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective
1. Promote a greener economy by delivering a sustainable pattern of English Medium, Welsh Medium and Faith Schools across Cardiff	✓	Achieved as this proposal would provide a better match of supply to demand. Any standalone new build accommodation should achieve an overall rating of BREEAM 'Excellent' for the project and the mandatory credits necessary for a BREEAM 'Excellent' rating for the reduction of CO2 emissions in line with section Ene 1. Extensions: Where possible, energy efficient measures would be incorporated into the building works for any extension to existing accommodation. BREEAM Very Good plus extra credits in the Energy section to Excellent level could be achieved.	x	Do nothing is not an option as projected demand for school places shows that Gabalfa Primary School needs to be consolidated at 1FE and Ysgol Glan Ceubal needs to be consolidated at 1FE in separate permanent accommodation on the shared site.
2. Reduce greenhouse gas emissions through: a) Energy efficient building design and disposing of poor quality surplus accommodation b) Promoting sustainable modes of transport and integrated transport systems	a)✓	a) Ysgol Glan Ceubal and Gabalfa Primary are currently rated C (poor) for sustainability and energy efficiency. if standalone new build: Any standalone new build accommodation should achieve an overall rating of BREEAM 'Excellent' for the project. - Where possible, Passivhaus design principles and methodology would be applied and adopted which result in facilitating most of the school classroom windows facing North/South orientation, limiting and optimising summer and winter sun respectively. This minimises the use of energy for heating or cooling a room. - The wall construction and key junction details would be carefully developed to achieve a highly air tight building. - Wherever possible the design would promote, specify and use locally sourced materials which have a commitment to sustainability and the environment. If extensions: Where possible, energy efficient measures would be incorporated into the building works for any extension to existing accommodation. Refurbishment: - Where possible, energy efficient measures would be incorporated into the building works for any adaptations to existing accommodation.	a)x b) x	a) Ysgol Glan Ceubal and Gabalfa Primary would remain rated C (poor) for sustainability and energy efficiency. b) If the demand for school places in an area of the city is not met, pupils without places have to travel outside of their locality to attend school and are more likely to use polluting modes of transport. Congestion is also exacerbated due to the volume of traffic criss-crossing the city.

SEA Objectives	Proposal: To consolidate Gabalfa Primary School at 1 Form of Entry (FE) and Ysgol Glan Ceubal at 1FE in permanent accommodation from September 2017		Do Nothing*	
	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective
	b) ✓	<p>-</p> <p>b) Locating additional provision central to the area it would serve should minimise use of cars or public transport and encourage walking and cycling to and from school.</p> <p>Traffic and transport implications including measures to encourage walking and cycling would be considered as part of a Transport Assessment.</p> <p>Pupils are entitled to free school transport only if they are over the statutory school starting age and under 11 (Primary aged), living over two miles from the nearest appropriate catchment school for their home address.</p>		
3. Promote health and wellbeing by protecting and enhancing public open space and improving access to POS	0	As the open space in and around the school are not accessible to the public the only potential impact of the option on the open space would be loss of visual amenity value. However, given the value of the open space and the nature of the proposal (the buildings are likely to be single storey) it is considered that the impact would be minimal.	0	N/A
4. Minimise air, light and noise pollution associated with building development and traffic congestion	<p>a) ✓</p> <p>b) x</p> <p>Mitigation</p>	<p>a) Builders would be encouraged to minimise air, light and noise pollution during the construction period.</p> <p>The buildings would be located so as to avoid any adverse impact on access to natural light for neighbouring properties.</p> <p>b) An increase in the number of children attending the schools could increase the volume of traffic in the vicinity of the schools.</p> <p>Mitigated by:</p> <ul style="list-style-type: none"> - locating additional provision central to the area it would serve. This would minimise use of cars or public transport and encourage walking and cycling to and from school. - Limited scope for parking would encourage walking to school. Provision of parent parking places is generally not supported by Cardiff Council. This is because such provision would promote travel to school by car, generate local traffic, contribute to congestion and reduce pupil safety. Parking facilities provided at schools is generally only for staff and to meet operational needs. - Formalising the parking regime outside the schools to discourage unsafe parking and help with enforcement. - A Travel Plan which includes schemes such as the Park Safe / Walk Safe scheme which encourage parents to park further away from the school. - A Travel Plan that encourages the use of public transport, walking and cycling - Giving consideration to providing a non statutory bus service based on demand 	x	If the demand for school places in an area of the city is not met, pupils without places have to travel outside of their locality to attend school and are more likely to use polluting modes of transport. Congestion is also exacerbated due to the volume of traffic criss-crossing the city.
5. Protect and enhance biodiversity, flora and fauna	0	<p>Any potential impact on the natural environment would be taken into account at an early stage in the design process so that it can be mitigated. E.g. tree surveys are undertaken and the results are taken into account as part of the design put forward and implemented.</p> <p>Ecological surveys would be undertaken as necessary and recommendations to mitigate any impacts on biodiversity would be considered as part of the planning application.</p> <p>A new build provides the opportunity to consider innovative ways to encourage biodiversity through the integration of the Eco-schools initiative into new build schemes.</p>	0	N/A

SEA Objectives	Proposal: To consolidate Gabalfa Primary School at 1 Form of Entry (FE) and Ysgol Glan Ceubal at 1FE in permanent accommodation from September 2017		Do Nothing*	
	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective
6. <i>Protect and enhance the landscape</i>	0	Any new build or adaptation to existing buildings on this site would protect but not enhance the overall landscape. Any potential impact on the natural environment would be taken into account at an early stage in the design process so that it can be mitigated.	0	N/A
7. <i>Conserve water resources and increase water efficiency in new developments and promote sustainable urban drainage systems</i>	0/?	Stand alone new build accommodation: Water efficiency measures would be incorporated into the building design and where feasible drainage would be improved through Sustainable urban drainage systems (SUDS). Extensions: Water efficient measures may be possible to a lesser or greater extent depending on the compatibility of existing buildings.	0	N/A
8. <i>Promote regeneration by delivering inclusive schools that will improve equality of opportunity and access for all</i>	✓	All new build accommodation must be DDA accessible. If the proposal were to proceed, an equality impact assessment would be carried out at the design stage to ensure the accessibility of any new build or interim temporary demountable accommodation and to identify any reasonable adjustments that could be made to improve accessibility to existing accommodation. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design June 2009 as well as building regulations such as, BS8300, Part M and Building Bulletin guidelines. In addition to the nursery places to be provided as part of this proposal, engagement with the local community would be promoted by allowing the public to use facilities after school hours i.e. evening classes.	0	N/A
<i>Protect and enhance designated historic assets</i>	0	There are no registered historic assets within the site boundary of Ysgol Glan Ceubal and Gabalfa Primary schools.	0	N/A

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”. The proposal should have a positive impact on the environment. The aim of this proposal is to better match supply to demand. If demand for school places in an area of the city is not met, pupils without places have to travel outside of their locality to attend school and are more likely to use polluting modes of transport. Congestion is also exacerbated due to the volume of traffic criss-crossing the city. Ysgol Glan Ceubal and Gabalfa Primary are currently rated C (poor) for sustainability and energy efficiency. Any standalone new build accommodation should achieve BREEAM Excellent. Implementing the proposal would remove existing accommodation that is less energy efficient.

Where the assessment has identified a potential negative environmental impact in terms of an increase in the volume of traffic (Objective 4), measures to mitigate the effect are detailed.

**CITY OF CARDIFF COUNCIL
CYNGOR DINAS CAERDYDD**



CABINET MEETING: 10 MARCH 2016

HOUSING REVENUE ACCOUNT (HRA) BUSINESS PLAN

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

AGENDA ITEM: 10

**PORTFOLIO: HEALTH, HOUSING & WELLBEING (COUNCILLOR SUSAN
ELSMORE)**

1. The purpose of this report is to present the Housing Revenue Account (HRA) Business Plan 2016-2017 for Cabinet approval.

Background

2. Authorities in Wales are required to present an “acceptable” Housing Revenue Account (HRA) Business Plan (including a 30 year financial model) to the Welsh Government each year in order that the Welsh Government can assess the progress of local authorities towards meeting and/or maintaining the Welsh Housing Quality Standard (WHQS) and be eligible for the Major Repairs Allowance (MRA) Grant (currently £9.6m).
3. The Plan must conform to a structure and include business plan parameters set out by the Welsh Government.
4. This plan also provides the link with the Corporate Plan, and the Communities, Housing and Customer Services Delivery Plan.

Issues

Housing Revenue Account Business Plan

5. The aims of the HRA Business Plan are to;
 - set out Cardiff’s purpose and vision as a social housing landlord;
 - set out it’s objectives and standards for the service;
 - plan how the service aims to achieve the objectives and standards set out (the strategies);
 - plan resource and financial requirements;

- provide a framework for monitoring and evaluating the progress of the housing 'business';
 - communicate Cardiff's plans to its tenants, members, the Welsh Government, other key stakeholders, partners and the wider community.
6. The Business Plan ensures;
- efficient use of housing assets;
 - increased transparency of the HRA;
 - precise planning of our housing management strategy;
 - that Cardiff's housing accounts are set out on a business-like basis.
7. The City of Cardiff Council was the first authority in Wales to declare achievement of the Welsh Housing Quality Standard, almost two months ahead of the Welsh Government deadline date of December 2012.
8. Following the completion of the WHQS for existing Council Housing, the Business Plan ensures the maintenance of the WHQS and sets out the Council's objective to deliver high quality and sustainable housing. A new build housing partnering scheme is being undertaken which will deliver approximately 1,500 new housing units, with a minimum of 40% being affordable housing. A number of existing land sites already in the ownership of the HRA have been identified for building new homes. However to supplement this, a number of other sites currently in the ownership of the General Fund are planned to be appropriated to the HRA to allow the Council to maximise the effective use of existing surplus land.
9. Other key objectives included in the Business Plan are:
- The **Remodelling and Restructure** of existing homes over the life of the plan. There has been a review as to the suitability of the Council's sheltered housing accommodation and one sheltered block (Minton Court) has already been modernised to keep pace with tenant needs. A second block (Sandown Court) is currently undergoing significant remodelling to make the building fit for purpose.
 - Major **Estate Regeneration** works at Trowbridge Mawr are continuing and re-cladding, courtyard improvements and landscaping works are almost complete at Hodges Square. A similar regeneration scheme started in the new year at Trenchard Drive. Other smaller scale projects are planned throughout the city and include garage sites, gullies and alley gating schemes.

- Large scale **Capital Improvement Works** e.g. 'A' rated boiler upgrade programme, over cladding works, house painting, roofing replacements, communal flooring upgrades and new front doors for low rise flats.
 - The continued delivery of **Community Benefits** in partnership with our external building contractors, delivery apprenticeships for people living in Cardiff communities and the volunteering of staff time.
 - The scrutiny of **Performance Indicators** and **Tenant Satisfaction Surveys** against targets to measure Housing Management Services.
 - Focus on improving **Tenant Participation and Consultation** including examples of community projects and information on grants available and advice on how to make a difference in a community.
 - The current and future investment in **Neighbourhood Regeneration** and **Area Improvement Strategies**.
 - Spotlight on the financial commitments and resource implications via the 5 Year **Capital & Revenue Budgets**.
10. **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 priorities of individual neighbourhoods, during 2015/16 we delivered:
- The Advice Hub relocation from Marland House to **the Central Library Hub** in July 2015, through collocating these services we were able to make this iconic building more sustainable, increase footfall and extend the opening hours.
 - **Rumney Partnership Hub**, a joint venture with Communities first opened in November 2015 incorporating library provision and advice services.
 - **Grangetown Hub** opened January 2016

Building on this success, during 2016 we will further rollout the Hub Programme through the development of:

- A new **Fairwater Hub** by June 2016;
 - A new **Splott/STAR Hub** by October 2016; an exciting venture with onsite leisure facilities
 - **Llanedeyrn Hub** by December 2016;
 - **Llandaff North/Gabalfa Hub** by January 2017; and
 - Agree plans for **Llanishen** and **St Mellons Phase 2 Hubs** by July 2016.
11. Under the Welsh Government's rent policy an annual target rent band will be set for each social landlord. The responsibility for setting the rents for individual dwellings still rests with the Council.

12. Within this new policy, the Welsh Government has also set a minimum rent increase of 1.4% for 2016/17 but has allowed Councils the flexibility to raise further rental income to invest in upgrading the existing housing stock and its environment or in building new properties. This increase has been factored into the Business Plan financial projections.
13. The impact of Welfare Reform has been taken into account in developing the business plan. Financial modelling of various scenarios has been carried out to identify potential increases to rent arrears as a result of the changes. In addition, the modelling considered the potential additional costs of collection and arrears recovery. The service has put in place various measures to minimise this impact: tenants have been provided with detailed information about the changes that may affect them and their options have been set out including home swapping and property transfers for those tenants who need to downsize. Assistance has been made available to tenants who transfer to Universal Credit and there has been an increase in staffing to assist and advise tenants with debt management and budgeting, minimising impact of the change as far as possible.

Scrutiny

14. The draft HRA Business Plan was presented at Communities and Adult Services Scrutiny Committee on 6th January 2016. The letter from the Scrutiny Chair following this meeting and response are attached at appendix 2.

Reason for Recommendations

15. To comply with the requirement to forward the HRA Business Plan to the Welsh Government.

Legal Implications

16. There are no direct legal implications but the requirement for a plan is set out in the body of the report. The approval of the business plan is an executive function which does not have to be referred to Council.

Financial Implications

17. The Housing Revenue Account Business Plan must be supported by a 30 year financial model. This financial model assesses the viability of the HRA over a 30 year time period. The model is also used to estimate the planned investment and the related capital and revenue implications over the period.
18. The financial model must by definition include many assumptions, particularly in respect of expenditure levels, capital financing, projected income levels and inflation rates. Obviously, this is further complicated by the uncertainty of the economic climate, the potential impact of Welfare Reform, the housing environment generally and the long term

nature of the forecasts within the Business Plan. As a result, all of these assumptions are extremely sensitive to change.

19. A number of crucial assumptions are built into the model, as follows:
 - Rents will increase within a range of 2.2% to 3.86%. With respect to service charges those charges which are normally increased in line with inflation have been frozen and a small number of charges have been increased for full cost recovery. There are some standstill charges where cost recovery is being achieved and some charges are decreased in line with reduced costs. Void rent loss is currently 2.02% and bad debts are currently 1.51% and are assumed to remain at this level over the 30 year period. This forecast takes into account the potential impact of Welfare Reform on rent arrears and void properties, particularly as a result of the reductions in Housing Benefit due to property rent/size restrictions. Any increase above this level is likely to impact on available revenue resources and may necessitate further offsetting operational savings.
 - Consumer and retail price indexes are estimated to be within a range of -0.1% and 3% throughout the model.
20. In line with the current financial year, the projected receipts from future council house sales are kept at a very low level and no new receipts are assumed from 2017/18 onwards.
21. The assumption in the model is that the Welsh Government Major Repairs Allowance remains at its current level of £9.6m p.a. over the course of the plan. Any allowance less than this will have an impact on the sustainability of the plan and the ability to maintain investment already incurred in the housing stock. The final allocation of Major Repairs Allowance to Cardiff in 2016/17 will not be known until after approval of the business plan.
22. Consideration will be given to bringing budgets forward for direct land purchase to prepare for further phases of dwellings construction as well as appropriation of other suitable Council owned sites where opportunities arise and affordability allows.
23. Any financial deficit and liabilities of the HRA are ultimately liabilities of the Council. As part of the agreement to exit from the subsidy system, the Council must adhere to a debt cap of £316 million. The Business Plan details the capital and revenue funding implications of the proposed Capital Programme. The Programme assumes additional borrowing to be undertaken in order to build new housing and support investment in the existing stock. This will result in additional revenue implications in terms of interest payments and provision of repayment for borrowing. Accordingly any new expenditure to be paid for by borrowing should be prioritised to ensure that improvements are either essential or have an element of pay back, to ensure that there are no long term issues of affordability and sustainability in respect of borrowing. The position will

be reviewed and may result in a requirement for offsetting revenue savings in future years which will be identified and reported through the financial monitoring process. Any plans for additional borrowing should also consider the impact of future regulation changes on income levels.

RECOMMENDATIONS

Cabinet is recommended to:

- (1) approve the HRA Business Plan 2016-2017.
- (2) note that the Plan will be submitted to the Welsh Government.

SARAH McGill

Director

4 March 2016

The following Appendices are attached:-

Appendix 1 - HRA Business Plan 2016-2017

Appendix 2 - Scrutiny Letter and Cabinet Member response from Community & Adult Services Scrutiny Committee dated 6th January 2016.

The following Background Papers have been taken into account:-

- *Communities, Housing and Customer Services Directorate Delivery Plan 2015-2016*
- *Cardiff Corporate Plan 2015-2017*
- *30 Year Business Plan for Welsh Housing Revenue Accounts - Financial Model*



Housing Revenue Account (HRA) Business Plan 2016-17



Contents	Page Number
Foreword	3
Housing & Communities Notice Board	4
Welsh Housing Quality Standard and Beyond	6
WHQS Attainment Tracker	8
Performance Indicators	9
Typology of the Housing Stock	10
Community Matters	12
Complaints & Compliments	13
Central Library Hub	14
Community Hubs	17
Hub Development Programme	18
A Tenants Story—My Home	19
Effective Consultation and Communication	20
Tenant Participation - Helping Tenants Take Control	22
Printed & Other Media	24
Developing The Workforce	25
Safe & Secure	26
Managing Anti-Social Behaviour (ASB)	27
The ARC	28
Equalities	30
Summary of the Tenant Satisfaction Survey	31
Number of Properties & Availability	32
Neighbourhood Regeneration	34
Programmes of Work Spend	38
Programmes of Work Current & Future	40
Housing Development	42
Resource Planning	48
The Way Council Housing is Financed has Changed	52
5 Year Capital & Revenue Budgets	54

Foreword

Housing is at the heart of a communities well-being, and so the City of Cardiff Council is committed to delivering high quality, sustainable and affordable homes, particularly for those in most need.

People in Cardiff have access to good quality housing

As your Lead Member for Health, Housing and Wellbeing I have given a commitment to deliver on the above objective and am delighted to report that we have reached a significant milestone and have appointed a developer to help deliver our ambitious plan of building 1,500 new homes in the city, of which approximately 600 will be affordable. We also plan to bring forward further development plans.

We also plan to invest in our existing homes, maintaining and building on the Welsh Housing Quality Standard.

Councillor Susan Elsmore
Cabinet Member for Health, Housing and Wellbeing

Supporting people in vulnerable situations is one of the Council's key priorities. My priority as Director of Communities, Housing & Customer Services is to ensure we prioritise services for those most in need.

We have recognised that with an increased pressure on financial resources we need to focus our assistance on our most vulnerable citizens and we work closely with colleagues in Social Services to achieve this.

Supporting people in vulnerable situations

I am especially pleased with how our Advice Team has assisted those affected by the impact of Welfare Reform. The expansion of our community "HUBs" programme has helped more and more resident's access facilities, advice and services and the new allocations policy is helping house people with the greatest need, rather than those who have been on the waiting list longest.

We will continue to work with people and partners to design, deliver and improve services.

Sarah McGill
Director of Communities, Housing & Customer Services

Housing & Communities

Notice Board



Tenant Participation Team

You can contact the team through our website www.cardifftenants.co.uk or ring us on 029 2053 7511. You'll find lots of information about events happening in your area as well as surveys and opinion polls.



Applying for housing

The Cardiff Housing website www.cardiffhousing.co.uk has been developed to help you look at all the options available to you.

Telephone: 029 2053 7111

Choose Option 1

As at August 2015 the **Council housing stock** consisted of 13,586 properties.



Advice Hub—Central Library

Tel: 029 2087 1000

The Hub at Butetown

Tel: 029 2053 7060

The Hub at St Mellons

Tel: 029 2078 0992

The Hub at Llanrumney

Tel: 029 2078 0994

Rumney Partnership Hub

Tel: 029 2233 0661

Ely and Caerau Community Hub

Tel: 029 2087 3800

Grangetown Hub

Tel: 029 2078 0966

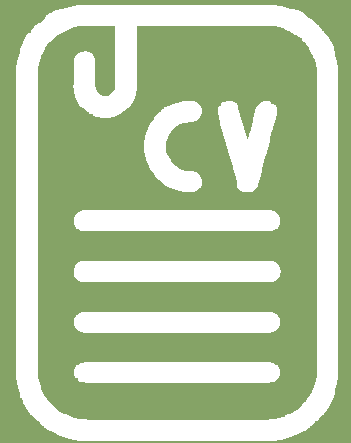
The **Caretaking**

Services Team maintains the cleanliness of over 800 Council blocks. They removed over 1000 pieces of graffiti in 2015.



Into Work

Advice Services have given work related advice to over 20,000 people.



The **Supporting People Team**

co-ordinates housing-related support services totalling approximately £16m each year for residents in need.



Community Maintenance

Services received over 80,000 repairs requests through the Repairs Reporting Hotline: 029 2087 2087.



The **Allocations Team**

manages the common waiting list of over 10,000 households for both the Council and its partner Housing Associations.

Tenancy Management

officers made almost 4000 visits to assist tenants in 2014/15.



The Welsh Housing Quality Standard & Beyond

Introduction to the Welsh Housing Quality Standard (WHQS)

The WHQS arose from the National Housing Strategy for Wales 'Better Homes for People in Wales'.

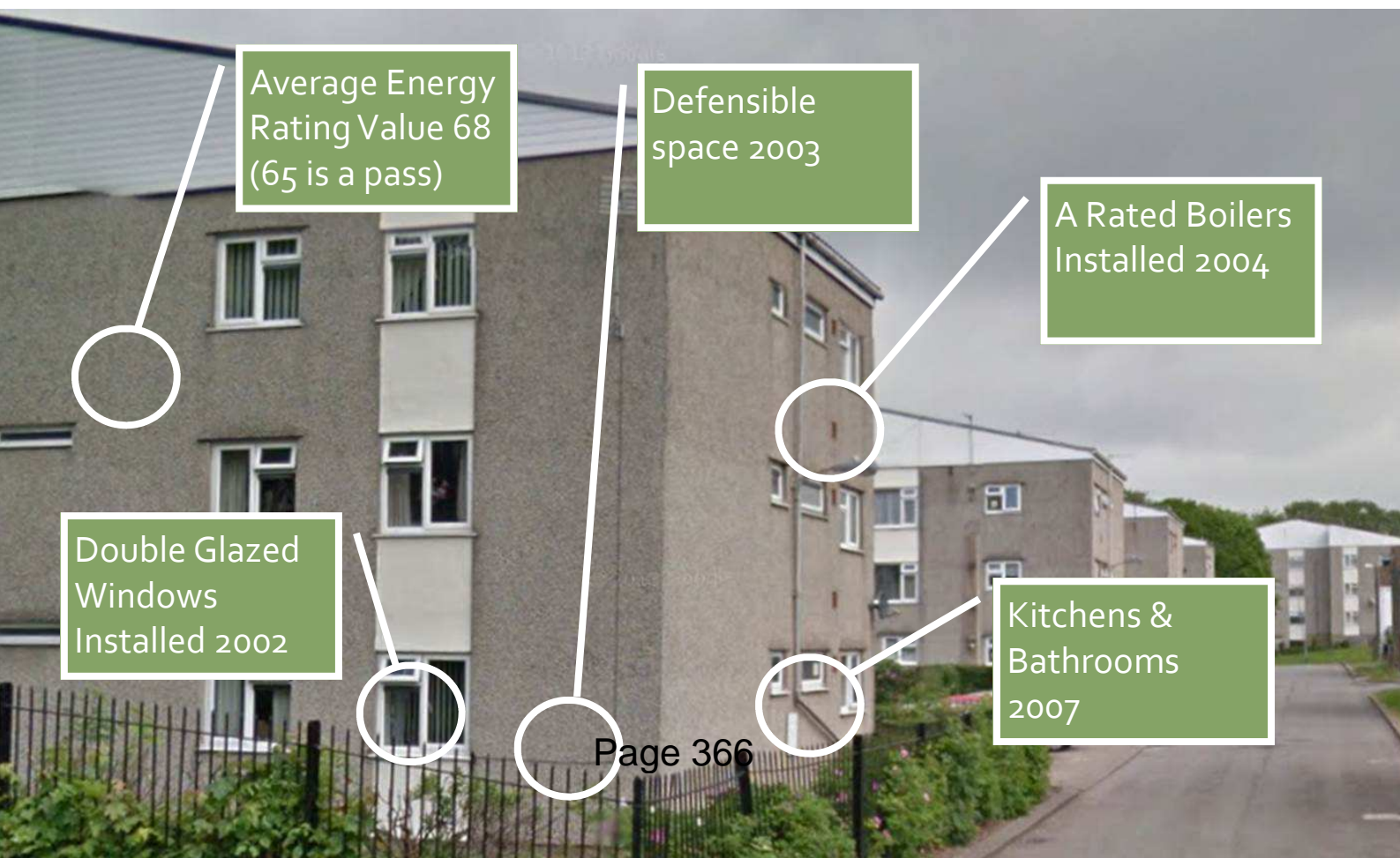
The Standard was developed by the Welsh Government to provide a common target standard for the condition of all housing in Wales.

The Welsh Housing Quality Standard states that all households should have the opportunity to live in good quality homes that are:

- In a good state of repair.
- Safe and secure.
- Adequately heated, fuel efficient and well insulated.
- Contain up-to-date kitchens and bathrooms.
- Well managed.
- Located in attractive and safe environments.
- As far as possible suit the specific requirements of the household, (e.g. specific disabilities).

In September 2012 we were the first Council in Wales to achieve full 100% WHQS accreditation.

Evolution of a housing block: Coed Y Gores



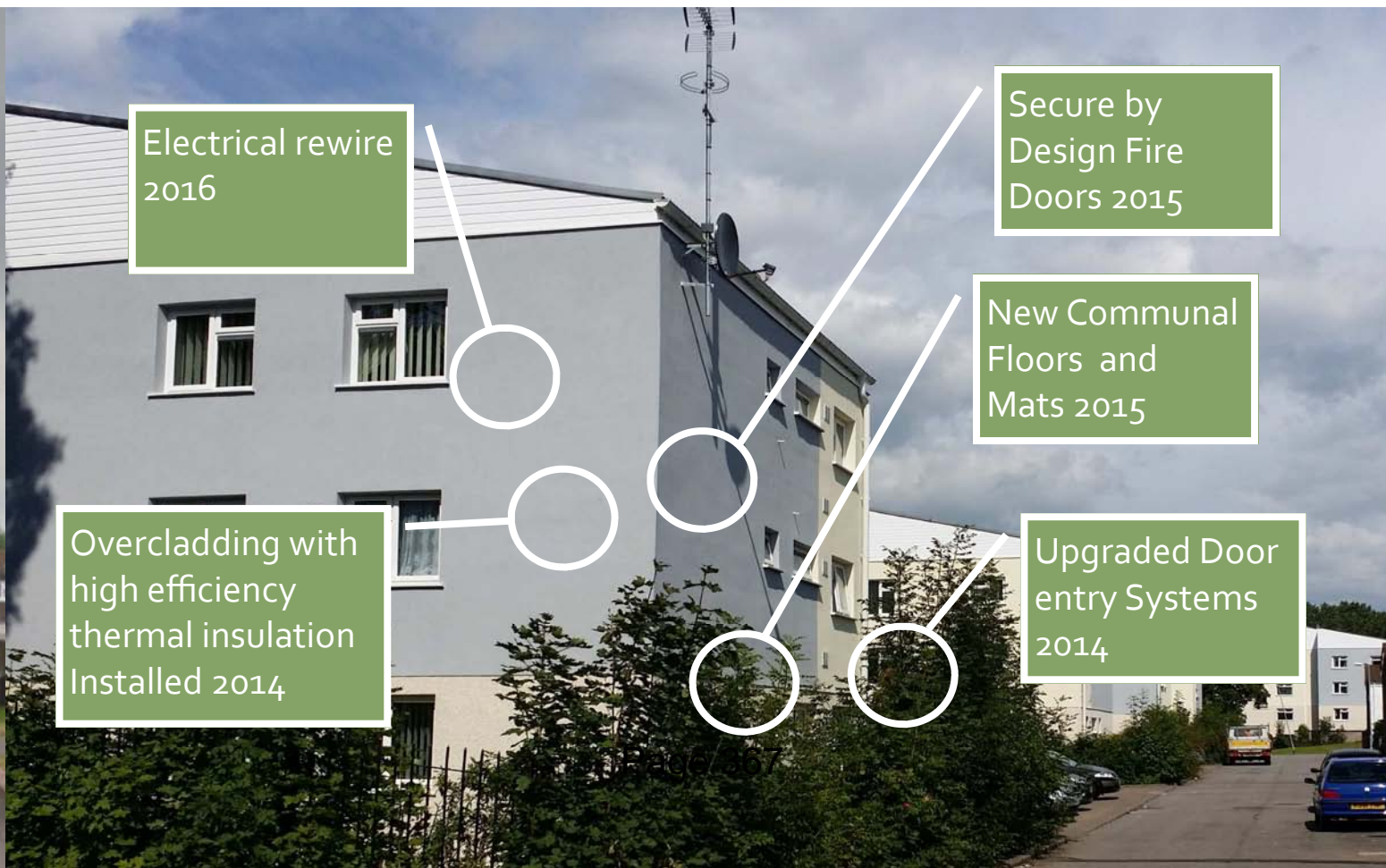
The Welsh Government has recognised that the standard cannot always be reached because of issues outside of the control of the Council. It has therefore introduced the concept of “Acceptable Fails” into the Welsh Housing Quality Standard revised guidance in order to recognise legitimate areas which would restrict a Council from reaching the required standard. There are four elements:

- Cost of remedy
- Timing of remedy
- Resident’s choice
- Physical constraint

We have a number of acceptable fails, (largely due to Resident’s Choice) and have implemented measures in order to re-visit and maximise achievement of the Standard.

Where tenants have refused works e.g. kitchen and bathroom replacement we have asked tenants to sign waiver forms.

We review the standard when properties become vacant and are working closely with the Tenants Participation Team to enable tenants that have not received WHQS works or have changed their minds to contact us.



Electrical rewire
2016





























































Secure by
Design Fire
Doors 2015

New Communal
Floors and
Mats 2015

Overcladding with
high efficiency
thermal insulation
Installed 2014

Upgraded Door
entry Systems
2014

Welsh Housing Quality Standard Attainment Tracker

WHQS Standard achieved	2008	2009	2010	2011	Sep-2012	Dec-2012	2013	2014	2015
Roofs									
Windows	97%	99%	99%	100%					
External Doors	93%	98%	100%						
Door Entry Systems	99%	100%							
Kitchens	23%	26%	43%	71%	100%				
Bathrooms	24%	28%	44%	72%	100%				
Energy Efficiency Pass	0%	0%	48%	52%	100%				
Central Heating	100%								
Electrical Systems	0%	0%	50%	73%	100%				
Smoke Detectors	99%	99%	98%	100%					
Environmental Works	51%	52%	67%	79%	100%				



Performance Indicators

The performance of the Housing Management Service is monitored through a range of performance indicators. Results for September 2015 (Quarter 2) in a range of key areas are shown below:

Indicator	Result	Target
Percentage of new Housing Benefit claims processed within 14 days of all information received.	97%	95%
Percentage of general clean & clears completed within 10 working days.	99%	95%
The percentage of emergency repairs completed within target time (24 hrs).	98%	90%
Vacant Council stock as a percentage of overall stock.	1.5%	1.5%

Typology of the Housing Stock

Building Type	Pre- 1919 (200)	1920-1945 (2,990)
Detached House (20)		
Semi-Detached House (3,364)		
Terraced (4,522)		
Flats & Maisonettes (5,680)		

1946-1964
(5,005)

1965-1989
(5,264)

1990-Date
(127)



Community Matters

Brentwood Court, sheltered housing, retirement housing.

We approached one of our repairs contractors Ian Williams Ltd to undertake some TLC to the garden area of the facility. Many of the residents wanted to tidy up the garden and external communal areas but found them difficult to maintain.

Ian Williams Ltd made a number of visits to scope the works and agree what could be completed for free during a one day gardening marathon. Scheme manager Chantelle Annan arranged access with keen gardening enthusiast Paddy to complete the works.

The project saw three operatives and two senior Managers give up their Saturday to complete the project.



Disabled Facilities:
Customer wrote to thank Council staff for the work carried out at his mother's home "With your help we secured a grant to transform her bathroom to suit her needs so that she is now able to carry out every day tasks and keep her independence and dignity."

Antisocial Behaviour Team: "I would like to give a massive thanks to Rhiann! Now I can start to enjoy the home I have and start making full use of it in harmony. A huge thanks for helping me take this to court and getting the justice needed."

Caretaking Services: A tenant's Social Worker called to say that, "the operatives who carried out the clean and clear at his client's home did a wonderful job." He said that, "they went above and beyond, worked really quickly and did a brilliant job."

Tenancy Management:
The customer wrote to thank Tenancy Officer, Andrew, for all of his help and to say that she is very pleased with the work that has been done.

Community Maintenance Services: Paul, who attended and decorated the living room. Tenant advised that, "Paul did an excellent job and went the extra mile by putting the curtains up!"

Complaints and Compliments

Customer feedback is important to us, it helps provide valuable information about how we are performing and what our customers, Cardiff citizens and communities think about our services. We use this information to improve our services, strengthen our relationships with other customers and make better use of our resources.

We are pleased to report that our complaints and compliment figures are showing a healthy improvement. We deliver a number of different services and during the period of April 2014 to the end of March this year, the Housing and Communities section received a total of 503 complaints, which is a decrease of 23% on the previous year. Housing and Communities also received 220 compliments for staff and services provided.

All the feedback received does make the difference in helping us improve our services. In addition to doing everything possible to resolve individual complaints, officers will always look at any changes that can be made following a complaint, for example to our literature or procedures. Any lessons that can be learned from a complaint are used to deliver service improvements.

Housing Resettlement Officer, Jess Jallow, has won the Housing Hero category of 2015's Welsh Housing Awards. The award recognises an individual or small team whose passion, enthusiasm and commitment has made a dramatic difference to the lives of others. Jess's role within the Independent Living Support Service involves improving patient flow and reducing patients' time in hospital by resolving housing issues.

Central Library Hub

The Advice Hub relocated from Marland House to the Central Library Hub in July 2015, bringing together more services under one roof.

Council services such as Housing and Benefits advice, the Money Advice Team, the Job Club, and the Tenant Resource Centre all moved to the new location.

Partner organisations such as Citizens Advice, Cardiff & Vale Credit Union, Nest, Age Connects, Shelter Cymru and SOVA also relocated to the new Hub. Major improvement works were carried out at Central Library in preparation for the move. New facilities were created including a new teenage library on the ground floor, new performance areas and a new digital floor.

The Central Library Hub is open six days a week, more than the previous Advice Hub and Central Library making it more convenient than ever for our customers.





Council Services Enquiries

The team see approximately 250 customers a day at the Central Library Hub. Customer's queries range from Housing Benefit, Council Tax Reduction, Housing queries, Schools Admissions and Bus passes.

Using queuing technology and having staff that can answer all types of queries keeps waiting times to a minimum, over 80% of customers are seen within 10 minutes.

As Cardiff is such a diverse city, staff need to reflect this, between them our staff can speak 26 different languages!

The following services are available in the Hub:

- | | | |
|---|--|--|
| <ul style="list-style-type: none"> • Money Advice Team • Cardiff Advice Service • Credit Union • Housing Advice • Housing Benefit Applications and Enquiries • Free School Meals Applications | <ul style="list-style-type: none"> • Job Club • Work Skills Training • Cardiff Get Online • Tenant Resource Centre • Adult Community Learning • Council Tax Enquiries • School Admissions | <ul style="list-style-type: none"> • Free Public Access Telephones • Free Wi-fi • Free Bus Pass Applications • General Council Enquiries • Free Internet Access |
|---|--|--|

Money Advice Team

The Money Advice Team can help people with budgeting, ensuring that they are receiving all the grants and discounts they are entitled to, help opening a basic bank account and to apply for advance payments of Universal Credit. They can also help request an alternative payments arrangement. The team can also assist if a claimant's Universal Credit has been sanctioned.

Generally, Universal Credit needs to be claimed on line. The Into Work Advice Team can help and support clients to do this

The Money Advice Team see over 600 customers a month in the year 2014/2015 the team helped clients to claim £5.1 million in previously unclaimed benefits and £292,372 in one off payments were also claimed.

Into Work Advice Service

The Into Work Advice team are made up of senior advisors, into work advisors, digital inclusion officers and trainers. The Into Work Team can help anyone living in Cardiff who are unemployed or looking to upskill from their current job.

As well as a service all day Monday – Friday in Central Library hub, Ely / Caerau Hub and St Mellons Enterprise Centre jobs clubs are held at 14 locations across the city on a timetable basis. The number of locations will continue to increase as more Hubs open in the next few years.

The Job Club is a drop in service where the expert into work advisors are on hand to help with CV's, job applications, job searching, Universal Job Match, helping to claim Universal Credit also helping to write cover letters. On average the job clubs see over 4,000 clients a month in total.



**GET
ONLINE**

Basic Computer skills
Using the Internet
Setting up Email
Online forms
Online shopping

Sgiliau cyfrifiaduron sylfaenol
Defnyddio'r rhyngwyd
Creu cyfrif e-bost
Ffurflenni ar-lein
Siopa ar-lein

**MYND
AR LEIN**

Page 376





Community Hubs

Footfall continues to grow in all Hubs, alongside Library provision and advice services; community events are arranged including visits from book authors, Children's CSI fun day and Animal Magic where customers get the chance to meet exotic animals including snakes, skunks and spiders!

Llanrumney Hub has been refurbished to give a refreshing new look to the children's area. St Mellons Hub has works planned including the construction of 3 training rooms, a much welcomed facility within the Hub services.

Since opening in June 2014 Ely Caerau Hub has had 190,000 visitors and continues to be a showcase within the community; with the café creating a welcoming environment for all.

Hub events and drop in services from partner organisations are publicised via Facebook along with photos from recent events, enabling customers to be kept informed of what's happening in their local hub.

Hub Development Programme

In 2014 / 2015 44,000 customers received advice on Housing Benefit, Council Tax or Housing related enquiries through the Hubs.

Rumney Partnership Hub, a joint venture with Communities first opened in November 2015 incorporating library provision and advice services.

Grangetown Hub development is well under way and construction work has started on the STAR Hub project; an exciting venture with on site leisure facilities and is due to complete summer 2016.

Fairwater Hub will open in 2016 with Llandaff North Hub and the Powerhouse extension in Llanedeyrn scheduled to commence April 2016 so incorporating a wider range of community services and activities.

The hub development plan continues to unite services under one roof allowing ease of accessibility and community engagement for all to enjoy.





A Tenants Story—My Home

Mr H lives in a block of flats in South Cardiff. He was homeless for 15 years and with support from the Salvation Army was placed into council accommodation.

the flat is my home not just somewhere that I live

It was a struggle to adjust to living independently but focusing on his home and working on the communal gardens Mr H turned his life around.

Mr H has furnished the flat to a high standard, *“Now the flat is my home not just somewhere that I live.”*

Due to Anti Social Behaviour complaints from the tenants we closed off an alleyway that was noisy and dropped rubbish was attracting vermin. *“its now nice and quiet around here, and we no longer get attacked by the seagulls!”*

Since work was completed to improve the courtyard the residents take great pride in their gardens, *“It’s cleaner and tidier now. Gardening keeps me on a even keel, it gives me something to focus on, I have good neighbours that help me keep on track.”*

Effective Consultation and Communication

Tenant Participation

2015 has been a busy, productive and successful year for Tenant Participation. The team now has five members of staff dedicated to engaging with the tenants and leaseholders of Cardiff Council, and the wider community, on all the issues affecting them.

Bus Tour

Tenant Participation organised the annual Tenants' Bus Tour where tenants were taken around the city to be shown examples of capital investment projects across Cardiff.

Digital Inclusion

Officers from the Tenant Participation Team have been attending sheltered housing complexes across Cardiff in order to teach residents about getting online and how they can use the internet.





Tenants Conference

The Tenant Participation Team organised a very successful Tenants Conference in November 2015 which will become an annual fixture. The theme of this year's conference was Growing Together, and focused on working with tenants and leaseholders to find ways to improve communities across Cardiff.

Attendees were given 3 voting balls to vote for their priorities:

1. Tackling ASB: 58 votes
2. Building new homes: 55 votes
3. More informal events to get involved: 54 votes
4. Improvements to your neighbourhood: 42 votes
5. Training for new tenants: 27 votes

Tenants' Voice

The Tenant Participation Team have organised a series of Tenants' Voice meetings, which allow tenants and leaseholders the opportunity to meet with senior officers and managers from the Housing Service. Tenants are kept up to date with the work being carried out by the Housing Service, and also ask questions and put forward their own concerns. At the latest meeting, a brief presentation was given on the major housing improvements planned in the city over this next financial year.

Tenant Participation - Helping Tenants Take Control

Estate Action Days

The Tenant Participation Team have organised several Community Action Days in 2015, and more are planned for 2016. With lots of fun events for families and children, an opportunity to speak with Council officers and external partner organisations, these events have been a big success.

A Community Action Day was held at Butetown Community Centre in August. It was an opportunity for residents to address any issues with Council officers, including representatives from Tenancy Management, CMS (repairs), the Anti-Social Behaviour team and finance teams. Visitors also received advice and help regarding budgeting and welfare reform.

In addition to Council staff, members of Credit Union and Love Food Hate Waste were present, and the South Wales Fire Service brought along a fire engine to publicise their fire prevention guidance.

Tenants who attended were treated to free food, courtesy of the Community Centre, entertainment from No Fit State Circus, a gardening demonstration and make their own pedal-powered smoothies on the smoothie bike. There was excellent feedback during and after the event, with many tenants commenting that they enjoyed meeting other residents and appreciated being able to speak with Council officers in an informal setting.





Growing Together and Blooming Marvellous

The Tenant Participation Team has started a city-wide gardening project called Growing Together. Tenants and residents are encouraged to start community gardens and are given expert advice and access to tools and equipment.

As part of the Growing Together theme Tenant Participation also launched Blooming Marvellous, a new gardening competition open to all tenants and leaseholders of Cardiff Council. This competition has proved very popular, and the team are looking forward to even more people entering in 2016.



Special Project Grants

The Tenant Participation Team are now able to offer grants of up to £1,000 for community projects involving Cardiff Council tenants and leaseholders. The process has been designed to be as easy as possible for applicants and Tenant Participation Officers are always available to help with the process.

Printed and Other Media

We aim to keep our customers informed of all issues and campaigns that may affect them by utilising different methods of communication in the most effective way possible.

Tenants' Times is produced and delivered to all Council tenants on a quarterly basis. It is used to provide tenants with information about communities services, campaigns and initiatives. Tenants' Times is also the main way that we inform our tenants about major works and general improvements to housing stock. The reading group for Tenants' Times consists of tenants and representatives from the Council.

The public have access to a range of information on the services provided via the Internet.

The Cardiff Tenants website, (www.cardifftenants.co.uk) is continually evolving and developing to reflect information that is up-to-date and relevant, it is aimed at all communities within Cardiff, with residents and visitors providing up-to-date information on recent initiatives and the work of the teams.



City of Cardiff Council • Communities

Tenants' Times

Issue 40



Developing the Workforce

Following feedback from tenants, Community Maintenance Services, (CMS) has increased its workforce, expanding work day hours improving the service to residents.

To develop talent CMS have recruited six apprentices this year and will be taking on another one next year. Each of the core trades were represented with two apprenticeships in carpentry, two in plumbing, and a further two working with gas and electricity.

