CYNGOR DINAS CAERDYDD
CITY OF CARDIFF COUNCIL

CABINET: THURSDAY, 16 MARCH 2017 at 3.30 PM

A Cabinet Meeting will be held at Maes Y Coed Community Centre at 3.30 pm

---

AGENDA

Apologies & Declarations of Interest

1 Minutes of the Cabinet Meeting held on 16 February 2017 *(Pages 1 - 8)*

Leader

2 "Reforming Local Government: Resilient and Renewed" White Paper *(Pages 9 - 38)*

3 Bilingual Cardiff: 5 Year Strategy and Welsh in Education Strategic Plan 2017-2020 *(Pages 39 - 134)*

4 Disposal of Land at Central Square *(Pages 135 - 248)*

Corporate Services & Performance

5 Procurement Strategy 2017-2020 (Delivering Commercial and Social Value) and Code of Practice - Ethical Employment in Supply Chains *(Pages 249 - 286)*

6 Annual Pay Policy Statement 2017/18 *(Pages 287 - 314)*

Early Years, Children & Families / Health, Housing & Wellbeing

7 Cardiff and Vale of Glamorgan Population Needs Assessment *(Pages 315 - 462)*

Early Years, Children & Families / Skills, Safety & Engagement

8 Child Rights Partners Programme *(Pages 463 - 468)*

Education

9 Welsh in Education Strategic Plan 2017-2020 *(Pages 469 - 556)*

10 School Admission Arrangements 2018/19 and Co-ordinated Secondary School Admission Arrangements 2018-2020 *(Pages 557 - 674)*

Environment / Transport, Planning & Sustainability

11 Broadening Enforcement Powers to Improve the Public Realm - Update *(Pages 675 - 690)*

Health, Housing & Wellbeing

12 Cardiff Rough Sleepers Strategy *(Pages 691 - 748)*

PAUL ORDERS
Chief Executive

Agenda Item 1

CYNGOR DINAS CAERDYDD
CITY OF CARDIFF COUNCIL

MINUTES

CABINET MEETING: 16 FEBRUARY 2017

Cabinet Members Present:	Councillor Phil Bale (Chair) (Items 2, 6 and 7) Councillor Sue Lent Councillor Peter Bradbury Councillor Dan De'Ath (Items 1, 3, 4 and 5) Councillor Bob Derbyshire (Items 1, 3, 4 and 5) Councillor Graham Hinchey Councillor Susan Elsmore Councillor Sarah Merry Councillor Ramesh Patel
Observers:	Councillor David Walker Councillor Neil McEvoy (Items 3, 4, 5, and 8) Councillor Elizabeth Clarke
Officers:	Paul Orders, Chief Executive Christine Salter, Section 151 Officer Davina Fiore, Monitoring Officer Claire Deguara, Cabinet Office

76 MINUTES OF THE CABINET MEETINGS HELD ON 19 AND 25 JANUARY 2017

RESOLVED: that the minutes of the Cabinet meetings held on 19 and 25 January be approved.

77 CORPORATE PLAN 2017-2019

The Cabinet considered the draft Corporate Plan for 2017-19. 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 has been reviewed and developed in the context of the Well-being of Future Generations (Wales) Act 2015. A number of well-being objectives have been developed for each priority, this is supported by a number of commitments and performance indicators to measure progress.

RESOLVED: that

1. the Corporate Plan 2017-19 as set out in **Appendix A** to the report be approved for consideration by Council on 23 February 2017; and

2. 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 2017-19 following consideration by Council on 23 February 2017.

78 ARTS MANAGEMENT PROCUREMENT

Appendices 2, 3 , 4 & 5 to this report are not for publication under Schedule 12A Part 4 paragraph 14 pursuant to Schedule 12A Part 5 paragraph 21 of the Local Government Act 1972 (as amended). It is viewed that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Cabinet considered a report outlining the progress to date and way forward for the Arts Management Procurement in relation to St David's Hall and New Theatre.

RESOLVED: that

1. The Arts Management Competitive Dialogue procurement process be abandoned;

2. Authority be delegated to the Director of Economic Development, in consultation with the Cabinet Member Community Development, Co-operatives and Social Enterprise, the Cabinet Member Corporate Services and Performance, the Chief Executive, the Section 151 Officer and the Monitoring Officer to begin the process of implementing the 'Enhanced In-House Model' as outlined in this report;

3. the potential of a 'not for profit' vehicle be explored and it be noted that a separate report will be presented back to Cabinet.

4. a modernisation plan for St David's Hall and New Theatre be prepared including consideration of development options and note that a separate report will be presented back to Cabinet.

79 QUARTER 3 PERFORMANCE

The Cabinet received the Council's performance report for Quarter 3 (October to December) of the 16-17 financial year. The report included an analysis of performance by directorate together with an overview of corporate performance including sickness absence rates, PPDR compliance, Freedom of Information requests and Customer satisfaction. It was noted that 60% of Corporate Plan commitments are Green and 68% of performance Indicators are Green.

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

80 BUDGET MONITORING - MONTH 9 REPORT

The Cabinet received an update on the financial monitoring position for the authority based on the first nine months of the financial year. It was reported that the revenue position shows a balanced positon against the budget, an improvement on the month 6 position. It was noted that the overall budget position continues to reflect financial pressures and shortfalls against budget savings targets in directorates. These are partly offset by projected savings in capital financing and insurance costs, release of contingency budgets (previously earmarked for voluntary severance), an anticipated surplus on Council Tax collection and non-domestic rate refunds on Council properties.

RESOLVED: that

1. the potential outturn position based on the first nine months of the financial year be noted.

2. the requirement for all directorates currently reporting overspends as identified in this report to put in place actions to reduce their projected overspends be reinforced.

3. the requirement of the £250,000 contingency budget in the Capital Programme as well as bringing forward the indicative Capital Programme budgets for schools property asset renewal to meet the costs of additional compliance works in 2016/17 be approved.

81 BUDGET REPORT 2017/18

Appendix 12(d) is exempt from publication because it contains information of the kind described in paragraphs 14 and 21 of parts 4 and 5 of Schedule 12A to the Local Government Act 1972

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 its meeting on 15 December 2016 the Council calculated the following amounts for the year 2017/18 in accordance with the regulations made under Section 33(5) of the Local Government Finance Act 1992:-

a) 143,032 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	2,350

Pentyrch	3,258
Radyr	3,651
St. Fagans	1,295
Old St. Mellons	1,400
Tongwynlais	823

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 2017/18 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 £309,600). £1,077,570,600

b) Aggregate of the amounts which the Council estimates for items set out in Section 32(3)(a) and (c). £492,127,791

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. £585,442,809

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 and redistributed Non-Domestic Rates. £428,216,560

e) The amount at 2.1(c) above less the amount at 2.1(d) (net of the amount for discretionary relief of £350,000), 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. £1,101.69

f) Aggregate amount of all special items referred to in Section 34(1). £309,600

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. £1,099.52

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	1,113.99
Pentyrch	1,127.45
Radyr	1,132.39
St. Fagans	1,113.42
Old St. Mellons	1,119.23
Tongwynlais	1,122.61

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

	A **£**	**B** **£**	**C** **£**	**D** **£**	**E** **£**	**F** **£**	**G** **£**	**H** **£**	**I** **£**
Area									
Lisvane	742.66	866.43	990.21	1,113.99	1,361.54	1,609.10	1,856.64	2,227.98	2,599.31
Pentyrch	751.63	876.90	1,002.18	1,127.45	1,378.00	1,628.55	1,879.08	2,254.90	2,630.72
Radyr	754.92	880.74	1,006.57	1,132.39	1,384.03	1,635.68	1,887.31	2,264.78	2,642.24
St. Fagans	742.28	865.99	989.71	1,113.42	1,360.85	1,608.28	1,855.70	2,226.84	2,597.98
Old St. Mellons	746.15	870.51	994.87	1,119.23	1,367.96	1,616.68	1,865.39	2,238.47	2,611.55
Tongwynlais	748.40	873.14	997.87	1,122.61	1,372.08	1,621.55	1,871.01	2,245.21	2,619.42
All other parts of the Council's Area	733.01	855.18	977.35	1,099.52	1,343.86	1,588.20	1,832.53	2,199.04	2,565.55

2.2 Note that for the year 2017/18, 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** **£**
145.50	169.75	193.99	218.24	266.74	315.24	363.74	436.49	509.24

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 sets the following amounts as the amounts of Council Tax for the year 2017/18 for each of the categories of dwellings shown below:-

Part of Council's Area
VALUATION BANDS

Area	**A** **£**	**B** **£**	**C** **£**	**D** **£**	**E** **£**	*F* **£**	*G* **£**	**H** **£**	**I** **£**
Lisvane	888.16	1,036.18	1,184.20	1,332.23	1,628.28	1,924.34	2,220.38	2,664.47	3,108.55
Pentyrch	897.13	1,046.65	1,196.17	1,345.69	1,644.74	1,943.79	2,242.82	2,691.39	3,139.96
Radyr	900.42	1,050.49	1,200.56	1,350.63	1,650.77	1,950.92	2,251.05	2,701.27	3,151.48
St. Fagans	887.78	1,035.74	1,183.70	1,331.66	1,627.59	1,923.52	2,219.44	2,663.33	3,107.22
Old St. Mellons	891.65	1,040.26	1,188.86	1,337.47	1,634.70	1,931.92	2,229.13	2,674.96	3,120.79
Tongwynlais	893.90	1,042.89	1,191.86	1,340.85	1,638.82	1,936.79	2,234.75	2,681.70	3,128.66
All other parts of the Council's Area	878.51	1,024.93	1,171.34	1,317.76	1,610.60	1,903.44	2,196.27	2,635.53	3,074.79

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 2017 to March 2018 in respect of the precept levied by the Police and Crime Commissioner for South Wales in the sum of £31,215,904.

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 2017 to 31 March 2018 namely

	£
The County Council of the City and County of Cardiff	113,755
The Vale of Glamorgan County Borough Council	12,846

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.

3.0 Approve the Prudential Indictors for 2017/18, 2018/19 & 2019/20 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 2017/18 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 2017/18.

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 in the strategy above and to bring forward or delay schemes within the Capital Programme.

7.0 Maintain the current Council Tax Reduction Scheme as set out in the report.

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:

8.0 the changes to fees and charges as set out in Appendix 12(a) & 12(c) to this report be approved.

9.0 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.

10.0 that the rents of all Housing Revenue Account dwellings (including hostels and garages) be increased having taken account of WG guidance.

11.0 all service charges and the management fee for leaseholders as set out in Appendix 12(b).

12.0 all Housing Revenue Account rent increases take effect from 3 April 2017.

13.0 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.

14.0 the financial challenges facing the Council as set out in the Medium Term Financial Plan be recognised and note the opportunities for savings over the medium term.

15.0 the Supporting People Programme Grant Spending Plan for 2017/18 as set out in Appendix 16.

82 APPLICATION TO SUSPEND THE RIGHT TO BUY AND RIGHT TO ACQUIRE IN CARDIFF

Cabinet considered a report outlining the results of the public consultation on the proposed suspension of the Right to Buy/Acquire. It was noted that there was a good level of response to the consultation with 2785 individual responses being received, of which 57.2% of respondents agreed with the proposal.

RESOLVED: that

1. the responses to the public consultation on the proposal to suspend the Right to Buy / Acquire in Cardiff be noted.

2. an application be made to the Welsh Government to suspend the Right to

Buy /Acquire in Cardiff for all areas of the city and all types of property for a period of 5 years.

3. Authority be delegated to the Director of Communities, Housing and Customer Services to make the detailed submission to the Welsh Government to suspend the Right to Buy /Acquire and to undertake associated action.

83 RESPONSE TO THE CALL-IN - CARDIFF WEST TRANSPORT INTERCHANGE

Cabinet received a report detailing the response to the call-in of the previous Cabinet Decision regarding the Cardiff West Transport Interchange.

RESOLVED: that the decision to approve the development of the proposed Western Transport Interchange to proceed at the identified site be reaffirmed.

CITY OF CARDIFF COUNCIL
CYNGOR DINAS CAERDYDD

CABINET MEETING: 16 MARCH 2017

‘REFORMING LOCAL GOVERNMENT: RESILIENT AND RENEWED’ WHITE PAPER

REPORT OF THE CHIEF EXECUTIVE

AGENDA ITEM: 2

PORTFOLIO: LEADER (ECONOMIC DEVELOPMENT & PARTNERSHIPS)

Reason for this Report

1. To consider the City of Cardiff Council’s response to the Welsh Government consultation on the White Paper entitled ‘Reforming Local Government: Resilient and Renewed’.

Background

2. On 18 February 2016, the Cabinet agreed a response to a previous consultation undertaken by the Welsh Government on a Draft Local Government (Wales) Bill. The Draft Bill sought to provide the legislative framework for a programme of significant local democratic and governance reforms, including the mergers of existing councils to create 8 or 9 new county councils in Wales.

3. Following the National Assembly for Wales elections in May 2016, the new Welsh Government Cabinet Secretary for Finance and Local Government, Mark Drakeford AM, confirmed in June 2016 that the compulsory mergers of councils in Wales would not proceed, with councillors to be elected to existing councils in May 2017 serving a full 5-year term and elections to existing councils also taking place in 2022. This would assist in providing stability over a 10-year period to support a future process of local government reform, not reorganisation.

4. The Welsh Government’s policy proposals for regional working were further outlined by the Cabinet Secretary in an Oral Statement in the Senedd on 4 October 2016 and at the WLGA Annual Conference in Cardiff on 3 November 2016. He made clear his intention to ensure that there was an enhanced level of ‘mandatory and systematic regional working’ in Welsh local government to deliver key services, with the existing 22 local authorities in Wales being retained as the important ‘front door’ through which people access local public services.

5. The Cabinet Secretary met with a range of stakeholders, including the WLGA and the Leaders & Chief Executives of all 22 local authorities in Wales, during summer and autumn 2016. In addition, regional engagement events with members and officers were also held during November and December 2016. This process assisted in informing the Welsh Government's proposals as set out in the White Paper.

6. The White Paper was published for consultation by the Welsh Government on 31 January 2017. The closing date for submissions in response to the consultation on the White Paper is 11 April 2017.

Issues

Regional Working

7. The White Paper outlines the Welsh Government's preferred approach for the mandatory delivery of specific council services (i.e. economic development, transport planning, strategic land use planning, building control) on a regional footprint based primarily on the three city-region areas in Wales, with other services (i.e. education improvement, social services, public protection, Additional Learning Needs) being delivered regionally, but with councils having the flexibility and discretion to determine the appropriate regional footprints. The White Paper also seeks views on the proposed regionalisation of other services, including housing, waste, community safety and youth justice.

8. The White Paper confirms that the Welsh Government will continue to encourage and support voluntary mergers of those local authorities who wish to do so. However, the Welsh Government will need to seek new powers or amend the Local Government (Wales) Act 2015 as the previous specified timetable set out in that legislation has now lapsed.

9. The Welsh Government is also seeking views on whether a Combined Authority model should be included in future legislation as an option should governance arrangements evolve towards this model. The provision for this model to be introduced in Wales has been supported previously by the City of Cardiff Council.

10. The proposed approach to regional arrangements set out in the White Paper will mean that local authorities will have to consider how back office and administrative services can best support regional working and create opportunities for the sharing of support services. The White Paper identifies the following four broad categories of shared services:

    - Joint procurement (e.g. National Procurement Service)
    - Shared platforms (e.g. Public Sector Broadband Aggregation)
    - Shared service delivery (e.g. regulatory services; archives services)
    - Shared back office functions (e.g. ICT services)

11. The White Paper includes some suggested activities where shared services may be taken forward on a national or regional basis:

- Technology platforms – to offer greater consistency of services and cost savings (e.g. new Planning Portal, Community Care Information Service)
- Specialist services – where expert knowledge or skills can sometimes be in high demand or short supply (e.g. internal audit; Welsh language; legal services; asset management; some finance functions; assurance around cyber threats and management)
- Joint or shared transactional services – where processes are consistent or could reasonably be expected to be so (e.g. council tax collection and wider revenue and benefits; payroll; transactional services that use the same IT systems)

12. The White Paper notes that statutory Public Services Boards (PSBs) created by the Well-being of Future Generations (Wales) Act 2015 already have powers to collaborate or merge, which some have already done. The White Paper suggests that other PSBs in Wales may consider this approach in the context of greater regional working and seeks views on proposed amendments to the current legislation, which does not allow for PSBs to cross Local Health Board boundaries or to ‘de-merge’ once they have merged.

Regional Governance

13. The Welsh Government is proposing to implement a consistent or systematic approach to regional governance through the establishment of new, enhanced Joint Governance Committees to oversee the regional delivery of services. This approach is based on the current Joint Committee model used widely within local government, but would be supported by clearer powers and delegations.

14. It is proposed that there would be separate Joint Governance Committees depending on the regional footprint and/or services being delivered and these would typically be made up of the lead Cabinet Members for the relevant services. The Welsh Government would specify membership, delegation of functions, voting arrangements, funding flows and scrutiny arrangements.

15. Alongside this approach, the Welsh Government is proposing that a mandatory financial framework is also developed to ensure that the expenditure of the regional Joint Governance Committees is met through pooled financial contributions from the constituent local authorities and that each Committee should produce a Medium Term Financial Plan and be required broadly to balance income and expenditure in-year.

Local Leadership, Performance and Governance

16. The White Paper contains a number of proposals that were included in the previous Draft Local Government (Wales) Bill, which were generally supported by local government. These include the introduction of the power of general competence in Wales; 5-year terms for local elections; the creation of new Corporate Governance and Audit Committees and the repeal of the improvement planning duties of the Local Government Measure 2009, which will help to streamline corporate planning and

improvement work in the context of the requirements of the Well-being of Future Generations (Wales) Act 2015.

17. Similarly, the Annex to the White Paper provides details of those proposals that were included previously in the former Draft Local Government (Wales) Bill, but which have since been amended or have been omitted from the White Paper on the basis of feedback received from local government. Further details are set out in the Annex to the White Paper, but examples include:

- the proposal for the powers of Area Committees – which councils already have the power to establish – to be strengthened, rather than introducing new Community Area Committees.
- the proposed requirement for Leaders to set and report on the objectives of Cabinet Members has been reduced from annually to twice per electoral term.
- the proposed timescale within which councillors would be required to respond to written correspondence has been extended from two to three weeks.
- the proposed duty on councillors to hold surgeries has been amended to require them to facilitate discussions with constituents in private.
- the proposed duty on councillors to publish annual reports has been replaced with a duty on councillors to demonstrate how they have communicated with their electorate.
- the previous proposal to introduce 'improvement requests' has been omitted from the White Paper.

18. The White Paper includes the proposal to revoke Section 13 of the Local Government Act 2000 which specifies the allocation of executive and non-executive functions, allowing councils more discretion to allocate council functions. The Welsh Government is also seeking views on providing the option for councils to consider a return to the committee system instead of leader and cabinet model of decision-making in local government.

19. Under the new Wales Act 2017, the National Assembly for Wales will gain competence over National Assembly and local government electoral arrangements. As a result, the White Paper includes a number of new proposals by the Welsh Government relating to electoral reform. More significantly, it includes proposals to allow 16 and 17 year olds to vote and local authorities to choose their own voting system – either by the First Past The Post or Single Transferable Vote systems. Any council that decided to introduce a new voting system would then have to keep it for the next two ordinary elections. Further consultation on the electoral reform proposals set out in the White Paper is expected to take place later in 2017.

Consultation Response

20. A copy of the Council's draft consultation response to the White Paper is attached as **Appendix A** to this report.

21. The White Paper was considered by the Council's Democratic Services Committee on 8 March 2017. The views expressed by the Committee are set out in a letter from the Chair of Democratic Services Committee to the Cabinet Member for Skills, Safety & Engagement, which is attached as **Appendix B** to this report. The Cabinet may wish to consider amending the draft consultation response to the White Paper to take account of these views.

22. It is therefore proposed that authority should also be delegated to the Chief Executive, in consultation with the Leader of the Council, to make any further amendments to the Council's consultation response in advance of formal submission to the Welsh Government by 11 April 2017.

Reason for Recommendations

23. To approve the City of Cardiff Council's submission in response to the Welsh Government consultation on the White Paper entitled 'Reforming Local Government: Resilient and Renewed'.

Legal Implications

24. The White Paper is the Welsh Government's current statement of intent about the future of local government in Wales, prior to commencing the legislative process required to bring about reform. The White Paper is also part of a consultation process which is more broadly described in the text of the report. It provides the Council with the opportunity to express views which may help to shape the Welsh Government's future intentions and any future legislation.

Financial Implications

25. The proposed response to Welsh Government has considered the potential financial impact and opportunities arising. The 2017/18 Budget report approved at Council on 23 February 2017 contained a section on Medium Term Financial Plan and financial resilience in this period of difficult settlements and uncertain times. Looking forward, when developing the 2018/19 Budget Strategy in conjunction with a review of the Medium Term Financial Plan the progress of these proposals need to be tracked in order to ensure assumptions built into the medium term remain appropriate.

RECOMMENDATIONS

Cabinet is recommended to:

1. approve the draft submission in response to the Welsh Government consultation on the White Paper entitled 'Reforming Local Government: Resilient and Renewed', as set out in Appendix A to this report; and

2. delegate authority to the Chief Executive, in consultation with the Leader of the Council, to make any further amendments to the Council's consultation response in advance of formal submission to the Welsh Government by 11 April 2017.

PAUL ORDERS
Chief Executive
10 March 2017

The following appendix is attached:

Appendix A:	Reforming Local Government: Resilient and Renewed White Paper – Consultation Response by the City of Cardiff Council
Appendix B:	Letter from the Chair of Democratic Services Committee (dated 9 March 2017)

The following background papers have been taken into account:

Welsh Government White Paper – Reforming Local Government: Resilient and Renewed
https://consultations.gov.wales/sites/default/files/consultation_doc_files/170130-white-paper-en.pdf

Cabinet Report, 18 February 2016 – Draft Local Government (Wales) Bill

APPENDIX A

Reforming Local Government: Resilient and Renewed White Paper

Consultation Questions

Your Name	
Organisation	City of Cardiff Council
Email/ telephone	
Your address	County Hall, Cardiff CF10 4UW

SECTION 2

Consultation Question 1. (Para 2.2.1):
The Welsh Government believes that it is appropriate to consider 'tests' to frame thinking around regional working.

a) Do you think the 'tests' set out are helpful in guiding thinking?

Yes – the tests provide a helpful starting point in assessing the scope for regional working and are supported. However, the Council believes that the tests should not be formalised as a compulsory checklist for completion by local authorities to help justify the basis for regional working.

b) Are there other tests or considerations that might also be used?

Yes – the Council's experience of successful partnership working is based on the willingness and appetite of partners to collaborate. This is a key component that should not be overlooked. It is also important to assess the viability and appropriate scale of the services to be delivered regionally and the equitable sharing of related costs and benefits, particularly the dampening of the cost burden for some individual local authorities. This raises the question of financial support provided by the Welsh Government to support this process, particularly during the start-up or transitional period (e.g. such as the previous Regional Collaboration Fund).

In addition, it is important that consideration is given to the mechanisms that are to be put in place in order to measure the effectiveness of any collaborative working arrangements in terms of improved outcomes for local authorities and citizens alike.

Whilst the Council agrees in principle with the framework for regional working, we also believe that gains can be made in both delivering greater efficiencies and better outcomes through greater collaboration and integration of assets and services with other public service partners at the locality or neighbourhood level. In addition, the place-based focus of Public Services Boards (PSBs) also provides opportunities to work collaboratively with other public service providers and organisations beyond traditional partner authorities.

Consultation Question 2. (Para 2.3.35):
In this White Paper the Welsh Government has set out a number of areas which it believes should be required to be delivered on a regional basis.

a) Do you agree that these areas should be delivered regionally?

DRAFT

The broad direction of travel on regional working as set out by the Welsh Government is supported. The City of Cardiff Council is currently involved in a number of examples of regional working which could provide the platform for enhanced regional working across a number of services, for example the development of the Cardiff Capital Region City Deal; the Central South Consortium Joint Education Service; and the Shared Regulatory Services initiative.

The Council supports the findings of the report published by the Cardiff Capital Region Growth & Competitiveness Commission, which recommended that:

"The Cardiff Capital Region Cabinet should quickly establish itself as the primary strategic decision making body for the city-region and build a strong partnership with WAG to ensure that Local and Welsh Government act in tandem, as the City Deal requires. This means that the CCR Cabinet should integrate appropriate strategic activities in Economic Development, Spatial Development, Transport, and Skills and Employment within a single framework of authority and reporting, and avoid fragmented initiatives."
(Recommendation 13 – Organising the Capital Region)

The Council would also argue that there needs to be flexibility to develop bespoke collaborations on specific services with other neighbouring local authorities within the proposed regional framework and footprint (e.g. Cardiff is working collaboratively with Caerphilly Council on health & safety management).

Economic Development

The proposal for economic development to be delivered regionally regional working is partially supported.

The White Paper does not specify which services this would include. However, the City of Cardiff Council would agree that a large number of economic development functions could be delivered regionally. A city-regional approach to functions such as place promotion and business support would create not just operational efficiencies, but also efficiencies in terms of co-ordination of activities at a wider level. Fundamentally, this approach would provide an opportunity to ensure that place-based competition at the city-region level is removed and that decisions are made with regard to public sector investment and interventions in a way that maximises the city-regional impact.

However, the Council would wish to emphasise the unique role that Cardiff plays in the city-regional economy due to its role as the Capital City of Wales and the additional responsibilities that this entails. This means that it is essential for functions relating to major projects, events and venues to be retained locally. Furthermore, there will still be a requirement for local discretion and flexibility to undertake certain activities locally (e.g. neighbourhood regeneration) and to support existing local networks (e.g. Business Improvement Districts; international partnerships and city networks etc.).

The Council agrees that the current administrative boundaries of local authorities do not provide a natural or effective scale for a coherent approach to economic development, and that fragmentation must be addressed in order to improve the city-region's economic performance. The Council also agrees that the capacity and capability of individual Authorities to plan and implement economic development in

DRAFT

a strategic way is limited by current arrangements and the impact of austerity through deep cuts to non-statutory services. A city-regional approach can therefore help to provide greater resilience.

The Council therefore accepts that the city-region is the most appropriate spatial scale for strategic economic development functions. Local Authorities in the Cardiff Capital Region have shown leadership in taking this agenda forward, having committed to aligning strategy, resources and delivery capacity at the city-regional level as part of the Cardiff Capital Region City Deal.

The Council has consistently argued that a tailored response at the sub-national level which reflects economic geographies is needed, not a single local authority approach or a one-size-fits-all approach for Wales. In the South East Wales and the Swansea Bay areas, this means a city-regional approach. A different response will be required for North Wales and for Mid & West Wales which reflects their own economic geographies, challenges and opportunities. The Council therefore supports the proposals in the White Paper, but would reiterate the importance of the Cardiff Capital Region being seen, and consistently referred to, as a 'city-region', given the proven role of cities in leading and delivering economic growth.

Transport and Land Use Planning

While the Council recognises that efficiencies can be made through city-regional working in these areas, and greater resilience to services in the face of public sector austerity, the Council would argue these are not high cost areas in local government terms and so the strategic aim of collaboration in these areas should be to improve outcomes.

The Council believes that outcomes would be improved by working at the functioning economic area (i.e. that area where land use and transport interacts), and that the current fragmentation across 10 local authorities is an inhibitor of economic growth.

The recognition of the need for Strategic Development Plans (SDPs), as introduced by the Planning (Wales) Act 2015, to be developed in parts of Wales is fully supported. In particular, there are considered to be clear benefits in addressing the very real strategic cross-boundary issues relating to strategic planning and linkages to transportation and economic development. Furthermore, the suggestion that Strategic Development Plan governance could be aligned to the new arrangements relating to the Joint Cabinet for the Cardiff Capital Region is fully supported. This would provide a joined-up approach with the City Deal delivery and avoid unnecessary duplication and confusion. This approach also retains democratic accountability and transparency.

However, there are considered to be more complex dynamics at play in relation to the most appropriate scale that the Development Management function is delivered. In short, there may well be merit in delivering the Development Management function at a sub-regional scale in some circumstances, but in others it may not be appropriate as is considered to be the case in Cardiff and further explained below. Therefore, the Council would request that a considered approach is adopted where local circumstances are fully assessed, which informs the appropriate scales/models of delivery, rather than a 'one-size fits all' approach that may result in sub-optimal arrangements to the detriment of the delivery of the Development Management function.

DRAFT

It is considered that there are exceptional local circumstances in relation to Cardiff which would fully justify continuing the delivery of the Development Management function at a Cardiff-level only. These reasons are summarised below:

- **Synergy with the Local Development Plan (LDP) function** – The Development Management function has a clear relationship with the LDP (plus supporting Supplementary Planning Guidance) as decisions on applications are based upon policies and guidance in LDP/SPGs. Where Local Authorities have a Joint LDP in place, as is currently being actively considered in some areas, delivery of the Development Management function at the same scale would be entirely logical and would not raise potential anomalies. However, delivering the Development Management function across Local Planning Authority boundaries with different LDPs and SPGs is considered to be a recipe for confusion and could undermine the ability for making consistent decisions. Given the significant difference in local context and geography between Cardiff and adjoining Authorities, there is considered to be little prospect of a Joint LDP being developed so, therefore, no rational basis on which to deliver the Development Management function on a wider than Cardiff level.

- **Scale** – Cardiff currently determines the highest number of planning applications in Wales by a considerable margin. The figures merit attention as there is a wide range in terms of volume. For example, in the most recent published quarterly survey (July-September 2016) by the Welsh Government, the number of applications determined in the Cardiff Capital Region was as follows:

  Cardiff 721, Vale of Glamorgan 339, RCT 279, Caerphilly 274, Bridgend 263, Newport 261, Monmouthshire 258, Torfaen 101, Blaenau Gwent 91, Merthyr 90.

  In Cardiff, the need to determine approximately 3,000 applications per annum represents a major challenge for the Authority, but performance data demonstrate strong and improved performance. In particular, the role of the Planning Committee in effectively progressing applications with significance through monthly meetings (two per month at times due to workload, plus site visits), in addition to the often underrated role of the Chair of Committee in signing off a high volume of delegated decisions on a weekly basis, is crucial in delivering this high workload. Stretching any Planning Committee (whatever the precise make-up) beyond this scale of operation would place too much volume of work upon the decision-making body and would inevitably have negative consequences on the effective delivery of the Development Management function, thereby fundamentally raising questions about the ability to deliver in practice.

  Therefore, given the extremely high current workload in Cardiff there is considered to be no merit in making the scale of the Development Management function any larger through delivery via some form of 'Joint Governance Committee'. However, with reference to the data on the determination of planning applications that were outlined at the start of this point, it could be deduced that any number of combinations between other

DRAFT

local authorities may well still result in the number of Planning Committee determinations being at a lower level than is currently considered in Cardiff.

- **Efficiency and local context** – Cardiff is currently considered to be at the extreme upper end of delivering an efficient planning service in terms of applications processed per Development Management Case Officer per annum. Performance is in the order of an average of 160 applications per Development Management Case Officer per annum. This is considerably more efficient than other Local Authorities where in the Cardiff Capital Region, where the average is just over 100. There are real concerns that altering the effective internal operational arrangements and culture within the Service would undermine the current level of performance. In this respect, the current arrangements and culture are in part reflective of the unique circumstances in which Cardiff operates – this reflects the fact that the City of Cardiff Council has the highest level of growth by a wide margin in a Wales context and the highest projected growth when compared to other UK Core Cities. The way the Planning Service is set up in Cardiff with its enabling and masterplanning / infrastructure planning approach, together with internal operational processes, assists in responding to this context, which does not necessarily apply to other neighbouring Local Authorities who have their own unique local circumstances and challenges. For example, the issues in relation to the delivery of housing in Cardiff are very different to the issues experienced elsewhere in the region.

  In a Wales-wide context, there may well be merit in further considering matching the scale of delivering the Development Management function to the prevailing local context. There may be 'commonality of context' between some existing Local Authorities which may support delivering Development Management at a sub-regional level, but evidence in relation to Cardiff does not support this approach.

- **Accountability** – There are strong concerns about accountability and quality of decision-making in relation to the concept of any proposed 'regional service delivery unit' reporting back to Planning Committees in different Local Authorities. In this respect, it is noted that the White Paper suggests that LDPs could also be progressed in this manner.

  Dealing firstly with the Development Management function, the performance and efficiency data in relation to Cardiff in part reflect the strong officer/member relationship. Additionally, the particular officer/Chair of Planning Committee role is often not fully recognised in terms of the weekly delegated decision-making process. Placing distance between officers and elected members is not considered to be the most effective way to secure prompt and robust decisions. On a wider scale, customers (whether developers, public, local interest groups etc.) can recognise the Case Officer and Planning Committee role in relation to a particular Local Authority area. Distancing Case Officers from customers is contrary to the fundamental principles of the planning system.

  A regional officer team would also need to be familiar with numerous LDPs/different SPGs and the idea of this team preparing LDPs, but not being positioned within the relevant Local Authority is considered to be flawed, unrealistic and not reflective of the real-life realities of LDP

DRAFT

preparation. Whilst this model may technically deliver accountability, the system behind it, with officers ‘at a distance’, is fraught with risks that are highly likely to undermine the effective operation of the planning system.

In relation to **Building Control**, the proposals relating to regional working are supported in principle.

Social Services

The proposal for regional working is supported based on the footprint of the existing Local Health Board (LHB) boundaries and is consistent with work undertaken to date to implement the requirements of the Social Services & Well-being (Wales) Act 2014. However, any future arrangements for regional working need to allow for flexibility to develop collaborations on specific services with other neighbouring local authorities within the proposed regional framework and footprint.

There is a need for greater clarity about the future role and democratic accountability of the Regional Partnership Boards established under the Social Services & Well-being Act in which Health is an equal partner and whether these will be replaced by Joint Governance Committee arrangements in relation to social services. If this is expected to happen, then the Regional Partnership Board and existing Social Services & Well-being Act would require some form of amendment by virtue of the new Local Government (Wales) Act that is expected to follow the White Paper in 2018-19. There would be a very real risk that taking the enhanced Regional Partnership Board route to the governance of social services, rather than the Joint Governance Committee route, could threaten to merge adult social care and health over the longer term. This carries major financial risks and risks to the status of social care and community priorities over hospital/health driven priorities. There is also a need for any future arrangements to be understood by citizens in order that they can seek any redress.

The Council continues to support public health being transferred to local government in Wales.

Education Improvement

The proposals for regional working are supported based on the four existing education improvement consortia in Wales. However, the further transfer of powers to the regional consortia is not supported. There is a need for greater local discretion on the commissioning of school improvement work to reflect unique local circumstances and priorities.

Additional Learning Needs

The proposal for the delivery of Additional Learning Needs at the regional level is not supported due to the focus on casework which requires local delivery.

Public Protection

The proposal is supported in principle based on the existing Shared Regulatory Service model involving Cardiff, Bridgend and Vale of Glamorgan. This successful model has been based on the provision of standardised professional services and has enabled greater resilience and continuity of service delivery within local authorities based on the increased resources available.

DRAFT

b) What practical considerations should we consider in taking these proposals forward?

In addition to the issues covered above, the Council would seek for Welsh Government resources to be aligned in support of the new regional arrangements. For example, in pursuing a city-regional approach for economic development for approximately half the Welsh economy, Welsh Government teams and resources (including any future regional development funding to replace EU Structural Funds, Welsh Government commissioned business support services, and any regeneration funding streams) should be aligned behind the strategy and priorities of the Cardiff Capital Region.

In moving towards greater regional working across all areas covered in the White Paper, there is a need to clarify the existing legislative landscape in Wales, including amendments that would be required to provisions in existing legislation (e.g. Social Services & Well-being (Wales) Act 2014; Planning (Wales) Act 2015).

The Welsh Government also needs to consider devolving budgets and functions to the regional level to ensure that regional strategies are aligned to all available resources used to help deliver those strategies.

c) What other ‘ancillary’ powers would be required to ensure the effective exercise of the functions exercised regionally?

No comments.

Consultation Question 3. (Para 2.3.43):
In this White Paper the Welsh Government has set out a number of areas which it believes could also be delivered on a regional basis.

a) Do you think that Local Authorities should also be required to work regionally to deliver these functions?

The City of Cardiff Council does not believe that a requirement for local authorities to work regionally to deliver these functions is required. The Council would argue strongly that local authorities should have flexibility to develop their own footprints in these services.

Housing
The Council recognises that areas of work linked to strategic housing policy and land use planning could be delivered regionally and would welcome further discussion and exploratory work in this area. However, in developing greater regionalisation in this area, the Council would not support an approach which sought to direct housing provision across the city-region by using areas where the private housing market is strong to help support those areas where the market currently chooses not to invest.

Waste
Recycling waste management in Wales has had a number of successes in respect of regional working for residual waste treatment (e.g. Prosiect Gwyrdd – involving Caerphilly, Cardiff, Monmouthshire, Newport and Vale of Glamorgan Councils), and organic waste treatment (e.g. development of a food waste anaerobic digestion facility – involving Cardiff and Vale of Glamorgan Councils), which have

DRAFT

been supported by the Welsh Government. The Council believes that regional working, supported by the Welsh Government, should be extended to regional recycling and re-use facilities. However, this should not be dictated by the specific geographical regions, rather by where the demand lies and the need to reduce the export of recycled materials around the UK. This would also assist in supporting economic growth through the development of material re-processing and manufacturing businesses alongside those regional recycling facilities, which is what true closed loop recycling and re-use can offer.

Domestic recycling waste collection systems should remain a localised decision for local authorities who know and understand their demographics and communities. Smaller local collaborations should continue to be supported where there is a strong fit for neighbouring councils in terms of efficiency and systems.

Community Safety
The proposed regional delivery of Community Safety is supported within the regional framework set out within the White Paper, but this would need to align effectively with Police Basic Command Unit (BCU) areas. This would build on existing collaborations in this area – for example, Regional Community Cohesion Coordinator posts already work on a regional basis linked to the existing LHB boundaries.

Youth Justice
The proposed regional delivery of Youth Offending Services is supported. The Council's Corporate Plan 2017-19 includes a commitment to consider options for a regional Youth Offending Service model by March 2018 in order to better align inter-agency resources.

b) Are there any other practical considerations we should be aware of?

No comments.

Consultation Question 4. (Para 2.3.43):
Are there any other functions that would benefit from a systematic approach to regional working?

No comments.

Consultation Question 5. (Para 2.3.43):
Welsh Government believes that, subject to engagement with local government and other partners, there should be flexibility to enable Welsh Ministers to mandate additional functions to be undertaken regionally.

Do you agree or disagree? Why?

Strongly disagree. The Council is supportive of the direction of travel and is willing to collaborate with other local authorities as part of regional working, but does not believe that regional working should be imposed by the Welsh Government.

The Council believes strongly in the principle of subsidiarity where the presumption is that powers and decision making are transferred to the level of government closest to the people. This requires a commitment by the Welsh Government to continue the devolution of functions and budgets or other funding mechanisms

DRAFT

(e.g. city-regional infrastructure levy) to the regional or city level as appropriate. This position is consistent with that of the UK Core Cities and the LGA/WLGA and was also set out in the City Deal Heads of Terms Agreement.

The Council would also argue that, in some cases, the collaboration of public service partners at the city or locality level via the Cardiff Public Services Board would allow for broader place-based collaboration and innovation opportunities to be developed, which are more difficult to deliver and foster on a larger regional footprint.

Consultation Question 6. (Para 2.3.44):
The Welsh Government believes that the new arrangements should not prevent Local Authorities using their existing powers to undertake additional functions regionally.

Do you agree or disagree? Why?

Agree. There is a need for flexibility to allow for local discretion.

Consultation Question 7. (Para 2.4.16):
The Welsh Government believes that some back office and transactional services ought to be organised and delivered regionally or nationally.

Which services do you believe could best be organised and delivered these ways?

The proposals for the national or regional delivery of back office and transactional services need to meet the tests set out by the Welsh Government. In short, the business case needs to make sense in terms of delivering savings and providing improved services and outcomes for citizens.

The Council believes that there must be a recognition that a substantial amount of work has already been undertaken in this area, and there have been valid reasons for a previous lack of progress or barriers for change that still need to be overcome. These include:

- The need to synchronise systems, terms & conditions, contracts etc.;
- The gains and losses falling in an uneven way; and
- The support needed to make change happen.

Incentives for change which help to remove some of these barriers are needed, including support for the process and ‘equalisation’ mechanisms to ensure that gains are evenly spread across the system. This is particularly the case for Cardiff where the existing scale and growth of the city is unique within the city-region and means that Cardiff will have specific requirements that would need to be met as part of any shared service arrangements.

As the Cabinet Secretary has set out, a long-term, incremental approach, building on successful examples, rather than a ‘big bang’ approach, would also be more sensible in this area. Consideration also needs to be given to including mechanisms and related notice periods for councils to be able to withdraw from any failing or under-performing shared back office service arrangements if needed.

DRAFT

The Council would support proposals for Welsh language promotion and translation services to be undertaken at either a national or regional level, but appropriate resources would also need to be retained by councils in order to support local strategies and priorities for the development of a bilingual city.

Consultation Question 8. (Para 2.4.16):
The Welsh Government believes that overcoming data sharing issues is key to taking forward greater regional working of back office functions.

a) What legislative obstacles have made progress on sharing services difficult?

The obstacles around sharing data are, in the main, not legislative, provided that there is consent to share the data from the individual and that there is a clear understanding of how data will be used and for what purpose (privacy and fair processing). The sharing of personal information for a valid reason is supported by the current Data Protection Act provided that a schedule 2 or 3 condition can be met. The definitions of personal data and the conditions for processing personal data post May 2018 have been amended by the General Data Protection Regulation.

The real obstacle has been in the lack of preparedness to engage at early stages with the specialist Information Governance officers that each organisation has and it should be noted that these officers are not always those who are involved in drafting the legal agreements. This is about understanding the law and its application but, more importantly, having an understanding of information had how this is managed through its life cycle.

b) How have they been or could they be overcome?

The good governance of data and information is the key issue.

The Shared Regulatory Service (SRS) between Bridgend, Cardiff and the Vale of Glamorgan Councils is already in place. However, from an Information Governance perspective, a significant amount of time and effort has been required from the Information Governance officers, as well as the SRS employees, to ensure that the service has a platform to optimise the benefits that were promoted at the outset of the collaboration. Again, data and information drive the business, rather than the other way around. Collaboration is not just about merging to reduce management overheads – its intrinsic value is in delivering services differently and implementing new approaches.

Rent Smart Wales (RSW) is a national model run by the City of Cardiff Council on behalf of the Welsh Government, which has had its own challenges from an Information Governance perspective. RSW procured and has implemented an IT system, data is being shared across agencies and with the public, and the Council is the Data Controller. When the decision was taken by the Welsh Government to award the work to the City of Cardiff Council, neither party had entered into any systematic evaluation of how and what data and information would drive out the benefits of implementing a new delivery model. In the period since the decision was made by the Welsh Government, the Council's Information Governance Team has provided advice, guidance and support to the new service which could have been provided at an earlier stage if data and information had been considered at the outset of the process.

Memoranda of Understanding have been used in the collaborations, both at a national and regional level to date; however, they set out formalities around data controllership and who is responsible for answering Freedom of Information (FOI) requests, Environmental Information Regulations (EIR) requests and Subject Access Requests (SARs). The costs of Information Governance have not generally been factored into collaborations. This is not purely about who is responsible for answering any such information requests. This is about what information assets each party has; are they needed in the new way of working; if personal information is being transferred, identifying the links to the rights of individuals; understanding how the information is held by each of the parties and how the information can be transferred; understanding what will happen to the residual information, and will it need to be accessed by the new organisation at any point. There is also a need to agree a mutual retention policy for the new organisation which should then be complied with by each of the parties who hold the residual information and, if information is retained by each of the parties, identifying the cost burden for the lifecycle of the information.

Information Governance needs to be at the forefront of decision making whether the decisions are mandated by the Welsh Government or are collaborative efforts determined at a more local level. This is about effective governance. Resilience can only be achieved where the legal obligations and responsibilities, together with the identification of risk, are considered at the outset of the discussions and form one of the outcomes of any new model of delivery.

There needs to be an improved understanding of different models and established checks and balances from those acting as commissioners and/or clients. The Welsh Government is part of this process and needs to take a more active role.

c) What challenges does data sharing pose?

Data sharing is at the centre of whatever model of delivery is currently in place or determined for the future. This is a matter which is often, if not always, overlooked. Without data and information services cannot be planned, commissioned, procured, delivered or improved.

The good governance of data and information is the key issue as:
- It is held on different/disparate systems and are not always compatible;
- It is difficult to identify duplicate data/or excessive data when attempting to bring information together from multiple sources; and
- Data is often incompatible as the parties hold data on service users in different ways.

Services cannot run without data and information; however, data and information is often the last consideration in approaches to delivering services across organisational boundaries. There also needs to be an understanding of ‘risk’ in terms of Information Governance, including:
- What risks are being transferred?
- What is the current legal/statutory basis of the service including ‘governance in the wider sense’?
- What will legal/statutory obligations remain within each of the parties in relation to decision making and what can be legally discharged through new models?

- What considerations have been given to the requirements and obligations of the General Data Protection Regulation (GDPR), which comes into force in May 2018, including the requirements to conduct extensive Data Protection Impact Assessments before decisions are made and that these should be shared with Data Protection Officers in local authorities concerned?
- Each party needs to have clarity about ‘what’ can be delegated.

Greater collaborative working on a regional and multi-agency basis from an Information Governance perspective is about ensuring that it meets the needs of the service, is proportionate and not excessive and that the new governance arrangement sets out clearly matters relating to data ownership, control of data and, more importantly, accountability. The GDPR offers opportunities, but also provides some challenges which all parties are currently exploring in more detail.

Information sharing is an opportunity but the identification of a legal basis to share needs to be identified on each occasion. Looking to the future, the GDPR provides more formality around the processing of the new definition of personal data and this clearly links to accountability and individuals rights. A specific example of where there is the potential opportunity to share information between Health and Social Care is the revised consent arrangements for processing personal information, which the Welsh Community Care Information System (WCCIS) Information Governance Group is seeking clarification on from the Information Commissioner. However, there are undoubtedly challenges for each party in how they have implemented consent arrangements across a range of services which will need to be addressed prior to May 2018.

IT systems are key to delivering services and maximising the use of data and information; however, the ‘how’ and ‘who’ controls, maintains and governs these systems is an important factor. It is not as easy as making the ‘host’ or ‘lead organisation’ responsible. Moving forward with the GDPR, the new requirements in relation to Privacy by Design and on Data Processing contracts will enforce a culture of accountability which has been lacking to date.

DRAFT

Consultation Question 9. (Para 2.4.16):
The Welsh Government believes sharing more back office functions would be helpful. There are a number of options:

- Enable the NHS Wales Shared Service Partnership for providing services to local government (and others)
- Establish a similar model to provide back office services to local government (and others).
- Establish an alternative model to provide back office services to local government (and others).

a) Which do you believe would be most appropriate to best support regional working? Why?

As noted above, the Council is supportive in principle for greater collaboration on back office functions, subject to there being a sound business case and the barriers to change being addressed effectively. Of the proposals outlined in the White Paper, the Council would support the establishment of an alternative model to provide back office services to local government (and others).

b) What other alternative models could work effectively and what steps could the Welsh Ministers take to enable or encourage local government-led alternative models to be implemented?