While the apprentices spend the majority of their time on site being mentored by experienced tradespeople, they also undertake a proportion of their training at college.

All six successfully passed their exams recently, and continue to progress with their academic studies and personal development.

The Tenants Satisfaction Survey 2015 shows that 84% of tenants were satisfied with how repairs and maintenance was dealt with.

Customers are overall satisfied with the work being carried out with 88% happy with the quality of work and 94% satisfied with the attitude of workers.

Safe and secure

The defensible space programme has been very beneficial to many residents of Cardiff.

In March 2015, the Council were asked to look at solutions for Jubilee Cottages, as there were concerns regarding the safety and well being of the 25 elderly residents.

In investigating the issues we were informed that drug dealing and other anti-social activities were happening within the confines of the complex and in and around the open space surrounding the properties. It caused great concern and stress to residents.

Improvement works through the defensible space programme was approved and CMS Planned Maintenance started works installing the new railings in July 2015.

This work has helped to remove these issues and the following comments from the residents were received:

"They are keeping the area clean and tidy as they work."

"It has made such a difference to me."

"I slept all night last night, that's the first time since I've lived here."

"I finally feel someone from the Council has listened to me – you have restored my faith in the Council."

"Lovely boys, when they get up to my end, I'll make them a cup of tea."

"The railings are really smart and they look brilliant – very posh!"



Managing Anti-Social Behaviour (ASB)

Indicator	Result	Target
Percentage of urgent cases contacted within 24 hours.	90%	85%
Percentage of new non-urgent cases contacted in less than 5 working days.	96%	85%

Anti-social behaviour (ASB) was identified as a priority for our tenants in this year's Tenant Satisfaction Survey and it's a priority for us too!

As a landlord we will take firm action to eliminate ASB. Our response will be:

- To provide support to victims.
- To offer and provide support to vulnerable victims and perpetrators.
- To be proportionate.
- To work with perpetrators to help them change their behaviour.
- To act against perpetrators who continue to be anti-social.
- To work with the police to share and gather evidence.
- To take legal advice about the most appropriate action to solve the problem.

To date in 2015/16:

- 23 injunctions for abusive behaviour, domestic violence and threats to life.
- 3 individuals either committed to prison or given a suspended sentence for breach of their injunctions.
- 8 tenants evicted.

The ARC

The Alarm Receiving Centre (ARC) is a newly-built CCTV monitoring centre with remote management of door entry and alarm monitoring systems for the safety, wellbeing and security of tenants and visitors to Cardiff Council's high-rise accommodation across the city. Based in the Council's Willcox House, Cardiff Bay, CCTV operators monitor buildings to help prevent anti-social behaviour (ASB) and incidents which we know affects the quality of tenants lives.

The existing concierge at Loudoun House, Nelson House and Litchfield Court will be replaced by a mobile warden to provide a concierge service for all nine high rise accommodation blocks, and work closely with the ARC.

Wardens will challenge ASB and be on the look-out for signs of vulnerable adults and children, domestic abuse and hate crime. Trained staff will report incidents to the ARC and where appropriate, the authorities.

State-of-the-art equipment has been fitted to the blocks, improving the security and safety of all who visit them, including carers and staff. This helps prevent unwanted callers from getting beyond the reception areas to people's homes.





CCTV Operatives in the ARC recently witnessed an incident which resulted in police arrests and the recovery of a large amount of stolen goods.

During the night shift, CCTV Operatives noticed 3 males acting suspiciously around vehicles parked outside one of the high rise housing blocks. The group moved to surround one of the vehicles which was when our Operatives decided to call the police. Within minutes the police arrived and caught all three stealing from the vehicle.

The ARC was able to provide comprehensive CCTV footage to the police as evidence. It turned out that these individuals were responsible for other local robberies and had additional stolen goods inside their vehicle. The speedy professional actions of our Operators enabled the police to solve this case.

The ARC has the capability to do so much more and we are currently discussing how we might work with schools, libraries and a range of community buildings on how we might help to improve security.

Equalities

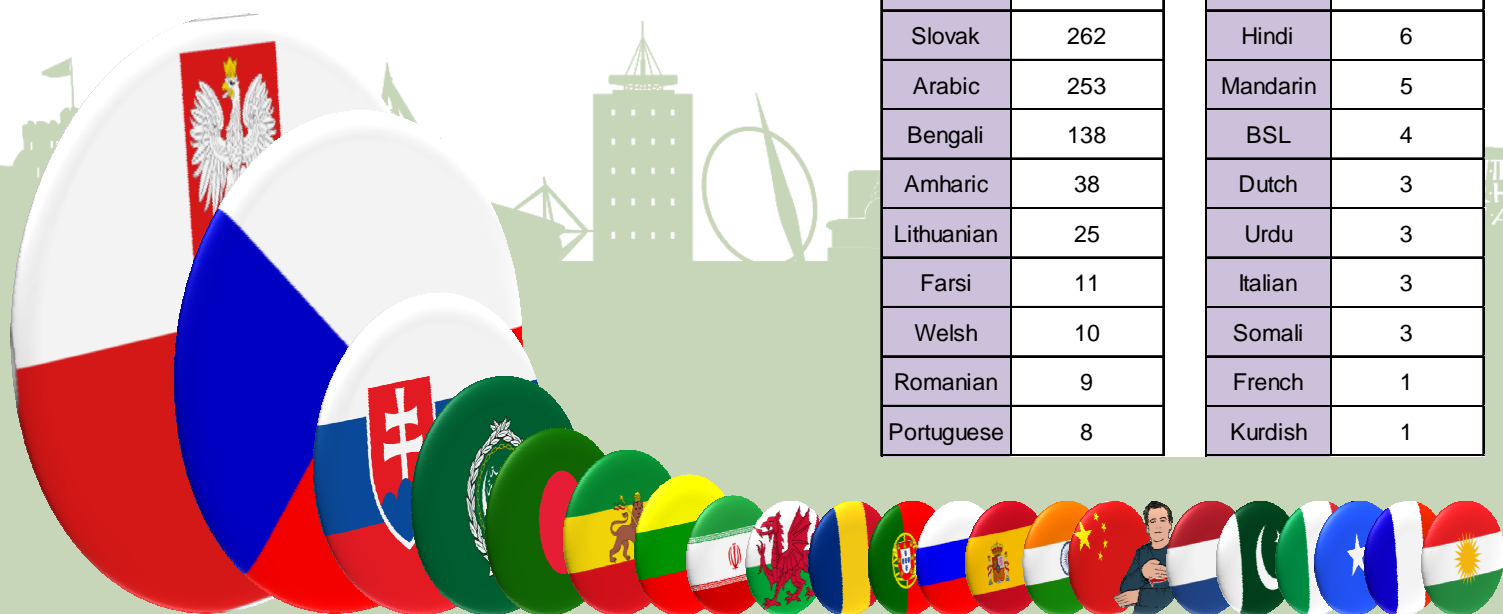
We continue to embrace diversity and embed equality into working practices. The revised Strategic Equality Plan 2016 – 2020 has identified 10 new equality objectives that will enable the mainstreaming of equality into all Council functions.

- Meet our Specific Equality Duties and build equality into everything we do.
- Support wider access to Council information and environments, and participation in Council services.
- Support wider citizen consultation and engagement with the Council and the decisions it makes.
- Support people to challenge unfair treatment.
- Provide support to those who may experience barriers to achieving their full potential.
- Improve educational outcomes for all Cardiff learners.
- Reduce the number of people not in employment, education or training.
- Address identified pay gaps around the Protected Characteristics in our workforce.
- Take action to build strong and cohesive communities where people can feel safe.
- Celebrate and promote Cardiff's heritage and diverse cultures.

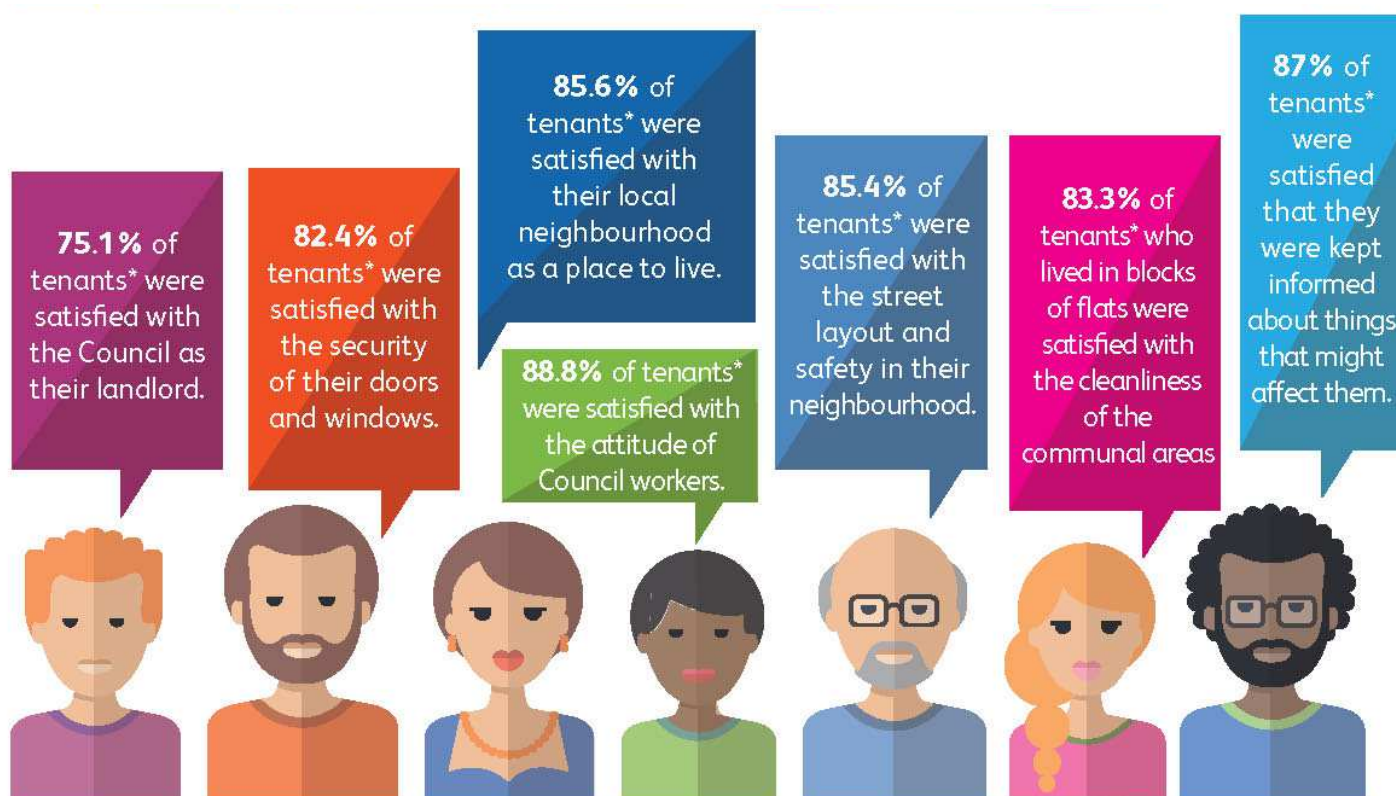
Communities will continue to support the Council's Strategic Equality Plan by developing effective and realistic actions that will contribute to the mainstreaming of equality across Council services.

Advice Hub Translations Jan - Sept 2015

Language	Number of Translations	Language	Number of Translations
Polish	833	Russian	7
Czech	736	Spanish	6
Slovak	262	Hindi	6
Arabic	253	Mandarin	5
Bengali	138	BSL	4
Amharic	38	Dutch	3
Lithuanian	25	Urdu	3
Farsi	11	Italian	3
Welsh	10	Somali	3
Romanian	9	French	1
Portuguese	8	Kurdish	1



Summary of the Tenant Satisfaction Survey



Many of your comments were positive.

'Happy with service'

'Helpful staff'

'Happy with survey to voice concerns'

However there were also some negative comments and we have taken these onboard.

22.5% of tenants* were dissatisfied with how the Council deals with complaints.

22.3% of tenants* were dissatisfied with how the Council deals with anti-social behaviour and 11.4% of tenants* who contacted the Council about this matter spoke to 3 or more people before the issue was dealt with.

What we have already done

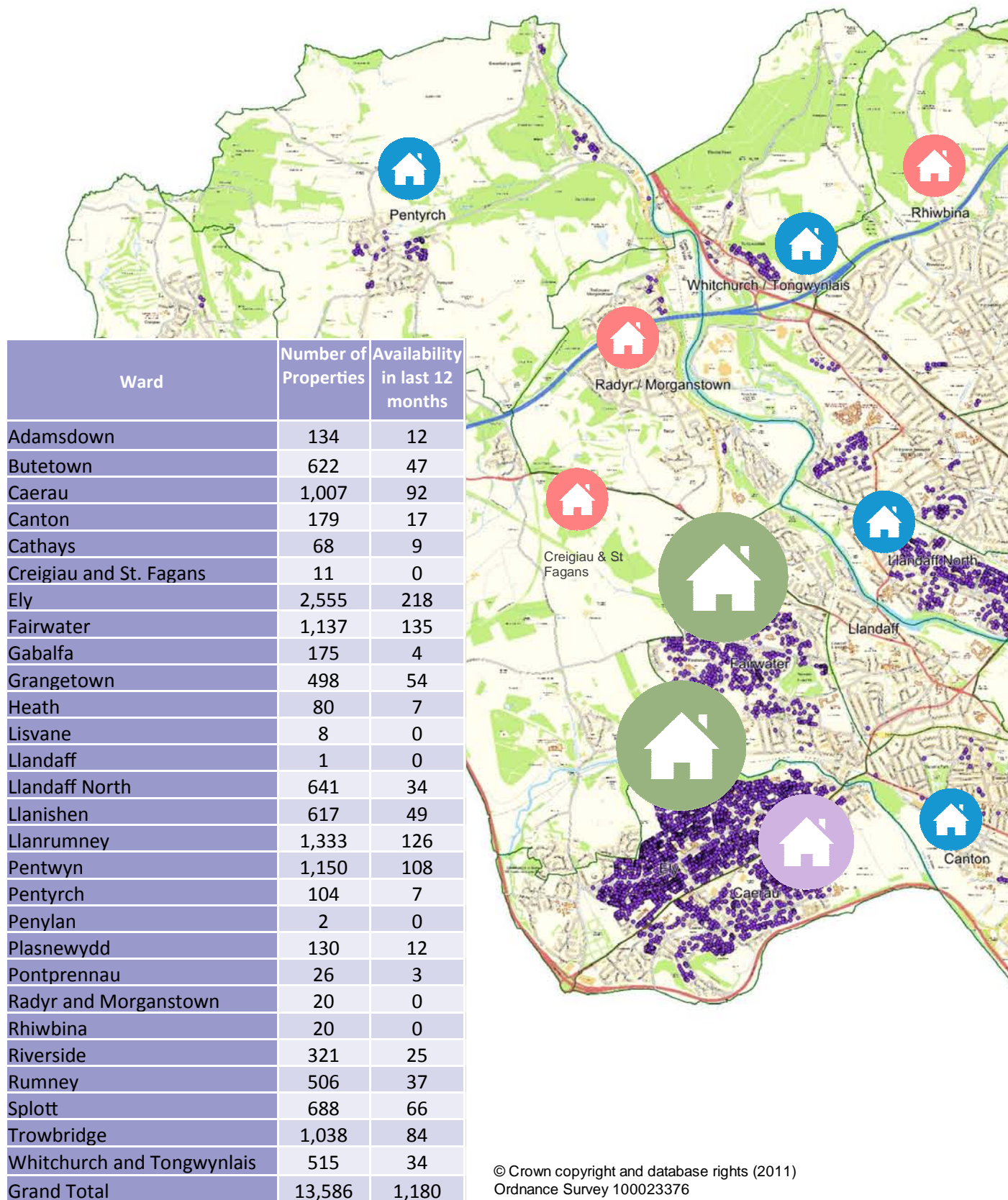
Two specialised Housing Complaint Officers were appointed in January and they have already made a significant impact on how quickly we can reply to complaints and the quality of our responses. Initially dealing with complaints regarding housing waiting list, they have recently started dealing with complaints regarding anti-social behaviour.

What we will do now

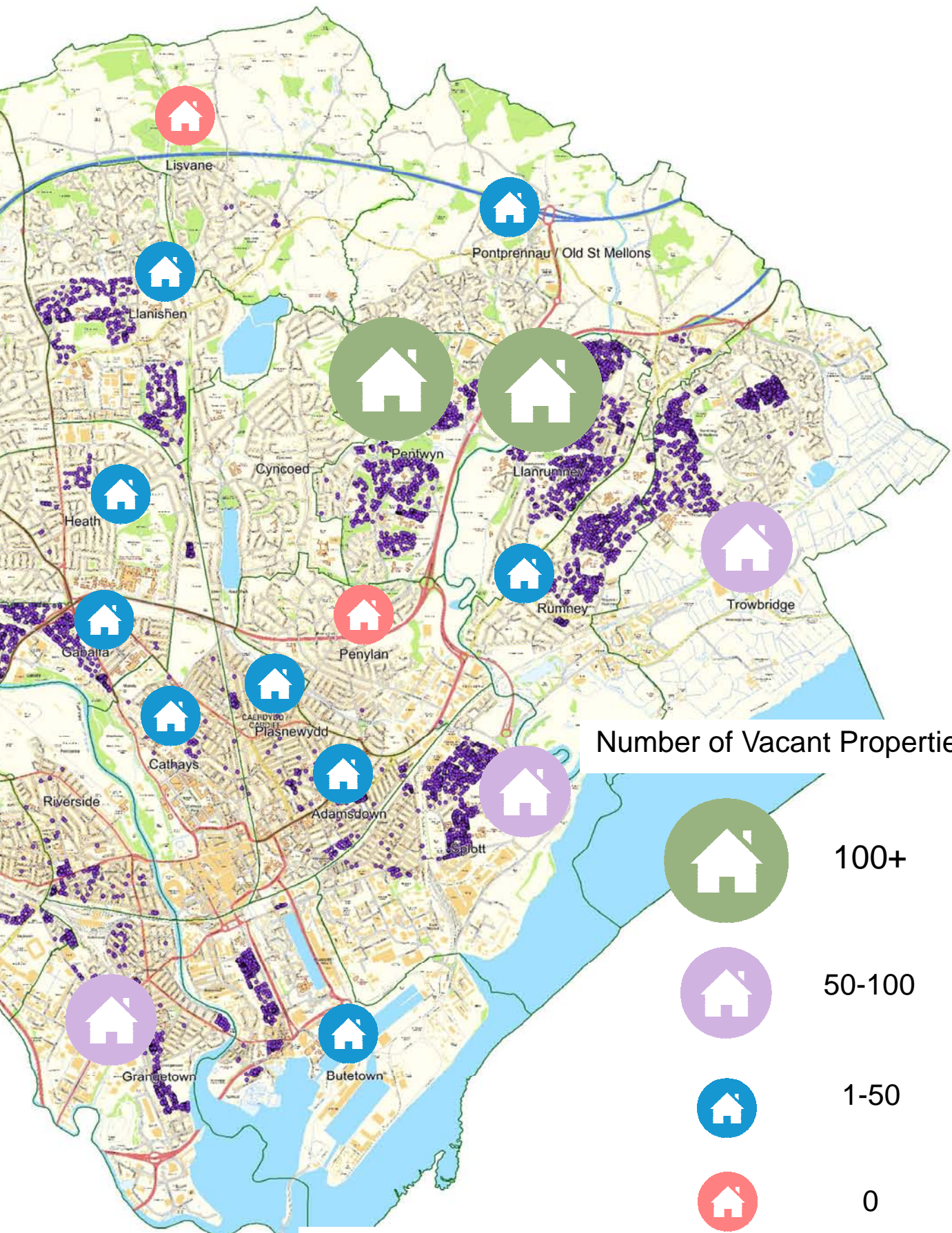
- Work to improve customer satisfaction.
- Contact tenants who have not had their kitchen or bathroom upgraded
- Work with local residents to help improve neighbourhoods.
- Carry out a full customer satisfaction exercise about anti-social behaviour and develop an action plan.

For the full results, visit www.cardifftenants.co.uk and click on Annual Tenants Satisfaction Survey 2015 or contact the Tenant Participation Team.

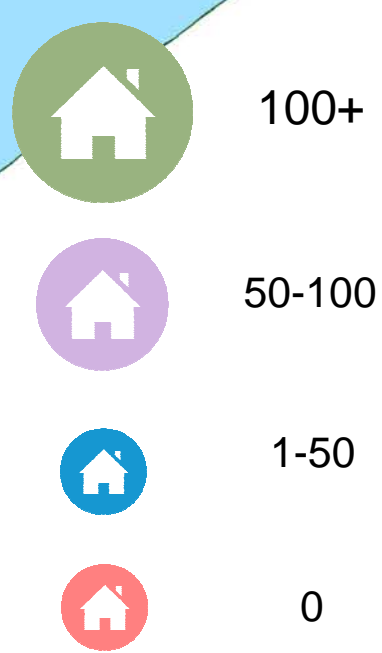
Number of Properties and Availability During April 2014 - March 2015



© Crown copyright and database rights (2011)
Ordnance Survey 100023376



Number of Vacant Properties



Council property

Neighbourhood Regeneration

A range of regeneration projects are being delivered to improve local neighbourhoods across the city.

Loudoun and Nelson House

The environment around Loudoun and Nelson House in Butetown is being transformed under a regeneration scheme which has been designed in consultation with tenants and residents. Improvements starts late 2015.

The scheme will:

- Install new wind breaks with creative artwork displays at the front of Loudoun House.
- Install benches & handrails.
- Provide new paving and trees.
- Provide an area for informal children's play to the rear of the blocks.
- Install a community planting area.
- Provide sheltered seating areas adjacent to Nelson House.
- Provide disabled car parking spaces and a loading area at the rear.
- Create a scooter storage area in the ground floor of the block.





Trenchard Drive

Trenchard Drive in Llanishen has been prioritised for an estate improvement scheme. Initial consultation took place with local residents in 2014 to gather views on issues which needed addressing.

Priority issues included:

- Parking congestion near the entrance of Trenchard Drive.
- Concerns around courtyard security.
- Unsuitable bin stores.
- The condition of pavements, roads, street lighting and open spaces.

A project to tackle these issues is now being designed and will start on site in January 2016. It will:

- Improve courtyards with the construction of new bin stores and drying facilities.
- Install new boundaries around the flats and Council owned houses.
- Provide better parking for residents through adapting and landscaping parking areas.
- Improve pedestrian safety with new paths along the main spine road through the estate.
- Introduce traffic calming measures to reduce vehicle speeds.

Skaithmuir Road

A project to improve Skaithmuir Road and Arbroath Court in Tremorfa has recently been completed.

The project seeks to tackle long-standing issues of poor environmental quality, anti-social behaviour and the run-down condition of courtyards and drying facilities.

The project involves:

- Courtyard improvements to the flats.
- Providing new communal bin stores.
- Realigning parking bays.
- Carrying out boundary improvements to properties with new walls and railings.
- Closing gulleys to limit opportunities for crime and anti-social behaviour.
- Removing porches to deter unwanted congregation at the front of flats.

The project has been welcomed by the police and local residents.





Hodges Square

As part of an on-going programme of regeneration work in Butetown, Hodges Square is benefiting from a regeneration scheme to improve the appearance of the maisonettes, re-design courtyards and bin stores and upgrade the quality of the environment. The scheme has been designed in consultation with tenants and residents and is being delivered in two phases:

Phase One – Re-cladding and Courtyard Improvement Work

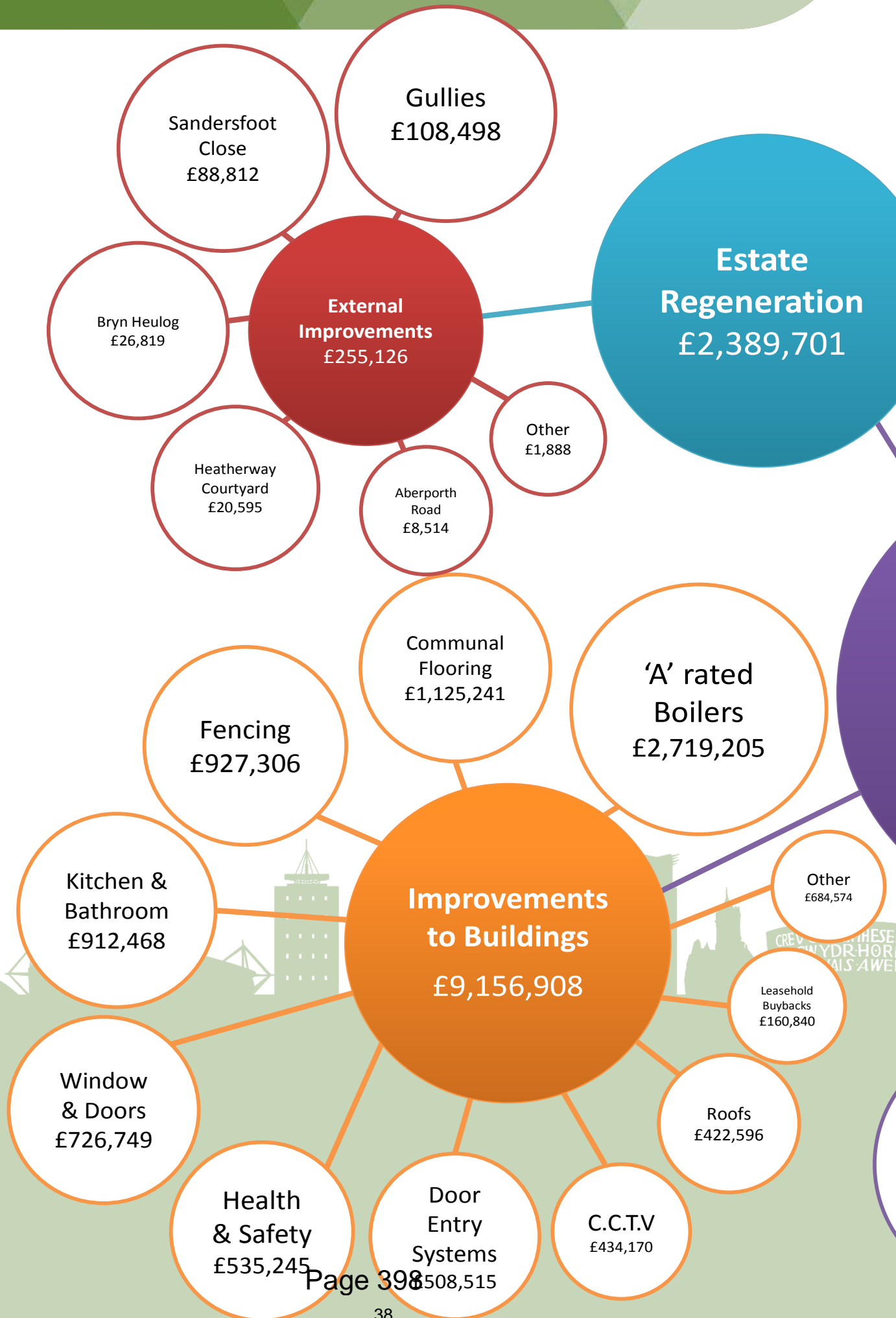
The first phase of the improvement work has been completed, and has improved the general appearance, waste storage and security of the maisonettes through:

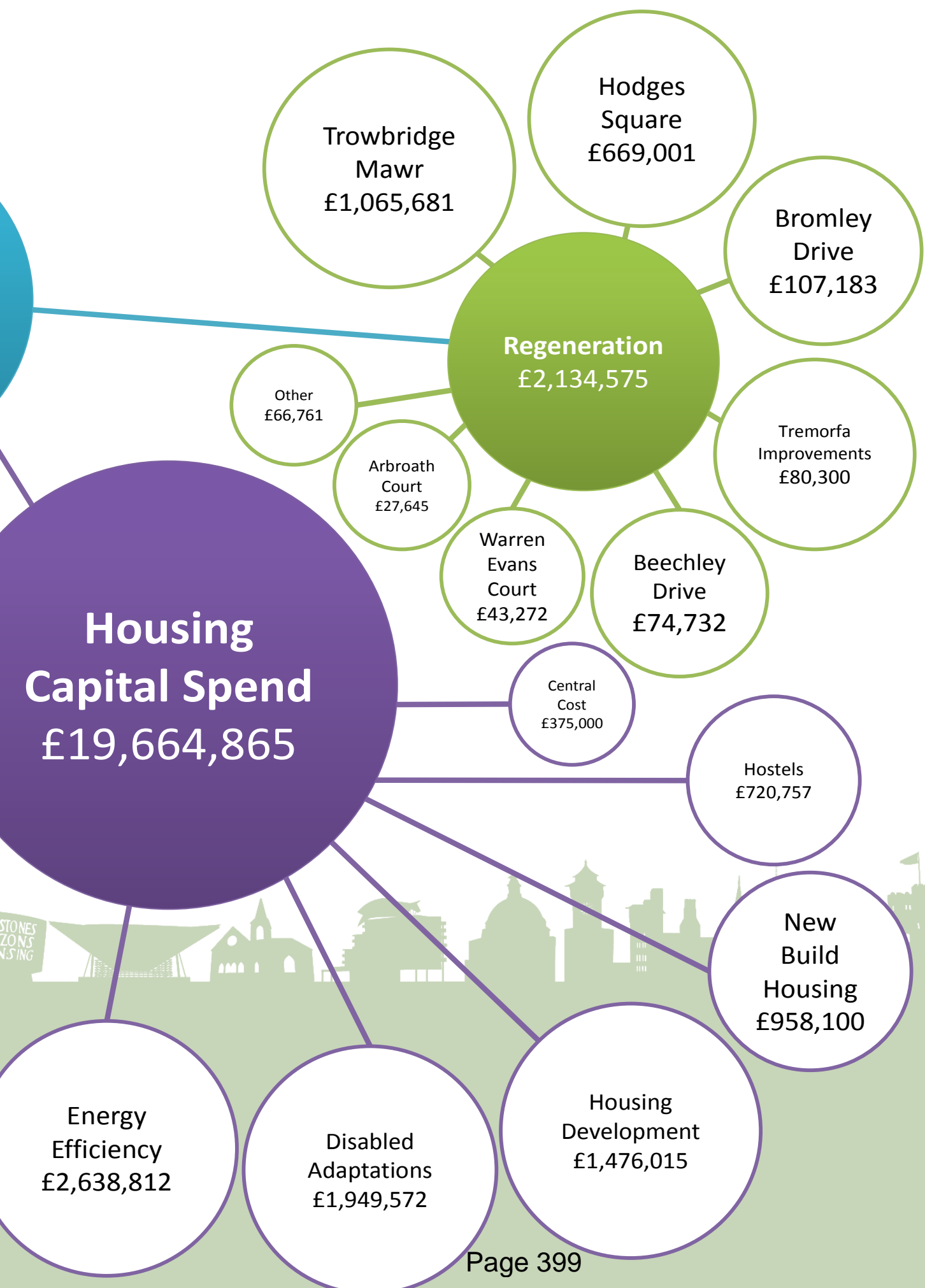
- Cleaning and treating brickwork.
- Feature cladding of sections of the buildings.
- Improvements and upgrades to the communal door entries and systems.
- Upgrades to the soffits, fascia boards, downpipes and guttering.
- New courtyards to improve security, provide new bin stores, drying areas and sheds.

Phase Two – Landscaping Work

Phase two is currently in the design stage and will seek to tackle wider environmental problems within the estate. It will involve assessing lighting and CCTV needs along with landscaping and parking issues.

Programmes of Work Spend 2014/15





Programmes of Work - Current & Future

Overcladding

Overcladding improves insulation. To improve the energy efficiency, insulation and visual appearance of a number of properties an overcladding programme is continuing in areas across the city.

Better insulation as a result of the cladding improves energy efficiency, meaning properties are cheaper to heat, warmer in winter and cooler in the summer.

The following blocks in Llanedeyrn will be completed over the next year and further blocks in the city are planned for improvement .

2015/16 Overcladding Programme Pennsylvania

- 337-345 Pennsylvania
- 346-355 Pennsylvania
- 366-375 Pennsylvania
- 256-264 Pennsylvania
- 274-282 Pennsylvania
- 319-327 Pennsylvania
- 328-336 Pennsylvania
- 283-291 Pennsylvania



Boilers upgrade programme

Following previous programmes of work all Council properties have been offered A rated boilers.



Fire Door upgrades

We are embarking on a programme of works to upgrade all front doors in low-rise flats across the city to Secure by Design Fire Doors.



This will greatly improve security, fire safety and the aesthetics of the communal areas.

Painting programme

We are continuing our painting programme works.

The next phase will see over 3,000 flats painted, this will cover all external areas on properties including gates and fences.

Homes within the areas listed below will be painted:

- Butetown
- Canton
- Cathays
- Creigiau and St. Fagans
- Ely
- Fairwater
- Grangetown
- Heath
- Lisvane
- Llandaff North
- Llanishen
- Llanrumney
- Pentwyn
- Pentyrch
- Radyr and Morganstown
- Rhiwbina
- Riverside
- Rumney
- Trowbridge
- Whitchurch and Tongwynlais

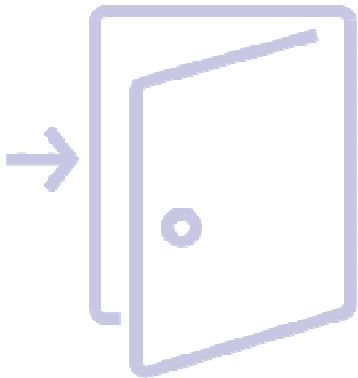


Door entry systems

We are replacing our older door entry systems with modern up-to-date systems improving the security and appearance of the affected blocks.

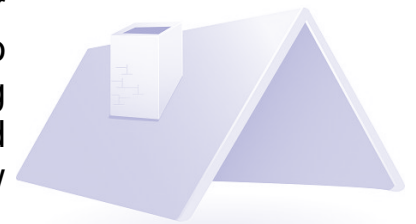
Some of the blocks in the following areas will receive new door entry systems this year:

- Butetown
- Caerau
- Canton
- Cathays
- Ely
- Fairwater
- Gabalfa
- Llandaff North
- Llanishen
- Llanrumney
- Pentwyn
- Pentyrch
- Plasnewydd
- Splott
- Trowbridge
- Whitchurch and Tongwynlais



Roofing works

As roof coverings come to the end of their lifespan we will renew them and where necessary, we will also provide new fascias, soffits and rain water goods. We intend to commence a roofing scheme on selected dwellings in the new year.



Energy efficiency works

To increase thermal efficiency and bring down energy costs we are continuing to upgrade the insulation in our properties. Lofts will be topped up with insulation to a depth of 300mm. All eligible properties will also have cavity wall insulation.

Communal lighting upgrade

To improve safety we are currently upgrading our communal areas with new communal lighting & incorporated emergency lighting.



Housing Development

Housing Partnership Programme

The Cardiff Housing Partnership Programme is an innovative 10-year programme of development to improve over 40 sites across Cardiff, and have a real impact on the local communities.

The programme will build approximately 1,500 homes of which 40%, (600) will be affordable. The homes will be built to high-energy efficiency standard to help to tackle fuel poverty for the new residents. The programme will also offer a wide range of community benefits, including local training and employment opportunities; helping to bring new investment into Cardiff.

Work is due to start on the first sites in the summer of 2016.



Joanne Jamieson, Managing Director of Wates Living Space's Homes division, commented: "Our appointment to the Housing Partnership Programme is testament to Wates Living Space's expertise in creating high quality homes that will efficiently address an urgent housing shortage whilst improving the quality of life for local people."

Wates Living Space has been working with us since 2009 and is currently delivering work through its Housing Maintenance Framework. It is this strengthening relationship that will enable us to work collaboratively and ensure that this important work brings with it a stream of opportunities for local employment and training over the next ten years."





Other new build programmes

Cardiff has a significant housing need with recent housing market assessment indicating that we need to build over 2,000 new affordable homes each year for the next 5 years to meet that demand. This figure is unachievable within current build programmes but the Council is committed to doing what it can to increase the number of new affordable homes being built each year.

The Council can help partly though our enabling role helping Housing Associations to build and through managing the Social Housing Grant Programme. We also negotiate new affordable housing units through the planning process.

However, we also want to use our new borrowing capacity to build new Council homes and (in addition to our Housing Partnerships Programme) we are putting plans in place to do so.

Building New Homes - List of sites

HPP Portfolio & First Phase Sites

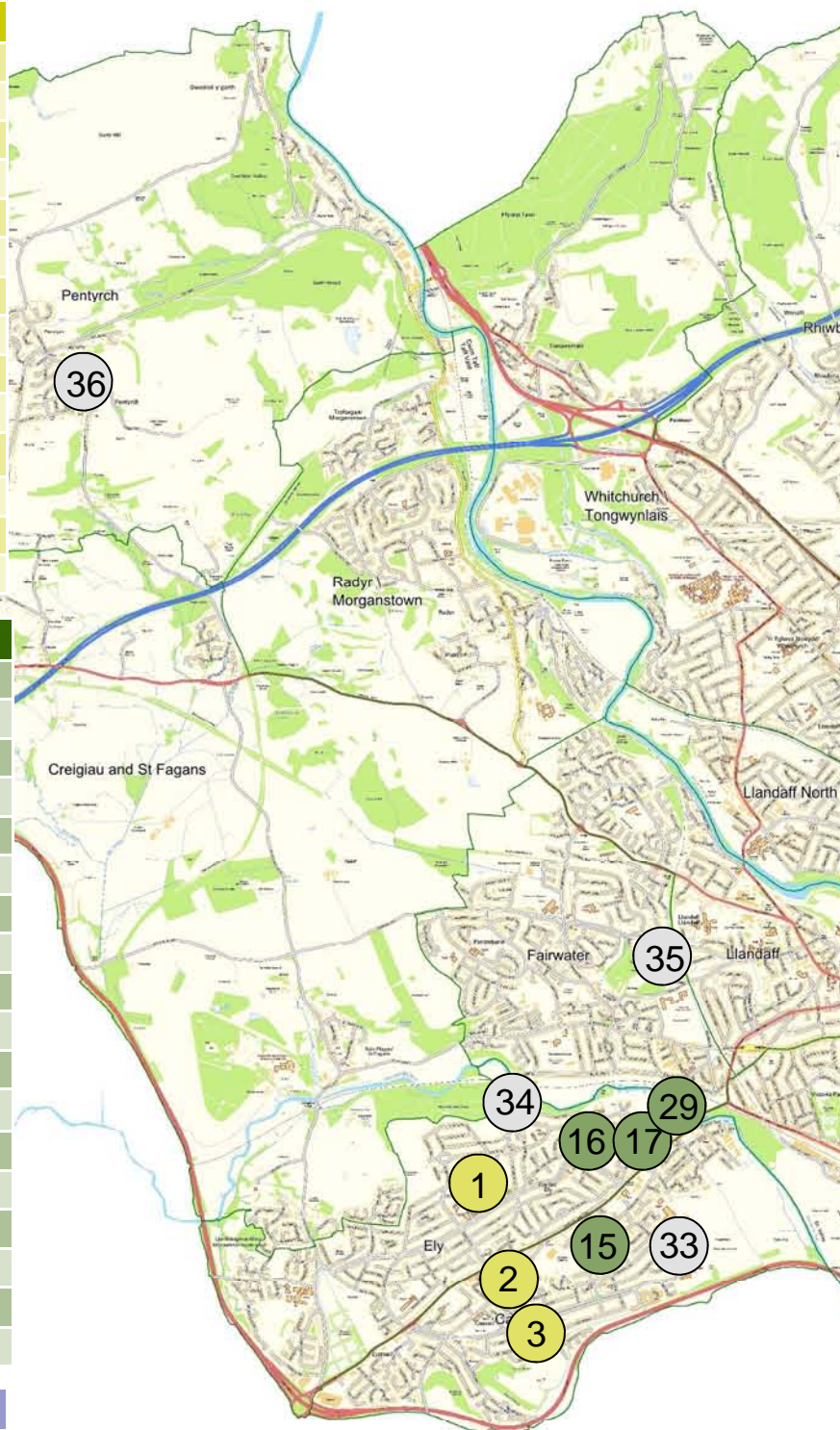
1	Snowden Road & Wilson Road, Ely
2	Ty Newydd, Caerau
3	Heol Trenewydd, Caerau
4	Briardene, Gabalfa
5	Highfields, Heath
6	Walker House, Llanishen
7	Braunton Crescent, Llanrumney
8	Clevedon Road, Llanrumney
9	Llanrumney Depot
10	Llanrumney Housing Office
11	Llandudno Road & Pwllheli Court, Rumney
12	Willowbrook West, St Mellons
13	Honiton Road, Llanrumney
14	Ty-Ty Maen, Old St Mellons

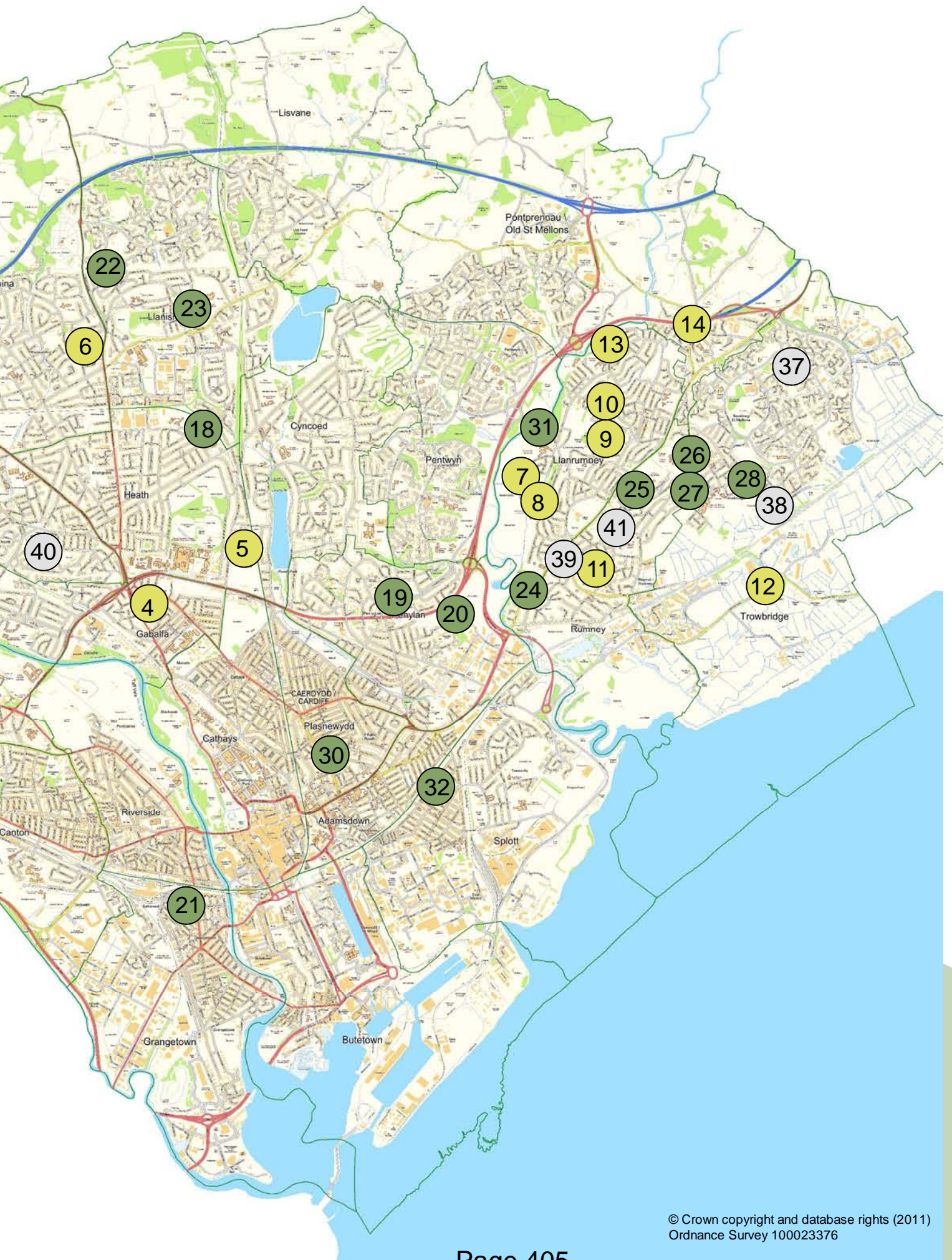
Second Phase Sites

15	Caldicot Road, Caerau
16	Highmead Road, Ely
17	Ely Housing Office & Library
18	Fishguard Road, Llanishen
19	Ty Mawr, Southminster Road, Penylan
20	Howardian Centre, Penylan
21	Rutland Street, Grangetown
22	Templeton Avenue, Llanishen
23	65 Ty Glas Avenue, Llanishen
24	Cae Glas, Rumney
25	Trowbridge Childrens Centre, Rumney
26	Brookfield Drive/Tarwick Drive, St Mellons
27	Menai Way, Trowbridge
28	Trowbridge Green
29	Cherrydale Road, Ely
30	Croft Street, Roath
31	Llanrumney High School
32	Star Centre, Splott

Third Phase Sites

33	Penally Road, Caerau
34	22-36 Frank Road, Ely
35	38 Gorse Place, Fairwater
36	Heol Danyrodyn, Pentyrch
37	Crumlin Drive, St Mellons
38	Area 11, St Mellons
39	Letterston Road/Caer Castell Place, Rumney
40	Mynachdy Centre, Llandaff North
41	Rumney High School, Rumney





Stock Conversions and new specialist properties

The Housing Development Team is working closely with Health & Social Care colleagues to refurbish old stock for specialist or supportive housing purposes. The team are currently delivering the following schemes:

Conversion of 150 Thornhill Road: (former children's home) for designated independent living (older person) flats. This large property is being converted to provide 8 x 1 and 2 bed flats with communal room facilities. A second phase of this scheme will also see a number of older person bungalows built to adjoin the refurbished building.

Conversion of 42 Meteor Street: This empty property is being converted for supported housing for the Council's 'closer to home' project. The scheme will provide much needed supported housing within the city and provide a substantial saving for Health & Social Care.

HRA Asset Management

A Strategy has been developed for improvements to the courtyards and communal spaces of our flats. The courtyards and communal spaces have all been surveyed and categorised depending on condition and layout. A rolling programme of improvements will be implemented to ensure that all courtyards will be private, secure spaces which are fit for purpose and offer adequate clothes drying, seating and bin storage areas as appropriate. A long term improvement programme will be put in place.

Work is underway to put in place a programme to update our existing garage site stock. This will involve improving units where they are well used and in high demand and removing sites that are run-down and have a number of vacant units. Each site that will remain should be in a good condition with improved security. Alternative uses will be identified for the sites that will be removed.





Images of Sandown Court:

Sheltered Housing Schemes (older person accommodation)

The Council have developed a programme to improve our existing older person housing complexes, currently known as Sheltered Housing accommodation. Work is underway at Sandown Court in Caerau which will see the block completely refurbished.

All the flats are being updated so that they are fit for purpose and offer flexible, independent living. All the communal areas will be upgraded including the garden space and the provision of a new disabled scooter charging facility.

This programme will ensure that our older person housing is accessible, fit for purpose and sustainable and that the living accommodation can adapt around our tenants' needs, encouraging independent living within complexes where wider support is available as required.

A wider review of our entire current older person stock is taking place to ensure every home is fit for purpose and promotes independent living and also to ensure we can identify what types of new 'older person' housing is needed in the future.

Resource Planning

Financial Resources

Now that Cardiff has met the Welsh Housing Quality Standard it is important to ensure the standard is maintained and investment is planned accordingly. The level of actual investment required will vary year on year and consequently detailed programmes of work require adjustment on a yearly basis. A detailed draft programme of works for the next five financial years is included on page 54 - Five Year Capital & Revenue Budgets.

The Business Plan includes a provision for kitchens and bathrooms that are deemed as acceptable fails, e.g. tenant refusal. These will be improved as properties become vacant or tenants change their minds. Despite publishing articles in the local press there has been limited take up in respect of acceptable fails.

A 30-year financial Business Plan model has been produced for the Housing Revenue Account. Most of the day-to-day income and expenditure estimates within the Business Plan model are based on historic trends and/or reflect current HRA budgets.

Estimated data has been incorporated from 2016/17 onwards. The key assumptions used within the base model from 2016/17 onwards are as set out in the Housing Revenue Account Business Plan parameters as advised by the Welsh Government.

Therefore, from 2016/17 onwards, the model assumes that rent increases will be within a range of 2.2% to 3.86% per annum. With respect to service charges, those charges which are normally increased in line with inflation have been frozen and a small number of charges have been increased for full cost recovery. There are some standstill charges where cost recovery is being achieved and some charges are decreased in line with reduced costs. Voids and bad debts are currently 2.02% and 1.51% respectively and are assumed to remain at this level over the 30 year period. Consumer and retail price indexes are estimated to be within a range of -0.1% and 3% throughout the model.

The Council's stock condition database provides details of the improvements carried out to each individual property, block of flats or maisonette within the Council. This will provide more accurate forecasts and will allow for the programmed works to be planned and costed accordingly. The Council will seek to achieve value for money in all respects by the most efficient, effective and economic use of resources.

People

The Council recognises that its employees are the single most important part of the Council's capability to successfully deliver its aims and aspirations, and to deliver the best services possible for the citizens and communities of Cardiff. The Personal Performance and Development Reviews (PPDR) are a crucial aspect in developing, maintaining and motivating the workforce. As such the Directorate is committed to ensuring that, where possible, all employees receive a PPDR and know exactly how they are doing in their jobs and how their role relates to the overall objectives and vision of the Council.

Capital Resources

The capital resources assumed for future years and the planned expenditure using those resources are identified in this section. The Business Plan assumes that the Council continues to receive the Major Repairs Allowance (MRA) Grant from the Welsh Government at existing levels of £9.6m per year for the term of the Plan. Any reductions to this will have an impact on affordability and the level of borrowing required if the improvements made in achieving WHQS are to be maintained. In line with 2015/16 levels, projected receipts from future council house sales are kept at a very low level. In addition, no provision has been made for land receipts within the financial model but if received, these would be used to reduce any borrowing requirement in the year. This shows a prudent worst case scenario and thus any subsequent land receipt income will have a positive impact on the Business Plan.

Component Lifespan

Typical Components	Roof	Wiring systems	Bathroom	Windows	Boiler	Doors	Door entry systems	Kitchen	Smoke alarms	Painting
Average Lifespan (Years)	40	30	25	25	20	20	15	15	10	8
Average cost of replacement	£5,000	£1,300	£1,000	£2,500	£3,187	£1,500	£4,000	£1,500	£250	£400

Council Values

The Council's vision is to be Europe's most liveable capital city. Cardiff City Council will create a culture that supports and enables a flexible, skilled, engaged and diverse workforce.

Open

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

Fair

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

Together

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

Sustainability

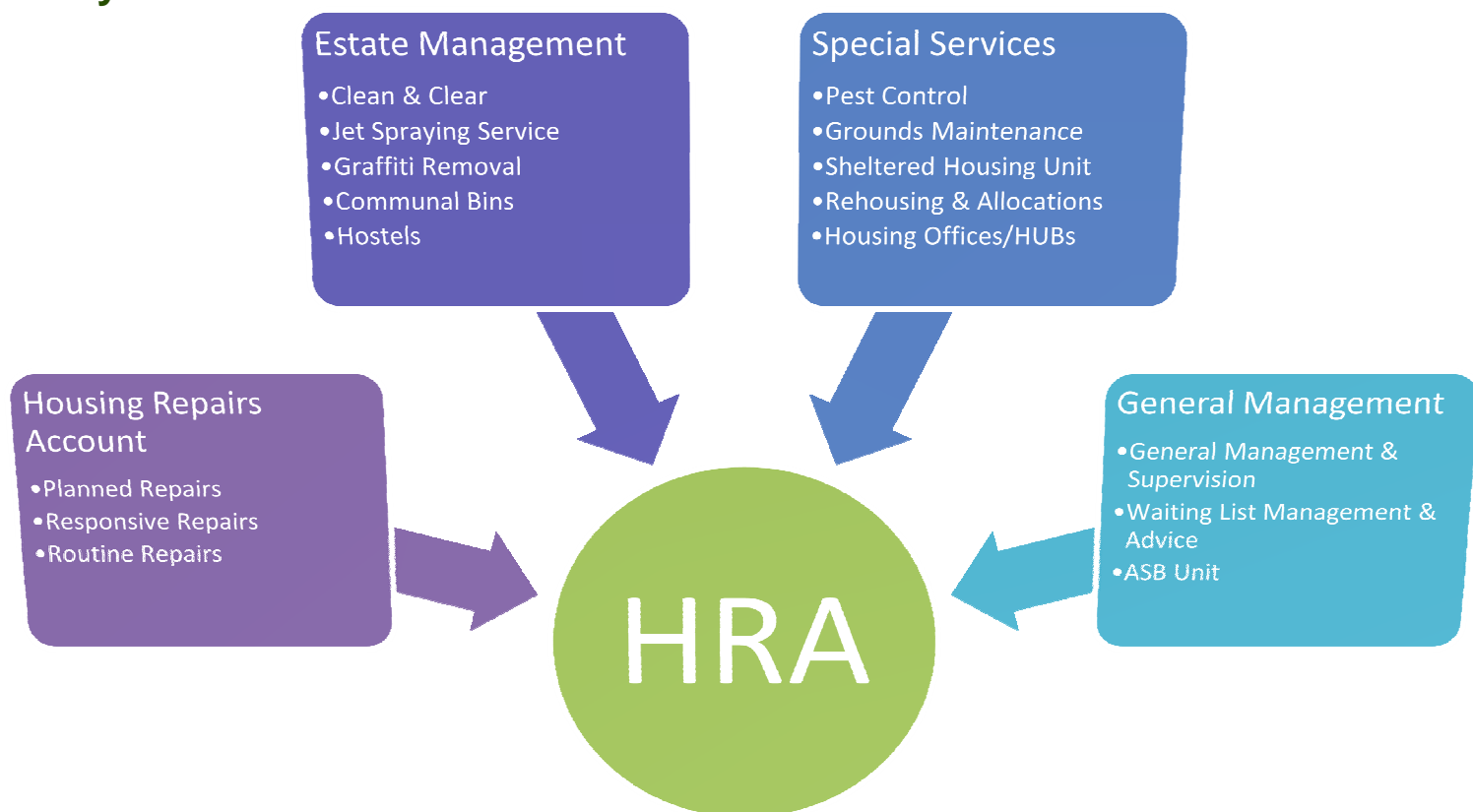
We work in partnership with suppliers and contractors to acquire the best quality materials for the best value. We ensure that environmental criteria are used in the award of contracts, when assessing value we consider the whole life cycle of a material, including installation, maintenance and final disposal. The council will source green energy wherever possible and consider suppliers environmental credentials. This means that the cheapest product does not necessary deliver the best value.

Sensitivity Analysis

The projections within the financial model are extremely sensitive to changes in forecast expenditure levels, capital financing assumptions, and the projected income levels and inflation rate changes.

Sensitivity Analysis of the Business Plan 2016-17			
	Operating Account/HRA Balance		Change to 30 yr model compared to base model
	Year 2	Year 30	
	£m	£m	
Base Model	8.438	36.649	-
Rent increases by CPI +0.5% for tenanted stock for a 5 year period	8.438	(26.532)	(63.181)
Additional 5 new build properties	8.438	43.263	6.614
Right to buy sales continue at year 2 level for the 30 year period	8.438	(40.334)	(76.983)
Voids and bad debts increase by an additional 0.5% from year 2	7.753	2.864	(33.785)

Analysis of Items Included in the HRA



The items above are in accordance with relevant legislation and other guidance including the Welsh Office Circular 33/95.

Impact of Welfare Reform

Welfare Reform -The Business Plan has given consideration to the impact of Welfare Reform. Financial modelling was carried out in an attempt to consider likely scenarios, particularly in respect of potential increases to rent arrears as a result of the reductions in Housing Benefit due to property rent/size restrictions. In addition, the modelling considered the potential additional costs of collection and arrears recovery.

The Council is putting in place various measures to minimise this impact. Tenants have been provided with detailed information about the changes, setting out available options including home swapping and property transfers. The waiting list process has been simplified and affected cases will be prioritised within this process.

Universal Credit started to be rolled out gradually in Cardiff from November 2015. It replaces 6 benefits (including Housing Benefit) and is paid monthly in arrears directly into the claimant's bank account. Many tenants would have their Housing Benefit paid directly to their rent account, under Universal Credit this is not generally the case. This means that tenants are required to budget effectively and pay their rent from the Universal Credit Payments that they receive.

To help with these challenges we are rolling out online access across the city, giving budget advice in all the Hubs and we have set up a new Welfare liaison team.

The way Council housing is financed is changing

From April 2015 the UK Government and the Welsh Government reached an agreement to change the financing arrangements for Council housing in Wales and Councils with housing become 'self-financing', which means that decisions on investment in Council housing can be made locally.

What do the changes to Council housing finance mean?

Local authorities can run their landlord services in a way that meets the needs of their tenants and local communities, rather than being restricted by the UK Government.

The new arrangements will mean that:

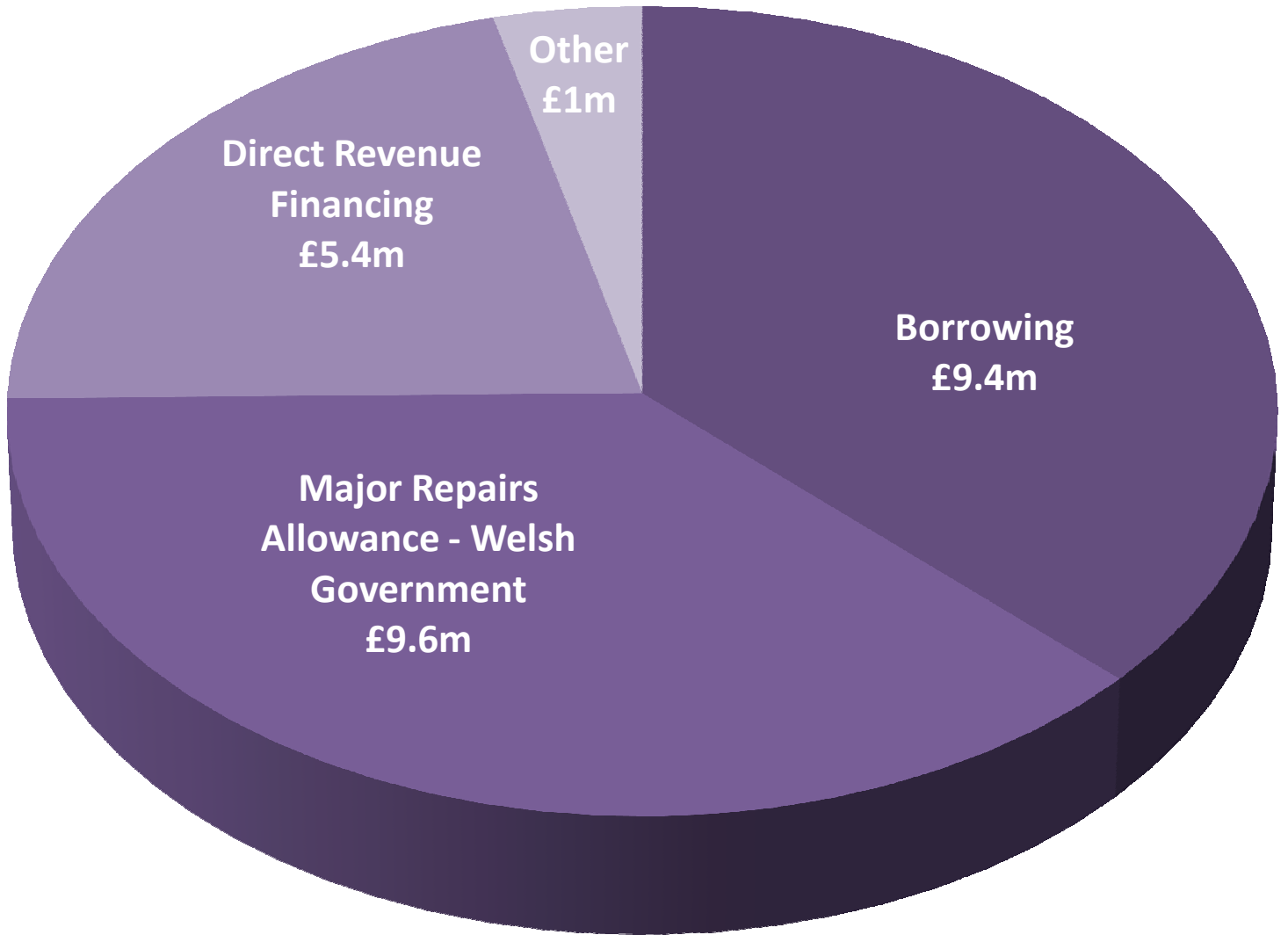
- Councils are able to invest more of the rent it collects into Council homes and housing services.
- There are more opportunities for Councils to build new homes.
- There is more choice on how Councils spend and tenants can be part of that decision making process.

The changes do **not** affect:

- The rights of our tenants – such as the right to repair, and the right to buy.
- The landlord – self-financing does not change the landlord in any way.
- The rent – the level of rent tenants pay will continue to be a decision for the Council.



How do we fund our improvements programme 2016/17?



Llywodraeth Cymru
Welsh Government

5 Year Capital & Revenue Budgets

Capital Spend (Draft)

Scheme Title	2016/17	2017/18	2018/19	2019/20	2020/21
	Budget	Budget	Budget	Budget	Budget
PUBLIC SECTOR HOUSING -	£,000	£,000	£,000	£,000	£,000
Regeneration and Area Improvement Strategies	6,000	4,750	3,650	3,400	2,650
Central Heating Boilers	2,000	2,000	1,500	1,500	1,500
Communal Heating System - High Rise	1,000	1,000	1,000	0	0
Roofs	1,500	1,500	1,500	1,500	1,500
Rewiring & Emergency Lighting	1,250	500	500	250	250
Fencing & Defensible Space	500	500	500	500	500
Door Entry Systems	500	0	0	0	200
Front Door Upgrades to Flats	1,500	250	250	0	0
Door Upgrades to Houses	0	500	500	500	500
Lift Upgrades & Renewals	250	0	0	500	500
Windows & Door Upgrades	500	1,500	1,500	2,000	2,000
Highrise Upgrades - (cladding, windows, roof)	500	3,500	3,000	500	500
Communal Flooring to Blocks of Flats	500	0	0	0	0
Kitchens & Bathrooms	1,000	1,500	1,500	1,500	2,000
Health & Safety	200	200	100	100	100
B.I.S.F. Refurbishments	500	0	0	0	0
C.C.T.V.	0	0	0	0	250
Structured Works Underpinning	0	0	0	0	0
Sheltered Accommodation Improvement Strategy	1,200	400	800	1,500	950
HUBs	2,055	600	0	0	0
Housing Partnering Project / Development	2,400	7,500	9,000	5,400	5,800
Disabled Facility Service	1,800	1,800	1,800	1,800	1,800
Central Costs	250	250	250	100	100
Total Programme	25,405	28,250	27,350	21,050	21,100
Funded					
Prudential Borrowing - HPP / Development	(2,400)	(5,199)	(8,883)	(5,400)	(5,800)
Additional Borrowing	(7,005)	(5,710)	(3,269)	(528)	(135)
Major Repairs Allowance	(9,600)	(9,600)	(9,600)	(9,600)	(9,600)
Direct Revenue Financing Existing	(2,000)	(2,040)	(2,081)	(2,122)	(2,165)
Direct Revenue Financing - Additional Post HRAS Reform	(3,400)	(3,400)	(3,400)	(3,400)	(3,400)
Revenue Reserves - Central Costs	0	0	0	0	0
S106 and other Concs	0	(2,301)	(117)	0	0
Capital Receipts	(1,000)	0	0	0	0
Total Funding	(25,405)	(28,250)	(27,350)	(21,050)	(21,100)

Revenue Spend (Draft)

Title	2016/17	2017/18	2018/19	2019/20	2020/21
	Budget	Budget	Budget	Budget	Budget
	£,000	£,000	£,000	£,000	£,000
Employees Costs	9,948	11,656	11,770	11,904	12,040
Premises Costs	4,015	3,871	3,946	4,057	4,167
Transport Costs	108	111	113	117	120
Supplies & Services Costs	2,479	2,448	2,499	2,573	2,647
Support Costs	5,716	5,514	5,616	6,062	6,408
Repairs & Maintenance - Council House Repairs	18,900	18,000	18,720	19,469	20,248
Repairs & Maintenance - Other Repairs	19	35	37	40	43
Interest of Borrowing & Other Capital Charges	21,016	21,012	21,819	22,144	22,774
Funding for Capital Schemes	4,200	5,400	5,440	5,481	5,522
Total Expenditure	66,401	68,047	69,960	71,847	73,969
Net Rental Income	65,717	(67,362)	(69,272)	(71,154)	(73,267)
Interest on Balances					
Other Income					
Total Income	(66,401)	(68,047)	(69,960)	(71,847)	(73,969)
Revenue (Surplus)/Deficit	0	0	0	0	0
Balance Brought Forward	(8,438)	(8,438)	(8,438)	(8,438)	(8,438)
Balance Carried Forward	(8,438)	(8,438)	(8,438)	(8,438)	(8,438)

(subject to Welsh Government parameters)



My Ref: Scrutiny/Correspondence/Cllr McGarry

8 January 2016

Councillor Susan Elsmore
Cabinet Member
c/o Room 520
County Hall
Cardiff
CF10 4UW



Dear Susan

Community & Adult Services Scrutiny Committee – 6 January 2016

On behalf of the Members of the Community & Adult Services Scrutiny Committee, I would like to thank you and the officers for attending our Committee on 6 January 2016. I have sent a separate letter to you and Councillor Patel regarding our scrutiny of the Gypsy and Traveller Accommodation Assessment and Site Assessment Criteria. This letter covers our pre-decision scrutiny of the Housing Revenue Account Business Plan 2016-17 and our deep dive into council housing voids management.

Housing Revenue Account Business Plan 2016-17

Members thank officers for preparing the report and presentation, which we found both interesting and useful. With regard to the robustness of the Business Plan, Members are unable to comment on this given that the levels of several key parameters are still awaited from Welsh Government.

With regard to the proposed rent increase of 1.4% plus £2 per week, leading to an average increase of £3.30 per week, Members were reassured to hear that this will not impact on the majority of tenants as the increase will be covered by housing benefit. Members were concerned about the impact on those tenants most affected by recent Welfare Reforms, notably the benefit cap and 'Bedroom Tax'. Members note that there are approximately 200 households covered by the benefit cap, who will be affected by the rent increase. Members note that, for those tenants affected by the 'Bedroom Tax', the consequent impact will be approximately 14% of the overall increase, and therefore more manageable than may first appear to be the case.

Members asked several questions regarding the level of debt repayment, both overall and specifically to do with debts relating to the Housing Revenue Account Subsidy exit. Members note officers' assurances that the debt repayment is prudent, sustainable and affordable in the longer term. Members also note that finance officers keep a close eye on the situation with a view to enabling earlier repayment were this proven to be viable. However, Members think that it would be useful to undertake comparison with other local authorities to see how our ratio of debt and repayment measure up, if only to provide reassurance that our ratio is appropriate.

With regard to the Building Maintenance Framework Agreement, Members are aware of the main issues with this, particularly following our deep dive into council housing void management, which included examining the Constructing Excellence Wales reports taken to Audit Committee recently and discussing issues with officers involved in the day to day management of this Agreement. Members recommend that the shortfalls in this Agreement be addressed in the new agreement being developed; this will improve the experience of tenants when contractors are undertaking planned, programmed and reactive repairs, as set out in the Housing Revenue Account Business Plan 2016-17. More details on this are provided in our report on the deep dive into council housing void management, attached to this letter.

I mentioned at the meeting that the signage at Marland House requires improvement to clearly signpost that services are now provided at Central Library. I note that Sarah McGill agreed to improve the notices in the ground floor windows of Marland House, to make them larger and clearer, and I look forward to this being undertaken.

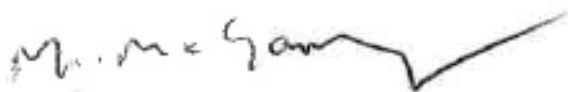
Deep dive into council housing voids management

As mentioned above, our Performance Panel has recently undertaken a deep dive into council housing void management, with the subsequent report being approved at Committee. The report is attached to this letter and contains sixteen recommendations, aimed at improving our performance in the short and medium term. I very much hope that this is of use to you and officers.

To summarise, I look forward to hearing back from you on the following:

- Recommendation – to undertake comparator work with other local authorities regarding Housing Revenue Account debt and repayment ratios
- Recommendation – that the shortfalls in the Buildings Maintenance Framework Agreement be addressed in the new agreement being developed
- Recommendations from the deep dive into council housing void management – whether these are accepted and, for those that are accepted, details of how and when they will be implemented.

Yours sincerely,



COUNTY COUNCILLOR MARY M^CGARRY

Chairperson - Community & Adult Services Scrutiny Committee

Cc: Sarah McGill Jane Thomas Colin Blackmore Anil Hirani
Liz Patterson
Claire Deguara Matt Swindell

**CITY OF CARDIFF COUNCIL
CYNGOR DINAS CAERDYDD**



CABINET MEETING: 10 MARCH 2016

**THE CITY OF CARDIFF COUNCIL'S STRATEGIC EQUALITY
PLAN 2016-2020**

REPORT OF THE CORPORATE DIRECTOR RESOURCES

AGENDA ITEM: 11

**PORTFOLIO: SKILLS, SAFETY & ENGAGEMENT (COUNCILLOR DAN
DE'ATH)**

Reason for this Report

1. To enable the Cabinet to consider and approve:
 - a. the City of Cardiff Council's draft Strategic Equality Plan 2016 – 2020;
 - b. the 2014/15 Annual Review of 'Everyone Matters' – the City of Cardiff Council's Strategic Equality Plan 2012 – 2016; and
 - c. an updated draft of the City of Cardiff Council's Ageing Well Delivery Plan 2016/17.

Background

2. The 2010 Equality Act brought together a number of separate pieces of legislation into one single Act to provide a legal framework to protect the rights of individuals and advance equality of opportunity for all. The Act sets out groups which are specifically listed as 'protected characteristics' and which include age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, pregnancy and maternity, marriage and civil partnership
3. As part of the Equality Act, the Council is bound by the Public Sector Equality Duty which requires public authorities to tackle discrimination and promote equal opportunities. In summary public bodies are required to have due regard to the need to:
 - a. Eliminate unlawful discrimination, harassment and victimization and other conduct prohibited by the Act.
 - b. Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - c. Foster good relations between people who share a protected

characteristic and those who do not by tackling prejudice and promoting understanding.

4. Welsh Government has levied further Specific Equality Duties on listed public authorities in Wales, which include the requirement to:
 - a. Develop and publish a Strategic Equality Plan every four years. This plan must consider the needs for each of the 9 protected characteristics and identify objectives to help increase equality between all groups and communities across the authority
 - b. Carry out engagement
 - c. Assess the impact of policies and practices and publish these
 - d. Ensure information is accessible
 - e. Collect relevant Equality information
 - f. Collect and publish employment information
 - g. Set an equality objective to tackle pay differences
 - h. Provide staff training to increase knowledge and awareness of the Equality Act 2010
 - i. Report and publish progress on the Strategic Equality Plan
 - j. Ensure that when we 'buy services' (procurement) we take into account the General Duties of the Equality Act
 - k. Carry out a review of the Strategic Equality Plan at least every 4 years.
5. The City of Cardiff Council's draft Strategic Equality Plan 2016 – 2020 attached at **Appendix A** sets out the Council's draft strategic equality objectives. **Appendices B, C, D and E** of the report (described in more detail below) are documents forming part of the overall draft Strategic Equality Plan.
6. Also attached to this report are two related documents. One (attached at **Appendix F**) is the Council's 2014 – 15 annual report on its former Strategic Equality Plan "*Everyone Matters*". The other (attached at **Appendix G**) is an updated version of the Council's Ageing Well Delivery Plan for 2016/17, which has been further developed since its previous presentation to Cabinet in September 2015.

Issues

The Strategic Equality Plan

7. The aim of the draft Strategic Equality Plan is to identify and address any barriers that citizens and employees might face in accessing the City of Cardiff Council's services. During the process of policy development prior to the official consultation period, officers gathered a range of evidence and engaged a number of local groups to facilitate the choice of Equality Objectives and the content of the draft Equality Plan. The key steps in this process included:

a) Analysis of legislative requirements

The Council took into consideration the provisions of the Equality Act 2010, and Welsh Government's Wales Specific Equality Duties. It also

analysed the Equality & Human Rights Commission's guidance on the Public Sector Equality Duty Guidance, and guidance on the Wellbeing of Future Generations Act 2015.

b) Analysis of local policy drivers

Consideration was shown to a raft of:

- externally-facing policies and strategies, from What Matters and the Council's Corporate Plan to Cardiff's Disabled Children's Strategy, Community Cohesion Plan and Ageing Well Delivery Plan
- Internally-facing policies and documents from the Council's Equal Opportunities Policy Statement, Reasonable Adjustments Policy, and Grievance and Discipline Policies to its HR Equality Action Plan.

c) Analysis of national and local datasets

A variety of local and national agencies have produced informative data to help policy makers understand dimensions of inequality and discrimination in the UK. An influential national perspective is provided by the Equality and Human Rights Commission's 2011 publication *How Fair is Wales?*

At a more local level, the Needs Assessment undertaken for the *What Matters* Partnership Strategy focused on the needs of the protected characteristics. The analysis revealed that whilst Cardiff has performed well across a range of indicators, there are some stark examples of inequality within the city.

South Wales Police's *Hate Crime Figures for Cardiff* and the Council's 2014 *Schools' Annual Report*, and 2014 *Employee Equality Report* and other similar documents provided useful figures to shape the Council's priorities.

d) Analysis of past Council consultation on equalities issues

In recent years the Council has held numerous consultations touching on issues of social justice and equalities. Officers reviewed the findings of consultations on the Council's former Disability, Gender and Race Equality Schemes, and its 2012 – 16 Strategic Equality Plan, as well as reports produced by other bodies (for instance the Community and Adult Services Scrutiny Committee's 2013 *Minority Communities' Access to Social Care* and the Project Review undertaken by the Cardiff council Access Focus Group in 2015).

e) Analysis of comparator equality schemes

To assess what represents good practice, the Council has compared the equality schemes of organisations such as Welsh Government, other Welsh and English local authorities and local partners such as Cardiff and Vale University Health Board.

f) Analysis of local third sector and community priorities

The Council has benefited from information provided by local third parties such as Diverse Cymru, Race Equality First, the *Breaking the Barriers* Conference steering group, the Cardiff Prevent Stakeholders' Group and the information contained in RNIB Cymru's *Street Charter Toolkit*.

g) Engagement with Council employee equality networks

Meeting was held with representatives of the Council's BME Employee Network, Disability Network, LGBT Employee Network and Women's Network to shape the draft scheme, based on the Groups' feedback, priorities and advice.

h) Engagement with and advice from key local third sector experts

Similarly, meetings were held with the Cardiff Third Sector Council Partnership Council, the Chief Executive of Diverse Cymru and the Chief Executive of Race Equality First to hear their advice and priorities for the Council to include in its draft Scheme.

i) Engagement with and advice from City of Cardiff Council Scrutiny

Policy Review and Performance Scrutiny Committee provided its advice and feedback as the draft Strategic Equality Plan was being drafted in September 2015, and Members made a number of helpful suggestions. The Committee's input (attached at **Appendix C**) was factored into the draft document, and into the wider arrangements for consultation on the draft Plan.

Strategic Equality Objectives

8. On the basis of the information referred to in the above paragraph, and from advice provided by the Council's Cabinet and Senior Management Team, the Council drafted a set of Equality Objectives for consultation. To continue with the consistency of approach with the *What Matters* Partnership Strategy followed during the Council's previous Equality Plan *Everyone Matters*, the draft objectives follow have again been framed around the seven Outcomes for Cardiff set out in *What Matters*. However, for ease of communication, the number of objectives had been reduced from 18 in the previous Equality Plan to 10 in this draft Plan.
9. The draft Equality Objectives were:
 - a. Meet our Specific Equality Duties and build equality into everything we do
 - b. Support wider access to Council information and environments, and participation in Council Services

- c. Support wider citizen consultation and engagement with the Council and the decisions it makes
 - d. Support people to challenge unfair treatment
 - e. Provide support to those who may experience barriers to achieving their full potential
 - f. Improve educational outcomes for all Cardiff learners
 - g. Reduce the number of people not in employment, education or training
 - h. Address identified pay gaps around Protected Characteristics in our workforce
 - i. Take action to build strong and cohesive communities where people can feel safe
 - j. Celebrate and promote Cardiff's heritage and diverse cultures.
10. Although the 10 draft Equality Objectives are described as “objectives” in the draft Plan, it is acknowledged that they might not be seen to conform to the accepted definition of that term, in that they are not “SMART”. The Council’s aim was rather to engage people in debate on an easily understandable set of priorities, with SMART actions subsequently being devised to deliver each priority once the opinions and priorities of residents were understood.

Wider Consultation & Engagement on the draft Plan

11. The draft Plan was widely circulated electronically and in hard copy for eight weeks of consultation in October and November 2015. The consultation was promoted via the Council’s communications channels, and people were invited to provide their feedback via a consultation form. Reinforcing the electronic and paper responses received during the consultation, the Council wanted to make sure that key stakeholders were given the opportunity to provide in-depth feedback. Direct communication was therefore arranged with a dozen local stakeholders, who all provided detailed written responses.
12. A day of engagement events was also arranged on 1 December 2015 at Cardiff City Hall, so that people could provide their views directly to the Council. Invitations were extended to a range of groups, including the Cardiff Access Focus Group, Cardiff Youth Council and 50+ Forums, and they were well attended. Also attending these events were the Equality Officers of the Cardiff & Vale University Health Board and the South Wales Fire & Rescue Service.
13. A report outlining the feedback received via these various mechanisms is attached at **Appendix D**.

The Final Plan Document

14. The final draft Strategic Equality Plan has been amended following the period of engagement to reflect the points raised by respondents that the Council could immediately incorporate into the Plan. The most significant change is the reduction of number of equality objectives from 10 to 7. The objectives set out at paragraphs 9e, 9f and 9g above have been merged into the single objective “Provide support to those who may experience

barriers to achieving their full potential". The objectives set out at paragraphs 9i and 9j above have been merged into a new single objective "Build strong and cohesive communities where people feel safe, and able to celebrate Cardiff's diversity".

The 7 equality objectives are:

- Meet our Specific Equality Duties and build equality into everything we do
- Support wider access to Council information and environments and participation in Council services
- Support wider citizen consultation and engagement with the Council and the decisions it makes
- Support people to challenge unfair treatment
- Provide support to those who may experience barriers to achieving their full potential
- Address identified pay gaps around Protected Characteristics in our workforce
- Build strong and cohesive communities where people feel safe and able to celebrate Cardiff's diversity

15. A draft action plan summary for 2016/17 has also been developed, and attached at **Appendix B** of this report. These actions will be embedded within the 2016/17 Delivery Plans for each of the Council's Directorates. One action is to carefully analyse the feedback from engagement on the Plan and discuss actively with relevant Members, officers and teams to progress as far as possible each piece of feedback received. There is a commitment in the Plan to remain in contact with respondents to let them know what progress is being made.
16. An annual report on the Council's progress towards completing each of its 10 Equality Objectives will be prepared each year, and action plans for each of the following three years will be prepared on an annual basis, taking into account the progress that the Council has made during the previous 12 months. The draft Plan clearly sets out a vision for what success will look like should each of the 10 Objectives be realised, and the Council's ambition is to realise that vision for each of the 10 Objectives during the four year Plan period.
17. Officers have undertaken an equality impact assessment of the draft Strategic Equality Plan, which is attached at **Appendix E** of this report.

2014/15 Annual Equalities Report

18. The Wales specific equality duties set out the requirement to produce an annual report by 31 March each year. The Council is required to produce an annual report depicting actions that have been accomplished during the reporting period towards meeting its equalities duties in relation to the Strategic Equality Plan 2012-16. This report must set out:
 - the steps the authority has taken to identify and collect relevant information

- how the authority has used this information in meeting the three aims of the duty
- any reasons for not collecting relevant information
- a statement on the effectiveness of the authority's arrangements for identifying and collecting relevant information
- progress towards fulfilling each of the authority's equality objectives
- a statement on the effectiveness of the steps that the authority has taken to fulfil each of its equality objectives.

19. Listed public bodies in Wales must also collect and publish relevant employment information by 31 March each year. The employment information must include:

The number of men and women broken down in relation to:

- job
- grade
- pay
- contract type (including permanent and fixed term contracts)
- working pattern (including full time, part time and other flexible working pattern).

20. The number of employees in relation to age, disability, gender reassignment, sex, race, pregnancy and maternity, sexual orientation and religion or belief broken down by:

- people who have applied for jobs with the authority over the last year
- employees who have applied to change position within the authority, identifying how many were successful in their application and how many were not
- employees who have applied for training and how many succeeded in their application
- employees who completed the training
- employees involved in grievance procedures either as complainant or as a person against whom a complaint was made
- employees subject to disciplinary procedures
- employees who have left an authority's employment.

21. A listed public body may use its annual report to publish this employment information, and this is the mechanism the Council has selected for its Strategic Equality Plan Annual Report for 2014/15.

22. Set out at **Appendix F** of this report, therefore, is the Council's annual report on the progress it made in 2014/15 towards completion of the 18 Equality Objectives contained within its 2012 – 2016 Strategic Equality Plan. The report notes that good progress was made in many areas. The report also includes a statistical evaluation of the diversity of the Council workforce as required under the Equality Act 2010. This evaluation makes a number of key findings, and a separate action plan for 2016/17 has been included on the basis of these findings.

23. Due to the reporting capacities of the Council's main systems used by Human Resources People Services - SAP, Tribal and Digi-Gov – it is currently not possible to produce the required reports for 'employees applying to change position by protected characteristics'. This has been indicated in the Employment Information section in **Appendix F**.

2016/17 Ageing Well Delivery Plan

24. In September 2015 Cabinet adopted its first Ageing Well Delivery Plan, at the request of the Older Person's Commissioner for Wales. Officers have undertaken further work on developing this delivery plan, and the updated delivery plan is attached at **Appendix G** of this report (this plan will be jointly delivered by the Cabinet Member with responsibility for Safety, Skills, Democracy and Engagement and the Cabinet Member with responsibility for Health, Housing and Wellbeing. The main areas where the delivery plan has been updated include: Waste, Planning, Highways, Traffic and Transportation and Social Services

Local Member Consultation

25. Elected Members received a copy of the draft Strategic Equality Plan in October 2015 and were invited to make comments and suggestions on the document. Councillors Javed, Groves and Wild responded in writing.

Reason for Recommendation

26. To enable the Cabinet to approve for publication:
- a. The City of Cardiff Council's Draft Strategic Equality Plan 2016 – 2020
 - b. The Annual Review for 2014/15 of "Everyone Matters" - The City of Cardiff Council's Strategic Equality Plan 2012 – 2016
 - c. The City of Cardiff Council's updated Ageing Well Delivery Plan for 2016/17.

Financial Implications

27. There are no direct financial implications arising from this report. If in the event of implementing the strategy costs arise then these need to be identified from within existing budgetary or external funding sources.

Legal Implications

28. The Equality Act 2010 imposes an overarching single equality duty on local authorities. The Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011/1064 requires authorities to publish:
- a. Equality Objectives which must be reviewed every four years (Regs 3 & 4)
 - b. A Strategic Equality Plan (Regs 14 & 15) which must include the Equality Objectives, how the Authority intends to fulfil the objectives,

and how long this will take. The Strategic Equality Plan must be kept under review

- c. Employment information by the 31 March each year. (Reg 9)

RECOMMENDATIONS

Cabinet is recommended to approve the following documents for publication;

- 1) The City of Cardiff Council's Draft Strategic Equality Plan 2016 – 2020
- 2) The Annual Review for 2014/15 of "Everyone Matters" - The City of Cardiff Council's Strategic Equality Plan 2012 – 2016
- 3) The City of Cardiff Council's updated Ageing Well Delivery Plan for 2016/17.

CHRISTINE SALTER

Corporate Director
4 March 2016

The following Appendices are attached:

- Appendix A - The City of Cardiff Council's Draft Strategic Equality Plan – 2016 - 2020.
- Appendix B - Action Plan for The City of Cardiff Council's Draft Strategic Equality Plan – 2016 - 2020.
- Appendix C - Report on the Consultation undertaken on the draft Strategic Equality Plan 2016 – 2020
- Appendix D - Correspondence from Policy Review & Performance Scrutiny Committee relating to The City of Cardiff Council's Draft Strategic Equality Plan – 2016 - 2020, September 2015
- Appendix E - Equality Impact Assessment of The City of Cardiff Council's Draft Strategic Equality Plan – 2016 – 2020
- Appendix F - Annual Review for 2014/15 of "Everyone Matters" - The City of Cardiff Council's Strategic Equality Plan 2012 – 2016
- Appendix G - The City of Cardiff Council's updated Ageing Well Delivery Plan for 2016/17

The City of Cardiff Council's Strategic Equality Plan 2016 – 20

Equality making the
'difference for Cardiff.

YOU CAN ASK FOR THIS DOCUMENT IN A DIFFERENT FORMAT



CONTENTS

Foreword	3
Why have we produced this Strategic Equality Plan?	5
Who is our Strategic Equality Plan for?	6
Leadership and Responsibility for the Plan	7
The Equality Act 2010	8
Consultation Engagement and Evidence Gathering	10
Engagement and Consultation Arrangements	11
The Equality Objectives	12
Equality Objectives in Detail	14
Reporting and Accountability	22

Appendices:

- Action Plan
- Consultation and Engagement Report
- The Protected Characteristics
- Further information on why we have chosen our objectives
- Protected Characteristic Profile for Cardiff
- The Specific Equality Duties levied by Welsh Government
- Equality Impact Assessment

Foreword from Councillor Daniel De'Ath, Cabinet Member for Skills, Safety and Engagement

Welcome to the City of Cardiff Council's Strategic Equality Plan 2016 – 2020. The Plan sets out our ambition for equality to “make the difference”, building a fairer society for all of Cardiff's citizens, and helping achieve our vision of Cardiff becoming Europe's Most Liveable Capital City.