See above responses to Questions 7 & 9.

Consultation Question 10. (Para 2.4.21):
The Welsh Government believes that joint understanding and planning of public sector assets is essential to maximize their impact and that this requires regional mapping of estates assets and future intentions.

a) How can this joint governance and decision making best be achieved?

The Council agrees that joint understanding and planning of public sector assets is essential to maximize their impact. Mapping and decision making relating to public sector assets by Public Services Boards (PSBs) at a local level is therefore supported, and work to this effect has already begun in Cardiff.

The Council would therefore support an approach to asset mapping at the level of the PSB, as we believe the greatest gains are to be made (in terms of both greater efficiency and better services) through the alignment of public sector assets and services around the needs of local people at the level of the ‘locality’ or neighbourhood. This is particularly important in Cardiff due to the scale and speed of planned spatial growth in the city. The Council would argue that, in the first instance, the lessons of the pilot exercise being undertaken by Cwm Taf PSB, as referenced in the White Paper, should be learnt when taking this forward.

DRAFT

b) Is the larger economic footprint the right one?

See above.

Consultation Question 11. (Para 2.5.16):
The Welsh Government believes a strengthened joint committee (a ‘Joint Governance Committee’) offers an appropriate governance model for regionally delivered services and intends to set out a framework for local government to use to deliver this.

a) What should the democratic accountability and scrutiny arrangements be for such a model?

This approach is supported based on work undertaken to date to develop the Cardiff City Region Joint Cabinet as part of City Deal process. Further clarity is required in relation to aligning the wider governance differences within the Cardiff Capital Region (e.g. Regional Skills Board, Regional Transport Authority) as part of any Joint Governance Committee model, as well as matters relating to delegated decision making and the need for effective reporting back mechanisms to local authorities. There is also a danger that a ‘patch-work quilt’ of regional governance arrangements will prove difficult for the citizen to understand, with a consequential impact on accountability, redress and local democracy.

b) Should each participating Local Authority have equal voting rights or should they be weighted in some way?

Equal voting rights are supported in order to facilitate regional working in some circumstances, but this must be on the basis that governance arrangements are robust. There will be specific decisions taken at the regional level that will still need to be ratified by each member council (e.g. SDP). Furthermore, depending on the nature and the circumstances of the service and collaboration, weighting of voting rights may be appropriate and should not be discounted.

There is also a need for independent verification of the evidence base of any strategies/plans (e.g. SDP) and for an independent assessment to be provided of the plan's validity.

Consultation Question 12. (Para 2.6.5):
The Welsh Government believes that in order to put in place arrangements which reduce complexity for Authorities and their partners the position for Bridgend needs to be considered. Although Bridgend is fundamentally concerned in this, other partners including other Local Authorities and the Local Health Boards also have valid interests. We are therefore seeking views on how best to address the issues set out here.

No comments.

Consultation Question 13. (Para 2.7.9):
The Welsh Government believes that 'Option 3: A framework and a Footprint' is the most appropriate model for future regional working.

a) What are your thoughts on the proposed mandatory economic development footprint for 'Joint Governance Committees'?

The mandatory economic development footprint for Joint Governance Committees relating to economic development, transport, land use planning and strategic housing policy is supported. The Cardiff Capital Region City Deal Joint Cabinet sets the template for this and there is a need to learn from future practice. Further clarity is also required on the relationship between Joint Governance Committees, any thematic sub-committees, and each Council.

b) How could a framework approach for sub-regional working in other services areas operate in practice?

The Council would support the need for local accountability for sub-regional working to be retained by local authorities, rather than any related Joint Governance Committees having to report up to an overarching Joint Governance Committee for the wider region. There is a need for clarity of governance arrangements and accountability so that it is understood by citizens.

c) Is it appropriate for there to be flexibility for regional working to cross economic development boundaries in exceptional circumstances? Which circumstances would they be?

DRAFT

Yes – there should be provision for this where it is supported by a robust business case (e.g. Wales-wide or national services). Cardiff would also support flexibility to continue to work on strategic, city-regional issues with the Bristol city-region (e.g. existing Great Western Cities partnership with Newport and Bristol to improve rail connectivity and access to job opportunities). North and Mid Wales will also have similar cross-border relationships with regional economies in England.

d) How should the governance arrangements at the mandatory economic development 'Joint Governance Committees' have oversight of sub regional working?

The Council would not support a model where the economic development 'Joint Governance Committee' had oversight of *all* sub-regional working. The economic development Joint Governance Committee (or Joint Cabinet established as part of the Cardiff Capital Region City Deal) should only consider issues relating to economic development, transport, land use planning and strategic housing policy. As outlined previously, the Council would not support the creation of a hierarchy of Joint Governance Committees where decisions at the sub-regional level are moved away from local authorities.

Consultation Question 14. (Para 2.7.9):
The Welsh Government are seeking views on the appropriateness of seeking powers to create a Combined Authority, in particular, comments on what minimum expectations there should be in considering the appropriateness of creating a Combined Authority would be welcomed.

The Council has previously outlined support for the introduction of legislation in Wales to create Combined Authorities in its response to the 'Power to Local People' White Paper in April 2015. The Council believes that, in light of the rapidly evolving city-region agenda across the UK and the developing City Deal arrangements, the option of a Combined Authority approach should be available to the Cardiff Capital Region in the future.

Consultation Question 15. (Para 2.8.7):
The Welsh Government believes that a mandatory financial framework should be developed to ensure the expenditure of each 'Joint Governance Committee' is met through pooled contributions from the constituent Local Authorities.

a) Should the expenditure of 'Joint Governance Committees' be met by constituent Local Authorities, in proportions to be agreed locally, to ensure the most flexible approach?

The Cardiff Capital Region City Deal model provided for proportionate financial contributions to be made by constituent local authorities and this is expected to be used as a model for taking forward similar arrangements for regional working. However, there needs to be an established mechanism for periodic review and amendment to ensure an equitable approach.

DRAFT

b) Should the framework provide for a default position if local agreement cannot be reached, and how such a process might be triggered?

The Welsh Government should not impose a mandatory financial framework, but could potentially assist in facilitating or mediating any discussions to ensure that any sound regional working proposal does not fail, particularly when the business case is compelling.

c) What further considerations might relate to, or need to be included in, a financial framework?

There is a need to utilise the experience gained by local authorities in examples of regional working and collaboration which have been successful to date. Additional resources also need to be provided to 'host authorities' to help support and embed the effectiveness of regional working arrangements, including governance and scrutiny.

Consultation Question 16. (Para 2.10.7):
The Welsh Government believes that to support organisations to move to a more consistent and regional approach to delivering services it will be necessary to issue statutory guidance where there is an identified need.

Do you agree or disagree? If you agree, what types of advice, guidance and support on leadership and workforce matters might lead to greater local, regional and national consistency?

Disagree. The Council believes that a more consistent and regional approach is required; however, it would be better to work constructively with other local authorities, including Trade Union partners, to achieve a mutually agreed position, rather than have changes or structures imposed by the Welsh Government. The Council believes that this route should only be taken as a matter of last resort.

Consultation Question 17. (Para 2.11.4):
The Welsh Government believes it would be helpful if Public Services Boards could collaborate or merge across Local Health Board Boundaries.

Do you agree or disagree? Why?

Agree in principle. This already happens based on existing provisions, and may be appropriate for many parts of Wales. However, the Council believes that the city boundaries are the most appropriate for the Cardiff Public Services Board on the basis that they provide the right scale for developing opportunities for cross-sector collaboration to help address city-wide and specific locality issues.

Consultation Question 18. (Para 2.11.4):
The Welsh Government believes Public Services Boards should be allowed to de-merge as well as merge. Do you agree or disagree? Why?

Agree. The proposed provision is sensible and would provide appropriate flexibility, if required. The process should also include appropriate notice periods.

DRAFT

SECTION 3

Consultation Question 19. (Para 3.1.7):
The Welsh Government would welcome comments on what minimum expectations there should be in considering the appropriateness of voluntary merger.

No comments.

SECTION 4

Consultation Question 20. (Para 4.2.3):
The Welsh Government would welcome comments on any of the proposals set out previously in the draft Local Government Bill and associated consultation paper, Annex One refers.

The Council supported the previous Welsh Government proposal, which was included in the Draft Local Government (Wales) Bill, to repeal the legislation relating to community polls and to require instead that local authorities should implement a system of e-petitions. This was consistent with the Council's previous submission in response to the Welsh Government consultation on the community polls legislation which was undertaken from November 2013 to February 2014.

The Council would continue to argue the case for updating the relevant legislation to remove the minimum threshold of 150 electors in favour of introducing a minimum of 10% of the total electorate within a community being applied as the singular minimum figure required to trigger a community poll. In addition, when the costs of administering a community poll are compared with the courses of action available under the existing legislation, the cost does appear to be disproportionate to the potential benefits and this is compounded further by the fact that there is no legal expectation or obligation that the principal or community council will take any real action in response to the outcome of the community poll (other than simply considering the matter at a Council meeting).

DRAFT

Consultation Question 21. (Para 4.3.8):
The Welsh Government believes that Part 1 of the Local Government (Wales) Measure 2009 should be repealed for all 'Improvement Authorities'.

Do you agree? Why?

Yes – the Council would support the repeal of Part 1 of the Local Government (Wales) Measure 2009 as the Well-being of Future Generations (Wales) Act 2015 has since resulted in the duplication of reporting requirements relating to corporate planning and the publication of well-being/improvement objectives.

The Council also supports the Welsh Government proposal to change the governance arrangements of Fire and Rescue Authorities in Wales so that their membership will resemble that of the Joint Governance Committees and budgets would be set on a pooled basis by agreement.

SECTION 5

Consultation Question 22. (Para 5.2.8):
The Welsh Government believes there should be minimum expectations on Councillors for interacting with their local constituents.

Do you agree or disagree? If so, what should these minimum expectations be?

Disagree. The Council remains concerned that many of the proposed new duties placed on councillors will create additional burdens on local authorities, which will require additional resources for the provision of administrative support.

The Council welcomes the various amendments made to previous proposals set out in the former Draft Local Government (Wales) Bill, including the removal of the requirement to publish annual reports and the extension to the period of time from two to three weeks for Councillors to respond to correspondence. However, the question of whether this will be measured in working or calendar days is not yet clear and, in this connection, the Council notes that this is still less than the 17 working days that Welsh Government Cabinet Members have to respond to correspondence.

The Council continues to support proposals to promote access to local government by placing duties on councils to promote access to, and public participation in, local government. To this end, the proposal to introduce a statutory requirement for the broadcasting (webcasting) of Council meetings is supported.

The proposed requirement for Local Authorities to have arrangements for remote attendance continues to be supported in principle, but the Council believes that a lack of demand for this facility and related technical challenges are likely to persist. There is a need to ensure that increased flexibility for remote attendance does not impair the proper and effective conduct and business of formal meetings, particularly if they are being webcast.

The Council notes the proposed duties for Leaders of political groups to ensure high standards of conduct amongst their members, but would emphasise that this is primarily a matter for political groups. However, the White Paper is not clear in terms of whether councils or political groups should be responsible for the provision of related member training & development. It is also important to note that political group officers do not receive any additional remuneration or compensation for taking on additional roles and pressures and, in Cardiff, there is no ‘group office’ system in place to support political groups over a certain size on the Council.

DRAFT

Consultation Question 23. (Para 5.3.2):
The Welsh Government believes it could be helpful to make some minor changes to existing area committee legislation to increase their flexibility.

What do you believe these changes should be?

Any such proposals that allow for greater flexibility should be supported.

Consultation Question 24. (Para 5.4.3):
The requirement for Local Authorities to work on a regional basis will require Councillors, the Local Authority and employees to balance the responsibilities they have to their local area, with those for the larger region.

How best could this be achieved?

Elected Members and officers would still have responsibilities locally, as well as regionally, which will place additional demands on officers' workload and the level of expertise within each local authority. It would also be difficult to enforce or prove non-compliance with any proposed related duty or commitment.

Consultation Question 25. (Para 5.5.4):
The Welsh Government intends to make a return to a form of the committee system available to Local Authorities where it best meets local circumstances.

How would this option best work within the context of the proposals for new regional arrangements?

This option is not supported by the Council.

Consultation Question 26. (Para 5.6.4):
The Welsh Government believes it may be appropriate to limit future designation of relevant statutory Senior Officer posts to a regional level where the functions are being delivered regionally.

Do you believe this is appropriate? Why? If so, how might this best be delivered?

This will depend on the regional working arrangements in place. For example, the Council anticipates that, in the medium term, there would only be one Director of Social Services for each region if based on current LHB boundaries. This would be consistent with the Social Services & Well-being Act and guidance for the statutory Director of Social Services role about singularity of accountability. However, this would result in considerable complexity for two sovereign councils, not least in the context of different resource pressures and the pooling of budgets, albeit this would be potentially mitigated by the role of the Joint Governance Committee / Regional Partnership Board.

The Council would not support the move to a regional Director of Education because the education improvement functions delivered currently by regional consortia, which we argue should not be extended in scope, cover only a part of the activities in relation to schools.

DRAFT

SECTION 6

Consultation Question 27. (Para 6.1.7):
The Welsh Government believes there are things that can be done now to help build resilience and renewal in the sector in the short to medium term and would welcome comments on the list of actions at paragraph 6.1.6. Views on any other actions which could be taken are also welcomed

No comments on matters relating to Community Councils.

SECTION 7 & General Questions

Consultation Question 28. (Para 7.1.14):
The Welsh Government is seeking initial views on all of the proposals set out in Chapter 7 on elections and voting.

The Council welcomes the Welsh Government’s proposals for electoral reform in Wales.

The proposal to legislate to allow votes for 16 & 17 years olds is supported based on a previous motion agreed by the Council in November 2015. However, the Welsh Government needs to ensure that Local Authorities are provided with appropriate resources to help educate and empower young people to make use of these voting rights, once implemented.

The Council believes that the voting system used for local government elections should not vary across local authorities in order to provide both consistency and clarity for voters.

The proposal to prevent Assembly Members from also serving as Councillors concurrently is also supported.

Consultation Question 29. (Para 7.1.14):
The Welsh Government would welcome any views on the potential financial and non-financial benefits and costs associated with the proposals in the White Paper.

Cardiff has the fastest growing population among the UK Core Cities and within the Cardiff Capital Region. This will have a significant impact on the city’s infrastructure and public services, which means that, over the medium term, Cardiff is likely to require a greater percentage of regional budgets that may not be matched by allocated resources. As a result, there is a need for the Welsh Government to consider how to use the flexibilities available as part of the current devolution settlement in Wales, which are more extensive than those available to major cities in England, to enable Cardiff to become more self-sufficient in terms of raising its own taxes and income.

The Council is also pleased to note that the Cabinet Secretary for Finance and Local Government has committed to reform the finance system for local government alongside the White Paper. The Council supports the proposed use the evidence and recommendations of the Independent Commission on Local Government Finance Wales as part of the review process

Consultation Question 30. (Para 7.1.14):
The Welsh Language Impact Assessment published alongside the White Paper outlines the Welsh Government’s view of the effect of the proposals contained in the White Paper on the opportunities for people to use the Welsh language and treating the Welsh language no less favourably than the English language. The Welsh Government seeks views on that assessment.

a) Are there any other positive or adverse effects not identified in the assessment?

No comments.

DRAFT

b) Could the proposals be re-formulated so as to increase the positive effects or reduce any possible adverse effects?

No comments.

Consultation Question 31. (Para 7.1.14):
The Children's Rights Impact Assessment published alongside the White Paper outlines the Welsh Government's view of the effect of the proposals contained in the White Paper on children and young people. The Welsh Government seeks views on that assessment.

a) Are there any other positive or adverse effects not identified in the assessment?

No comments.

b) Could the proposals be re-formulated so as to increase the positive effects or reduce any possible adverse effects?

No comments.

Consultation Question 32. (Para 7.1.14):
The Equalities Impact Assessment published alongside the White Paper outlines the Welsh Government's view of the effect of the proposals contained in the White Paper on protected groups under the Equality Act 2010.The Welsh Government seeks views on that assessment.

a) Are there any other positive or adverse effects not identified in the assessment?

No comments.

b) Could the proposals be re-formulated so as to increase the positive effects or reduce any possible adverse effects?

No comments.

Consultation Question 33. (Para 7.1.14):
Please provide any other comments you wish to make on the content of this White Paper.

No comments.

DRAFT

This page is intentionally left blank

APPENDIX B

Ref: DSC/GN/DD/09.03.17

Dyddiad/Date: 09/03/2017

Councillor De'Ath
Cabinet Member for Skills, Safety and Engagement,
County Hall,
Atlantic Wharf,
Cardiff CF10 4UW.

Dear Councillor De 'Ath,

Democratic Services Committee – White Paper: Reforming Local Government: Resilient and Renewed

The Democratic Services Committee on 8 March 2017 considered the provisions in the White Paper Reforming Local Government: Resilient and Renewed relating to Leading Localities and the role of Councillors, as set out in Section 5.2 and in response to Question 22.

The Committee found that, with the exception of the provision within 5.27 on the modification of the need to hold surgeries in light of the Jo Cox tragedy, there was little detail in the provisions identifying what the minimum expectations were for Councillors to interact with local constituents. The Committee was therefore unable to endorse these provisions of the White paper.

The Committee felt that within the political landscape of the City of Cardiff Council there was sufficient competition for the Office of Councillor to ensure that Councillors are:

- actively engaged with their communities and constituents;
- visible at meetings of the Council;
- given opportunities to participate in the decision-making of the Council.

The Committee believed that every Councillor has a responsibility for their own standards of conduct. There are processes in place within political groups and through the Standards & Ethic Committee that address any standards issues. Furthermore, the proposal to place new duties on Leaders of political groups did not make clear what those duties would be.

The Committee was keen to look at ways of increasing the diversity of Councillors and would consider this further in collaboration with Party Groups.

We would be pleased if these comments could be passed on to the Cabinet at its meeting on 16 March 2017 so that they can be incorporated into the corporate response from the Council.

Regards,

Councillor Joe Boyle
Chairperson Democratic Services Committee

cc:	Davina Fiore	Director of Governance and Legal Services
	Claire Deguara	Cabinet Business Manager
	Alison Taylor	Cabinet Member Support Officer

CYNGOR DINAS CAERDYDD
CITY OF CARDIFF COUNCIL

CABINET MEETING: 16 MARCH 2017

THE CITY OF CARDIFF COUNCIL BILINGUAL CARDIFF: 5-YEAR WELSH LANGUAGE STRATEGY 2017 – 2022

REPORT OF THE DIRECTOR OF GOVERNANCE & LEGAL SERVICES

AGENDA ITEM:3

PORTFOLIO: LEADER (ECONOMIC DEVELOPMENT & PARTNERSHIPS)

Reason for this Report

1. To agree and approve the content of the Bilingual Cardiff Strategy 2017-2022 **(Appendix 1)** in accordance with the Welsh Language Standards (No.1) Regulations 2015 under the Welsh Language (Wales) Measure 2011

Background

2. The Welsh Language (Wales) Measure 2011 established a legal framework to impose duties on certain organisations to comply with standards in relation to the Welsh language by way of sub-legislation (Welsh Language [No.1] Regulation Standards 2015). The standards issued to the City of Cardiff Council are listed in ‘The City of Cardiff Council Compliance Notice – Section 44 Welsh Language (Wales) Measure 2011 **(Appendix 2)**

3. Standard 145 of the Welsh Language Standards (No.1) Regulations 2015 requires the Council to produce and publish a five year strategy by the 30th of September 2016 which sets out how we will promote and facilitate the use of Welsh. This strategy includes a target to increase the number of Welsh speakers within Cardiff as well as specific actions to facilitate the use of the language in line with the Welsh Government’s Welsh Language Strategy 2012—17 and draft strategy: *a million Welsh speakers by 2050* (published for consultation August 2016).

   Welsh Language Standard 145 states:

   > **You must produce, and publish on your website, a 5-year strategy that sets out how you propose to promote the Welsh language and to facilitate the use of the Welsh language more widely in your area; and the strategy must include (amongst other matters) (a) a**

target (in terms of the percentage of speakers in your area) for increasing or maintaining the number of Welsh speakers in your area by the end of the 5 year period concerned, and (b) a statement setting out how you intend to reach that target; and you must review the strategy and publish a revised version on your website within 5 years of publishing a strategy (or of publishing a revised strategy).

4. Over the last 25 years, the number of Welsh speakers in Cardiff has more than doubled with the latest 2011 census figures indicating that over 16% of the city's population have one or more skills in the language. As the city grows our aim in this strategy is to increase the number and percentage of Welsh speakers and learners in Cardiff, as well as increase the use of the Welsh language in the city.

5. The Welsh Government's current Welsh language strategy *A living language: a language for living* comes to an end on 31st March 2017. In August 2016 the Welsh Government published for consultation a new draft Welsh language strategy with a target of a million Welsh speakers by 2050. The consultation period for the draft strategy has now ended and it is expected that the new strategy will be published later this year. We will endeavour to ensure that our strategy connects with the priorities and actions within the Welsh Government's new strategy, which may mean that a review is required in 2017-18 in order to further align this strategy with the new national document.

6. The Council has a statutory duty under standard 145 to include in the strategy a target for increasing or maintaining the number of Welsh speakers by the end of the 5 year period concerned. To support the Welsh Government's vision for a million Welsh speakers by 2050, and in order for Cardiff to play its part in achieving this vision, we would need to increase the number of Welsh speakers (aged 3+) in Cardiff by 15.9% from 36,735 (2011 Census) to 42,584 (2021 Census). This target has been included in the Bilingual Cardiff Strategy.

7. The methodology used for this target was to apply the percentage increase required each year in the number of Welsh speakers to reach a million by 2050 (from 562,016 in 2011 Census). This 1.5% per annum growth rate if applied to Cardiff would increase the number of Welsh speakers to 42,584 by the 2021 Census; an increase of 15.9% on the 2011 Census figure.

8. The approach set out in the Bilingual Cardiff Strategy is structured to reflect the strategic areas outlined in the Welsh Government's current Welsh language strategy, namely The Family, Children and Young People, The Community, infrastructure, the Workplace and Welsh Language Services.

9. Following consultation, the strategic areas named above have been combined in order to produce 3 strategic areas 1) The Family, Children and Young People 2) Community and Infrastructure and 3) Welsh Language Services and the Workplace. The draft Bilingual Cardiff

Strategy sets out our priorities under each of these areas, and identifies the change that we will need to make to realise the vision set out in the strategy.

10. Supporting young people, families and communities to learn and speak Welsh is also at the heart of delivering our ambitions. Recent years have seen a significant increase in the growth of Welsh medium education in the city with an ever increasing number of our children and young people now receiving their education in Welsh. The education system and the Council's Welsh in Education Strategic Plan will play a key role in ensuring the future growth of the language as we aim to increase the number of children – and parents – who have the opportunity to learn and speak Welsh, and have opportunities to use the language outside the school gates.

11. This is a strategy for the city as a whole, not for any one organisation. Delivering the strategy will rely on partnership working: between public sector partners; between the public, private and education sectors; as well as the citizens. The success of the strategy relies on strong partnership working, please see Appendix 2 of the strategy for a list of partner organisations.

12. Through this strategy we will be starting a journey to promote and facilitate the Welsh language in Cardiff, and revising the strategy in order to set further targets. It is accepted that the Council's vision of creating a bilingual Cardiff cannot be achieved within 5 years alone.

Welsh in Education Strategic Plan 2017-2020

13. Every three years each local authority in Wales is required to submit a three-year Welsh in Education Strategic Plan (WESP). A WESP is a plan that details the strategic direction for the planning and delivery of Welsh-medium and Welsh-language education in the authority.

14. Cardiff's Welsh in Education Strategic Plan covers the period 2017-2020. The Plan is underpinned and informed by Welsh Government's current Welsh-medium Education Strategy (April 2010) and policy statement for 2015-16 (March 2016) as well as being an integral part of the Bilingual Cardiff: 5 Year Welsh Language Strategy (2017-2022).

15. The target to increase the number of Welsh speakers in Cardiff in line with the Welsh Government's vision will largely be achieved through the WESP and the Education system. The aspirations within Cardiff's WESP are in line with Bilingual Cardiff five year strategy and this is reflected through aligned visions and specific actions being reflected in both documents.

16. Both strategies share the same vision which is to realise the Welsh Government's vision of a million Welsh speakers in Wales by 2050 and to develop a bilingual Cardiff with Welsh-medium education and childcare that is available to all, and where the Welsh language is protected and nurtured for future generations to use and enjoy.

17. The Minister for Lifelong Learning and Welsh Language has indicated their intention to review the WEPSs as part of their wider review into the legislative framework for the Welsh language. (*The Culture, Welsh Language and Communications Committee* / 18/01/2017 No 244).

18. Further, the Welsh Government has now included Education as one of the six strategic areas within their draft Welsh Language Strategy which will replace a previously separate Education Strategy. Once their Welsh Language Strategy has been finalised and published later this year there would be scope for the Council to review the Bilingual Cardiff Strategy and include Education/WESP as part of this.

Consultation

19. Prior to public consultation an internal consultation workshop event was held with Welsh Language Coordinators, Champions and policy officers to formulate the strategy's main priorities. Following this event an internal consultation survey was published on the Council's intranet in order to seek the views of our employees and in order to further develop our strategic priorities. The draft strategy was then considered by SMT and the Bilingual Cardiff Members Group prior to publication of the draft Strategy on 30th September 2016.

20. Public consultation period commenced on the 30th of September 2016, and lasted for a total of 6 weeks during which time the Strategy was considered by the Policy Review & Performance Scrutiny Committee.

21. As part of the consultation a workshop event was held on the 20th of October with our 26 main partners and stakeholders. Attendees included Welsh Government, the Welsh Language Commissioner, Cardiff University, the Public Service Board organisations, Menter Caerdydd, and Urdd Gobaith Cymru.

22. 254 responses were received during the consultation period. Of the responses received to the public consultation (223 responses) **70.3%** strongly agreed or tended to agree with the vision of a truly bilingual Cardiff. **53.2%** agreed with our target for increasing the number of Welsh speakers in Cardiff.

In order to support the Welsh Government's vision of a million Welsh speakers by 2050, we would need to increase the number of Welsh speakers (aged 3+) in Cardiff by 15.9% from 36,735 (2011 Census) to 42,584 (2021 Census). Do you agree with our provisional target?

Yes	118	**(53.2%)**
No - it is too high	72	**(32.4%)**
No - it is too low	32	**(14.4%)**

Do you agree with the overall vision of a truly bilingual Cardiff?

Strongly Agree	126	**(56.8%)**

Tend to Agree	30	**(13.5%)**
Neither	11	**(5.0%)**
Tend to Disagree	18	**(8.1%)**
Strongly Disagree	35	**(15.8%)**
Don't Know	2	**(0.9%)**

** Percentages do not total 100% due to rounding error.*

Implementation & Monitoring

23. Standard 146 requires the Council to assess the extent to which the targets and actions in the strategy have been met 5 years after publishing the strategy. The assessment will include the latest available number of Welsh speakers and their ages, and a list of the activities that the authority has arranged or funded during the previous 5 years in order to promote the use of the Welsh language.

Standard 146 States:

Five years after publishing a strategy in accordance with standard 145 you must—

(a) assess to what extent you have followed that strategy and have reached the target set by it, and

(b) publish that assessment on your website, ensuring that it contains the following information—

(i) the number of Welsh speakers in your area, and the age of those speakers;

(ii) a list of the activities that you have arranged or funded during the previous 5 years in order to promote the use of the Welsh language.

24. As this is a strategy for the city as a whole, not for any one organisation, delivering the strategy will rely on partnership working, between the public, private and education sectors. All the partners listed within this strategy have agreed to implement and monitor progress against the relevant actions within the action plan.

25. An independent external review of the strategy will be arranged before the end of the year after the Welsh Government’s new Welsh language strategy is published to ensure that the Bilingual Strategy action plan is delivering the priorities within the 3 strategic areas.

26. Further, Cardiff’s long established Welsh Language Forum, now renamed the Bilingual Cardiff Forum, which includes representation from the Bilingual Cardiff partners, have agreed to undertake the role of implementing and monitoring this strategy on behalf of their organisations whilst the Bilingual Cardiff team will lead on facilitating the Strategy from the Council’s perspective.

27. The Bilingual Cardiff Member Group is scheduled to meet on the 13th of March 2017 and will be consulted on their views on future governance arrangements for this strategy. Following this meeting Cabinet will be provided with a verbal update. Subject to their views, it is recommended that Scrutiny take on the governance responsibility for the strategy in future.

Potential Funding Opportunities

28. On 18th of October 2016, Welsh Government announced that the Welsh language is to receive an additional £5m in funding. Since then they have confirmed that £3m of this will be invested in the National Centre for Learning Welsh to improve and increase the use of Welsh in the workplace. It is intended that this investment will enable the National Centre for Learning Welsh to provide practical support to bodies, putting them in a position to provide an outstanding bilingual service to the public and comply with the Welsh language standards. This funding will assist in meeting the priorities identified in relation to strategic area 3 in the Strategy, namely the Workplace and Welsh Language Services.

29. The remaining £2m will be allocated to the promotion and facilitation of the Welsh language; however no formal announcement regarding the exact nature of this investment has yet been issued.

Reasons for Recommendations

30. Standard 145 of the Welsh Language Standards (No.1) Regulations 2015 requires the Council to produce and publish a five year strategy which sets out how we will promote and facilitate the use of Welsh. The draft strategy was published for consultation on the 30th of September 2016 and the accompanying action plan was produced with partners following the consultation period.

Legal Implications

31. Standard 145 of the Welsh Language Standards requires the Council to produce, and publish on its website, a 5-year strategy that sets out how it proposes to promote the Welsh language and to facilitate the use of the Welsh language more widely in its area. The Strategy must include (amongst other matters)

    a) a target (in terms of the percentage of speakers in Cardiff) for increasing or maintaining the number of Welsh speakers in Cardiff by the end of the 5 year period concerned, and

    b) a statement setting out how the Council intends to reach that target;

The Council must review the Strategy and publish a revised version on its website within five years of publishing the Strategy (or of publishing a revised Strategy).

32. Five years after publishing the Strategy the Council must –

  a) assess to what extent it has followed the Strategy and has reached the target set by it, and

  b) publish that assessment on the Council’s website, ensuring that it contains the following information -

    i. the number of Welsh speakers in Cardiff, and the age of those speakers;

    ii. a list of the activities that the Council has arranged or funded during the previous five years in order to promote the use of the Welsh language.

33. Failure to comply with the above requirements may be investigated by the Welsh Language Commissioner, with the potential to lead to enforcement action and possibly an ultimate criminal sanction.

34. Sound strategies and policies are based on adequate consultation with stakeholders and the consultation that has taken place is described in paragraphs 19 - 22 of this Report.

35. In making decisions the Council has to satisfy its public sector duties under the Equality Act 2010. The Council must have due regard to the need to (1) eliminate unlawful discrimination (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics.

Protected characteristics are:
- Age
- Gender reassignment
- Sex
- Race – including ethnic or national origin, colour or nationality
- Disability
- Pregnancy and maternity
- Marriage and civil partnership
- Sexual orientation
- Religion or belief – including lack of belief

36. The Report identifies that an Equality Impact Assessment has been carried out. The purpose of an 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.

The Cabinet must have due regard to the Equality Impact Assessment in making its decision.

Financial Implications

37. This report sets out the five year Welsh Language Strategy. In the event of any action being required as a result of the contents of the Strategy then any associated costs would need to be found from within the existing budgetary resource allocation or from externally funded sources. Where externally funded sources are identified then consideration needs to be given of any terms and conditions associated with the funding and advice sought.

Equality Impact Assessment

38. An Equality Impact Assessment has been completed and concludes that the Bilingual Cardiff: 5-Year Welsh Language Strategy would have a positive impact on the development of the Welsh language (**Appendix 3**).

RECOMMENDATIONS

The Cabinet is recommended to

1. Approve the Bilingual Cardiff: 5-Year Welsh Language Strategy 2017 – 2022 and recommend it to full Council for adoption.

2. Agree an independent external review of the strategy and action plan.

3. Recommend that scrutiny of the Bilingual Cardiff Strategy be specifically included in the terms of reference for the Scrutiny Committee dealing with policy and partnerships.

DAVINA FIORE
Director
10 March 2017

The following appendices are attached:

Appendix 1 – Bilingual Cardiff: 5-Year Welsh Language Strategy 2017 – 2022

Appendix 2 – The City of Cardiff Council Compliance Notice – Section 44 Welsh Language (Wales) Measure 2011

Appendix 3 – Equality Impact Assessment

Appendix 4 - Statutory Screening Tool

Appendix 1

Caerdydd Ddwyieithog
Bilingual Cardiff

5-Year
Welsh Language Strategy
2017 - 2022

Prepared in line with the requirements of
Welsh Language Standard 145 under the
Welsh Language Standards (No.1) Regulations 2015

This document is available in Welsh /
Mae'r ddogfen hon ar gael yn Gymraeg.

CARDIFF
CAERDYDD

Bilingual Cardiff: 5-Year Welsh Language Strategy

The Bilingual Cardiff strategy is the first Welsh language promotional strategy for the City of Cardiff Council. It sets out our priorities for facilitating and promoting the Welsh language in Cardiff with our partners, starting our journey to become a truly bilingual capital for Wales.

The language is now so much more part of the city than it was when I was growing up, and this is something to celebrate. Though I'm not a fluent Welsh speaker, I like many others, take great pride in living in an increasingly diverse city with two official languages - and over 100 unofficial ones.

Over recent years, there has been a leap in the number of Welsh speakers in the city, not least because of the growth of Welsh-medium education, with an ever increasing number of children and young people receiving their education in Welsh.

The growth in Welsh medium education in the city means more of our children and young people have the opportunity to become confident bilingual adults. But this opportunity should not only be limited to those who attend Welsh medium schools; every child regardless of whether they attend Welsh or English medium education should leave school with Welsh skills. The Council's Welsh in Education Strategic Plan 2017-2020 will play a key role in facilitating the growth in Welsh education as well as improving the standards in Welsh across our city's schools.

This strategy includes a target to increase the number of Welsh speakers in Cardiff over a five-year period in line with the Welsh Government's vision for a million Welsh speakers by 2050. For Cardiff to play its part in achieving this vision our aspiration is to double the number of Welsh speakers in Cardiff by 2050. As Wales' capital city we want to lead the way in creating a truly bilingual modern country proud of its rich linguistic and cultural heritage.

As well as increasing the number of Welsh speakers and learners, one of the key priorities throughout the Bilingual Cardiff Strategy is to extend opportunities to use the Welsh language within our communities. We welcome the National Eisteddfod in 2018 and the Urdd Eisteddfod the following year, showcasing the best of Welsh language and culture in the heart of the city. The National Eisteddfod will be a unique event as it will be the first time that the Eisteddfod will be held without a single Maes making it more accessible than ever to new audiences and providing an unprecedented opportunity for the Welsh language to reach so many more people.

This is a strategy for the city as a whole, not for any one organisation. The current financial situation faced by all local authorities means that delivering the outcomes of this strategy will be challenging, but it also presents great opportunities and firm foundations upon which to forge new and stronger partnerships which help the Welsh language to prosper in our capital city.

Diolch yn fawr

Cllr Phil Bale
Leader, City of Cardiff Council

Contents

Bilingual Cardiff 2

Cardiff Language Profile 3

Policy Context 5

Working with Partners 7

**Strategic Area 1:
Families, Children and Young people** 8

**Strategic Area 2:
Community and Infrastructure** 9

**Strategic Area 3:
Welsh Language Services
and the Workplace** 10

**Appendix I:
Bilingual Cardiff:
5 Year Strategy Action Plan** 11

**Appendix II:
Lead Partners** 21

Overview

The Welsh Language (Wales) Measure 2011 established a legal framework to impose duties on certain organisations to comply with standards in relation to the Welsh language by way of sub-legislation (Welsh Language Standards (No.1) Regulations 2015). The standards issued to the City of Cardiff Council are listed in 'The City of Cardiff Council Compliance Notice – Section 44 Welsh Language (Wales) Measure 2011'.

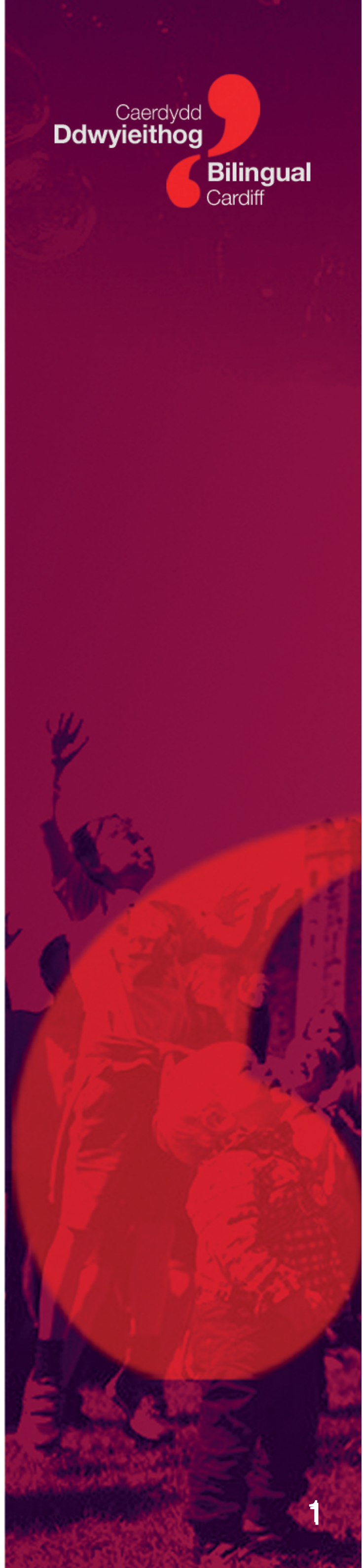
Standard 145 requires the Council to produce and publish a five year strategy by the 30th of September 2016 which sets out how we will promote and facilitate the use of Welsh. This strategy will include a target to increase the number of Welsh speakers within Cardiff as well as specific actions to facilitate the use of the language in line with the Welsh Government's Welsh Language Strategy 2012—17 and draft strategy: a million Welsh speakers by 2050 (published August 2016).

CONTACT
For further information please contact
Bilingual Cardiff
The City of Cardiff Council
Room 400 County Hall
Atlantic Wharf
Cardiff
CF10 4UW

Email: Bilingualcardiff@cardiff.gov.uk
Phone: 02920 872527

Welsh Language Standard 145 states:

You must produce, and publish on your website, a 5-year strategy that sets out how you propose to promote the Welsh language and to facilitate the use of the Welsh language more widely in your area; and the strategy must include (amongst other matters) (a) a target (in terms of the percentage of speakers in your area) for increasing or maintaining the number of Welsh speakers in your area by the end of the 5 year period concerned, and (b) a statement setting out how you intend to reach that target; and you must review the strategy and publish a revised version on your website within 5 years of publishing a strategy (or of publishing a revised strategy).



Caerdydd
Ddwyieithog
Bilingual
Cardiff

Bilingual Cardiff

Mission Statement
Work with partners to double the number of Welsh speakers in Cardiff by 2050 through the Bilingual Cardiff Strategy, in line with Welsh Government's vision

Vision
Our vision is to develop a truly bilingual Cardiff. A Cardiff where our citizens can live, work and play, as well as access services and support in Welsh or English equally. A capital city where bilingualism is promoted as something completely natural, and where the Welsh language is protected and nurtured for future generations to use and enjoy.

Cardiff is changing fast. The capital city of Wales is one of the fastest growing major cities in Britain, and is growing far faster than any other local authority area in Wales. Over the last 25 years, the number of Welsh speakers in Cardiff has more than doubled with the latest census figures indicating that over 16 % of the city's population have one or more skills in the Welsh language.

As the city grows our aim in this draft strategy is to increase both the number and percentage of Welsh speakers and learners in Cardiff. We fully support and share the Welsh Government's vision for a million Welsh speakers by 2050. In order for Cardiff to play its part in achieving this vision, we would need to increase the number of Welsh speakers (aged 3+) in Cardiff by 15.9 % from 36,735 (2011 Census) to 42,584 (2021 Census).

Our approach set out in this document is structured to reflect the strategic areas outlined in the Welsh Government's Welsh language strategy. This strategy is structured around 3 strategic areas which have been identified with the aim of increasing the use of Welsh.

The Bilingual Cardiff strategy sets out our strategic priorities under each of these areas, and identifies the change that we will need to make to realise our vision of a bilingual Cardiff.

This is a strategy for the city as a whole, not for any one organisation. Delivering the strategy will therefore rely on partnership working: between public sector partners; between the public, private and education sectors; and, most importantly of all, with the people of Cardiff. The platform for doing this is already in place. The Bilingual Cardiff conference, convened by the Council, brought partners from across the city together and led to the idea for a new and dedicated facility in the city which would showcase the Welsh language and Welsh culture as well as creating new opportunities for people to socialise, participate and express themselves in a bilingual atmosphere. As a result Yr Hen Lyfrgell, Cardiff's Welsh Culture Centre opened in February 2016 in the Old Library building. This centre – and the partnership approach that is represents - will play a key role in the promotion of the Welsh language in the city and the implementation of this strategy's priorities.

Supporting young people, families and communities to learn and speak Welsh will also be at the heart of delivering our ambitions. Recent years have seen a significant increase in the growth of Welsh medium education in the city with an ever increasing number of our children and young people now receiving their education in Welsh. The education system and the Council's Welsh in Education Strategic Plan will play a key role in ensuring the future growth of the language as we aim to increase the number of children – and parents – who have the opportunity to learn and speak Welsh, and have opportunities to use the language outside the school gates.

A bilingual capital: Cardiff's language profile

Cardiff is Britain's fastest growing major city behind London. Between 2002 and 2013 the city's population grew by 13 % and this growth is set to continue, with a projected growth of 26 % by 2036.

Cardiff is not only the largest Welsh local authority, it has also experienced the largest population growth over the last ten years, and is projected to expand at a much faster rate than any other area in Wales over the coming years.

The city has also seen a significant increase in the number and percentage of Welsh speakers, with numbers doubling in the 20 years between the 1991 and 2011 censuses. The 2011 census statistics indicate that 16.2 % of the population of Cardiff have one or more skills in the Welsh language (ability to read, write or/and understand Welsh), and 36,735 or 11.1 % of the county's population are Welsh speakers.

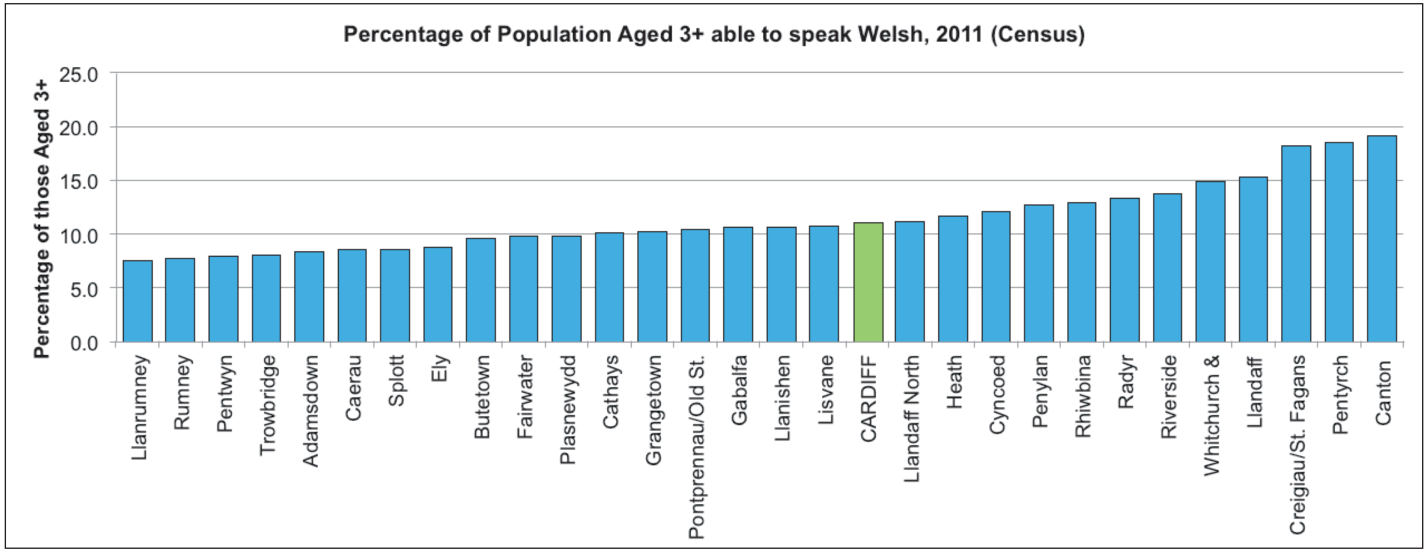
Comparison in the number and percentage of Welsh speakers between 1991 and 2011[1]

	1991	2001	2011
Cardiff	18,071 (6.6 %)	32,504 (11 %)	36,735 (11.1 %)

Cardiff is the local authority with the fourth highest number of Welsh speakers and has seen a consistent rise in both the number and percentage of Welsh speakers over the past 25 years. The concentration of Welsh speakers is fairly evenly distributed across the city's electoral wards.

---

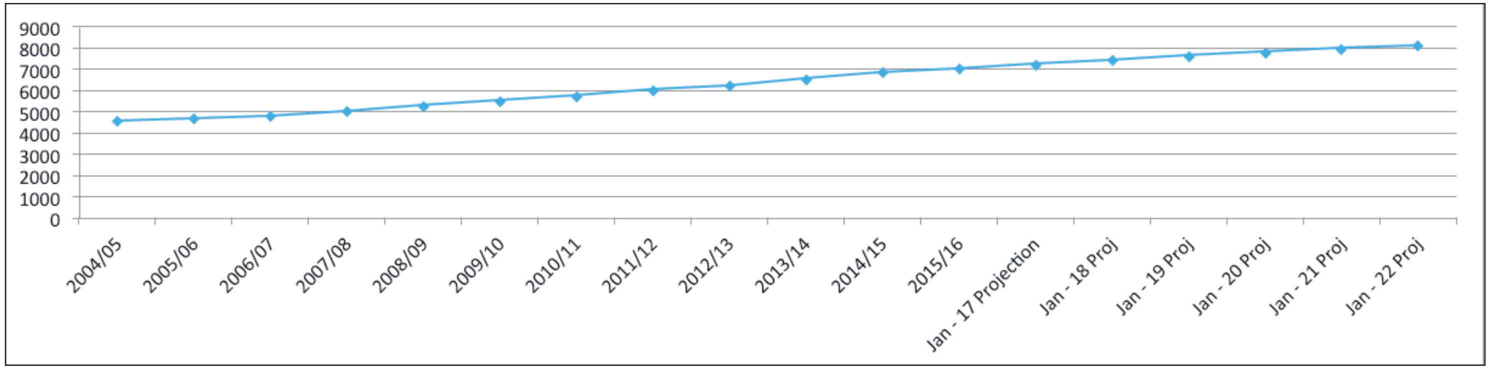
[1] The 2011 Census represents the most recent data on numbers of Welsh speakers in the city.



Such a growth in the number of Welsh speakers has been principally driven by two well documented trends. Firstly, the last quarter century has seen a significant migration of Welsh speakers to Cardiff from other areas of Wales. Secondly, it reflects the committed practices and policies towards Welsh medium education in primary and secondary schools in Cardiff. The city has currently three Welsh medium secondary schools, and seventeen Welsh primary schools (of which two are dual stream primary schools).