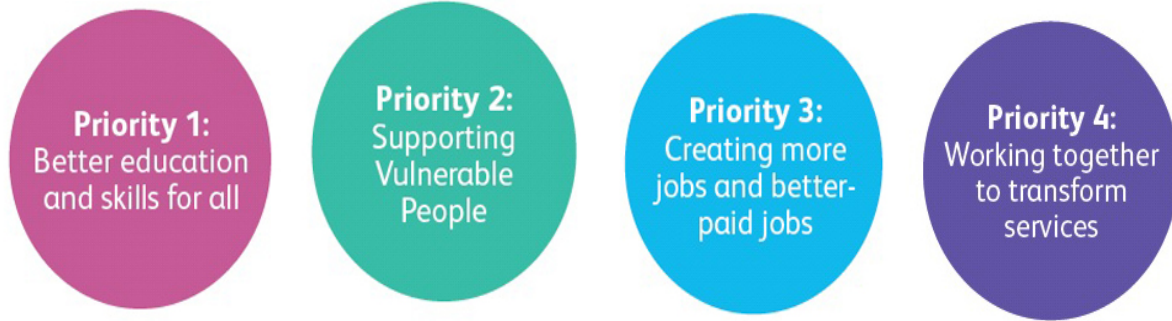
We will do this by delivering seven outcomes which have been jointly agreed by public service and third sector partners in the city, captured in Cardiff's “*What Matters*” Single Integrated Plan.

Cardiff is Wales' largest city and home to over a third of a million people from a wide range of backgrounds. We have a long and proud history of welcoming people to our city and value the diversity that this has brought and continues to bring to Cardiff and the City Region.

This Strategic Equality Plan sets out the Council's commitment to Equality, and identifies a number of key equality objectives (developed as a result of consultation and engagement) which we will focus on over the next four years and which will enable us to improve our services and Equality in Cardiff.

This Plan will be delivered in a challenging economic climate, where we have had to make significant savings during the past three years, and will need to find around £120m of additional savings during the next three. This reduction in budget means that we will have to be clear about the priority areas that are the most important to us, and which make the biggest difference for the people of Cardiff.

To do this we must have a very clear understanding of what citizens need and how they interact with the services we provide. We will need to work in smarter ways to ensure we can focus on their priorities. Our Corporate Plan sets out the four most important priorities for Cardiff Council. The priorities identified are:



We believe that the equality objectives identified later within this Plan will complement our Corporate Plan priorities and help us deliver these in a way which will benefit all members of our community.

To deliver on these priorities we will continue to work closely with our partners (both statutory and non-statutory), local communities and individuals to ensure that we promote and deliver equality for Cardiff. As one of the largest public sector organisations in Wales, we recognise our broad-ranging responsibilities as both an employer and as a provider of a wide range of services within the city. We take these responsibilities very seriously.

The City of Cardiff Council is committed to equality, welcoming the duties contained within the Equality Act 2010. We will continue to prioritise equality and ensure that it is firmly embedded within all that we do. We recognise we have a vital role to play in helping people from all backgrounds to access the services we provide. And we will work to ensure that citizens are able to access, influence and design our services, and that those services meet the needs of all.



Councillor Daniel De'Ath

Why have we produced this Strategic Equality Plan?

This Plan has been produced to meet our duties set out in the Equality Act 2010 (Statutory Duties) (Wales) Regulations, which came into force on 6 April 2011.

The Plan revises and updates our first Strategic Equality Plan (published April 2012) and demonstrates our continued commitment to equality. It sets out for service users, elected Members, employees and partner organisations our strategic equality objectives, our reasons for choosing them and how we intend to deliver them.

In developing this Plan and in setting our new equality objectives we reviewed our previous Strategic Equality Plan and its objectives. We have taken into account the Welsh Government's *draft Equality Plan Objectives*, The Equality and Human Rights Commission's *How Fair is Wales?* and *Is Wales Fairer?* reports, and our recent annual Equality Reviews. We have engaged with the public, employees, council directorates and Members, equalities and third sector organisations.

As a result of this review and engagement undertaken we have developed new objectives that we believe will result in better equality outcomes for Cardiff. In carrying out this review and by working in partnership with our stakeholders we have been able to understand the full range of equality issues that exist within the city and have been able to develop an action plan which will help us to tackle these issues. As an organisation we are driven by our organisational values which are:



We believe that this Equality Plan encompasses each of these values and will ensure that we continue to ensure the services we provide meet the needs of our citizens.

Who is this Strategic Equality Plan For?

This Plan is for YOU!

The Equality Act 2010 uses the term “Protected Characteristic”, which refers to people’s age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion, belief or non-belief, sex and sexual orientation.

We can see how important it is to support groups of people who our experience has shown might face particular barriers in accessing public services, or who may face prejudice or other disadvantage. Equally, we want to avoid stigmatising people unnecessarily, and of putting people into “pigeon holes”.

So while we will seek to fully comply with the Equality Act in eliminating discrimination, promoting equality and promoting good relations around the Protected Characteristics, our fundamental aim is to provide good services that meet people’s needs, and which celebrate our wonderfully diverse city.

Appendix 6 contains further information on the Protected Characteristic Profile for Cardiff.

Leadership and Responsibility for our Plan

The Council works to make equality a priority, and the management of the organisation will assign responsibility for the Scheme as follows:

Politically

The scheme will be led by the Council's Leader Cllr Phil Bale. The Cabinet Member with overall lead Portfolio responsibility for Equality is Cllr Daniel De'Ath, and each Cabinet Member has individual responsibility to mainstream diversity within their portfolio of responsibilities. Providing overarching diversity support to the Council is our Member Diversity Champion Cllr Ali Ahmed.

Officer Level

Ultimate responsibility for the Strategic Equality Plan will rest with the Chief Executive, Paul Orders, supported by the Senior Management Team. Detailed co-ordination of the Plan will be overseen by the Director of Governance and Legal Services, Marie Rosenthal.

The Council's Equality Team will provide guidance for Directorates and individual frontline teams to help them understand how they can implement and support the achievement of the Council's Equality Objectives. The Equality Team will also have responsibility for monitoring the implementation of the action plan, and for preparing annual reviews.

Each Director will have responsibility for actions within the Plan, which will be included in their Directorate's annual Delivery Plan, and which will be reported through the Council's corporate performance management arrangements.

Every Council employee is bound by the Council's Employee Charter, which ensures 'our services are delivered in a way that reflects the Council's values and behaviours'.

The Equality Act 2010

The 2010 Equality Act brings together previous disparate pieces of legislation into one place to provide a single legal framework to more effectively tackle disadvantage and discrimination. The Act sets out groups which are specifically listed as 'protected characteristics' and which include:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion, Belief or No Belief
- Sex
- Sexual Orientation

The promotion and use of Welsh Language is not included within the Equality Act and is instead covered by requirements set out in the Welsh Language Measure 2011. It is important to include this aspect alongside the wider protected characteristics to encourage a holistic approach to the needs of all communities in designing and delivering services.

The Measure includes provisions about the official status of the Welsh language and establishes the office of the Welsh Language Commissioner. The Commissioner will have wide ranging functions to promote equality between Welsh and English. The Measure also allows for the development of 'standards' covering the integration of the Welsh language in the development and delivery of services to the public.

Appendix 4 contains further information about Protected Characteristics.

Complying with the General Duties of the Act

The Equality Act 2010 places a General Duty on public authorities in carrying out their functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not by tackling prejudice and promoting understanding.

Complying With the Specific Duties

Welsh Government has been given responsibility for levying Specific Duties on Welsh public bodies like Cardiff Council.

Appendix 7 contains information about the Specific Duties.

Consultation Engagement and Evidence Gathering

In order to develop the content of the draft Strategic Equality Plan and to choose the draft Equality Objectives the Council undertook a range of evidence gathering and engagement prior to the official consultation. The key steps in this process included:

- Analysis of Legislative Requirements
- Analysis of local Policy Drivers
- Analysis of current Council Equality Policy
- Analysis of national and local datasets
- Analysis of past Council consultation on equalities issues
- Analysis of comparator equality schemes
- Analysis of local third sector and community priorities
- Engagement with and advice from Council Employee Equality Networks
- Engagement with and advice from key local third sector experts
- Engagement with and advice from City of Cardiff Council Scrutiny
- Engagement events with the public

Engagement and Consultation Arrangements

The draft Plan (with draft objectives) was promoted externally on the Council's website; via the Council's Twitter feed and Council's Face-Book page. It was made available at County Hall, City Hall in Libraries and at Community Hubs. It was also widely distributed to local third sector organisations, neighbourhood partnerships and public sector partner organisations.

Key partners including Cardiff Third Sector Council (C3SC), Race Equality First (REF) and Diverse Cymru also promoted the draft Plan and the consultation via their own websites and Twitter Feeds.

The Plan was promoted internally amongst council members and employees via e-mail messages, the staff Intranet and Core Brief. It was sent to trades unions, employee equality networks and staff Ambassadors.

Accompanying the draft Plan was an electronic and paper consultation form, which asked respondents to:

- Give their view on the value and importance of each objective, and the relative priority the Council should give in pursuing each objective.
- Suggest any actions that they would like the Council to undertake to achieve each objective, or outcomes they would like to see in place as a result
- Any other comments that they wished the Council to take.

To reinforce the electronic and paper consultation responses, the Council ensured that key stakeholders were given the opportunity to provide in-depth feedback. As a result direct communication was arranged with a number of stakeholders both internal and external.

Finally, a day of engagement events was arranged on 1 December 2015 at Cardiff City Hall, so that people could provide their views directly to the Council.

Appendix 2 contains further information on our consultation and engagement

THE EQUALITY OBJECTIVES FOR THE COUNCIL'S 2016-20 STRATEGIC EQUALITY PLAN

During consultation on our draft Equality Objectives, we received a variety of helpful feedback, and have as a result reduced the number of final objectives from 10 to seven. Our draft objectives remain grouped within the overall “Outcomes for Cardiff” which have been agreed by all key partners in the Cardiff Partnership Board (LSB). By grouping them in this way it will be possible to report them through the LSB, and to work in partnership with bodies like the University Health Board, Police, Fire and Rescue and Cardiff Third Sector Council. Our objectives are:

Cardiff is a Fair, Just and Inclusive Society

- Meet our Specific Equality Duties and build equality into everything we do
- Support wide access to Council information and environments, and participation in Council Services
- Support wide citizen consultation and engagement with the Council and the decisions it makes
- Support people to challenge unfair treatment

Cardiff People are Healthy and supported to achieve their Full Potential

- Provide support to those who may experience barriers to achieving their full potential

Cardiff has a Thriving and Prosperous Economy

- Address identified pay gaps around Protected Characteristics in our workforce

Cardiff People are Safe and Feel Safe, and Cardiff is a Great Place to Live, Work and Play

- Build strong and cohesive communities where people feel safe, and able to celebrate Cardiff's diversity.

Appendix 1 contains a summary of our first year action plan for 2016/17. This indicates a number of the core activities we will undertake to progress our objectives during the year. We will, however, as part of the Council's business planning process work with each Council Directorate so that they can build a more detailed Directorate Equality Action Plan, which will be monitored through the Council's performance management arrangements.

THE **EQUALITY** OBJECTIVES IN DETAIL

1. Meet our Specific Equality Duties and build equality into everything we do.

Why have we chosen this objective?

- It enables us to meet the general and specific duties within the Equality Act
- It contributes to Corporate Plan Priority 4 (working with people and partners to design, deliver and improve services)
- Enhanced service user monitoring & equality impact assessments will enable the Council to understand who and what services are used by our customers, will inform the future design of services

If implemented what will success look like?

- Equality impact assessments routinely carried out and to a consistently high standard
- An agreed corporate equality monitoring form routinely used to consistently collect and report on monitoring information on employees and service users
- Evidence from the above sources informs service delivery and review
- Cardiff Council employees have access to equality training in order to improve service delivery

2. Support wider access to Council information and environments, and participation in Council services.

Why have we chosen this objective?

- It enables us to meeting the specific duties of the Equality Act regarding accessible communication
- It contributes to Corporate Plan Priority 4 (working with people and partners to design, deliver and improve services)
- The Ask Cardiff survey 2014 identified that almost a quarter of respondents (24.9%) do not find it very or fairly easy to access Council services when they needed to, with 11.5% of people indicating that it was fairly or very difficult to access services
- Ask Cardiff respondents who identified themselves as being disabled or from a minority ethnic background were most likely to find it difficult to access Council services (15.6% and 15.3% respectively)

If implemented what will success look like?

- The information provided by the Council is easy to understand and takes accounts of individuals' needs
- The Council's venues, built environment and open spaces are accessible for all to enjoy
- Cardiff residents are aware of the services we provide, and can easily access those services

3. Support wider citizen consultation and engagement with the Council and the decisions it makes.

Why have we chosen this objective?

- It enables us to meet the specific duties within the Equality Act regarding involving people
- It contributes to Corporate Plan priority 4 (working with people and partners to design, deliver and improve services)
- Results from the Cardiff Debate indicate that members of the public welcomed the opportunity to participate in conversations with the Council and its partners in the design of future services and provision
- The Well-being of Future Generations Act 2015 indicates the importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves

If implemented what will success look like?

- People are appropriately represented in Council consultations and engagement events, and can participate in the future design of Council services
- Cardiff Council consultations or engagement events are fully accessible for everyone

4. Support people to challenge unfair treatment.

Why have we chosen this objective?

- It enables us to meet the part of the general duty contained within the Equality Act relating to eliminating discrimination, harassment and victimisation
- Evidence from our partners at Race Equality First indicates that they have received 162 requests from service users for their discrimination casework service and that bullying is an issue in some Cardiff schools
- Evidence indicates that there has been an increase in hate crime in recent years where victims have been targeted for their perceived membership of a certain social group. This increase is particularly evident in race, homophobic and disability-related crime
- Evidence from the Council's employee equality groups suggests that policies and procedures are not consistently applied throughout the Council

If implemented what could success look like?

- Cardiff residents clearly and easily understand what discrimination is
- Cardiff residents know where to report cases of discrimination
- Anti-discrimination services in Cardiff are effective, and discrimination is reduced

5. Provide support to those who may experience barriers to achieving their full potential.

Why have we chosen this objective?

- It enables us to meet the part of the general duty contained within the Equality Act relating promoting equality of opportunity
- Income deprivation accounts for approximately 90% of the variation and severity of all other types of deprivation, including measures of health and wellbeing, child poverty and some aspects of community safety
- People from lower socio-economic groups have a poorer outlook with shorter life expectancy and higher premature death rates than those from higher groups
- Evidence indicates that children who grow-up in poverty are more likely to experience poor health, poor educational attainment, have lower ambitions and be welfare-dependent in adulthood

If implemented what could success look like?

- There is a clear understanding amongst Council service providers of the barriers facing people in accessing Council services, and there is clear evidence that this understanding is widening access to services
- People in Cardiff are able to live as independently as possible
- People in Cardiff know about the support services and help available to them
- There is clear evidence of where a protected characteristic may be a factor in the educational attainment of school pupils, and programmes are developed to address those factors
- There is evidence that attainment gaps linked to protected characteristics are reducing

- All learners are able to achieve their potential
- Programmes designed to reduce the number of people not in education or training are working
- Unemployment figures for people in Cardiff are reducing
- Young people in Cardiff are able to access suitable education or training upon leaving school at 16

6. Address identified pay gaps around Protected Characteristics in our workforce.

Why have we chosen this objective?

- It enables us to meet the general and specific duties within the Equality Act
- Our annual workforce data identifies that the Council workforce has a 69% female / 31% male split but the majority of women are in the lowest (below £16,000) pay bracket
- Females are under-represented in the higher pay brackets
- Previous workforce data indicates that disabled people are underrepresented amongst the Council's workforce

If implemented what could success look like?

- The Council routinely collects and uses employee monitoring data around all protected characteristic groups to identify and reduce pay gaps
- Plans will be in place to enable under-represented groups to progress within the Council

7. Build strong and cohesive communities where people feel safe, and able to celebrate Cardiff's diversity

Why have we chosen this objective?

- It contributes to the Corporate Plan priority 2 (supporting people in vulnerable situations)
- It enables us to meet the general duties of the Equality Act
- It enables the Council to contribute to the Welsh Government's Community Cohesion Strategy for Wales
- The Council and its partners are committed to reducing the incidences of domestic and sexual violence and abuse
- It will enable us to bring the various protected characteristic groups together and hopefully address the increase in hate crime within Cardiff
- From April 1st 2014 until March 31st 2015 there were 930 hate crime incidents (involving victims from all protected characteristic groups) recorded in Cardiff by South Wales Police, which is an increase on the number of incidences recorded (879) during the same periods for 2013/14

If implemented what could success look like?

- The Council will promote information about organisations which support victims of domestic violence or abuse
- Members of the public will feel confident in reporting incidents of domestic violence or hate crime
- The Council regularly uses positive images to promote community cohesion messages
- Cardiff Council will publish a calendar of cultural events and promote these to both employees and to residents and visitors

Appendix 5 Contains further evidence for why we have included each of the equality objectives.

Reporting and Accountability

To keep you informed on the progress of the implementing our Equality Plan we will:

- Produce an annual Equality Progress Report showing our progress on our equality objectives during the previous 12 months
- Publish an annual statistical report on the diversity of our employees.

Holding us to account

We hope that you will be satisfied with the way we are working to deliver our equality objectives but if you are not, you can:

- Contact the Council's Equalities Team via Connect 2 Cardiff
- Contact your local Councillor
- Take part in an Ask Cardiff! Survey
- Make a complaint, using the Council's Complaints procedure or call Connect 2 Cardiff on 029 2087 2087
- Raise the matter with your Neighbourhood Partnership Team.

Further information and feedback

We welcome any comments, suggestions or feedback you wish to make on our Plan. We will also be pleased to send a copy of this document in different formats or languages. Please contact us!

Cardiff Council Equalities Team, Room 263d, County Hall, Cardiff CF10 4UW

Telephone (029) 2087 2087. E-mail equalityteam@cardiff.gov.uk



diff make the
difference

gwnewch
wahaniaeth



Appendix 1

Equality Making the *'difference* for Cardiff.

The City of Cardiff Council's Strategic Equality Plan 2016 – 20

A Summary of Our Actions for 2016/2017



Introduction

The city of Cardiff Council has produced a Strategic Equality Plan to meet our public sector equality duties as set out in the Equality Act 2010 (Statutory Duties) (Wales) Regulations, which came into force on 6 April 2011. The Plan revises and updates our first Strategic Equality Plan (published April 2012) and demonstrates our continued commitment to equality.

The Plan sets out a number a number of equality objectives which have been developed as a result of a programme of consultation and engagement. The objectives are:

1. Meet our Specific Equality Duties and build equality into everything we do
2. Support wider access to Council information and environments and participation in Council services
3. Support wider citizen consultation and engagement with the Council and the decisions it makes
4. Support people to challenge unfair treatment
5. Provide support to those who may experience barriers to achieving their full potential
6. Address identified pay gaps around Protected Characteristics in our workforce
7. Build strong and cohesive communities where people feel safe and able to celebrate Cardiff's diversity

As a result of our consultation and engagement programme a number of actions have been identified that will help us put in place foundations during the **1st year** of our plan that we will build upon during the 2nd, 3rd and 4th year of the plan. This document highlights a number of the actions that will be taken towards during **2016/17**.

Objective 1 Meet our specific equality duties

During 2016/17 we will begin to address this objective by:

- Carry out a review of the Councils existing Equality Impact Assessment guidance
- Working with directorates to identify the current level of directorate equality monitoring.
- Produce a Council-wide generic equality monitoring form and guidance document.
- Develop a range of employee equality and diversity training packages.
- Review procurement processes to identify how equality considerations are currently built into processes.

Objective 2 Support wider access to Council information and environments and participation in Council services

- Communications Team and Equality Team to produce a briefing document and guidelines regarding accessible communication and the requirements of the Equality Act
- Bilingual Cardiff Team to work with Directorates to secure compliance with Welsh Language Standards
- Continue to provide Cardiff Council Access Focus Group as a mechanism for addressing accessibility in Cardiff's built environment
- Review the Reasonable Adjustments Policy to ensure it is fit for purpose up to date regarding information for access to buildings / workplaces for council employees.

Objective 3 Support wider citizen consultation and engagement with the Council and the decisions it makes

- Produce a management briefing document on accessible consultation and engagement and the requirements of the Equality Act.
- Produce accessible engagement and consultation guidelines for Directorates.
- Establish a baseline of current consultation / engagement number.
- Carry out regular Employee Voice employee satisfaction surveys.
- Include a question in future Ask Cardiff Survey regarding service user satisfaction levels of engagement / consultation Cardiff Council.

Objective 4 Support people to challenge unfair treatment

- Produce a briefing document identifying the various types of discrimination, and make this available within Council venues, the Council website and for employees via the Council intranet.
- Support Race Equality First to deliver a discrimination casework service
- Promote the various agencies who can support people who feel they have been received unfair treatment discriminated against within Council venues, the Council website, Capital Times and for employees via the Council intranet.
- Promote to Council employees the availability of the new Resolution Policy which will replace the existing Grievance and Bullying and Harassment policies.

Objective 5 Provide support to those who may experience barriers to achieving their full potential

- Produce a briefing document identifying the various barriers preventing people from achieving their full potential.
- Work with 3rd sector partners to produce a lessons learned report of issues faced by their services users and the barriers they face to accessing Council services.
- Work with partners to promote the 'Cardiff Commitment' and its plans to get more of Cardiff's young people into education, employment and training.
- Promote the Corporate Apprentice scheme which has been introduced in the Council.
- Implement the actions contained within Cardiff's Ageing Well local delivery plan.

Objective 6 Address identified pay gaps around Protected Characteristics in our workforce

- Carry out a review of the job evaluation process
- Produce a job evaluation toolkit which enables all job evaluation related processes to be included within one document
- Continue to promote to employees the availability of employee training
- Update the living wage for the lowest paid council employees
- Work with employee networks to identify support needed for under-represented groups to progress within the Council.

Objective 7 Build strong and cohesive communities where people feel safe and able to celebrate Cardiff's diversity

- Implement the refreshed National Community Cohesion Action Plan 2016/2017) across the Local Authority
- Neighbourhood Partnerships to promote positive messages and community cohesion in the delivery of action plans
- Promote the reporting of hate crime and ensure staff know how to report as well as what support is available
- Include a question in the Ask Cardiff Survey regarding how safe people feel or their perceptions of crime
- Produce and promote a cultural calendar of event and festivals and make it available to employees via staff intranet
- Employee networks to promote and celebrate diversity in the workplace.

For further information please contact:

Equality Team

Room 263d

County Hall

Cardiff Bay

CF10 4UW

Phone: 029 2087 2536 E-mail: equalityteam@cardiff.gov.uk



My Ref: T: Scrutiny/PRAP/Comm Papers/Correspondence

Date: 15 October 2015



Councillor Dan De'Ath,
Cabinet Member for Skills, Safety, Engagement and Democracy,
Cardiff Council,
County Hall
Cardiff
CF10 4UW

Dear Councillor De'Ath

Policy Review & Performance Scrutiny Committee: 8 October 2015
Draft Strategic Equality Plan 2016/20

Thank you for attending Committee on 8 October 2015 to help Members of the Policy Review & Performance Scrutiny Committee scrutinise the Council's draft Strategic Equality Plan 2016/20. Please can you also pass on my thanks to Marie Rosenthal, Andrew Lucas and Caryle Alleyne for presenting the draft Scheme, and for providing honest and full answers to Members' questions? I will write separately to Martyn Jones of Diverse Cymru to thank him for his independent contribution to the item.

As Chair I have been asked to detail in this letter the Members' comments and observations raised during discussion at the Way Forward. Before I do this, I will also provide feedback on the question on Equality Impact Assessment asked at the meeting by Mrs Sheila Hendrickson-Brown of Cardiff Third Sector Council.

THIRD SECTOR QUESTION: Equality Impact Assessment

Members felt that the inclusion of a Third Sector question on this Committee's agenda, posed by Sheila Hendrickson Brown of Cardiff Third Sector Council, to have been helpful in developing useful and productive debate on the topic.

The question was:

“The Council is having to make very difficult decisions and choices about cuts to local services. There is potential for specific groups of vulnerable people to experience disadvantage as a result of these decisions. Could you therefore give your view on how effective the Council’s arrangements for assessing the equality impacts of these decisions are, how do Equality Impact Assessments feed into and inform service planning, and how is the effectiveness of the agreed mitigating actions monitored once the decisions are implemented?”

We noted from your answer that while you felt that the Council is still on a learning journey in developing its equalities practice, the Council’s practice had improved in recent years. The quantity of assessments undertaken had increased significantly, and the resultant documents provide a good point of reference for Cabinet Members, scrutiny Councillors and citizens campaigning on individual issues to ensure that the Council makes effective, evidence-based decisions.

We also gathered that you felt our process and practice could further improve, and that you were planning to invest effort in ensuring that this happened. Particular points we noted were that:

1. the EIA process should extend beyond the budget process to encompass decisions made at other points in the year;
2. The Council should work to a consistent level of quality in the assessments undertaken;
3. EIAs should evidence the input and advice of third sector organisations and data; and
4. the impacts and mitigation measures identified in EIA documents should be explicitly referred to when decisions were subsequently brought for review and monitoring, so that Scrutiny Committees, officers and Cabinet Members could

see how effective they had been, and so that the EIAs have a legacy through the life cycle of the decision.

You felt that these issues could be picked up by our Strategic Equality Plan consultation, and actions built into our action plan to continue improving our performance in this area.

You also welcomed the suggestion in Sheila's supplementary question to build co-operation between the Council and its third sector partners in working together to proactively identify and manage potential impacts before budget proposals had been published, and generally support the process of co-production.

We support your aims to see improvement in this area, and will seek to monitor the progress of the Council's work on equality impact assessment during the coming budget cycle.

STRATEGIC EQUALITY PLAN 2016/20

Members were in general supportive of the arrangements set out in the draft Strategic Equality Plan, and wish you success in consulting upon and finalising the Plan in coming months. The points shared by Members at the Way Forward which emerged from Member questioning and evidence received during the item were:

- **Linkage between Objectives and the Corporate Plan:** Members queried the move away from the previous Plan's linkage between the Council's Equality Objectives and the What Matters! Strategy towards linkage with the Corporate Plan priorities. They noted officers' views that the linkage with What Matters! still remains, and that the objectives in question are ones that have tended to remain in place in successive corporate plans, but would want to ensure that our four year Equality Plan objectives will transcend topical administration priorities.
- **Resources to deliver:** I asked whether – given reductions in specialist personnel to drive equality work in recent years – the Council's current and

foreseen financial and resource pressures would be sufficient to deliver the Strategic Equality Plan. Members noted and welcomed your commitment and that of the Director of Governance and Legal Services to drive mainstreaming via managerial and political leadership. We trust that managers and Cabinet Members will deliver that leadership and make the difference in their own areas of responsibility, and will be interested to monitor this when we next review the Council's equality agenda.

- **Martyn Jones' commentary:** Members felt that Martyn Jones made a number of helpful comments in his commentary on the draft Plan. We were pleased to hear that the Council had already undertaken pre-consultation with Diverse Cymru and a number of other local groups, and also his view that the Council's linkage of its equality and scrutiny functions was an exemplar that should be considered by other local authorities.

Please can you take on board the points raised by Martyn about the potential over-emphasis on younger people in the draft Plan, when Welsh Government is developing a more age-neutral approach in its work? Martyn also made helpful suggestions around the opportunities to develop shared equality objectives with local health and criminal justice partners, the learning from Prudent Healthcare and from the Wellbeing of Future Generations Act, and the need to consider the linkage between equality and socio economic deprivation.

- **Partnership between the Council and the Third Sector:** Picking up on the earlier question from Cardiff Third Sector Council, Members can see the value of the Council working closely with its third sector partners, in providing early intervention to ensure that adverse impacts can be avoided by planning services that are inclusive and meet citizens' needs. We can see that this is likely to save money in the long run and mitigate against the need to incur cost in producing an equality impact assessment. We recognise that this partnership is enshrined in the principles of the Local Service Board, and will be interested to return to this theme when we scrutinise What Matters! Later this year.

More specific to the equalities agenda, we welcome the continuing partnership between the Council, C3SC, Diverse Cymru, Race Equality First and other local charities in delivering the Council's equality work, and hope that this will continue to thrive. We noted from Martyn Jones' evidence that Welsh Government had developed a formal relationship with third sector equality advisors, and would consider a similar forum useful for the Council to develop its strategic approach to diversity. Please could you explore this idea and advise on your views?


- **Focussing on outcomes:** Members noted your intention that the consultation would allow citizens and local organisations to identify actions that could usefully deliver the Council's Equality Objectives. We welcome this, and acknowledge that the action plan will have a four year duration allowing the Annual Review to measure progress and refine and review next steps. We also feel, however, that – as the equality objectives are not SMART – it will be useful for you and officers to work during the consultation period to identify what success might look like, to optimise the relatively narrow time window between the end of the consultation and the adoption of the final Plan, so that actions are identified and agreed and the Council can “hit the ground running” from the beginning of the Plan period.
- **Reaching seldom-heard citizens and employees:** Members welcome the fact that this Plan is shorter than its predecessor, and that you have produced a six page summary Plan. We hope that you will be able to use this to reach communities and parts of the workforce that have not previously been reached by previous Equality Plans. We note that you will be working through trades unions and staff ambassadors, and urge you to arrange an inclusive and wide-reaching consultation.

The Committee has no further or formal recommendations on this piece of work, but we hope that the points made above will help you to optimise the consultation and finalisation of the Plan. If Committee has agenda time to consider a final version, we will ask for this to come forward to our March agenda. Otherwise we will consider monitoring outcomes in the 2016/17 financial year.

To recap, the Committee is asking you to:

- Reflect on the aspirations you stated for the improvements to equality impact assessment, and factor these arrangements into the equality action plan;
- Ensure that our four yearly Equality Objectives are resilient to and capable of transcending immediate Corporate Plan priorities;
- Ensure that senior management and Cabinet Members explicitly champion equalities work and drive mainstreaming of equalities into everything we do;
- Reflect on the useful comments made by Martyn Jones (summarised above) and factor these arrangements into the equality action plan;
- Continue to develop effective partnerships with third sector expertise, and consider the adoption of a more formal advisory arrangement between the Council and local third sector organisations to shape Cardiff's equalities work;
- Undertake work during the consultation period to gain a clear picture of what outcomes the Council wants to see emerging from the Plan, to facilitate the process of action planning; and
- Do all you can to make the consultation with citizens and employees inclusive and effective.

Yours sincerely,



COUNCILLOR NIGEL HOWELLS
CHAIR, POLICY REVIEW AND PERFORMANCE SCRUTINY COMMITTEE

cc Members of the Policy Review & Performance Scrutiny Committee
Marie Rosenthal, Director of Governance and Legal Services
Paul Keeping, Operational Manager responsible for Equality and Diversity
Martyn Jones, Chief Executive, Diverse Cymru
Sheila Hendrickson-Brown, Chief Executive, Cardiff Third Sector Council

make the
difference

gwnewch
wahaniaeth



Appendix 2

The City of Cardiff Council's DRAFT Strategic Equality Plan 2016 – 20 Consultation Feedback Report Equality Making the *'difference* for Cardiff.

YOU CAN ASK FOR THIS DOCUMENT IN A DIFFERENT FORMAT



Purpose

This report captures the key messages expressed during the recent consultation for Equality Making the 'difference' for Cardiff; Cardiff Council's Strategic Equality Plan. The consultation ran from 1st October until November 30th 2015 and culminated in 2 consultation events held on Tuesday 1st December 2015 at Cardiff City Hall.

Background

The Equality Act 2010 placed a specific duty on all local authorities to produce a Strategic Equality Plan by April 2012 and for a review of the plan to be carried out at least every 4 years.

Cardiff Council carried out a review of 'Everybody Matters' and as a result produced a revised draft Strategic Equality Plan entitled Equality Making the 'difference' for Cardiff; this draft Plan included a number of draft equality objectives.

Introduction

On 30th September 2015 the City of Cardiff Council published a draft Strategic Equality Plan for 2016 – 20. The draft plan set out 10 draft Equality Objectives for the next four years with a brief explanation of why these had been chosen, and what success in achieving the objectives might look like.

The Council acknowledge that whilst the 10 objectives indicated within the Plan do not conform to the accepted definition of that term, in that they were not "SMART"¹ our was to engage people in debate on an easily understandable set of priorities, with SMART actions subsequently being devised to deliver each priority once the opinions and priorities of residents were understood.

The consultation therefore invited respondents to indicate what actions and measures the Council could introduce to ensure success in implementing the

¹ Specific, Measurable, Agreed, Resourced and Time bound

objectives, and to provide their opinion of the relevance and importance of each objective.

Pre-Consultation Engagement and Evidence Gathering

In order to develop the content of the draft Equality Plan and to choose the draft Equality Objectives the Council undertook a range of evidence gathering and engagement prior to the official consultation. The key steps in this process included:

- **Analysis of Legislative Requirements**
- **Analysis of local Policy Drivers**
- **Analysis of current Council Equality Policy**
- **Analysis of national and local datasets**
- **Analysis of past Council consultation on equalities issues**
- **Analysis of comparator equality schemes**
- **Analysis of local third sector and community priorities**
- **Engagement with and advice from Council Employee Equality Networks**
- **Engagement with and advice from key local third sector experts**
- **Engagement with and advice from City of Cardiff Council Scrutiny**

Engagement and Consultation Arrangements

The draft Plan (with objectives) was promoted externally on the Council's website; via the Council's Twitter feed and Council's Face-Book page. It was made available at County Hall, City Hall in Libraries and at Community Hubs. It was also widely distributed to local third sector organisations, neighbourhood partnerships and public sector partner organisations.

Key partners including Cardiff Third Sector Council (C3SC), Race Equality First (REF) and Diverse Cymru also promoted the draft Plan and the consultation via their own websites and Twitter Feeds.

The Plan was promoted internally amongst council members and employees via e-mail messages, the staff Intranet and Core Brief. It was sent to trades unions, employee equality networks and staff Ambassadors.

Accompanying the draft Plan was an electronic and paper consultation form, which asked respondents to:

- Give their view on the value and importance of each objective, and the relative priority the Council should give in pursuing each objective.
- Suggest any actions that they would like the Council to undertake to achieve each objective, or outcomes they would like to see in place as a result
- Any other comments that they wished the Council to take.

To reinforce the electronic and paper consultation responses, the Council ensured that key stakeholders were given the opportunity to provide in-depth feedback. As a result direct communication was arranged with a number of stakeholders both internal and external.

Finally, a day of engagement events was arranged on 1 December 2015 at Cardiff City Hall, so that people could provide their views directly to the Council.

Key Messages from our Consultation & Engagement

The feedback we received told us:

- Respondents endorsed the Council's draft equality objectives however some felt that some of the objectives could be merged.
- Some respondents felt that the objectives should be more precise, while some felt that they could be more simply phrased. Most wanted the Council to focus on building SMART actions into an action plan. That the actions identified within the action plan can be accomplished.
- Citizens and third sector organisations have high expectations of the Council meeting its equality duties and in delivering high quality, accessible services, respecting diversity and reducing barriers to access.
- Respondents valued the way the Council engaged and consulted on the Strategic Equality Plan. They indicated the need for all future Council consultation and engagement to be inclusive and accessible to all groups and carried out in a timely manner. They also emphasised the need for the Council to feed back to respondents with clear details of the outcomes of consultation and engagement and any changes resulting from them.
- While many stakeholders recognised the Council's genuine aspiration to develop good practice, and appreciated its recent work to improve access, respondents felt that barriers still exist (for some) in accessing Council information and environments.
- Respondents emphasised the importance for the Council to clearly communicate the services that it provides and to do this through a number of different media.

- Respondents indicated that barriers preventing some people from achieving their full potential do exist.
- Employees with protected characteristics expect the Council to recognise and address the barriers they may face in the workplace.
- Third sector organisations are keen to work with the Council in delivering its equality duty, particularly the Cardiff Third Sector Council and a number of charities and local community groups specialising in diversity.

From this, we have learnt that:

- That we should revise our equality objectives
- That a consistent council wide approach is needed to ensure that we meet stakeholder expectations in meeting our equality duties and in the future delivery of accessible services, respecting diversity and reducing barriers to access.
- The Council needs to show sustained focus to achieve its objectives, developing clear priorities, leadership and agreed roles and responsibilities.
- There are opportunities to develop partnerships with third sector and public sector organisations to optimise resources in delivering the best outcomes for local people.
- It is important to be honest in reporting on the progress of our plan in order to maintain our momentum and the good will of stakeholders.

What are we going to do as a result?

- Revise our equality objectives.
- Work with Council directorates to Identify SMART Actions that will enable us to achieve our objectives
- Make a commitment to discuss with relevant Members, officers and teams, the points raised by respondents during the consultation so that we can progress as far as possible each point that was made.
- Work with colleagues within the Human Resources to identify and address barriers that some employees may face within the workplace.
- Work with third sector organisations to identify ways in which we can work together in delivering our equality duties.
- Keep respondents informed about our progress.

Respondents views on the appropriateness of our Objectives

During the consultation period and the consultation events the Council asked those responding to indicate if they felt the 10 draft objectives were the ones the Council needed to focus on.

From the responses received via the various methods of consultation and engagement the vast majority of people broadly endorsed each of the draft objectives. However some felt objectives could be made simpler or merged.

Respondents views on the relative importance of each Objectives

The Council asked respondents to identify which of the objectives they considered to be most important and relevant for the Council to prioritise.

People responding indicated that the most important objectives the Council needs to prioritise are:

- Meet our Specific Equality Duties and build equality into everything we do
- Provide support to those who may experience barriers to achieving their full potential
- Support wider citizen consultation and engagement with the Council and the decisions it makes
- Support people to challenge unfair treatment
- Improve educational outcomes for all Cardiff Learners
- Support wider access to Council information and environments and participation in council services

SUMMARY OF FEEDBACK RECEIVED ON OUR OBJECTIVES

Objective 1 - Meet our Specific Equality Duties and build equality into everything we do.

The feedback we received told us:

- It is important for us as the Council of the capital city of Wales to develop good practice in:
 - Assessing the Impact of Council policies, services and decisions.
 - Carrying out effective equality monitoring so that it can confidently understand who is using Council services and to help shape future provision of those services.
 - Making training and awareness on Equality and Diversity issues widely available to Council employees.
 - Ensuring that the services the Council buys are procured fairly.

Objective 2 - Support wider access to Council information and environments, and participation in Council Services.

The feedback we received told us:

- It is vitally important that the information the Council produces is easy to understand, and meets the needs of citizens with Protected Characteristics including the need for Plain English, Easy Read, British Sign Language and community languages.
- That much good work had been undertaken in improving the accessibility of physical environments within Cardiff however more work needs to be done.

- That the Council's Hubs are a good way of providing council information however more work needs to be done to ensure that people not able to access hubs or electronic information are still able to receive information.

Objective 3 - Support wider citizen consultation and engagement with the Council and the decisions it makes.

The feedback we received told us:

- Respondents had high expectations that the Council's general consultation and engagement arrangements would be inclusive of individual needs.
- Respondents with different Protected Characteristics wanted the Council to engage specifically with their communities on issues in a way that met their communication and engagement needs.
- Various third sector groups want the Council to develop a structured partnership approach with them, and engage them in supporting the Council's equalities and diversity agenda.
- The Council needs to maintain its involvement with a variety of stakeholder groups, including the Breaking the Barriers steering group, in pursuing its diversity agenda.

Objective 4 - Support people to challenge unfair treatment.

The feedback we received told us:

- Respondents want the Council to:
 - Make effective use of the data it collects to understand where patterns of unfair treatment and discrimination may exist in the city.
 - Continue to provide effective case work and advisory services to support people seeking to challenge any treatment they feel is unfair.
 - Promote the availability of services available to ensure people in Cardiff know who to report unfair treatment to.
 - Ensure that lessons learnt from the casework and advice services provided by organisations like Race Equality First and Diverse Cymru that relate to Council services are communicated appropriately within the organisation to enable improvements to be made.

Objective 5 - Provide support to those who may experience barriers to achieving their full potential.

The feedback we received told us:

- As a very wide range of people and groups face barriers in their lives, the Council needs to make good use of data to understand what barriers exist, and the effect they have on people's lives.
- Respondents cited a wide range of useful evidence and potential solutions, and we need to work with communities to find practical answers where the Council has the power to do so.

Objective 6 - Improve educational outcomes for all Cardiff learners.

The feedback we received told us:

- To identify what barriers exist for specific groups
- To ensure that avoidable barriers are overcome and learners are supported to achieve the best outcomes they can. This evidence will be discussed with the relevant officers so that focus can be given to the issues raised.
- To continue to offer Adult Community Education courses.
- To share best practice from high achieving schools with schools that need to improve.
- To ensure that learning opportunities are accessible to all services users.

Objective 7 - Reduce the number of people not in employment, education or training.

The feedback we received told us:

- That the Council and its partners should identify if any particular protected characteristic groups are over represented within the NEET statistics and work to understand why this is the case.
- That the Council needs to work with partner organisations to identify ways to provide job shadowing, training and job opportunities for those not currently in employment, education or training.
- That the Council needs to continue its work with partners to maximise employment and fairness in employment across Cardiff.

Objective 8 - Address identified pay gaps around Protected Characteristics in our workforce.

The feedback we received told us:

- While recognising that the Council has a specific duty around the gender pay gap, Council employees and community groups were keen to see the Council ensuring that people with any Protected Characteristic are allowed to flourish and achieve their potential in the Council's work force.
- Respondents provided numerous suggestions as to how this could happen, and these will be discussed with the Council's Human Resources People Services to inform their ongoing Human Resources Equality Action Plan.

Objective 9 - Take action to build strong and cohesive communities where people can feel safe.

The feedback we received told us:

- Although the term "community cohesion" is frequently applied to issues around ethnicity and religious belief, respondents had views on how people and communities across the spectrum of Protected Characteristics needed to co-exist peacefully, and be free from fear of hatred.
- Stakeholders like the Cardiff Prevent Stakeholders Group and Race Equality First's forums have specific expertise on issues relating to Cardiff's PREVENT Agenda, which needs to be utilised to inform our work.
- It needs to be made as easy as possible for people to know how to report hate crime with effective support available through to the end of the process by a range of partners.

- Ways to make it easier for newcomers to Cardiff to settle into the city should be explored by the council and its partners
- Respondents were aware that the Council has a Community Cohesion Action Plan, which is a useful vehicle for making progress on these issues.

Objective 10 - Celebrate and promote Cardiff's heritage and diverse cultures.

The feedback we received told us:

- It is important to promote Cardiff's diversity, but messages need to be current and relevant, and not just around the city's historic multi-cultural heritage.
- It is important for the Council to promote positive images of diversity, and to promote role models.
- That the Cardiff Partnership Board needs to work together to promote community events and diversity messages.

Cardiff Council would like to thank the following:

- Those who responded via the online consultation and paper copies available in community venues
- The following organisations who responded in writing:
 - Cardiff Third Sector Council
 - Diverse Cymru
 - Race Equality First
 - Gypsy Traveller Wales
 - Trustee of Cardiff Deaf Centre
 - Cardiff's 50+ Forums
 - Cardiff Access Focus Group
 - The Council's BME Employee Network
 - The Council's Disability Employee Network
 - The Council's LGBT Employee Network
 - The Council's Women's Employee Network
 - Cardiff Youth Council Grand Council
- The following organisations who contacted the Council:
 - Cardiff Prevent Stakeholders Group
 - Race Equality First Stakeholder Forums
 - RNIB Cymru
 - Chair of Breaking the Barriers Steering Group
 - Cymdeithas yr Iaith
 - Cardiff Bhatra Sikh community
- Individuals who responded in writing.
- People attending the Equality Plan engagement events on 1 December 2015.
- Our colleagues within South Wales Fire and Rescue Service, South Wales Police and Cardiff and Vale NHS Trust

For further information please contact:

Equality Team

Room 263d

County Hall

Cardiff Bay

CF10 4UW

Phone: 029 2087 2536 E-mail: equalityteam@cardiff.gov.uk

CARDIFF COUNCIL

**Equality Impact Assessment
Corporate Assessment Template**



Strategy Title: Strategic Equality Plan 2016 - 2020
Updating: 4 Year Review

Who is responsible for developing and implementing the Strategy ?Equality Team	
Name: Paul Keeping	Job Title: Operational Manager
Service Team: Equalities	Service Area: Governance & Legal Services
Assessment Date: 12.01.16	

1. What are the objectives of the Strategy ?

To create a robust Strategic Equality Plan for 2016 – 2020, which will enable the Council, to fulfil its duties as set out under the Equality Act 2010. As a Local Authority and Equal Opportunities employer, Cardiff Council developed a Strategic Equality Plan for 2012 -2016, which is currently undergoing its 4 yearly review. The Strategic Equality Plan (SEP) sets out how the council will meet its duties under the Equality Act 2010 in regard to both the General and Specific Duties.

Strategic Equality Plans must contain Equality Objectives which will promote equality of opportunity and enable the Council to drive equality forward across all council services. This Equality Impact Assessment has been undertaken to identify any impacts, both positive and negative that the SEP will deliver.

Initially 10 equality objectives were proposed:

The initial SEP Objectives for 2016 – 2020 were:

- Meet our Specific Equality Duties and build equality into everything we do
- Support wider access to Council information and environments, and participation in Council services
- Support wider citizen consultation and engagement with the Council and the decisions it makes
- Support people to challenge unfair treatment
- Provide support to those who may experience barriers to achieving their full potential
- Improve educational outcomes for all Cardiff Learners
- Reduce the number of people not in employment, education or training
- Address identified pay gaps around Protected Characteristics in our workforce
- Take action to build strong and cohesive communities where people can feel safe
- Celebrate and promote Cardiff's heritage and diverse cultures

CARDIFF COUNCIL

**Equality Impact Assessment
Corporate Assessment Template**

An eight week consultation period was held for the SEP and following the feedback and contributions received the objectives were slightly amended and as a result were reduced to a **final** seven viable equality objectives:

- Meet our Specific Equality Duties and build equality into everything we do
- Support wider access to Council information and environments and participation in Council services
- Support wider citizen consultation and engagement with the Council and the decisions it makes
- Support people to challenge unfair treatment
- Provide support to those who may experience barriers to achieving their full potential
- Address identified pay gaps around Protected Characteristics in our workforce
- Build strong and cohesive communities where people feel safe and able to celebrate Cardiff's diversity

By working with all council service areas, improvement actions will be developed that will implement the equality objectives underpinning the SEP. As actions are created, this EIA will be revisited to reflect the benefits the progress of the action has had on each of the Protected Characteristics.

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

The Equality Act 2010 requires public bodies to comply with the **General Duty**:

- Elimination of discrimination and victimisation
- Promoting equality of opportunity
- Promoting good relations between all people

And the **Specific Duties**:

- Produce a Strategic Equality Plan
- Set Equality Objectives
- Carry out engagement
- Assess the impact of policies and practices and publish these
- Ensure information is accessible
- Collect relevant Equality Information

CARDIFF COUNCIL

**Equality Impact Assessment
Corporate Assessment Template**

- Collect and publish employment information
- Set equality objectives to tackle pay differences
- Provide staff training to increase knowledge and awareness of the Equality Act
- Annually report and publish progress on the Strategic Equality Plan
- Ensure that when we 'buy services' (procurement) we take into account the General Duties of the Equality Act 2010
- Carry out a review of the Strategic Equality Plan at least every 4 years.

Research data has been gathered in numerous ways, including face-to-face meetings, written responses, an online consultation survey and a consultation event attended by public and 3rd sector organisations and individuals.

Our 3rd Sector colleagues included:

- Cardiff Third Sector Council (C3SC)
- Race Equality First (REF)
- Gypsy & Traveller Wales
- Diverse Cymru
- Cardiff Deaf Club

In order to gather as many views as possible, our third sector colleagues also promoted the consultation to their own network members.

Our partners in the public sector:

- NHS
- Police
- South Wales Fire & Rescue

Our internal partners:

- Staff Networks
- Council Service Areas
- Cardiff Access Focus Group
- Cardiff 50+ Forum
- Trade Unions
- Ward Members

The following documents have also informed the revised SEP:

- The Wellbeing of Future Generations (Wales) Act 2015
- The Breaking the Barriers Conference Report
- Welsh Language (Wales) Measures 2011

CARDIFF COUNCIL

Equality Impact Assessment Corporate Assessment Template

- The Corporate Plan
- What Matters Strategy 2010 - 2020
- Cardiff's Ageing Well Local Delivery Plan 2016 / 17
- How Fair is Wales 2011 ? Report
- Scrutiny Reports
- Human Resources Business Plan
- The Social Services & Well-being (Wales) Act 2014
- Housing (Wales) Act 2014

3 Assess Impact on the Protected Characteristics

3.1 Age

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive]** 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.

The SEP will have a positive impact for people of all Age groups. Objectives contained within the Plan will help address issues such as barriers to people achieving their full potential or participating in public life. In the first year, service areas will identify actions for inclusion in the SEP action plan.

The service area actions will be monitored on a quarterly basis to ensure progress is being made in achieving the goals set out.

The introduction of council-wide service user monitoring will provide the data the council needs to ensure its services are accessible and appropriate for people of all ages. Work will commence on service user monitoring in 2016. The Ageing Well Local Delivery Plan for Cardiff will also support our endeavours for social inclusion for older people.

The newly developed Day Opportunities Strategy for Older People aims to provide support for people with high care needs by delivering high quality specialist day services.

Equality Objectives 1 – 7 will help deliver a positive impact on people of all ages.

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

No negative differentials identified. The SEP Action Plan will introduce actions that will progress the principles of equality of opportunity for people of all ages. This document will be updated as progress is made on the SEP Action Plan.

CARDIFF COUNCIL

**Equality Impact Assessment
Corporate Assessment Template**

By introducing a monitoring system to collect equality information, we will be able to measure the effectiveness of our Equality Objectives and the impact of the actions agreed to promote them.

3.2 Disability

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

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

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

The Strategic Equality Plan is intended to promote equality of opportunity for all the Protected Characteristics including Disability. By identifying improvement actions with service areas we will work to ensure our services are appropriate and relevant to Disabled people and to ensure they have the opportunity to participate in public life. Work is ongoing as a result of the Breaking the Barriers Report that was developed after an event was held to look at the barriers faced by Disabled people, the report sets out several recommendations for improving services.

The recently developed Day Opportunities Strategy for Older People and Disabled people aims to provide support for people with high care needs by delivering high quality specialist day services.

Equality Objectives 1 – 7 will help to deliver positive impacts for Disabled people.

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

No negative impact identified to date, any negative impacts identified during the course of the SEP will be reflected in this EIA and updated with improvement actions to mitigate any negative impacts on Disabled people.

By introducing a monitoring system to collect equality information, we will be able to measure the effectiveness of our Equality Objectives and the impact of actions agreed to promote them.

CARDIFF COUNCIL

**Equality Impact Assessment
Corporate Assessment Template**

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)	x		

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

The SEP will have positive impacts on all the protected characteristics and the council will endeavour to meet the needs of Transgendered people in the delivery of its services. The council will respect and communicate with all Transgendered people as the gender they identify with.

Equality Awareness and Hate Crime training will be key for frontline staff so they are able to understand the needs and issues faced by Transgendered people.

Equality Objectives 1 - 7 will help to deliver positive impacts for Transgender people.

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

With the introduction of service user monitoring, the council will be able to commence gathering data around Gender Reassignment which will be then be used to identify any gaps in service provision or the need for specialist services.

3.4. Marriage and Civil Partnership

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive]** 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.

Whilst Marriage and Civil Partnership are regarded as a Protected Characteristic, the council is only required to ensure no-one is discriminated against on the grounds of

CARDIFF COUNCIL

**Equality Impact Assessment
Corporate Assessment Template**

their marital or civil partnership status.

The council is committed to eliminating discrimination of all types and will protect the rights of married people and those in Civil Partnerships.

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

No negative impact identified. By promoting and mainstreaming the General Duties we will ensure equality of opportunity for all, regardless of marital or 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	x		
Maternity	x		

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

The council will uphold and promote the general duty to eliminate discrimination and victimisation to anyone who is pregnant or who is in their maternity period. Equality Objectives 1, 4 & 5 will help address any barriers experienced on the grounds of pregnancy of maternity.

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

No negative impacts identified in relation to Pregnancy and Maternity

3.6 Race

Will this Policy/Strategy/Project//Procedure/Service/Function have a **differential impact [positive]** on the following groups?

	Yes	No	N/A
White	x		
Mixed / Multiple Ethnic Groups	x		
Asian / Asian British	x		
Black / African / Caribbean / Black British	x		

CARDIFF COUNCIL

**Equality Impact Assessment
Corporate Assessment Template**

Other Ethnic Groups	x		
---------------------	---	--	--

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

Improvement actions will be created to progress Community Cohesion amongst our local communities to enable the council to meet the General Duty and promote good relations between all people. The council values the diversity and skills that different communities have brought to Cardiff and will build on its work to promote equality of opportunity so everyone has the chance to achieve their full potential and participate in public life.

The newly developed council Hubs provide advice and signposting to appropriate council services and are also able to deliver services in various community languages. Actions created around objectives 1 – 7 will enable positive outcomes for people of all ethnicities, backgrounds and lifestyles.

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

With the introduction of service user monitoring, the council will be able to commence gathering national identity and ethnicity data which will be then be used to identify any gaps in service provision or the need for specialist services.

3.7 Religion, Belief or Non-Belief

Will this Strategy have a **differential impact [positive]** 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.

Cardiff is home to people of many Faiths and the council recognises the barriers faced by some individuals and communities as a result of their beliefs. The council respects and values the diversity of Faith groups that exist in Cardiff and equally respects those with no belief or faith.

The principles of the General Duty will be key in building good relations between

CARDIFF COUNCIL

**Equality Impact Assessment
Corporate Assessment Template**

people of different faiths and no faith and work is ongoing through the PREVENT and Community Cohesion agendas.

Improvement actions will be created to support this work eg. Training around Hate Incidents / Crime and Equality Awareness.

Equality Objectives 1,2,3,4,5, & 7 will enable the development of actions to support people of different Beliefs and Non Belief and build strong cohesive communities where difference is valued and people feel safe.

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

Equality Awareness and Hate Crime training can help break the 'myths' and stereotyping surrounding faith- based communities. Actions will be created to eliminate discrimination and promote good relations between all people.

With the introduction of service user monitoring, the council will be able to commence gathering data in relation to Belief and Non Belief to better understand the needs of the different faith communities and to help build robust relationships across the different faiths and local communities.

3.8 Sex

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive]** 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.

The SEP will have a positive impact for both men and women. There are more women than men resident in Cardiff and the council will ensure that services are equally appropriate for both sexes. Objective 6 is around addressing pay gaps in the workforce between those with a protected characteristic which will assist with equal pay claims. Equality objectives 1 – 7 will enable the council to promote equality between men and women and take action where inequality exists.

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

No negative impact identified to date. With the introduction of service user monitoring, the council will be able to commence gathering data which will be then be used to identify any gaps or inequalities in service provision between men and women.

CARDIFF COUNCIL

**Equality Impact Assessment
Corporate Assessment Template**

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	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.

The SEP is a vehicle for mainstreaming equality into the working practices of the council. The SEP is intended to have a positive impact on people of all sexual orientations and the principles of the General Duty will be key in eliminating discrimination and victimisation against people due their sexual orientation and promoting good relations between those who share a protected characteristic and those who do not.

Equality Objectives 1 – 7 will help promote equality of opportunity and support people to challenge unfair treatment on the grounds of sexual orientation

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

With the introduction of service user monitoring, the council will be able to commence gathering data around sexual orientation which will be then be used to identify any gaps in service provision or the need for specialist services.

3.10 Welsh Language

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

	Yes	No	N/A
Welsh Language	x		

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

CARDIFF COUNCIL

**Equality Impact Assessment
Corporate Assessment Template**

The Welsh Language Measures require Local Authorities to treat the Welsh Language on an equal footing with the English Language. Monitoring of the Welsh Language across service areas is undertaken by Bilingual Cardiff. The Welsh Language is treated as a Protected Characteristic in Wales and Where a preference for communication in Welsh is requested, this should be recorded and provision made to accommodate the request.

Equality objectives 1,2,3,4 & 5 will help embed the Welsh Language into the daily work of the council giving Welsh Language speakers the opportunity to conduct council business in their preferred language.

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

No negative impact identified in relation to the Welsh Language.

With the introduction of service user monitoring, the council will be able to commence gathering data on our Welsh speaking service users, this data will then be recorded so any future communication will be in the customers preferred language.

4. Consultation and Engagement

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

As stated above, a consultation period of 8 weeks was held, giving people an opportunity to have their say on the SEP and the Equality Objectives developed for the revised plan. An engagement event was held in City Hall at the beginning of December 2015 with attendees made up of a range of organisations and individuals.

This EIA is a living document that will develop alongside the revised Strategic Equality Plan for 2016 – 2020 and will be updated to reflect any agreed improvement actions.

Any negative impacts that are identified as the SEP progresses can be addressed and where possible improvement actions will be developed to counter any barriers to achieving the Equality Objectives.

A monitoring system is to be introduced to allow for the collection of equality data which will then be used to assess any gaps in service provision and provide ready data to inform the completion of future EIA's.

This means that we will have a clearer picture of our customers' needs which will enable the council in targeting resources to those who are most vulnerable.

We will endeavour to 'get back 'to those who participated in the consultation to inform them how we used their comments in relation to the SEP equality objectives and to thank them for their contributions.

CARDIFF COUNCIL

**Equality Impact Assessment
Corporate Assessment Template**

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

Groups	Actions
Age	Improvement actions to be added
Disability	Improvement actions to be added
Gender Reassignment	Improvement actions to be added
Marriage & Civil Partnership	No improvement actions necessary
Pregnancy & Maternity	Improvement actions to be added
Race	Improvement actions to be added
Religion/Belief	Improvement actions to be added
Sex	Improvement actions to be added
Sexual Orientation	Improvement actions to be added
Welsh Language	Improvement actions to be added
Generic Over-Arching [applicable to all the above groups]	Revisit this EIA to update any improvement actions created to meet each objective and to measure progress on an annual basis.

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 : Caryle Alleyne	Date:05.02.16
Designation: Equality Officer	
Approved By: Paul Keeping	
Designation: Operational Manager	
Service Area: Governance & Legal 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

CARDIFF COUNCIL

Equality Impact Assessment
Corporate Assessment Template

City of Cardiff Council

Everyone Matters!

Strategic Equality Plan Annual Review 2014 – 2015

This report is available in other formats such as Braille, large print etc. upon request



Contents

Section Title	Page
---------------	------

- | | |
|---|---|
| 1 | Introduction |
| 2 | Our Vision for a Fair, Just and Inclusive Cardiff |
| 3 | Progress on our Strategic Equality Objectives |
| 4 | Equality Impact Assessments |
| 5 | Conclusion and Summary |

APPENDIX 1

City Of Cardiff Council Equality Monitoring Form

APPENDIX 2

City Of Cardiff Council Employee Equality Report

1. Introduction

*“Equality is the soul of Liberty; there is, in fact, no Liberty without it. “
(Frances Wright)*

Welcome to the City of Cardiff Council's *Everyone Matters* Strategic Equality Plan annual report for the 2014/15 year, running from 1 April 2015 to 31 March 2015. The report details work progressed during the third year of *Everyone Matters*, which was launched in March 2012.

The mainstreaming and embedding of equality principles across the Council is a key theme, and the report illustrates the real progress made by Council Directorates towards achieving many of the planned equalities outcomes for 2014/15, building on our vision for a fairer society for all of Cardiff's citizens in future years.

While facing considerable financial challenges, we have worked hard to reduce inequalities, as well as assisting in and recognising areas for improvement that will require a number of years of continued effort to successfully address. The Council continues its emphasis on working co-operatively with our partners, networks and citizens to achieve improved social justice and inclusion.

This vision and priorities has shaped our work this year in preparing and agreeing *Celebrating the 'Difference*, our second Strategic Equality Plan which will run from 1 April 2016 to 31 March 2020.

In my role as Cabinet Portfolio holder responsible for equality and diversity, I am pleased to have supported delivery of the outcomes set out in *Everyone Matters* – building on Cardiff's reputation as a warm and welcoming place, where diverse communities have come together to form a truly special city.



**Councillor Daniel De'Ath,
Cabinet Member (Safety, Skills, Democracy
and Engagement) March 2016**

2. Our Vision for a Fair, Just and Inclusive Cardiff

In recent times the City of Cardiff Council has developed an ambition '*To be Europe's most liveable Capital City*' focusing on four key priorities:

- Education and Skills for People of All Ages
- Supporting People in Vulnerable Situations
- Sustainable Economic Development as the Engine for Growth and Jobs; and
- Working with People and Partners to Design, Deliver and Improve Services.

This ambition ushers in a new era of community engagement and co-production which is at the heart of the Council's relationship with its citizens. This brief overview illustrates a few examples of this vision as they relate to matters of equality.

As a co-operative Council, the views and opinions of people across Cardiff are of fundamental importance to us in shaping services that meet the needs of all. The three year programme of engagement launched in 2014 under the title "The Cardiff Debate" has engaged thousands of citizens, both in local communities and in specific communities of interest such as Cardiff Youth Council, the City's Access Focus Group and Older Person's Forums, and our employee equality networks.

The City of Cardiff Council is committed to the goals of the Well-being of Future Generations (Wales) Bill, working to tackle intergenerational challenges, ensuring that the Council's services deliver long term goals not just for Cardiff but in co-operation with other partners across Wales in a spirit of co-production for the future well-being of the whole nation.

Our Council and the city itself have both benefited from the city's cultural diversity and generational richness, two factors that have helped the city evolve and react in unity to demographic, economic and societal changes.

This Administration has a co-operative vision, and has adopted three key values recommended by our employees – ‘Open’ ‘Fair’ and ‘Together’. Building on the great steps forward set out in this Equality Annual Report for 2014/15, the year ahead promises to be an exciting and challenging period for Cardiff and its communities.

Although co-production is central to our co-operative vision, the current financial challenges facing Cardiff have made partnership with communities more vital than ever, to ensure that we can together preserve services and facilities at a time of austerity.

The Council has continued its development of a “single view of the customer”, so that people can access a range of Council and partner services in a consistent and accessible manner. Our aim is to create a network of service points that bring together essential public services like libraries, housing, leisure, benefits advice and a wide range of other Council services such as waste management and street lighting under one roof.

The Council’s Community Hubs Programme continues to see the delivery of multi-service buildings around the city, many of which are already operational, with further ambitious plans for significant investment in local hubs in areas of need.

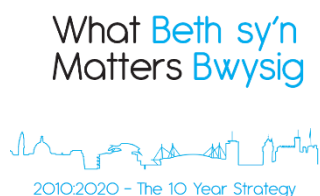
The Hubs also provide Into Work support including Job Clubs, CV workshops and work related training. External advice services, credit unions, community groups and even in some locations South Wales Fire and Rescue Service also have a presence.

The Administration believes that Members of the Council need to take a lead by championing equality themselves and in 2014 Councillor Bale invited members to volunteer themselves as equality champions. Involvement in a number of networking activities with other diversity champions resulted in the Council taking part in “Diversity in Democracy”, a scheme to encourage people from diverse backgrounds into politics.

We hope to share and adopt good practice in leading positive values and behaviour in the way that we work with each other and with others. We hope that from this short explanation of just a few of our current initiatives you can see our goals are to design and deliver improved services to the whole community, now and in the future.

3. Progress on our Strategic Equality Objectives

What Matters!



Cardiff's 10 year *What Matters!* Strategy is shaping how Cardiff moves forward during 2010- 2020. The strategy was developed by a range of public, private and third sector partners, focusing on outcomes for the city across organisational boundaries.

What Matters! is based around the delivery of the following seven key strategic outcomes, which will improve the quality of life for all people:

- People in Cardiff are Healthy
- People in Cardiff have a Clean, Attractive and Sustainable Environment
- People in Cardiff are Safe and Feel Safe
- People in Cardiff Achieve their Full Potential
- Cardiff has a Thriving and Prosperous Economy
- Cardiff is a Great Place to Live, Work and Play
- Cardiff is a Fair, Just and Inclusive City.

What Matters! was shaped by a comprehensive needs assessment which involved an in-depth analysis of the city across a broad range of areas.

The needs assessment revealed a common theme of inequality across the outcomes. This meant that people on lower incomes living in the more deprived parts of the city were also more likely to suffer poorer outcomes relating to health, safety and educational attainment. The Seven Outcomes for Cardiff were derived from this needs assessment.

Cardiff Council's Strategic Equality Plan links directly to *What Matters!* to ensure a consistent approach is adopted to address inequalities in Cardiff. Our strategic equality objectives sit under each of the outcomes for Cardiff, targeting the Council's equality work specifically at the most prevalent areas of need for the City.

The City of Cardiff Council's Strategic Equality Objectives are:

1. Work to reduce differentials in life expectancy & health inequalities in Cardiff
2. Ensure health services and preventative programmes are communicated effectively and meet the needs of service users
3. Improve access to sustainable transport
4. Ensure households vulnerable to fuel poverty receive assistance and advice
5. Improve equality of access to parks and green spaces
6. Work with partners to reduce violence and domestic abuse, increase reporting and improve support mechanisms
7. Reduce incidents of bullying, increase reporting and improve support mechanisms for those vulnerable to bullying within specific groups
8. Work to raise awareness of hate crime across Cardiff and support the implementation of the Welsh Government Hate Crime Framework.
9. Develop a Community Cohesion Action Plan, to respond to Cardiff's cohesion priorities and embed cohesion principles across the council and our partners.
10. Work with partners to address barriers to employment within Cardiff
11. Work to reduce the pay gap between men and women in Cardiff Council
12. Continue to raise standards of achievement for those vulnerable to underachievement
13. Increase the numbers of under-represented groups attending post sixteen education
14. Ensure the availability of high quality and affordable accommodation, especially for those in most need
15. Support people most at risk of losing their independence to live independently
16. Promote play, sport & volunteering opportunities for under- represented groups
17. Work to ensure citizens have the opportunity to participate in and influence, the design of services
18. Address the effects of socio-economic disadvantage, particularly child poverty

Summary of Progress Made During 2014 -15

DRAFT

Objective One

Work to reduce differentials in life expectancy and health inequalities across the city

What Matters! identified a difference of 11 years in life expectancy between the highest and lowest life expectancies; Radyr & Morganstown had the highest at 85.5 years, while Butetown had the lowest at 71.9 years. We have taken positive steps this year, but recognise this is a long-term goal that will continue through the duration of Everyone Matters and our ten year strategy for the city. Progress this year included:

Communities First



The Communities First Programme continues to work with residents, community organisations, businesses and other key agencies in four 'cluster' areas to focus on actions leading to the long-term sustainability and wellbeing of communities.

Some of the highlights of 2014/15 included:

Healthy eating

In 2014/15 ACE (Action in Caerau and Ely) and STAR (Splott, Tremorfa, Adamsdown and Roath) Communities First Clusters introduced community garden projects that worked in partnership with Foodbanks to identify individuals that could benefit from community based provision.

Various courses took place across the four Cluster areas in 2014/15, and as a result:

- 211 Communities First participants now feel confident cooking a healthy meal.
- 591 Communities First participants now eat fruit and vegetables each day.
- 60 people from diverse backgrounds engaged in *Edible Adamsdown*, a community growing project delivered in conjunction with STAR Communities First and Green City Events.

Increased physical activity levels

Communities First engaged hard to reach individuals of all ages who were not engaging in physical activity – giving them a positive attitude towards exercise. Working with Sport.Cardiff and a number of other partners, the projects have encouraged use of parks, green spaces and leisure facilities in the city, helped people meet their target physical activity levels, and brought different age groups in the community together.

In 2014/15, 830 participants increased physical activity levels through *Innovative Fitness classes, Bollywood Dancing, Street Dancing, Football tournaments, Coaching Sessions and Growing Club sessions (digging, planting & fruit picking)*.

Communities First provided sessions in leisure centres including Falls Prevention (OTAGA), a Disability Swim Group in Pentwyn and Western Leisure Centre, and Women only sessions in Maindy and Channel View Leisure Centres.

The Gateway for Independent Living

The Gateway for Independent Living was established as a partnership with Health, Adult Social Care and third sector agencies. The Gateway proved successful, and a review is now underway to ensure the valued service can be maintained.

Social Care Outreach Surgeries with Minority Ethnic Communities

In 2013/14 the Health and Social Care Contact & Assessment team began a programme of information surgeries with minority ethnic community groups in community venues across Cardiff, to increase awareness of Adult Social Care services. The Team Manager worked with the Bangladeshi Association, South Asian Women's Association, Multi-cultural Health Resources & Information Centre, Henna Foundation, Women Connect First and the Iraqi Community Association of Wales, and working together the groups became aware of who to contact and how to access services. It was mutually agreed that the sessions had achieved their aim.

During 2014/15 the Team Manager again visited several more groups to raise awareness of the services offered by Adult Social Care. There was less demand for these sessions, perhaps due to the success of the previous engagement.

Community Hubs

2014/15 has seen steady progress on the roll out of Community Service Hubs, designed to make it easier for citizens to access services and Council information. During the year the Ely/Caerau Hub opened, and Age Cymru and the Somali Advice Centre provided specialist advice within the Central Hub. Work took place towards the proposed opening of Hubs in Grangetown and the STAR (Splott, Tremorfa, Adamsdown and Roath) communities.

Objective Two

Ensure health services and preventative programmes are communicated effectively and meet the needs of service users

We have undertaken a number of projects to build communication between the Council and service users.

Working towards a Bilingual Social Care Service

The Linguistic Assessment Tool is being used to identify and assess all frontline workplaces and posts where the ability to speak or write Welsh is an essential or desirable requirement.

A new Welsh Language Co-ordinator and a new Welsh Language Champion have been appointed.

The Welsh Language Co-ordinator has designed and delivered a training session to all managers in Health & Social Care and is continuing to develop the programme for other groups. The session includes Welsh Language awareness, presentation of the *Mwy Na Geiriau* (More Than Just Words) Framework with an action plan for managers to include skills assessments for all staff in the Directorate.

Customer satisfaction questionnaires now include a mandatory question to ask if service users had the opportunity to communicate with social care staff in Welsh.

Language need is included in the weighting of service provision within the Council's bidding processes used for commissioning domiciliary care and residential and nursing care.

The Welsh Language Co-ordinator met Independent sector providers to look at *Mwy Na Geiriau* requirements and also met their activity co-ordinators to suggest ways to include Welsh in their events and activities with service users.

We have installed the *Gofalu Trwy'r Gymraeg* app on the mobile devices which will be issued to all home care staff in a new home care initiative due to be launched in July 2015. We are planning to deliver Welsh Language awareness training to care staff to support this.

The Alarm Receiving Centre

The centre has been built and houses the Community Alarm Service, including a facility to monitor CCTV in the sheltered accommodation and partners buildings.

Improving the Health of Looked after Children, Disabled Children and Care Leavers

Children's Services is helping the University Health Board remodel primary mental health services for Cardiff and the Vale of Glamorgan, with a jointly funded post created to support delivery of change. It is planned that future proposals to support and improve the health of looked after children and care leavers will be arranged jointly.

There have been significant improvements in services for children with disabilities. Children's Services ran three month pilots with the Children's Team Around the Family (TAF) and Disability Team Around the Family (DTAF). The DTAF Project Leader is based one day a week with the Child in Need Child Health & Disability teams, helping improve the allocation, planning and reviewing of Child in Need cases. A new Partnership and Integration Change Manager post was created and advertised.

A feasibility study for remodelling services to children with disabilities has been completed and a report has been agreed. Plans have been put in place to consult the Disability Strategy Group.

In terms of improving the timeliness and effectiveness of assessments and interventions, a Team Manager has been identified to lead on transition and to participate in regular meetings with Health and Social Care – some progress has been made but further work is needed.

An electronic reminder will alert managers when a child has reached the age of 14, to ensure timely and appropriate discussions around the young person's transition for services at the age of 18 are held with the family and Adult Social Care. Where a child may not be eligible to continue receiving services as an adult, their existing care package will need to be tapered over a period of time in order to allow the family time to plan for when social services interventions are no longer available to them.

Objective Three

Improve access to sustainable transport

Transport has been identified as a key priority by the Cardiff Youth Council. We have made further progress in achieving our objectives this year.

Orange Wallet

In 2013/14 the Council developed the Orange Wallet scheme with the Vale of Glamorgan Council, Diverse Cymru and Arriva Trains. This is a portable and discreet product that can be tailored to meet the needs of the individuals to help them communicate to bus / train / taxi staff to improve accessibility of transport for disabled people.

As a result of the scheme's great success, Cambrian Railways have now made a film on how to use a train, which has been supported by Lord Dafydd Ellis-Thomas. The Association of Train Operating Companies have endorsed the film and submitted it for an award. Arriva now wish to make the Orange Wallet a UK wide scheme.

City Car Club

This partnership project aims to help people from all economic backgrounds by providing a range of rentable vehicles, to reduce the costs and hassle of owning a car.

Local Development Plan

Working within the framework of the Local Development Plan a number of initiatives have been developed, including walkable neighbourhoods, Cardiff Cycle Network, bus corridors and prioritisation, and sharing taxi and bus lanes.

Bike it! Programme

Delivered with Sustrans, this school road safety training programme is intended to give young people the skills and confidence to travel under their own steam – and their parents the confidence to let them.

Cardiff Parking Strategy

This strategy, to be introduced in 2015/16, is intended to promote 'modal shift' onto sustainable transport, and improve accessible car parking provision across the city.

Cardiff Local Transport Plan

The Cardiff LTP replaces the previous South East Wales Transport Alliance Regional Transport Plan. It identifies the key transport issues for Cardiff and specific priorities for the Council to deliver from 2015 - 20, and further aspirations up to 2030. It is the primary reference for bids for annual capital funding from the Welsh Government for transport infrastructure. The proposed programme outlined in the LTP includes walking and cycling infrastructure, bus network and junction improvements, Cardiff Capital Region Metro schemes, 20mph limits and road safety schemes.

Keeping Cardiff Moving

Other initiatives in place to support transport flow include:

- Free adult cycling sessions to assist individuals attain the *National Standard for Cycle Training*.
- Implementation of 20mph speed limits from 31st March 2015, reducing the legal speed limit on all of the roads within the pilot boundary.
- Public Transport Scheme – promotion and management of Education Maintenance Allowance.
- Promotion of the Welsh Government concessionary fare scheme for students aged 16 to 19.
- Students with a statement of special educational needs continue to receive free transport under the Council's SEN Home to School Transport Policy.
- Council officers supported development of the Welsh Government Active Travel Act, which is intended to promote accessible and safe sustainable transport routes. During this year walkable neighbourhoods and cycle network audits have been designed, for implementation and data gathering in 2015/16.
- Park and Ride facilities continue to operate and are accessible to all communities.
- Quarterly Taxi Forums have been arranged to improve communications with the taxi trade. Attendance at forums is increasing and there has been positive feedback from the Taxi Trade.

Objective Four

Ensure households vulnerable to fuel poverty receive assistance and advice

Key progress is as follows:

- All our Hub based staff have attended training to advise customers on schemes that are currently open to help if they are in fuel poverty. They can also make effective referrals into British Gas Energy Trust schemes.
- The Money Advice team can also help customers complete the necessary forms and access the NEST portal (the Welsh Government anti fuel poverty scheme) so we can record how many people we refer directly into them.
- Work under the Welsh Government Outcome Agreement to improve energy efficiency in council homes included the installation of more than 1000 A Rated boilers, and overcladding works exceeded target for the year
- The Affordable Warmth Partnership (which aims to reduce the number of households in Cardiff in fuel poverty) has been refreshed during 2014/15 and joint projects with partners are under development.
- Capital improvement works have led to improvements in Brynfedw (155 homes, funded by WG Arbed ECO scheme) and Caerau (140 homes, funded by WG Arbed 2 scheme) during 2014/15. These are all mixed tenure schemes and the energy efficiency improvements are mainly external wall insulation along with some boiler upgrades. We also successfully gained WG Maximising ECO funding to carry out improvements to 247 homes in Trowbridge. One of the criteria for scheme area selection is to focus on the more deprived areas of the city.
- The Cyd Cymru scheme (Wales collective energy switching scheme run by Cardiff and Vale Councils) continues to actively target fuel poor and hard to reach households. Switch 3 was successfully held in 2014/15 resulting in over 2,000 households switching and an average household saving of £250. The number of households receiving savings that would take them out of fuel poverty was 60% for Switch 3.
- Through the Little by Little Project, Welsh Government funding has been secured from April 2015 for an officer to visit properties already subject to capital improvements, to provide information on additional energy efficiency behavioural changes and financial inclusion.

Objective Five

Improve equality of access to parks and green spaces

Good progress has been made in making city parks more accessible to disabled people.

The Accessible Parks Project



The Stage 2 Heritage Lottery Fund bid for Parc Cefn Onn is being developed for submission in February 2016. The focus of the bid is around accessibility and developing a park that provides something for everyone (Project title is: *Parc Cefn Onn: Into the Garden and Beyond*).

This year we have arranged engagement through Cardiff Access Forum, Cardiff Institute for the Blind, Alzheimer's Society and others. The vision is to develop a project that will help to improve access for all, and scope new ways of promoting and enjoying the multiple benefits of parks for people with a wide range of physical and mental impairments.



Objective Six

Work with partners to reduce violence and domestic abuse, increase reporting and improve support mechanisms

Key steps taken in 2014/15 have included:

Domestic Abuse Services

The transfer of the Domestic Abuse Coordinator role to the Council has led to the establishment of a Strategic Working Group focused on Domestic Abuse, reporting and the support mechanisms available to victims.

Safeguarding Children

We have made progress towards agreeing with partners an effective model for managing child protection referrals and demand. The Director of Children's Services went with Police, Health and Probation colleagues to visit Rhondda Cynon Taff's Multi Agency Safeguarding Hub (MASH), and this encouraged the view that MASH presents a strong and effective partnership model for jointly managing risk and referral taking in relation to children in Cardiff. Key features of the MASH include co-location of staff, shared intelligence and information systems, common goals and practices and strong joint governance. Joint funding for project management has been agreed and recruitment is underway.

Protecting Civil Enforcement Officers

Body cameras have been provided for Civil Enforcement Officers to reduce violence and verbal abuse, also reducing stress and sickness levels, and as a bi-product reduce the spurious complaints made against officers. The camera systems will go online during 2015/16.

Reducing Violence Against Children



Cardiff Youth Council was represented at a seminar co-hosted by Cardiff University and Cardiff Council to celebrate the 25th anniversary of the launch of the UN Convention on the Rights of the Child. The seminar focused on the right for children to have equal protection from physical assault.

Cardiff Youth Council signed the Children Are Unbeatable Pledge in 2013.

Objective Eight

Work to raise awareness of hate crime across Cardiff and support the implementation of the Welsh Government Hate Crime Framework

Steps have been taken to raise awareness of hate crime and increase reporting during 2014/15. We have continued to provide funding to Race Equality First to provide a casework service to victims of hate crime and discrimination in Cardiff.

Between 1 April 2014 and 31 March 2015 there were 930 hate crime incidents recorded in Cardiff by South Wales Police, an increase of 51 on 879 incidents recorded during 2013/14.

These recorded incidences can be broken down by the following protected characteristics:

- 693 were recorded on the grounds of race,
- 129 were recorded on the grounds of sexual orientation,
- 75 were recorded on the grounds of disability,
- 44 were recorded on the grounds of religious belief and
- 15 on the grounds of transphobia.

These broken down figures equal more than the 930 recorded incidences as some have been recorded as dual hate crimes (more than 1 characteristic).

Of the 930 recorded incidents, 630 were recorded as a crime, compared to 466 recorded as a crime during 2013/14.

Analysis of hate crime data by Neighbourhood Partnership area also revealed that the rates of incidents were disproportionately high in Cardiff City & South, Cardiff South West and Cardiff South East.

The City of Cardiff Council worked with Victim Support, which has been commissioned by the Welsh Government to act as the National Report and Support Centre for Hate Crime and Hate Incidents in Wales. A number of briefing sessions have been delivered to:

- *Raise awareness of hate crimes and hate incidents*
- *Understand the impact hate crime has on groups with protected characteristics*
- *Increase reporting of hate crimes and incidents.*

Building on the 340 staff trained in 2013/14, we provided training to another 48 staff from:

- Cardiff Community Housing Association
- Cardiff Youth Offending Service,
- Cardiff Council staff and elected Members,
- MAC Triage Project
- Schools
- Communities First.

Two further briefing sessions were being arranged for autumn 2015. Comments on the training included:

“Excellent, informative session. The information was given will be helpful in my role as a Councillor. The session educated and inspired me - Thank You”

“Excellent training, really useful and good examples used to illustrate the point”

A Framework for Action has been embedded across the City of Cardiff and a strong stance is taken in relation to tackling hate crime.

Underpinning the strategic and operational framework are a number of Forums to support multi agency work on hate crime which feed into the Safer and Cohesive Communities Programme Board. These are the *Hate Crime & Cohesion Forum* and the *Quality of Life Meeting*, the *Community Cohesion Group*, *Neighbourhood Partnership Meetings* and the *ASB Problem Solving Meetings*.

The Hate Crime & Cohesion Forum meets each month to discuss cases of hate crime, perpetrators of hate crime, safeguarding and community tensions.

Each victim of a hate crime incident will undergo a hate crime risk assessment and if it is identified that there are further potential risks (or further advice and support is required), a hate crime action plan will be put in place. The forum ensures a multi-agency approach to provide a supportive and consistent response for victims.

Programmes of work for the Framework’s key objectives include:

- **Supporting Victims**
We have aimed to increase reporting of hate crimes and incidents by providing briefing sessions to Council and Communities First staff, third sector and community groups on the impact of hate crime on victims, how to make a referral, and how to access support.
- **Operational Response**
We provide a multi-agency approach through forums like the Safer and Cohesive Communities Programme Board, Neighbourhood Partnership

Programme Board and operational hate crime meetings with housing providers.

- ***Race Equality First***

We have continued to provide funding to Race Equality First (REF) to provide a casework service to victims of hate crime and discrimination in Cardiff.

Part of this work includes provision of the LGBT Coffee Morning each month at Coffi Da, Cowbridge Road, Canton - providing a safe and relaxed environment for LGBT people to meet and discuss any issues or difficulties that they may have experienced which are attributed to their gender identity or sexual orientation. The Coffee Mornings are attended by REF staff and Community Officers from South Wales Police. REF also provide a specialist Minority Ethnic Elders Advocacy project.

DRAFT

Objective Nine

Develop a Community Cohesion Action Plan, to respond to Cardiff's cohesion priorities and embed cohesion principles across the Council and our partners.

The National Community Cohesion Action Plan 2014 to 2016 is an all Wales plan that has been implemented to deliver Welsh Government's Community Cohesion Strategy Getting on Together. The Strategy focuses on raising awareness of cohesion issues and increasing the reporting of such issues across the protected characteristics in the Equality Act 2010.

The Cardiff Community Cohesion Cup (CCCC)



The CCCC is a football tournament supported by South Wales Police, between minority ethnic communities in Cardiff. The Cup aims to encourage closer links between minority groups and local authorities through the power of sport.

In 2014, teams from Cardiff's Congolese, Darfur, Kurdish, Sudanese, Yemeni and Zimbabwean communities competed for the chance to play in the Cardiff Community Cohesion Cup final in the Millennium Stadium.

The Cup is breaking down barriers between communities, the police and other agencies. After victory over the Kurdish side at Grange Albion, the Yemenis played against a team featuring former Cardiff City players as well as local community police officers.



The aim is to have 10 teams competing for the cup in 2016.

Race Equality First Equality Forums

REF developed six Equality Forums in Cardiff where REF can offer support, advice and referral services to community people. The Forums are:



**RACE
EQUALITY
FIRST**

- Carers Forum
- 50 Plus Forum
- LGBT Forum
- Taxi Drivers Forum
- Youth Forum; and
- Cardiff Residents Forum.

Although they represent all Cardiff people, several are well represented with local people from ethnic minority communities. They meet monthly, allowing REF to develop community engagement; hear the views and concerns of individuals living in Cardiff; offer support, advice and referral services to community people; address discrimination; voice the views and experiences of community people within REF's newsletter and reports.

They campaign and advocate on behalf of the community groups and individuals attending the Forums to endeavour to prevent reoccurrence of these issues by voicing the views and experiences of attendees within REF's newsletter, reports etc.

The most common issues that were identified during these forums were: racial segregation amongst ethnic minority community groups; lack of awareness in individuals of their rights as UK citizens under the Equality Act 2010; lack of awareness in how to challenge breach of an individual's rights under the Equality Act 2010 and lack of awareness in individuals of support and advocacy services available to them in Cardiff. Almost all community groups cited inequality and discrimination as an impediment to their full economic, political and social development.

Objective Ten

Work with partners to address barriers to employment within Cardiff

Cardiff has a fast growing economy and an increasing population. Progress has been made to work with partners addressing barriers to employment, so that all can benefit from our growth.

Families First - Sustainable Employment and the *Connect 8-25* Child and Youth Engagement

This project helped children and families, in or at risk of poverty, achieve their potential.

- 194 young people at risk of being not in education, employment or training took advantage of bespoke education provision and 87% progressed into education, employment or training as a result.
- 124 parents with 132 children from minority ethnic communities accessed Cardiff and Vale College's Families Learning Together programme – 93% of parents noted a more positive relationship with their children's schools and 100% of children had improved language skills as a result.
- 440 parents and carers in low income families received intensive mentoring support from SOVA to improve their skills and get into employment. Of these, 89 managed to find employment as a result – four times the success rate in the previous year – and over 60% of the parents who completed work with the Sustainable Employment project.

Economic Development Encouraging Diversity in Employment

Companies we have attracted to Cardiff like Centrica and Conduit Ltd have looked to recruit from economically disadvantaged groups, for instance by working through the Huggard Centre. Financial Business services offer shift patterns, term time employment and twilight working to meet a wide range of employee needs. They create jobs for young people not in employment, education or training, ethnic minority groups, women returners and disabled people. Once trained, these employees are equipped with relevant transferable business skills.

Broadband Voucher Scheme

The Department of Culture Media and Sport introduced a voucher Scheme funding the connection of superfast broadband. This has assisted charities, social enterprises and community businesses to improve their broadband connection, and helped create employment opportunities in all our communities.

Digital Cardiff Showcase Centre

This centre promotes technology to small businesses, through a “try before you buy” approach. It helps businesses choose products to enhance productivity, profitability and employment opportunities. It has proven very popular. Schools across the city have also used the centre to develop phone apps, increasing children’s knowledge of digital technology and preparing them for the world of work.

Partnerships links with Education

Our Economic Development function has worked through Cardiff Business Council to improve business partnerships links with Schools. Businesses have been linked to schools, visiting them to teach and promote work readiness skills to the pupils in preparation for leaving school and entering employment

Access to new funding

The Social Innovation Fund grant has been introduced to support social enterprises which include cooperative, campaigning groups and charities in growing and expanding their businesses, leading to potential employment.

Installation of Wi-Fi

2014/2015 has completed installation of free Wi-Fi in the City Centre and Cardiff Bay with 40 access points and within public buildings, giving access to on line services, job opportunities / searches, transport links, tourism information and price comparison sites. This benefits those who do not have access at home. Free WIFI on 221 buses has similarly extended digital inclusion in the city.

Independent Travel Training Scheme

The ITTS works schools and Adult Services to provide travel training to pupils and young adults with Special Educational Needs access further education and work experience opportunities.

Community Hubs

Into Work Services are increasingly available through Community Hubs being rolled out across the city. Ely/Caerau Hub opened in 2014/15, with work underway to open Grangetown Hub and Splott Hub, and a new service hub at Central Library.