The most recent numbers on roll data confirmed 4567 pupils in attendance at primary level and 2248 aged 11-16 years at secondary level (October 2016).
For further information relating to Cardiff's Welsh language profile please see **http://www.mentercaerdydd.org/files/downloads/about/2016/proffil-iaith-caerdydd-2016-english.pdf**

Number of students enrolled in Welsh medium education 2004/5 – 2022 (projected)



---

[2] Please see The City of Cardiff Council Welsh in Education Strategic Plan 2017-2020

Policy Context

Although this five-year strategy is a new statutory requirement of the Welsh language standards (No.1) Regulations 2015, it builds upon the work already undertaken in Cardiff to meet the needs of Welsh speakers, learners and our communities. Through this strategy we will also ensure that we meet the requirement of one of the seven 'well-being' goals in the Well-being of Future Generations (Wales) Act 2015 – A Wales of vibrant culture and thriving Welsh language.

The following section sets out the statutory and policy framework within which this new strategy sits:

Welsh Language (No.1) Regulation Standards 2015

From 30th March 2016 all local authorities in Wales have a statutory duty to comply with new regulation Welsh language standards which explain how they as organisations should use the Welsh language in different situations.

The duties which come from the standards mean that organisations should not treat the Welsh language less favourably than the English language, together with promoting and facilitating the use of the Welsh language.

The Well-being of Future Generations (Wales) Act 2015

This Act aims to improve the social, economic, environmental and cultural well-being of Wales. The Act will make the public bodies listed in the Act think more about the long term, work better with people and communities and each other, look to prevent problems and take a more joined-up approach.

One of the seven Well-being goals listed in the Act is "A Wales of vibrant culture and thriving Welsh language".

Welsh Government Welsh Language Strategy

A living language: a language for living – Welsh language strategy 2012 to 2017 **

This is the Welsh Government's strategy for the promotion and facilitation of the use of Welsh language in everyday life. The Welsh Government's vision is to see the Welsh language thriving in Wales. To achieve that, the strategy aims to see an increase in the number of people who both speak and use the language.

***** The Welsh Government has recently launched a new draft strategy 'A million Welsh speakers by 2050' for consultation on 1st August 2016. We will endeavour to ensure that our strategy will connect with the priorities and actions of this strategy, which may mean that a review is required in 2017 in order to further align this strategy with the new national document.***

Welsh Government: More than just words

The strategic framework for Welsh language services in health & social care

'More than Just Words' is the Welsh Government's strategic framework for improving Welsh language services in health, social services and social care. This is vital in ensuring positive well-being outcomes for individuals, something which underpins the Social Services and Well Being (Wales) Act 2014.The Codes of Practice under the Act require local authorities to ensure Welsh language services are built into service planning and delivery and that services are offered in Welsh to Welsh speakers without them having to request it as required by the 'Active Offer'.

The City of Cardiff Council Corporate plan 2016-18 & What Matters Integrated Partnership Strategy

The City of Cardiff Council's Corporate Plan sets out what the Council will do to deliver its vision of becoming Europe's most liveable capital city. Working to achieve this vision will also contribute to Cardiff's integrated partnership strategy - What Matters - and its seven outcomes which have been jointly agreed by public service and third sector partners. The Corporate Plan is refreshed annually and the What Matters Strategy will be superseded with a new Well-Being Plan in 2017, as mandated by the Well-being of Future Generations Act.

The City Of Cardiff Council: Welsh in Education Strategic Plan 2017-2020

The School Standard and Organisation (Wales) Act (2013) places a statutory requirement on local authorities to prepare and introduce a Welsh in Education Strategic Plan (WESP). The Act enables Welsh Ministers to approve the Plan submitted, approve the Plan with modifications or reject the Plan and require the authority to prepare another. The WESP focuses on the targets in the Welsh Medium Education Strategy and local authorities are expected to report annually on performance against these targets

The City Of Cardiff Council: 2020 Strategy

'Cardiff 2020' builds on progress made to deliver improvement in education over recent years, setting out an ambitious programme to ensure that all children and young people in Cardiff have the opportunity to succeed. The aim of the strategy is to create a great place to live, work and play for children and young people. It also means ensuring access to a variety of cultural activities in Welsh and English.

Working with partners

As a City wide strategy, the success of the Bilingual Cardiff vision as outlined in this strategy depends on collaborative working with our partners and stakeholders.

We have seen the success and importance of collaborative working in recent years with the Council working in partnership with stakeholders on the creation of the Welsh Culture Centre (‘Yr Hen Lyfrgell’) which opened in February 2016. The centre promotes and celebrates Welsh as a living language in the capital city in a friendly and welcoming centre open to all citizens of Cardiff and its visitors. Yr Hen Lyfrgell offers a variety of facilities and activities in a sociable and inclusive atmosphere where the Welsh language and culture is at the heart of everything. The centre will be a key driver in the development and promotion of the language in Cardiff and will facilitate certain actions which will develop from this strategy.

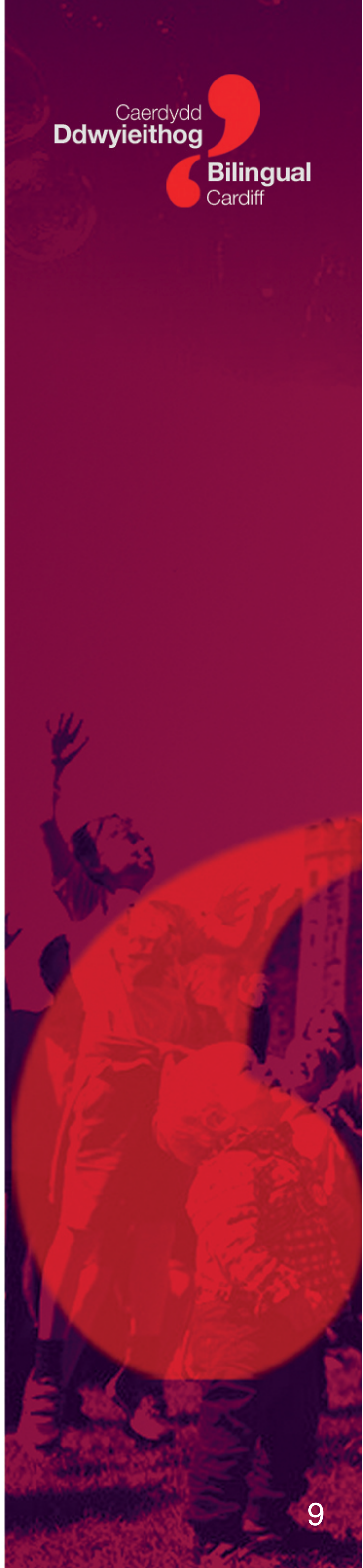
During the last number of years the Council has worked effectively with Menter Caerdydd to provide a number of Welsh medium services to children, young people and adults. These include Welsh language play sessions for children, holiday care provision, training courses and supporting Tafwyl festival which has developed to become one of the Wales’ primary Welsh language events.

Cardiff’s long established Welsh Language Forum, now renamed the Bilingual Cardiff Forum, which includes representation from the Bilingual Cardiff partners, will undertake the role of implementing and monitoring this strategy on behalf of their organisations whilst the Bilingual Cardiff team will lead on facilitating the Strategy from the Council’s perspective.

As well as working with established partners, the city’s sporting and arts communities are important stakeholders whom we will look to work with in developing and promoting the Welsh language across the city. Please see appendix II for lead partners.

Strategic Area 1: Families, Children and Young people

Vision:	Families, children and young people have ample opportunities to use Welsh every day.
Outcome:	Families, children and young people choosing to use Welsh together, outside the school gates and in a social setting.
Priority Areas:	• Promote the benefits of Welsh Medium education to all Cardiff communities and implement the Welsh in Education Strategic Plan. • Improve provision and standards in Welsh in both Welsh medium schools and English medium schools through the Welsh in Education Strategic Plan. • Promote the benefits of transferring the Welsh language within the family, and give children and young people the opportunity to become confident bilingual adults. • Provide opportunities for families to use Welsh together. • Increase the provision of Welsh-medium extra-curricular activities and opportunities for children and young people to use Welsh outside the school gates. • Develop opportunities for children and young people in English medium settings to positively connect with the Welsh language. • Improve rates of progression between early years to post-16 education. • Ensure that the Welsh language is seen as a valuable skill for training and employment.



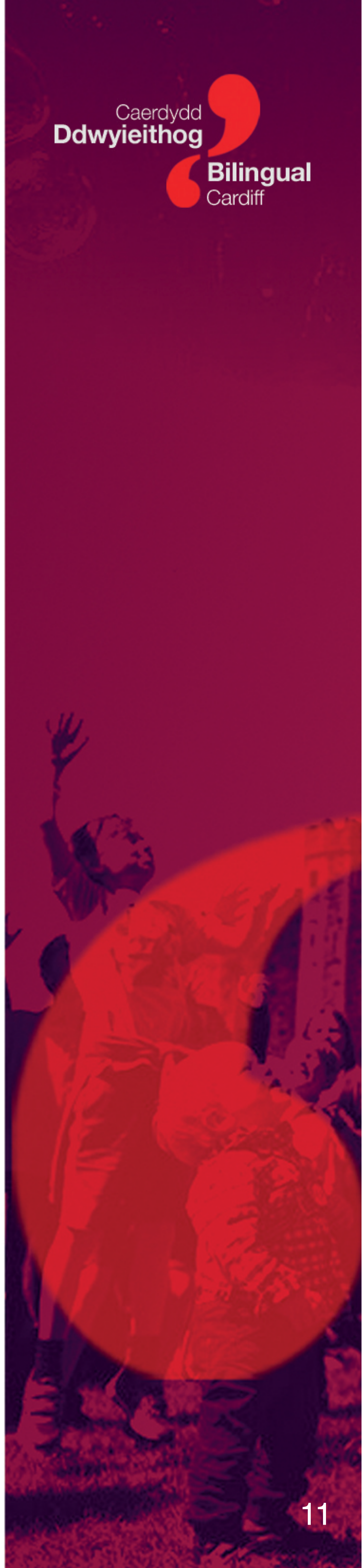
Strategic Area 2: Community and Infrastructure

Vision:	A city with a fully bilingual linguistic landscape which has the Welsh language as an integral part of its social and civic activities
Outcome:	The position and visibility of the Welsh language in the community is strengthened and supported.
Priority Areas:	• Promote the Welsh language as a unique selling point for Cardiff as a capital and core city and promote the ‘Bilingual ‘Cardiff’ brand. • Increase the use of the Welsh language in all high profile and major events hosted in Cardiff, support existing Welsh-language community events and share good practice. • Increase the visibility of the Welsh language within the city to reflect a ‘Bilingual Cardiff’ through existing planning mechanisms. • Introduce the Welsh language to new and emerging communities as a way of convening Welsh culture and promote Welsh language learning and Welsh medium education. • Support Yr Hen Lyfrgell – Cardiff’s Welsh Culture Centre to increase outreach activities and develop opportunities to showcase Cardiff’s extensive Welsh language history and heritage.

Strategic Area 3: Welsh Language Services and the Workplace

Vision:	High quality services are available in Welsh and English equally.
Outcome:	Increase in the use of Welsh language services.
Priority Areas:	• Increase the number/percentage of Welsh speakers within the Bilingual Cardiff partner organisations and enable and support fluent staff, as well as staff who are learning, to use the Welsh language in the workplace, and encourage Bilingual Cardiff partner organisations to adopt the same approach. • Encourage Bilingual Cardiff partner organisations to provide Welsh language training and Welsh language awareness training to all Senior Managers and staff. • Implementation of the Welsh language standards by relevant Bilingual Cardiff organisations resulting in increasing the availability and use made of Welsh language services. • Demonstrate a strong commitment to the Welsh language in collaboration arrangements and 3rd party contract and commissioning documents and ensure Welsh language considerations are included from the outset. • Increase opportunities for people to receive Health & Social Care in Welsh. • Examine the way our services are offered to the public and work with specialists in language choice architecture to ensure equitable linguistic choice.

Appendix I: Bilingual Cardiff:
5 Year Strategy Action Plan



The family, children & young people

PRIORITIES	ACTION	TARGET / TIMETABLE	LEAD PARTNERS
Promote the benefits of Welsh Medium education to all Cardiff communities and implement the Welsh in Education Strategic Plan.	Implement Welsh in Education Strategic Plan 2017-2020	Increase the number of students attending Welsh Medium schools by 12.3 % by 2022.	The City of Cardiff Council - Education & Lifelong Learning.
	Promote the benefits of Welsh medium education by providing information to every family in Cardiff, on the Council's website, schools admissions booklet and in relevant circulars (e.g. Primary Times, In Cardiff etc)	Specific section to be included in Schools admissions booklet 2018/19 and Council's website by October 2018 and annually thereafter.	The City of Cardiff Council - Education & Lifelong Learning
	Bilingual Cardiff organisations to promote and support Mudiad Meithrin in delivering the Welsh Government's 'Cymraeg i Blant' programme across Cardiff.	Commencing March 2018	Mudiad Meithrin, Welsh Government, The City of Cardiff Council, Cardiff & Vale Health Board
Improve provision and standards in Welsh in both Welsh medium schools and English medium schools through the Welsh in Education Strategic Plan.	Implement Welsh in Education Strategic Plan 2017-2020	Increase the percentage of learners at the end of Key Stage 4 who achieve grades A*- C in GCSE Welsh first language to 85 % by 2020.	The City of Cardiff Council - Education & Lifelong Learning.
		Increase the percentage of learners entered for GCSE Welsh second language full course to at least 80 % by 2020.	The City of Cardiff Council - Education & Lifelong Learning.

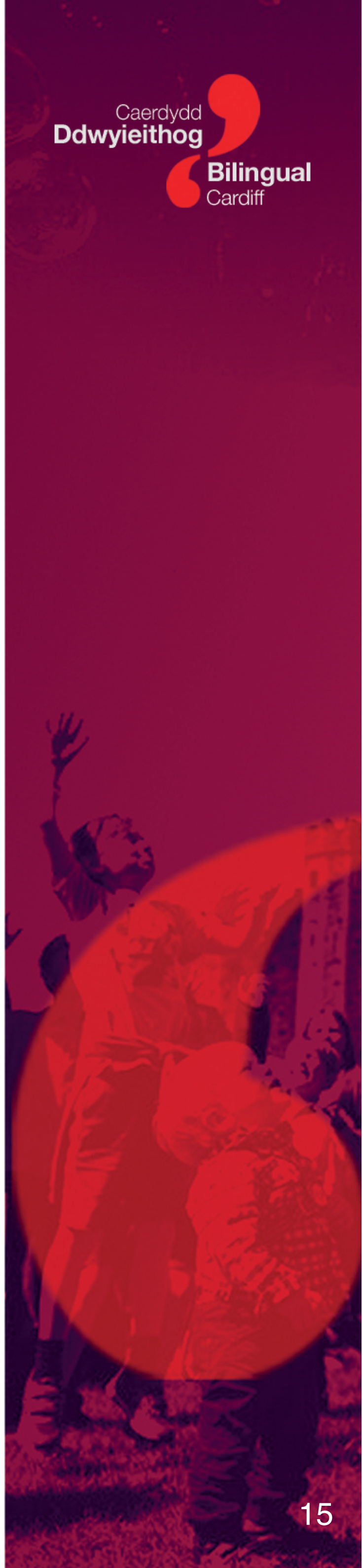
		Increase the percentage of the total year 11 cohort who achieve grades A*-C in GCSE Welsh second language to 40 % by 2020.	The City of Cardiff Council - Education & Lifelong Learning.
Promote the benefits of transferring the Welsh language within the family, and give children and young people the opportunity to become confident bilingual adults.	Develop comprehensive Cardiff wide face to face sessions for families summarising the advantages of bilingualism as well as providing information on Welsh language nurseries and schools.	4 sessions every year from September 2018 onwards	Menter Caerdydd, The City of Cardiff Council - Education & Lifelong Learning & Bilingual Cardiff, Dechrau'n Deg, Mudiad Meithrin, Family Information Service.
	Assess the demand and where identified, provide opportunities both formally and informally for parents to learn Welsh at Welsh schools and locations across the city.	Assess the demand to inform future Welsh training opportunities by July 2018.	The City of Cardiff Council - Education & Lifelong Learning, School of Welsh (Welsh for Adults), Cardiff University, National Centre for Learning Welsh
	Create a support network for non-Welsh speaking parents who send their children to Welsh schools	From September 2018.	The City of Cardiff Council, Welsh Medium Schools
Provide opportunities for families to use Welsh together	Develop and promote a calendar of Welsh medium events and activities aimed at families for children and parents to learn Welsh together.	From September 2017 and annually thereafter.	Menter Caerdydd, Urdd Gobaith Cymru, Mudiad Meithrin, School of Welsh (Welsh for Adults), Cardiff University, Urdd Gobaith Cymru
	Increase the number of read aloud sessions or other Welsh medium activities for parents and children in all Cardiff's hubs and libraries.	From September 2018 and annually thereafter. Increase of 25 % by 2022.	The City of Cardiff Council, Menter Caerdydd, Mudiad Meithrin
	Provide opportunities for free informal family activities for learning Welsh.	From September 2018 and annually thereafter.	School of Welsh (Welsh for Adults), Cardiff University, National Centre for Learning Welsh, The City of Cardiff Council, Menter Caerdydd, Urdd Gobaith Cymru, Mudiad Meithrin

	Increase the number of Welsh medium event in Cardiff Children's Literature Festival by 30 % .	From March 2018	Literature Wales, The City of Cardiff Council, School of Welsh, Cardiff University
Increase the provision of Welsh-medium extra-curricular activities and opportunities for children and young people to use Welsh outside the school gates.	Plan, coordinate and advertise a joined up calendar of Welsh medium Care, Play and Recreational activities for children between the ages of 4 – 11 and 11-18 years old.	From September 2017 and annually thereafter.	Menter Caerdydd, Urdd Gobaith Cymru, The City of Cardiff Council's Youth Service
	Plan and coordinate activities with Yr Hen Lyfrgell, Welsh medium schools and stakeholders to support and promote the National Eisteddfod in Cardiff 2018.	From September 2017 to August 2018.	Eisteddfod Genedlaethol Cymru, Yr Hen Lyfrgell, Menter Caerdydd, Urdd Gobaith Cymru, Mudiad Meithrin
	Use Welsh Language Music Day as springboard to attract young people to be involved socially and as artists in a Welsh Music Scene	February 2018	Welsh Government
Develop opportunities for children and young people in English medium settings to positively connect with the Welsh language.	Investigate the possibilities of developing twinning opportunities between Welsh medium and English medium schools to work together on certain projects	January 2018	The Central South Consortium Joint Education Service, Welsh medium schools, English medium schools.
	Conduct a feasibility study to investigate viability of providing bilingual afterschool clubs and holiday childcare for children attending English medium schools, and respond to demand.	Complete feasibility study by December 2017.	All English medium schools, Menter Caerdydd, Urdd Gobaith Cymru.
	Assess the feasibility of hosting a Bilingual Cardiff Eisteddfod for Welsh and English medium Cardiff school in the run up to the 2018 National Eisteddfod.	Complete feasibility study by September 2017.	The City of Cardiff Council The Central South Consortium Joint Education Service, Eisteddfod Genedlaethol, Urdd Gobaith Cymru.

Improve rates of progression between early years to post-16 education.	Implement Welsh in Education Strategic Plan 2017-2020	Increase the number of seven year olds taught through the medium of Welsh by 1.2 %, from 15.2 % in January 2016 to 16.4 % by 2020.	The City of Cardiff Council and Welsh Education Forum
		Increase the number of year nine learners who are assessed in Welsh (First Language) by 1.5 % to 14.4 % by 2020.	The City of Cardiff Council and Welsh Education Forum
		Increase the percentage of learners aged 17 who study 2 or more subjects through the medium of Welsh by 4 % to 95 % by 2020.	The City of Cardiff Council and Welsh Education Forum
Ensure that the Welsh language is seen as a valuable skill for training and employment.	Provide up-to-date and consistent information to young people about job opportunities and apprenticeships that require bilingual skills.	Develop a joint strategy by April 2018	Coleg Cymraeg Cenedlaethol, School of Welsh Cardiff University, University of South Wales, Colleges Wales, The City of Cardiff Council.
	Develop a resource for all Bilingual Cardiff partners to advertise all Welsh essential posts in a central, easily accessible directory.	Resource available from September 2018	Coleg Cymraeg Cenedlaethol, School of Welsh Cardiff University, University of South Wales, Colleges Wales, The City of Cardiff Council, Menter Caerdydd
	Bilingual Cardiff partner organisations to develop Welsh medium work experience and apprenticeship schemes within their organisations.	To start in September 2018	Coleg Cymraeg Cenedlaethol, School of Welsh Cardiff University, University of South Wales, Colleges Wales, The City of Cardiff Council

The community and infrastructure

PRIORITIES	ACTION	TARGET / TIMETABLE	LEAD PARTNERS
Promote the Welsh language as a unique selling point for Cardiff as a capital and core city and promote the ‘Bilingual Cardiff’ brand.	Develop a fully bilingual ‘destination Cardiff’ brand to promote Cardiff in Wales and internationally.	Brand developed by December 2018 and subsequent buy-in and implement accordingly	The City of Cardiff Council Tourism Team to be adopted by all partners.
	Ensure that economic, business and tourism marketing information includes reference to Cardiff as a bilingual city.	December 2018	The City of Cardiff Council’s Bilingual Cardiff, Tourism, Economic Development teams.
	Encourage private businesses that support the Welsh language to use or display the Bilingual Cardiff brand within their shops or businesses.	Materials produced by April 2017. Awareness raising campaign from September 2017 Relevant businesses and organisations to use Bilingual Cardiff logo from April 2018 onwards	The City of Cardiff Council Bilingual Cardiff team, Menter Caerdydd, Yr Hen Lyfrgell
Increase the use of the Welsh language in all high profile and major events hosted in Cardiff, support existing Welsh-language community events and share good practice.	Ensure that the need to promote the Welsh Language in all campaigns and materials bilingually is incorporated into any contract, tender, license or any other legal agreement with events’ organisers and that all events are bilingual.	To be completed by March 2018. Audit of events held between March 2018 - March 2019.	The City of Cardiff Council Events, Tourism and Bilingual Cardiff, Welsh Government.
	Encourage and work in partnership with major event stakeholders to showcase Cardiff as a thriving bilingual city.	From April 2017	The City of Cardiff Council Events, Tourism and Bilingual Cardiff, Welsh Government
	Collate information on all Welsh language events and all partners to promote the Welsh Government’ ‘Cymraeg’ website.	All bilingual Cardiff partners to provide information on their Welsh language events to Welsh Government from September 2017 onwards.	Welsh Government, All Bilingual Cardiff partners



Increase the visibility of the Welsh language within the city to reflect a 'Bilingual Cardiff' through existing planning mechanisms.	Investigate and where appropriate identify planning mechanisms to ensure that planning applications for large developments such as chain stores, supermarkets and retail consider the need to display bilingual signage and notices.	Shop Front and Signage Guidance Supplementary Planning Guidance to be completed by December 2017. Operational from January 2018	The City of Cardiff Council - planning
	Investigate and where appropriate identify planning mechanisms to ensure that planning applications for new housing developments consider the need to adopt Welsh or bilingual names, displaying bilingual signage and notices.	Shop Front and Signage Guidance Supplementary Planning Guidance to be completed by December 2017. Operational from January 2018	The City of Cardiff Council - planning
	The City of Cardiff Council to adopt the principle that Welsh is positioned first on all display materials produced by the Council.	From September 2017	The City of Cardiff Council.
Introduce the Welsh language to new and emerging communities as a way of convening Welsh culture and promote Welsh language learning and Welsh medium education.	Liaise with third sectors to develop provision of Welsh language classes for new and emerging communities including refugees and migrants to identify further opportunities for new communities in the city to learn Welsh	A number of Welsh taster classes available by January 2018	School of Welsh (Welsh for Adults) Cardiff University, National Centre for Learning Welsh The City of Cardiff Council, Welsh Refugee Council
	Outreach activities by Welsh Medium schools in local communities.	From September 2019	Welsh medium schools (Facilitated by the City of Cardiff Council - Education & Lifelong Learning) Cardiff University (Welsh for Adults).

Support Yr Hen Lyfrgell – Cardiff's Welsh Culture Centre to increase outreach activities and develop opportunities to showcase Cardiff's extensive Welsh language history and heritage.	Yr Hen Lyfrgell to plan, coordinate and advertise a calendar of outreach activities to introduce the Welsh language and extensive history and heritage to new audiences.	From September 2019.	School of Welsh, Cardiff University, Menter Caerdydd, The City of Cardiff Council - Cardiff Story Museum, The National Museum of Wales.
	Develop opportunities to increase awareness of the Welsh language in innovative ways, inspired by the recent successes of FAW in this field and roll-out to all Bilingual Cardiff partners to ensure greater support and shared ownership of the language.	Prepare an action plan by September 2018. Implement plan from September 2019.	The City of Cardiff Council – Bilingual Cardiff, School of Welsh, Cardiff University, FAW, all Bilingual Cardiff partners.
	Offer bite size Welsh language taster courses to all visitors to YHL during the UEFA Champions League Final 2017 to promote the language in a positive light and raise awareness internationally that we are a bilingual city.	June 2017	School of Welsh (Welsh for Adults), National Centre for Learning Welsh, FAW

Welsh language services and the workplace

Increase the number/percentage of Welsh speakers within the City of Cardiff Council and enable and support fluent staff, as well as staff who are learning, to use the	Increase the number of bilingual staff in The City of Cardiff Council to reflect the percentage of Welsh speakers in the community and encourage other public Bilingual Cardiff organisations to adopt the same approach.	By 2022 increase the number of staff with Welsh language skills within the Council's workforce by 50 %. Share good practice with other public organisations by April 2022.	The City of Cardiff Council, Coleg Cymraeg Cenedlaethol, University of South Wales, School of Welsh, Cardiff University, Colleges Wales, Recruitment Agencies

Welsh language in the workplace, and encourage Bilingual Cardiff partner organisations to adopt the same approach.	Create a Welsh tutor post within Cardiff Council responsible for providing a comprehensive training programme to staff.	Post created by April 2018	The City of Cardiff Council
	Through the Bilingual Cardiff forum, work with Bilingual Cardiff partner organisations to increase the use of Welsh within the workplace.	From January 2018	The City of Cardiff Council, All Bilingual Cardiff organisations.
Encourage Bilingual Cardiff partner organisations to provide Welsh language training and Welsh language awareness training to all Senior Managers and staff.	Ensure that all The City of Cardiff Council staff and managers to attend Welsh language awareness courses and encourage other public Bilingual Cardiff organisations to adopt the same approach.	Report annually on number and percentage of staff who have received training.	The City of Cardiff Council, Public Services Board, School of Welsh, Cardiff University
	The City of Cardiff Council to provide Welsh language learning and improver courses to all public facing staff and encourage other public Bilingual Cardiff organisations to adopt the same approach.	Report annually on number and percentage of staff who have received training.	The City of Cardiff Council, Public Services Board, School of Welsh, Cardiff University
Implementation of the Welsh language standards by relevant Bilingual Cardiff organisations resulting in increasing the availability and use made of Welsh language services.	Implement the Welsh language standards and assist other public Bilingual Cardiff organisations to achieve the same.	From relevant statutory compliance dates.	All relevant Bilingual Cardiff partners.
	Prepare a Bilingual Cardiff Directory outlining all the Welsh language public services available in Cardiff and promote to increase uptake of the Welsh services that are available.	Directory prepared by March 2018	Menter Caerdydd, Welsh Government, the City of Cardiff Council, Public Services Board

Demonstrate a strong commitment to the Welsh language in collaboration arrangements and 3rd party contract and commissioning documents and ensure Welsh language considerations are included from the outset.	Encourage all Bilingual Cardiff public partners to ensure that Welsh language considerations are an integral part of developing policies and within impact assessments.	From relevant statutory compliance dates.	The City Cardiff Council, Public Services Board, all Bilingual Cardiff partners.
	Prepare guidance on Welsh language requirements to all 3rd party contractors working within the public sector.	September 2017	The City Cardiff Council, Public Services Board, all Bilingual Cardiff partners
	Build in bilingual capacity to new public facing I.T solutions including interfaces offering language choice.	From relevant statutory compliance dates.	The City Cardiff Council, Public Services Board, all Bilingual Cardiff partners.
Increase opportunities for people to receive Health & Social Care in Welsh.	Ensure that an Active Offer of Welsh language services is communicated to all Social Services staff and within commissioned services.	March 2018	The City of Cardiff Council, Cardiff & Vale Health Board
	Include Welsh language service provision within third sector and independent contract specifications, service level agreements and grant funding processes, where a need is identified.	March 2018	The City of Cardiff Council, Cardiff & Vale Health Board
	Maximise ability to provide services in Welsh. Where gaps in workforce capacity to deliver services in Welsh are identified these should be communicated to inform the organisation's Bilingual Skills Strategy	March 2018	The City of Cardiff Council, Cardiff & Vale Health Board

Caerdydd
Ddwyieithog
Bilingual
Cardiff

Examine the way our services are offered to the public and work with specialists in language choice architecture to ensure equitable linguistic choice.	Conduct experiments by offering existing online or computerised Council services via different language choice architectures, in order to ascertain which is the most likely to ensure the highest level of use in Welsh	January 2018	School of Welsh, Cardiff University
	Conduct research with parents of pre-school age children to ascertain what linguistic choice architecture mechanisms and/or considerations the Council may need to put into place in order to increase the number of children in Welsh medium education in Cardiff.	January 2018	School of Welsh, Cardiff University, the City of Cardiff Council.

Appendix 2: Lead partners

As a City wide strategy, the success of the Bilingual Cardiff vision as outlined in this strategy depends on collaborative working with our partners and stakeholder. The following lead partners have agreed to implement and monitor progress against the relevant actions within the action plan.

Cardiff Public Service Board

As part of the implementation of the Well-being of Future Generations Act (Wales) 2015, all local authorities in Wales are required to establish Public Services Boards (PSBs). PSBs bring public and third sector bodies together to work in partnership to improve economic, social, environmental and cultural well-being.

The statutory members of a PSB are as follows:
- The City of Cardiff Council
- Cardiff and Vale University Health Board
- South Wales Fire and Rescue
- Natural Resources Wales

Membership of the Board must also include a number of other partners who participate in its activity as ‘invited participants’. Representatives of the following sit on the Cardiff PSB:
- The Welsh Ministers
- The Chief Constable of South Wales Police
- The South Wales Police and Crime Commissioner
- Representatives of the National Probation Service and Community Rehabilitation Company
- Cardiff Third Sector Council

Other partners who exercise functions of a public nature can also be involved in the delivery of its work.

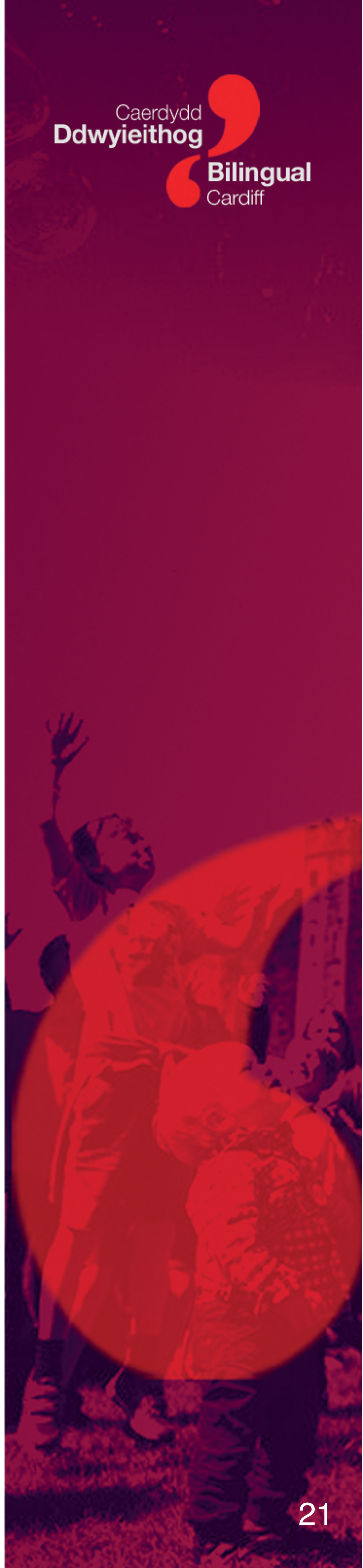
PSBs have a duty under the Well-being of Future Generations Act to assess the economic, social, environmental and cultural well-being of the local area and to produce a local well-being plan setting out well-being objectives that will contribute to achieving the Welsh Government’s 7 well-being goals. More information on these goals can be found here

Note: The Cardiff Public Services Board which held its first meeting in May 2016 replaced the Cardiff Partnership Board and the Cardiff and Vale Joint Local Services Board.

Cardiff University (School of Welsh)

The School of Welsh at Cardiff University is a world class academic unit with a global reputation. It specialises in a range of fields relating to the Welsh language and its culture, including literature, linguistics, sociolinguistics, translation, education, planning and policy. It has strong international links, especially with countries that are home to minority languages, such as Canada, Catalunia, the Basque Country and Ireland. The school's staff also specialise in various aspects of the Welsh language and its culture in Cardiff and the surrounding areas.

National surveys show that the School excels in its teaching, its research and the effect of its research outside the academic field. It delivers world class education from undergraduate level to PhD level. Cardiff Welsh for Adults is part of the School and it delivers courses to over 2,000 students in the capital. The School is also responsible for the Welsh for All scheme (which gives an opportunity to hundreds of Cardiff University students to learn Welsh for free) and is one of the centres for the National Sabbatical Scheme (which develops the Welsh skills of education practitioners).



The School of Welsh is part of Cardiff University, an ambitious and innovative university with a bold and strategic vision. Its world-leading research was ranked 5th amongst UK universities in the 2014 Research Excellence Framework for quality and 2nd for impact. The university provides an educationally outstanding experience for its students. Driven by creativity and curiosity, Cardiff University strives to fulfil its social, cultural and economic obligations to Cardiff, Wales, and the world.

Coleg Cymraeg Cenedlaethol

The Coleg Cymraeg Cenedlaethol works through branches located across seven universities in Wales. The aim of the branches is to support the work of the Coleg and act as a local point of contact for students.

The choice of Welsh medium courses has expanded significantly in recent years. There are currently over 1,000 courses for Welsh medium students, along with over 150 undergraduate scholarships awarded to students annually.

The work of Coleg Cymraeg Cenedlaethol includes:

- Ensure more study opportunities for Welsh medium students - in partnership with the universities
- Train, develop and fund new Welsh medium lecturers for the future
- Fund undergraduate and post-graduate scholarships
- Support students studying course through the medium of Welsh
- Increase the number of students choosing to study their whole course or part of their course through the medium of Welsh
- Develop quality modules, courses and resources for Welsh medium students.

ColegauCymru

ColegauCymru / CollegesWales is the national educational charity that represents 14 of Wales' further education (FE) colleges and designated FE institutions. Its Board comprises of college principals and chairs of corporations, appointed by member colleges. It also works closely with a wide range of partners in post-16 education, training and skills.

Through ColegauCymru colleges are represented on various committees and groups which influence and shape policy in post-16 education and life-long learning. In the Cardiff area we are seeing a growth in the demand for Welsh medium/ bilingual post-16 academic, vocational and work-based learning opportunities, and colleges involvement is instrumental in developing succsessful community WESP plans. Responding to this increase in demand for Welsh language delivery of post-16 education, training and skills are Cardiff and Vale college, St David's Catholic college and wea ymca community college. They can all offer a bilingual service, and are eagr through partnership to expand this delivery.

Mainstreaming the Welsh language in further education colleges is a strategic aim for ColegauCymru. Colleges have increased the percentage of bilingual provision substantially over recent years and have surpassed the targets set by the Welsh Government in its Welsh-Medium Education Strategy (2010). In 2010/11, 5.7 % of learning activities in further education colleges were delivered bilingually or through the medium of Welsh. The target was 7 % by 2015 and 10 % by 2020. The Welsh Government's annual report on the Strategy (July 2015) shows that colleges had reached 8.5 % by 2013/14 – higher than the 2015 target and well on course to meet the 2020 target.

ColegauCymru work closely with Sgiliaith, a progressive and innovative centre located in Grŵp Llandrillo Menai and funded by the Welsh Government. It provides training and support to further education colleges and other providers in order to increase bilingual and Welsh-medium teaching skills.

Eisteddfod Genedlaethol Cymru

The National Eisteddfod of Wales is one of the world's greatest cultural festivals and is held annually during the first week of August. It is a travelling festival, alternating between north and south Wales. The 2018 festival will be held in Cardiff for the first time since 2008. The festival, which attracts 150,000 visitors, celebrates the Welsh language and the culture of Wales in an inclusive and eclectic way. Much work has been done over the past decade to develop the festival as a family-friendly and accessible event, evolving and changing from year to year as it visits different parts of Wales.

Described as Wales' leading mobile regeneration project, the festival is the culmination of a two year community project, which sees local people come together to raise awareness and funds for the event itself. This work has started in Cardiff, and events and activities are being organised in areas across the city. These events bring together people of all ages and backgrounds. Although organised to promote the Eisteddfod, the language and Welsh culture, the events are diverse and varied, designed to bring people together to celebrate and prepare for the festival's visit.
Working with a wide range of organisations, the Eisteddfod is a catalyst for developments, and the legacy of the project and festival are acknowledged in the following areas:

- Community: an increase in the number of community activities held across the region in the two years up to the festival itself;
- Language: an increase in interest in the language and in the take-up of lessons by adults;
- Culture: an increase in the number of groups set-up to compete, in artists creating works and in books and music published in Welsh for the Eisteddfod;
- Economy: the economic impact of the Eisteddfod week has been independently verified as worth £6-8 million to the local economy (figures: Cardiff County Council, 2008);
- Volunteering: an increase in the number of people volunteering through the medium of Welsh and willing to work with other organisations following the Eisteddfod's visit.

The 2018 Eisteddfod will be held in Cardiff Bay, and will be a fence-free festival. This is a brand new approach for the Eisteddfod, combining the use of temporary structures and the buildings in the area, bringing together all the elements of the traditional Eisteddfod in a new and exciting way.

Literature Wales

Literature Wales is the national company for the development of literature in Wales. It believes that literature is for everyone and can be found anywhere. The organisation's many projects and activities include Wales Book of the Year, the National Poet of Wales, Bardd Plant Cymru and Young People's Laureate Wales, Literary Tourism initiatives, Writers on Tour funding scheme, creative writing courses at Tŷ Newydd Writing Centre, Services for Writers (including Bursaries and Mentoring) and Young People's Writing Squads. The Chief Executive is Lleucu Siencyn.
Literature Wales is a registered charity (no. 1146560) and works with the support of the Arts Council of Wales and the Welsh Government.

Menter Caerdydd

Menter Caerdydd was established in June 1998, with the aim of promoting and expanding the use of Welsh in Cardiff by creating opportunities for the city's residents to use the language outside work and school. Today, Menter Caerdydd is seen as one of the most successful Language Initiatives in Wales with over 40,000 service users.

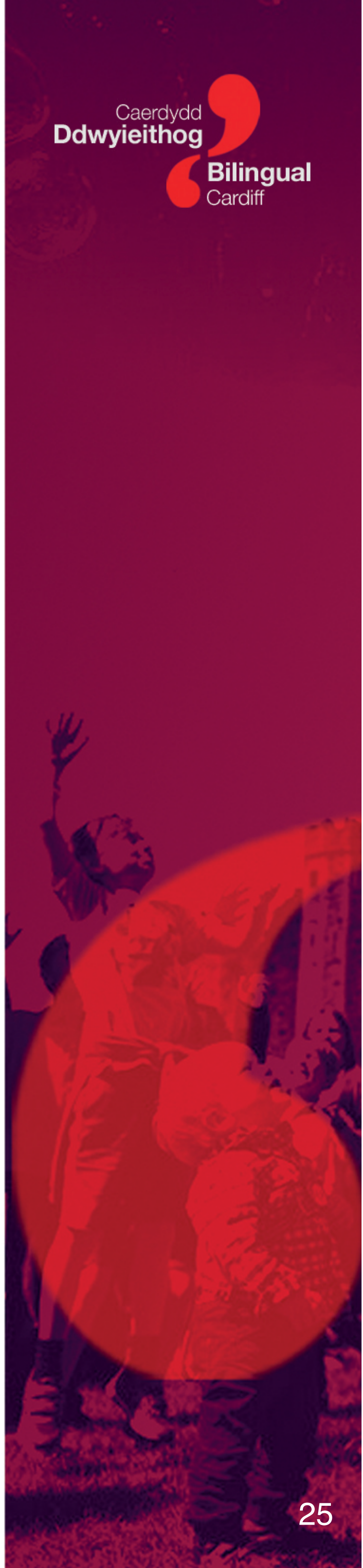
Menter Caerdydd delivers services by working in partnership with a number of Welsh organisations in Cardiff, as well as other organisations in the city whose focus stretches beyond offering activities in Welsh. Menter Caerdydd's main partners are the Welsh Government and Cardiff City Council who are responsible for funding a number of services offered in Welsh in the City. It's a registered charity and a Company Limited by Guarantee.

Menter Caerdydd's core work encompasses six priorities, namely:

- Promoting and creating opportunities to use Welsh.
- Building confidence and changing people's attitude towards Welsh.
- Reinforcing Welsh and its use within families.
- Developing employment and training opportunities for young people and adults.
- Developing Welsh Festivals to raise awareness of Welsh.
- Ensuring that Welsh has a visual platform on a digital level.

Menter Caerdydd's services and activities include leading on the Yr Hen Lyfrgell project – Cardiff's Welsh Culture Centre, Co-ordinating Training and Volunteering opportunities for 16+ students in Welsh, co-ordinating Tafwyl – Cardiff's Welsh language festival, organising weekly clubs for children, free play opportunities and workshops and Care Plans during the Holidays, social opportunities and activities for learners and families, and leading the City's Welsh Language Forum.

By focussing on these main priorities, Menter Caerdydd encompasses the Welsh Government's and Cardiff City Council's main strategic priorities in terms of language, families, children and young people, the community and the workplace.



Mudiad Meithrin

Mudiad Meithrin: a national voluntary organisation of cylchoedd meithrin, cylchoedd Ti a Fi, wraparound care, meithrin sessions and Welsh-medium nurseries that provide early years experiences, childcare and education of a high quality for approximately 22,000 children each week.

Cylchoedd meithrin, day nurseries, cylchoedd Ti a Fi and after school clubs are some examples of the type of settings that are members of Mudiad Meithrin. They are distributed across the country with 288 in the north west, 186 in the north east, 260 in mid Wales, 186 in the south west and 249 in the south east.

National Centre for Learning Welsh

The Centre is a national body responsible for all aspects of the Welsh for Adults education program. It operates as a body at arm's length from Welsh Government and has a clear vision for the future.

The Centre will:

- be a visible institution setting a national strategic direction for the Welsh for Adults sector.
- provide leadership for Welsh for Adults providers.
- raise standards in teaching and learning in Welsh for Adults.
- develop an engaging, appropriate and high quality national curriculum and produce resources suitable for all kinds of learners.

The National Centre for Learning Welsh provider in Cardiff is Cardiff University.

Urdd Gobaith Cymru

The Urdd is the largest youth organisation for children and young people in Wales with over 50,000 members. 30 % of all Welsh speakers in Wales aged between 8-25 are members. The Urdd has 260 staff, 100 volunteers, 900 branches, with 200 branches in the community. In addition, there are 150 sport clubs that meet weekly.

Urdd Gobaith Cymru's aim is to provide the opportunity, through the medium of Welsh, for the children and young people in Wales to become fully rounded individuals, developing personal and social skills that will enable them to make a positive contribution to the community.

Welsh Government

The Welsh Government is the devolved Government for Wales. The Welsh Government works to improve the lives of people in Wales and make our nation a better place in which to live and work. The Government is responsible for the devolved areas that include key areas of public life such as health, education and the environment.

The Welsh language is one of the Welsh Government's areas of responsibility - Section 61(k) of the Government of Wales Act 2006 (GOWA 2006) provides that the Welsh Ministers may do anything which they consider appropriate to support the Welsh Language.

The Welsh Government's aim is to see the Welsh language thrive, and has outlined its vision to see a million Welsh speakers by the year 2050.

The current Welsh Language Strategy: A living language: a language for living 2012-2017 outlines 6 strategic areas of focus:

- the family
- children and young people
- the community
- the workplace
- services
- technology and infrastructure.

Yr Hen Lyfrgell

Cardiff's Welsh Culture Centre ('Yr Hen Lyfrgell') based at the Old Library was opened in February 2016. The aim of the centre is to promote and celebrate Welsh as a living language in the capital city in a friendly and welcoming centre open to all citizens of Cardiff and its visitors. Yr Hen Lyfrgell offers a variety of facilities and activities in a sociable and inclusive atmosphere where the Welsh language and culture is at the heart of everything.

There is cafe, bar and restaurant serving Welsh food and drink, a shop selling quality Welsh goods, a book shop, a children's crèche, teaching rooms offering courses for Welsh learners, a flexible performance and exhibition area, and the Cardiff Story Museum. Showcasing 'the best of Cardiff and Wales', Yr Hen Lyfrgell is an energetic and innovative centre which aims to attract Welsh speakers and non-Welsh speakers alike, from Cardiff and beyond. A unique visitor attraction where the Welsh language will be used to celebrate everything that is great about Wales and its capital city - its culture, heritage and people. Yr Hen Lyfrgell is made possible through effective partnership working with the Welsh Government, the City of Cardiff Council and Cardiff based organisations – Menter Caerdydd, Cardiff University, The National Centre for Learning Welsh, Cardiff Story Museum, Mudiad Meithrin, Mela and Bodlon.

Caerdydd
Ddwyieithog

Bilingual
Cardiff

CARDIFF
CAERDYDD

Comisiynydd y
Gymraeg
Welsh Language
Commissioner

COMPLIANCE NOTICE – SECTION 44 WELSH LANGUAGE (WALES) MEASURE 2011

City of Cardiff Council – Issue Date: 30/09/2015

Standards required to comply with within 6 months.