Objective Eleven

Work to reduce the pay gap between men and women in the City of Cardiff Council

Cardiff Council recognises that although some barriers facing women in the workplace relate to cultural and structural barriers evident in British culture, we have power to support female Council employees in developing their economic potential. We are doing what we can to make progress with this.

HR Equality Action Plan

Our Human Resources People Services Team manages an equality action plan. Our annual report on the Council's employee diversity is attached at Appendix 2 of this report. It contains actions to improve equality of opportunity within our workforce.

Women's Network



The Council facilitates five employee equality networks, including a Women's Network and a Carers' Network. Employees volunteer their time to take part in these networks, including some who take positions of responsibility as Chairs or Vice Chairs.

Although employees are not paid for these responsibilities, line managers are encouraged to support those colleagues in planning their time in relation to commitments they have to the Network. Each Group has at its disposal an annual budget of £2,000 to arrange events, publicity etc.

The organisation engages Network Groups in consulting on equality impact assessments of relevant workplace policies and initiatives, and wider service improvements.

During 2014/15 the Women's Network maintained a high profile, holding promotions in the foyer of Cardiff County



Hall and enjoying a wide circulation of women interested in keeping in touch. In response to priorities suggested by its Members, the Network arranged a number of personal and professional and networking events so that female employees could gain confidence in their development within the organisation.

The Network also campaigned on staff parking at County Hall. The car park tended to become full at around 9am, making it difficult for employees who dropped their children to school before coming to work to find a space in the car park. The organisation has subsequently introduced a “1 in 5” parking policy, restricting parking in County Hall car park only to those people who have a staff badge, and secondly requiring all employees to find alternative arrangements on one day of the week. This has had the effect of reducing pressure on spaces, and allowing employees arriving at County Hall after 9am to find a parking space.

Childcare Support

During 2014/15 the Council had to take the difficult decision to close its County Hall Staff Nursery, but had already introduced childcare vouchers for employees to use in any appropriate nursery location in Cardiff. This had reduced demand to the Council Nursery and enabled wider allocation of child care for all employees of the Council.

Wider Employee Engagement



During 2014/15 the Council’s Chief Executive Paul Orders introduced a new set of Employee Voice arrangements, personally leading outreach roadshows and engagement with front line employees. These included venues like Global Link and Willcox House which are predominantly staffed by female employees.

This has led to the creation of a network of 150 Staff Ambassadors, who champion employee engagement and communication in their workplaces, the successful deployment of a refreshed Employee Survey in May 2015, and a Middle Managers Forum designed to promote the development of aspiring managers in the Council.

Objective Twelve

Continue to raise standards of achievement for those vulnerable to underachievement

Training for Young People Leaving the Care System

The Council's new training scheme for young people in and leaving the care system was launched on 25 April 2014. A Traineeship Co-ordinator was appointed to work on a range of issues designed to increase training places for this group, including:

- Funding from training providers
- Benefits and young people on work placements
- Development of a mentoring scheme with Cardiff Metropolitan University
- Increasing the number of Directorates prepared to offer work experience
- Re-launching the Looked After Children (LAC) Trainee Scheme.

Plans are in place to ensure that young people are supported in their transition to adulthood, including:

- Increased links with Cardiff and Vale College
- Reporting through the Corporate Parenting Advisory Committee.
- Improving the effectiveness of Pathway Planning.

Early Intervention and Prevention

A Draft Preventative Strategy has been completed and consultation has been undertaken with partners at the Parenting Framework launch. A draft implementation plan has been developed. A new Prevention and Partnership Project Manager post is planned to lead on implementation of this strategy. Some consultation on the Prevention Strategy and the parenting framework has been undertaken with parents / carers using the new model.

The draft model for engagement with parents has been agreed by the Early Intervention & Prevention Steering Group.

The final version of the Early Intervention & Prevention (EI&P) Strategy to be produced - will be considered by Scrutiny in June and signed off by the Vulnerable Children and Families Board.

Improving timeliness and effectiveness of Assessments and Interventions

Discussions took place with the Youth Service to undertake assessment of Young Carers in 2015/16, and work was completed on a draft Interim Carers Strategy for Cardiff & Vale of Glamorgan.

A Legal Surgery pilot scheme has been introduced with the aim of adopting a proactive approach to case management with regards to early intervention, assessments and care planning so that only the children whose circumstances require legal intervention are presented before the Court.

Creating a Specialist Looked After Children (LAC) Service

The LAC Service has been created, realignment completed and staff established in two dedicated locations. Much work to establish this specialist service has been achieved with more planned in 2015/16. A Looked After Children Strategy will be developed that aims to make the experience of being looked after or leaving care the best that it can be within resources; promoting stability; enabling children to form secure and permanent attachments; and in collaboration with Education and others, improving their life chances and outcomes.

Personal Education Plans (PEPs)

Primary & Secondary Personal Education Plans have been successfully launched under the joint Children's Services and Education Brighter Futures work programme, and PEP Briefings are being delivered as part of Best Practice training.

Children's Services' relationship with Education continues to develop and there are now regular joint Senior Management meetings. Team Managers have begun a programme of meetings with schools with a high population of looked after children, and partnership working to improve education outcomes for looked after children and care leavers is progressing.

Transition Planning

Work between Children's Services and Health & Social Care continues to ensure that more vulnerable care leavers are appropriately assessed for continuing support into adulthood. A process for referral of care leavers to Health & Social Care for assessment has been adopted.

A suite of new Pathway Plan exemplars is being reviewed in readiness for launch in 2015-16 alongside Best Practice training and a new process for reviewing Pathway Plans.

Looking Ahead...

- It is planned to finalise and implement a refocused Early Help and Preventative Strategy with partners to ensure timely services are provided at the lowest possible level to meet need.
- It is also planned to review the Legal Surgery pilot and implement lessons learned to avoid drift and delay in care planning.
- There will be further exploration of the potential for further cohesion between the Early Intervention and Prevention Strategy and the Youth Offending Service (YOS) Prevention Policy and Practice Guidelines in the context of a YOS restructure and collaborative working with the Vale of Glamorgan.
- It is planned to implement the Enhanced Fostering Scheme to increase the range of services in Cardiff and the surrounding areas for looked after children with challenging behaviour.
- The capacity to deliver a Welsh bilingual service will be assessed.

DRAFT

Objective Thirteen

Increase the numbers of under-represented groups attending post sixteen education

Independent Travel Training Scheme

This Scheme provides travel training to pupils with Special Educational Needs, enabling them to access post-16 education. The scheme has provided training to staff at Cardiff & Vale College to enable them to travel train their pupils and increase their independence.

DRAFT

Objective Fourteen

Ensure the availability of high quality and affordable accommodation, especially for those in most need

We are working hard to deliver affordable housing through a number of measures.

The Local Housing Market Assessment has been carried out and a specific report on older persons' accommodation need in the city has been produced. The findings of this were being considered, to inform the Housing Strategy scheduled to go to the Council's Cabinet in November 2015.

We are also reviewing the Common Allocation Policy, which determines who is prioritised for all Council and housing association social housing in the city, and part of this review focused on the particular needs of older persons.

The Team Manager in Children's Services' new specialist Looked After Children service will lead on accommodation issues identified for this group.

An option to identify an external provider to deliver four residential beds in a local resource was explored, but legal advice indicated that this approach was not permissible within the current framework. Alternative options are being explored.

There are plans to review and revise the Placement Strategy, and to expand the range of supported accommodation options for vulnerable young adults, to increase choice for young people and improve financial efficiency.

The Joint Quality Monitoring Forum was re-launched in 2014/15, giving key stakeholders, including colleagues from the University Health Board and Care and Social Services Inspectorate for Wales, to consider quality and performance issues relating to care home providers. It helps identify where improvement is required, and if necessary to escalate concerns to the Provider Performance Monitoring Protocol or to Escalating Concerns.

Objective Fifteen

Support people most at risk of losing their independence to live independently

We supported people at risk of losing their independence to remain living independently through several initiatives.

Direct Payments

Direct Payments are regular payments made to people with care needs or to a named suitable person, so that individuals can make choices about the way they receive their care and take control of their care services directly. This empowers people to have greater control over the care and support they receive, and live more independently.

Overall take up has improved over the year, increasing by 9.78% from 2013/14. Amongst people with learning disabilities the increase was 35.71%. At 31 March 2015, the total number of adults using Direct Payments was 550, with an additional 51 people confirmed as 'Working towards Direct Payments'.

During the year we worked closely with our Direct Payments support provider to ensure people have the information and help they need to manage their Direct Payments.

Reablement

Reablement is a short and intensive service, usually delivered in the home to help people who have experienced deterioration in their health and/or have increased support needs. The aim is to help people regain skills or learn alternative ways of doing things that will keep them safe and independent at home.

The percentage of people achieving full independence following reablement increased from 70.8% in Quarter 4 2013/14, to 76.6% in the same period this year. There were 8,880 equipment deliveries during 2014/15 and 337 people received ongoing Telecare support.

In an exciting development this year the Council secured a years' worth of funding from the Social Services Improvement Agency to support the Dementia and Reablement Specialist Training Project to ensure that staff working in community settings are fully equipped with the knowledge and skills necessary to support people with dementia.

Health and Social Care Directorate has also contributed to the 3 year Dementia Plan and continues to implement its Older Persons Strategy.

Independent Living

Cardiff and the Vale of Glamorgan have delivered a “Gateway for Independent Living” to support timely discharge and increasing independence at home through an Intermediate Care Fund 2014/15 bid:

- A state of the art ‘Smart House’ has opened, providing a unique training facility to demonstrate a range of rehabilitation and reablement equipment as well as aids that promote and sustain independent living.
- Six flats have also been remodelled as ‘step-down’ accommodation in Nelson House, Minton Court and Lydstep Flats. This alleviates problems associated with delayed discharge and transfers of care within hospitals.

Delayed Transfers of Care DTOC

The Council is meeting with regional partners the Vale of Glamorgan Council and the Cardiff & Vale University Health Board at a senior strategic level to reduce DTOC, avoid hospital admissions and speed up discharge.

Commissioning

We arranged a number of new commissioning models for domiciliary care and residential care during 2014/15:

- We implemented the ‘Proactis’ (Electronic Tendering System) to improve the care and nursing home market position for older people.
- In July the ‘Matrix’ accredited provider list system was introduced to improve the commissioning of domiciliary care for all service user groups. It delivers more personalised care services and a broader choice of available services for each citizen.
- The Regional Collaboration Fund (RCF) ‘Improving Commissioning’ Project commissioned an external adviser to produce a report on a joint brokerage system across Cardiff and the Vale of Glamorgan. Cardiff and the Vale of Glamorgan Council are now exploring the potential for joint commissioning.

Closer to Home Project

During 2014/15 a new ‘Closer to Home’ Project returned individuals with a learning disability from out of county placements to their own communities, improving the quality of their lives. Three properties across Cardiff (Romilly Road, Cowbridge Road East and Meteor Street) were taken over for this purpose, and there are plans to further extend the supported accommodation offered.

Scams Hub

This project was launched in May 2014, and, as part of “Scams Month”, promotional stands were placed in the Advice Hub and Central Library.

195 scam victims have been visited, some with PCSOs. Many of these were repeat victims, with an average age of 78. Work has also been done with Royal Mail tracking the origin of scam mail and with the National Scams Team to take enforcement action in a number of cases.

Seven Cold Calling Zones have been established with Neighbourhood Partnership funding in the north of Cardiff and have been well received by residents.

The Independent Travel Training Scheme

ITTS provided training to pupils and young adults with Special Educational Needs to travel independently, providing key life skills and confidence, which are essential to independent living. Training includes dealing with difficult situations and ensuring awareness of the support mechanisms available.

Objective Sixteen

Promote play, sport and volunteering opportunities for under-represented groups

European Capital of Sport



Cardiff secured the accolade of being European Capital of Sport for 2014, and during the year there were a number of participatory events to increase inclusion in sport. These included 13 Paralympic roadshows, the Cardiff Games and an LGBT Football Tournament.

Local Sport Plan



Our LSP has identified key areas of focus, including:

- Women and Girls Participation
- Coaching / Workforce and Volunteering
- Disability Sport
- Black and Minority Ethnic Sport
- Sport in areas of deprivation.

Dedicated Sports Development Officers have been appointed for these areas and action plans developed to deliver outcomes across the six Neighbourhood Partnership Areas. Disability Play sessions have been run in play centres.

There has been Welsh medium play provision and work with Menter Caerdydd to provide Welsh Language swimming lessons.

Progress has been made on targeting sport and cultural provision to deprived communities and to build upon European Capital of Sport status to increase sports participation levels from 2014 onwards.

Six Neighbourhood Management Sports Managers and six Sport Activators are operational and have established a Sports Board in each Neighbourhood

Management area with excellent "buy in" from local clubs, schools, facilities and 3rd Sector.

Area Action Plans have been agreed and are delivering the outcomes set out in the Local Sports Plan, in partnership with key stakeholders like Cardiff City Football in the Community, Glamorgan CC, Cardiff Blues, and Street Games.

Disability Sport

We continue to support disability specific clubs and increase the number of mainstream clubs providing inclusive sessions to include disabled members.

Disability Sport in Wales is at an all-time high.

- There are over 70 Disability Sports Clubs and sessions running in Cardiff.
- Over 1900 disabled people of all ages taking part on a regular basis.
- There are over 180 coaches and over 300 volunteers currently supporting disability sports clubs and inclusive sports clubs across Cardiff.

We continue to build on the legacy from the 2012 Paralympics and look towards Rio 2016 with a series of Paralympic Roadshows for Primary Schools, which involved taking Paralympic Sports into the schools for disabled pupils to take part in sport along with their non-disabled peers.

We now have an inclusive events programme where disabled school children are given the opportunity to experience appropriate competition.

We achieved insport Ribbon accreditation from Disability Sport Wales in recognition of our commitment to inclusive practice.

The Disability Sports Officer via Cardiff Metropolitan University began working to Insport (the Bronze Award improving accessibility to exercise classes) and Disability inclusion training was carried out for leisure centre staff to identify which existing classes were accessible for disabled people.

The GP Referral Scheme ran alongside a wide range of activities for all age ranges. The remodelled Eastern Leisure Centre and STAR Hub will have village changing with disability changing available.

Objective Seventeen

Work to ensure citizens have the opportunity to participate in and influence the design of services

We have undertaken extensive engagement, consultation and involvement activities throughout 2014/15 to ensure that citizens have the opportunity to participate in and influence the design of services.

Specific developments include:

Cardiff Debate



The Cardiff Debate is a three year conversation about how we should plan, prioritise and provide public services in Cardiff. It is about all public services in the city, not just those provided by the Council.

The public and third sectors have some very tough decisions to make over the next few years due to reduced budgets, increasing demand for our services and a fast-growing population.

The Cardiff Debate was introduced to make people aware of the scale of these challenges and to get people involved in designing services that will be sustainable now and in the future.


37 events were held throughout the city between June and September 2014. To encourage the widest participation, focus group events/sessions were held with the 50+ forum and the Youth Service and a stall was set up at the Pride Cymru event.

To maximise accessibility, events were held within communities to reduce the need for travel, venues were used that were wheelchair accessible and a number of events were face to face so that assistance could be given with the submission of feedback. For those who were unable to attend events, they were able to have their say and share their ideas through the Cardiff Debate website.


Language support was offered for activities in the more diverse communities in Cardiff e.g. Butetown. Braille documents and sign language were available upon request. Welsh language support was available at all drop in sessions.

The results of the first phase of Cardiff Debate Activity can be found in the Cardiff Debate Phase 1 Results Report. It provided invaluable insight into the priorities of our communities and demonstrated how these differ across the city. Progressing the Cardiff Debate over the next two years will allow the people most affected by the continued changes in public services to have their say and put forward ideas on how we can do things differently.

Ask Cardiff Survey

 **Ask Cardiff** The annual Ask Cardiff Survey gave the public the chance to share views on a wide range of services, with 2524 responses provided if assistance was required survey.

Council delivered received and support in completing the

 **Holi Caerdydd**

Budget Consultation

37 Cardiff Debate events were held during the summer of 2014, plus 10 open events during December 2014 in support of the City of Cardiff Council's 2015/16 Budget Consultation. Specific budget consultation events took place with Cardiff Council Access Focus Group, Cardiff Youth Council and the 50+ Forums. 4,191 people completed the 'Changes for Cardiff' questionnaire with over 500 people attending engagement events to have their say on the proposals.

Information was provided in Braille and large font.

Respondents from Cardiff West (46.9%) were more supportive of the Council charging more for some services if it meant that they could be continued compared to 35.0% in Cardiff East. Regarding demographics, those identifying as having a disability were less supportive with 30.1% not agreeing with the proposal.

Use of Social Media

For all of the engagement events above, information is promoted through the Council's website, through social media (Facebook and Twitter) and copies of consultation documents are provided in libraries and in other community venues. Those requiring assistance with completing the response forms are invited to contact the Council.

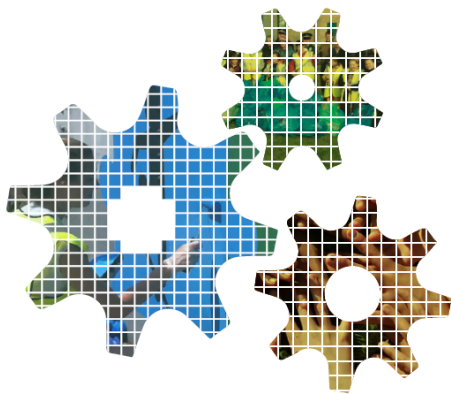
DRAFT

Cardiff Citizens' Panel



The Citizens' Panel has a membership of over 6000 Cardiff residents who have expressed an interest in providing their views on service changes and developments. The Panel was consulted on numerous projects, including the Ask Cardiff Survey, Budget Consultation, Rumney Community Partnership Hub, and whether any improvements could be made to 'MyLocalCouncil', a website tool that provides data on the performance of Council services.

Stepping Up Toolkit



In response to the significant changes in public service delivery over the next few years, a toolkit has been produced to support communities in 'stepping up' to take over the delivery and management of services and assets.

The Council also has access to the Lloyds Bank Enterprise suite in the Millennium Centre for use by groups engaged in the 'Stepping Up' process. For short term projects, the Council can call on expert business support through the Lloyd Bank employee community support scheme.

The Council has also provided free training to inform potential interested organisations of what is expected of them in key areas such as legal issues, planning for the future, etc.

On 1st April 2015, Plasnewydd Community Centre was formally transferred to Cardiff YMCA. Capital Asset Transfer proposals at Maes y Coed and Pentrebanne Community Centres are set to complete early in the year.

Electoral Services

All polling booths are fully accessible, with quadrant style booths with different height options to accommodate wheelchair users. Large print or tactile voting slips are made available for people who are visually impaired and all polling stations now have ramps available for people with mobility difficulties.

There is also an easy read guide on how to vote available for people that may need guidance and this is available in eight languages as well as in Welsh. All polling station staff are trained in how to assist people with disabilities.

Customer Satisfaction in Health and Social Care

The Customer Satisfaction Framework for Health and Social Care seeks the views of our service users and their carers, to improve services by improving our understanding of their priorities, designing services around their needs and views, and managing performance against robust customer information.

During year ending 31st March 2015, 3,572 customer satisfaction questionnaires were issued, 1,141 responded giving a response rate of 32%. 96% of respondents (range 75% to 100%) agreed that they were satisfied with the overall care and support they received.

During 2014/15 seven surveys were included in the rolling programme:

- Advice & Information (C2C)
- Assessment & Review (for Older People, Physical and Sensory Impairment Teams)
- Community Resource Team
- Carers Assessment
- Community Alcohol and Drugs Team
- Protection of Vulnerable Adults and the
- Occupational Therapy Team.
- The annual survey for the Emergency Duty Service was also undertaken.

We extended the Assessment and Review customer satisfaction survey to include the Learning Disability Teams and the Mental Health Services for Older People Teams. During 14/15 we started to use the information from the surveys to inform the Provider Quality Scores for Domiciliary Care. We plan to extend the surveys to users of Mental Health Services in 2015/16.

Supporting Supplier Diversity

We worked with Procurement and Business Wales to hold a free Supplier Briefing and Consultation event in June 2014. The event was open to all social care providers, including supported living providers, respite and day provision, small medium enterprises, community groups, third sector initiative and volunteering services.

Work groups were held to share ideas and explore collaborative working to give citizens with a learning disability more control and choices to live more independently. Health and Social Care colleagues were also able to consult with service providers and stakeholders on the proposed Supported Living pilot model introduced at the event.

Attendees discussed how the market place could deliver the model, how it would respond to citizens purchasing services via Direct Payments and how they can develop relationships in the social care market to deliver the model effectively. The Council was due to tender before the current contract expires on 31 July 2015.

Participation of Young People

The Communication and Engagement Sub Group suggested an approach to the participation of children, young people and families in the work of the Local Safeguarding Children Board, subject to final approval at the Main Board. A Participation Strategy was agreed to be drafted between April and June 2015 that reflects this approach. The Communication and Media Team are to produce a DVD on Safeguarding.

A consultation session with young people was planned to review / challenge the Annual Council Reporting Framework (ACRF) Director's Report for 2014-15.

Cardiff Council Access Focus Group

The Access Focus Group was established in 2008, and has created a nationally recognised and unique co-production approach. The group uses task and finish groups, site visits and further detailed engagement sessions to operate as a critical friend for Council officers to gain insight and experience from a wide sector of the community in all aspects of equality, inclusion, diversity and access.

The group encourages the adoption of best practice and improved thinking regarding projects and schemes within the built environment, transport, infrastructure and services.

Taking place monthly and co-Chaired by Diverse Cymru and Cardiff Council, the group is attended by over 30 representatives from local and national community services and voluntary groups such as:

- Diverse Cymru
- 50+ forums
- Guide Dogs for the Blind
- Network Rail
- Cardiff Bus
- Down's Syndrome Association
- Cardiff Deaf Club
- Asperger Association
- National Deaf Children's Society, amongst many others.

To assess the group's successes since 2008, a review was conducted which consisted of member engagement events and questionnaires in order to seek feedback and opinions about the group. The findings unanimously found that the group is valued by the community and the Council and that it clearly represents its co-productive views.

The group developed revised Terms of Reference, an improved group identity, more timely feedback and engagement within projects and a re-launch of the group in

2014. Engagement this year has focused on the redevelopment of Central Square, Bus services and the Development of a central transport hub, Connect 2 Cardiff user experience, accessibility to parks and a range of budgetary Equality Impact Assessments.

As well as this a Virtual CCAFG operates as an email group securing representation from over 300 individuals and organisations. It is an engagement vehicle for disseminating invitations, questionnaires and consultation opportunities to the group and wider communities which many of them represent.

The Design Equalities Advisory Group (DEAG)

Meeting quarterly (and ad hoc) this group secures representation from individuals across the protected characteristics to advise on a range of built schemes including road and infrastructure, cycling schemes, 21st Century Schools and a range of other projects.

Engagement as a statutory requirement is conducted with a range of partners and stakeholders regarding major planning applications.

Where applicable combined audits are completed ahead of schemes. Such audits incorporate road safety, Equalities and other considerations.

Involving Young People in Scrutiny

In the 2014 *Good Scrutiny* Awards organised by the Centre for Public Scrutiny. The Children and Young People's Scrutiny Committee was shortlisted for a national award.

Cardiff Fifty + Forums



“A real voice for Cardiff’s older citizens”

Cardiff Council launched 50+ Forums around the various neighbourhood partnership areas in 2013 to represent the voices of older people. There are five geographically based forums working to and informing the existing Neighbourhood Partnership structure.

The aims of the 50+ Forums are:

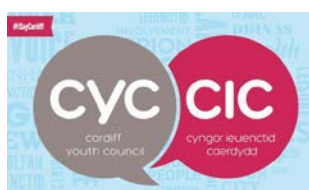
- To identify key issues for people 50+ within their own neighbourhoods and work with Cardiff Council and its key partners to tackle them to improve quality and services for older people across all areas of life.
- To work with Cardiff Council and its partners in the development and implementation of new policies and practices relevant to people 50+.
- To receive and respond to consultation documents and participate in engagement with Cardiff Council and its key partners.

- To work with Cardiff Council and its partners to fulfil the key themes identified within the 3rd phase of the Welsh Government's Strategy for Older People in Wales and Cardiff Council's Strategic Equalities Plan.

Members took part in a range of activities, events or information which have contributed to these aims and this included 17 consultations, 16 health & wellbeing activities, 15 learning opportunities, and representation at 26 events:

A local Forum Member was elected in 2015 to Age Cymru's National Representative Forum, representing SE Wales 50+ Forum.

Cardiff Youth Council



During 2014/15, the Youth Service continuously involved children and young people in reflecting on how, as a Council, we can get better at listening to their views and opinions. The Cardiff Youth Council went from strength to strength and now has two British Youth Council reps and two Young Parliament reps.

As required all pupils who may be affected by budgetary implications of service delivery change are engaged with directly and via schools bodies as a legislative requirement, and in accord with the UN Convention on the Rights of the Child.

On November 26 the CYC hosted a range of Council services at an event to discuss changes to their services as part of the reduction in funding for next year.

Officers from leisure, school transport, youth service, planning, libraries, hubs and partnerships all presented the proposed changes to youth council members and then listened to the feedback as part of the wider Cardiff Debate programme.

The £48 million savings that need to be made for next financial year will potentially affect young people across Cardiff so CYC representatives and visiting young people took the opportunity to share their views and concerns on this important issue.

CYC member Dan MacNamara said 'This is a massive amount of money and we want the best for young people in Cardiff so it's important that we get a say on services in our community'.

The Youth Council also met with the City of Cardiff Council Leader, Councillor Phil Bale, and Cabinet Members at the Old Library for a Youth Summit, as part of Local Democracy Week. The summit was an opportunity for Elected Members and the youth delegates to meet and discuss how young people can participate in the democratic process and in developing and improving their communities.

Councillor Daniel De'Ath, said:

"The Local Democracy Week event held with Cardiff Youth Council was a great opportunity to explain the democratic process and for Cabinet Members present to

explain their roles and responsibilities. It was also an opportunity for the youth delegates who attended, to raise issues important to them, voice their concerns and opinions and to ask questions.

“As a result, much was taken from this event by both sides and the council will be looking at how the ideas that were generated can be taken forward to increase the integration and involvement of young people in the democratic process in Cardiff”.

CYC Member Speaks Out on Votes at 16

Long standing Cardiff Youth Council member Marc Tilley was interviewed by the BBC 1 Wales Report Team on 10 December, on the important issue of reducing the voting age. Marc was interviewed alongside Conservative AM Nick Ramsey who is against reducing the voting age to 16.



Children's Commissioner for Wales Keith Towler tweeted 'Marc is right about equality, rights and democracy'.

Marc said 'Votes at 16 is an important issue and I am extremely happy to be able to contribute to the debate. It was a great platform to showcase young people and the work of CYC'. Marc did such a good job that he has been invited back to the BBC studios next year in the run up to the general election.

Breaking the Barriers Conference March 2015



Cardiff Council worked in partnership with Diverse Cymru to host a unique conference and consultation event in City Hall on 21 March 2015, with over 200 delegates.

It was the brain child of Cllr David Groves, who wanted to make a difference by examining how to break down barriers disabled people face across all impairments.

We know that many disabled people face barriers in their everyday lives that prevent them from accessing services and being full and active members of their community. We also know that some progress has been made to make services more inclusive and accessible. However, there is evidence to show that progress is patchy and more needs to be done.

The Breaking the Barriers initiative is part of the Cardiff Debate, helping Cardiff become a more inclusive and accessible place to live and visit, through engaging and working with disabled people to remove barriers that get in the way of them being full and active contributors in Cardiff.

To take this vision forward over the next three years, an equalities steering group will arrange annual events to encourage collaboration and co-production between disabled people, the local authority, and local organisations like businesses, employers and service providers. The aim will be to find solutions and take action to assist in removing the identified barriers for disabled people in Cardiff, in the specific areas of Health/Social Care, Employment, Education and Access.

Co-creating Healthy Change

Also, in October 2014 in partnership with Diverse Cymru, a Co-creating Healthy Change event was held focusing on opportunities for older people in Cardiff Council. Stalls, information and workshops were provided and over 100 people attended.

Employee Equality Engagement

Four Employee Equality Network Groups (the Women's Network, the LGBT Network, the BME Network and the Disability Network) continue to operate within the Council, as explained above. The networks have been formally engaged when there has been a need to consult on Equality Impact Assessments or policy e.g. Council Values. Each group has its own agenda and resources.

The Employee Voice Consultation led by the Chief Executive has developed 140 Staff Ambassadors, mainly front facing staff consulted on issues such as the adoption of a new set of Council Values.

Objective Eighteen

Address the effects of socio-economic disadvantage, particularly child poverty

We have addressed the effects of socio-economic disadvantage through a range of actions including continuing to coordinate the 'Families First' and 'Communities First' programmes, which provide support to the city's most vulnerable children and addresses the impact of child poverty.

Families First



'Families First' is one of the Welsh Government's key early intervention and prevention programmes. It has been developed to play a key role, alongside mainstream services and other grant funded initiatives, such as Communities First and Flying Start, in addressing child poverty.

Families First will contribute to all three strategic objectives set out in the Welsh Government's Child Poverty Strategy and latterly the Tackling Poverty Action Plan, by reducing the number of workless families through improving skills and removing barriers to employment; reducing inequalities that exist in education, health and economic outcomes for children; and by improving those services for those living in poverty.

The Outcomes for the Programme are outlined as:

- *Working age people in low income families gain, and progress within, employment*
- *Children, young people and families, in or at risk of poverty, achieve their potential*
- *Families are confident, nurturing, and resilient*
- *Children, young people and families are healthy, safe and enjoy well-being.*

Families First Freephone Service

The Families First Freephone Service is one of the most important developments to improve access to the Families First programme in Cardiff. This service provides a central access point to the programme in Cardiff for families and professionals. The Freephone service was introduced at the very end of 2013-14 so 2014-15 was the first year of full delivery. The service has quickly established itself as a vital resource:

- *Freephone call handlers signposted service users to 450 Families First services and 286 other services*
- *100% of the people completing the Freephone Service evaluation survey reported a clear, friendly and informative call handler*

Initial feedback from the national evaluation of Families First, conducted by Ipsos MORI Ecorys on behalf of the Welsh Government, commented as follows:

“The TAF phone line appears to have been a major success in ensuring that families in need are being identified. The soft referral process means that families can be assessed fully before being taken into the programme or sign-posted elsewhere. This is shown in the data where 26% of all referrals are self-referrals compared with only 9% in the rest of Wales. If Families First is to be a non-coercive provision, then this may be one of the better ways to identify the right families to work with.”

Also during 2014-15, a protocol was agreed between Families First and Children's Services to manage the interface between the statutory and preventative services as part of the Early Help Strategy. It was also agreed that staff from the Cardiff *Team Around the Family* team and the *Disability Team Around the Family* team would be co-located with Children's Services teams for one day a week. These arrangements are building stronger links and more effective support for stepping families up and down.

Outcomes from Families First activities to promote healthy eating included the following:

- *55 children and 62 parents took part in the Families First MEND (Mind, Exercise, Nutrition, Do It) programme as part of Families First.*
- *95 Families First staff / staff working in communities completed Agored Cymru Community Food and Nutrition Skills Level 2 training as part of the Healthy Lifestyles and Early Years packages.*
- *The Families First team also supported trained staff in communities to deliver courses to families, including 12 Get Cooking courses and 5 Foodwise programmes.*
- *42 settings were supported to gain Gold Standard Healthy Snack Awards as part of the Healthy Lifestyles and Early Years packages.*
- *The Early Years package in Families First provided two specialist services for families experiencing domestic abuse:*
 - *A specialist children's Independent Domestic Violence Advisor (IDVA) provided a dedicated service (delivered by SafeAs) to children aged 0-8 who have been exposed to domestic violence. The service provides a tailored plan for each client/family, supporting them to access statutory services where appropriate, as well as raising awareness of the impact of domestic violence on children. The service supported 164 children and 150 parents during 2014-15.*

- *A Health Visitor liaison and pregnant women's Independent Domestic and Sexual Violence Advisor (IDSVA) service delivered by Safer Wales provided support for pregnant women and families with children aged 0-5 years. The IDSVA works in conjunction with families to provide additional assistance to clients to mitigate the effects to domestic violence. The Families First service compliments that of Flying Start (FS); referrals are for non FS areas. The service provided support to 90 service users during 2014-15.*

Families First Disability Focus Package

Families First Disability Focus package provided a range of specialist support services to over 2500 members of families with a disabled child or young person. 134 families received more intensive key working support to develop a team around their family with a TAF action plan – up from 90 in 2013-14.

118 minority ethnic families accessed one-to-one support, and 97 young people took part in Independent Living Skills workshops.

225 families with a disabled child and 88 young people were supported by Diverse Cymru to review their welfare benefits. A total of £575,952 in additional income was secured as a result.

Council Procurement and Commissioning

The consideration of equality issues is embedded into the Council's procurement processes from start to finish, ensuring that they are taken into account on all major Council procurements. All procurement over £150,000 require a Procurement Plan to be completed, including a summary of the key findings from the Equality Impact Assessment.

Generic equal opportunity questions are included in all tender documentation, exploring whether a supplier has been subject to a finding of unlawful discrimination or had a complaint of unlawful discrimination against them upheld. Any specific equality related questions will be included in the Tender as required, for instance asking providers about the equality training their staff receive on the protected characteristics.

Contracts include specific equality-related conditions of contract as appropriate i.e. requiring providers to train their staff on the protected characteristics to ensure that social care support plans, and the delivery of these plans, meet the needs of service users in relation to all forms of disability.

A recent example of this practice is the procurement of the External Supported Living Services for People with Learning Disabilities Project. This demonstrated that Equality Issues are considered throughout the procurement process.

4. Equality Impact Assessments

The Council has carried out a range of equality impact assessments of policies, procedures and service changes, as required by the Equality Act 2010.

The Equality Impact Assessments of the of the City of Cardiff Council's budget proposals for 2015/16 as available to view at [City of Cardiff Council's Equality Impact Assessment of proposed financial savings for the 2015/16 Budget](#).

DRAFT

5. Conclusion and Summary

Through this Strategic Equality Plan Annual Report for 2014/15, we have identified our efforts to ensure that we are showing due regard to the three themes of the General Equality Duty set out in the Equality Act 2010 when shaping our policy, delivering services and supporting our employees – eliminating discrimination, advancing equality of opportunity, and fostering good relations between different groups.

We have outlined the work that has taken place during 2014/15 to progress our strategic equality objectives and have highlighted compliance with key Specific Equality Duties for Wales – engagement, assessment of impact, equality information, employment information and annual reporting.

This Annual Report also points out areas we will continue to develop and take into our Strategic Equality Plan for 2016-20 to further progress our strategic equality objectives.

Although we have made steps to reduce inequalities, many years of consistent and concerted work will be required to ensure equal outcomes for all protected groups. We will therefore continue to deliver effort throughout the duration of our ten year community strategy for the city 'What Matters'.

It is clear that these actions will require the increased use of co-production models and partnership working. We hope that you will help us develop this Plan.

We aim to ensure that the next Plan will target precious resources into areas of greatest need. We will also need to continue mainstreaming actions to improve service delivery in spite of austerity, underlining the City of Cardiff's commitment to embedding a culture of equality and fairness at the heart of the organisation.

Contact us about 'Everyone Matters Annual Report' 2014 -15

City of Cardiff Equality Team: Equalityteam@cardiff.gov.uk

Telephone: 029 20 872536

Room 263, County Hall,

Atlantic Wharf Cardiff CF10 4UW

Appendix 1 The City of Cardiff Council's Equality Monitoring Form

DRAFT

Appendix 2
The City of Cardiff Council's Employee
Equality Report for 2014/15

DRAFT

APPENDIX 1 - Cardiff Council Monitoring Form

Cardiff Council wants to make sure that all its services are accessible to everyone. We therefore ask you to answer the following questions so we can be sure our services are delivered fairly and that no-one is discriminated against.

All questions are voluntary and it will not make any difference to the services you receive if you do not answer them. By choosing to answer them you are helping us to ensure everyone in our city is treated equally.

Any information provided will be treated confidentially and we will not ask you to provide your name.

If you require this form in another format or language, please contact the Citizen Focus Team on: 029 2087 3059.

Where you live

So that we can target our services across the city, please tell us which area/suburb of Cardiff you live in:

Gender

Male

Female

Is your gender identity the same as the gender you were assigned at birth? (Please tick one box only)

Yes

No

Prefer not to say

Age

What is your age?

Under 16

16 - 24

25 - 34

35 - 44

45 - 54

55 - 64

65+

Prefer not to say

Disability

Identifying as a disabled person can include people with hearing or sight impairments, people with mental health difficulties or learning disabilities, people with mobility impairments, or those who have long-term health conditions, for example: depression, diabetes, asthma, multiple sclerosis, HIV or cancer.

Do you identify as a disabled person?

Yes (please specify):

No

Prefer not to say

Deaf / Deafened / Hard of hearing

Mobility impairment

Long standing illness or health condition

Wheelchair user

Learning impairment / difficulties

Visual impairment

Mental Health difficulties

Prefer not to say

Other (please specify):

Sexual Orientation (only answer this question if you are over the age of 16)

- | | | |
|-----------------------------------|--|--|
| <input type="checkbox"/> Gay Man | <input type="checkbox"/> Gay Woman / Lesbian | <input type="checkbox"/> Heterosexual / Straight |
| <input type="checkbox"/> Bisexual | <input type="checkbox"/> Prefer not to say | <input type="checkbox"/> Other (please specify): |

Religious Belief / Non-Belief

Do you regard yourself as belonging to any particular religion?

- | | |
|--|--|
| <input type="checkbox"/> Yes (please specify): | <input type="checkbox"/> No, no religion |
|--|--|

- | | | |
|--|--|--|
| <input type="checkbox"/> Christian | <input type="checkbox"/> Buddhist | <input type="checkbox"/> Hindu |
| <input type="checkbox"/> Muslim | <input type="checkbox"/> Sikh | <input type="checkbox"/> Jewish |
| <input type="checkbox"/> Prefer not to say | <input type="checkbox"/> Other (please specify): | <input style="width: 150px; height: 20px;" type="text"/> |

Language Skills

What is your first language?

Please tell us the language you speak at home and your level of ability to read, write or speak that language and any other languages listed below:

	Speak	Read	Write	Learning
<input style="width: 500px; height: 20px;" type="text" value="English"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 500px; height: 20px;" type="text" value="Welsh"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Would you prefer to receive council information in any of the following languages?

- | | | |
|----------------------------------|--------------------------------|--|
| <input type="checkbox"/> English | <input type="checkbox"/> Welsh | <input type="checkbox"/> Other (please specify): |
|----------------------------------|--------------------------------|--|

Marital or Civil Partnership Status

(only answer this question if you are over the age of 16)

What is your current marital or civil partnership status?

- | | | |
|--|--|---|
| <input type="checkbox"/> Single | <input type="checkbox"/> Married | <input type="checkbox"/> Registered Civil Partnership |
| <input type="checkbox"/> Prefer not to say | <input type="checkbox"/> Other (please specify): | |

Ethnic Monitoring

Do you consider yourself to be Welsh? YES NO

White

Welsh / English / Scottish Irish
 Northern Irish / British

Any other White background (please specify):

Mixed / Multiple Ethnic Groups

White & Black Caribbean White & Black African White & Asian

Any other Mixed / Multiple ethnic background (please specify):

Asian / Asian British

Indian Pakistani Bangladeshi

Chinese

Any other Asian background (please specify):

Black / African / Caribbean / Black British

African Caribbean

Any other Black / African / Caribbean background (please specify):

Other Ethnicity

Arab Czech Gypsy/Irish Traveller

Japanese Polish Yemeni

Other (please specify):

Prefer not to say

Pregnancy and Maternity

Are you pregnant, or have you given birth in the last 26 weeks ?

Yes I'm pregnant

Yes I've given birth within the last 26 weeks

No

Prefer not to say

Carers

Do you have Caring responsibilities?

Yes

No

A carer is a person who looks after a relative, partner, friend or neighbour who is unable to manage without help because of age, impairment or health condition, drug or alcohol problem or long-term illness. The care they give is unpaid. It also includes Parent Carers (or a person who has assumed parental responsibility) of a child or young person under 18 years old who needs support due to having a physical or mental impairment or long-term health condition

**Thank you for taking the time to complete the
Cardiff Council Monitoring Form**



City of Cardiff Council

HR People Services Strategic Equality Plan
Annual Report

April 2014 – March 2015

Produced by

Employee Relations Team

November 2015

CONTENTS

Section 1 Introduction

Section 2 Relevant Information

Data Collection Methods
Data Comparison and Actions Required

Section 3 Objectives for 2016-2020

3.1 Eliminate Discrimination, Harassment and Victimisation
3.2 Promote Equality of Opportunity
3.3 Foster Good Relations

Appendix 1 – HR People Services Equality Action Plan

Appendix 2 – Employee Monitoring and Information

SECTION 1 - INTRODUCTION

- 1.1 On an annual basis HR People Services (HRPS) develops an Equality Report based on the statutory requirement for provision of equality data.
- 1.2 Within the report actions are developed for the following year and assigned to the most relevant officer within HRPS to lead on the action and report on any progress being made.
- 1.3 Monitoring of progress on the actions is the responsibility of the Operational Manager, Centres of Expertise, actions progress and barriers are then submitted to the HRPS Senior Management Team.
- 1.4 HRPS recognise the pivotal role they play regarding the General Duties of the Equality Act 2010:
 - **Eliminate discrimination, harassment and victimisation** is being achieved through the policies and procedures that HRPS develop/ review relating to employees to ensure that every employee is treated with dignity and respect.
 - **Advance equality of opportunity** is embedded in the recruitment and selection process. Training and promotional opportunities are advertised to all employees and a process is in place to supporting managers and employees to implement reasonable adjustments. The Single Status Collective Agreement has also ensured equal pay for equal work, closing the gender pay gap and encouraging a transparent system.
 - **Foster good relations** is a strong agenda item for HRPS which support and fund the five employee equality networks to raise awareness of equality matters and provide additional support and training to employees.

SECTION 2 - RELEVANT INFORMATION

- 2.1 Employee Monitoring Data will be set out in Appendix 2; however a brief comparison of key information against last year's data and actions required will be presented in this section.
- 2.2 During the financial year 2014/15, the Council was required to save £50 million. This has meant that a significant number of posts had to be reviewed and deleted through voluntary redundancy and will have a direct impact on the data supplied in this report.

Data Collection Methods

- 2.3 Employee data is managed through three operating systems:
 - a) DigiGov which is the main HR Database managing employee information
 - b) Tribal which is the recruitment system
 - c) SAP which is the payroll system
- 2.4 DigiGov enables employees to manage their own personal data, which includes equality monitoring, bank account details, annual leave, training and development in addition to other services such as claiming travel and subsistence.
- 2.5 All employees who are paid by the Council have a record on DigiGov and a report when generated will produce employee data for each employee or group of employees which enables HRPS to respond to the changing demands of the workforce. Council employees who are required to use ICT equipment are required to verify their data in DigiGov when they are appointed or when prompted.
- 2.6 Tribal manages job applications and includes an equality monitoring form, this assists HRPS to manage the application process for vacant posts and ensure the process is fair and transparent. Tribal is the system that data will be pulled from to complete the employee monitoring section on applicants applying by protected characteristic groups. The employee monitoring data still does not carry over onto DigiGov if the applicant is successful.
- 2.7 SAP is the payroll system used by the Council, when the successful applicant has been offered employment they are sent a contract of employment and an equality monitoring form. The equality monitoring form once completed and returned by the successful applicant is entered onto SAP by HRPS. However, the SAP system does not have the facility to capture all of the equality monitoring fields. SAP transfers the data over to DigiGov (which does have all the required monitoring fields) automatically and therefore there will be data gaps until the information is verified by the employee. As some employees are not required to use DigiGov (schools and non IT users) the data gaps

remain. However mechanisms are being put in place to address this going forward. Information received by HRPS from successful applicants will be input directly to DigiGov and then the data will transfer to the payroll system SAP. This will ensure all data fields are completed regardless of verification.