Standard Number	Class of Standard	Standard	Imposition Date
1	Service Delivery	If you receive correspondence from a person in Welsh you must reply in Welsh (if an answer is required), unless the person has indicated that there is no need to reply in Welsh.	30/03/2016
2	Service Delivery	When you correspond with an individual ("A") for the first time, you must ask A whether A wishes to receive correspondence from you in Welsh, and if A responds to say that A wishes to receive correspondence in Welsh you must - (a) keep a record of A's wish, (b) correspond with A in Welsh when corresponding with A from then onwards, and (c) send any forms you send to A from then onwards in Welsh.	30/03/2016
3	Service Delivery	When you send correspondence addressed to two individuals who are members of the same household (for example, the parents of a child) for the first time, you must ask them whether they wish to receive correspondence from you in Welsh; and if - (a) both individuals respond to say that they wish to receive	30/03/2016

		correspondence in Welsh, you must keep a record of that wish and correspond in Welsh from then onwards when sending correspondence addressed to both of those individuals; (b) one (but not both) of the individuals responds to say that he or she wishes to receive correspondence in Welsh, you must keep a record of that wish and provide a Welsh language version of correspondence from then onwards when sending correspondence addressed to both of those individuals.	
4	Service Delivery	When you send the same correspondence to several persons, you must send a Welsh language version of the correspondence at the same time as you send any English language version.	30/03/2016
5	Service Delivery	If you don't know whether a person wishes to receive correspondence from you in Welsh, when you correspond with that person you must provide a Welsh language version of the correspondence.	30/03/2016
6	Service Delivery	If you produce a Welsh language version and a corresponding English language version of correspondence, you must not treat the Welsh language version less favourably than the English language version (for example, if the English version is signed, or if contact details are provided on the English version, then the Welsh version must be treated in the same way).	30/03/2016
7	Service Delivery	You must state - (a) in correspondence, and (b) in publications and official notices that invite persons to respond to you or to correspond with you, that you welcome receiving correspondence in Welsh, that you will respond to any correspondence in Welsh, and that corresponding in Welsh will not lead to delay.	30/03/2016

8	Service Delivery	When a person contacts you on your main telephone number (or numbers), or on any helpline numbers or call centre numbers, you must greet the person in Welsh.	30/03/2016
9	Service Delivery	When a person contacts you on your main telephone number (or numbers), or on any helpline numbers or call centre numbers, you must inform the person that a Welsh language service is available.	30/03/2016
10	Service Delivery	When a person contacts you on your main telephone number (or numbers), or on any helpline numbers or call centre numbers, you must deal with the call in Welsh in its entirety if that is the person's wish (where necessary by transferring the call to a member of staff who is able to deal with the call in Welsh).	30/03/2016
12	Service Delivery	When you advertise telephone numbers, helpline numbers or call centre services, you must not treat the Welsh language less favourably than the English language.	30/03/2016
14	Service Delivery	When you publish your main telephone number, or any helpline numbers or call centre service numbers, you must state (in Welsh) that you welcome calls in Welsh.	30/03/2016
15	Service Delivery	If you have performance indicators for dealing with telephone calls, you must ensure that those performance indicators do not treat telephone calls made in Welsh any less favourably than calls made in English.	30/03/2016
16	Service Delivery	Your main telephone call answering service (or services) must inform persons calling, in Welsh, that they can leave a message in Welsh.	30/03/2016
17	Service Delivery	When there is no Welsh language service available on your main telephone number (or numbers), or any helpline numbers or call centre numbers, you must inform persons calling, in Welsh (by way of an automated message or otherwise), when a Welsh language	30/03/2016

		service will be available.	
18	Service Delivery	If a person contacts one of you departments on a direct line telephone numbers (including on staff members' direct line numbers), and that person wishes to receive a service in Welsh, you must provide that service in Welsh in its entirety (if necessary by transferring the call to a member of staff who is able to deal with the call in Welsh).	30/03/2016
20	Service Delivery	When a person contacts you on a direct line number (whether on a department's direct line number or on the direct line number of a member of staff), you must ensure that, when greeting the person, the Welsh language is not treated less favourably than the English language.	30/03/2016
21	Service Delivery	When you telephone an individual ("A") for the first time you must ask A whether A wishes to receive telephone calls from you in Welsh, and if A responds to say that A wishes to receive telephone calls in Welsh you must keep a record of that wish, and conduct telephone calls made to A from then onwards in Welsh.	30/03/2016
22	Service Delivery	Any automated telephone systems that you have must provide the complete automated service in Welsh.	30/03/2016
24	Service Delivery	If you invite one person only ("P") to a meeting you must ask P whether P wishes to use the Welsh language at the meeting, and inform P that you will, if necessary, provide a translation service from Welsh to English for that purpose.	30/03/2016
24A	Service Delivery	If you have invited one person only ("P") to a meeting and P has informed you that P wishes to use the Welsh language at the meeting, you must arrange for a simultaneous translation service from Welsh to English to be available at the meeting (unless you conduct the meeting in Welsh without the assistance of a translation	30/03/2016

		service).	
26	Service Delivery	If you invite an individual ("A") to a meeting, and the meeting relates to the well-being of A, you must ask A whether A wishes to use the Welsh language at the meeting, and inform A that you will, if necessary, provide a translation service from Welsh to English and from English to Welsh for that purpose.	30/03/2016
26A	Service Delivery	You must arrange for a simultaneous translation service from Welsh to English and from English to Welsh to be available at a meeting - (a) if the meeting relates to the well-being of an invited individual ("A"), and (b) if A has informed you that A wishes to use the Welsh language at the meeting; unless you conduct the meeting in Welsh without the assistance of a translation service.	30/03/2016
27	Service Delivery	If you invite more than one person to a meeting (which does not relate to the well-being of one or more of the individuals invited), you must ask each person whether they wish to use the Welsh language at the meeting.	30/03/2016
27A	Service Delivery	If you have invited more than one person to a meeting (which does not relate to the well-being of one or more of the individuals invited), and at least 10% (but less than 100%) of the persons invited have informed you that they wish to use the Welsh language at the meeting, you must arrange for a simultaneous translation service from Welsh to English to be available at the meeting.	30/03/2016
27D	Service Delivery	If you have invited more than one person to a meeting (which does not relate to the well-being of one or more of the individuals invited), and all of the persons invited have informed you that they wish to use the Welsh language at the meeting, you must arrange for a	30/03/2016

		simultaneous translation service from Welsh to English to be available at the meeting (unless you conduct the meeting in Welsh without the assistance of a translation service).	
29	Service Delivery	If you invite more than one person to a meeting, and that meeting relates to the well-being of one or more of the individuals invited, you must - (a) ask that individual or each of those individuals whether he or she wishes to use the Welsh language at the meeting, and (b) inform that individual (or those individuals) that, if necessary, you will provide a translation service from Welsh to English and from English to Welsh for that purpose.	30/03/2016
29A	Service Delivery	You must provide a simultaneous translation service from Welsh to English and from English to Welsh at a meeting - (a) if you have invited more than one person to the meeting, (b) if the meeting relates to the well-being of one or more of the individuals invited, and (c) if at least one of those individuals has informed you that he or she wishes to use the Welsh language at the meeting; unless you conduct the meeting in Welsh without the assistance of a translation service.	30/03/2016
30	Service Delivery	If you arrange a meeting that is open to the public you must state on any material advertising it, and on any invitation to it, that anyone attending is welcome to use the Welsh language at the meeting.	30/03/2016
31	Service Delivery	When you send invitations to a meeting that you arrange which is open to the public, you must send the invitations in Welsh.	30/03/2016
32	Service Delivery	If you invite persons to speak at a meeting that you arrange which is open to the public you must - (a) ask each person invited to speak whether he or she wishes to use	30/03/2016

		the Welsh language, and (b) if that person (or at least one of those persons) has informed you that he or she wishes to use the Welsh language at the meeting, provide a simultaneous translation service from Welsh to English for that purpose (unless you conduct the meeting in Welsh without a translation service).	
33	Service Delivery	If you arrange a meeting that is open to the public, you must ensure that a simultaneous translation service from Welsh to English is available at the meeting, and you must orally inform those present in Welsh - (a) that they are welcome to use the Welsh language, and (b) that a simultaneous translation service is available. **You must comply with standard 33 in every circumstance, except:** ○ **where an invitation or material advertising the meeting has asked persons to inform you whether they wish to use the Welsh language, and that no person has informed you that he or she wishes to use the Welsh language at the meeting.**	30/03/2016
34	Service Delivery	If you display any written material at a meeting that you arrange which is open to the public, you must ensure that that material is displayed in Welsh, and you must not treat any Welsh language text less favourably than the English language text.	30/03/2016
35	Service Delivery	If you organise a public event, or fund at least 50% of a public event, you must ensure that, in promoting the event, the Welsh language is treated no less favourably than the English language (for example, in the way the event is advertised or publicised).	30/03/2016

36	Service Delivery	If you organise a public event, or fund at least 50% of a public event, you must ensure that the Welsh language is treated no less favourably than the English language at the event (for example, in relation to services offered to persons attending the event, in relation to signs displayed at the event and in relation to audio announcements made at the event).	30/03/2016
37	Service Delivery	Any publicity or advertising material that you produce must be produced in Welsh, and if you produce the advertising material in Welsh and in English, you must not treat the Welsh language version less favourably than you treat the English language version.	30/03/2016
38	Service Delivery	Any material that you display in public must be displayed in Welsh, and you must not treat any Welsh language version of the material less favourably than the English language version.	30/03/2016
41	Service Delivery	If you produce the following documents you must produce them in Welsh - (a) agendas, minutes and other papers that are available to the public, which relate to management board or cabinet meetings; (b) agendas, minutes and other papers for meetings, conferences or seminars that are open to the public. **You must comply with standard 41(a) in every circumstance, except:** ○ **other papers that are available to the public, which relate to management board or cabinet meetings.** **You must comply with standard 41(b) in every circumstance, except:**	30/03/2016

		○ **other papers for meetings that are open to the public.**	
42	Service Delivery	Any licence or certificate you produce must be produced in Welsh.	30/03/2016
43	Service Delivery	Any brochure, leaflet, pamphlet or card that you produce in order to provide information to the public must be produced in Welsh.	30/03/2016
45	Service Delivery	Any rules that you publish that apply to the public must be published in Welsh.	30/03/2016
46	Service Delivery	When you issue any statement to the press you must issue it in Welsh and, if there is a Welsh language version and an English language version of a statement, you must issue both versions at the same time.	30/03/2016
47	Service Delivery	If you produce a document for public use, and no other standard has required you to produce the document in Welsh, you must produce it in Welsh - (a) if the subject matter of the document suggests that it should be produced in Welsh, or (b) if the anticipated audience, and their expectations, suggests that the document should be produced in Welsh.	30/03/2016
48	Service Delivery	If you produce a document in Welsh and in English (whether separate versions or not), you must not treat any Welsh language version less favourably than you treat the English language version.	30/03/2016
49	Service Delivery	If you produce a Welsh language version and a separate English language version of a document, you must ensure that the English language version clearly states that the document is also available in Welsh.	30/03/2016
50	Service Delivery	Any form that you produce for public use must be produced in Welsh.	30/03/2016
50A	Service Delivery	If you produce a Welsh language version and a separate English language version of a form, you must ensure that the English	30/03/2016

		language version clearly states that the form is also available in Welsh.	
50B	Service Delivery	If you produce a form in Welsh and in English (whether separate versions or not), you must ensure that the Welsh language version is treated no less favourably than the English language version, and you must not differentiate between the Welsh and English versions in relation to any requirements that are relevant to the form (for example in relation to any deadline for submitting the form, or in relation to the time allowed to respond to the content of the form).	30/03/2016
52	Service Delivery	You must ensure that - (a) the text of each page of your website is available in Welsh, (b) every Welsh language page on your website is fully functional, and (c) the Welsh language is not treated less favourably than the English language on your website. **You must comply with standard 52 in every circumstance, except:** ○ **catalogue and contract information on the e-commerce web service Basware.**	30/03/2016
55	Service Delivery	If you have a Welsh language web page that corresponds to an English language web page, you must state clearly on the English language web page that the page is also available in Welsh, and you must provide a direct link to the Welsh page on the corresponding English page. **You must comply with standard 55 in every circumstance, except:**	30/03/2016

		○ **catalogue and contract information on the e-commerce web service Basware.**	
56	Service Delivery	You must provide the interface and menus on every page of your website in Welsh. **You must comply with standard 56 in every circumstance, except:** ○ **catalogue and contract information on the e-commerce web service Basware.**	30/03/2016
57	Service Delivery	All apps that you publish must function fully in Welsh, and the Welsh language must be treated no less favourably than the English language in relation to that app.	30/03/2016
58	Service Delivery	When you use social media you must not treat the Welsh language less favourably than the English language.	30/03/2016
59	Service Delivery	If a person contacts you by social media in Welsh, you must reply in Welsh (if an answer is required).	30/03/2016
60	Service Delivery	You must ensure that any self service machines that you have function fully in Welsh, and the Welsh language must be treated no less favourably than the English language in relation to that machine.	30/03/2016
61	Service Delivery	When you erect a new sign or renew a sign (including temporary signs), any text displayed on the sign must be displayed in Welsh (whether on the same sign as you display corresponding English language text or on a separate sign); and if the same text is displayed in Welsh and in English, you must not treat the Welsh language text less favourably than the English language text.	30/03/2016
62	Service Delivery	When you erect a new sign or renew a sign (including temporary signs) which conveys the same information in Welsh and in English,	30/03/2016

		the Welsh language text must be positioned so that it is likely to be read first.	
63	Service Delivery	You must ensure that the Welsh language text on signs is accurate in terms of meaning and expression.	30/03/2016
64	Service Delivery	Any reception service you make available in English must also be available in Welsh, and any person who requires a Welsh language reception service must not be treated less favourably that a person who requires an English language reception service. **You must comply with standard 64 in relation to the following by 30 March 2016:** ○ **The body's main reception service** **You must comply with standard 64 in relation to the following by 30 September 2016:** ○ **Every other reception service**	30/03/2016
67	Service Delivery	You must display a sign in your reception which states (in Welsh) that persons are welcome to use the Welsh language at the reception.	30/03/2016
68	Service Delivery	You must ensure that staff at the reception who are able to provide a Welsh language reception service wear a badge to convey that.	30/03/2016
69	Service Delivery	Any official notice that you publish or display must be published or displayed in Welsh, and you must not treat any Welsh language version of a notice less favourably than an English language version.	30/03/2016
70	Service Delivery	When you publish or display an official notice that contains Welsh language text as well as English language text, the Welsh language text must be positioned so that it is likely to be read first.	30/03/2016
71	Service Delivery	Any documents that you publish which relate to applications for a grant, must be published in Welsh, and you must not treat a Welsh	30/03/2016

		language version of such documents less favourably than an English language version.	
72	Service Delivery	When you invite applications for a grant, you must state in the invitation that applications may be submitted in Welsh and that any application submitted in Welsh will be treated no less favourably than an application submitted in English.	30/03/2016
72A	Service Delivery	You must not treat applications for a grant submitted in Welsh less favourably than applications submitted in English (including, amongst other matters, in relation to the closing date for receiving applications and in relation to the time-scale for informing applicants of decisions).	30/03/2016
74	Service Delivery	If you receive an application for a grant in Welsh and it is necessary to interview the applicant as part of your assessment of the application you must - (a) offer to provide a translation service from Welsh to English to enable the applicant to use the Welsh language at the interview, and (b) if the applicant wishes to use the Welsh language at the interview, provide a simultaneous translation service for that purpose (unless you conduct the interview in Welsh without a translation service).	30/03/2016
75	Service Delivery	When you inform an applicant of your decision in relation to an application for a grant, you must do so in Welsh if the application was submitted in Welsh.	30/03/2016
76	Service Delivery	Any invitations to tender for a contract that you publish must be published in Welsh, and you must not treat a Welsh language version of any invitation less favourably than an English language version. **You must comply with standard 76 in the following circumstances:** **(a) If the subject matter of the tender for a contract suggests**	30/03/2016

		that it should be produced in Welsh, or **(b) If the anticipated audience, and their expectations, suggests that the document should be produced in Welsh.**	
77	Service Delivery	When you publish invitations to tender for a contract, you must state in the invitation that tenders may be submitted in Welsh, and that a tender submitted in Welsh will be treated no less favourably than a tender submitted in English.	30/03/2016
77A	Service Delivery	You must not treat a tender for a contract submitted in Welsh less favourably than a tender submitted in English (including, amongst other matters, in relation to the closing date for receiving tenders, and in relation to the time-scale for informing tenderers of decisions).	30/03/2016
79	Service Delivery	If you receive a tender in Welsh and it is necessary to interview the tenderer as part of your assessment of the tender you must - (a) offer to provide a translation service from Welsh to English to enable the tenderer to use the Welsh language at the interview, and (b) if the tenderer wishes to use the Welsh language at the interview, provide a simultaneous translation service for that purpose (unless you conduct the interview in Welsh without a translation service).	30/03/2016
80	Service Delivery	When you inform a tenderer of your decision in relation to a tender, you must do so in Welsh if the tender was submitted in Welsh.	30/03/2016
81	Service Delivery	You must promote any Welsh language service that you provide, and advertise that service in Welsh.	30/03/2016
82	Service Delivery	If you provide a service in Welsh that corresponds to a service you provide in English, any publicity or document that you produce, or website that you publish, which refers to the English service must also state that a corresponding service is available in Welsh.	30/03/2016
83	Service Delivery	When you form, revise or present your corporate identity, you must not treat the Welsh language less favourably than the English	30/03/2016

		language.	
84	Service Delivery	If you offer an education course that is open to the public, you must offer it in Welsh. **You must comply with standard 84 in every circumstance, except:** ○ **when an assessment carried out in accordance with standard 86 comes to the conclusion that there is no need for that course to be offered in Welsh.**	30/03/2016
86	Service Delivery	If you develop an education course that is to be offered to the public, you must assess the need for that course to be offered in Welsh; and you must ensure that the assessment is published on your website.	30/03/2016
87	Service Delivery	When you announce a message over a public address system, you must make that announcement in Welsh and, if the announcement is made in Welsh and in English, the announcement must be made in Welsh first.	30/03/2016
88	Policy Making	When you formulate a new policy, or review or revise an existing policy, you must consider what effects, if any (whether positive or adverse), the policy decision would have on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	30/03/2016
89	Policy Making	When you formulate a new policy, or review or revise an existing policy, you must consider how the policy could be formulated (or how an existing policy could be changed) so that the policy decision would have positive effects, or increased positive effects, on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English	30/03/2016

		language.	
90	Policy Making	When you formulate a new policy, or review or revise an existing policy, you must consider how the policy could be formulated (or how an existing policy could be changed) so that the policy decision would not have adverse effects, or so that it would have decreased adverse effects, on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	30/03/2016
91	Policy Making	When you publish a consultation document which relates to a policy decision, the document must consider, and seek views on, the effects (whether positive or adverse) that the policy decision under consideration would have on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	30/03/2016
92	Policy Making	When you publish a consultation document which relates to a policy decision the document must consider, and seek views on, how the policy under consideration could be formulated or revised so that it would have positive effects, or increased positive effects, on (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	30/03/2016
93	Policy Making	When you publish a consultation document which relates to a policy decision the document must consider, and seek views on, how the policy under consideration could be formulated or revised so that it would not have adverse effects, or so that it would have decreased adverse effects, on -	30/03/2016

		(a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	
94	Policy Making	You must produce and publish a policy on awarding grants (or, where appropriate, amend an existing policy) which requires you to take the following matters into account when you make decisions in relation to the awarding of a grant - (a) what effects, if any (and whether positive or negative), the awarding of a grant would have on - (i) opportunities for persons to use the Welsh language, and (ii) treating the Welsh language no less favourably than the English language; (b) how the decision could be taken or implemented (for example, by imposing conditions of grant) so that it would have positive effects, or increased positive effects, on - (i) opportunities for persons to use the Welsh language, and (ii) treating the Welsh language no less favourably than the English language; (c) how the decision could be taken or implemented (for example, by imposing conditions of grant) so that it would not have adverse effects, or so that it would have decreased adverse effects on - (i) opportunities for persons to use the Welsh language, and (ii) treating the Welsh language no less favourably than the English language; (ch) whether you need to ask the applicant for any additional information in order to assist you in assessing the effects of awarding a grant on - (i) opportunities for persons to use the Welsh language, and	30/03/2016

		(ii) treating the Welsh language no less favourably than the English language.	
95	Policy Making	When you commission or undertake research that is intended to assist you to make a policy decision, you must ensure that the research considers what effects, if any (and whether positive or adverse), the policy decision under consideration would have on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	30/03/2016
96	Policy Making	When you commission or undertake research that is intended to assist you to make a policy decision, you must ensure that the research considers how the policy decision under consideration could be made so that it would have a positive effects, or so that it would have increased positive effects, on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	30/03/2016
97	Policy Making	When you commission or undertake research that is intended to assist you to make a policy decision, you must ensure that the research considers how the policy decision under consideration could be made so that it would not have adverse effects, or so that it would have decreased adverse effects, on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	30/03/2016
98	Operational	You must develop a policy on using Welsh internally for the purpose of promoting and facilitating the use of the language, and you must publish that policy on your intranet.	30/03/2016

99	Operational	When you offer a new post to an individual, you must ask that individual whether he or she wishes for the contract of employment or contract for services to be provided in Welsh; and if that is the individual's wish you must provide the contract in Welsh.	30/03/2016
100	Operational	You must - (a) ask each employee whether he or she wishes to receive any paper correspondence that relates to his or her employment, and which is addressed to him or her personally, in Welsh, and (b) if an employee so wishes, provide any such correspondence to that employee in Welsh.	30/03/2016
105	Operational	If you publish a policy relating to behaviour in the workplace, you must publish it in Welsh.	30/03/2016
106	Operational	If you publish a policy relating to health and well-being at work, you must publish it in Welsh.	30/03/2016
107	Operational	If you publish a policy relating to salaries or workplace benefits, you must publish it in Welsh.	30/03/2016
108	Operational	If you publish a policy relating to performance management, you must publish it in Welsh.	30/03/2016
109	Operational	If you publish a policy about absence from work, you must publish it in Welsh.	30/03/2016
110	Operational	If you publish a policy relating to working conditions, you must publish it in Welsh.	30/03/2016
111	Operational	If you publish a policy regarding work patterns, you must publish it in Welsh.	30/03/2016
112	Operational	You must allow each member of staff - (a) to make complaints to you in Welsh, and (b) to respond in Welsh to any complaint made about him or about	30/03/2016

		her.	
112A	Operational	You must state in any document that you have that sets out your procedures for making complaints that each member of staff may - (a) make a complaint to you in Welsh, and (b) respond to a complaint made about him or about her in Welsh; and you must also inform each member of staff of that right.	30/03/2016
114	Operational	If you receive a complaint from a member of staff or a complaint about a member of staff, and a meeting is required with that member of staff, you must - (a) ask the member of staff whether he or she wishes to use the Welsh language at the meeting; (b) explain that you will provide a translation service from Welsh to English for that purpose if it is required; and if the member of staff wishes to use the Welsh language, you must provide a simultaneous translation service from Welsh to English at the meeting (unless you conduct the meeting in Welsh without translation services).	30/03/2016
115	Operational	When you inform a member of staff of a decision you have reached in relation to a complaint made by him or by her, or in relation to a complaint made about him or about her, you must do so in Welsh if that member of staff - (a) made the complaint in Welsh, (b) responded in Welsh to a complaint about him or about her, (c) asked for a meeting about the complaint to be conducted in Welsh, or (ch) asked to use the Welsh language at a meeting about the complaint.	30/03/2016
116	Operational	You must allow all members of staff to respond in Welsh to	30/03/2016

		allegations made against them in any internal disciplinary process.	
116A	Operational	You must - (a) state in any document that you have which sets out your arrangements for disciplining staff that any member of staff may respond in Welsh to any allegations made against him or against her, and (b) if you commence a disciplinary procedure in relation to a member of staff, inform that member of staff of that right.	30/03/2016
118	Operational	If you organise a meeting with a member of staff regarding a disciplinary matter that relates to his or her conduct you must - (a) ask the member of staff whether he or she wishes to use the Welsh language at the meeting, and (b) explain that you will provide a translation service for that purpose if it is required; and, if the member of staff wishes to use the Welsh language, you must provide a simultaneous translation service from Welsh to English at the meeting (unless you conduct the meeting in Welsh without a translation service).	30/03/2016
119	Operational	When you inform a member of staff of a decision you have reached following a disciplinary process, you must do so in Welsh if that member of staff - (a) responded to allegations made against him or her in Welsh, (b) asked for a meeting regarding the disciplinary process to be conducted in Welsh, or (c) asked to use the Welsh language at a meeting regarding the disciplinary process.	30/03/2016
120	Operational	You must provide staff with computer software for checking spelling and grammar in Welsh, and provide Welsh language interfaces for	30/03/2016

		software (where an interface exists).	
122	Operational	You must ensure that - (a) the text of the homepage of your intranet is available in Welsh, (b) any Welsh language text on your intranet's homepage (or, where relevant, your Welsh language intranet homepage) is fully functional, and (c) the Welsh language is treated no less favourably than the English language in relation to the homepage of your intranet.	30/03/2016
124	Operational	If you have a Welsh language page on your intranet that corresponds to an English language page, you must state clearly on the English language page that the page is also available in Welsh, and must provide a direct link to the Welsh language page on the corresponding English language page.	30/03/2016
125	Operational	You must designate and maintain a page (or pages) on your intranet which provides services and support material to promote the Welsh language and to assist your staff to use the Welsh language.	30/03/2016
126	Operational	You must provide the interface and menus on your intranet pages in Welsh.	30/03/2016
127	Operational	You must assess the Welsh languages skills of your employees.	30/03/2016
130	Operational	You must provide opportunities during working hours - (a) for your employees to receive basic Welsh language lessons, and (b) for employees who manage others to receive training on using the Welsh language in their role as managers.	30/03/2016
131	Operational	You must provide opportunities for employees who have completed basic Welsh language training to receive further training free of charge, to develop their language skills.	30/03/2016
132	Operational	You must provide training courses so that your employees can	30/03/2016

		develop - (a) awareness of the Welsh language (including awareness of its history and its role in Welsh culture); (b) an understanding of the duty to operate in accordance with the Welsh language standards; (c) an understanding of how the Welsh language can be used in the workplace.	
133	Operational	When you provide information to new employees (for example by means of an induction process), you must provide information for the purpose of raising their awareness of the Welsh language.	30/03/2016
134	Operational	You must provide text or a logo for your staff to include in e-mail signatures which will enable them to indicate whether they speak Welsh fluently or whether they are learning the language.	30/03/2016
135	Operational	You must provide wording for your employees which will enable them to include a Welsh language version of their contact details in e-mail messages, and to provide a Welsh language version of any message which informs others that they are unavailable to respond to e-mail messages.	30/03/2016
136	Operational	When you assess the requirements for a new or vacant post, you must assess the need for Welsh language skills, and categorise it as a post where one or more of the following apply - (a) Welsh language skills are essential; (b) Welsh language skills need to be learnt when appointed to the post; (c) Welsh language skills are desirable; or (ch) Welsh language skills are not necessary.	30/03/2016
136A	Operational	If you have categorised a post as one where Welsh language skills are essential, desirable or need to be learnt you must -	30/03/2016

		(a) specify that when advertising the post, and (b) advertise the post in Welsh.	
137	Operational	When you advertise a post, you must state that applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.	30/03/2016
137A	Operational	If you publish - (a) application forms for posts; (b) material that explains your procedure for applying for posts; (c) information about your interview process, or about other assessment methods when applying for posts; (ch) job descriptions; you must publish them in Welsh; and you must ensure that the Welsh language versions of the documents are treated no less favourably than any English language versions of those documents.	30/03/2016
137B	Operational	You must not treat an application for a post made in Welsh less favourably than you treat an application made in English (including, amongst other matters, in relation to the closing date you set for receiving applications and in relation to any time-scale for informing individuals of decisions).	30/03/2016
139	Operational	You must ensure that your application forms for posts - (a) provide a space for individuals to indicate that they wish to use the Welsh language at an interview or at any other method of assessment, and (b) explain that you will provide a translation service from Welsh to English for that purpose if it is required; and, if the individual wishes to use the Welsh language at the interview or assessment, you must provide a simultaneous	30/03/2016

		translation service at the interview or assessment (unless you conduct the interview or assessment in Welsh without that translation service).	
140	Operational	When you inform an individual of your decision in relation to an application for a post, you must do so in Welsh if the application was made in Welsh.	30/03/2016
141	Operational	When you erect a new sign or renew a sign in your workplace (including temporary signs), any text displayed on the sign must be displayed in Welsh (whether on the same sign as the corresponding English language text or on a separate sign), and if the same text is displayed in Welsh and in English, you must not treat the Welsh language text less favourably than the English language text.	30/03/2016
142	Operational	When you erect a new sign or renew a sign in your workplace (including temporary signs) which conveys the same information in Welsh and in English, the Welsh language text must be positioned so that it is likely to be read first.	30/03/2016
143	Operational	You must ensure that the Welsh language text on signs displayed in your workplace is accurate in terms of meaning and expression.	30/03/2016
144	Operational	When you make announcements in the workplace using audio equipment, that announcement must be made in Welsh, and if the announcement is made in Welsh and in English, the announcement must be made in Welsh first.	30/03/2016
147	Record Keeping	You must keep a record, in relation to each financial year, of the number of complaints you receive relating to your compliance with standards.	30/03/2016
148	Record Keeping	You must keep a copy of any written complaint that you receive that relates to your compliance with the standards with which you are under a duty to comply.	30/03/2016

149	Record Keeping	You must keep a copy of any written complaint that you receive that relates to the Welsh language (whether or not that complaint relates to the standards with which you are under a duty to comply).	30/03/2016
150	Record Keeping	You must keep a record of the steps that you have taken in order to ensure compliance with the policy making standards with which you are under a duty to comply.	30/03/2016
151	Record Keeping	You must keep a record (following assessments of your employees' Welsh language skills made in accordance with standard 127), of the number of employees who have Welsh language skills at the end of each financial year and, where you have that information, you must keep a record of the skill level of those employees.	30/03/2016
153	Record Keeping	You must keep a copy of every assessment that you carry out (in accordance with standard 136) in respect of the Welsh language skills that may be needed in relation to a new or vacant post.	30/03/2016
154	Record Keeping	You must keep a record, in relation to each financial year of the number of new and vacant posts which were categorised (in accordance with standard 136) as posts where - (a) Welsh language skills are essential; (b) Welsh language skills need to be learnt when appointed to the post; (c) Welsh language skills are desirable; or (ch) Welsh language skills are not necessary.	30/03/2016
155	Supplementary - Service Delivery	You must ensure that a document which records the service delivery standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available - (a) on your website, and (b) in each of your offices that are open to the public.	30/03/2016

156	Supplementary - Service Delivery	You must - (a) ensure that you have a complaints procedure that deals with the following matters - (i) how you intend to deal with complaints relating to your compliance with the service delivery standards with which you are under a duty to comply, and (ii) how you will provide training for your staff in relation to dealing with those complaints, (b) publish a document that records that procedure on your website, and (c) ensure that a copy of that document is available in each of your offices that are open to the public.	30/03/2016
157	Supplementary - Service Delivery	You must - (a) ensure that you have arrangements for (i) overseeing the way you comply with the service delivery standards with which you are under a duty to comply, (ii) promoting the services that you offer in accordance with those standards, and (iii) facilitating the use of those services, (b) publish a document that records those arrangements on your website, and (c) ensure that a copy of that document is available in each of your offices that are open to the public.	30/03/2016
158	Supplementary - Service Delivery	(1) You must produce a report (an "annual report"), in Welsh, in relation to each financial year, which deals with the way in which you have complied with the service delivery standards with which you were under a duty to comply during that year. (2) The annual report must include the number of complaints that you	30/03/2016

		received during that year which related to your compliance with the service delivery standards with which you were under a duty to comply. (3) You must publish the annual report no later than 30 June following the financial year to which the report relates. (4) You must publicise the fact that you have published an annual report. (5) You must ensure that a current copy of your annual report is available - (a) on your website, and (b) in each of your offices that are open to the public.	
159	Supplementary - Service Delivery	You must publish a document on your website which explains how you intend to comply with the service delivery standards with which you are under a duty to comply.	30/03/2016
160	Supplementary - Service Delivery	You must provide any information requested by the Welsh Language Commissioner which relates to your compliance with the service delivery standards with which you are under a duty to comply.	30/03/2016
161	Supplementary - Policy Making	You must ensure that a document which records the policy making standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available - (a) on your website, and (b) in each of your offices that are open to the public.	30/03/2016
162	Supplementary - Policy Making	You must - (a) ensure that you have a complaints procedure that deals with the following matters - (i) how you intend to deal with complaints relating to your compliance with the policy making standards with which you are under a duty to	30/03/2016

		comply, and (ii) how you will provide training for your staff in relation to dealing with those complaints, (b) publish a document that records that procedure on your website, and (c) ensure that a copy of that document is available in each of your offices that are open to the public.	
163	Supplementary - Policy Making	You must - (a) ensure that you have arrangements for overseeing the way you comply with the policy making standards with which you are under a duty to comply, (b) publish a document that records those arrangements on your website, and (c) ensure that a copy of that document is available in each of your offices that are open to the public.	30/03/2016
164	Supplementary - Policy Making	(1) You must produce a report (an "annual report"), in Welsh, in relation to each financial year, which deals with the way in which you have complied with the policy making standards with which you were under a duty to comply during that year. (2) The annual report must include the number of complaints you received during the year which related to your compliance with the policy making standards with which you were under a duty to comply. (3) You must publish the annual report no later than 30 June following the financial year to which the report relates. (4) You must publicise the fact that you have published an annual report. (5) You must ensure that a current copy of your annual report is available -	30/03/2016

		(a) on your website, and (b) in each of your offices that are open to the public.	
165	Supplementary - Policy Making	You must publish a document on your website which explains how you intend to comply with the policy making standards with which you are under a duty to comply.	30/03/2016
166	Supplementary - Policy Making	You must provide any information requested by the Welsh Language Commissioner which relates to compliance with the policy making standards with which you are under a duty to comply.	30/03/2016
167	Supplementary - Operational	You must ensure that a document which records the operational standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available - (a) on your website, and (b) in each of your offices that are open to the public.	30/03/2016
168	Supplementary - Operational	You must - (a) ensure that you have a complaints procedure that deals with the following matters - (i) how you intend to deal with complaints relating to your compliance with the operational standards with which you are under a duty to comply, and (ii) how you will provide training for your staff in relation to dealing with those complaints, and (b) publish a document that records that procedure on your intranet.	30/03/2016
169	Supplementary - Operational	You must - (a) ensure that you have arrangements for (i) overseeing the way you comply with the operational standards with which you are under a duty to comply, (ii) promoting the services that you offer in accordance with those	30/03/2016

		standards, and (iii) facilitate the use of those services, and (b) publish document that records that procedure on your intranet.	
170	Supplementary - Operational	(1) You must produce a report (an "annual report"), in Welsh, in relation to each financial year, which deals with the way in which you have complied with the operational standards with which you were under a duty to comply during that year. (2) The annual report must include the following information (where relevant, to the extent you are under a duty to comply with the standards referred to) - (a) the number of employees who have Welsh language skills at the end of the year in question (on the basis of the records you kept in accordance with standard 151); (b) the number of members of staff who attended training courses you offered in Welsh during the year (on the basis of the records you kept in accordance with standard 152); (c) if a Welsh version of a course was offered by you during that year, the percentage of the total number of staff attending the course who attended the Welsh version (on the basis of the records you kept in accordance with standard 152); (ch) the number of new and vacant posts that you advertised during the year which were categorised as posts where - (i) Welsh language skills were essential, (ii) Welsh language skills needed to be learnt when appointed to the post, (iii) Welsh language skills were desirable, or (iv) Welsh language skills were not necessary, (on the basis of the records you kept in accordance with standard 154);	30/03/2016

		(d) the number of complaints that you received during that year which related to your compliance with the operational standards with which you were under a duty to comply. (3) You must publish the annual report no later than 30 June following the financial year to which the report relates. (4) You must publicise the fact that you have published an annual report. (5) You must ensure that a current copy of your annual report is available - (a) on your website, and (b) in each of your offices that are open to the public.	
171	Supplementary - Operational	You must publish a document on your website which explains how you intend to comply with the operational standards with which you are under a duty to comply.	30/03/2016
172	Supplementary - Operational	You must provide any information requested by the Welsh Language Commissioner which relates to compliance with which you are under a duty to comply.	30/03/2016
175	Supplementary - Record Keeping	You must ensure that a document which records the record keeping standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available - (a) on your website, and (b) in each of your offices that are open to the public.	30/03/2016
176	Supplementary - Record Keeping	You must provide any records you kept in accordance with the record keeping standards with which you are under a duty to comply to the Welsh Language Commissioner, if the Commissioner asks for those records.	30/03/2016

Standards required to comply with within a year.

Standard Number	Class of Standard	Standard	Imposition Date
13	Service Delivery	If you offer a Welsh language service on your main telephone number (or numbers), on any helpline numbers or call centre numbers, the telephone number for the Welsh language service must be the same as for the corresponding English language service.	30/09/2016
44	Service Delivery	If you produce the following documents, and they are available to the public, you must produce them in Welsh - (a) policies, strategies, annual reports and corporate plans; (b) guidelines and codes of practice; (c) consultation papers.	30/09/2016
51	Service Delivery	If you pre-enter information on a Welsh language version of a form (for example, before sending it to a member of the public in order for him or her to check the content or to fill in the remainder of the form), you must ensure that the information that you pre-enter is in Welsh.	30/09/2016
101	Operational	You must ask each employee whether he or she wishes to receive any documents that outline his or her training needs or requirements in Welsh; and if that is the employee's wish you must provide any such documents to him or to her in Welsh.	30/09/2016
102	Operational	You must ask each employee whether he or she wishes to receive any documents that outline his or her performance objectives in Welsh; and if that is the employee's wish you must provide any such documents to him or to her in Welsh.	30/09/2016
103	Operational	You must ask each employee whether he or she wishes to receive any documents that outline or record his or her career plan in Welsh; and if that is the employee's wish you must provide any such	30/09/2016

		documents to him or to her in Welsh.	
104	Operational	You must ask each employee whether he or she wishes to receive any forms that record and authorise - (a) annual leave, (b) absences from work, and (c) flexible working hours, in Welsh; and if that is an employee's wish, you must provide any such forms to him or to her in Welsh.	30/09/2016
123	Operational	You must ensure that each time you publish a new intranet page or amend a page - (a) the text of that page is available in Welsh, (b) any Welsh language version of that page is fully functional, And (c) the Welsh language is treated no less favourably than the English language in relation to the text of that page.	30/09/2016
128	Operational	You must provide training in Welsh in the following areas, if you provide such training in English - (a) recruitment and interviewing; (b) performance management; (c) complaints and disciplinary procedures; (ch) induction; (d) dealing with the public; and (dd) health and safety.	30/09/2016
129	Operational	You must provide training (in Welsh) on using Welsh effectively in - (a) meetings; (b) interviews; and (c) complaints and disciplinary procedures.	30/09/2016
145	Promotion	You must produce, and publish on your website, a 5-year strategy that sets out how you propose to promote the Welsh language and to	30/09/2016

		facilitate the use of the Welsh language more widely in your area; and the strategy must include (amongst other matters) - (a) a target (in terms of the percentage of speakers in your area) for increasing or maintaining the number of Welsh speakers in your area by the end of the 5 year period concerned, and (b) a statement setting out how you intend to reach that target; and you must review the strategy and publish a revised version on your website within 5 years of publishing a strategy (or of publishing a revised strategy).	
146	Promotion	Five years after publishing a strategy in accordance with standard 145 you must - (a) assess to what extent you have followed that strategy and have reached the target set by it, and (b) publish that assessment on your website, ensuring that it contains the following information - (i) the number of Welsh speakers in your area, and the age of those speakers; (ii) a list of the activities that you have arranged or funded during the previous 5 years in order to promote the use of the Welsh language.	30/09/2016
152	Record Keeping	You must keep a record, for each financial year of - (a) the number of members of staff who attended training courses offered by you in Welsh (in accordance with standard 128), and (b) if a Welsh version of a course was offered by you in accordance with standard 128, the percentage of the total number of staff attending the course who attended that version.	30/09/2016
173	Supplementary - Promotion	You must ensure that a document which records the promotion standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is	30/09/2016

		available - (a) on your website, and (b) in each of your offices that are open to the public.	
174	Supplementary - Promotion	You must provide any information requested by the Welsh Language Commissioner which relates to compliance with the promotion standards with which you are under a duty to comply.	30/09/2016

Standards required to comply with within 3 years.

Standard Number	Class of Standard	Standard	Imposition Date
121	Operational	You must ensure that - (a) the text of each page of your intranet is available in Welsh, (b) every Welsh language page on your intranet is fully functional, and (c) the Welsh language is treated no less favourably than the English language on your intranet.	30/09/2018

Meri Huws

Meri Huws
Welsh Language Commissioner

Date: 30/09/2015

CARDIFF COUNCIL

Equality Impact Assessment

Corporate Assessment Template

Policy/Strategy/Project/Procedure/Service/Function Title: The City of Cardiff Council Bilingual Cardiff 5-year Welsh Language Strategy 2017-2022	
New/Existing/Updating/Amending:	

Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?	
Name: Ffion Gruffudd	Job Title: Head of Bilingual Cardiff
Service Team: Bilingual Cardiff	Service Area: Governance & Legal Services
Assessment Date: 16-02-2017	

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

The City of Cardiff Council Bilingual Cardiff: 5-Year Welsh Language Strategy 2017-2022 is a statutory requirement of the Welsh language (no.1) standards which were issued to the City of Cardiff Council under Section 44 Welsh Language (Wales) Measure 2011. This is a-city wide strategy which sets out the Council's priorities for promoting and developing the Welsh language in Cardiff.

The vision of this strategy is to develop a truly bilingual Cardiff. A Cardiff where our citizens can live, work and play, as well as access services and support in Welsh or English equally. A capital city where bilingualism is promoted as something completely natural, and where the Welsh language is protected and nurtured for future generations to use and enjoy.

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.]

The Welsh Language (Wales) Measure 2011 established a legal framework to impose duties on certain organisations to comply with standards in relation to the Welsh language by way of sub-legislation (Welsh Language [No.1] Regulation Standards 2015). The standards issued to the City of Cardiff Council are listed in 'The City of Cardiff Council Compliance Notice – Section 44 Welsh Language (Wales) Measure 2011.

Standard 145 of the Welsh Language Standards (No.1) Regulations 2015 requires the Council to produce and publish a five year strategy by the 30th of September 2016 which sets out how we will promote and facilitate the use of Welsh. This strategy includes a target to increase the number of Welsh speakers within Cardiff as well as specific actions to facilitate the use of the language in line with the Welsh Government's Welsh Language Strategy 2012—17 and draft strategy: *a million Welsh speakers by 2050* (published for consultation August 2016).

The draft Bilingual Cardiff strategy was published for public consultation on the 30th of September in accordance with the requirements and since then a detailed action plan for the strategy has been developed with our partners in order to deliver on the identified priorities.

Welsh Language Standard 145 states:

> **You must produce, and publish on your website, a 5-year strategy that sets out how you propose to promote the Welsh language and to facilitate the use of the Welsh language more widely in your area; and the strategy must include (amongst other matters) (a) a target (in terms of the percentage of speakers in your area) for increasing or maintaining the number of Welsh speakers in your area by the end of the 5 year period concerned, and (b) a statement setting out how you intend to reach that target; and you must review the strategy and publish a revised version on your website within 5 years of publishing a strategy (or of publishing a revised strategy).**

The strategy includes a target to increase the number of Welsh speakers within Cardiff over a five-year period in line with the Welsh Government's vision for a million Welsh speakers by 2050. In order for Cardiff to play its part in achieving this vision, we have set a target to increase the number of Welsh speakers in Cardiff by 15.9% to 42,584 by the 2021 Census. This will primarily be achieved through the Welsh in Education Strategic Plan 2017-2020.

Of the responses received to the public consultation (223 responses) **70.3%** strongly agreed or tended to agree with the vision of a truly bilingual Cardiff. **53.2%** agreed with our target for increasing the number of Welsh speakers in Cardiff.

The Bilingual Cardiff Strategy will contribute to the seven national well-being goals within the Well-being of Future Generations Act, in particular towards Wales having a vibrant culture and a thriving living Welsh language.

The following strategic areas and vision are included within the strategy

Strategic Area 1: Families, Children and Young people
Families, children and young people have ample opportunities to use Welsh every day.

Strategic Area 2: Community and Infrastructure
A city with a fully bilingual linguistic landscape which has the Welsh language as

an integral part of its social and civic activities **Strategic Area 3: Welsh Language Services and the Workplace** *High quality services are available in Welsh and English equally.*

3 Assess Impact on the Protected Characteristics

3.1 Age

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

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

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
One of the strategic areas within the strategy relates to Families, Children & Young People as well as Communities & Infrastructure. The action plan which accompanies the strategy outlines the specific actions relating to children, young people and also the wider community. The Bilingual Cardiff strategy will have a particularly positive impact on all ages from increased opportunities for school aged students to use their Welsh language skills as well as opportunities for the wider community to engage with the Welsh language.
What action(s) can you take to address the differential impact?
N/A

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		**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.
No identified differential impact.
What action(s) can you take to address the differential impact?
No identified differential impact.

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.
No identified differential impact.
What action(s) can you take to address the differential impact?
No identified differential impact.

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.
No identified differential impact.
What action(s) can you take to address the differential impact?
No identified differential impact.

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.
No identified differential impact.
What action(s) can you take to address the differential impact?
No identified differential impact.

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.
No identified differential impact. The strategy includes a priority to promote and introduce the Welsh language to new and emerging communities. • Introduce the Welsh language to new and emerging communities as a way of convening Welsh culture and promote Welsh language learning and Welsh medium education.
What action(s) can you take to address the differential impact?

3.7 Religion, Belief or Non-Belief

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

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

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
No identified differential impact.
What action(s) can you take to address the differential impact?
N/A

3.8 Sex

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

	Yes	No	N/A
Men		x	
Women		x	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
No identified differential impact.
What action(s) can you take to address the differential impact?
No identified differential impact.

3.9 Sexual Orientation

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

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

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
No identified differential impact.
What action(s) can you take to address the differential impact?
No identified differential impact.

3.10 Welsh Language

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

	Yes	No	N/A
Welsh Language	X		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
This is a city wide strategy which aims to promote and facilitate the Welsh language across Cardiff. It will be delivered by the City of Cardiff Council as well as other external partners to increase the opportunities for people to use and engage with the Welsh language. This strategy will have a positive impact on the Welsh language in Cardiff.
What action(s) can you take to address the differential impact?

4. Consultation and Engagement

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

The draft Bilingual Cardiff Strategy was published on the 30th of September for 6 weeks.

Prior to draft publication, internal consultees were consulted including the Welsh Language Coordinators and Champions group, Internal equality networks, Staff survey, the Bilingual Cardiff member Working Group, and the Policy Review & Performance Committee. Over 26 external partners including Cardiff University, Menter Caerdydd, Mudiad Meithrin, Welsh Language Commissioner and Welsh Government were consulted.

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

Groups	**Actions**
Age	
Disability	
Gender Reassignment	
Marriage & Civil Partnership	
Pregnancy & Maternity	
Race	
Religion/Belief	
Sex	
Sexual Orientation	
Welsh Language	
Generic Over-Arching [applicable to all the	The Bilingual Cardiff: 5-Year Strategy will have a positive impact on the development of the Welsh language.

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 : Dylan Hughes	Date:
Designation: Bilingual Cardiff	16-02-2017
Approved By: Ffion Gruffudd	16-02-2017
Designation: Bilingual Cardiff	16-02-2017
Service Area: Governance & Legal Services	16-02-2017

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

This page is intentionally left blank

City of 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 City of Cardiff Council strategies, policies and activities comply with relevant statutory obligations and responsibilities. Where a more detailed consideration of an issue is required, the Statutory 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**
- **Wellbeing of Future Generations (Wales) Act 2015**
- **Welsh Government Statutory Guidance - Shared Purpose Shared Delivery**
- **United Nations Convention on the Rights of the Child**
- **United Nations Principles for Older Persons**
- **Welsh Language (Wales) Measure 2011**
- **Health Impact Assessment**
- **Habitats Regulations Assessment**
- **Strategic Environmental Assessment**

This Statutory Screening Tool allows the Council to meet the requirements of all the above legislation as part of an integrated screening method and should take no longer than 1 hour to complete.

The Statutory 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 Operational Manager – Policy, Partnerships and Community Engagement on (029) 2078 8561 or e-mail: Gareth.Newell@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 Council's Intranet.**

Statutory Screening Tool

Name of Strategy / Policy / Activity: The City of Cardiff Council Bilingual Cardiff 5-year Welsh Language Strategy 2017-2022	**Date of Screening:** February 2017
Service Area/Section:	**Lead Officer:** Ffion Gruffudd
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.]**
The City of Cardiff Council Bilingual Cardiff: 5-Year Welsh Language Strategy 2017-2022 is a statutory requirement of the Welsh language (no.1) standards which were issued to the City of Cardiff Council under Section 44 Welsh Language (Wales) Measure 2011. This is a-city wide strategy which sets out the Council's priorities for promoting and developing the Welsh language in Cardiff. The vision of this strategy is to develop a truly bilingual Cardiff. A Cardiff where our citizens can live, work and play, as well as access services and support in Welsh or English equally. A capital city where bilingualism is promoted as something completely natural, and where the Welsh language is protected and nurtured for future generations to use and enjoy.	The Welsh Language (Wales) Measure 2011 established a legal framework to impose duties on certain organisations to comply with standards in relation to the Welsh language by way of sub-legislation (Welsh Language [No.1] Regulation Standards 2015). The standards issued to the City of Cardiff Council are listed in 'The City of Cardiff Council Compliance Notice – Section 44 Welsh Language (Wales) Measure 2011. Standard 145 of the Welsh Language Standards (No.1) Regulations 2015 requires the Council to produce and publish a five year strategy by the 30th of September 2016 which sets out how we will promote and facilitate the use of Welsh. This strategy includes a target to increase the number of Welsh speakers within Cardiff as well as specific actions to facilitate the use of the language in line with the Welsh Government's Welsh Language Strategy 2012—17 and draft strategy: *a million Welsh speakers by 2050* (published for consultation August 2016). The draft Bilingual Cardiff strategy was published for public consultation on the 30th of September in accordance with the requirements and since then a detailed action plan for the strategy has been developed with our partners in order to deliver on the identified priorities. Welsh Language Standard 145 states: **You must produce, and publish on your website, a 5-year**

strategy that sets out how you propose to promote the Welsh language and to facilitate the use of the Welsh language more widely in your area; and the strategy must include (amongst other matters) (a) a target (in terms of the percentage of speakers in your area) for increasing or maintaining the number of Welsh speakers in your area by the end of the 5 year period concerned, and (b) a statement setting out how you intend to reach that target; and you must review the strategy and publish a revised version on your website within 5 years of publishing a strategy (or of publishing a revised strategy).

The strategy includes a target to increase the number of Welsh speakers within Cardiff over a five-year period in line with the Welsh Government's vision for a million Welsh speakers by 2050. In order for Cardiff to play its part in achieving this vision, we have set a target to increase the number of Welsh speakers in Cardiff by 15.9% to 42,584 by the 2021 Census. This will primarily be achieved through the Welsh in Education Strategic Plan 2017-2020.

Of the responses received to the public consultation (223 responses) **70.3%** strongly agreed or tended to agree with the vision of a truly bilingual Cardiff. **53.2%** agreed with our target for increasing the number of Welsh speakers in Cardiff.

The Bilingual Cardiff Strategy will contribute to the seven national well-being goals within the Well-being of Future Generations Act, in particular towards Wales having a vibrant culture and a thriving living Welsh language.

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	
1.1	**People in Cardiff are healthy;** *Consider the potential impact on* • *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				The action plan with the Bilingual Cardiff Strategy includes actions relating to play and recreational activities for children and young people between the ages of 4-11 and 11-18. Menter Caerdydd and Urdd Gobaith Cymru are two lead partners who specialise in providing Welsh medium play and recreational activities for children and adults across Cardiff. The action plan contains an action to increase opportunities for people to receive Health & Social Care in Welsh.
1.2	**People in Cardiff have a clean, attractive and sustainable environment;** *Consider the potential impact on* • *the causes and consequences of Climate Change and creating a carbon lite city* • *encouraging walking, cycling, and use of public transport and improving access to countryside and open space* • *reducing environmental pollution (land, air, noise and water)* • *reducing consumption and encouraging waste reduction, reuse, recycling and recovery* • *encouraging biodiversity*			**x**		
1.3	**People in Cardiff are safe and feel safe;** *Consider the potential impact on* • *reducing crime, fear of crime and increasing safety of*			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	
	individuals • *addressing anti-social behaviour* • *protecting vulnerable adults and children in Cardiff from harm or abuse*					
1.4	**Cardiff has a thriving and prosperous economy;** *Consider the potential impact on* • *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		
1.5	**People in Cardiff achieve their full potential;** *Consider the potential impact on* • *promoting and improving access to life-long learning in Cardiff* • *raising levels of skills and qualifications* • *giving children the best start* • *improving the understanding of sustainability* • *addressing child poverty (financial poverty, access poverty, participation poverty)* • *the United Nations Convention on the Rights of a Child and Principles for Older persons*	x				The strategy contains the following priorities which will assist the people of Cardiff achieving their full potential • Improve rates of progression between early years to post-16 education. • Develop opportunities for children and young people in English medium settings to positively connect with the Welsh language. • Provide opportunities for families to use Welsh together. • Increase the provision of Welsh-medium extra-curricular activities and opportunities for children and young people to use Welsh outside the school gates. • Ensure that the Welsh language is seen as a valuable skill for training and employment. • Introduce the Welsh language to new and emerging communities as a way of convening Welsh culture and promote Welsh language learning and Welsh medium education. • Support Yr Hen Lyfrgell – Cardiff's Welsh Culture Centre to increase outreach activities and develop opportunities to showcase Cardiff's extensive Welsh language history and heritage.

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	-	Ntrl	Un-Crtn	
1.6	**Cardiff is a Great Place to Live, Work and Play** *Consider the potential impact on* • *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*					The strategy contains the following priorities which will positively impact Cardiff as a great place to live, work and play. • Introduce the Welsh language to new and emerging communities as a way of convening Welsh culture and promote Welsh language learning and Welsh medium education. • Provide opportunities for families to use Welsh together. • Promote the Welsh language as a unique selling point for Cardiff as a capital and core city and promote the 'Bilingual 'Cardiff' brand.
1.7	**Cardiff is a fair, just and inclusive society.** *Consider the potential impact on* • *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)?*					See Equality Impact Assessment. The strategy contains the following priorities relating to equality groups. • Introduce the Welsh language to new and emerging communities as a way of convening Welsh culture and promote Welsh language learning and Welsh medium education. **Community & Stakeholder consultation** • Online Public Consultation - 223 Responses in total. • Staff Responses – 28 • 11th August internal consultation event – 20 Attendees • 20th October stakeholder event – 34 Attendees from 26 organisations. • 8th February 2017 –Welsh Language Forum/ • 10th February – Yr Hen Lyfrgell partners

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	
					254 responses were received during the consultation period. Of the responses received to the public consultation (223 responses) **70.3%** strongly agreed or tended to agree with the vision of a truly bilingual Cardiff. **53.2%** agreed with our target for increasing the number of Welsh speakers in Cardiff.
Will this Policy/Strategy/Project have a ***differential impact*** *on any of the following:*					*Please give details/consequences of the differential impact (positive and negative), and what action(s) can you take to address any negative implications?*
• **Age** (including children and young people aged 0-25 and older people over 65 in line with the United Nations Conventions)	X				One of the strategic areas of the Bilingual Cardiff Strategy is Families, Children & Young People. Our vision is for families, children and young people have ample opportunities to use Welsh every day. • Promote the benefits of Welsh Medium education to all Cardiff communities and implement the Welsh in Education Strategic Plan. • Promote the benefits of transferring the Welsh language within the family, and give children and young people the opportunity to become confident bilingual adults. • Provide opportunities for families to use Welsh together. • Increase the provision of Welsh-medium extra-curricular activities and opportunities for children and young people to use Welsh outside the school gates. • Develop opportunities for children and young people in English medium settings to positively connect with the Welsh language. • Improve rates of progression between early years to post-16 education.

Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick +	-	Ntrl	Un-Crtn	Evidence or suggestion for improvement/mitigation
					• Ensure that the Welsh language is seen as a valuable skill for training and employment.
• **Disability**			X		
• **Gender Reassignment**			X		
• **Marriage & Civil Partnership**			X		
• **Pregnancy & Maternity**			X		
• **Race**			X		The strategy contains the following priorities relating to equality groups. Introduce the Welsh language to new and emerging communities as a way of convening Welsh culture and promote Welsh language learning and Welsh medium education.
• **Religion/Belief**			x		
• **Sex**			x		
• **Sexual Orientation**			x		
• **Welsh Language**	x				This is a-city wide strategy which sets out the Council's priorities for promoting and developing the Welsh language in Cardiff. Delivering the strategy will therefore rely on partnership working: between public sector partners; between the public, private and education sectors. The strategy includes a target to increase the number of Welsh speakers within Cardiff over a five-year period in line with the Welsh Government's vision for a million Welsh speakers by 2050. In order for Cardiff to play its part in achieving this vision, we have set a target to increase the number of Welsh speakers in Cardiff by 15.9% to 42,584 by the 2021 Census. All the partners listed within this strategy have agreed to implement and monitor progress against the relevant actions within the action plan.

	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	
						Further, Cardiff's long established Welsh Language Forum, now renamed the Bilingual Cardiff Forum, which includes representation from all the partners listed within this Strategy, have agreed to undertake the role of implementing and monitoring this strategy on behalf of their organisations whilst the Bilingual Cardiff team will lead on facilitating the Strategy from the Council's perspective. Through this strategy we will be starting a journey to promote and facilitate the Welsh language in Cardiff, and revising the strategy in order to set further targets. It is accepted that the Council's vision of creating a bilingual Cardiff cannot be achieved within 5 years alone.

	Yes	**No**
Is a full Equality Impact Assessment required?	X	
Is a full Child Rights Impact Assessment required?		X

	The Council delivers positive outcomes for the city and its citizens through strong partnerships *Consider the potential impact on* • *strengthening partnerships with business & voluntary sectors* • *the collaboration agenda and the potential for shared services, cross-boundary working and efficiency savings*	X				This is a-city wide strategy which sets out the Council's priorities for promoting and developing the Welsh language in Cardiff. Delivering the strategy will therefore rely on partnership working: between public sector partners; between the public, private and education sectors. All the partners listed within this strategy have agreed to implement and monitor progress against the relevant actions within the action plan.

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):

One of the requirements of the Welsh language standards that were issued to all local authorities in Wales last year is to produce and publish a five year strategy by the 30th of September 2016 which sets out how we will promote and facilitate the use of Welsh. This standard (145) also requires local authorities to include a target to increase or maintain the number of Welsh speakers within their area.

The draft Bilingual Cardiff strategy was published for public consultation on the 30th of September in accordance with the requirements and since then a detailed action plan for the strategy has been developed with our partners in order to deliver on the identified priorities.

This is a-city wide strategy which sets out the Council's priorities for promoting and developing the Welsh language in Cardiff. Delivering the strategy will therefore rely on partnership working: between public sector partners; between the public, private and education sectors. In October the Council also held a successful consultation workshop with over 26 partner organisations that which assist us in implementing this strategy.

The strategy includes a target to increase the number of Welsh speakers within Cardiff over a five-year period in line with the Welsh Government's vision for a million Welsh speakers by 2050. In order for Cardiff to play its part in achieving this vision, we have set a target to increase the number of Welsh speakers in Cardiff by 15.9% to 42,584 by the 2021 Census.

Through this strategy we will be starting a journey to promote and facilitate the Welsh language in Cardiff, and revising the strategy in order to set further targets. It is accepted that the Council's vision of creating a bilingual Cardiff cannot be achieved within 5 years alone.

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

The following consultation and engagement activities have been undertaken, and the action plan has been developed in partnership with our lead partners who will assist the Council in delivering the priorities of the strategy in order to achieve our vision of a truly 'Bilingual Cardiff'

- Online Public Consultation - 223 Responses in total
- Internal Staff survey
- 11th August internal consultation event
- 20th October stakeholder event - Attendees included Welsh Government, the Welsh Language Commissioner, Cardiff University, the Public Service Board organisations, Menter Caerdydd, and Urdd Gobaith Cymru.

Part 2: *Strategic Environmental Assessment (SEA)*

		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
▪ **If Yes has been ticked to both questions 2.1 and 2.2 above then the answer is Yes** ▪ **If a full SEA screening is required then please contact the Sustainable Development Unit to arrange (details below)**		x

If you have any doubt about your answers to the above questions, then please consult the Sustainable Development Unit for advice on (029) 2087 3228 or email: 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?			

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 (029) 2087 3215 or email: biodiversity@cardiff.gov.uk

Part 4: *Welsh Language (Wales) Measure 2011*

		Yes	No	Unsure
4.1	Have you considered how the policy could be formulated so that the policy decision would have positive effects, or increased positive effects on opportunities for persons to use the Welsh language?	x		
4.2	Does the policy ensure that the Welsh language is treated no less favourably than the English language?	x		

If you have any doubt about your answers to the above questions, then please consult the Bilingual Cardiff team for advice on (029) 2087 2527 or email: Bilingualcardiff@cardiff.gov.uk

Appendix 1 – Statutory Requirements

It is possible that the Statutory 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.*
- **Wellbeing of Future Generations (Wales) Act**: *The Act requires sustainable development to be a central organising principle for the organisation. This means that there is a duty to consider sustainable development in strategic decision making processes.*
- **Welsh Government Statutory Guidance - 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. The City of 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.*
- **Welsh Language (Wales) 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.*
- **Habitats Regulations Assessment**: *The Conservation (Natural Habitats, &c.) (Amendment) Regulations 2007 provides a requirement to undertake Habitats Regulations Assessment (HRA) of land use plans.*
- **Strategic Environmental Assessment**: *A Strategic Environmental Assessment (SEA) is an European Directive for plans, programmes and policies with land use implications and significant environmental effects.*

CYNGOR DINAS CAERDYDD
CITY OF CARDIFF COUNCIL

CABINET MEETING: 16 MARCH 2016

DISPOSAL OF LAND AT CENTRAL SQUARE

REPORT OF THE DIRECTOR OF ECONOMIC DEVELOPMENT

AGENDA ITEM: 4

PORTFOLIO: ECONOMIC DEVELOPMENT AND PARTNERSHIPS (COUNCILLOR PHIL BALE, LEADER OF THE COUNCIL)

Appendices 2, 3, 4 and 5 of this report are exempt from publication because they contain information of the kind described in paragraphs 14 and 21 of parts 4 and 5 of Schedule 12A to the Local Government Act 1972.

Reason for this Report

1. To provide Cabinet with a further update on progress with the Central Square regeneration scheme.

2. To seek authority to grant a lease to enable the development of circa 270,000 sq ft of Grade A* offices north of Wood St together with associated public realm improvements.

Background

3. The Central Square regeneration scheme has become synonymous with Cardiff's recent economic success and growing reputation as *one of Europe's most liveable capital cities*. The project has been delivered at an unprecedented rate and is well on-track to deliver over 1 million sq ft of high quality office-led mixed use development with the potential to accommodate up to 10,000 jobs. The project has been delivered in partnership between the City Council, local development company Rightacres Property Co Ltd and Legal & General Pensions Ltd.

4. The 2017-19 Corporate Plan includes key objectives relating to the redevelopment of Central Square and the modernisation of Cardiff Central Bus Station:

    - Facilitate jobs growth by working with partners to deliver 300,000 sq ft of office accommodation with Central Square by March 2019.

- Work with developers, transport operators and businesses to deliver a new Central Transport Interchange in Central Square on agreed programme.

5. The strategy for the Central Square development has been to deliver a high quality mixed use urban gateway to the capital city and a modern central transport hub. At the Cabinet meeting of 12 September 2013 authority was granted by Cabinet for officers to work with local property development company Rightacres Property Co Ltd as adjacent land owner to acquire a number of long leasehold interests at Central Square. At the Cabinet meeting on 15 May 2014 further authority was granted to acquire the long leasehold interest in the Wood Street NCP Car Park site.

Progress

6. The Central Square regeneration scheme is now close to being fully committed. 500,000 sq ft is already either built or under construction; 250,000 sq ft was approved by the Local Planning Authority on 1st March 2017 of a mixed use development including a new bus interchange and the site is currently being prepared for development; a further circa 270,000 sq ft has recently been announced (subject to contract) by the Government Property Unit (GPU) as the preferred location for a new regional headquarters building for HM Revenue & Customs (HMRC).

7. If the GPU sign a lease for the HMRC building (in due course), only 2 sites will remain across the whole of the regeneration area. One of these sites will be optioned to the GPU for a period 2 years as a possible location for the second phase of their Government Hub project. The final site is being set aside as a new public square to enhance and extend the overall public realm delivery for the Central Square regeneration scheme.

Building One

8. Building No 1 Central Square provides 130,000 sq ft of Grade A* offices on Rightacres Property Co Ltd's own freehold site, marked A on the attached plan at Appendix 1. The building was progressed as a speculative development by Rightacres Property Co Ltd and is now fully let to Blake Morgan, Hodge Bank, s3 Advertising, eSpark, MotoNovo, accommodating over 1000 jobs.

BBC Cymru Wales Headquarters

9. A second development on the land marked B on the attached plan is currently under construction and due for completion in April 2018. The building will deliver a further 150,000 sq ft of Grade A* office accommodation in a Fosters + Partners designed building and has been let to BBC Cymru Wales as their new headquarters building. Over 1200 BBC staff will be relocated to the site from their current HQ site in Llandaff which will subsequently close and be redeveloped for housing.

Building Two

10. A third development, known as No 2, marked as C on the attached plan and also design by Foster + Partenrs, is currently under construction. The building was initially approved as a 120,000 sq ft Grade A* office development, however, a further extension to the size of the building was approved by the Local Planning Authority on the 8th February 2017 that will extend the building to 150,000 sq ft. No2 is due for completion in April 2018 and is fully let to Hugh James and Cardiff University (School of Journalism) and will accommodate 1200 jobs.

Interchange Building

11. The fourth building in Central Square is known as the Interchange Building and is marked as D on the attached plan. On the 1st March 2017 the Local Planning Authority approved a Foster + Partners designed mixed use development comprising of 120,000 sq ft of Grade A* offices; 195 Private Rented Sector (PRS) residential units; a new bus interchange; and circa 10,000 sq ft of ancillary retail space.

12. The site is currently being prepared for development by Rightacres Property Company Ltd. The former Marland House building has been demolished, and the demolition of the Wood St NCP Car Park has commenced and is due to be completed by June 2017.

13. The Council is currently negotiating a funding proposal with Rightacres Property Co Ltd for delivery of the new bus interchange aspect of the mixed-use development. The Council is seeking to secure delivery of the bus interchange within the financial envelope of existing capital allocations and intends to conclude these negotiations in time to enable the construction to commence immediately following completion of demolition and site preparation works. Approval of the funding package for the bus interchange aspect will require a further Cabinet decision.

14. The Council remains committed to delivering integration between the new Interchange Building and Cardiff Central Station including securing funds to enable the modernisation of the train station itself. The Leader of the Council wrote to the Secretary of State for Transport in February to ensure that UK Government fully understands the urgent need for long awaited investment in the capital city's mainline railway station.

Land North of Wood Street

15. This report is primarily concerned with progressing proposals for the development of Council owned land north of Wood St. On the 30 November 2016, following a detailed procurement process, the Government Property Unit (GPU) announced on behalf of the Secretary of State for Communities and Local Government that the preferred relocation site for the regional headquarters of HMRC was within the Central Square regeneration scheme. Following the relocation of BBC Cymru Wales to Central Square, the announcement by Central Government is another major step forward in the city's regeneration plans.

16. The proposed development for HMRC would deliver a further 270,000 sq ft of Grade A* office development at Central Square, marked E on the attached plan. The development is proposed as part of the UK Government's One Estate Strategy and would represent the first phase of the GPU's Government Hub proposal for Cardiff. The building is being designed by leading architects Gensler and would accommodate circa 3500 civil service jobs (see Appendix 5).

17. Negotiations regarding a lease are on-going between Rightacres Property Co Ltd and the GPU and are anticipated to be concluded in April 2017 with a view to a start by the end of 2017. The scheme designed by Gensler was presented to the Design Commission Wales on 28th February and a formal Pre-Application process has now begun with the Local Planning Authority.

18. As part of the current negotiations the GPU wish to secure an option over the adjacent site marked F on the attached plan as a potential site for future expansion. Site F is the last remaining plot in the Central Square regeneration scheme and has the potential to deliver up to a further 300,000 sq ft of additional office space.

19. To secure phase one of the GPU project and to remain in the running for any potential further phases, it is proposed that the area marked G on the attached plan is set aside to provide a major new area of public realm fronting Wood St and the rear of the BBC Cymru Wales HQ. This means that along with the new route being created from Central Square through to the Principality Stadium, which will open up a view of the stadium from Central Square, over one third of the land north of Wood Street will be utilised to provide additional high quality city centre public realm.

20. It is the Council's intention to dispose of the whole of the site north of Wood St to Rightacres Property Co Ltd on a long lease. The area marked G will provide for the new area of public realm. The additional public realm costs associated with delivering this new public square, over and above the Section 106 developer contributions, will be fully funded by Rightacres Property Co Ltd. The Council is in discussion with Rightacres regarding putting in place an appropriate management regime for the new public space. It is intended to enter into an agreement regarding maintenance arrangements and to protect its use for public amenity and events.

21. Once a formal decision is taken by the GPU on the future of the HMRC offices, the Council will engage with the current owners of HMRC's existing premises in Llanishen to understand and assist with the plan for the property going forward in line with the Cardiff LDP.

Public Realm Improvements

22. At the Cabinet meeting of December 2015 authority was delegated to officers in consultation with relevant Members to progress with public realm and associated enabling works in Central Square, to support

delivery of the BBC HQ building and the new Central Transport Interchange. The Cabinet decision provided authority for spend within an agreed financial envelope made up from capital receipts and Section 106 developer contributions.

23. Some of the preliminary site enabling works have already been completed in line with the Masterplan Agreement and phased delivery of surrounding development. The Council is now negotiating a Guaranteed Maximum Price (GMP) contract with Rightacres Property Co Ltd for completion of the whole of the public realm and associated enabling works south of Wood St, within the scope of the authority granted by the December 2015 Cabinet report. An Officer Decision Report will be published in due course to provide the relevant authority for the contract to be signed and for the works to be completed.

Issues

24. The development for HMRC requires legal contracts to be put in place between: the Council as freeholder; Rightacres Property Co Ltd as the developer; Legal & General Pensions Limited as head lessee/funder; and the Secretary of State for Communities and Local Government as sub-tenant/occupier. Given that the HMRC wishes to be in full occupation of the building by 1 April 2019, construction is required to start in September 2017 at the latest.

25. The HMRC development site is marked E on the attached site plan. An option is also required whereby HMRC may opt for an extended building on the land marked F on the plan.

26. In order for Rightacres Property Co Ltd to be in a position to proceed with Legal & General and HMRC, Rightacres and the Council need to enter into an agreement:

- to lease the site of the HMRC development to Rightacres' funder, Legal & General.
- for Rightacres to carry out demolition works at St David's House and to carry out public realm improvements associated with the redevelopment on the land marked G on the site plan.

Lease of HMRC site at Central Square

27. Confidential Appendix 3 provides an independent valuation relating to the head lease of the whole site which is to be granted at market value to Legal & General Pensions Limited as the funder of Rightacres Property Co Ltd to enable delivery of the HMRC headquarters building and potential future expansion, including a new public square. Confidential Appendix 2 sets out the draft Heads of Terms relating to the proposed lease.

28. The receipt for the sale of the whole site north of Wood Street once factored into the overall development appraisal as set out in confidential

Appendix 4 is broadly in line with the original masterplan for the Central Square Regeneration Scheme.

Delivery of public realm improvements

29. Pursuant to the HMRC headquarters development Rightacres Property Co Ltd will be obliged to deliver public realm improvements in the Central Square area. The area of these works is marked G on the attached plan.

Demolition of Council owned buildings

30. The HMRC development requires the demolition of St David's House in whole or part. There is one tenant at St David's House that has a lease which runs beyond the required demolition date. Rightacres Property Co Ltd will either relocate the tenant within the Central Square redevelopment or else accommodate the tenant at St David's House through a partial demolition. Negotiations are progressing in this regard.

Reason for the Report

31. To seek authority to dispose of the Council's leasehold interest in land north of Wood St to enable delivery of a major new Grade A* office headquarters building with potential future expansion for HMRC, including a new public square.

Financial Implications

32. The attached report seeks approval to grant a lease over council land at Central Square, namely land north of Wood Street to accommodate the Head Quarters for HMRC (Phase 1 development marked as Plot E on Appendix 1). In addition, approval is being sought to grant an option over the two final remaining plots (marked F and G) to deliver a further building and a new public square (Phase 2 developments).

33. The council's capital programme includes schemes in relation to Central Square Public Realm and the Central Square Integrated Transport Hub. These are major capital schemes and represent a significant financial commitment to the council. As these schemes are to be fully funded by resources (land receipts and Section 106 developer contributions) generated at Central Square, approval of the above lease (and the option to lease) will provide the council with an element of certainty regarding the envelope of resources available to progress these schemes.

34. In-line with Council's Financial Procedure Rules, the valuation report attached at Appendix 3 confirms that disposal price represents market value/best consideration. Furthermore, the responsibility for St David's House (including relocation of all existing tenants) will transfer to the developer as part of the proposed lease will minimise the impact of holding costs to the council, which would otherwise continue to be incurred until such time as the building is disposed-off or demolished.

35. The delivery of the new public square will represent additional value created at Central Square by the proposed developments. Any additional public realm costs over and above Section 106 contributions will be fully funded by the developer.

36. Confidential Appendix 4 sets out the level of receipts anticipated from the latest masterplan, including an assessment of the level of receipts which may be realised from the interchange site (Site D) which is currently being negotiated. On this basis, the total receipts outlined in the latest masterplan are broadly in line with the original masterplan.

Legal Implications

37. The Council is required to receive the best consideration in money or from the value of works that can reasonably be obtained from its land disposals in accordance with Section 123 of the Local Government Act 1972. The Council's Procedure Rules for the Acquisition of Land require the advice of a professional valuer to be taken. The Council has power to enable social and environmental wellbeing in its area in accordance with its Community Strategy and section 2 of the Local Government Act 2000. The Council's Procedure Rules for the Acquisition or Disposal of Land provide that in dealing with land the Council's decision makers will have proper regard to professional advice from a qualified valuer at all relevant stages during the process. The intention is that due probity and accountability can be demonstrated and value for money achieved.

38. The Council will be required to ensure value for money in regard to the delivery of the public infrastructure and demolition works which are referred to in this report.

RECOMMENDATIONS

The Cabinet is recommended to:

(1) Note progress of the Central Square regeneration scheme;

(2) Agree to the lease of land to deliver the HMRC headquarters building in accordance with the Heads of Terms attached at Appendix 2 of this report; and delegate authority to the Director of Economic Development, in consultation with the Leader of the Council, the Cabinet Member for Corporate Services and Performance, the Section 151 Officer and the Director of Governance and Legal Services to finalise any detailed arrangements and to conclude the lease in accordance with external valuation advice so as to ensure value for money.

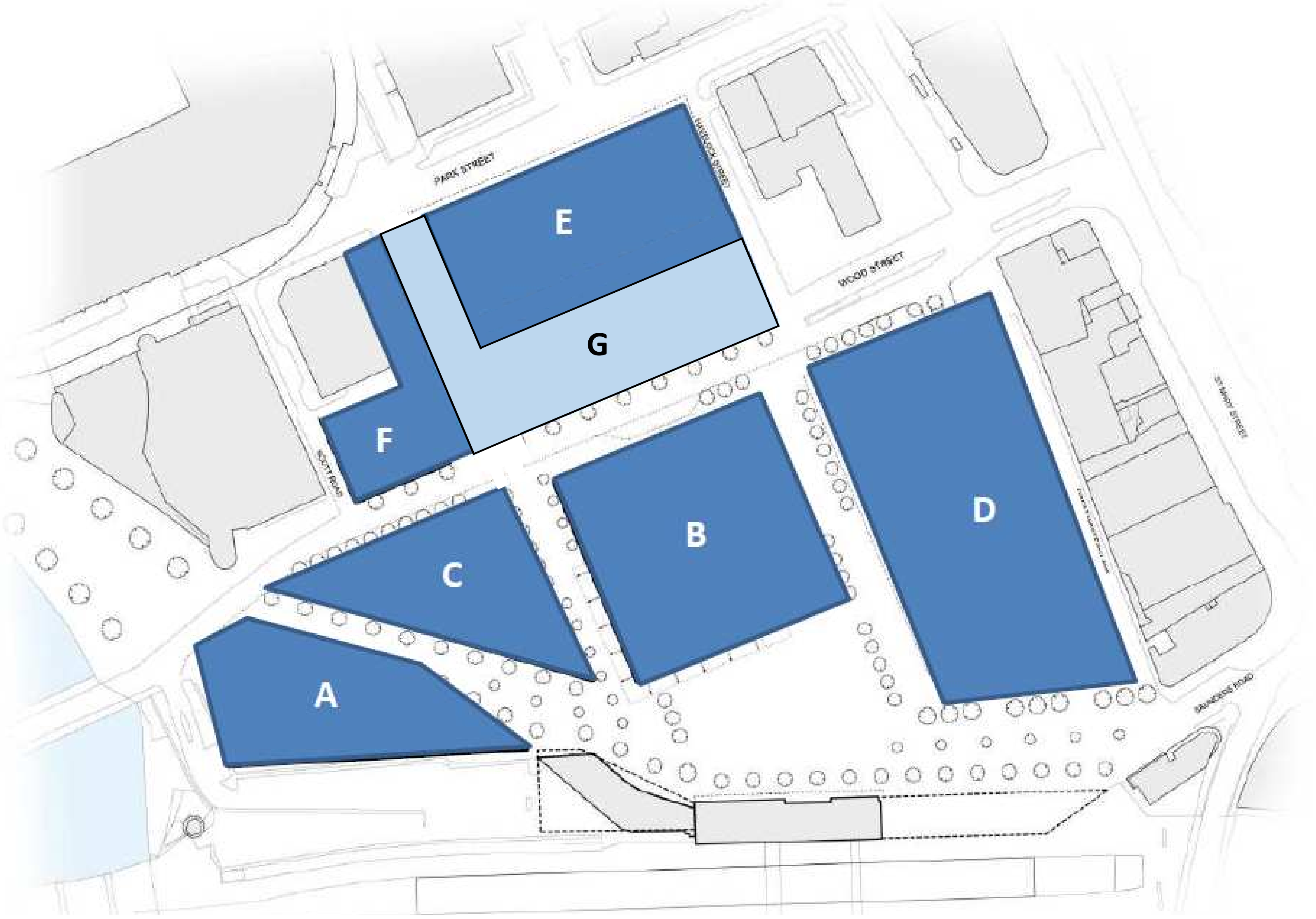
NEIL HANRATTY
Director
10 March 2017

The following appendices are attached:

Appendix 1 – Site Plan

Confidential Appendix 2 – Heads of Terms GPU
Confidential Appendix 3 – Independent Valuation: GPU
Confidential Appendix 4 – Projected overall receipts for the Central Sq scheme
Confidential Appendix 5 – Proposed GPU Scheme

Appendix 1: Site Plan


PARK STREET
HAVELOCK STREET
WOOD STREET
ST MARY STREET
SAUNDERS ROAD
SCOTT ROAD
E
G
F
C
B
D
A

This page is intentionally left blank

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

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

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

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

CYNGOR DINAS CAERDYDD
CITY OF CARDIFF COUNCIL

CABINET MEETING: 16 MARCH 2017

PROCUREMENT STRATEGY 2017-2020 (DELIVERING COMMERCIAL AND SOCIAL VALUE) AND CODE OF PRACTICE – ETHICAL EMPLOYMENT IN SUPPLY CHAINS

REPORT OF THE CORPORATE DIRECTOR OF RESOURCES

AGENDA ITEM: 5

PORTFOLIO: CORPORATE SERVICES & PERFORMANCE (COUNCILLOR GRAHAM HINCHEY)

Reason for this Report

1. To obtain Cabinet approval for the adoption of the Procurement Strategy 2017-2020 and to be an early signatory to the Welsh Government's Code of Practice for Ethical Employment in Supply Chains (Appendix 4)

Background

2. The Council delivers its services directly through its own workforce, and through private and third sector organisations. The Council spends over £380 million a year procuring a diverse range of goods, services and works from over 9,000 suppliers and contractors.

3. The Council has a responsibility to manage public money with probity, to ensure that value for money is achieved and to manage it in such a way that we can support wider Council objectives. This Strategy sets out the Council's key procurement priorities through to 2020 and the key changes that it will make to improve the management of its external spend on goods, services and works.

4. The Strategy builds on the previous Commissioning and Procurement Strategy that established an ambitious programme to transform procurement in the Council through the adoption of category management to deliver cashable savings and improve procurement performance across the Council. Key successes in delivering the previous Strategy include:

- The successful implementation of category management across all of the Council's third-party spend including traditionally hard to reach areas such as social care.
- The delivery of £18 million of procurement related savings through a combination of demand and supply side strategies with more than £12 million directly linked to general fund budget savings.
- An increase in spend under management to more than 90% through our Buying Responsibly initiative.
- Improved efficiency of the ordering and payments process by removing around 200,000 paper invoices.
- Being classified in the KPMG Procurement Fitness Check as "Developing to Advanced" overall and "Advanced" for Procurement Leadership and Governance, Procurement Strategy and Objectives, and Performance Management.
- Winners of Procurement awards at a both UK and Welsh level.

Issues

5. The Procurement Strategy 2017-2020 is focused on the delivery of four broad over-arching Organisational Outcomes:
   - Maximising Economic, Social, Environmental and Cultural Wellbeing
   - Achieving Value for Money and Efficiency
   - Driving Innovation
   - Maintaining Effective Governance and Risk Management

6. The strategy been informed by the Council's Corporate Plan, the City's What Matters Strategy and Welsh Government and UK legislation and policy including the Wales Procurement Policy Statement and the Wellbeing of Future Generations Wales Act.

7. In particular, the Strategy places an increased emphasis on the delivery of Economic, Social and Environmental wellbeing. This includes a commitment to the delivery of community benefits, including increasing employment, training and apprenticeship opportunities which aligns with the work being progressed in respect of the Council's own workforce. To support this the Council has established a Community Benefits Board to co-ordinate delivery and ensure that priorities such as the Child's Rights Partner programme are supported.

8. In addition, the Community Benefits Board will oversee the development and implementation of a wider Social Responsibility Policy and Charter, which will promote fair work practices including payment of the Living Wage across our suppliers and contractors.

9. To support this, this report also seeks approval for the Council to sign up to the Code of Practice – Ethical Employment in Supply Chains which is attached at Appendix 4 and is scheduled for launch on 9th March 2017. The Welsh Government intends that all public sector organisations, businesses and third sector organisations in receipt of Welsh public

sector funding will be expected to sign up to this Code of Practice. Other organisations operating in Wales from any sector are encouraged to adopt the Code.

10. The Code has 12 commitments and is designed to ensure that workers in public sector supply chains are employed ethically and in compliance with both the letter and spirit of UK, EU, and international laws. The Code covers the following employment issues:

- Modern Slavery and human rights abuses;
- Blacklisting;
- False self-employment;
- Unfair use of umbrella schemes and zero hours contracts; and
- Paying the Living Wage.

11. The delivery of this Procurement Strategy will be managed through a Delivery Plan with progress reported on an annual basis using a Balanced Scorecard based on the key organisational priorities. The Delivery Plan will include detailed actions and KPIs.

12. The Strategy was circulated to members of the Policy Review and Performance Scrutiny (PRAP) Committee for comments on 31st January 2017 and a couple of clarification points have been raised which will be discussed at a PRAP Scrutiny Briefing on 14th March 2017.

Reason for Recommendations

13. Approval of the Procurement Strategy 2017-2020 will establish the Council's key procurement priorities through to 2020 and the key changes that it will need make to improve the management of its external spend on goods, services and works.

14. To gain Cabinet approval to be an early signatory of the Code of Practice – Ethical Employment in Supply Chains.

Financial Implications

15. The Procurement Strategy is essential not just in providing a strategic direction and framework for the Council's procurement arrangements but in terms of securing value for money and will continue to support directorate savings from the Council's external spend of over £380 million..

Legal Implications

16. The Procurement Strategy is an important document setting out the procurement practices and actions the Council will take in respect of its procurements. Implementation of the strategy will require legal resource, both in terms of (i) legal advice on individual procurements and (ii) developing templates to facilitate the greater use of e procurement and supporting the use of e procurement.

17. Controls over procurement and the authority's contracting processes stem from both domestic law and from the law of the European Union. Further, policy statements have been issued by Welsh Government setting out the procurement practices and the specific actions required of every public sector organisation in Wales (see Wales Procurement Policy Statement ('WPPS') referred to in the attached Strategy)

18. **The Well-Being of Future Generations (Wales) Act 2015** places a well-being duty on public sector bodies to take action to achieve 7 well-being goals in accordance with the 'sustainable development principle'. The 7 well-being goals are: "a prosperous Wales", "a resilient Wales", "a healthier Wales", "a more equal Wales", "a Wales of cohesive communities", "a Wales of vibrant culture and thriving Welsh language" and "a globally responsible Wales"; and a description of each goal is given in the Act. Decision makers should consider how the proposed decision may contribute towards, or impact upon, achievement of the well-being goals.

19. In terms of the procurement the WPPS providing, 'we must continue to look toward our future generations and deliver more sustainable outcomes from our procurements so that our expenditure can help achieve the seven well-being goals for Wales set out in the Act'

20. The Council must set well-being objectives to achieve the well-being goals and publish these objectives by 31st March 2017. Once the Council's well-being objectives have been set, decision makers must have regard to the same, and must be satisfied that all reasonable steps have been taken to meet those objectives. In order to comply with the well-being duty, the Council must act in accordance with the 'sustainable development principle', which is defined as meaning that the Council must act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. Put simply, this means that Council decision makers must take into account the impact of their decisions on people living their lives in Wales in the future. There are a number of factors which the Council must take into account in this regard, specifically, decision makers must:

- Look to the long term
- Focus on prevention by understanding the root causes of problems
- Deliver an integrated approach to achieving the 7 well-being goals
- Work in collaboration with others to find shared sustainable solutions
- Involve people from all sections of the community in the decisions which affect them

21. In considering the above, due regard must be given to the Statutory Guidance issued by the Welsh Ministers.

Equality Duty

The Council has to satisfy its public sector duties under the Equalities Act 2010 (including specific Welsh public sector duties) – the Public Sector

Equality Duties (PSED). These duties require the Council to 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'. The '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

22. An Equality Impact Assessment ('EIA') has been carried out in respect of the strategy (copy annexed to the report), to assist the decision maker to understood the potential impacts of the proposals in terms of equality. Regard should be had to the EIA

23. The Code of Practice makes it clear that the Welsh Government has a strong expectation that all Welsh local authorities will sign it. There is however no legal obligation to do so. Local authorities can choose whether to sign.

HR Implications

24. There are no direct HR implications arising from this report. However, employees who are involved in buying / procurement and the recruitment and deployment of workers need to be trained in modern slavery and ethical employment practices.

25. The Code indicates that organisations who sign up to it will need to produce a written policy on ethical employment and the Council's Recruitment and Selection Policy covers the requirements of the Code. Commissioning and Procurement will need to develop a similar policy for the supply chain.

26. In signing up to the Code, the Council would be expected to produce an annual written statement outlining the steps taken during the financial year to ensure that slavery and human trafficking are not taking place in any part of the Council and its supply chains. It is suggested that this statement is produced by Commissioning and Procurement with input from HR People Services.

RECOMMENDATIONS

Cabinet is recommended to:

1. Approve the Procurement Strategy 2017-2020 (attached at Appendix 1).

2. Approve the signing of the Welsh Government's Code of Practice – Ethical Employment in Supply Chains.

3. Agree that the Cabinet Member for Corporate Services and Performance be appointed as the Council's Anti-Slavery and Ethical Employment Champion

CHRISTINE SALTER
Corporate Director
10 March 2017

The following appendices are attached:

Appendix 1 – Procurement Strategy 2017-2020
Appendix 2 – EIA for Procurement Strategy 2017-2020
Appendix 3 –Code of Practice – Ethical Employment in Supply Chains Briefing Paper
Appendix 4 - Code of Practice – Ethical Employment in Supply Chains.(March 2017)

Appendix 1

City of Cardiff Council

Procurement Strategy 2017-2020

Delivering Commercial and Social Value

Foreword

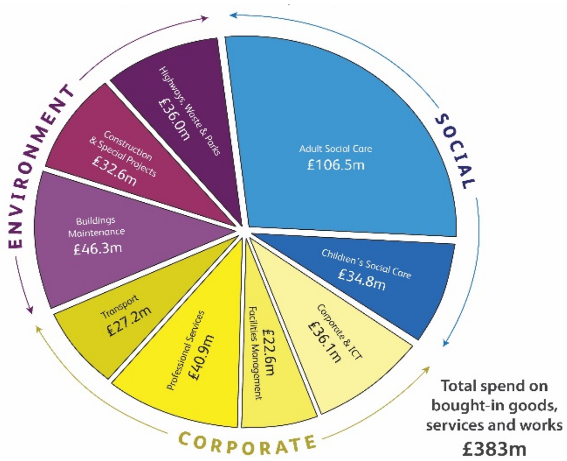
With an annual spend on bought-in goods, services and works of over £380 million, it is imperative that the Council manages this spend responsibly to ensure we obtain value for money and support the Council's wider objectives. This Strategy builds on the successes delivered over the last 4 years including the implementation of Category Management, which has resulted in a step change in the way in which procurement is managed across the Council and delivered significant cost reductions.

The Council is continuing to face a number of challenges including continued budgetary constraints and an increasing demand for services, resulting in the ongoing need to deliver efficiency savings and to be more commercially focused. However, the Council also recognises the opportunity to maximise social, economic, environmental and cultural wellbeing through its procurement activity. To this end it is committed to the delivery of community benefits, including employment and apprenticeships, and the promotion of "Fair Working Practices" including payment of the Living Wage.

This Strategy acknowledges the key role that procurement will continue to play in enabling the Council to meet these challenges and outlines our vision and priorities for the next four years. It sets out how the Council will continue its procurement journey and build on what it has achieved to date by:

1. **A**cting Smarter
    - Ensuring staff have the procurement skills, knowledge and tools to work effectively and independently.
    - Continuing to innovate, utilise technology and challenge traditional delivery models to deliver improved value.
    - Ensuring that the Council's social responsibility principles are promoted through our procurement processes and contracts.
2. **B**uying Responsibly
    - Ensuring that we only buy what we need and that we deliver value for money on all spend.
    - Ensuring that we have the appropriate levels of controls and that staff understand and comply with them.
    - Maximising the economic and social value we deliver whilst minimising any environmental impact.
3. **C**ollaborating and Engaging
    - Ensuring that there is positive engagement with staff across the Council to support and encourage the delivery of innovative solutions within the agreed Council rules and wider legislation.
    - Supporting effective collaboration across the public sector where it delivers value for the Council.
    - Engaging with suppliers, contractors and service providers to drive continuous improvement, innovation and deliver greater value.

Procurement Matters



The City of Cardiff Council is the largest unitary authority in Wales and is responsible for the delivery of a wide and diverse range of statutory and discretionary public services.

The Council delivers its services directly through its own workforce, and through private and third sector organisations. The Council spends over £380 million a year procuring a diverse range of goods, services and works from over 9,000 suppliers and contractors.

The Council has a responsibility to manage public money with probity, to ensure that value for money is achieved and to manage it in such a way that we can support wider Council objectives.

This Strategy sets out the Council's key procurement priorities through to 2020 and the key changes that it will make to improve the management of its external spend on goods, services and works.

Procurement Journey So Far

The Commissioning & Procurement Strategy 2011-15 established an ambitious programme to transform procurement in the Council through the adoption of category management to deliver cashable savings and improve procurement performance across the Council. Key successes include:

- The successful implementation of category management across all of the Council's third-party spend including traditionally hard to reach areas such as social care.
- The delivery of £18m of procurement related savings through a combination of demand and supply side strategies with more than £12m directly linked to general fund budget savings.
- An increase in spend under management to more than 90% through our Buying Responsibly initiative.
- Improved efficiency of the ordering and payments process by removing around 200,000 paper invoices.
- Being classified in the KPMG Procurement Fitness Check as "Developing to Advanced" overall and "Advanced" for Procurement Leadership and Governance, Procurement Strategy and Objectives, and Performance Management.
- Winners of Procurement awards at a both UK and Welsh level.

However, despite our achievements the Council is continuing to work in a challenging financial environment and having to manage ongoing significant budget cuts. In addition, the Council and Procurement in particular are facing increasing expectations to deliver wider policy initiatives. This context and our response is set out within this strategy.

Procurement Context

There are a number of priorities, policy aspirations and legislative requirements which need to be considered. These include:

EU and UK Legislative Context

The Council's procurement of goods, services and works must be grounded in the European Union Treaty Principles of free movement of goods, freedom of establishment, freedom to provide services. These principles are under pinned by values of equal treatment, non-discrimination, mutual recognition, proportionality and transparency. The EU Public Sector Procurement Directive 2014 was transposed into UK Law by the Public Contract Regulations 2015. As the UK and Welsh Governments were at the heart of the development of the EU Directive it is not currently envisaged that the Brexit vote in June 2016 will see any significant changes in the regulations during the life of this Strategy but the situation will be monitored.

In addition to the Public Contract Regulations the Council needs to ensure that its procurement policies and practices adhere to a range of additional legislative requirements including the Equality Act 2010.

Welsh Context

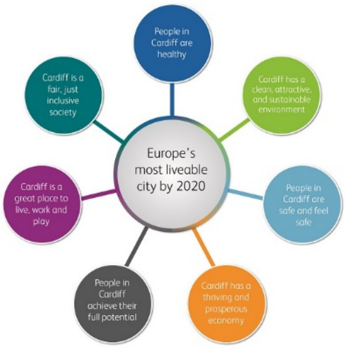
Wales Procurement Policy Statement is a set of 10 principles by which the Welsh Government expects public sector procurement to be delivered in Wales.

Well-being of Future Generations (Wales) Act is focused on improving the social, economic, environmental and cultural well-being of Wales. The guidance states, *"the role of procurement will be an important part of how a public body allocates resources under the Act."*

Cardiff and Regional Context

The **Cardiff Capital Region (CCR) City Deal** was signed in March 2016 and is an agreement between the UK government, the Welsh government and the ten leaders of the local CCR. It includes £1.2 billion investment in the Cardiff Capital Region's infrastructure through a 20-year Investment Fund.

What Matters Strategy (2010-2020) is the integrated partnership strategy for Cardiff that focuses on the delivery of seven key strategic outcomes which will improve the economic, environmental and social wellbeing of Cardiff.