Employee Monitoring Survey

- 2.8 Consideration is still being given to the use of a paper or online survey to update the employee equality monitoring data; however, this approach would be resource intensive to input the completed forms in addition to the cost of postage to send out and return. At a time of increasing pressure on the allocated budget for HRPS this approach has not yet been decided and a decision will need to be made whether it is in the best interests of the Council to avoid this type of expenditure and instead focus on encouraging employees to verify and update their own data.
- 2.9 Due to the number of manual positions across the Council an email reminder would not reach all employees, therefore it would be more yielding to run a series of satellite data update sessions at core manual locations; by ensuring access to DigiGov and a HRPS employee to support the employees input information. This would also require a communication to all Service Area Managers informing them of the reasons for having accurate employee data and encouraging employees to participate. This approach was not run in this reporting period due to competing business needs and re-structures as well as implementation of the Workforce Package.

Comparison of Key Employee Data and Actions Required for 2015

- 2.10 The full data is provided at Appendix 2. Below is a summary and analysis of the data and proposed actions to address any issues identified.

Part 1 Data - Employee Information by Protected Characteristics

2.11 Age

The Council has 15,745 employees in total and the highest percentage of employees is in the age group 45-54 (27.5%) which is the same as the last year. This is the same for both council and school employees but not for casual employees where the highest percentage is in the 16-24 age group; last year casual employees had the highest percentage in the 25-34 age group.

7408 (47%) employees are over the age of 45 which shows the nature of the ageing population of the Council and this is slightly lower than the percentage in this age group last year (48.4%).

Action – the Council is currently only advertising posts externally where they are unable to recruit internally. This is due to huge budget savings being required. As a result it is difficult to identify any actions that could be taken to change the age distribution of employees.

2.12 Disability

Last year the Council did not have disability recorded for 80.98% (13,462) of its employees due to data not being held historically. This year, there appears to be an issue with the data that has not been able to be resolved before the publication of this report. This issue means that this year we have no recorded data for 83.58% (13,160) of our employees.

There are 104 (0.66%) employees identifying themselves as disabled. This is slightly lower than the figure last year which was 0.88% but this was a decrease on the year before when it was 1.33% employees.

There is a lower percentage of council employees at 0.66% (0.84% last year) than both school employees at 0.01% (0.01% last year) and for casual employees at 0.02% (0.04% last year). This may just be related to the fact that school and casual employees have a higher percentage of not recorded'.

2.13 Ethnicity

The Council does not have ethnicity recorded for 1,597 (10.14%) of its employees which is slightly lower than last year (10.47% 1,741).

There are 13,204 (83.86%) of employees identifying themselves as white. This is slightly lower than last years figure which was 83.87% (13,942).

It is difficult to gauge how the % of white employees has increased as looking at the leaver data the % of white employees leaving is 84.3% which appears to be more than representative.

2.14 Gender

Of it's 15,745 employees, 10,780 (68.47%) of the total are female. This is slightly higher than last years figures which was 68.13%. The figures are very different for school employees where females account for 82.5% of school employees which is the same as last year. The comparative figures for council employees (excluding schools and casuals) are that there are 57.1% of employees who are female and with casual employees females account for 57.3%.

These figures are similar to last year – with 68.13% of total employees being female, 82.24% of school employees being female, 58.32% of

council (excluding schools and casuals) employees and 60.73% of casuals being female.

2.15 Gender Reassignment

The Council does not have data recorded for this area for 15,140 (95.7%). This is comparable to last year's figure of 95.95%.

There are 2 employees who have identified themselves as having a different gender to their gender at birth. Whilst this is a very low number and we have no other years of information to compare this with, it is positive that employees have declared this.

2.16 Marriage and Civil Partnership

The Council does not have marital status recorded for 12,635 (80.25%) of its employees. This is marginally better than last year where we did not have it recorded for 80.52% of employees.

The highest category recorded is 'married' with 1847 (11.73%) employees, slightly higher than last year with 1909 (11.48%). There are 22 employees who are either recorded as being in a civil partnership or a dissolved civil partnership. Whilst this is a low number, it is positive that employees have declared this.

2.17 Pregnancy and Maternity

On average approximately 7.14% (59) of employees resigned following their maternity leave (this is down from last years figure of 10%). Again this year the use of additional paternity leave is very low. Shared Parental Leave was introduced this year, which gives greater flexibility about the timing of leave and allows for sharing of the old maternity leave. It will be interesting to see if there is greater take up of this than the parental leave.

2.18 Religion or Belief (including lack of belief)

The Council does not have religion recorded for 13,641 (86.64%) of its employees. It is disappointing as this is higher than last year when the figure was 84.59%.

The highest category recorded is 'Christian' with 1,099 employees (6.97%) which is less than the figure last year which was 8.23%. The second highest is 'None' with 723 (4.59%) employees which is also lower than the figure last year of 5.24%.

2.19 Sexual Orientation

The Council does not have sexual orientation recorded for 13,150 (83.52%) of its employees which is higher than the figure last year which was 81.77%.

There are 95 employees who have identified themselves as bisexual, gay, lesbian or other. This equates to 0.60% which is slightly higher than last year's figure of 0.59%.

Part 2 Data – Gender Breakdown

2.20 Salary

Looking at the percentage of employees in council and school (excluding casuals) that are female in each salary band it starts with 84.55% (78.46% last year) in 'Below £16k' it then decreases in each salary band until it reaches 57.43% (60.09% last year) in '£28k to £32,999'. It then increases again to 74.71% (74.39% last year) in '£33k to £39,999' and decreases again to 59.63% (60.69% last year) in '£40k +' This increase in the band '£33k to £39,999' can be attributed to the high number of female teachers as this is the salary band that a high number of teachers would be in.

Looking at council employees (excluding schools and casuals) the salary band with the highest percentage of female employees is 'Below £16k' at 75.42% (69.05% last year) and the salary band with the lowest percentage is '£23k-£27,99' at 47.13%, the second lowest is '£28K to £32,999' at 48.91% and the third lowest is £40K+' at 50.64%. Looking at the figures for last year below it can be seen that the '£40k+' band had the lowest percentage last year at 51.70%.

Looking at school employees only there is even more of a difference in percentages. The salary band with the highest percentage of female employees is 'Below £16k' at 90.38% and the salary band with the lowest percentage is '£40k+' at 65.63%.

2.21 Contract Type - Permanent/ Temporary

The percentage of females on permanent contracts in the Council and schools together is 88.28% which is lower than males at 92.34%. Last year's figures were for 85.6% females and for 88.7% males which shows a higher increase in the percentage of males on permanent contracts compared with females.

The use of temporary contracts continues to be more prevalent in schools with 84.36% of employees on permanent contracts but this is an improvement on the figure of 80.2% last year. When looking at just central Council employees there are of 92.47% females on permanent contracts and 92.26% of males which is slightly more comparable. This

shows a slightly bigger gap than last year where 92.5% of females and 92.3% of males were on permanent contracts.

2.22 Working Patterns (Full time/ Part Time)

In school posts there are only 37.16% of females on full time contracts (last year it was 36.6% so there is a slight increase) and this is in contrast to 74.33% of males on full time contracts (last year it was 74.3% so there is a small increase). A large part of this would be attributable to the fact that the majority of administrative staff and teaching assistants in schools are female and as they work term time only they are classed as part time employees.

For centrally Council posts there is still a marked difference in the percentage of males and females on full time contracts, with 44.71% (44.7% last year) of females and 81.7% of males (81.7% is the same as last year).

2.23 Part 3 Data – Applicants by Protected Characteristics

This data has been collected from the Tribal system and this is used for internal and external applicants. It is currently not possible to provide a breakdown of the number of internal or external applicants.

2.24 Part 4 Data – Employees applying to Change Position by Protected Characteristics

This data is not currently available

2.25 Part 5 Data – Training Information by Protected Characteristics

The data again this year shows that there are a higher number of employees that are completing training than those being approved. This is due to the fact that some training is still applied for and approved outside of the DigiGov system but is then recorded on the system.

By Age

Looking at the approval rate for training it appears that this year the age group 45-54 is less likely to have their training approved. The overall approval rate has reduced dramatically to 24.1% (47.9% last year). The need to make huge financial savings this year may have had a direct impact on training in general. However, the Cardiff Academy team should look to see what the reasons are for turning down training to ensure they are not age related.

By Disability

Looking at the approval rate for training it does appear that disabled employees are less likely to have their training approved than employees not declaring a disability. However, we do not have this data for 66.3% of employees applying for training and so this figure should be viewed with caution.

By Ethnicity

Looking at the approval rate for training it is more comparable than last year across the different ethnic groups. The lowest approval rate is for employees of 'other ethnicity' at 16.7% and highest is for Asian employees at 31.3%. We do not have this data for 7.6% of employees applying for training.

By Gender

Looking at the employees applying for training the highest percentage is from women at 66% (last year was 61.1%) but this is to be expected as they account for 68.4% of total employees. Looking at approval rates it does appear that female employees are less likely to have their training approved at 21.2% whilst male employees are at 24.8%. The Cardiff Academy team should look to see what the reasons are for turning down training to ensure they are not gender related.

By Marriage and Civil Partnership

There does not seem to be any significant pattern for approval rates in this area and figures for some categories are so low that a fair comparison is not possible.

By Religion or belief (including lack of belief)

There does not seem to be any significant pattern for approval rates in this area and figures for some categories are so low that a fair comparison is not possible.

By Sexual Orientation

There does not seem to be any significant pattern for approval rates in this area and figures for some categories are so low that a fair comparison is not possible.

2.26 Part 6 Data – Grievance Information by Protected Characteristics

By Age

There does not seem to be any significant pattern in this area with the age distribution of grievances being similar to the age range of all employees.

By Disability

There does not seem to be any significant pattern in this area. However, we do not have this data for 66.7% of employees initiating grievances and 42.9% of employees who the grievance is against.

By Ethnicity

There does not seem to be any significant pattern in this area with the distribution being similar to the distribution of total employee numbers.

By Gender

The percentage of male employees submitting grievances at 66.7% (last year was 46.9%) is significantly higher than the percentage of males employed in Council posts (31.53%). The percentage of males is again significantly higher when you look at who the grievance is against with it being 71.4% male.

By Marriage and Civil Partnership

There does not seem to be any significant pattern in this area with the distribution being similar to the distribution of total employee numbers.

By Religion or belief (including lack of belief)

There does not seem to be any significant pattern in this area with the distribution being similar to the distribution of total employee numbers.

By Sexual Orientation

There does not seem to be any significant pattern in this area with the distribution being similar to the distribution of total employee numbers.

2.27 Part 7 Data – Disciplinary Information by Protected Characteristics

By Age

There does not seem to be any significant pattern in this area with the age distribution of disciplinary cases being similar to the age range of all employees.

By Disability

There does not seem to be any significant pattern in this area. However, we do not have this data for 77.4% of employees subject to disciplinary proceedings.

By Ethnicity

There does not seem to be any significant pattern in this area with the distribution being similar to the distribution of total employee numbers.

By Gender

The percentage of male employees subject to disciplinary proceedings at 61.6% (last year was 71%) is significantly higher than the percentage of males employed in Council posts (31.53%). An analysis of the reasons for the disciplinary should be undertaken to identify if there are any training needs for male employees in any specific area.

By Marriage and Civil Partnership

There does not seem to be any significant pattern in this area with the highest percentage being 'not recorded'.

By Religion or belief (including lack of belief)

There does not seem to be any significant pattern in this area with the highest percentage being 'not recorded'.

By Sexual Orientation

There does not seem to be any significant pattern in this area with the highest percentage being 'not recorded'.

2.28 Part 8 Data – Leaver Information by Protected Characteristics**By Age**

There is not any significant pattern in this area.

By Disability

There does not seem to be any significant pattern in this area. However, we do not have this data for 84% of employees leaving.

By Ethnicity

There does not seem to be any significant pattern in this area with the distribution being similar to the distribution of total employee numbers.

By Gender

The percentage of female employees leaving at 68% (last year 69.9%) is higher than the percentage of males as expected due to the gender distribution overall but the figures are closer than last year. When looking at the reasons for leaving for females, the highest areas are 'Resignation' at 42.1% (last year was 38.8%) and 'End of Contract' at 21.1% (last year was 24.4%), 'Termination/ Dismissal' at 15% (last year was 6.9%) and 'Voluntary Redundancy' at 12.6% (last year was 8.2%).

By Marriage and Civil Partnership

There does not seem to be any significant pattern in this area with the highest percentage being 'not recorded'.

By Religion or belief (including lack of belief)

There does not seem to be any significant pattern in this area with the highest percentage being 'not recorded'.

By Sexual Orientation

There does not seem to be any significant pattern in this area with the highest percentage being 'not recorded'.

SECTION 3 – OBJECTIVES FOR 2016 - 2020

3.1 Build equality into everything we do

Decrease instances of 'not recorded' data and increase use of equality impact assessments.

3.2 Support wider access to Council information / participation in services

Review recruitment process including on-line.

3.3 Support wider consultation and engagement

Continue to promote awareness of support available to employees with protected characteristics.

3.4 Support employees to challenge unfair treatment

Review current policy on grievance and bullying and harassment. Enable a transition from a 'grievance culture' to one that is focussed on innovation through implement a resolution culture / policy.

3.5 Provide support to those who may experience barriers to achieving their full potential

Implement a 24/7 employee counselling hot-line. Review policies; Attendance and Wellbeing, Reasonable Adjustments; Redeployment and Recruitment. Monitor and promote training and development opportunities through Cardiff Academy.

3.6 Improve educational outcomes for Cardiff learners

Continue to promote support of training and development opportunities from Cardiff Academy, Trade Union Learning Representatives and work experience placements.

3.7 Reduce the number of people not in employment, education or training.

Continue to promote support of training and development opportunities from Cardiff Academy, Trade Union Learning Representatives and Education Business Partnerships.

3.8 Address identified pay gaps around Protected Characteristics in the Council

Continue to support the job evaluation framework, regrading applications and living wage. Develop data reports for E-Pay Checker.

3.9 Take action to build strong and cohesive communities where people can feel safe. the Council

Continue to support the employee networks and promote awareness of Domestic Violence and signpost support.

3.10 Celebrate and promote Cardiff's heritage and diverse cultures.

Continue to support and promote the work of the employee networks.

Appendix 1 – HR People Services Equality Action Plan April 2014 – March 2015

Equality Duty	Objective	Action Required	Responsible Officer/s	Timescales	Comments	Status
Eliminate Discrimination	Continue to provide support to employees with regards to protected characteristics	Support and fund the Councils 5 employee networks; which promotes awareness of equality and address matters arising	ER Team			Ongoing, each network gets £2k which is from training budget.
Eliminate Discrimination	Make live the system for reporting instances of workplace bullying or harassment	Seek to create an intranet function for anonymous reporting	ER Team			Due to work load pressures this system has not gone live. Work will need to be undertaken on the backend arrangements e.g. email comes in, what happens next etc.
Equality of Opportunity	Improve the work / life balance choices for employees	Undertake a survey about flexible working and issue a questionnaire to employees resigning following maternity leave	ER Team			Due to work load pressures this has not happened.
Equality of Opportunity	Improve the work / life balance choices for employees	Review maternity scheme to reflect the new shared parental leave	ER Team			Completed
Equality of Opportunity	Remove barriers to employment	Complete the review of the Recruitment and Selection	ER Team			Completed

Equality Duty	Objective	Action Required	Responsible Officer/s	Timescales	Comments	Status
Foster Good relations	Continue to promote awareness of support available	Distribute relevant information to new employees within the starter packs and put articles on the intranet/ core brief about the Employee Network	Recruit Team/ ER Team			Ongoing, recruit are sending them with new contracts. Networks also promoted on the Intranet.
Employee Monitoring	Refresh data and decrease instances of 'not recorded'	Send a survey to employees and/ or run sessions out at satellite offices for non PC users.	ER Team			Due to work load pressures this has not happened. However, other LAs have been contacted to see how they gather information and a questionnaire has been put together ready for distribution

EMPLOYEE MONITORING AND INFORMATION

The employee data is split by those on casual contracts, those employed (not in schools) and those employed at schools. There are some areas where this is not done and where this happens an explanation will be provided.

Part 1 – Employee Information By Protected Characteristics**Age**

Age Group	Casual / Relief Workers		Council (less schools)		School Employees		Grand Total	
	Nos.	%	Nos.	%	Nos.	%	Nos.	%
16 - 24	719	4.57	169	1.07	407	2.58	1295	8.22
25 - 34	524	3.32	1125	7.15	1629	10.35	3278	20.82
35 - 44	351	2.23	1451	9.21	1962	12.46	3764	23.91
45 - 54	396	2.52	1980	12.58	1963	12.47	4339	27.56
55 - 64	381	2.42	1241	7.88	911	5.79	2533	16.09
65 +	224	1.42	190	1.21	122	0.77	536	3.40
Totals	2595	16.48	6156	39.10	6994	44.42	15745	

Disability

DISABILITY	Casual / Relief Workers		Council (less schools)		School Employees		Grand Total	
	Nos.	%	Nos.	%	Nos.	%	Nos.	%
No	58	0.37	2349	14.92	74	0.47	2481	15.76
Not recorded	2534	16.09	3707	23.54	6919	43.94	13160	83.58
Yes	3	0.02	100	0.64	1	0.01	104	0.66
Totals	2595	16.48	6156	39.10	6994	44.42	15745	

Ethnicity

ETHNICITY	Casual / Relief Workers		Council (less schools)		School Employees		Grand Total	
	Nos.	%	Nos.	%	Nos.	%	Nos.	%
Asian	61	0.39	131	0.83	165	1.05	357	2.27
Black	47	0.30	137	0.87	58	0.37	242	1.54
Far East	7	0.05	24	0.15	13	0.08	44	0.28
Mixed	57	0.36	128	0.81	65	0.41	250	1.59
Not Disclosed	205	1.30	436	2.77	916	5.82	1557	9.89
Not recorded	24	0.15	3	0.02	13	0.08	40	0.25
Other	8	0.05	15	0.10	28	0.18	51	0.32
White	2186	13.88	5282	33.55	5736	36.43	13204	83.86
Totals	2595	16.48	6156	39.10	6994	44.42	15745	

Gender

GENDER	Casual / Relief Workers		Council (less schools)		School Employees		Grand Total	
	Nos.	%	Nos.	%	Nos.	%	Nos.	%
Female	1493	9.48	3517	22.34	5770	36.65	10780	68.47
Male	1102	7.00	2639	16.76	1224	7.77	4965	31.53
Totals	2595	16.48	6156	39.10	6994	44.42	15745	

Gender Reassignment

Due to the small number involved the data is only provided for the Council as a whole.

GENDER IDENTITY SAME AS BIRTH	Grand Total	
	Nos.	%
No	2	0.01
Not recorded	15067	95.70
Prefer not to say	5	0.03
Yes	671	4.26
Total	15745	

Marriage and Civil Partnership

MARRIAGE AND CIVIL PARTNERSHIP	Casual / Relief Workers		Council (less schools)		School Employees		Grand Total	
	Nos.	%	Nos.	%	Nos.	%	Nos.	%
Civil Partner	1	0.01	18	0.11	1	0.01	20	0.13
Dissolved Partnership	0	0.00	2	0.01	0	0.00	2	0.01
Divorced	6	0.04	190	1.21	16	0.10	212	1.35
Married	32	0.20	1530	9.72	285	1.81	1847	11.73
Not recorded	2508	15.92	3456	21.95	6671	42.36	12635	80.25
Separated	0	0.00	39	0.25	3	0.02	42	0.27
Single	41	0.26	665	4.22	12	0.08	718	4.56
Unmarried Partner	6	0.04	242	1.54	6	0.04	254	1.61
Widowed	1	0.01	14	0.09	0	0.00	15	0.09
Totals	2595	16.48	6156	39.10	6994	44.42	15745	

Pregnancy and Maternity

TYPE	Number of Employees	%
Started maternity leave	303	36.68
Returned from maternity leave	326	39.47
Resigned following maternity leave	59	7.14
Started adoption leave	5	0.61
Started additional paternity leave	2	0.24
Took maternity/ paternity support leave	131	15.86
Totals	826	

Religion or belief (including lack of belief)

RELIGION	Casual / Relief Workers		Council (less schools)		School Employees		Grand Total	
	Nos.	%	Nos.	%	Nos.	%	Nos.	%
Buddhist	0	0.00	11	0.07	0	0.00	11	0.07
Christian	19	0.12	1038	6.59	42	0.27	1099	6.97
Hindu	1	0.01	11	0.07	0	0.00	12	0.08
Jewish	0	0.00	3	0.02	0	0.00	3	0.02
Muslim	3	0.02	39	0.25	5	0.03	47	0.29
None	15	0.09	697	4.42	11	0.07	723	4.59
Not Disclosed	1	0.01	99	0.63	1	0.01	101	0.64
Not recorded	2553	16.21	4055	25.75	6932	44.02	13540	86.00
Other	1	0.01	96	0.61	3	0.02	100	0.64
Prefer Not To Say	2	0.01	97	0.62	0	0.00	99	0.63
Rastafarian	0	0.00	4	0.03	0	0.00	4	0.03
Sikh	0	0.00	4	0.03	0	0.00	4	0.03
Zoroastrian	0	0.00	2	0.01	0	0.00	2	0.01
Totals	2595	16.48	6156	39.10	6994	44.42	15745	

Sexual Orientation

SEXUAL_ORIENTATION	Casual / Relief Workers		Council (less schools)		School Employees		Grand Total	
	Nos.	%	Nos.	%	Nos.	%	Nos.	%
Bisexual	0	0.00	8	0.05	0	0.00	8	0.05
Gay	0	0.00	45	0.29	0	0.00	45	0.29
Heterosexual	84	0.53	2186	13.88	132	0.84	2402	15.26
Lesbian	0	0.00	17	0.10	1	0.01	18	0.11
Not disclosed	427	2.71	168	1.07	152	0.96	747	4.74
Not recorded	2079	13.20	3623	23.01	6701	42.56	12403	78.78
Other	1	0.01	23	0.15	0	0.00	24	0.15
Prefer not to say	4	0.03	86	0.55	8	0.05	98	0.62
Grand Total	2595	16.48	6156	39.10	6994	44.42	15745	

Part 2 – Gender breakdown

Salary

SALARY BAND	GENDER	Council (less schools & casuals)	School Employees	Grand Total
		Nos.	Nos.	Nos.
Below £16k	Female	721	1353	2074
	Male	235	144	379
£16k to £22,999	Female	1563	1977	3540
	Male	1293	338	1631
£23k to £27,999	Female	361	454	815
	Male	405	130	535
£28k to £32,999	Female	335	241	576
	Male	350	77	427
£33k to £39,999	Female	418	1514	1932
	Male	240	414	654
£40k +	Female	119	231	350
	Male	116	121	237
Totals		6156 (46.81%)	6994 (53.19%)	13150

Contract Type (Permanent/ Temporary)

CONTRACT_TYPE	GENDER	Council (less schools & casuals)	School Employees	Grand Total
		Nos.	Nos.	Nos.
Permanent	Female	3338	4861	8199
	Male	2528	1039	3567
Temporary	Female	179	909	1088
	Male	111	185	296
Totals		6156 (46.81%)	6994 (53.19%)	13150

Working Patterns (Full time/ Part Time)

Working Pattern	GENDER	Council (less schools & casuals)	School Employees	Grand Total
		Nos.	Nos.	Nos.
FT	Female	1614	2144	3758
	Male	2152	892	3044
PT	Female	1903	3626	5529
	Male	487	332	819
Totals		6156 (46.81%)	6994 (53.19%)	13150

Age Groups by Directorate

Count of Age Group		Age Group												Grand Total	
SERVICE_AREA	Contract	16 - 24		25 - 34		35 - 44		45 - 54		55 - 64		65 +		Grand Total	
		Nos.	%	Nos.	%	Nos.	%	Nos.	%	Nos.	%	Nos.	%	Nos.	%
City Operations	Council (less schools)	31	0.23	247	1.88	328	2.49	500	3.80	271	2.06	46	0.35	1423	10.82
Communities Housing & Customer Services	Council (less schools)	57	0.43	297	2.26	269	2.05	312	2.37	215	1.63	28	0.21	1178	8.96
Economic Development	Council (less schools)	6	0.05	53	0.40	73	0.55	79	0.60	66	0.50	8	0.06	285	2.17
Education & Lifelong Learning	Council (less schools)	23	0.17	138	1.05	236	1.79	306	2.33	177	1.35	21	0.16	901	6.85
	School Employees	407	3.10	1629	12.3 9	1962	14.9 2	1963	14.9 3	911	6.93	122	0.93	6994	53.19
Governance & Legal Services	Council (less schools)	1	0.01	17	0.13	21	0.16	32	0.24	15	0.11	1	0.01	87	0.66
Resources	Council (less schools)	39	0.30	216	1.64	273	2.08	403	3.07	215	1.63	42	0.32	1188	9.03
Social Services	Council (less schools)	12	0.09	157	1.19	251	1.91	345	2.62	281	2.14	44	0.33	1090	8.29
(blank)	Council (less schools)	0	0.00	0	0.00	0	0.00	3	0.02	1	0.01	0	0.00	4	0.03
Totals		576	4.38	2754	20.9 4	3413	25.9 5	3943	29.9 8	2152	16.3 6	312	2.37	13150	

Part 3 – Applicants to the Council by Protected Characteristics

Recorded via the online recruitment system. Applicants processed direct by the Schools are not recorded.

Age	Nos	%
Not Recorded	87	1.46
16-21	426	7.16
22-26	1379	23.19
27-33	1535	25.82
34-40	851	14.31
40-50	1094	18.40
51+	574	9.65
Total	5946	

Disability	Nos	%
Not recorded	67	1.13
No	5618	94.48
Yes	261	4.39
Total	5946	

Ethnicity	Nos	%
Not recorded	61	1.03
Asian, Asian British	279	4.69
Black, Black British	295	4.96
Chinese, Chinese British	26	0.43
Mixed Race	221	3.72
White	5064	85.17
Total	5946	

Gender	Nos	%
Not recorded	95	1.6
Female	3278	55.13
Male	2573	43.27
Total	5946	

Religion or belief/ non belief	Nos	%
Not Recorded	75	1.26
Baha'i	1	0.01
Buddhist	37	0.62
Christian	2347	39.5
Hindu	41	0.69
Jain	0	0.00
Jewish	4	0.06
Muslim	410	6.89
None	2514	42.28
Other	200	3.36
Prefer not to say	287	4.83
Sikh	30	0.50
Total	5946	

Sexual orientation	Nos	%
Not recorded	92	1.55
Bisexual	57	0.96
Gay	115	1.93
Heterosexual	5357	90.1
Lesbian	58	0.98
Other	17	0.28
Prefer not to say	250	4.20
Total	5946	

Part 4 – Employees Applying to Change Position by Protected Characteristics

Data not available.

Part 5 – Training Information

The information is for Council based staff only (not school based staff) as schools are not currently using DigiGov to record training.

By Age

	Age						
Training	16-24	25-34	35-44	45-54	55-64	65+	TOTALS
All Training Requests	103 (1.7%)	925 (16.3%)	1294 (22.8%)	1888 (33.3%)	1263 (22.3%)	203 (3.6%)	5676
Approved	26	330	283	403	282	45	1369
Completed	66	552	812	1187	753	124	3494

	16-24	25-34	35-44	45-54	55-64	65+	Overall
Approval Rate	25.2%	35.7%	21.9%	21.3%	22.3%	22.2%	24.1%

By Disability

	Disability			
Training	Yes	No	Not Recorded	TOTALS
All Training Requests	84 (1.5%)	1830 (32.2%)	3762 (66.3%)	5676
Approved	20	494	758	1272
Completed	44	963	2487	3494

	Yes	No	Not Recorded	Overall
Approval Rate	23.8%	27%	20.1%	22.4%

By Ethnicity

	Ethnicity							
Training	Asian	Black	Far East	Mixed	Not Recorded	Other Ethnicity	White	TOTALS
All Training Requests	99 (1.7%)	135 (2.4%)	16 (0.3%)	99 (1.7%)	429 (7.6%)	18 (0.3%)	4880 (86%)	5676
Approved	31	31	3	28	84	3	1092	1272
Completed	54	76	12	55	294	11	2992	3494

	Asian	Black	Far East	Mixed	Not Recorded	Other Ethnicity	White	Overall
Approval Rate	31.3%	23%	18.8%	28.3%	19.6%	16.7%	22.4%	22.4%

By Gender

	Gender		TOTALS
	Male	Female	
All Training Requests	1955 (34%)	3721 (66%)	5676
Approved	484	788	1272
Completed	1223	2271	3494

	Male	Female	Overall
Approval Rate	24.8%	21.2%	22.4%

By Marriage and Civil Partnership

Training	Marital Status									
	Civil Partner	Divorced	Married	Not Recorded	Separated	Single	Dissolved Partnership	Widowed	Unmarried Partner	TOTALS
All Training Requests	17 (0.3%)	189 (3.3%)	1155 (20.3%)	3560 (62.7%)	30 (0.5%)	514 (9.1%)	1 (0.1%)	5 (0.1%)	205 (3.6%)	5676
Approved	4	53	290	696	9	154	0	1	65	1545
Completed	8	92	365	2367	16	266	1	4	105	3224

	Civil Partner	Divorced	Married	Not Recorded	Separated	Single	Dissolved Partnership	Widowed	Unmarried Partner	Overall
Approval Rate	23.5%	28%	25.1%	19.6%	30%	30%	0%	20%	31.7%	26.8%

By Religion or belief (including lack of belief)

Training	Religion												
	Buddhist	Christian	Hindu	Jewish	Muslim	Rastafarian	None	Sikh	Other	Zoroastrian	Not Recorded	Prefer Not To Say	TOTALS
All Training Requests	15 (0.3%)	782	9	2	44	3	543	4	78	1	4133	62	5676
Approved	6	205	4	0	14	0	146	1	18	0	861	17	1272
Completed	7	436	4	2	24	2	274	1	45	1	2663	35	3494

	Buddhist	Christian	Hindu	Jewish	Muslim	Rastafarian	None	Sikh	Other	Zoroastrian	Not Recorded	Prefer Not To Say	Overall
Approval Rate	40%	26.2%	44.4%	0%	31.8%	0%	26.9%	25%	23.1%	0%	20.8%	27.4%	22.4%

By Sexual Orientation

	Sexuality							
Training	Gay	Heterosexual	Not Recorded	Other	Lesbian	Bisexual	Prefer not to say	TOTALS
All Training Requests	39	1669	3847	23	13	11	74	5676
Approved	16	431	792	7	4	4	18	1272
Completed	13	926	2490	14	7	5	39	3494

	Gay	Heterosexual	Not Recorded	Other	Lesbian	Bisexual	Prefer not to say	Overall
Approval Rate	41%	25.8%	20.6%	30.4%	30.8%	36.4%	24.3%	22.4%

Part 6 – Grievance Information by Protected Characteristics

The information is for Council based staff only (not school based staff) as schools are not using DigiGov to record grievances.

By Age

	Age						Total
	16-24	25-34	35-44	45-54	55-64	65+	
Grievance (Raised)	1 (5.6%)	0	5 (27.7%)	11 (61.1%)	1 (5.6%)	0	18
Grievance (Against)	0	1 (4.8%)	3 (14.3%)	11 (52.3)	6 (28.6%)	0	21

By Disability

	Disability			Total
	Yes	No	Not Recorded	
Grievance (Raised)	0	6 (33.3%)	12 (66.7%)	18
Grievance (Against)	0	12 (57.1%)	9 (42.9%)	21

By Ethnicity

	Ethnicity						Total	
	Asian	Black	Far East	Mixed	Not Recorded	Other		White
Grievance (Raised)	1 (5.6%)	0	0	0	0	0	17 (94.4%)	18
Grievance (Against)	0	0	0	0	0	0	21 (100%)	21

By Gender

	Gender		Total
	Male	Female	
Grievance (Raised)	12 (66.7%)	6 (33.3%)	18
Grievance (Against)	15 (71.4%)	6 (28.6%)	21

By Marriage and Civil Partnership

	Marital Status									Total
	Civil Partner	Divorced	Married	Not Recorded	Separated	Single	Dissolved Partnership	Widowed	Unmarried Partner	
Grievance (Raised)	0	1 (5.6%)	7 (38.8)	8 (44.4%)	0	1 (5.6%)	0	0	1 (5.6%)	18
Grievance (Against)	0	2 (9.5%)	11 (52.4%)	6 (28.5%)	1 (4.8%)	1 (4.8%)	0	0	0	21

By Religion or belief (including lack of Belief)

	Religion												Total
	Buddhist	Christian	Hindu	Jewish	Muslim	Rastafarian	None	Sikh	Not Recorded	Other	Zoroastrian	Prefer Not To Say	
Grievance (Raised)	0	2 (11.1%)	0	0	0	0	3 (16.7%)	0	13 (72.2%)	0	0	0	18
Grievance (Against)	0	9 (42.8%)	0	0	0	0	3 (14.3%)	0	8 (38.1%)	1 (4.8%)	0	0	21

By Sexual Orientation

	Sexuality							Total
	Gay	Heterosexual	Not recorded	Other	Lesbian	Bisexual	Prefer not to say	
Grievance (Raised)	0	5 (27.8%)	13 (72.2%)	0	0	0	0	18
Grievance (Against)	0	14 (66.7%)	7 (33.3%)	0	0	0	0	21

Part 7 – Disciplinary Information by Protected Characteristics

The disciplinary information is for Council based staff only and not school based staff as the schools are not currently using DigiGov to record disciplinary cases.

By Age

Disciplinary	Age						TOTAL
	16-24	25-34	35-44	45-54	55-64	65+	
Informal	1	7	6	34	26	3	77
No Action	0	3	3	6	2	0	14
Verbal Warning	0	2	3	1	2	0	8
Written Warning	0	0	4	4	0	2	10
Final Written Warning	1	2	7	13	4	1	28
Dismissal - Without Notice	0	1	2	5	1	0	9
Totals	2	15	25	63	35	6	146
	1.4%	10.3%	17.1%	43.2%	24%	4%	

By Disability

Disciplinary	Disability			TOTAL
	Yes	No	Not Recorded	
Informal	2	10	65	77
No Action	0	3	11	14
Verbal Warning	0	5	3	8
Written Warning	0	4	6	10
Final Written Warning	0	7	21	28
Dismissal - Without Notice	0	2	7	9
Totals	2	31	113	146
	1.4%	21.2%	77.4%	

By Ethnicity

Disciplinary	Ethnicity							TOTAL
	Asian	Black	Far East	Mixed	Not Recorded	Other Ethnicity	White	
Informal	0	1	0	0	10	0	66	77
No Action	0	0	0	0	2	0	12	14
Verbal Warning	0	0	0	1	1	0	6	8
Written Warning	0	0	0	0	0	0	10	10
Final Written Warning	0	0	0	0	2	0	26	28
Dismissal - Without Notice	0	1	0	0	2	0	6	9
Totals	0	2	0	1	17	0	126	146
	0%	1.4%	0%	0.7%	11.6%	0%	86.3%	

By Gender

Disciplinary	Gender		TOTAL
	Male	Female	
Informal	50	27	77
No Action	6	8	14
Verbal Warning	6	2	8
Written Warning	7	3	10
Final Written Warning	19	9	28
Dismissal - Without Notice	2	7	9
Totals	90	56	146
	61.6%	38.4%	

By Marriage and Civil Partnership

Disciplinary	Marital Status									Total
	Civil Partner	Divorced	Married	Not Recorded	Separated	Single	Dissolved Partnership	Widowed	Unmarried Partner	
Informal	0	2	9	64	0	1	0	1	0	77
No Action	0	0	3	9	0	2	0	0	0	14
Verbal Warning	0	1	2	3	0	0	0	0	2	8
Written Warning	0	0	3	6	0	1	0	0	0	10
Final Written Warning	0	0	3	21	1	3	0	0	0	28
Dismissal - Without Notice	0	0	1	8	0	0	0	0	0	9
Totals	0	3	21	111	1	7	0	1	2	146
	0%	2%	14.4%	76%	0.7%	4.8%	0%	0.7%	1.4%	

By Religion or belief (including lack of Belief)

Disciplinary	Religion											TOTAL	
	Buddhist	Christian	Hindu	Jewish	Muslim	Rastafarian	None	Sikh	Other	Zoroastrian	Not Recorded		Prefer Not To Say
Informal	0	7	0	0	0	0	1	0	0	0	69	0	77
No Action	0	2	0	0	0	0	0	0	0	0	12	0	14
Verbal Warning	0	2	0	0	0	0	3	0	0	0	3	0	8
Written Warning	0	2	0	0	0	0	1	0	0	0	7	0	10
Final Written Warning	0	4	0	0	0	0	1	0	1	0	22	0	28
Dismissal - Without Notice	0	0	0	0	1	0	1	0	0	0	7	0	9
Totals	0	17	0	0	1	0	7	0	1	0	120	0	146
	0%	11.6%	0%	0%	0.7%	0%	4.8%	0%	0.7%	0%	82.2%	0%	

By Sexual Orientation

Disciplinary	Sexuality						Prefer not to say	Total
	Gay	Heterosexual	Not recorded	Other	Lesbian	Bisexual		
Informal	0	16	60	0	1	0	0	77
No Action	0	2	12	0	0	0	0	14
Verbal Warning	0	5	3	0	0	0	0	8
Written Warning	0	4	6	0	0	0	0	10
Final Written Warning	0	9	19	0	0	0	0	28
Dismissal - Without Notice	0	2	7	0	0	0	0	9
Totals	0	38	107	0	1	0	0	146
	0%	26%	73.3%	0%	0.7%	0%	0%	

Part 8 – Leaver Information by Protected Characteristics

By Age

Leaver Reason	Age						TOTALS
	16-24	25-34	35-44	45-54	55-64	65+	
Redundancy	2	5	7	10	12	4	40
Voluntary Redundancy	1	16	39	65	144	39	304
Termination/Dismissal	23	87	54	63	60	29	316
TUPE Transfer	1	1	0	4	0	0	6
Death in Service	0	0	0	5	1	4	10
End of Contract	87	186	82	51	44	6	456
Resignation	54	282	195	160	83	21	795
Retirement	0	0	0	0	85	50	135
TOTALS	168	577	377	358	429	153	2062
	8.1%	28%	18.3%	17.4%	20.8%	7.4%	

By Disability

Leaver Reason	Disability			TOTALS
	Yes	No	Not Recorded	
Redundancy	0	9	31	40
Voluntary Redundancy	9	106	189	304
Termination/Dismissal	7	15	294	316
TUPE Transfer	1	2	3	6
Death in Service	0	2	8	10
End of Contract	0	24	432	456
Resignation	1	129	665	795
Retirement	1	14	120	135
TOTALS	19	301	1742	2062
	2%	14%	84%	

By Ethnicity

Leaver Reason	Ethnicity							TOTALS
	Asian	Black	Far East	Mixed	Not Recorded	Other Ethnicity	White	
Redundancy	0	1	1	0	1	1	36	40
Voluntary Redundancy	5	1	0	7	26	0	265	304
Termination/Dismissal	8	7	0	7	38	0	255	315
TUPE Transfer	0	0	0	0	0	0	6	6
Death in Service	1	0	0	1	1	0	7	10
End of Contract	18	14	4	11	23	2	384	456
Resignation	18	22	4	8	70	4	669	795
Retirement	1	0	0	0	18	0	116	135
TOTALS	51	45	9	34	177	7	1738	2062
	2.5%	2.2%	0.4%	1.7%	8.6%	0.3%	84.3%	

By Gender

Leaver Reason	Gender		TOTALS
	Male	Female	
Redundancy	17	23	40
Voluntary Redundancy	129	175	304
Termination/Dismissal	107	209	316
TUPE Transfer	3	3	6
Death in Service	3	7	10
End of Contract	162	294	456
Resignation	208	587	795
Retirement	40	95	135
TOTALS	669	1393	2062
	32%	68%	

By Marriage and Civil Partnership

Leaver Reason	Marital Status									TOTALS
	Civil Partner	Divorced	Married	Not Recorded	Separated	Single	Dissolved Partnership	Widowed	Unmarried Partner	
Redundancy	0	0	4	28	0	3	0	3	2	40
Voluntary Redundancy	2	6	77	189	0	22	0	2	6	304
Termination/Dismissal	0	1	15	292	1	4	0	0	3	316
TUPE Transfer	0	0	2	3	0	0	0	0	1	6
Death in Service	0	0	0	8	0	2	0	0	0	10
End of Contract	1	0	12	426	1	12	0	0	4	456
Resignation	1	5	66	651	1	45	0	1	25	795
Retirement	0	3	11	121	0	0	0	0	0	135
TOTALS	4	15	187	1718	3	88	0	6	41	2062
	0.2%	0.7%	9.1%	83.3%	0.1%	4.3%	0%	0.3%	2%	

By Religion or belief (including lack of Belief)

Leaver Reason	Religion									TOTALS
	Buddhist/ Rastafarian/ Sikh/ Zoroastrian	Christian	Hindu	Jewish	Muslim	None	Not Recorded	Other	Prefer Not To Say	
Redundancy	0	9	0	0	0	1	29	1	0	40
Voluntary Redundancy	1	54	1	0	3	33	206	4	2	304
Termination/Dismissal	0	10	0	0	1	3	301	0	1	316
TUPE Transfer	0	2	0	0	0	1	3	0	0	6
Death in Service	1	1	0	0	0	0	8	0	0	10
End of Contract	0	7	0	0	5	7	434	1	2	456
Resignation	0	49	1	0	2	40	695	4	4	795
Retirement	0	8	1	0	0	2	123	1	0	135
TOTALS	2	140	3	0	11	87	1799	11	9	2062
	0.1%	6.8%	0.1%	0%	0.5%	4.2%	87.3%	0.5%	0.4%	

By Sexual Orientation

Leaver Reason	Sexuality							TOTALS
	Gay	Heterosexual	Not recorded	Other	Lesbian	Bisexual	Prefer not to say	
Redundancy	0	10	30	0	0	0	0	40
Voluntary Redundancy	2	93	205	1	0	0	3	304
Termination/Dismissal	0	17	297	0	0	0	2	316
TUPE Transfer	0	1	5	0	0	0	0	6
Death in Service	0	2	8	0	0	0	0	10
End of Contract	0	34	420	0	1	0	1	456
Resignation	3	121	663	1	0	1	6	795
Retirement	0	11	123	0	0	0	1	135
TOTALS	5	289	1751	2	1	1	13	2062
	0.2%	14%	84.9%	0.1%	0.1%	0.1%	0.6%	

Ageing Well In Cardiff



The City of Cardiff Council's
Local Delivery Plan



Contents

Foreword

Background to Ageing Well In Wales

Cardiff's 50+ Population

Ageing Well Areas of Focus

- 1. Age Friendly Communities**
- 2. Falls Prevention**
- 3. Dementia Supportive Communities**
- 4. Opportunities for Learning and Employment**
- 5. Loneliness and Isolation**

Cardiff's Local Delivery Action Plan

Further information and Feedback

Foreword

Welcome to the City of Cardiff Council's first *Ageing Well in Wales – Local Delivery Plan*. As the Council's Cabinet Members with responsible for the Equalities Agenda and Wellbeing we are delighted to be able to pledge the Council's commitment to advancing Ageing Well in Cardiff, the Welsh Government's Strategy for Older People and the principles set out within the Dublin Declaration.

As the title suggests, this document sets out our intention of building a City where people are able to Age Well. Having a city where people age well is to the benefit of everybody and will contribute towards the City of Cardiff Council's vision of Cardiff as Europe's Most Liveable Capital City.

Cardiff is Wales's largest city, home to over a third of a million people (354,300) from a wide range of backgrounds, with 105,100 people being aged 50 or above. People in Cardiff, like the rest of the UK, are living longer and the balance of life is changing. There are now more people in Cardiff aged over 50 than young people (up to the age of 20). Thankfully older people can now look forward to many more years of healthy life after retirement than ever before.

Whilst this is good news it means that we need to plan so everyone has the opportunity to age well, have a good quality of life and to be able to live as long and as independently as possible. A good quality of older life has been described as one of "well-being" where people are satisfied by having control over their lives and a sense of purpose. Well-being is not just about health and social care services, it also includes housing, transport, income, energy, education, support to stay in employment, having a social life and interaction with the community. It's about how people live the life they choose.

Building well-being is good for individuals and society as a whole as it can help reduce dependence and improve overall health. We recognise the contribution older people have already made to the development of the city and we will continue to utilise their mentorship, experiences, skills and knowledge to help us improve ageing well for the future.

Whilst this is a local delivery plan for the City of Cardiff Council we would like to emphasise the close working partnership arrangements we have developed with members of the Cardiff Partnership Board. These partnership arrangements have resulted in a number of the key strategic action plans which are identified within the plan and which will be delivered in partnership to achieve shared outcomes.

The City of Cardiff Council will work closely with all our partners (both statutory and non-statutory), local communities and individuals to ensure that we provide and promote services which will aid people from all of Cardiff to age well. This Ageing Well Plan will contribute to Cardiff's Integrated Partnership Strategy "What Matters", to our own Corporate Plan and to our Strategic Equality Plan.



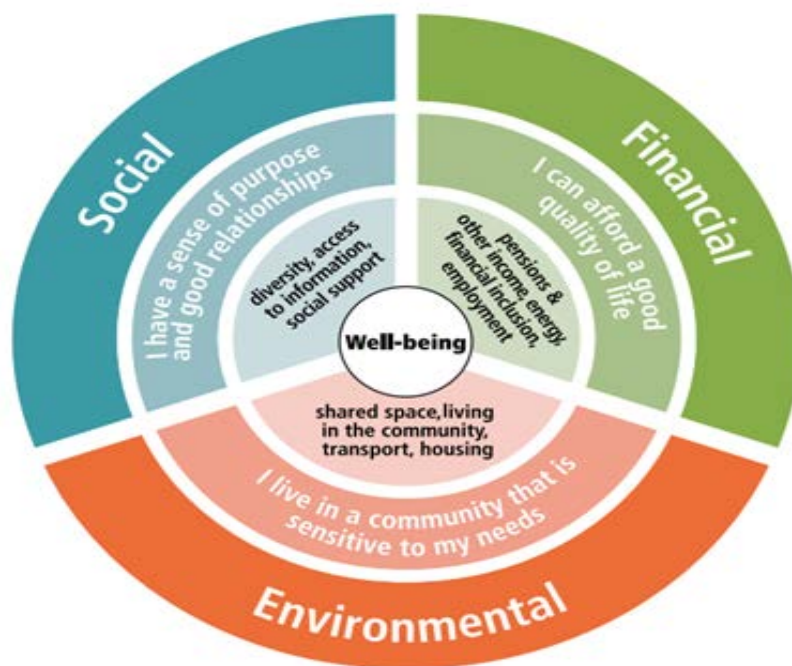
Councillor Daniel De'Ath
Cabinet Member (Safety, Skills, Democracy and Engagement)

Councillor Susan Elsmore
Cabinet Member (Health, Housing and Wellbeing)

The Ageing Well in Wales Programme was formally launched in October 2014 as a five year partnership of national and local government and major public and third sector agencies in Wales. The Programme is hosted and chaired by the Older People's Commissioner for Wales. The Ageing Well in Wales Programme contributes to and complements the Welsh Government's Strategy for Older People (Phase 3) 2013-2023 which aims to deliver against the following three overarching outcomes for older people:

1. Living Longer
2. Ageing Well
3. Having the Financial, Environmental and Social Resources to Age Well.

The key elements for building a good quality of life



The Ageing Well Programme also forms part of the European Innovation Partnership on Active and Healthy Ageing (EIP-AHA), and was awarded the highest 3* Reference Site status by the European Commission. The Programme is also therefore part of the Reference Sites Collaborative Network, a network of over 20

regions and Member States across the European Union to collaborate and exchange best practice and innovation in the field of active and healthy ageing.

As part of the process for Wales to be recognised as an Age-Friendly Nation, the City of Cardiff Council along with all of Wales' other 21 Local Authorities has signed up to the Dublin Declaration on Age Friendly Cities and Communities. The Dublin Declaration was launched in 2013 and shows a city or community's pledge to become 'Age-Friendly' using the eight WHO domains as a framework for development:

- outdoor spaces and buildings;
- transportation;
- housing;
- social participation;
- respect and social inclusion;
- civic participation and employment;
- communication and information; and
- community support and health services.

The Ageing Well in Wales Programme's overall aim is to ensure that within Wales there is an improvement in the wellbeing of people aged 50+. The Programme also has a clear link to a number of other national policy priorities and initiatives. These include:

- Reducing inequalities and promoting inclusion
 - Preventing frailty and dependence
 - Reducing the number of older people who are accessing services and support in crisis
-
- Promoting self-responsibility for taking action to maintain one's own health
 - Supporting employers across all sectors to retain expertise and knowledge
 - Reducing discrimination faced by older people, and particular groups of older people.

The Programme supports and champions a positive attitude towards ageing and the benefits an ageing society brings. It seeks to ensure that older people have a strong voice that is listened and responded to.

The Programme has 5 areas of focus:

1. Developing Age Friendly Communities
2. Reducing the risk of falls
3. Building and promoting dementia supportive communities
4. Ensuring continued access to learning and employment
5. Reducing levels of loneliness and isolation

Cardiff's 50+ Population

Cardiff has an overall population of 354,300 (ONS latest mid-2014 population estimates) with 105,100 people aged 50 and above. Below is the latest ONS data for Cardiff:

Age	Males	Females	Total
0 to 4	11,900	11,100	23,000
5 to 9	10,400	10,400	20,800
10 to 14	9,100	8,600	17,700
15 to 19	11,600	12,000	23,500
20 to 24	20,100	21,200	41,300
25 to 29	15,500	14,500	30,000
30 to 34	13,800	13,300	27,100
35 to 39	11,300	11,100	22,400
40 to 44	11,000	10,600	21,500
45 to 49	10,700	11,200	21,800
50 to 54	10,400	11,000	21,400
55 to 59	9,200	9,300	18,500
60 to 64	8,100	8,300	16,300
65 to 69	7,100	7,500	14,600
70 to 74	4,900	5,800	10,700
75 to 79	3,900	5,300	9,200
80 to 84	2,800	4,300	7,200
85 to 89	1,600	2,900	4,500
90 plus	800	1,900	2,700
Total	174,300	180,000	354,300

As can be seen there are now more people aged over 50 than young people up to the age of 20 in Cardiff. The percentage of Cardiff's residents aged 65 and over is just 13.8%; the lowest in Wales and well below the average for the rest of South East Wales of 19.0%.

Previous data (2013) identified Cardiff's 50+ populations as being 103,200 in number and showed them living in the following neighbourhood areas of the city:

East 11,700

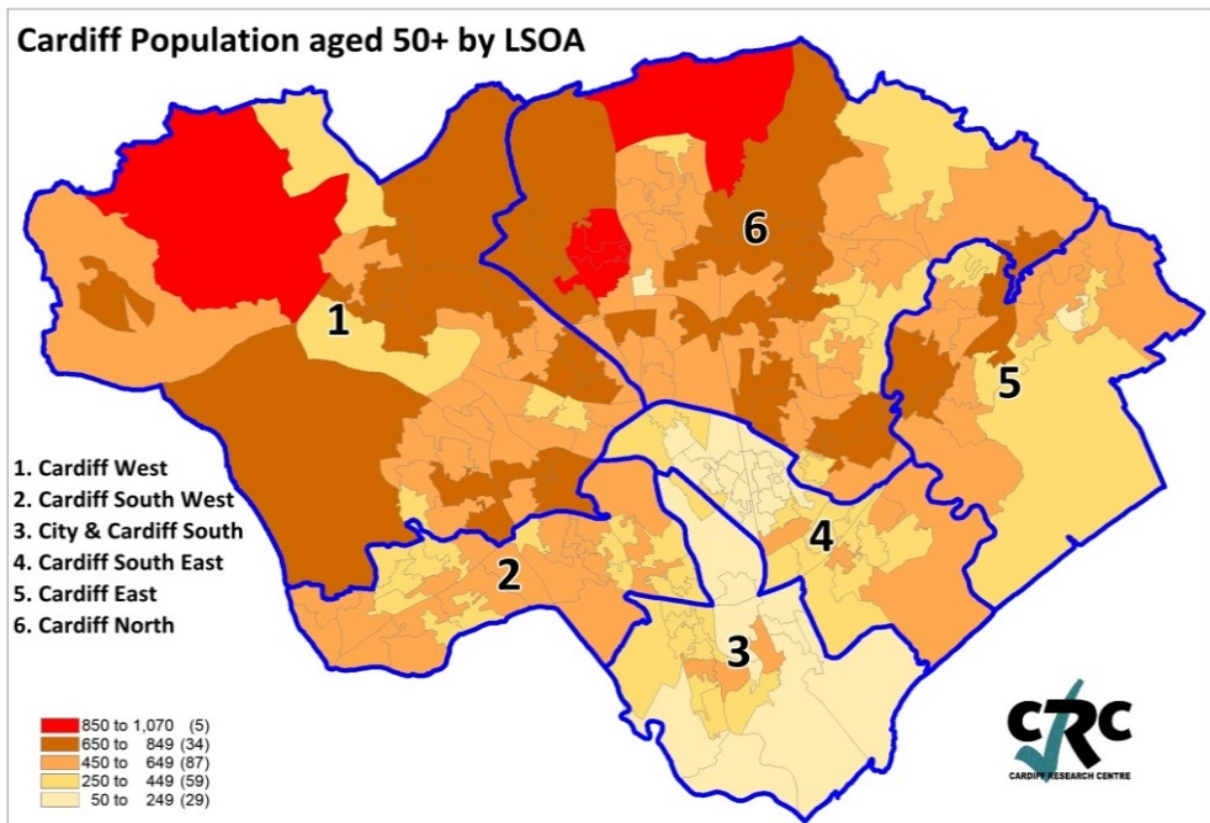
South East 10,300

City & South 6,600

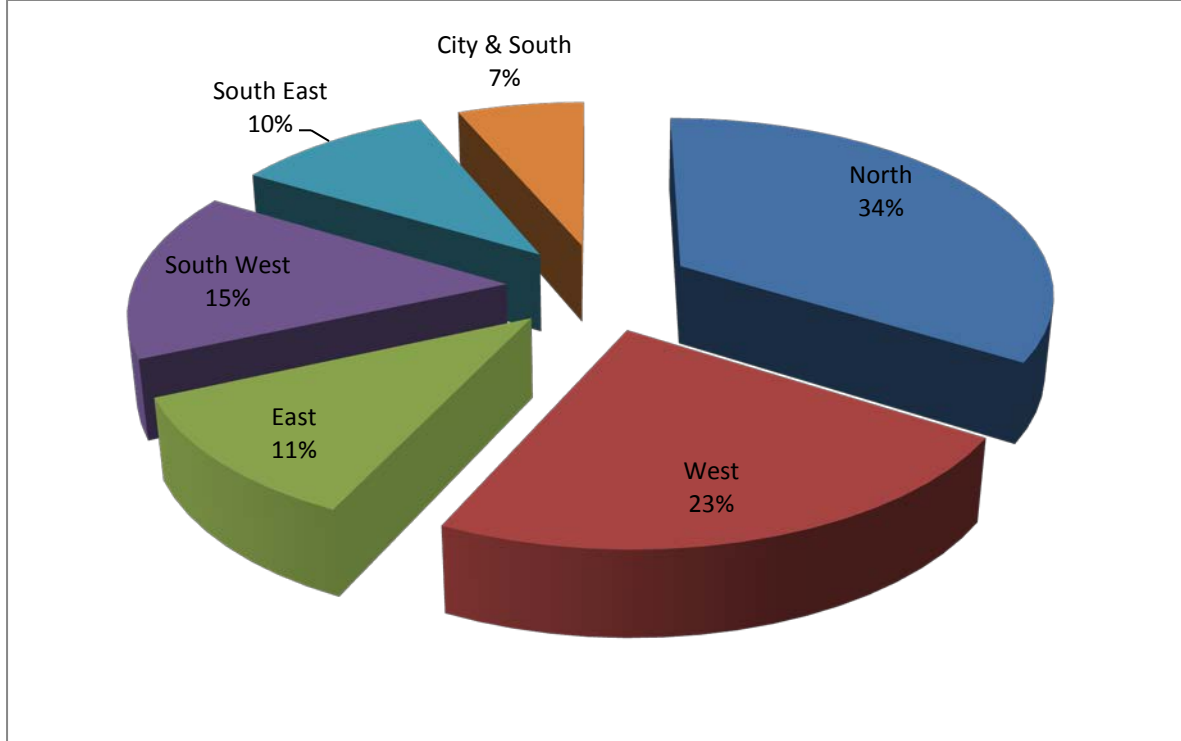
South West 15,800

West 23,800

The diagram below identifies the neighbourhood areas of Cardiff where people who are 50+ live.



The diagram below identifies the percentage of population 50+ by Neighbourhood Partnership Area.



The Ageing Well Areas of Focus

As has been indicated previously the Ageing Well programme has 5 areas of focus, below is a description of these 5 areas and examples of how the City of Cardiff Council is already working to improve these areas.

1. Age Friendly Communities

Age-Friendly Communities meet the needs of older people, and people of all ages, in individual communities by responding directly to their needs. Such communities will encourage and enable older people to engage with their surroundings and continue to engage socially within those communities, thereby maintaining their health, independence and wellbeing.

The concept of Age-Friendly Cities was launched in 2007 with the publication of the Global Age-Friendly Cities Guide by the World Health Organisation (WHO). The Guide identified eight domains of city life that might influence the health and wellbeing of older people (listed above).

In practice, an Age-Friendly community is one where local people have decided their priorities to better support people as they age. This can include physical design, promoting better access and mobility, promoting people's social engagement and

developing support and relationships between the generations. The most important aspect is that it is an integrated approach to thinking about the places where people live and how best to promote older people's wellbeing and engagement with their physical and social environments.

The Age-Friendly cities concept was refreshed in 2013, under the Irish Presidency of the European Union, when the Dublin Declaration on Age-Friendly Cities and Communities was launched. The Dublin Declaration shows a city or community's pledge to become 'Age-Friendly' using the eight WHO domains as a framework for development. Each city or community will have to demonstrate a process of consultation with older people (and other age groups), planning, implementation and evaluation to become part of the WHO Global Network of Age-Friendly Cities and Communities.

As part of the process for Wales to be recognised as an Age-Friendly Nation, the City of Cardiff Council along with all of Wales' other Local Authorities have signed up to the Dublin Declaration.

An example of work carried out to make progress in this area is:

A single Gateway to independent living services for citizens over the age of 60 has been established since September 2014. A wide range of services that were previously separate have now become accessible through a single Gateway. The recruitment of 5 staff into the role of Independent Living Officer has been completed. Training has been delivered throughout the last 3 Quarters in the IT systems used, advice provision and services integrated into the Gateway. During Quarter 4 Training was extended to Domiciliary and Residential Financial Assessment Visiting Officers to provide a more holistic service. This also included periods of shadowing and mentored visits to ensure accuracy. This has provided Independent Living Services with a now multi-skilled visiting element that would have previously required several separate visits and demonstrating more joined up services.

2. Falls Prevention

Wales, and result in significant human costs in terms of pain, loss of confidence and independence. It is estimated that between 230,000 and 460,000 people over the age of 60 fall in Wales each year. Between 11,500 and 45,900 of these suffer serious injury: fracture, head injury, or serious laceration. Falls Prevention will help older people to maintain their health and wellbeing, live longer in their own homes and remain active in their communities.

There is a significant financial cost to health and social care services associated with dealing with the results of falls. Falls are estimated to cost the NHS in the UK more than £2.3billion per year. Evidence suggests that falls prevention can reduce the number of falls by between 15% and 30%, and that well organised services, based on national standards and evidence-based guidelines, can prevent falls and reduce death and disability from fractures.

An example of work carried out to make progress in this area is:

Falls prevention (Strength and balance) exercise sessions have been provided (OTAGO) within Council run leisure facilities and community venues. These have been communicated to members of Cardiff 50+ Forums and via the City of Cardiff Council's website and through Age Connects' activities database. Other specialist classes have been provided in leisure centres including GP referral scheme activities, 50+ gym sessions, 60+ free swimming sessions and lessons, cardiac and COPD referral sessions, Healthy, Wealthy and Wise Group promote exercise

3. Dementia Supportive Communities

In 2013 there was an estimated 45,529 people living with dementia in Wales, of those people, only 17,661 had received a formal diagnosis. By 2021 it is estimated that over 55,000 people in Wales will have dementia. Developing dementia supportive communities is crucial to the wellbeing of older people, especially the thousands of people living with dementia, regardless of official diagnosis, and the people around them that are also affected.

People affected by dementia face many everyday challenges in living well with dementia. These can include difficulty using technology, getting appropriate service in shops, banks and post offices, using transport, going on holiday and maintaining social contact and hobbies. Help from health and care services is vitally important, in making it possible for people affected by dementia to live well however help from people and organisations across society is also required.

A dementia supportive community is any community that shows a high level of public awareness and understanding of dementia (for example, a local or national organisation such as a shop, bank or corporation, or a village, town or city). Such communities are more inclusive of people with dementia, and improve their ability to remain independent and have voice, choice and control over their lives.

As emphasised by the Welsh Government's National Dementia Vision for Wales, people who receive an early diagnosis of dementia and are given access to appropriate information, support and care, are able to live well with dementia. It should be recognised that it is not only the individual who is affected by dementia; it also impacts on their family, friends, colleagues and carers. An example of work carried out to make progress in this area is:

The Cardiff West Neighbourhood Partnership group have carried out a pilot project within the area to make West Cardiff a dementia supportive community. A dementia supportive communities event has been held with local community members, partners and organisations, dementia awareness briefings have taken place to promote key dementia messages with 350 people becoming dementia friends, an intergenerational dementia supportive technology project has been launched and a dementia café has been established.

4. Opportunities for Learning and Employment

Older people have a wealth of knowledge and experience which is currently underappreciated and undervalued in the workplace. Tackling age discrimination, recognising the value and worth of older people and providing opportunities for continued learning and employment in Wales is important as older people are currently worth over £1 billion to the Welsh economy every year.

It is good for the individual, the community and the economy for older people to be engaged in some form of employment, education or training. Learning for older people has a range of benefits, such as:

- Promoting full economic and societal participation
- Contributing towards personal wellbeing and fulfilment
- Supporting creativity and innovation, and
- Increasing efficiency as workers or volunteers.

The need to prioritise opportunities for employment and new skills for older people has been added to the Ageing Well in Wales Programme in recognition of its prevalence as an issue for older people in Wales. The Strategy for Older People (Phase 3) 2013-23 states that older people who are unemployed are more likely to be long-term unemployed; around 45% of unemployed people aged 50-64 have been unemployed for a year or more compared to 30% of 18-24 year olds and 38% for 25-49 year olds.

With the economic downturn affecting the traditional models of retirement, older people must be able new learning and employment opportunities to remain in or re-enter the labour market. Older people require access to learning for a number of reasons. For example, with an increasing number of older people unable to afford retirement at State Pension age, the provision of learning and skill development opportunities to improve their employment prospects becomes ever more important.

For other older people who are able to retire when they choose, access to learning is a key factor in maintaining their wellbeing. Learning and skills development in this

context includes financial and digital inclusion, helping older people to become more resilient in later life.

By improving the employment prospects of older people and empowering them to remain engaged longer with society, Opportunities for Learning and Employment will also complement the work of the Loneliness and Isolation network.

An example of work carried out to make progress in this area is:

The City of Cardiff Council provides Adult Community Learning opportunities that are available for people 50+ throughout the various neighbourhood partnership areas of Cardiff. There are 'Learning for Work' opportunities for people to participate in courses that offer opportunities designed to support individuals to take their first steps back into learning and to assist them to progress to further learning, training, volunteering or employment. Some of these courses are free and funded by the Welsh Government and are offered free to learners (including those aged 50 plus who are not in full-time employment) and include a range of IT courses as well as courses that assist with the development of skills for those looking for work in childcare, retail, call centre or the care sector. There are also opportunities for 'Learning for Life' with courses that inspire people to continue learning for enjoyment.

5. Loneliness and Isolation

Loneliness and isolation are cross-cutting issues that seriously impact on the health and wellbeing of older people in Wales. Achievements made by each of the previous areas will improve incidences of loneliness and isolation felt by older people.

Loneliness and isolation have been shown to damage health, are the basis for social exclusion and are a significant and pressing problem in Wales that cross all boundaries of social class, race, gender identification, sexual orientation, financial status and geography. Eradicating loneliness and isolation may be unrealistic, but

working at all levels, individual, organisational and strategic, identifying and tackling the root causes is not.

Research demonstrates that loneliness has an effect on mortality that is similar in size to smoking 15 cigarettes a day. It is associated with poor mental health and conditions such as cardiovascular disease, hypertension and dementia. Loneliness also has a much wider public health impact too, as it is associated with a number of negative health outcomes including mortality, morbidity, depression and suicide as well as health service use. More than 75% of women and a third of men over the age of 65 live alone. Without the means to leave their homes, or with fewer visits from community workers and service providers, an increasing number of older people will feel lonely and isolated resulting in damaging effects to their mental health.

An example of work carried out to make progress in this area is:

A Third Sector Partnership was established with Age Connects Cardiff and the Vale as part of the Healthy and Active Partnership initiative. Age Connects has been developing and testing a range of solutions across the City of Cardiff that directly respond and align with the purpose of the Intermediate Care Fund by reducing social isolation through the use of volunteers and community based services. Work has been underway to help over 60's with limited contact to get involved in community activities and develop friendships. Two distinct aims of the project are to gain intelligence of what is in the community for older people and facilitate easy access to that information and secondly to help develop a volunteer support programme to help alleviate isolation. Services began rolling out in December 2014 and to date Age connects have referred 138 older people and moved 104 out of social isolation. To achieve this Age Connects have recruited volunteers who aid older people all over Cardiff and developed partnerships with community groups. . In the 6 months this project has been running there are already more volunteers recruited than during the whole of the Good Neighbour Scheme.

Cardiff's Local Delivery Action Plan

This Local Delivery Plan seeks to enable everyone the opportunity to age well with a good quality of life, to live as long and as independently as possible and able to make plans and take actions wherever possible to help themselves.

This Plan sets out a number of existing services the Council provides and identifies areas for action that will enable a wider take up and knowledge of the services that are provided. Website links for existing strategies and actions plans are given where available.

We hope that you will be satisfied with the way we are working to deliver Ageing Well in Cardiff. But if you are not, you can:

- Directly contact the Council's Equalities Team via Connect 2 Cardiff
- Join one of Cardiff's 50+ Forums
- Make a complaint, using the Council's Complaints procedure for further information visit: www.cardiff.gov.uk/complaints or call Connect 2 Cardiff on 029 2087 2087, or
- Raise the matter with your Neighbourhood Management Team.

Further information and feedback

We will welcome any comments, suggestions or feedback you wish to make on our Scheme. We will also be pleased to send a copy of this document in different formats.

Please contact us!

Cardiff Council Equalities Team

Room 263

Cardiff County Hall

Cardiff

CF104 UW

Telephone 2087 2087

E-mail equalityteam@cardiff.gov.uk

The City of Cardiff Councils
Ageing Well in Wales
Local Delivery Plan

Age Friendly Communities Actions

Action	What we will do	Lead officer	What will the intended outcome be?
<p>To implement the Cardiff and Vale Integrated Health and Social Care Partnership 2014-2019 Framework for Older People</p>	<p>Carry out the Cardiff Council assigned actions contained within the action plan http://www.cardiffandvaleuhb.wales.nhs.uk/opendoc/241341</p> <p>Continue to provide carers aged 18 years and above an assessment of need in their own right.</p> <p>Independent Living Service First Point of Contact to ensure that carers, who are eligible for a Carers Assessment, are informed and appropriately allocated at an initial point of enquiry.</p> <p>Co-ordinated health & social care services – Continue to work with health and third sector organisations to progress the proposal to remodel dementia services, and to remodel day opportunities for older people,</p>	<p>Director of Social Services</p>	<p>Older People are supported to live safely within their families and communities with the lowest appropriate level of intervention.</p> <p>Adults experience the best care and support to help them recognise their abilities, have aspirations and achieve what matters to them.</p> <p>To contribute to the improved physical and mental health and emotional wellbeing of individual older people.</p> <p>To help people to access</p>

	<p>helping people to access a range of existing community facilities as preventative and early intervention opportunities.</p>		<p>universal services to support improved wellbeing.</p>
<p>To deliver the key strands of work identified within the Strategy for Health and Social Care Directorate Older People's Services 2014-2017</p> <p style="text-align: center;">Page 601</p>	<p>Cardiff Council will implement and report on work to deliver the key strands identified within the Strategy</p> <p>Draft Strategy for Health and Social Care ... - Cardiff</p> <p>Community Resource Teams to deliver a 7 day a week service to facilitate an increase in safe and timely hospital discharges from hospital and to prevent unnecessary hospital admissions</p> <p>·</p> <p>Continue to work with third sector organisations to help tackle social isolation</p>	<p>Director of Social Services</p>	<p>Older People are supported to live safely within their families and communities with the lowest appropriate level of intervention.</p> <p>Adults experience the best care and support to help them recognise their abilities, have aspirations and achieve what matters to them.</p> <p>To contribute to the improved physical and mental health and emotional wellbeing of individual older people.</p> <p>To help people to access universal services to support improved wellbeing.</p>

To work in partnership to implement Cardiff 's 'What Matters' Single Integrated Plan	Carry out the Cardiff Council assigned actions contained within the 'What Matters' - The 10 Year Strategy for Cardiff	Director Communities, Housing & Customer Services	People 50+ will benefit from Actions that are designed to improve living within Cardiff
People 50+ to be represented at the Cardiff Council's Access Focus Group	Access focus group meetings will be held during the year to act as a consultative group giving opinions and to advise the council and its partners on access issues within Cardiff	Section Leader H&S, BSI, EqIA	People 50+ will be able to identify access issues in the built environment and will be able to contribute to future development plans.
To deliver a multi strand discrimination casework service as part of the newly commissioned 3 rd sector delivery package	A case work service will be provided that will support a target figure of 150 people per year experiencing various types of unfair treatment or discrimination	Operational Manager Scrutiny & Equalities	People 50+ will be able to access help where unfair treatment or age discrimination is experienced
To work in partnership with Age Cymru to provide advice and guidance for people 50+ at our central library hub	A space will be provided to Age Cymru at Central hub free of charge to enable advice and guidance to be provided to those in need.	Assistant Director Customer Services & Communities	People 50+ are able to access advice and guidance on age related issues within a community setting
To continue to provide access to Council information via community hubs (with partnership involvement) and	Community hubs and libraries in Cardiff will provide a host of Council information	Assistant Director Housing & Communities	People 50+ are able to access information and advice about housing, council services and other opportunities within a

libraries across the city		Assistant Director Customer Services & Communities	localised community setting
To continue to support the various Cardiff 50+ Forums	A minimum of 4 50+ Forum meetings will take place with each of the existing Forum's and will respond to at least 6 consultation requests from Cardiff Council & partner organisations	Equality Officer	People 50+ are able to engage with Cardiff Council and its partners and help identify / influence our policies and improve the development of services
To include the development of Age Friendly Communities within Neighbourhood Partnership Plans	Each of the 6 neighbourhood action plans will contain actions relevant to progressing age friendly principles	Partnership Delivery Team Leader	Age friendly principles will be developed within all neighbourhood areas of Cardiff
Promote to people 50+, their support workers, carers, organisations and those who support people 50+ the availability of Cardiff Councils fully adapted 'Smart House' facility containing mobility /	Smart house facility will be promoted within capital times and via the council website It will be promoted at each of the 50+ Forums Opportunities will be provided for service users to be invited to visit the smart house facility	Head of Communications & External Relations Equality Officer Independent Living Project Manager	To enable people to see how homes can be adapted and technology used to aid independent living

<p>independent living aids to assist in daily living for people 50+</p>	<p>Messages will be promoted by the 6 neighbourhood partnership officers to cascade via electronic updates and via Facebook pages</p>	<p>Partnership Delivery Team Leader</p>	
<p>Work with partners to promote and increase the take up of the collective energy buying scheme</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 604</p>	<p>Collective energy messages will be published within capital times and on the councils website</p> <p>Information will be promoted at each of the councils libraries</p> <p>Messages will be promoted by the 6 neighbourhood partnership officers to cascade via electronic updates and via Facebook pages</p> <p>Messages will be promoted to members of the 50+ Forums</p>	<p>Sustainable Development Group Leader</p> <p>Assistant Director Customer Services & Communities</p> <p>Partnership Delivery Team Leader</p> <p>Equality Officer</p>	<p>To enable people 50+ an opportunity to reduce energy costs.</p>
<p>Improve housing provision for older people within the city</p>	<p>A review of current sheltered housing provision and future needs (both Council and RSL) will be carried out</p> <p>A review of allocation policies to ensure that appropriate and safe housing is available for older people in the city will be carried out</p>	<p>Housing Development Manager</p> <p>Senior Housing Strategy Officer</p>	<p>To ensure people 50+ have access to appropriate housing provision</p>

<p>Implementation of the Social Services and Well-being (Wales) Act 2014</p>	<p>Ensure strategic and operational alignment with the requirements of the Act, paying particular attention to the improved outcomes for service users.</p> <p>Ensure that established work-streams for assessment and eligibility, information, advice and assistance are implemented and that task and finish groups are delivering on this work</p>	<p>Director Social Services</p>	<p>To promote the well being of people who need care and support, and their carers.</p> <p>To enable older people to live as actively and independently as possible in a safe and suitable environment of their choice.</p> <p>To contribute towards preventing or delaying the development of people's needs for care and support.</p>
<p>Increase the take up of bus passes and assisted passes amongst those eligible to receive them</p>	<p>Continue to increase and support uptake of Promote the availability of Bus passes and assisted passes.</p>	<p>City Operations - Network Management Public Transport, Engineer</p>	<p>The number of people accessing bus / assisted passes is increased</p>
<p>Develop a new car parking strategy to include new approaches to Accessible Car Parking provision.</p>	<p>Engage service users (including people 50+) in the development of the Strategy</p>	<p>City Operations, Transport Policy & Development, Principal Transport Planner</p>	<p>A new Parking strategy is developed</p>

Increase take up of blue badge provision amongst eligible service users.	Promote the availability of blue badge provision and look towards improved policing and prosecution of blue badge abuse	City Operations, Transport Policy & Development, Principal Transport Planner	The availability of blue badges is communicated to eligible service users. The number of people abusing blue badges decreases
Improve opportunities for people to cycle and walk within the City	Increase the number of Active Travel routes ensuring that accessibility and inclusion is incorporated in all schemes	City Operations, Highways, Traffic & Transportation Section Leader	Active Travel routes will increase enabling more people 50+ to access Walking / cycling opportunities within Cardiff
Improve the availability and accessibility of transport information	Provide a source for accessible information that will benefit service users via Cardiff Council and partners websites	City Operations, Section Leader H&S, BSI, EqIA	People 50+ are better able to access travel information
Increase opportunities for independent travel and inclusion, through improved facilities and services	Continue to improve the provision of raised kerbs at bus stops to enable level boarding of buses	Economic Development, Investment, Contract Supervisor	People 50+ have greater access to independent travel and are able to access public transport
Ensure the needs of people 50+ are considered in the development of the new	Consult and engage people 50+ in the design and development of the new development	City Operations, Section Leader H&S, BSI, EqIA	The new transport development will be accessible and usable to people 50+

transport hub / interchange			
Continue to promote the assisted lift service is available. Consider more appropriate communication methods	Improve contacts with elderly service providers, including internal visiting officers and Telecare services, to ensure the benefits of the scheme can be communicated to those eligible	Waste Education and Projects Officer	Elderly residents with an eligible need for the service will be able to fully participate in recycling and waste collections.
Consider an alternative way of identifying those on the service to our collection crews	Work with ICT/Enterprise Architecture to consider in-vehicle technology. This will be considered in line with the Alternative Delivery Model.	Operational Manager Waste Strategy & Enforcement	Reduce any potential missed recycling and waste collections, enabling elderly residents with an eligible need have a regular service.
Continue to promote additional support services available e.g. hygiene collection, additional general waste capacity, waste literature in alternative formats e.g. large print/audio	Ensure that these services are promoted through all communication channels, including leaflets, website, local newspapers, via contact centre agents	Waste Education and Projects Officer	Elderly residents, with an eligible need for the service, will have access to information through a wide range of formats, to ensure that they understand support services available.
Review the existing Residential Design Guide Supplementary Planning	Include guidance in the SPG outlining the inclusive design qualities expected in new residential developments, which will also meet the needs of older	Operational Manager, Strategic Placemaking	The guidance contained in the SPG will supplement policies in the adopted Local Development

<p>Guidance (SPG) within 6 months of adoption of the Local Development Plan (LDP)</p> <p>Page 608</p>	<p>persons.</p>		<p>Plan and will be a material consideration in the determination of applications for residential development and will need to be taken into account by developers when designing new residential developments in the city.</p> <p>Inclusion of guidance within the SPG outlining the inclusive design qualities expected in new residential development, which will also meet the needs of older persons will ensure the needs of older persons are fully considered by developers when designing new residential developments in the city.</p>
---	-----------------	--	--

Falls Prevention Actions

Action	What we will do	Lead officer	What will the intended outcome be?
Cardiff Council to actively participate in Cardiff & Vale Ageing Well group and contribute to the implementation of its action plan	Cardiff council will attend each of the quarterly Ageing Well meetings and carry out actions assigned to Cardiff Council within the action plan	Equality Officer	Cardiff Council will contribute to the implementation of the ageing well plan to the benefit of people 50+ in Cardiff
Falls prevention messages created by the Ageing Well in Wales expert advisory group to be promoted.	<p>Messages will be promoted by the 6 neighbourhood partnership officers to cascade via electronic updates and via Facebook pages</p> <p>Messages will be promoted to all users of the community alarm service</p> <p>Messages will be promoted to members of the 50+ Forums and to partner organisations</p>	<p>Neighbourhood Partnership Coordinator</p> <p>Assistive Response Manager</p> <p>Equality Officer</p>	Falls prevention messages will be communicated across various contact groups and to people 50+
Continue to promote and respond to the users of	The service will be promoted within capital times and with partner organisations	Assisted Living Service development	People 50+ will be supported to

<p>Cardiff Council's Independent Living Gateway Service</p>	<p>Increase the number of people accessing the service by 20% in year one, and improve year on year.</p> <p>The implementation of one point of contact will improve access to services, and other low level support, this will be achieved through facilitating self-management or one to one contact, for advice support and information, and sign posting.</p> <p>Visiting officers will support people with social isolation loneliness, housing, environment and financial issues they will provided guidance on slips trips and falls prevention, they will inform individuals about locally available services and signpost/refer onto those services.</p> <p>The aim of the visiting officer and the one point of contact is to empower individuals to remain independent for as long as possible.</p>	<p>& strategy Manager</p>	<p>maintain independence</p>
<p>Continue to work in partnership with Care and Repair to support independent living</p>	<p>An estimated 700 rapid response adaptations will be carried out, in addition to this each client will be offered a healthy homes check</p>	<p>Assistant Director Housing & Communities</p>	<p>People 50+ will be supported to maintain independence through Healthy @ Home Checks or the Rapid Response adaptation</p>

			Programme.
<p>Promote the provision of Cardiff Council 50+ leisure centre based exercise / fitness classes</p> <p style="text-align: center;">Page 611</p>	<p>Information promoting the availability of classes within council leisure centres produced</p> <p>Web based information on classes to be kept updated</p> <p>Information produced about classes will be made available in libraries / community hubs</p> <p>Messages will be promoted by the 6 neighbourhood partnership officers to cascade via electronic updates and via Facebook pages</p> <p>Messages will be promoted to members of the 50+ Forums and to partner organisations</p>	<p>Leisure and Play Section Head - Operations</p> <p>Assistant Director Housing & Communities</p> <p>Assistant Director Customer Services & Communities</p> <p>Partnership Delivery Team Leader</p> <p>Equality Officer</p>	<p>People 50+ will have access to fitness classes aiding health and wellbeing</p>

<p>Continue to promote community based exercise classes such as Otago strength and balance classes</p>	<p>Messages will be promoted by the 6 neighbourhood partnership officers to cascade via electronic updates and via Facebook pages</p> <p>Messages will be promoted to members of the 50+ Forums</p>	<p>Equality Officer</p>	<p>People 50+ will have access to fitness classes aiding health and wellbeing</p>
<p>Continued promotion and delivery of assisted technology and increased use of Cardiff Council's Telecare response and warden service</p>	<p>Attend community events across the city to promote Telecare Services and to improve take up of the service</p>	<p>Assistive Response Manager</p>	<p>People 50+ will be supported to maintain independence at home</p>

Dementia Supportive Communities Actions

Action	What we will do	Lead officer	What will the intended outcome be?
To implement the Cardiff and Vale Dementia 3 year plan	Carry out the Cardiff Council assigned actions contained within the 3 year dementia action plan http://www.wales.nhs.uk/sitesplus/documents/864/Dementia_brochure_ENG_AW.PDF	Director of Social Services	To enable those living with or supporting someone with dementia to live well
To promote dementia supporting services provided by organisations such as the Alzheimer's Society	Promote services at each of the councils libraries and hubs Distribute support information to members of 50+ Forums at least 6 times a year	Assistant Director Housing & Communities Assistant Director Customer Services & Communities Equality Officer	To provide those living with or supporting someone with dementia to receive information of help available

<p>To promote the dementia friends and champions scheme amongst Cardiff Council employees</p>	<p>Promote dementia friends and champions scheme via the Council's internal communication mechanisms</p>	<p>Head of Communications & External Relations</p>	<p>Promote awareness and understanding of dementia and the issues people affected by dementia face in their daily lives.</p>
<p>Development of Day Opportunities Strategy (older people)</p>	<p>Implement an agreed Day Opportunities Strategy with a greater focus on prevention, promoting wellbeing and delivering services in settings which are more convenient to the people who use them.</p> <p><u>Work towards the</u> development of remodelled day centres including:</p> <p>A specialist dementia centre which we will developed in partnership with Cardiff & Vale UHB</p> <p>The ongoing provision of 2 centres to support people with high care and support needs;</p>	<p>Director Social Services</p> <p>Director Communities, Housing & Customer Services</p>	<p>Older people have choice and control.</p> <p>Older People are supported to live safely within their families and communities with the lowest appropriate level of intervention.</p> <p>Adults experience the best care and support to help them recognise their abilities, have aspirations and achieve what matters to them.</p> <p>To contribute to the improved physical and mental health and emotional wellbeing of individual older people.</p> <p>To help people to access universal</p>

	<p>The expansion of the meals on wheels service,</p> <p>The development of a Day Opportunities Team to support individuals in accessing community facilities</p> <p>The creation of a volunteering portal</p>		<p>services to support improved wellbeing.</p> <p>To enable older people to live as actively and independently as possible in a safe and suitable environment of their choice.</p>
--	---	--	--

Opportunities for Learning and Employment Actions

Action	What we will do	Lead officer	What will the intended outcome be?
<p>Continue to promote council adult community education classes</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 616</p>	<p>Produce an annual learning prospectus brochure</p> <p>Advertise learning opportunities through Cardiff and Vale Learning Partnership organisations.</p> <p>Promote learning opportunities on Cardiff Council's Website, and through Facebook and Twitter</p> <p>Messages will be promoted by the 6 neighbourhood partnership officers to cascade via electronic updates and via Facebook pages</p> <p>Messages will be promoted to members of the 50+ Forums and to partner organisations</p>	<p>Corporate Customer Services Manager</p> <p>Partnership Delivery Team Leader</p> <p>Equality Officer</p>	<p>Enable people 50+ the opportunity to access opportunities to be engaged in lifelong learning</p>
<p>Continue to promote informal learning opportunities (community based)</p>	<p>Messages will be promoted to members of the 50+ Forums</p> <p>Messages will be promoted by the 6 neighbourhood partnership officers to cascade via electronic updates</p>	<p>Equality Officer</p> <p>Partnership Delivery Team Leader</p>	<p>Enable people 50+ the opportunity to access opportunities to be engaged in lifelong learning & appropriate social activities</p>

	and via Facebook pages		
<p>Continue to promote & provide The Into Work Service in various locations throughout the city</p> <p>Page 617</p>	<p>Provide the Into Work Service in 2 main hub settings and provide an outreach service in community locations</p> <p>Produce and distribute information about the service via council libraries</p> <p>Messages will be promoted to members of the 50+ Forums</p> <p>The service will be promoted by the 6 neighbourhood partnership officers to cascade via electronic updates and via Facebook pages</p>	<p>Assistant Director Housing & Communities</p> <p>Assistant Director Customer Services & Communities Equality Officer</p> <p>Partnership Delivery Team Leader</p>	<p>Enable people 50+ who want to work access help with re-skilling and retraining</p>

Loneliness and Isolation Actions

Action	What we will do	Lead officer	What will the intended outcome be?
Promote community group activities to people 50+	Messages will be promoted to members of the 50+ Forums	Equality Officer	People 50+ have the opportunity to access opportunities to appropriate social activities in order to promote mental health and wellbeing and prevent isolation / loneliness
Work with and promote Age Connects support service across the city	Age Connects (on our behalf) to organise home visits and arrange attendance at community based activities and groups	Assistant Director Housing & Communities	People 50+ have the opportunity to access opportunities to appropriate social activities in order to promote mental health and wellbeing and prevent isolation / loneliness

<p>To continue and promote the Get Cardiff Online programme amongst people 50+</p>	<p>Cardiff Council Provide a Get Online Service in 2 main hub settings and provide an outreach service in community locations</p> <p>Information produced about classes will be made available in libraries / community hubs</p> <p>Mail / email information of the service to members of the 50+ Forums</p> <p>The service will be promoted by the 6 neighbourhood partnership officers to cascade via electronic updates and via Facebook pages</p>	<p>Assistant Director Housing & Communities</p> <p>Assistant Director Customer Services & Communities</p> <p>Equality Officer</p> <p>Partnership Delivery Team Leader</p>	<p>People 50+ will have access to training, advice and guidance on using social media (skype etc.) as a way of preventing isolation / loneliness</p>
<p>Continue to provide services to enable people to take up benefits</p>	<p>Cardiff Council Provide a benefit advice Service in 2 main hub settings and provide an outreach service in community locations</p> <p>Information produced about the service to be distributed at all council libraries</p>	<p>Assistant Director Housing & Communities</p> <p>Assistant Director Customer Services & Communities</p>	<p>Enable people 50+ to access advice or information which could help them to access lifelong learning & appropriate social activities</p>

	<p>Messages will be promoted to members of the 50+ Forums</p> <p>The service will be promoted by the 6 neighbourhood partnership officers to cascade via electronic updates and via Facebook pages</p>	<p>Equality Officer</p> <p>Neighbourhood Partnership Coordinator</p>	
--	--	--	--