People in Cardiff are healthy
Cardiff is a fair, just inclusive society
Cardiff has a clean, attractive, and sustainable environment
Europe's most liveable city by 2020
Cardiff is a great place to live, work and play
People in Cardiff are safe and feel safe
People in Cardiff achieve their full potential
Cardiff has a thriving and prosperous economy

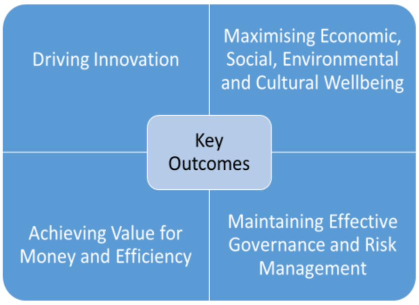
Council Context

The Council's Corporate Plan is the Council's Business Plan, setting out the Council's Co-operative Values and Priorities. It sets out the Council's vision *"to be Europe's most liveable Capital City"* and contribution to delivering the What Matters Strategy.

The Council is continuing to face a significant budget challenge. Despite delivering savings of £200m over the past 10 years the Council is facing a budget gap of £25m during 2017/18 and a potential shortfall of £76m over the next three years.

Organisational Outcomes

In response, the Council has identified the following key organisation outcomes, which will be supported and / or delivered by this strategy:


Driving Innovation
Maximising Economic, Social, Environmental and Cultural Wellbeing
Key Outcomes
Achieving Value for Money and Efficiency
Maintaining Effective Governance and Risk Management

Maximising Economic, Social, Environmental and Cultural Wellbeing

We will actively work to obtain added value from Council contracts and spend. To achieve this, we will:

- Support the delivery of the Wellbeing of Future Generations Wales Act, by incorporating **Community Benefits** into all suitable contracts.
- Implement the Welsh Government's **Code of Practice – Ethical Employment in Supply Chains.**
- Work with partners to support **local businesses and SMEs** to access public sector opportunities.
- Work to encourage suppliers, contractors and providers to pay their staff the **Living Wage**.
- Develop a **Social Responsibility Policy** and **Charter** and encourage contractors, suppliers, providers and partners to adopt the Charter.
- Develop and publish a "Fair Work Practices" Statement.

Achieving Value for Money and Efficiency

We will ensure that we are achieving value for money in terms of both whole life cost and quality and that we operate efficiently. To achieve this, we will:

- Continue to manage and organise all of our procurement activities using **category management** to ensure effective prioritisation and co-ordination of resources across the Council.
- Continue to review procurement activity across the Council to ensure we are achieving value for money and effectively managing demand
- Make use of and support **collaborative sourcing** including the National Procurement Service where it represents value to the Council.
- Ensure our procurement activities are managed efficiently and utilise technology

Driving Innovation

We will actively work with staff across the Council to drive and encourage innovation where it can reduce the cost and / or improve the effectiveness of Council services. To achieve this we will:

- Use **strategic and transformational sourcing** as appropriate to stimulate creative and innovative solutions based on a clear understanding of business requirements, related markets and good practice from elsewhere.
- Work with Directorates to **challenge** existing procurement arrangements, to identify savings opportunities and plan forward work programmes.
- Recognise the value and importance of **supplier relationship management** and **collaboration** across the public, private and third sector to drive innovation and greater value.
- Support the consideration, evaluation and implementation **of alternative service delivery models**.
- Utilise **Atebion Solutions Ltd**, the Council's **Local Authority Trading Company,** to deliver commercial and procurement services so that the expertise and knowledge of the team can be utilised to provide services to other organisations whilst generating an income stream for the Council. Is there a need to also review the engagement processes with this trading company in the light of this revised strategy?

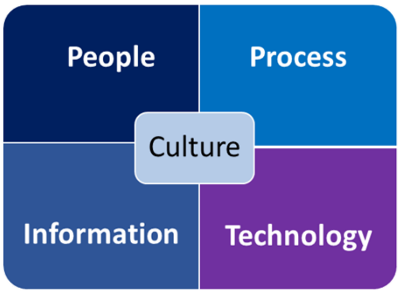
Maintaining Effective Governance and Risk Management

We will continue to ensure that Council complies with relevant legislation and that the governance and risk management arrangements of the Council are proportionate and followed. To achieve this, we will:

- Maintain a **procurement forward plan** of procurement projects over £150,000 to improve how we manage and deliver these projects.
- Ensure that the **procurement policies** and **procedures** are regularly reviewed and kept up to date.
- Improve **contract management** across the Council.
- Continue to report on **procurement performance** and **compliance** to Senior Management Team at least every 6 months.

Key Enablers

The Council recognises five key enablers that will be critical to the delivery of this strategy – Culture, People, Technology, Process and Information.



Culture

We will:

- Develop a culture that is **innovative** and **challenges** traditional delivery to improve what we do and drive savings.
- Ensure that staff understand and appreciate the rules and policies of the Council
- Ensure that there is positive engagement with staff across the Council to support and encourage the delivery of innovative solutions within the agreed Council rules and wider legislation.

People

We will:

- Continue to invest in our People to ensure that the Procurement Team has the right mix of skills, knowledge and expertise.
- Ensure staff across the Council have the procurement skills, knowledge and tools to work effectively and independently.
- Should there be an aim related to adequate staffing levels to deliver any procurement process?

Process

We will:

- Simplify and standardise our **core processes** and ensure our **controls** ensure compliance.
- Ensure that **standard templates** are in place for key procurement and contracting documentation and that these are regularly reviewed.

Technology

We will:

- Invest in the use of **technology and e-procurement** to underpin and simplify our core processes for both staff and suppliers.
- Improve our Purchase to Pay (P2P) processes to drive efficiency savings

Information

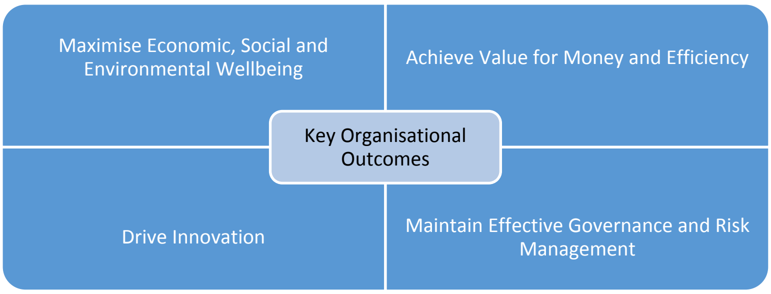
We will:

- Provide staff with **accurate timely spend data** to inform procurement decisions and identify savings opportunities.

- Produce an **annual procurement performance report.**

Monitoring Delivery and Performance

The delivery of this Strategy will be managed through a Delivery Plan with progress reported on an annual basis using a Balanced Scorecard based on the key organisational priorities. Does this include incentives and sanctions? How will any issues be addressed during the life of any procured service?


Maximise Economic, Social and Environmental Wellbeing
Achieve Value for Money and Efficiency
Key Organisational Outcomes
Drive Innovation
Maintain Effective Governance and Risk Management

The Delivery Plan will include detailed actions and KPIs. All actions will be cross-referenced to Welsh Government Procurement Policy including the Procurement Fitness Check, Wales Procurement Policy Statement, Wellbeing of Future Generations Wales Act and Code of Practice – Ethical Employment in Supply Chains.

This page is intentionally left blank

Appendix 2

CARDIFF COUNCIL
Equality Impact Assessment
Corporate Assessment Template

Policy/Strategy/Project/Procedure/Service/Function Title: Procurement Strategy 2017-2020
New/Existing/Updating/Amending: Amending

Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?	
Name: Steve Robinson	Job Title: Head of Commissioning & Procurement
Service Team: Commissioning & Procurement	Directorate: Resources Director
Assessment Date: 22nd December 2016	

1. Aims and Objectives

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

The Council spends over £380 million a year procuring a diverse range of goods, services and works, in such areas as construction and building maintenance, social care contracts, facilities management and ICT.

The Council has a responsibility to manage public money with probity and in accordance with legislation to ensure that value for money is delivered. This Strategy sets set out the Council's key procurement priorities through to 2020 and the key changes that it will make to improve the management of its external spend on goods, services and works. The Strategy includes a strong commitment to maximise the community benefits delivered through Council contracts.

2. Background Information

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.]

CARDIFF COUNCIL
Equality Impact Assessment
Corporate Assessment Template

The Strategy builds on the success of the previous Commissioning & Procurement Strategy which transformed how the Council delivered procurement through the adoption of a category management approach. This Strategy is built around delivering 4 organisational outcomes:

- Delivering Social Wellbeing
- Ensuring Effective Governance
- Maximising Value for Money and Efficiency
- Delivering innovation.

The Delivering Social Wellbeing outcome sets out a range of actions that will be taken to deliver social value:

- Implement the **Wellbeing of Future Generations Wales Act**, including the incorporation of Community Benefits into all suitable contracts.
- Implement the Welsh Government's **Code of Practice – Ethical Employment in Supply Chains.**
- Work with partners to support **local businesses and SMEs** to access tender opportunities.
- Develop a **Social Responsibility Charter** and encourage contractors, suppliers, providers and partners to adopt the Charter.
- Work to encourage suppliers, contractors and providers to pay their staff the **Living Wage**.

The delivery of these actions should have a positive impact on many of the groups covered by the Equality Act (2010).

The Strategy is shaped by a range of legislation from Europe, UK and the Welsh Government, including the Equality Act (2010) and will be underpinned by a Delivery Plan together with a range of policies and procedures. These reflect the Public Sector Equality Duty (PSED) placed on the Council 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, and
- Foster good relations between people who share a protected characteristic and those who do not.

In relation to the Procurement Strategy the Equality Act (2010) duties will primarily be delivered by underpinning documents, policies and procedures where the detailed requirements and actions will be set out. The Council policies and procedures ensure that the relevance of equality to the contract is assessed to determine whether it is included as a contract condition. The aim is to ensure that the Council implements a proportionate approach to its equalities duties. Where equalities are the subject matter of the contract it will be included as a core requirement. A key document is the

CARDIFF COUNCIL
Equality Impact Assessment
Corporate Assessment Template

Procurement Plan which needs to be completed for all tenders over £150,000, it contains a question that asks those considering the procurement whether and EIA needs to be undertaken. Relevant clauses are built within tender documentation and contracts for all contracts. The Council uses the Welsh Government's SQuID question set as the starting point for developing tender questions, there are 3 equalities questions that are typically used. In addition, the Council has developed a Self-Declaration Form to make it easier for SMEs to tender for Council contracts under £100,000, this includes the following mandatory equality question:

Has your organisation had any of the following circumstances applied to them in the last 3 years?

- a finding of unlawful discrimination by an Employment Tribunal, an Employment Appeal Tribunal or any other court or tribunal (or in comparable proceedings in jurisdiction other than the UK).
- following formal investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in a jurisdiction other than the UK), a complaint of unlawful discrimination has been upheld
- a finding of unlawful discrimination against anyone with protected characteristics has been made against your organisation by any civil or criminal court (or a comparable body in a jurisdiction.

In terms of construction related projects equality issues will be considered during the design/planning stage, for social care related projects an Equality Impact Assessment will be undertaken early in the planning process.

3 Assess Impact on the Protected Characteristics

3.1 Age

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

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

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
The increased focus on delivering community benefits through Council contracts should have a positive impact, through work placements, apprenticeships, graduate training. There will also be opportunities for people to be engaged in the delivery of community benefits through projects in their own community. Contractors and suppliers will also go into schools and colleges to highlight the range of careers that are available.
What action(s) can you take to address the differential impact?

3.2 Disability

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

	Yes	**No**	**N/A**
Hearing Impairment	✓		
Physical Impairment	✓		
Visual Impairment	✓		
Learning Disability	✓		
Long-Standing Illness or Health Condition	✓		
Mental Health	✓		
Substance Dependence	✓		
Other	✓		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
In general terms it is believed that the Procurement Strategy will have a positive differential impact. It is likely to have a positive impact on all groups as the EIA undertaken as part of the tendering process will ensure that their needs and opportunities are considered, there should also be opportunities through the delivery of community benefits. This will be addressed in detail during the EIA that will be undertaken during specific procurements.
What action(s) can you take to address the differential impact?
Ensure that EIA's are undertaken for contracts that can impact on this cohort.

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.
In general terms it is believed that the Procurement Strategy will have a positive differential impact. It is likely to have a positive impact as the EIA undertaken as part of the tendering process will ensure that needs and opportunities are considered, there should also be opportunities through the delivery of community benefits. This will be addressed in detail during the EIA that will be undertaken during specific procurements.
What action(s) can you take to address the differential impact?

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.
In general terms it is believed that the Procurement Strategy will have a positive differential impact. It is likely to have a positive impact as the EIA undertaken as part of the tendering process will ensure that needs and opportunities are considered, there should also be opportunities through the delivery of community benefits. This will be addressed in detail during the EIA that will be undertaken during specific procurements.
What action(s) can you take to address the differential impact?

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.
In general terms it is believed that the Procurement Strategy will have a positive differential impact. It is likely to have a positive impact as the EIA undertaken as part of the tendering process will ensure that needs and opportunities are considered, there should also be opportunities through the delivery of community benefits. This will be addressed in detail during the EIA that will be undertaken during specific procurements.
What action(s) can you take to address the differential impact?

3.6 Race

CARDIFF COUNCIL
Equality Impact Assessment
Corporate Assessment Template

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

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

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
In general terms it is believed that the Procurement Strategy will have a positive differential impact. It is likely to have a positive impact as the EIA undertaken as part of the tendering process will ensure that needs and opportunities are considered, there should also be opportunities through the delivery of community benefits. This will be addressed in detail during the EIA that will be undertaken during specific procurements. The Procurement Strategy will promote fair working practices and the Council is a Living Wage employer. We will be looking to encourage our contractors and suppliers to pay the Living Wage too, this should have a positive impact on Black Minority & Ethnic people in lower paid jobs.
What action(s) can you take to address the differential impact?

3.7 Religion, Belief or Non-Belief

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

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

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
In general terms it is believed that the Procurement Strategy will have a positive differential impact. It is likely to have a positive impact as the EIA undertaken as part of the tendering process will ensure that needs and opportunities are considered, there should also be opportunities through the delivery of community benefits. This will be addressed in detail during the EIA that will be undertaken during specific procurements.
What action(s) can you take to address the differential impact?

3.8 Sex

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

	Yes	**No**	**N/A**
Men	✓		
Women	✓		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
In general terms it is believed that the Procurement Strategy will have a positive differential impact. It is likely to have a positive impact as the EIA undertaken as part of the tendering process will ensure that needs and opportunities are considered, there should also be opportunities through the delivery of community benefits. This will be addressed in detail during the EIA that will be undertaken during specific procurements. The Council is a Living Wage employer and we will be looking to encourage our contractors and suppliers to pay the Living Wage too. This could have a particularly positive impact on women in lower paid jobs, such as cleaning and catering.
What action(s) can you take to address the differential impact?

3.9 Sexual Orientation

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

	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.
It is not believed that the Procurement Strategy will have a differential impact.
What action(s) can you take to address the differential impact?

3.10 Welsh Language

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

	Yes	**No**	**N/A**
Welsh Language	✓		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
The Welsh Language Standards 75 to 80 relate to procurement and are addressed in the policies and procedures that support this Strategy. All the Commissioning & Procurement Team have received Guidance on this matter

17 Standards relating to a body awarding contracts	
Standard 76:	Any invitations to tender for a contract that you publish must be published in Welsh, and you must not treat a Welsh language version of any invitation less favourably than an English language version. **You must comply with standard 76 in the following**

	circumstances: (a) If the subject matter of the tender for a contract suggests that it should be produced in Welsh, or (b) If the anticipated audience, and their expectations, suggests that the document should be produced in Welsh.
Standard 77:	When you publish invitations to tender for a contract, you must state in the invitation that tenders may be submitted in Welsh, and that a tender submitted in Welsh will be treated no less favourably than a tender submitted in English.
Standard 77A:	You must not treat a tender for a contract submitted in Welsh less favourably than a tender submitted in English (including, amongst other matters, in relation to the closing date for receiving tenders, and in relation to the time-scale for informing tenderers of decisions).
Standard 79:	If you receive a tender in Welsh and it is necessary to interview the tenderer as part of your assessment of the tender you must— (a) offer to provide a translation service from Welsh to English to enable the tenderer to use the Welsh language at the interview, and (b) if the tenderer wishes to use the Welsh language at the interview, provide a simultaneous translation service for that purpose (unless you conduct the interview in Welsh without a translation service).
Standard 80:	When you inform a tenderer of your decision in relation to a tender, you must do so in Welsh if the tender was submitted in Welsh.

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

4. Consultation and Engagement

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

Corporate Equality Team have supported in the development of this EIA and we will look to continue to engage with the Team as we develop the underpinning Delivery Plan and other documents.

5. Summary of Actions To Be Taken [from the Actions listed in the Sections above]

These actions should be included in your Directorate's Equality Action Plan for the year, monitored on a regular basis and reported in your Directorate Equality Annual Report.

Groups	Actions
Age	
Disability	
Gender Reassignment	
Marriage & Civil Partnership	
Pregnancy & Maternity	
Race	
Religion/Belief	
Sex	
Sexual Orientation	
Welsh Language	
Generic Over-Arching [applicable to all the above groups]	

6. ACTIONS TO BE CONSIDERED IN THE FUTURE

List here any actions that you could not take in the immediate future, but which have arisen as issues to be considered for future service developments

The Strategy will further commit the Council to the delivery of community benefits through Council contracts. A Community Benefits Board has been established to ensure a corporate approach is taken and it is scheduled to consider a paper on developing a Social Responsibility Charter in early 2017. The Charter would be a set of guiding principles to which the City of Cardiff Council will adhere to and to which it invites its contracted suppliers, the wider business community, other public sector bodies (including schools) and third sector organisations (including grant recipients) to adopt. It is anticipated that the themes of the Charter will be:

- Local Employment
- Buy Cardiff First
- Partners in Communities
- Good Employer
- Green and Sustainable
- Ethical Procurement

If adopted the Charter will have a positive impact on groups covered by the Equality Act 2010.

In addition, we will:

- Work with the Equality Team to provide some refresher EIA training could be provided for procurement officers to enable them to identify where positive / negative impacts can be pre-empted.
- Update the Council website to provide details of the Council's equality policies such as Strategic Equality Plan, Equal Opportunities Policy Statement for those considering applying for a contract

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 : John Paxton	Date:
Designation: Strategy & Development Manager	22nd December 2016
Approved By: Steve Robinson	
Designation: Head of Commissioning & Procurement	
Service Area: Commissioning and Procurement	

7.1 On completion of this Assessment, please send it to equalityteam@cardiff.gov.uk, who will publish it on the Council's Website.

For further information or assistance, please contact the Equality Team 029 2087 2536 or email equalityteam@cardiff.gov.uk.

This page is intentionally left blank

APPENDIX 3

Code of Practice – Ethical Employment in Supply Chains Briefing Paper

DRAFT

1. The Code of Practice has been established by the Welsh Government to support the development of more ethical supply chains to deliver contracts for the Welsh public sector and third sector organisations.

2. The Code has 12 commitments and is designed to ensure that workers in public sector supply chains are employed ethically and in compliance with both the letter and spirit of UK, EU, and international laws. The Code covers the following employment issues:

   - Modern Slavery and human rights abuses;
   - Blacklisting;
   - False self-employment;
   - Unfair use of umbrella schemes and zero hours contracts; and
   - Paying the Living Wage.

3. The Council has already been undertaking or planning to undertake actions to address the majority of the 12 commitments within the Code of Practice. In light of this the Council has been invited to be an early signatory to the Code.

4. The Welsh Government intends that all Welsh public sector organisations should sign up to this Code of Practice. Third sector organisations in receipt of public funds, businesses based in Wales and businesses involved in Welsh public sector supply chains will also be encouraged to adopt the Code.

5. The Welsh Government are developing a range of Toolkits to support the delivery of the 12 commitments contained within the Code of Practice.

6. The City of Cardiff Council is already taking action to implement and deliver the majority of the 12 Commitments. This includes already being an accredited Living Wage organisation, having a written whistle-blowing policy and including the following clause in relevant Invitation to Tender's ITT's "The Council is committed to ensuring that fair and transparent employment practices are in place throughout the supply chain for this project, consequently we will be seeking to work with you to monitor supply chains to ensure fair employment practices including, where possible and appropriate, direct employment operate on this project."

7. The introduction to the Code of Practice confirms that action taken in relation to the 12 commitments contained within the Code should be appropriate and proportionate, in line with the size and influence of each organisation and the level of risk of labour exploitation within its supply chain. This is designed to minimise the impact on SME's.

8. The Code requires signatory organisations to appoint an Anti-Slavery and Ethical Employment Champion.

9. Many of the issues addressed in the Code of Practice have been discussed with Trade Unions at the Council's Joint Partnership Board on a number of occasions. The Trade Unions are supportive of this agenda.

10. The implementation of the Code of Practice will be monitored in terms of the impact that it has on the Council resources. It is anticipated that if a risk based approach to managing contractors and suppliers is undertaken that management of the Code of Practice can be met from within existing resources coupled to some additional staff training.

11. If Cabinet agrees to the Council signing up to the Code of Practice, then the Council's standard tender documentation will be reviewed and the relevant new clauses inserted. The Code would be implemented for new tenders from April 2017 to allow for tender documentation to be amended, associated training provided and to allow for the market to be made aware of the Code of Practice.

12. The City of Cardiff Council is already encouraging its contractors, suppliers and partners to pay the Living Wage. The aim is to support and encourage as many local businesses as possible to commit to paying their employees the Living Wage. A Living Wage leaflet has been developed and was sent to approximately 5,000 Council suppliers and contractors in September 2016 to explain the benefits of becoming a Living Wage employer and to seek their support in making Cardiff a Living Wage city.

13. The Commissioning and Procurement team will bring forward options for a Social Responsibility Charter similar to Birmingham City Council's later in early 2017. The Charter would encompass the Living Wage, but also a raft of other initiatives including community benefits and key elements of the Code of Practice. The Charter would be a set of guiding principles to which the City of Cardiff Council will adhere to and to which it invites its contracted suppliers, the wider business community, other public sector bodies (including schools) and third sector organisations (including grant recipients) to adopt. It is anticipated that the themes of the Charter will be:

    - Local Employment
    - Buy Cardiff First
    - Partners in Communities
    - Good Employer
    - Green and Sustainable
    - Ethical Procurement

DRAFT

Appendix 4

Code of Practice - Ethical Employment in Supply Chains

Ministerial Foreword

“The Welsh public sector spends around £6bn every year on goods, services and works involving international supply chains. A huge range of goods, works and services are purchased by every part of the public sector but the uniting factor is that people are involved in each stage of these supply chains.

It is therefore vital that, at every stage, there are good employment practices for the millions of employees. Good employment practices, which empower and reward workers, help to improve the quality of life of people here in Wales and further afield and, in turn, result in better quality goods and services. Poor – and even unethical – practices, such as the unfair use of zero hours contracts, can lead to poor morale, high staff turnover and, in some cases, can be dangerous and exploitative.

Although slavery was outlawed many years ago, and is illegal throughout the world, it is an endemic problem in some industries and in some parts of the world. Indeed, cases of people being held in conditions of modern slavery are discovered within the UK. We must do more to ensure these practices cannot take place in Wales and in our public sector supply chains around the world.

We have produced this *Code of Practice on Ethical Employment in Supply Chains* to ensure all public sector organisations are taking action to eradicate unlawful and unethical employment practices and to ensure all workers at every stage of the supply chain are treated fairly. The 12 commitments in this code of practice are aimed at public, private and third sector organisations and the accompanying guides include advice and tools for putting each commitment into practice. I hope as many organisations as possible sign up to the code of practice, which will ensure we contribute to the wellbeing of our people living and working in Wales and those involved in our supply chains across the world.”

Introduction

This Code of Practice has been established by the Welsh Government to support the development of more ethical supply chains to deliver contracts for the Welsh public sector and third sector organisations in receipt of public funds.

Evidence illustrates that unethical employment practices are taking place in supply chains throughout Wales and beyond.

This Code is designed to ensure that workers in public sector supply chains are employed ethically and in compliance with both the letter and spirit of UK, EU, and international laws. The Code covers the following employment issues:

- Modern Slavery and human rights abuses;
- Blacklisting;
- False self-employment;
- Unfair use of umbrella schemes and zero hours contracts; and
- Paying the Living Wage

Further information on each of these issues can be found in the Code of Practice Toolkit *[insert URL].*

In signing up to the Code, organisations will agree to comply with 12 commitments designed to eliminate modern slavery and support ethical employment practices.

The Welsh Government expects all public sector organisations, businesses and third sector organisations in receipt of Welsh public sector funding to sign up to this Code of Practice. Other organisations operating in Wales from any sector are encouraged to adopt the Code.

Action taken in relation to the 12 commitments contained within the Code should be appropriate and proportionate, in line with the size and influence of each organisation and the level of risk of labour exploitation within its supply chain.

The Code of Practice should be read in conjunction with the with the Toolkit which contains practical guidance, example text and templates to help address each of the subjects covered, and policy advice for public sector organisations.

Code of Practice Commitments - Our organisation will:

1. Produce a written policy on ethical employment within our own organisation and our supply chains. Once produced we will communicate the policy throughout our organisation and we will review it annually and monitor its effectiveness. As part of this we will:

   1.1. Appoint an Anti-Slavery and Ethical Employment Champion.

2. Produce a written policy on whistle-blowing to empower staff to raise suspicions of unlawful and unethical employment practices, and which places a responsibility on staff to report criminal activity taking place within our own organisation and our supply chains. Once produced we will communicate the policy throughout our organisation. We will review the policy annually and monitor its effectiveness. We will also:

   2.1. Provide a mechanism for people outside our organisation to raise suspicions of unlawful and unethical employment practices.

3. Ensure that those involved in buying/procurement and the recruitment and deployment of workers receive training on modern slavery and ethical employment practices, and keep a record of those that have been trained.

4. Ensure that employment practices are considered as part of the procurement process. We will:

    4.1. Include a copy of our Policy on ethical employment (Commitment 1) in all procurement documentation.

    4.2. Include appropriate questions on ethical employment in tenders and assess the responses provided.

    4.3. Incorporate, where appropriate, elements of the Code as conditions of contract.

    4.4. Ask our suppliers to explain the impact that low costs may have on their workers each time an abnormally low quote or tender is received.

5. Ensure that the way in which we work with our suppliers does not contribute to the use of illegal or unethical employment practices within the supply chain. We will:

    5.1. Ensure that undue cost and time pressures are not applied to any of our suppliers if this is likely to result in unethical treatment of workers.

    5.2. Ensure that our suppliers are paid on time – within 30 days of receipt of a valid invoice.

6. Expect our suppliers to sign up to this Code of Practice to help ensure that ethical employment practices are carried out throughout the supply chain.

7. Assess our expenditure to identify and address issues of modern slavery, human rights abuses and unethical employment practice. We will:

    7.1. Carry out regular reviews of expenditure and undertake a risk assessment on the findings, to identify products and / or services where there is a risk of modern slavery and / or illegal or unethical employment practices within the UK and overseas.

    7.2. Investigate any supplier identified as high risk, by direct engagement with workers wherever possible.

    7.3. Work with our suppliers to rectify any issues of illegal or unethical employment practice.

    7.4. Monitor the employment practices of our high risk suppliers, making this a standard agenda item for all contract management meetings / reviews.

8. Ensure that false self-employment is not undertaken and that umbrella schemes and zero hours contracts are not used unfairly or as a means to:

    8.1. Avoid, or facilitate avoidance of, the payment of tax, National Insurance contributions and the relevant minimum wages.

    8.2. Unduly disadvantage workers in terms of pay and employment rights, job security and career opportunities.

8.3. Avoid Health and Safety responsibilities.

9. Ensure that workers are free to join a Trade Union or collective agreement and to undertake any related activity and raise worker concerns without risk of discrimination. We will:

    9.1. Not make use of blacklists / prohibited lists.

    9.2. Ensure that our suppliers do not make use of blacklists / prohibited lists.

    9.3. Not contract with any supplier that has made use of a blacklist / prohibited list and failed to take steps to put matters right.

    9.4. Work with our suppliers to ensure that Trade Union representatives can access members and contracted workers.

10. Consider paying all staff the Living Wage Foundation's Living Wage as a minimum and encourage our suppliers to do the same. We will:

    10.1. Consider paying at least the Living Wage Foundation's Living Wage to all our staff in the UK.

    10.2. Consider becoming an accredited Living Wage Employer.

    10.3. Also encourage our suppliers based overseas to pay a fair wage to all staff, and to ensure that staff working in the UK are paid at least the minimum wage.

11. Produce an annual written statement outlining the steps taken during the financial year, and plans for future actions, to ensure that slavery and human trafficking are not taking place in any part of our organisation and its supply chains. We will:

    11.1. Ensure that the statement is signed off at senior management / board level.

    11.2. Publish the statement on our website. If this is not possible, we will provide a copy to anyone within 30 days of a request being made.

All organisations signing up to this Code are expected to produce and publish this annual written statement - for commercial organisations with a turnover of £36m or more, this also fulfils the requirements of Section 54 of the Modern Slavery Act 2015.

We encourage all organisations to publish their statements on the Transparency in Supply Chains (TISC) register www.tiscreport.org free of charge for all public and small organisations. In exchange, they can make use of the Wales Anti-Slavery Logo.

For public sector bodies to whom the Code of Practice on Workforce Matters (2014) applies:

12. Ensure all those undertaking work on an outsourced contract are treated fairly and equally. We will:

    12.1. Ensure that public sector staff who are transferred as part of a public service which is outsourced to a third party retain their terms and conditions of employment.

    12.2. Ensure that other staff working on an outsourced public service are employed on terms and conditions that are comparable to the transferred public sector staff.

Implementing the Code of Practice

The ‘Code of Practice – Ethical Employment in Supply Chains’ has been established to help ensure workers in public sector supply chains in Wales are employed in a fair and ethical way.

The scope of the Code of Practice covers procurement, supplier selection, tendering, contract management, workforce management and supplier management.

The Code must be read in conjunction with the Guides and other documents in the Toolkit (see below).

Who can sign up to the Code:

Organisation type	
Welsh public bodies whose functions are wholly or mainly Welsh devolved: • Welsh Government • National Procurement Service • Welsh Government Sponsored Bodies • NHS Wales • Local Government • Higher & Further Education • Emergency Services (excluding Police)	Are expected to sign up to the Code
Third sector organisations in receipt of Welsh public funds through grants, contracts or any other means.	Are expected to sign up to the Code
Businesses involved in Welsh public sector supply chains~~, particularly those in markets with higher risks of labour exploitation~~	Are expected to sign up to the Code
Other Public Bodies in Wales	Are encouraged to sign up to the Code
Other businesses based in Wales	Are encouraged to sign up to the Code

How to sign up:
To notify us that you are signing up to the Code, simply send an email to vwpolicy@wales.gsi.gov.uk using the subject line ‘Code of Practice’ and include the following information:

- Your name
- Your role
- Your email address
- Your organisation’s name
- Your organisation’s contact details – address & telephone number

Code of Practice Toolkit:

This Code is accompanied by a Toolkit made up of a series of Guides and Procurement Advice Notes along with document templates, example tender questions, and example contract conditions. These provide practical advice and guidance to help you when implementing the Code.
The following Guides are available to download at [INSERT URL]:

- Guide to tackling modern slavery and human rights abuses
- Guide to tackling unethical employment practices
- Guide to tackling Blacklisting
- Guide to implementing the Living Wage through procurement
- Example Questions, Conditions and Policies

The following Procurement Advice Notes (PANs), aimed at public sector procurers, also form part of the Toolkit:

- Employment Practices on Publicly Funded Projects;
- Blacklisting in the Construction Industry; and
- Revised Code of Practice on Workforce Matters.

Other policy commitments, particularly for the public sector, such as those produced by Workforce Partnership Council, should be applied. Where relevant these are referenced in the Guides.

How to implement the Code:

In your own organisation:
The Welsh Government appreciates that the commitments within the Code are wide-ranging. You should be able to take action on the majority of the commitments quickly, particularly those that relate to your contracting activity, but some will take time to implement in full. Once you have signed up to the Code, we recommend you take the following steps:

- Carry out an assessment to identify the commitments with which you already comply.
- For the remaining commitments:
    - Prioritise the commitments according to your own organisation's impacts and situation.
    - Develop an Action Plan, detailing the activities you will be undertaking to implement each commitment.
    - Assign timescales to each of the actions within your Action Plan.

If you are a small organisation you may need longer to implement the Code fully. We suggest you begin with those commitments which you feel have most relevance to your organisation and work on others over time. Alternatively you may also wish to take more focussed action against each of the commitments. For example, for Commitment 7 'Assess our expenditure to identify and address issues of modern slavery and unethical employment practice' – you could begin by only assessing suppliers who supply a particular type of commodity, or only those suppliers involved in supplying your core product or service.

In your Supply Chain(s):
A number of the commitments within the Code relate to ethical practices within your supply chains. An effective way to achieve this is to expect your suppliers to sign up to the Code.

Reporting requirements:

For Welsh public sector bodies only:
Welsh public sector organisations will be asked to report on their status in relation to sign-up and implementation of the Code through the Welsh Government's Annual Return for procurement, providing information on:

- The number of staff involved in procurement who have undertaken training on modern slavery and ethical employment practices (as both a number & percentage); and
- The number of suppliers who have signed up to the Code of Practice as a result of action taken by the organisation

We will also ask for copies of the following documents to be sent with the Annual Return:

- Code of Practice Action Plan (which should form part of your annual Written Statement)
- ~~Ethical Employment Policy~~
- ~~Whistleblowing Policy~~

Issues relating to ethical employment practices on publicly funded projects which are raised through the Supplier Feedback Service will be reported alongside the Annual Return.

For all organisations:
Through Commitment 11 of the Code each organisation agrees to produce and publish an annual written statement outlining the steps taken in relation to modern slavery. You will only be able to continue to use the Wales anti-slavery logo if you continue to produce your annual statement and commit to carrying out the actions contained in it.

Supporting information
Practical advice and guidance on implementing the Code are contained within the Code of Practice Toolkit [insert URL].

CYNGOR DINAS CAERDYDD
CITY OF CARDIFF COUNCIL

CABINET MEETING: 16 MARCH 2017

PAY POLICY STATEMENT 2017/18

REPORT OF CORPORATE DIRECTOR RESOURCES

AGENDA ITEM: 6

PORTFOLIO: CORPORATE SERVICES AND PERFORMANCE (COUNCILLOR GRAHAM HINCHEY)

Reason for this Report

1. To ask the Council to agree a Pay Policy Statement for 2017/18, 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 Pay Policy Statement provides 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 sixth 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 Pay 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 Pay Policy Statement 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 last reviewed in

January 2015 with the changes taking effect from 3rd April 2015. There will be no change to the Voluntary Redundancy policy for 2017/18.

Chief Officer Pay

6. The Standing Orders (Wales) Amendment Regulations 2014 introduced a requirement that: *"The relevant authority* [i.e. full Council] *must determine the level, and any change in the level, of the remuneration to be paid to a Chief Officer".*

7. Chief Officers of this Authority are employed under JNC terms and conditions which are incorporated into their contracts of employment. They are therefore contractually entitled to any JNC pay rises and the withholding of such increases, pending agreement by full Council, could result in claims against the Authority of 'unlawful deduction from wages' or 'breach of contract'.

8. Due to the practical implications of this requirement, Welsh Government, agreed that the requirement could be met by full Council voting on a resolution to pay the nationally agreed pay awards, as and when determined by the JNC for Chief Officers. Such a resolution was made by full Council and a clause has been included to this effect in the 2015/16 and subsequent Pay Policy Statements. This clause can only be revoked by full Council, and if such a decision was taken, the Pay Policy Statement would need to be amended accordingly.

Redundancy Packages

9. Currently, Welsh Government guidance on Pay Policy Statements states that where a Chief Officer will be in receipt of a redundancy package above £100,000 this must be agreed by full Council. In Cardiff, the cap on redundancy payments is £21,555 from 6th April 2016 (current weekly maximum is £479, April 2017 increase to be confirmed by the Department for Business, Innovation and Skills). Therefore, a redundancy payment alone will not need to go to full Council. However, as salary paid in lieu and the full cost of early release of pension must be included in the total cost of a redundancy package there may be instances where the agreement of full Council will be required. This is incorporated into the proposed Pay Policy Statement in paragraph 53.

UK Government Changes

10. Alongside the position set out in paragraph 9 above, the UK Government is in the process of introducing a number of changes which impact on public sector exit payments:

Introduction of a £95k Exit Payment Cap

(i) As a result of the Enterprise Act 2016, the UK Government introduced legislation which included provisions to cap the total value of public sector exit payments, (including payment of compensation and pension strain) at £95,000. HM Treasury are yet to finalise the regulations and therefore the cap is not yet in place. Welsh Government will have the power to relax the cap in relation to exit payments made by authorities that wholly or mainly exercise devolved functions, which includes local authority staff. Until the regulations are finalised it is unclear as to how Welsh Government will operate the waiver in practice.

Wider Review of the Public Sector Exit Payment Schemes

(ii) Concurrently, the UK Government intend to introduce a framework of changes to the terms of public sector exit payment schemes which will affect local government employees, including teachers. Although it is expected that changes will be made to the relevant schemes by June 2017 the UK Government has not provided details on their proposed approach at the current time.

Recovery of Exit Payments (Clawback)

(iii) The final change will be the ability to recover exit payments made to employees earning over £80,000 who leave the public sector but are then re-engaged in the public sector within a 12 month period.

11. There is a clear link between the changes outlined in (i) and (ii) above. Indications are that the changes to the terms used to calculate exit payments will (most likely) be less beneficial to the employee, and the consequence of this is that the cap of £95,000 is less likely to be breached in future.

Gender Pay Gap

12. The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, which relate to public sector employers in England and Wales, requires the publication of gender pay gap data based on a 'snapshot' date of 31st March.

13. Public sector employers are required to publish their first gender pay gap report within the period of 12 months beginning with the 'snapshot' date, and the first report is due by 31st March 2018. The plan is to include the gender pay gap report in the 2018/19 Pay Policy Statement.

Reason for Recommendation

14. To comply with the legal requirement under the Localism Act 2011 to produce a Pay Policy Statement, and at the same time to provide transparency and accountability in the Council's arrangements for rewarding its staff.

Legal Implications

15. 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 2017/18 must therefore be approved by 31st March 2017.

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

17. The proposed Pay Policy Statement for 2017/18 meets the requirements of the Act and Welsh Government Guidance.

18. The Pay Policy Statement must be published on the Council's website.

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

Financial Implications

20. The rates of pay and conditions set out in the Pay Policy Statement are reflected in the Council's budget for 2017/18.

Human Resource Implications

21. 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 2017/18 (Appendix 1) for consideration by Council on 23 March 2017.

CHRISTINE SALTER
Corporate Director
10 March 2017

The following appendices are attached:

Appendix 1 – Pay Policy Statement 2017/18
Appendix 2 – JNC for Chief Officers: Pay Award Agreement 2016/18
Appendix 3 – NJC for Local Government Services: Pay Award 2016/17
Appendix 4 – Salary scales documents detailing all Council grades.

Appendix 1

CITY OF CARDIFF COUNCIL

PAY POLICY STATEMENT 2017/18

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.

RESPONSIBILITY AND SCOPE

5. The Council is directly responsible for a budget of £578 million (2017/18) and for the employment of 12,994 employees (as at December 2016). 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 January 2017 as 357,200, residents. In the 2016-21 Cardiff Housing Strategy report, the Council was recorded as having a Council housing stock of 13,657 and in January 2016 there were 53,774 pupils enrolled in our schools.

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 Section151 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 Commercial Services
     - 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 17.

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 £8.25 per hour. This is to rise to £8.45 per hour from 1st April 2017.

8. The Government introduced a compulsory National Living Wage for over 25 year olds at £7.20 per hour from April 2016. This did not impact on the Council as the Voluntary Living Wage had a higher hourly rate at £8.25 from 1st April 2016 and £8.45 from 1st April 2017.

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

Pay Ranges – previous 'NJC Green Book' and 'JNC Craft' Employees

14. 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).

15. 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 £15,014 to £43,821 at 1st April 2017. Within Cardiff we have agreed 10 grades that span across SCPs 6-46 which equates to £15,014 to £41,025 at 1st April 2017. 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.

16. As a result of the Single Status Collective Agreement the Council ceased to use the lowest point of SCP4 from 1st April 2012, and SCP5 was 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 8 the Council since September 2012 has paid the Voluntary Living Wage.

Pay Ranges – Chief Officers and Operational Managers

17. 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.

18. 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.

19. The following table shows the pay for the Senior Management structure:

Level	**Salary***
Chief Executive	£173,417
Corporate Director Resources	£132,613
Directors	£122,412
Chief Officers, Assistant Directors	£83,240
Operational Managers	Level 1 5 points from £54,673 - £66,625 Level 2 5 points from £44,744 - £54,049

***** Effective from 1st April 2017 in line with JNC for Chief Officers and JNC Chief Executive national pay agreement.

20. When evaluating Chief Officer posts, Hay are asked to provide information on salary levels based on their assessment 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:

(i) 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.

(ii) 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.

21. 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.

22. The current pay levels within the Council define the multiple between the lowest paid (full time equivalent) employee (£16,302) and the Chief Executive (£173,417) as [1:11] and; between the lowest paid employee (£16,302) and median Chief Officer (£83,240) as [1:5].

The multiple between the median full time equivalent earnings (£23,166) and the Chief Executive (£173,417) is [1:7] and; between the median full time equivalent earnings (£23,166) and median Chief Officer (£83,240) is [1:4].

These figures are based on basic salary on 1st April 2017.

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

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

24. 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 employees is based on the relevant nationally agreed rates of pay. Pay rates are included in Appendix 4 for information.

Incremental Progression – all employees

25. Incremental progression for 'Green Book', 'Craft' employees and Operational Managers 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.

Salary on Appointment – all employees

26. Posts are advertised on the agreed grade and the minimum and maximum salary is stated. 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 or in particular circumstances.

Pay Review – all employees

27. 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 15.2 in relation to JNC for Chief Officer national pay awards.

Market Supplements – all employees

28. 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. Proposals to pay a Market Supplement must be supported by a full evidence based business case, and follow the agreed decision making processes of the Council.

ADDITIONAL PAYMENTS

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

NJC 'Green Book' and JNC 'Craft' Employees

30. 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. In order to manage a budget deficit, in the financial year 2017/18 payments for interview expenses, relocation expenses and professional subscriptions (which are not legal requirements of a post) will not be made. This is consistent with the 2016/17 financial year.

Chief Officers and Operational Managers

31. Additional payments are made include car, motorcycle and bicycle allowances which have been harmonised for all Council employees using the single rate based on the HMRC arrangements paid for business mileage, i.e. currently 45p per mile.

32. Interview Expenses and Relocation Assistance - For the financial year 2017/18 both of these will continue to cease in order to manage a budget deficit.

33. Professional Subscriptions – For the financial year 2017/18 these will continue only be paid by the Council where it is an essential requirement of the post. From 1st April 2017, there is a requirement for all Youth Workers 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 82 Youth Workers affected.

34. 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.

Other Employees

35. 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. The Council’s intention is to commence negotiations in the next financial year.

HONORARIA AND ACTING UP SCHEMES

36. 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 however for the financial year 2017/18 use of the honoraria scheme will continue to be withdrawn in order to manage a budget deficit.

ANNUAL LEAVE

Green Book and Craft employees, Chief Officers and Operational Managers

37. The annual leave entitlement is 27 days, rising to 32 days after 5 years’ service. Plus 8 bank holidays.

Other Employees

38. The annual leave entitlement for JNC Youth & Community is 30 days, rising to 35 days after 5 years’ service. The Soulbury entitlement is 25 days rising to 30 days after 5 years’ service. Plus 8 bank holidays and 4 extra statutory days for both groups.

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

40. 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 January 2017, 305 employees had accessed the scheme.

PENSIONS AND REDUNDANCY/ SEVERANCE PAYMENTS

41. 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.

42. 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

43. 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.

44. The Council's current published statement 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 46.

45. 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 employee's total pension scheme membership and on awarding additional pension under Regulation 66 of the Local Government Pension Scheme (Administration) Regulations 2008.

46. The arrangements set out in the document referred to in paragraph 44 apply to all employees of the Council irrespective of grade or status. The most relevant sections are detailed below:

    (i) **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.

    (ii) **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 £479 per week (as at 3rd April 2016) 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.

RE-EMPLOYMENT OF STAFF

47. Since 1st April 2015, the Council has had 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.

48. The Council's agreed policy is that employees requesting voluntary redundancy have to agree to the condition that 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.

49. The Council does not believe that it employs any individual in a manner that seeks to avoid tax.

50. Within the Council, under the pension fund discretionary policies there is generally no abatement of pension following re-employment except under the following circumstances:

    (i) Where a person has been awarded compensatory added years (CAY's) under the 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.

    (ii) 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.

51. Abatement, where it applies, would be based on non betterment that is the pension together with the pay in the 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

52. 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.

53. 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).

54. 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.

REVIEW OF THE POLICY

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

Joint Negotiating Committee for Chief Executives of Local Authorities

To: **Chief Executives in England and Wales (N Ireland for information)**
(copies for the Finance Director and HR Director)
Regional Directors
Members of the Joint Negotiating Committee

24 March 2016

Dear Chief Executive,

CHIEF EXECUTIVES' PAY AGREEMENT 2016-18

Agreement has now been reached on rates of pay applicable from **1 April 2016** and **1 April 2017**.

The individual basic salaries[1] and salary scales of all officers within scope of the JNC for Chief Executives of Local Authorities should be increased by 1.0% with effect from 1 April 2016 and 1.0% with effect from 1 April 2017.

This pay agreement covers the period 1 April 2016 to 31 March 2018.

Yours faithfully,

Sarah Messenger
Amar Dave

Joint Secretaries

---

[1] Basic salary should exclude other separately identified payments such as Returning Officer fees etc.

Employers' Secretary:
Sarah Messenger
Local Government Association
Local Government House
Smith Square
London SW1P 3HZ
info@local.gov.uk

Officers' Secretary:
Amar Dave
c/o Rochford District Council
South Street
Rochford
Essex SS4 1BW
daveamar@aol.com

This page is intentionally left blank

Appendix 2

Joint Negotiating Committee for Chief Officers of Local Authorities

To: **Chief Executives in England and Wales (N Ireland for information)**
(copies for the Finance Director and HR Director)
Regional Directors
Members of the Joint Negotiating Committee

17 March 2016

Dear Chief Executive,

CHIEF OFFICERS' PAY AGREEMENT 2016-18

Agreement has now been reached on rates of pay applicable from **1 April 2016** and **1 April 2017**.

The individual basic salaries[1] and salary scales of all officers within scope of the JNC for Chief Officers of Local Authorities should be increased by 1.0% with effect from 1 April 2016 and 1.0% with effect from 1 April 2017. (NB: the percentage increases apply to individual salaries as well as pay points).

This pay agreement covers the period 1 April 2016 to 31 March 2018.

Yours faithfully,

Sarah Messenger

Sarah Messenger **Justin Bowden**

Joint Secretaries

cc Mike Short, UNISON

---

[1] Basic salary should exclude other separately identified payments such as Returning Officer fees etc.

Employers' Secretary:
Sarah Messenger
Local Government Association
Local Government House
Smith Square
London SW1P 3HZ
info@local.gov.uk

Officers' Secretary:
Justin Bowden
GMB
22 Stephenson Way
London
NW1 2HD
justin.bowden@gmb.org.uk

This page is intentionally left blank

Appendix 3

National Joint Council for Local Government Services

Employers' Secretary:
Sarah Messenger

Trade Union Secretaries
Justin Bowden, GMB
Fiona Farmer, Unite
Heather Wakefield, UNISON

Address for correspondence:
Local Government House
Smith Square
London SW1P 3HZ
Tel: 020 7187 7373
info@local.gov.uk

Address for correspondence:
UNISON Centre
130 Euston Road
London NW1 2AY
Tel: 0845 3550845
localgovernment@unison.co.uk

To: Chief Executives in England, Wales and N Ireland
(copies for the Finance Director and HR Director)
Members of the National Joint Council

16 May 2016

Dear Chief Executive,

2016 and 2017 PAYSCALES & ALLOWANCES

The rates of pay applicable from **1 April 2016** and **1 April 2017** are attached at **Annex 1**.

The new rates for allowances up-rated in line with the headline pay increase of one per cent in each year are set out at **Annex 2**.

Agreement has been reached with the NJC Trade Union Side on these rates, (with UNISON and GMB voting to accept).

Joint Reviews of Term-Time Working and the National Pay Spine:
The NJC will shortly agree and publish Terms of Reference and timetables for these reviews.

Yours sincerely

Sarah Messenger
Justin Bowden
Fiona Farmer
Heather Wakefield

Joint Secretaries

ANNEX 1

SCP	1 April 2016		1 April 2017	
	per annum	per hour*	per annum	per hour*
6	£14,514	£7.52	£15,014	£7.78
7	£14,615	£7.58	£15,115	£7.83
8	£14,771	£7.66	£15,246	£7.90
9	£14,975	£7.76	£15,375	£7.97
10	£15,238	£7.90	£15,613	£8.09
11	£15,507	£8.04	£15,807	£8.19
12	£15,823	£8.20	£16,123	£8.36
13	£16,191	£8.39	£16,491	£8.55
14	£16,481	£8.54	£16,781	£8.70
15	£16,772	£8.69	£17,072	£8.85
16	£17,169	£8.90	£17,419	£9.03
17	£17,547	£9.10	£17,772	£9.21
18	£17,891	£9.27	£18,070	£9.37
19	£18,560	£9.62	£18,746	£9.72
20	£19,238	£9.97	£19,430	£10.07
21	£19,939	£10.34	£20,138	£10.44
22	£20,456	£10.60	£20,661	£10.71
23	£21,057	£10.91	£21,268	£11.02
24	£21,745	£11.27	£21,962	£11.38
25	£22,434	£11.63	£22,658	£11.74
26	£23,166	£12.01	£23,398	£12.13
27	£23,935	£12.41	£24,174	£12.53
28	£24,717	£12.81	£24,964	£12.94
29	£25,694	£13.32	£25,951	£13.45
30	£26,556	£13.76	£26,822	£13.90
31	£27,394	£14.20	£27,668	£14.34
32	£28,203	£14.62	£28,485	£14.76
33	£29,033	£15.05	£29,323	£15.20
34	£29,854	£15.47	£30,153	£15.63
35	£30,480	£15.80	£30,785	£15.96
36	£31,288	£16.22	£31,601	£16.38
37	£32,164	£16.67	£32,486	£16.84
38	£33,106	£17.16	£33,437	£17.33
39	£34,196	£17.72	£34,538	£17.90
40	£35,093	£18.19	£35,444	£18.37
41	£36,019	£18.67	£36,379	£18.86
42	£36,937	£19.15	£37,306	£19.34
43	£37,858	£19.62	£38,237	£19.82
44	£38,789	£20.11	£39,177	£20.31
45	£39,660	£20.56	£40,057	£20.76
46	£40,619	£21.05	£41,025	£21.26
47	£41,551	£21.54	£41,967	£21.75
48	£42,474	£22.02	£42,899	£22.24
49	£43,387	£22.49	£43,821	£22.71

*****hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week in the National Agreement ‘Green Book’)

ANNEX 2

Part 3 Paragraph 2.6(e) Sleeping-in Duty Payment:

1 April 2016	1 April 2017
£34.34	£34.68

RATES OF PROTECTED ALLOWANCES AT 1 APRIL 2016 and 1 APRIL 2017 (FORMER APT&C AGREEMENT (PURPLE BOOK))

Paragraph 28(3) Nursery Staffs in Educational Establishments - Special Educational Needs Allowance

1 April 2016	1 April 2017
£1,227	£1,239

Paragraph 28(14) Laboratory / Workshop Technicians

City and Guilds Science Laboratory Technician’s Certificate Allowance:

1 April 2016	1 April 2017
£199	£201

City and Guilds Laboratory Technician’s Advanced Certificate Allowance:

1 April 2016	1 April 2017
£145	£146

Paragraph 32 London Weighting and Fringe Area Allowances £ Per Annum

Inner Fringe Area:

1 April 2016	1 April 2017
£832	£840

Outer Fringe Area:

1 April 2016	1 April 2017
£579	£585

Paragraph 35 Standby Duty Allowance - Social Workers (1)(a)(i) Allowance - Per Session

1 April 2016	1 April 2017
£27.62	£27.90

FORMER MANUAL WORKER AGREEMENT (WHITE BOOK)

Section 1 Paragraph 3 London and Fringe Area Allowances £ Per Annum

Inner Fringe Area:

1 April 2016	**1 April 2017**
£832	£840

Outer Fringe Area:

1 April 2016	**1 April 2017**
£579	£585

Appendix 4

Salary Scales

SCP	Job Evaluation Scores (GLPC scheme)	FTE SALARY	MONTHLY	HOURLY (National Living Wage £7.50 from 1/4/2017)	Living Wage Hourly Rate (as at 1st April 2016)
NJC for Local Government (as at 1st April 2017)					£16,302
	GRADE 1				
6	1 - 247	15014	1251.17	7.78	8.45
7		15115	1259.58	7.83	8.45
	GRADE 2				
8	248 - 286	15246	1270.50	7.90	8.45
9		15375	1281.25	7.97	8.45
10		15613	1301.08	8.09	8.45
11		15807	1317.25	8.19	8.45
	GRADE 3				
11	287 - 327	15807	1317.25	8.19	8.45
12		16123	1343.58	8.36	8.45
13		16491	1374.25	8.55	
14		16781	1398.42	8.70	
15		17072	1422.67	8.85	
16		17419	1451.58	9.03	
	GRADE 4				
16	328 - 369	17419	1451.58	9.03	
17		17772	1481.00	9.21	
18		18070	1505.83	9.37	
19		18746	1562.17	9.72	
20		19430	1619.17	10.07	
21		20138	1678.17	10.44	
	GRADE 5				
21	370 - 409	20138	1678.17	10.44	
22		20661	1721.75	10.71	
23		21268	1772.33	11.02	
24		21962	1830.17	11.38	
25		22658	1888.17	11.74	
26		23398	1949.83	12.13	
	GRADE 6				
26	410 - 454	23398	1949.83	12.13	
27		24174	2014.50	12.53	
28		24964	2080.33	12.94	
29		25951	2162.58	13.45	
30		26822	2235.17	13.90	
31		27668	2305.67	14.34	
	GRADE 7				
31	455 - 499	27668	2305.67	14.34	
32		28485	2373.75	14.76	
33		29323	2443.58	15.20	
34		30153	2512.75	15.63	
35		30785	2565.42	15.96	
36		31601	2633.42	16.38	
	GRADE 8				
36	500 - 544	31601	2633.42	16.38	
37		32486	2707.17	16.84	
38		33437	2786.42	17.33	
39		34538	2878.17	17.90	
40		35444	2953.67	18.37	
	GRADE 9				
40	545 - 589	35444	2953.67	18.37	
41		36379	3031.58	18.86	
42		37306	3108.83	19.34	
43		38237	3186.42	19.82	
	GRADE 10				
43	590 +	38237	3186.42	19.82	
44		39177	3264.75	20.31	
45		40057	3338.08	20.76	
46		41025	3418.75	21.26	
Other		0	0.00	0.00	

SCP	FTE SALARY	MONTHLY	HOURLY
JNC CHIEF OFFICERS (as at 1st April 2017)			
	OM2		
1	44744	3728.67	23.19
2	47097	3924.75	24.41
3	49146	4095.50	25.47
4	51596	4299.67	26.74
5	54049	4504.08	28.02
	OM1		
1	54673	4556.08	28.34
2	57710	4809.17	29.91
3	60748	5062.33	31.49
4	63620	5301.67	32.98
5	66626	5552.17	34.53
	Chief Off/Asst Dir		
1	83240	6936.67	43.15
	Director		
1	122412	10201.00	63.45
	Corp Dir		
1	132613	11051.08	68.74
JNC CHIEF EXECUTIVE (as at 1st April 2017)			
	Chief Executive		
1	173417	14451.42	89.89
NATIONAL MINIMUM WAGE (as at 1st October 2016)			
NMW - Point 1 (16 to 17 years of age)			
1	7717	643.08	4.00
NMW - Point 2 (18 to 20 years of age)			
2	10707	892.25	5.55
NMW - Point 3 (21 years and above)			
3	13408	1117.33	6.95
Apprentice Rate			
1	6560	546.67	3.40

TEACHERS (as at 1st September 2016)

Teacher (Main Pay Range)

			Daily Rate (195ths)
1	22467	1872.25	115.22
2	24243	2020.25	124.32
3	26192	2182.67	134.32
4	28207	2350.58	144.65
5	30430	2535.83	156.05
6	33160	2763.33	170.05

Teacher (Upper Pay Range)

			Daily Rate (195ths)
1	35571	2964.25	182.42
2	36889	3074.08	189.17
3	38250	3187.50	196.15

Unqualified Teacher

			Daily Rate (195ths)
1	16461	1371.75	84.42
2	18376	1531.33	94.24
3	20289	1690.75	104.05
4	22204	1850.33	113.87
5	24120	2010.00	123.69
6	26034	2169.50	133.51

Leadership Group Range

	Min	**Max**
Group 1	44,102	58,677
Group 2	46,335	63,147
Group 3	49,976	67,963
Group 4	53,712	73,144
Group 5	59,264	80,671
Group 6	63,779	88,984
Group 7	68,643	98,100
Group 8	75,708	108,283

** Scale points to be applied **only** to head teachers at the top of the school group range in the academic year 2015/16, indicating no uplift for 2016/17.*

e.g

Headteacher on Grade 12-18 (moves to sp18 on Sept 2016)
Salary Range £51,127 - £58,677 (no uplift on point 18)

Headteacher on Grade 15-21 (moves to sp18 on Sept 2016)
Salary Range £55,049 - £63,779 (sp18 = £59,264)

Leadership Pay Range

1	38,984
2	39,960
3	40,958
4	41,978
5	43,023
6	44,102
7	45,290
8	46,335
9	47,492
10	48,711
11	49,976
12	51,127
13	52,405
14	53,712
15	55,049
16	56,511
17	57,810
18*	58,677
18	59,264
19	60,733
20	62,240
21*	63,147
21	63,779
22	65,363
23	66,982
24*	67,963
24	68,643
25	70,349
26	72,089
27*	73,144
27	73,876
28	75,708
29	77,583
30	79,514
31*	80,671
31	81,478
32	83,503
33	85,579
34	87,694
35*	88,984
35	89,874
36	92,099
37	94,389
38	96,724
39*	98,100
39	99,081
40	101,554
41	104,091
42	106,699
43*	108,283

Leading Practitioner Range

LP01 - LP05		**LP02 - LP06**		**LP03-LP07**	
1	38,984	2	39,960	3	40,958
2	39,960	3	40,958	4	41,978
3	40,958	4	41,978	5	43,023
4	41,978	5	43,023	6	44,102
5	43,023	6	44,102	7	45,290
LP04-LP08		**LP05-LP09**		**LP06-LP10**	
4	41,978	5	43,023	6	44,102
5	43,023	6	44,102	7	45,290
6	44,102	7	45,290	8	46,335
7	45,290	8	46,335	9	47,492
8	46,335	9	47,492	10	48,711
LP07-LP11		**LP08-LP12**		**LP09-LP13**	
7	45,290	8	46,335	9	47,492
8	46,335	9	47,492	10	48,711
9	47,492	10	48,711	11	49,976
10	48,711	11	49,976	12	51,127
11	49,976	12	51,127	13	52,405
LP10-LP14		**LP11-LP15**		**LP12-LP16**	
10	48,711	11	49,976	12	51,127
11	49,976	12	51,127	13	52,405
12	51,127	13	52,405	14	53,712
13	52,405	14	53,712	15	55,049
14	53,712	15	55,049	16	56,511
LP13-LP17		**LP14-LP18**			
13	52,405	14	53,712		
14	53,712	15	55,049		
15	55,049	16	56,511		
16	56,511	17	57,810		
17	57,810	18	59,264		

JNC YOUTH AND COMMUNITY (as at 1st September 2016)

SCP	FTE SALARY	MONTHLY	HOURLY	Living Wage Hourly Rate (as at 1st April 2016)
	CE2			£16,302
02	15507	1292.25	8.04	8.45
03	17241	1436.75	8.94	
04	17828	1485.67	9.24	
05	23445	1953.75	12.15	
06	23445	1953.75	12.15	
07	25194	2099.50	13.06	
08	28852	2404.33	14.95	
09	28852	2404.33	14.95	
10	34129	2844.08	17.69	

SCP	FTE SALARY	MONTHLY	HOURLY
	T00 1		
11	21467	1788.92	11.13
12	22441	1870.08	11.63
13	23445	1953.75	12.15
14	24485	2040.42	12.69
	T00 2		
18	27396	2283.00	14.20
19	28123	2343.58	14.58
20	28852	2404.33	14.95
21	29672	2472.67	15.38
	T00 3		
20	28852	2404.33	14.95
21	29672	2472.67	15.38
22	30601	2550.08	15.86
23	31505	2625.42	16.33
	T00 4		
22	30601	2550.08	15.86
23	31505	2625.42	16.33
24	32413	2701.08	16.80
25	33329	2777.42	17.28
	T00 4A		
24	32413	2701.08	16.80
25	33329	2777.42	17.28
26	34243	2853.58	17.75
27	35159	2929.92	18.22
	T00 5		
27	35159	2929.92	18.22
28	36085	3007.08	18.70
29	37005	3083.75	19.18
30	37924	3160.33	19.66

SCP	FTE SALARY	MONTHLY	HOURLY
	T00 HRLY		
02	15507	1292.25	8.04
03	16117	1343.08	8.35
04	16681	1390.08	8.65
05	17241	1436.75	8.94
06	17828	1485.67	9.24
07	18450	1537.50	9.56
08	19069	1589.08	9.88
09	19856	1654.67	10.29
10	20472	1706.00	10.61
11	21467	1788.92	11.13
12	22441	1870.08	11.63
13	23445	1953.75	12.15
14	24485	2040.42	12.69
15	25194	2099.50	13.06
16	25935	2161.25	13.44
17	26662	2221.83	13.82
18	27396	2283.00	14.20
19	28123	2343.58	14.58
20	28852	2404.33	14.95
21	29672	2472.67	15.38
22	30601	2550.08	15.86
23	31505	2625.42	16.33
24	32413	2701.08	16.80

SOULBURY (as at 1st September 2016)

EAI

SCP	FTE SALARY	MONTHLY	HOURLY
01	33730	2810.83	17.48
02	34938	2911.50	18.11
03	36078	3006.50	18.70
04	37234	3102.83	19.30
05	38383	3198.58	19.89
06	39533	3294.42	20.49
07	40741	3395.08	21.12
08	41902	3491.83	21.72
09	43256	3604.67	22.42
10	44463	3705.25	23.05
11	45655	3804.58	23.66
12	46809	3900.75	24.26
13	48116	4009.67	24.94
14	49280	4106.67	25.54
15	50567	4213.92	26.21
16	51731	4310.92	26.81
17	52897	4408.08	27.42
18	54042	4503.50	28.01
19	55223	4601.92	28.62
20	55833	4652.75	28.94
21	57005	4750.42	29.55
22	58027	4835.58	30.08
23	59152	4929.33	30.66
24	60160	5013.33	31.18
25	61239	5103.25	31.74
26	62291	5190.92	32.29
27	63367	5280.58	32.84
28	64457	5371.42	33.41
29	65551	5462.58	33.98
30	66643	5553.58	34.54
31	67725	5643.75	35.10
32	68824	5735.33	35.67
33	69924	5827.00	36.24
34	71050	5920.83	36.83
35	72173	6014.42	37.41
36	73329	6110.75	38.01
37	74465	6205.42	38.60
38	75615	6301.25	39.19
39	76748	6395.67	39.78
40	77880	6490.00	40.37
41	79019	6584.92	40.96
42	80156	6679.67	41.55
43	81293	6774.42	42.14
44	82435	6869.58	42.73
45	83574	6964.50	43.32
46	84715	7059.58	43.91
47	85860	7155.00	44.50
48	86995	7249.58	45.09
49	88135	7344.58	45.68

EDPSY A

SCP	FTE SALARY	MONTHLY	HOURLY
01	35377	2948.08	18.34
02	37173	3097.75	19.27
03	38969	3247.42	20.20
04	40764	3397.00	21.13
05	42558	3546.50	22.06
06	44353	3696.08	22.99
07	46044	3837.00	23.87
08	47734	3977.83	24.74
09	49317	4109.75	25.56

EDPSY B

SCP	FTE SALARY	MONTHLY	HOURLY
01	44353	3696.08	22.99
02	46044	3837.00	23.87
03	47734	3977.83	24.74
04	49317	4109.75	25.56
05	50902	4241.83	26.38
06	52380	4365.00	27.15
07	52987	4415.58	27.46
08	54120	4510.00	28.05
09	55243	4603.58	28.63
10	56386	4698.83	29.23
11	57506	4792.17	29.81
12	58649	4887.42	30.40

ALLOWANCES

Single Status Contractual Allowances - NJC 37 Hours

Wage Type	Wage Type Text	£/Hours/Units	Comments
1253	Travel Allowance	£	Cash Amount. Payments will be not considered unless the additional expenditure exceeds £3.03 per week and payments should continue for a period of 1 year from the date of transfer, whichever is the shorter
1306	Protected Allowance	£	SOP Protected Allowance
1324	Dress Allowance	£	Cash Amount £21.81
1403	Secondment allowance	£	Cash Amount for External Secondment
1405	Acting Up Allowance	£	Cash Amount
1421	AMHP Payment	£	£1800 PA pro rata , amount auto populates
1510	Term Time Only Wks	Units	44 Weeks Max
1515	Term Time Leave Ent Days	Units	27 or 32 Days
1600	Contractual Overtime	Hours	SCP * 1.5
1605	Night Allowance	Hours	SCP * 1/3
1610	Shift Allowance 10%	£	10% of Annual Salary, amount auto populates
1615	Standby Duty	Units	£28.67 per session
1620	Weekend Work	Hours	SCP * 1/2
1625	SEN	£	£461.57 PA, £38.46 monthly amount auto populates
1630	First Aid Allowance	£	£172.71 PA, £14.39 monthly amount auto populates
1632	Living Wage Supplement	£	Cash amount and only payable for scp 6-12

Single Status Contractual Allowances - JNC Craft/Assoc

Wage Type	Wage Type Text	£/Hours/Units	Comments
1253	Travel Allowance	£	Cash Amount. Payments will be not considered unless the additional expenditure exceeds £3.03 per week and payments should continue for a period of 1 year from the date of transfer, whichever is the shorter
1403	Secondment allowance	£	Cash Amount for External Secondment
1405	Acting Up Allowance	£	Cash Amount
1510	Term Time Only Wks	Units	44 Weeks Max
1515	Term Time Leave Ent Days	Units	27 or 32 Days
1600	Contractual Overtime	Hours	SCP * 1.5
1605	Night Allowance	Hours	SCP * 1/3
1610	Shift Allowance 10%	£	10% of Annual Salary, amount auto populates
1615	Standby Duty	Units	£28.67 per session
1620	Weekend Work	Hours	SCP * 1/2
1630	First Aid Allowance	£	£172.71 PA, £14.39 monthly amount auto populates
1632	Living Wage Supplement	£	Cash amount and only payable for scp 6-12
1634	Tool Allowance 1	£	£175.72 PA, £14.64 monthly amount auto populates
1636	Tool Allowance 2	£	£373.86 PA, £31.16 monthly amount auto populates

Contractual Allowances - Chief Officers

Wage Type	Wage Type Text	£/Hours/Units	Comments
1253	Travel Allowance	£	Cash Amount. Payments will be not considered unless the additional expenditure exceeds £3.03 per week and payments should continue for a period of 1 year from the date of transfer, whichever is the shorter
1403	Secondment allowance	£	Cash Amount for External Secondment
1405	Acting Up Allowance	£	Cash Amount
1510	Term Time Only Wks	Units	44 Weeks Max
1515	Term Time Leave Ent Days	Units	27 or 32 Days
1630	First Aid Allowance	£	£172.71 PA, £14.39 monthly amount auto populates

Contractual Allowances - JNC Youth & Comm

Wage Type	Wage Type Text	£/Hours/Units	Comments
1253	Travel Allowance	£	Cash Amount. Payments will be not considered unless the additional expenditure exceeds £3.03 per week and payments should continue for a period of 1 year from the date of transfer, whichever is the shorter
1403	Secondment allowance	£	Cash Amount for External Secondment
1405	Acting Up Allowance	£	Cash Amount
1510	Term Time Only Wks	Units	44 Weeks Max
1515	Term Time Leave Ent Days	Units	34 or 39 Days (Actual AL are 30 or 35)
1630	First Aid Allowance	£	£172.71 PA, £14.39 monthly amount auto populates
1632	Living Wage Supplement	£	Cash amount and only payable for CE1 scp 1 - 8, CE2 scp 1-2

Contractual Allowances - Soulbury

Wage Type	Wage Type Text	£/Hours/Units	Comments
1253	Travel Allowance	£	Cash Amount. Payments will be not considered unless the additional expenditure exceeds £3.03 per week and payments should continue for a period of 1 year from the date of transfer, whichever is the shorter
1403	Secondment allowance	£	Cash Amount for External Secondment
1405	Acting Up Allowance	£	Cash Amount
1510	Term Time Only Wks	Units	44 Weeks Max
1515	Term Time Leave Ent Days	Units	29 or 34 Days (Actual AL are 25 or 30)
1630	First Aid Allowance	£	£172.71 PA, £14.39 monthly amount auto populates

Contractual Allowances - Teachers

Wage Type	Wage Type Text	£/Hours/Units	Comments
1313	Pay Supplement	£	Cash Amount
1360	SEN - Teacher	£	Cash Amount - please refer chart below
1375	First Aid - Teachers	£	£172.71 PA, amount auto populates
1376	TLR1	£	Cash Amount - please refer chart below
1377	TLR2	£	Cash Amount - please refer chart below
1378	Safeguard Payment	£	Fixed term cash amount - normally ends after 3 years
1386	TLR3	£	Fixed term cash amount - requires an end, please refer to chart below
1388	Discretionary Payment HT	£	Cash Amount

Start Date	End Date	Allowance	Min	Max
01/09/13	31/08/14	SEN - Teacher	£2,022	£3,994
01/09/14	31/08/15	SEN - Teacher	£2,043	£4,034
01/09/15	31/08/16	SEN - Teacher	£2,064	£4,075
01/09/16		SEN - Teacher	£2,085	£4,116
01/09/13	31/08/14	TLR 1	£7,397	£12,517
01/09/14	31/08/15	TLR 1	£7,471	£12,643
01/09/15	31/08/16	TLR 1	£7,546	£12,770
01/09/16		TLR 1	£7,622	£12,898
01/09/13	31/08/14	TLR 2	£2,561	£6,259
01/09/14	31/08/15	TLR 2	£2,587	£6,322
01/09/15	31/08/16	TLR 2	£2,613	£6,386
01/09/16		TLR 2	£2,640	£6,450
01/09/13	31/08/14	TLR 3	£505	£2,525
01/09/14	31/08/15	TLR 3	£511	£2,551
01/09/15	31/08/16	TLR 3	£517	£2,577
01/09/16		TLR 3	£523	£2,603

CYNGOR DINAS CAERDYDD
CITY OF CARDIFF COUNCIL

CABINET MEETING: 16 MARCH 2017

POPULATION NEEDS ASSESSMENT FOR CARDIFF AND THE VALE OF GLAMORGAN

REPORT OF THE DIRECTOR OF SOCIAL SERVICES

AGENDA ITEM: 7

PORTFOLIO: HEALTH, HOUSING AND WELLBEING (COUNCILLOR SUSAN ELSMORE)

Reason for this Report

1. The Social Services and Well-being (Wales) Act 2014 (SSWB Act) requires the local authorities and the Local Health Board within each region to jointly prepare and publish before April 2017 an assessment of the care and support needs of their population, including carers who need support. A report of the assessment for the Cardiff and Vale of Glamorgan region is attached at Appendix 1. The local authorities and the Local Health Board are required formally to approve the population assessment report. This needs to be done by the Board of the Local Health Board and, in the case of the local authority, by the full Council on submission by the executive so that the information contained within the report is considered at the most senior levels within these organisations.

Background

2. The SSWB Act 2014 introduced a duty on local authorities and the Local Health Board within each region to jointly prepare and publish an assessment of the care and support needs of the population, including carers who need support. A report of the assessment for the Cardiff and Vale of Glamorgan region is attached at Appendix 1. Before final publication, the document will have a small amount of professional graphic design work done.

3. The report must be formally signed off by both Councils and the Cardiff & Vale University Health Board and published before April 2017.

4. The Part 2 Code of Practice (General Functions) of the SSWB Act sets out how a population needs assessment should be undertaken. Part 2 also requires the statutory Regional Partnership Board (RPB) to exercise the principal governance role in overseeing the production of the needs assessment. The Cardiff and Vale RPB is chaired by the City of Cardiff Council's Cabinet member for Health, Housing and Wellbeing

5. The assessment must identify:

   - the extent to which those needs are not being met;
   - the range and level of services required to meet those needs;
   - the range and level of services required to deliver the preventative services required in section 15 of the Act; and
   - how these services will be delivered through the medium of Welsh.

6. The purpose of the population needs assessment is to ensure that local authorities and Local Health Boards jointly produce a clear and specific evidence base in relation to care and support needs and carers' needs to underpin the delivery of their statutory functions and inform planning and operational decisions. This will ensure services are planned and developed in an efficient and effective way by public sector partners, in order to promote the well-being of people with care and support needs. A population needs assessment is intended to drive change, partly by enabling both local authorities and Local Health Boards to focus on preventative approaches to care and support needs. It will provide the information required to support resource and budgetary decisions; ensuring services and outcomes are targeted, sustainable, effective and efficient. It will underpin the integration of services and particularly support the duties set out in Part 9 of the Act which deals with collaborative working.

7. Upon completion, population needs assessment reports must be published on the websites of all local authorities and Local Health Boards involved in their production. A copy of the report must also be sent to Welsh Ministers at the time of publication. The report should be drafted using accessible language so that it can be considered by members of the public. It is important that the report explains clearly how the local authorities and the Local Health Board have arrived at their decision in relation to the needs identified and the level of services required to meet those needs.

8. Local authorities and Local Health Boards must produce one assessment report per local government electoral cycle. They must be forward looking and consider the needs for care and support and needs for carers for the whole period up until the next population assessment is due for publication.

9. However, given that circumstances may change, the partnership arrangement established to carry out the assessment must keep it under review. The report should be reviewed as required but at least once mid-way through the population assessment period. If this review identifies a significant change in the needs for care and support or the needs of carers, an addendum should be produced and similarly be published and sent to Welsh Ministers.

10. In addition to supporting other statutory planning processes, the assessment should inform local the production of an Area Plan for the region, setting out the region's response to the needs identified in the assessment; this will be prepared during the period Apr 2017-Mar 2018.

Issues

11. The assessment was undertaken at the same time as the Well-being Assessments in each local authority area, required under the Well-being of Future Generations (Wales) Act 2015. Wherever possible, evidence from the assessments has been shared and the assessments inform each other.

12. The Act and associated statutory guidance require that the report is presented under a number of themed headings. The report includes information on the methods used to undertake the assessment, as well as information on care and support needs, assets, and prevention needs under each topic area. Specific findings for each topic are given in the relevant chapter.

13. A number of overarching care and support needs emerged which were identified in more than one topic area. These were:

    - **Improving information and access to services** including access to information about support and services available; timely access to mental health and primary care services; accessibility of services and information; transport to aid access to services; improving awareness, signposting and access to different forms of advocacy
    - **Tackling social isolation and loneliness** across our populations, but especially older people
    - **Support for carers** including support for young and adult carers, and respite for young and adult carers
    - **Improving transitions** between children's and adult services
    - **Links with education** including improving involvement and engagement with schools; and vocational educational opportunities, apprenticeships and adult learning
    - **Appropriate housing** to meet individuals' varied needs, and to enable people to remain independent as they age
    - **Community involvement** including increasing engagement with individual care and support plans; engagement with service planning and design; and supporting volunteers and volunteering
    - **Dementia** meeting the needs of people with dementia and their carers
    - **Joining up / integrating services** across the statutory sector and working with the third sector, including improved communication between services
    - **Substance misuse** including responding to changing patterns of misuse

14. Key prevention issues identified were:

    - **Building healthy relationships** including emotional and mental health, sexual health; prevention of child sexual exploitation (CSE); support for children and young people affected by parental relationship breakdown
    - **Practical life skills** including financial skills (for all ages)
    - **Healthy behaviours** including tobacco use, alcohol, diet and physical activity

- **Healthy environment and accessible built environment** including tackling air pollution, and making it easier for people, particularly older people and those with disabilities or sensory impairment, to get around

15. Key assets identified were:

- **Social capital** including positive social interactions, dementia-friendly communities, volunteers, self-care
- **Buildings and services** including community hubs, one-stop shops and libraries, Dewis Cymru
- **Organisations** including third sector organisations, community groups, statutory services including community pharmacies, multi-stakeholder partnerships
- **Physical environment** including access to green space

Local Member consultation (where appropriate)

16. In contrast to the Well-being Assessment, formal consultation on this assessment is not required. However, guidance clearly states that engagement with the local population should be a core part of the assessment. Care and support services must act in a way that strengthens the voice of residents.

17. A broad range of individuals, groups and organisations have been involved in the process of undertaking the assessment. Significant new engagement with residents through surveys and focus groups has taken place, in addition to engagement with relevant corporate and partner stakeholders (including the third and independent sectors).

18. A draft assessment report was shared and discussed with the Regional Partnership Board and its Strategic Leadership Group, as well as all other stakeholders who have contributed to the process to date. This ensures that the final document represents a balanced and accurate view of the care and support needs of our communities.

Reasons for Recommendations

19. To ensure that Cabinet members can exercise oversight of a key planning document for social care and well-being services and agree future priorities.

20. To secure approval by the full Council as required by the statutory framework for producing the assessment.

Financial Implications

21. There are none at this stage. The requirement for Area Plans to be subsequently developed and implemented, taking into account the findings of the assessment, will have potential resource implications. The priorities for action and detailed plans to address them, along with consequent financial implications, should be discussed and agreed as part of the Area Planning process

Legal Implications

22. The development and publication of a population needs assessment is a legal requirement under the Social Services and Well-being (Wales) Act 2014.

23. A number of key population groups must be covered by the assessment, as specified in the Act. The assessment must identify how services will be delivered through the medium of Welsh. There is also a responsibility for an equality impact assessment to be undertaken on the assessment and the subsequent plans to meet needs. Information on equalities and Welsh language is included in relevant sections throughout the document, with additional information in Section C. The impact assessment process will continue and be completed during the development of the Area Plans.

HR Implications

24. There are none at this stage. The requirement for Area Plans to be subsequently developed and implemented, taking into account the findings of the assessment, may have potential HR implications.

RECOMMENDATIONS

Cabinet are recommended to

1. Note the content and findings of the population needs assessment.

2. Approve the population needs assessment for consideration by Council.

TONY YOUNG
Director
10 March 2017

The following appendices are attached:

Appendix 1 – Population needs assessment for Cardiff and the Vale of Glamorgan

The following background papers have been taken into account

Social Services and Wellbeing (Wales) Act 2014 Part 2 Code of Practice (General Functions)

This page is intentionally left blank

PARTNERIAETH IECHYD & GOFAL CYMDEITHASOL INTEGREDIG
Caerdydd & Bro Morgannwg

Cardiff and Vale of Glamorgan
INTEGRATED HEALTH & SOCIAL CARE PARTNERSHIP

let's talk
amser siarad

DRAFT

Cardiff and the Vale of Glamorgan

Population needs assessment

for the Social Services and Wellbeing (Wales) Act 2014

An assessment of the care and support needs of people
living in Cardiff and the Vale of Glamorgan,
by listening to residents and local professionals
and reviewing service and population data

Version control

Version no.	Date	Comments
Draft	13 Feb 2017-3	Final draft of text. For approval by Cardiff Council and Vale of Glamorgan Council.

Contents

Executive summary 3
A1. Background to the assessment 7
A2. How the assessment was undertaken 9
A3. What happens next 13
A4. Background demography 14
A5. General findings and housing need 20
B1. Children and young people 28
B2. Older people 44
B3. Health and physical disabilities 55
B4. Learning disability and autism 64
B5. Adult mental health and cognitive impairment 69
B6. Adult carers 80
B7. Sensory loss and impairment 87
B8. Violence against women, domestic abuse and sexual violence 95
B9. Asylum seekers and refugees 101
B10. Offenders 106
B11. Veterans 111
B12. Substance misuse 115
B13. Cross-cutting findings 121
C. Equality profile and Welsh language 123
Appendix 133
Acknowledgements 134
Glossary 135
References 137

DRAFT

Executive summary

Background to the assessment

The Social Services and Wellbeing (Wales) Act 2014 introduced a duty on local authorities and Local Health Boards to prepare and publish an assessment of the care and support needs of the population, including carers who need support. This is a report of the that assessment, for the region covering Cardiff and the Vale of Glamorgan. The Act and its statutory guidance requires the presentation of the report under a number of themed headings.

The assessment was undertaken at the same time as the Wellbeing Assessments in each local authority area, required under the Wellbeing of Future Generations (Wales) Act 2015. Wherever possible evidence from the assessments has been shared and the assessments inform each other.

How the assessment was undertaken

The assessment was undertaken between February 2016 and January 2017. The aim was to identify the key care and support needs, prevention issues, and assets (such as people, buildings, organisations or services which contribute to enhancing or maintaining wellbeing) in the region.

Information was brought together from a number of sources: public surveys tailored to the audience; focus group interviews with local residents; a survey of local professionals and organisations providing care or support, including the third sector; service and population data; key documents, and previous work. Engagement work was carried out under the 'Let's Talk' brand.

A series of workshops with lead professionals in the area were held in November 2016 to start to collate and interpret the findings.

The work was overseen by representatives from the City of Cardiff Council and the Vale of Glamorgan Council, and Cardiff and Vale University Health Board, and reported to the Regional Partnership Board for Cardiff and the Vale of Glamorgan. Learning from the assessment process is included in the future recommendations in the document.

Background demography

In 2015 there were estimated to be 357,160 people living in Cardiff, and 127,592 living in the Vale of Glamorgan. The population of the Vale is projected to increase by around 1% over the next 10 years; however this masks significant growth in the number of people aged 65 or over. The population of Cardiff is projected to increase by around 10% over the next 10 years, or around 35,000 additional people. While much of this growth is among people aged 65 or over, there is also projected to be considerable growth in the number of children and young people aged under 16.

The population of South Cardiff is ethnically very diverse compared to the rest of Wales. Cardiff is an initial accommodation and dispersal centre for asylum seekers.

There are stark and persistent inequalities in Cardiff and the Vale of Glamorgan. A man living in one of the most deprived parts of Cardiff can expect to live 24 fewer years in good health compared with someone in one of the least deprived areas. In the Vale of Glamorgan a man living in one of the most deprived areas can expect to live 21 fewer years in good health compared with someone in one of the least deprived areas.

DRAFT

Key findings

Detailed findings across eleven population groups are presented in the main report. A number of findings were common to one or more of these groups, and addressing these is recommended as a priority. Underlying each of these issues is the broader and persistent issue of **inequality** between and within our communities. The cross-cutting findings are:

Care and support needs

- **Improving information and access to services** including access to information about support and services available; timely access to mental health and primary care services; accessibility of services and information; transport to aid access to services; improving awareness, signposting and access to different forms of advocacy
- **Tackling social isolation and loneliness** across our populations, but especially older people
- **Support for carers** including support for young and adult carers, and respite for young and adult carers
- **Improving transitions** between children's and adult services
- **Links with education** including improving involvement and engagement with schools; and vocational educational opportunities, apprenticeships and adult learning
- **Appropriate housing** to meet individuals' varied needs, and to enable people to remain independent as they age
- **Community involvement** including increasing engagement with individual care and support plans; engagement with service planning and design; and supporting volunteers and volunteering
- **Dementia** meeting the needs of people with dementia and their carers
- **Joining up / integrating services** across the statutory sector and working with the third sector, including improved communication between services
- **Substance misuse** including responding to changing patterns of misuse

Prevention issues

- **Building healthy relationships** including emotional and mental health, sexual health; prevention of child sexual exploitation (CSE); support for children and young people affected by parental relationship breakdown
- **Practical life skills** including financial skills (for all ages)
- **Healthy behaviours** including tobacco use, alcohol, diet and physical activity
- **Healthy environment and accessible built environment** including tackling air pollution, and making it easier for people, particularly older people and those with disabilities or sensory impairment, to get around

Assets

- **Social capital** including positive social interactions, dementia-friendly communities, volunteers, self-care
- **Buildings and services** including community hubs, one-stop shops and libraries, Dewis Cymru
- **Organisations** including third sector organisations, community groups, statutory services including community pharmacies, multi-stakeholder partnerships
- **Physical environment** including access to green space

What happens next

DRAFT

The scale and breadth of the care and support needs and prevention issues identified in this assessment are significant and should not be under-estimated. Part of the next stage in addressing the issues presented will be to understand the best mechanisms for delivering action against each. This will feed into corporate planning processes, Area Plans, and other mechanisms as appropriate.

It will be necessary to flesh out what is achievable, and in what time frame, for each issue; as well as whether the issue aligns with existing statutory responsibility for delivery.

There will also be a need to prioritise what the public sector itself has the capacity and resource to directly deliver. This assessment and the Social Services and Wellbeing Act itself present a new opportunity to work increasingly closely with third sector organisations including charities, social enterprises and co-operatives, and communities themselves by building on their assets, to jointly meet the needs of the population.

DRAFT

DRAFT

Section A.

Background, methods and general findings

A1. Background to the assessment

Legal requirement

The Social Services and Wellbeing (Wales) Act 2014 introduced a duty on local authorities and Local Health Boards to prepare and publish an assessment of the care and support needs of the population, and carers who need support.[d82] Areas should also identify assets which benefit and support wellbeing in the community.

This assessment should inform local plans for provision of care and support services, and measures to prevent and delay care and support needs. The Act requires the first population needs assessment to be published by the end of March 2017. There will then be a one year period from April 2017 to March 2018 for local areas to prepare their plans in response to this assessment.

There is also a legal duty on statutory bodies for this assessment to inform routine planning, such as Health Board Integrated Medium Term Plans, and local Homelessness Strategies.

The Region

Population needs assessments (PNAs) should be undertaken at a 'regional' level. For us, the region is defined as Cardiff and the Vale of Glamorgan, although the assessment should include information at lower geographic levels where available, including local authority level.

A statutory Regional Partnership Board (RPB) has been set up for Cardiff and the Vale of Glamorgan, including representation from the City of Cardiff Council, Vale of Glamorgan Council, Cardiff and Vale University Health Board (UHB), the third sector and County Voluntary Councils. The RPB has a duty to oversee implementation of the Act including the population needs assessment and subsequent plans.

Core themes

The Act and its statutory guidance requires us to publish the findings under certain core themes (such as Children and young people, Older people, etc.), although we are also allowed to add further themes as relevant to our population. In Cardiff and the Vale of Glamorgan we have therefore added Asylum seekers and refugees, Veterans, and Substance Misuse as important additional areas.

The themes presented here are:

- Children and young people
- Older people
- Health and physical disabilities
- Learning disability and autism
- Mental health
- Sensory loss and impairment
- Carers who need support
- Violence against women, domestic abuse and sexual violence
- Offenders
- Asylum seekers & refugees
- Veterans
- Substance Misuse

DRAFT

It is recognised that many individuals and their needs will fall into two or more of these themes and sometimes needs do not neatly relate to a particular aspect of an individual's background or history. Therefore the grouping into themes should be treated as one particular way to describe the population but many others are valid. Each theme chapter suggests other chapters which are likely to contain related needs.

A glossary at the end of the report explains acronyms and some technical terms which you may come across in this document.

Welsh language and equality profile

The Act requires that as part of the process of the PNA and subsequent planning, Welsh language needs are taken into account and plans are put in place for Welsh medium provision of services as required.

The Act also requires that an Equality Impact Assessment is undertaken on the process of the assessment and subsequent planning.

Within this PNA, therefore, an equality profile including information on Welsh language and needs specific to particular groups with protected characteristics, is also presented. An assessment of the impact of specific plans, and description of planned Welsh medium provision to meet the needs identified, will be undertaken as part of the subsequent area planning process.

Wellbeing of Future Generations (Wales) Act 2015

Following a similar timescale to the population needs assessment, local areas are also required to produce a Wellbeing Assessment in support of the Wellbeing of Future Generations (Wales) Act 2015.[d83] Wellbeing Assessments have a wider focus than the PNA, including a broader social, environmental, cultural and economic assessment, and consider a longer time period of 10-20 years. There will however be some overlap between the Wellbeing Assessment and the PNA, and each should inform the other.

Wellbeing Assessments are overseen by Public Services Boards (PSBs). In our area there are two PSBs, one for Cardiff and one for the Vale, and two Wellbeing Assessments in preparation.

Wherever possible the processes for this PNA and the Wellbeing Assessments has been aligned to reduce duplication of effort. For more information see section A2, How the assessment was undertaken. The main findings from the Wellbeing assessments are summarised in section A5.

DRAFT

A2. How the assessment was undertaken

Timeframe

This assessment was undertaken during the period February 2016-January 2017.

Methods used

A number of methods and sources were used to gather information for this assessment, to give a balanced and rounded view of the main care and support needs and assets in Cardiff and the Vale of Glamorgan. These were:

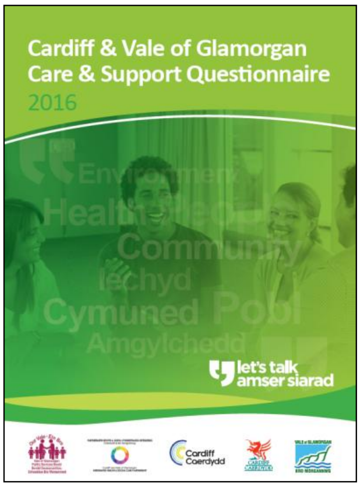
- public surveys, for adults and for young people
- focus group interviews with local residents
- a survey for local professionals and organisations providing care or support
- service and population data
- information from key documents and previous work
- a series of workshops for professional leads

These are described below. In many cases there are technical documents available which go into more detail about each of the methods and their findings. A single brand for engagement activities, 'Let's Talk', was agreed and used across both the PNA and the Wellbeing assessments being undertaken during a similar time frame.

In the context of this assessment, 'assets' are people, buildings, organisations or services which contribute to enhancing or maintaining wellbeing.

DRAFT

a. public surveys, for adults and for young people



Two public surveys were developed, one for adults and the other for young people.

The adult survey was for people resident in Cardiff and the Vale of Glamorgan. It was made available online and in paper form, in English and Welsh, and distributed at public venues across the two counties. The survey was live between 14 September 2016 until 25 November 2016. Awareness of the survey was raised through press releases, council, Health Board and third sector websites, and 4,000 hard copies of the survey in public locations. Direct links to the electronic survey were also sent to Citizens' Panels run by Cardiff Council (approx. 6,000 people) and Vale of Glamorgan Council (approx. 1,200 people). People completing the survey were asked to say whether they were completing the survey for themselves or on behalf of someone else, for example someone they cared for.

A total of 1,278 surveys were completed. Of those specifying where they lived (four in five respondents), around 83% were from Cardiff, and 17% from the Vale of Glamorgan. This indicates a slight over-representation of people from Cardiff, who represent 74% of the combined population of Cardiff and the Vale. One in five people did not say which area they came from. Analysis of the findings for both Cardiff and the Vale was undertaken by Cardiff Research Centre. Further detail on the breakdown of people who answered the survey is available in a separate report. 456 respondents said they would like to receive information on the outcomes of the assessment; and 432 indicated they would be interested in getting involved in future engagement work.

The surveys were complemented with a postcard to raise awareness of the assessment and asking three general questions about care, support and wellbeing in Cardiff and the Vale of Glamorgan.

The children and young people's survey was developed in conjunction with a group of young people, and made available online. Awareness of the survey was raised via Twitter and 'the Sprout', a news and event website for young people in Cardiff but accessed across Cardiff and the Vale. A total of 78 surveys were completed online.

b. focus group interviews with local residents

Twenty five bespoke focus group interviews were carried out with local residents. 18 of these were carried out by a commissioned market research organisation, Beaufort Research, on behalf of the statutory organisations. A separate detailed report is available giving more information about the focus groups and the information gleaned from them. A list of the main focus groups commissioned is given in the Appendix. Third sector organisations across Cardiff and Vale were also invited via the County Voluntary Councils (GVS and C3SC) to participate in collecting views from local residents, and free training on running focus groups was offered to prospective organisations, resulting in a small number of additional focus groups (see Appendix).

In addition at all stages of the PNA existing engagement information, such as that collected for previous exercises but still valid and relevant, has been sought. This has been included where available.

c. a survey for local professionals and organisations providing care or support

This survey was for professionals and organisations working with people in Cardiff and the Vale of Glamorgan, and who provide care, support or advice. It was made available online in English and Welsh. Awareness of the survey was raised by cascaded email and organisational intranets within the statutory organisations, and via the County Voluntary Councils to third sector organisations, and to social enterprises and private service providers.

145 surveys were completed. Just over half of these were completed on behalf of an organisation, with two in five completed by individual professionals representing their own views. Over 80 different organisations were represented in responses. The most common responses were from the third sector (36.9%), local authorities (21.5%), the NHS (17.4%), and independent care providers (10.1%). 8 in 10 organisations (79.9%) served people in Cardiff, while half (49.3%) served the Vale.

Analysis of the findings was undertaken by Cardiff Research Centre. Further detail on the breakdown of professionals and organisations who answered the survey is available in a separate report.

d. service and population data

Relevant service and population data were collated and analysed. A starting point was the all-Wales data catalogue developed by the Welsh Local Government Data Unit for the population needs assessments. Professional leads were also asked to identify any additional datasets which were available which told us about local care and support needs.

e. information from key documents and previous work

Relevant background strategy, policy and needs documents were identified by professional stakeholders for their relevant area, and by web searches for relevant topics. Key messages relevant to our population were identified. In many cases national (Wales or UK) work is quoted which can help either in confirming

DRAFT

local findings, or filling a gap in our local knowledge. In this case an assumption has to be made that similar issues are found locally.

f. a series of workshops of professional leads

Three half-day workshops were held out in November 2016 to agree the key needs, assets and actions in each themed area. Professional statutory leads, relevant third sector partners, the Community Health Council were invited to the workshops. Each workshop focused on 3-5 of the key themes and attendees used initial information available from the surveys, quantitative datasets, and focus group engagement, to agree the main findings and also any outstanding gaps and additional data sources to include.

Suggested areas for action

Suggested areas for action to address the needs identified were discussed and agreed at the professional workshops held in November 2016 and are given in the relevant topic chapter.

Under the Social Services and Wellbeing (Wales) Act population needs assessments should include the needs, assets and prevention issues in the first section of the report, with the range and level of services required to address these identified in section two. To aid readability of this report, each themed chapter includes information required for both sections 1 and 2 of the Act for that topic.

The recommendations begin to identify the areas of service and support provision which require review. These recommendations are not exhaustive or conclusive, and a more detailed assessment of the range and level of services required to meet the needs identified will be formalised and confirmed as part of the Area planning process (see A3, What happens next?) over the next year. A set of over-arching, cross-cutting recommendations are described in chapter B13.

Oversight of assessment

The assessment process was overseen by an operational Steering Group which met fortnightly and reported to the Regional Partnership Board. At the start of the process an Engagement sub-group with wider membership was convened to agree the overall approach to engagement. It was from this subgroup that the idea for a single engagement 'brand' across the PNA and the Wellbeing assessments originated and was agreed.

The Steering Group included lead representatives from the statutory agencies responsible for collating the assessment, with the overall lead agency agreed by the RPB to be Cardiff and Vale UHB. A Consultant in Public Health Medicine in Cardiff and the Vale chaired the Steering Group.

Alignment between the PNA process and the simultaneous Wellbeing assessment process being undertaken in both local authority areas was discussed at each meeting, to ensure that wherever possible information and processes were shared and aligned between the two assessments.

Critique and limitations of assessment

Within the timeframe given for the assessment it is felt that the views sought and included here through the engagement approaches described represent a good cross-section of local residents and professionals. However, it became clear during the engagement process that trying to engage with service users, the third sector, statutory organisations, and local residents over the summer period presented a challenge due to the holiday period.

DRAFT

The use of focus groups across a variety of population groups provided a rich source of information about local needs and assets and would definitely be recommended for future assessments. In terms of planning these, commissioning an external organisation to undertake this work was successful. Third sector organisations kindly helped with arranging the logistics for many of these focus groups. An earlier approach, of offering free training in running focus groups and asking third sector organisations if they could help with this process, had mixed results. Although many organisations were keen to support this approach and attended training, ultimately because of understandable capacity issues in these often small organisations, it was difficult for them to run the groups within the timeframe of the assessment.

The public survey had a good response rate, although lower than some similar surveys, possibly due to the time of year it was taking place. Fewer responses were received from people living in the Vale of Glamorgan compared with Cardiff than would be expected, with 17.4% of responses coming from the Vale, which makes up around 26.3% of the population of the region. Older people aged 75 and over were also under-represented in the survey responses.

Some population groups of interest proved difficult to arrange focus groups within the time available. These included older carers, prisoners, and people who accessed or wished to access services in the Welsh language.

The Social Services and Wellbeing Act introduced a number of new duties on local authorities, in addition to the requirement to carry out this assessment. As many of these other duties (for example duties around carers, and new data collection processes) are still in the initial phase of implementation, this assessment process is too early to report on their impact. However, they should be picked up in future assessments.

Recommendations on future assessment process

The overall approach taken to the assessment seemed successful, but to improve future assessments the following are recommended:

- Scope a co-ordinated function across public sector bodies in the region, and the third sector, to maintain an up-to-date knowledge of current and recent engagement exercises, with a complementary function of maintaining a bank of questions local policymakers would like answered. This would make it easier to identify existing engagement material, where the gaps are, and how best to undertake and log new activity
- Agree the frequency and nature of future updates to this assessment. While the Act requires one mid-term refresh and then a new assessment in 5 years' time, the value of a maintaining an up-to-date, 'live', resource which represents the current state of knowledge on local care and support needs, should be reviewed

DRAFT

A3. What happens next

Taking forward the suggested actions

The actions at the end of each chapter in this assessment ('Suggested areas for action') are an initial response to the findings presented. At this stage they deliberately do not identify the organisations best placed to deliver on these actions, or how to co-ordinate and oversee their implementation. A set of priority cross-cutting findings is given in chapter B13.

The scale and breadth of the care and support needs and prevention issues identified in this assessment are significant and should not be under-estimated. Part of the next stage in addressing the issues presented will be to understand the best mechanisms for delivering action against each. Some of these may optimally sit with the Regional Partnership Board itself, while others may be better delivered through the Public Services Boards, or other partnership mechanisms. This will feed into corporate planning processes, Area Plans, and other mechanisms as appropriate. Area plans must be agreed by each region by April 2018 in response to this assessment.

It will be necessary to flesh out what is achievable, and in what time frame, for each issue; as well as whether the issue aligns with existing statutory responsibility for delivery.

There will also be a need to prioritise what the public sector itself has the capacity and resource to directly deliver. This assessment and the Social Services and Wellbeing Act itself present a new opportunity to work increasingly closely with third sector organisations including charities, social enterprises and co-operatives, and communities themselves by building on their assets, to jointly meet the needs of the population.

DRAFT

A4. Background demography

Population structure and growth

In 2015 there were estimated to be 357,160 people living in Cardiff, and 127,592 living in the Vale of Glamorgan.[d74]

The population age structure of the Vale of Glamorgan is very similar to the Wales average, with the exception of a slightly lower number of young adults (20-24yrs). The population of the Vale will increase modestly over the next 10 years, by around 1% or 1,255 people. However, this masks significant growth in the over 65s category.[d35]

The Vale has a relatively stable population size which reflects a low net migration rate, and roughly equal birth and death rates.

The population of Cardiff is growing rapidly in size, currently projected to increase by 10% between 2016-26, significantly higher than the average growth across Wales and the rest of the UK. An extra 35,000 people will live in and require access to health and wellbeing services.[d35]

The Cardiff population is relatively young compared with the rest of Wales, with the proportion of infants (0-4 yrs) and young working age population (20-39yrs) significantly higher than the Wales average. This reflects in part a significant number of students who study in Cardiff. There will be significant increases in particular in people aged 0-16 and the over 65s.[d35]

Table. Projected percentage increase in population of (a) Cardiff; and (b) the Vale of Glamorgan, by broad age group, over 3, 5 and 10 years from 2016. Source: StatsWales (2014-based projections)

(a) Cardiff

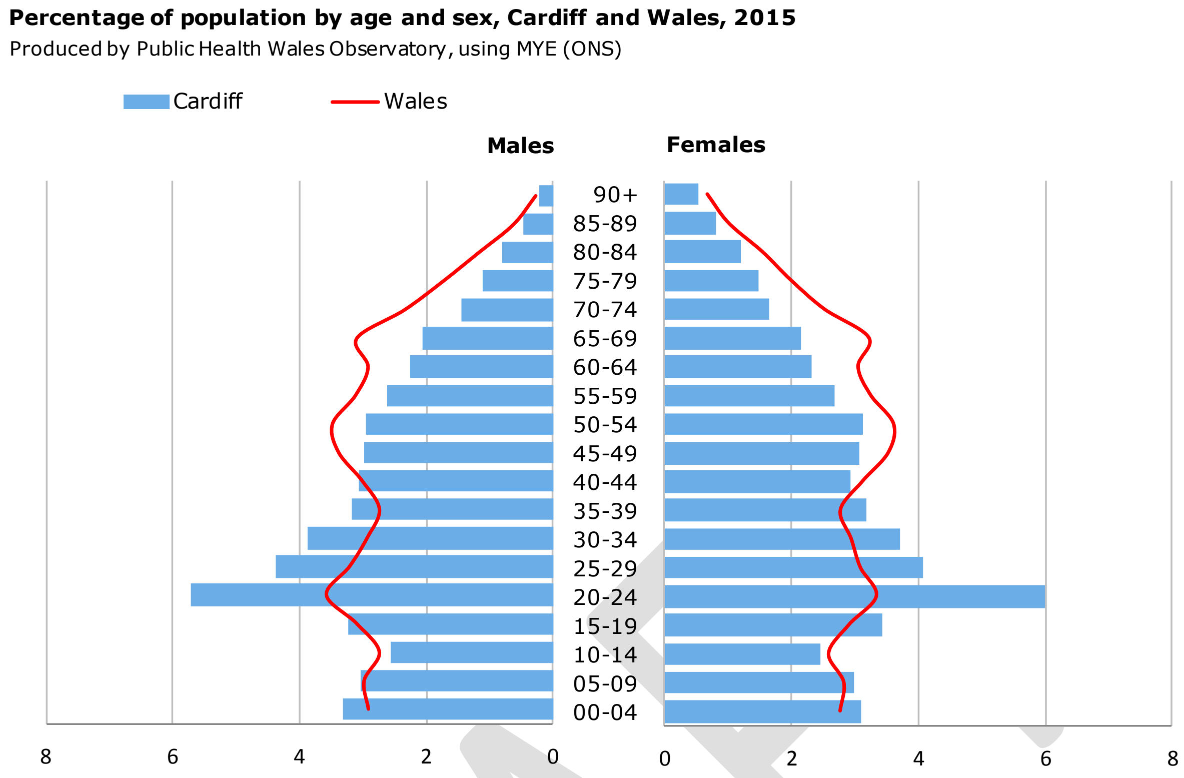
	Projection year		
Age group	**2019**	**2021**	**2026**
0-4	1.1	3.8	11.7
5-16	6.4	10.3	16.0
17-64	1.5	2.5	5.4
65-84	5.7	9.5	23.1
>84	7.2	12.5	26.6
All	2.7	4.6	9.8

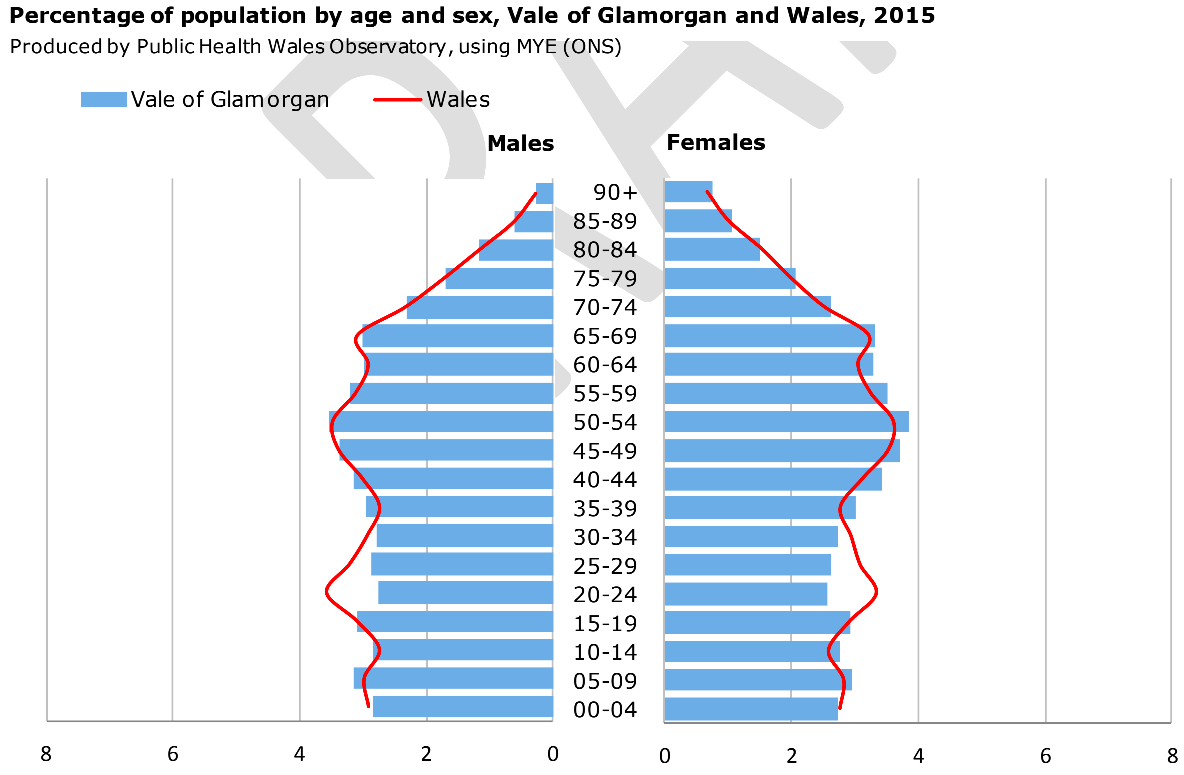
(b) Vale of Glamorgan

	Projection year		
Age group	**2019**	**2021**	**2026**
0-4	-3.2	-3.4	-3.8
5-16	1.4	2.2	-0.3
17-64	-1.6	-2.8	-5.5
65-84	5.9	9.7	19.5
>84	7.1	13.0	36.2
All	0.3	0.6	1.0

DRAFT

Figure. Percentage of population by age and sex, (a) Cardiff and (b) Vale of Glamorgan (2015)





The significant increase in the size of the population in Cardiff is driven principally by a birth rate which exceeds the death rate, contributing to around 0.5% growth each year, and net in-migration, which contributes around 0.3% growth annually. In-migration rates have over recent years declined slightly in Cardiff, and is running at around 1000-2000 people per year (net).

DRAFT

The population of South Cardiff is ethnically very diverse, particularly compared with much of the rest of Wales, with a wide range of cultural backgrounds and languages spoken. Arabic, Polish, Bengali and Chinese are the four most common languages spoken after English and Welsh. Cardiff is an initial accommodation and dispersal centre for asylum seekers.[d35]

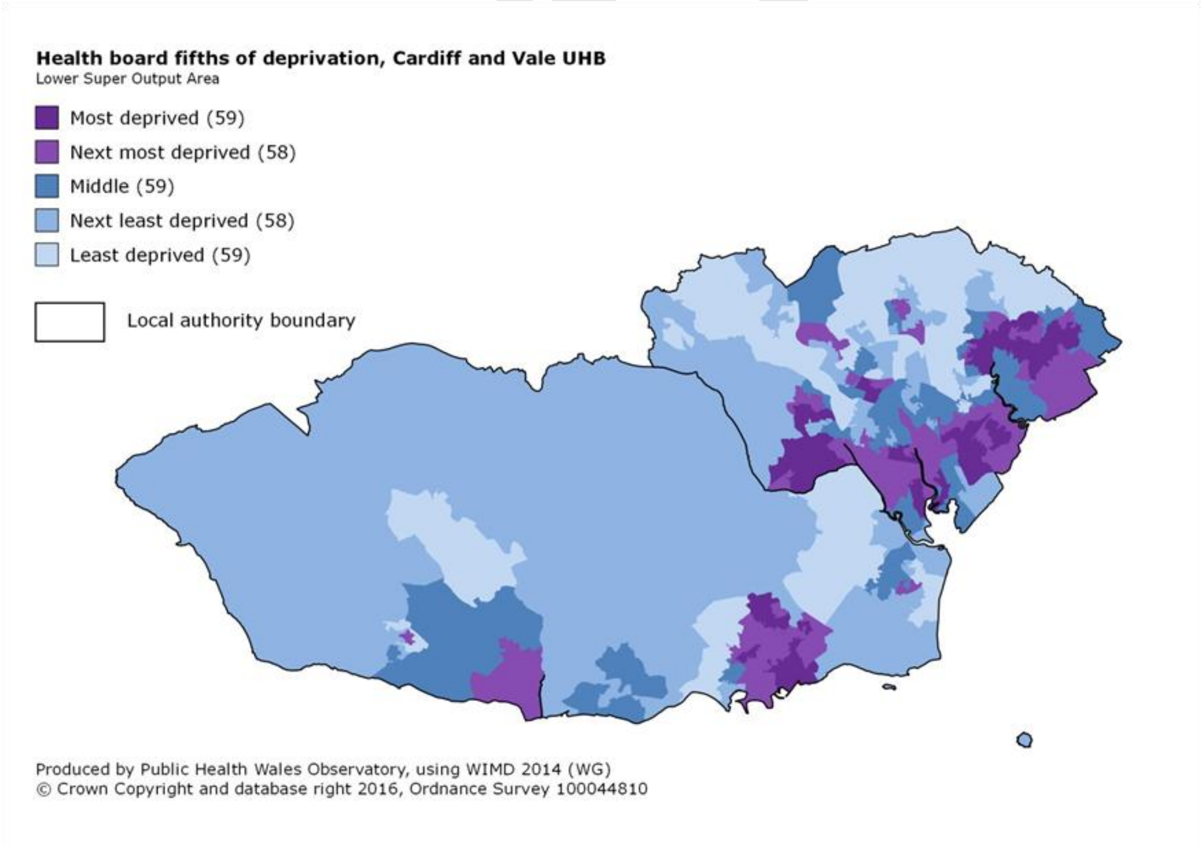
Inequalities

There are stark and persistent inequalities in Cardiff and the Vale of Glamorgan.[d21] While both Cardiff and the Vale are home to some of the most affluent parts of Wales, they each also have areas of significant deprivation. The gap between the most and least deprived shows no sign of reducing. The Wellbeing assessments for Cardiff and the Vale of Glamorgan both highlight inequality as a key issue in our communities.[d125,d129]

Cardiff has the third highest proportion of most deprived local areas out of all local authorities in Wales, behind Blaenau Gwent and Newport, with over 1 in 6 (17.6%) people in Cardiff living in these areas.[d43] For young people under 18, this proportion rises to nearly a quarter (23.1%). Many of the more deprived areas are in and around south Cardiff, contrasting with the northern half of the City.

Within the Vale of Glamorgan 14% of local areas are among the most deprived in Wales, clustered in the central Vale around Barry, but there are also significant pockets in the Western Vale too.

Figure. Fifths of deprivation across Cardiff and the Vale of Glamorgan (2014 data)

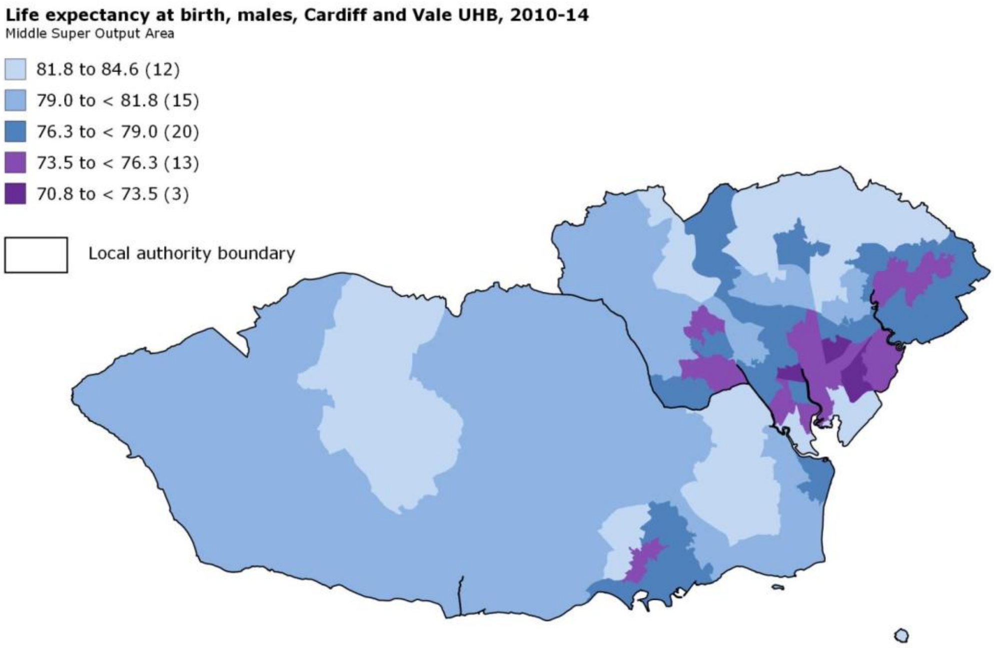


Produced by Public Health Wales Observatory, using WIMD 2014 (WG)
© Crown Copyright and database right 2016, Ordnance Survey 100044810

Within Cardiff, men in the most deprived areas can expect to live on average 11 years less than those in the least deprived areas. For healthy life expectancy the gap is even wider, with 24 fewer years of healthy life experienced by men in the most deprived areas. For the Vale of Glamorgan, the gap is 8 years and 21 years respectively. See figure.

DRAFT

Figure. Life expectancy at birth for males across Cardiff and the Vale of Glamorgan (2010-14)

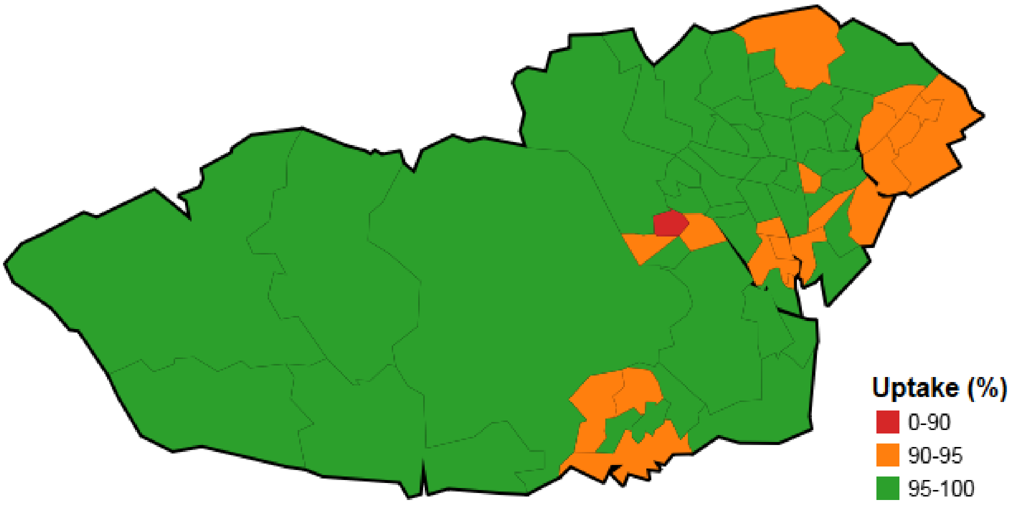

Life expectancy at birth, males, Cardiff and Vale UHB, 2010-14
Middle Super Output Area
81.8 to 84.6 (12)
79.0 to < 81.8 (15)
76.3 to < 79.0 (20)
73.5 to < 76.3 (13)
70.8 to < 73.5 (3)
Local authority boundary

Produced by Public Health Wales Observatory, using PHM & MYE (ONS)
© Crown Copyright and database right 2016, Ordnance Survey 100044810

DRAFT

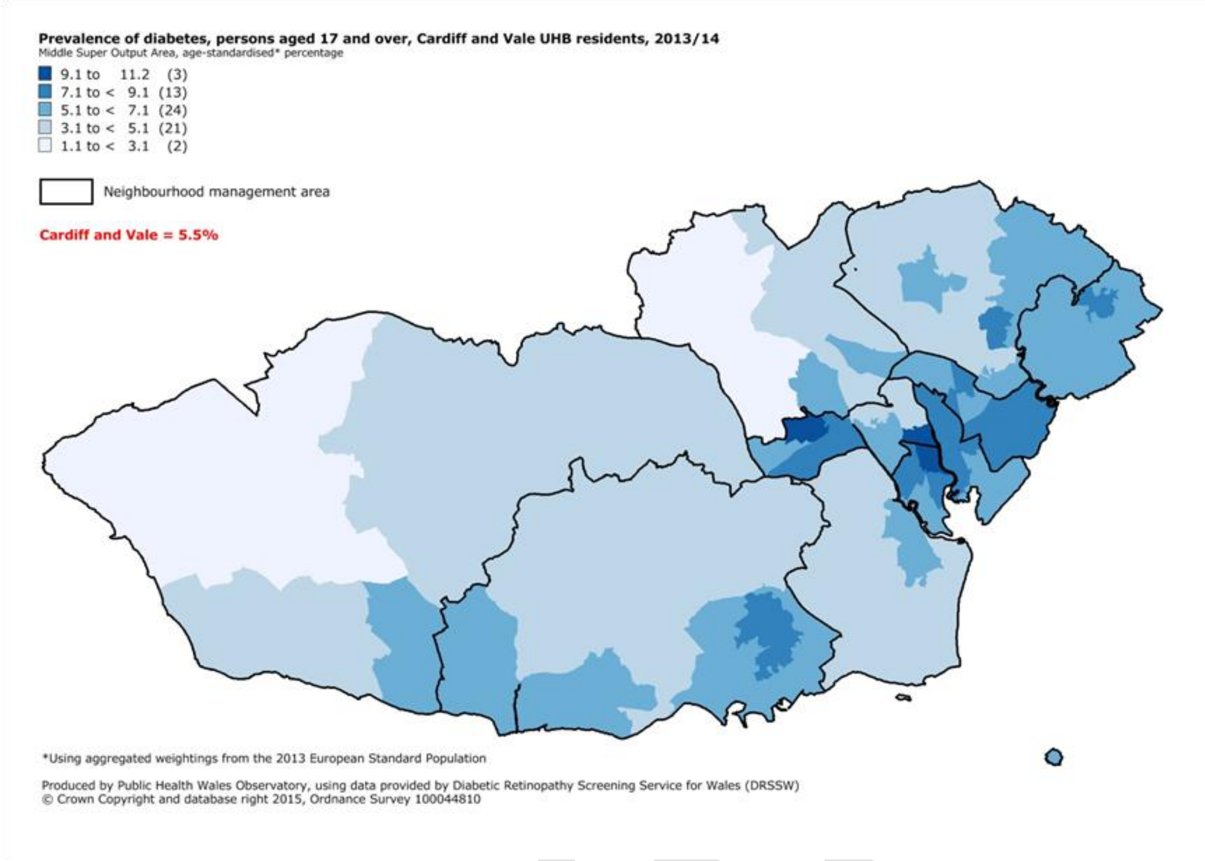
Inequalities are seen across health behaviours and outcomes, too. For childhood immunisations, for example, there is a significant variation in uptake by area of residence:

Figure. Uptake of the 5 in 1 primary immunisation in resident children reaching one year of age between Oct 2015-Sep 2016, Cardiff and the Vale of Glamorgan. (Source: Vaccine Preventable Disease Programme, Public Health Wales)


Uptake (%)
0-90
90-95
95-100

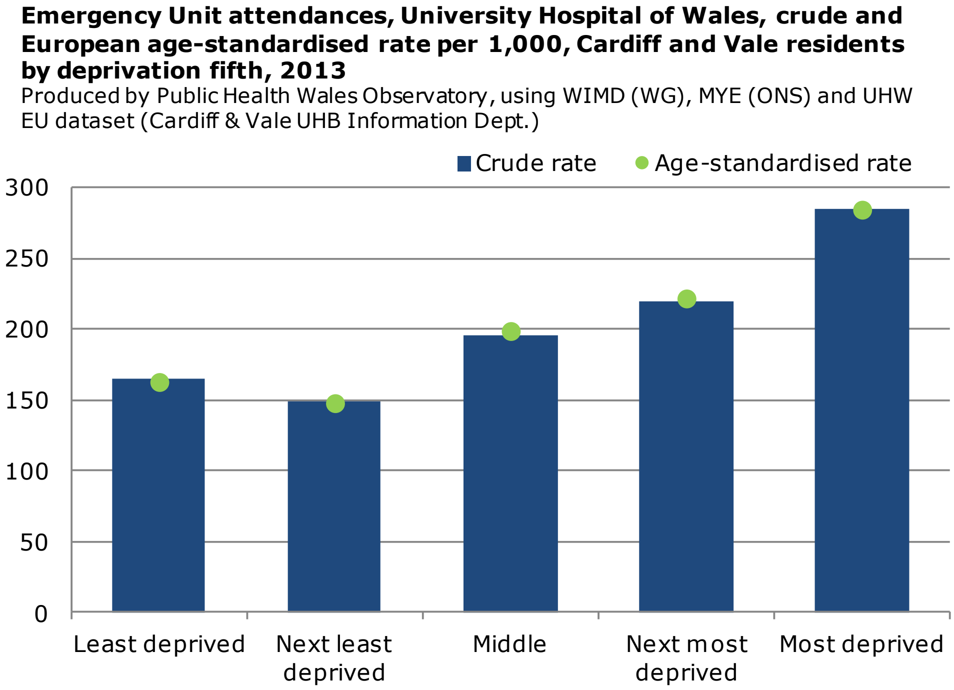
Rates of many chronic diseases are also higher in more deprived areas, such as diabetes:

Figure. Prevalence of diabetes among adults across Cardiff and the Vale of Glamorgan (2013/14)


Prevalence of diabetes, persons aged 17 and over, Cardiff and Vale UHB residents, 2013/14
Middle Super Output Area, age-standardised* percentage
9.1 to 11.2 (3)
7.1 to < 9.1 (13)
5.1 to < 7.1 (24)
3.1 to < 5.1 (21)
1.1 to < 3.1 (2)
Neighbourhood management area
Cardiff and Vale = 5.5%
*Using aggregated weightings from the 2013 European Standard Population
Produced by Public Health Wales Observatory, using data provided by Diabetic Retinopathy Screening Service for Wales (DRSSW)
© Crown Copyright and database right 2015, Ordnance Survey 100044810

People living in more deprived areas are more likely to attend the Emergency Department than those in less deprived areas:

Figure. Attendances at Emergency Unit, University Hospital of Wales, by deprivation fifths (2013)



Recognition of these inequalities - which reflect differing community needs at a neighbourhood and locality level within Cardiff and the Vale of Glamorgan - is vital to addressing needs successfully. Because of this, many of the actions and issues identified in this assessment will require a bespoke approach to be taken in each neighbourhood and locality area, based on the importance of the issue is in that area and the local assets and resources available.

DRAFT

A5. General findings and housing need

5.1 General information from local residents and service users

Overall level of wellbeing was reported as ‘very good’ by nearly 2 in 5 respondents (38.1%) from Cardiff, compared to a quarter (25.4%) from the Vale of Glamorgan. Three-fifths of respondents reported having ‘full control’ over their daily life, although this figure was lower in the Vale of Glamorgan (53.8% compared with 61.1% in Cardiff). Physical ability, emotional or mental health, and lack of money, were the most commonly cited factors preventing individuals having control over their life.

Around two-fifths of respondents (43.1%) felt there was somewhere (e.g. a place, club, community group etc.) in their community which made a positive difference to their wellbeing. There were many diverse answers given but the most common were local gyms, leisure centres and exercise facilities; religious centres; parks and open spaces; and volunteering as an activity. Of people who wished to use community facilities, the main reasons given for not accessing them were a lack of information; finances; emotional or mental health; transport; physical difficulties; nothing currently available; and unsuitable times.

More than half the respondents (54.8%) had received help, advice or support with the aim of preventing or reducing problems in the future. The most common of these were immunisation; exercise/keeping active; counselling; and care services. More than half of respondents specified that the help they had received had come from their GP (commonest responses given in table).

Table. Source of preventive advice, service or support among respondents to public survey in Cardiff and the Vale of Glamorgan (2016)

Source of preventive advice, service or support	No.	%
GP	301	55.3
Hospital	138	25.4
Somewhere else	112	20.6
Other Health Services	90	16.5
Internet	71	13.1
Charity, volunteer or community group	70	12.9
Family/friends or neighbour	60	11.0
Social worker	54	9.9
Library or Community Hub	39	7.2
Pharmacist	36	6.6
Education Services	31	5.7

Nearly one in five respondents (19.8%) found it difficult or very difficult to find information and advice on the help available to them.

In terms of services which people felt were not currently available to them, but which would benefit their independence and wellbeing, the commonest responses related to: mental health and counselling; practical help with things like gardening and shopping; transport; community based social activities; accessible advice services; and clear signposting to where help can be found.

DRAFT

Nearly half the survey respondents (46.4%) identified themselves as belonging to one or more of the population groups in part B of this report. A third reported a long term health condition or physical disability.

Just over 1 in 10 (12%) of all respondents were currently in receipt of care and support services or had previously received them. Of those who received services, 7 in 10 (69.3%) reported they were happy with the services they received. 6 in 10 (59%) felt they were sufficiently involved in decisions about their care and support, with a further quarter (23.7%) saying they were sometimes involved. 1 in 10 (10.8%) did not feel sufficiently involved in these decisions.

5.2 General information from professionals

In the survey of professionals and organisations carried out for this assessment, the most commonly cited reasons for people having difficulty accessing services and groups in their community were: lack of information; emotional or mental health issues; availability of local services; transport; and finances.

In terms of advice, services or support which is not currently available which professionals felt would benefit the wellbeing of the people they support, common responses included mental health, counselling and emotional support services, and transport.

Professionals felt their service users were most likely to seek advice from their GP; family/friends or neighbour; the internet; third sector organisations; social workers; and libraries or Community Hubs.

Nearly two thirds of respondents (63.8%) felt that the public would find it difficult to find information on advice and help available to them. Interestingly this is higher than the small but still significant proportion of respondents to the public survey identifying this as an issue.

Among professionals, 7 in 10 (70.3%) thought their service users were sufficiently involved in decisions about their care, slightly higher than the 6 in 10 reported by service users (see above).

5.3 General information from other sources

Accessing information about advice, support and services

A report by Citizens Advice on accessing and paying for social care in Wales[d38] found that there was a general lack of awareness of how the social care system works and people don't know how to access care, felt confused about the process and didn't feel able to challenge decisions. There was strong support for a single centralised source of information for advice about accessing care. Although this report was Wales-wide, this is a similar finding to the responses to the survey and focus groups in our area.

Dewis Cymru (www.dewis.wales) is a new pan-Wales website which aims to be a single point of information for care and support, for both the public and professionals. The website was formally launched in June 2016 but is not yet widely recognised by members of the public, with only one in six (16.9%) aware of the website, while only 1 in 20 had actually used the site. Awareness and use of the site were higher in the Vale of Glamorgan than Cardiff.

According to Ofcom, which regularly reviews household use of the internet across the UK, 86% of adults in Wales regularly use the internet, similar to the 87% across the UK as a whole.[d107] Among people aged under 45, regular use of the internet exceeds 95% across the UK, but drops to 72% among 65-74 year olds and to 42% among over 75s. Of people who use the internet regularly in Wales, nearly half (47%) seek information on health-related issues, higher than the UK average of 44%. A third (33%) seek information or services on

DRAFT

Government or council websites. Interestingly this figure is significantly lower than a similar question asked in the National Survey for Wales which found that, out of internet users in Wales, nearly two thirds (62%) had sought information on government or public service websites. This figure is higher among owner occupiers (64%) compared with people living in social housing (52%).[d108] Figures in the National Survey for Wales also suggest household access to the internet is 15% lower (71% compared with 86%) in the most deprived areas in Wales compared with the least deprived.

Tackling Poverty Programmes

Four major tackling poverty programmes funded by Welsh Government are run in local authorities across Wales. These are Families First, Communities First, Flying Start and Supporting People.

Families First provides early help and prevention for families with children, particularly those on low incomes or who are vulnerable in some other way.

The grants received by local authorities to commission Families First projects was reduced in 2016/17, with a consequent impact on service provision. Welsh Government has now given local authorities notification of indicative funding at the same level for 2017/18. Interim guidance on commissioning the next Families First programme has been released, focusing on parenting and youth support, further building the Team Around the Family (TAF) model, and with continued support for families affected by disability. Under this approach some existing elements of the current programmes which could potentially be supported via other routes, including services such as childcare, support into work, financial education and sexual health education, may no longer be funded by Families First.

Communities First is a community-focused programme to reduce persistent poverty. Communities First Delivery Teams work with residents, community organisations, business and other key partners in geographical areas called 'Clusters'. Clusters are drawn from the most deprived areas in Wales and cover a population of 10,000-15,000 people. The focus is on achieving the long-term sustainability and wellbeing of communities.

Within Cardiff and Vale there are 5 Communities First clusters, one in the Vale of Glamorgan (Barry) and four in Cardiff (Caerau and Ely; Splott, Tremorfa, Adamsdown and Roath; Butetown, Grangetown and Riverside; and East Cardiff, Llanedeyrn and Pentwyn).

It has recently been announced by Welsh Government that the Communities First programme will be reviewed, with a new approach focusing on employment, early years and empowerment.[d44]

Flying Start supports parents of children under the age of 4 in more deprived areas by providing health advice, learning skills support and practical ideas to help them give the best possible start to their children. The core elements of Flying Start are free part-time quality childcare; parenting support; intensive health visitor support; and support for early language and literacy.

In Cardiff, Flying Start is offered to eligible families in 43 lower superoutput areas (LSOAs) across the City, which include 8 primary school catchment areas. 4,901 0-3 year olds are supported in these areas. The Flying Start programme in Cardiff receives an overall budget of £10.3m from Welsh Government.

In the Vale of Glamorgan, Flying Start is offered to eligible families in 17 lower superoutput areas (LSOAs), although only 7 of these are covered in their entirety, across the ward areas of Gibbonsdown, Buttrills, Cadoc, Castleland, Court, and Illtyd. Six primary schools are included in these areas. 1,200 0-3 year olds are

DRAFT

supported in these areas. The Flying Start programme in the Vale receives an overall budget of £2.6m from Welsh Government.

Supporting People is a national framework for planning, delivering and monitoring housing related support services.

5.4 Housing need

Cardiff

In the public survey, two thirds (67.4%) of respondents in Cardiff felt their home met their needs very well.

The Cardiff Housing Strategy 2016-21 describes housing need in the City.[d32] The Council and Housing Associations have in total around 24,000 units of social rented accommodation. Demand for housing is high across all wards, with new units planned for popular wards near the City centre. An average of 1,644 lets are made by social landlords in Cardiff each year. In 2014/15 there were around 9,500 applicants waiting for housing in Cardiff. Of these people, less than 1% (0.3%) had an immediate need (38 applications), with a further 6.4% (577 applications) banded as an 'urgent need'. Of those on the waiting list, a quarter (26%) had a medical need, and nearly a third (29%) of the households were living in overcrowded conditions. There were nearly 2,000 applicants on the waiting list aged 50 and over. The weekly average of rough sleepers in Cardiff is 42, of whom on average 15 are long-term rough sleepers who refuse or whose lifestyle is too chaotic, to access provision. The number of rough sleepers varies significantly over the course of the year. The household Benefit Cap is being reduced in 2016/17, affecting 500 households in Cardiff.

The Welsh Housing Quality Standard in Social Housing was introduced in 2002 to provide a minimum standard that all social housing should meet. In 2012 Cardiff became the first local authority area in Wales to meet the WHQS.

For the Gypsy and Traveller community, there are 43 households on the waiting list for Council-operated sites in Cardiff. An accommodation needs assessment was undertaken in 2015 of the two sites to plan for future development, which demonstrated a clear need in Cardiff for the provision of additional permanent and transit socially rented Gypsy and Traveller accommodation.[d114]

The most common specific needs among people accessing Supporting People funding were: age (older or young person); mental health; domestic abuse; refugee issues; and learning disabilities. The Cardiff Supporting People Team annual grant is £16.3m.

Housing advice is available at the Community Hubs in Cardiff in St Mellons, Ely, Llanrumney, Grangetown, Butetown, Fairwater, and a partnership hub in Rumney. These Hubs provide information and support on a variety of public services. A new hub in Llandaff North has recently opened, and planned future hubs include Splott, Llanedeyrn and Llanishen.

In July 2016, CSSIW recorded that there were 38 care homes for older people in Cardiff, of which 18 offered nursing care. In November 2016 there were 63 domiciliary care providers in Cardiff.

Vale of Glamorgan

In the public survey, nearly three quarters (73.7%) of respondents in the Vale of Glamorgan felt their home met their needs very well.

DRAFT

The Vale of Glamorgan Local Housing Strategy 2015-20 describes housing need in the county.[d89] The average house price in the Vale of Glamorgan is high, and second only to Monmouthshire among local authorities in Wales. This does however vary significantly within the Vale. In terms of housing need, the households in the Vale most likely to find private housing unaffordable are lone parents, single people and single pensioners; in the rural Vale families with children are most likely to be priced out of the market. 7.2% of households are living in unsuitable housing, and in April 2014 151 households were living in temporary accommodation. The key outcome of the Local Housing Market Assessment in 2010 was that there was a need for 915 additional units of affordable housing per year in the Vale, mostly in Barry and Penarth areas (including Dinas Powys and Sully). The quality, suitability, adaptability and affordability of housing for older people are recognised as key factors enabling individuals to continue to live independently for as long as possible. Among over 65s in the Vale, the majority are owner occupiers, with around one in ten (11.9%) living in social housing and a minority (4.1%) in private rented accommodation. In 2015 nearly half (47.5%) the homes owned by social landlords in the Vale met the Welsh Housing Quality Standard. An assessment of the need for Gypsy and Traveller accommodation was undertaken in the Vale of Glamorgan in 2013, identifying a need for 18 permanent pitches to be provided in the Vale.

In the Vale the number of people assessed for homelessness varies between around 270-430 per year. The most common reasons for homelessness are the loss of rented or tied accommodation; being asked to leave friends' or families' homes; moving on from institutional care; and fleeing domestic abuse. Most people accepted as homeless are single people.

The Vale of Glamorgan Supporting People Team annual grant is £3.5m. Over 2500 service users are supported every week and 95% of users were happy with the support they received.[d89] Priorities for new services include supported housing for people with personality disorders; people experiencing domestic abuse; fully wheelchair accessible accommodation; adult placements for people with learning difficulties or mental health issues; and ExtraCare clients who require additional support and care but wish to live independently.

In July 2016, CSSIW recorded that there were 22 care homes for older people in the Vale of Glamorgan, of which 8 offered nursing care. In July 2016 there were 39 domiciliary care providers in the Vale of Glamorgan.

Housing need among children & young people

Both Cardiff and the Vale of Glamorgan have 'one stop shops' for young people who are at risk of homelessness. In each area the 'one stop shop' is made up of third sector organisations and Children's Services. In Cardiff there is also representation from the Housing Department and Careers Wales.

Both areas also have mediation services for young people over the age of 13 and Supported Housing and specialist Floating Support Services funded by Supporting People for young people aged over 16.

In October 2015 the Young Person's Gateway was launched in Cardiff, with the aim of offering housing solutions for young people aged between 16 and 21. The service is offered to clients who are under a duty of Children's Services or homelessness legislation, or those who are in need of supported accommodation within a young person project.

Fuel poverty

A household in Wales is defined as being in fuel poverty if they spend 10% or more of their income on energy costs, including Housing Benefit, Income Support or Mortgage Interest or council tax benefits on

DRAFT

energy costs. People who struggle to keep their homes warm usually have low incomes and are often the most vulnerable people in our communities.

Of the 52,100 households in the Vale of Glamorgan, it is estimated that just over 1 in 5 (22.4%, 11,692) are living in fuel poverty.[d100] In Cardiff, nearly a quarter (23.8%, 33,060) of households are estimated to experience fuel poverty.

There is a growing body of evidence to show that there is a close association between cold homes, fuel poverty, and poor health. This includes impacts on both physical and mental health, and on illness and death rates, in younger and older people.[d99] By taking action on fuel poverty and cold homes, the burden on the health and social care system can be reduced, as well as helping to address both the causes and effects of climate change.

5.5 Wellbeing assessments

Headline needs identified in the Wellbeing assessments in Cardiff and the Vale of Glamorgan which are relevant to this assessment are listed below.[d125,d129]

Cardiff

- Over the next 20 years Cardiff is projected to grow faster than all major British cities apart from London. It will put pressure on the city's physical and social infrastructure and public services. There will be a need for more health services. The growth in the city's older population will mean greater demand on health and care services
- Large inequalities exist within the city. Some of the poorest wards in Wales are to be found within walking distance of some of the most affluent
- Levels of wellbeing vary significantly across the city, with stark differences in how prosperous, safe, healthy, skilled, clean and green Cardiff is in the most affluent and more deprived communities
- Housing, a central component of quality of life, remains relatively unaffordable in Cardiff and recent years have seen a substantial increase in the number of people who are homeless or sleeping rough
- After 10 years of continual growth in Cardiff's total economic output in the years preceding the economic crash, economic output per capita is only now returning to pre-crisis levels. The proceeds of economic growth have not been felt by all the city's residents. The large disparities in levels of unemployment, household poverty and workless households closely align with health, crime and educational inequalities across the city
- Cardiff is a comparatively safe city. Over the last 10 years crime has fallen dramatically. However there has not been an equivalent fall in the fear of crime. The city's deprived communities are more likely to suffer the effects of crime
- A small number of people - particularly children and women - are subject to abuse, violence and exploitation
- There is a significant and growing gap in healthy life expectancy between those in the least and most deprived areas of the city, which now stands at over 20 years. In terms of healthy lifestyles, more than half of the population are overweight, obese or underweight, comparatively few people undertake physical activity and there is a high number of people smoking and drinking to excess
- Too many young people are failing to make transition from school into education, employment or training
- Over 60% of residents think that transport in the city is a serious or very serious problem

DRAFT

Vale of Glamorgan

- Clear inequalities between the ‘haves’ and the ‘have nots’ often masked by local authority level statistics
- The largest inequality gap in healthy life expectancy in Wales for females
- High levels of alcohol consumption particularly by older people in rural areas
- Green spaces may not always found in the areas where they are needed most to have a positive impact on well-being
- Engaging with harder to reach groups still proves challenging and new innovative ways to reach all of our population must be considered
- A risk of isolating those in rural areas who find it difficult to access services
- A lack of data in relation to a number of equality groups to better understand the needs and assets of all of our population
- Long term economic impacts of the EU referendum result are unknown, residents of the Vale are concerned about this
- High house prices which may become unaffordable to local people and the impact this has on a feeling of belonging and community cohesion
- The impact of further welfare reforms increasing the divide between those in the most and least deprived areas
- An increased demand for services due to an ageing population at a time of financial austerity
- Linked to an ageing population particularly in rural areas an increased risk of social isolation due to concerns around transport links in rural communities
- The impact of Adverse Childhood Experiences on life chances with high levels of harmful behaviours concentrated in the most deprived areas

DRAFT

Section B.

Findings by population theme

Guide to information presented in each chapter

Each of the chapters B1-B12 in this section are laid out in the same way so that information can be found readily. B13 is a summary of themes common to more than one population group

Summary *A brief summary of the key needs, preventive needs and assets for the group*

What do we know about this group?

Information from population and service data *Including information from statutory services where relevant, national surveys and the Census*

Information from residents and service users *Including information from the public survey and focus groups.*

Quotes from residents and service users show this symbol: ”

Information from professionals working with this group *Including information from the professional and provider survey, and professional workshops*

Information from other sources *Including information from relevant government strategies, policies and research*

Gaps in our knowledge

Main needs *Key care and support needs identified in the group*

Prevention recommendations *Key prevention recommendations identified for the group*

Assets *Key assets which support the wellbeing of the group*

Suggested areas for action *Actions for consideration in the region. The mechanism for this will vary for each action; for more details see A3, 'What happens next?'*

B1. Children and young people

Including carers who are children or young people; and mental health of children and young people

Note: In general this chapter uses the legal definition of 'child', which includes all individuals between birth and 18 years old. However, in some specific circumstances services use other definitions, for example catering for individuals up to 21 or 25 years old. These groups are included here where relevant

Other chapters of relevance: Asylum seekers and refugees; health and physical disabilities; learning disability and autism; mental health; offenders; sensory loss and impairment; violence against women, domestic abuse and sexual violence

Summary Children and young people

Care and support needs Support for children and young people affected by parental relationship breakdown and domestic violence; access to services including primary care and mental health; support for people with ADHD and autism; access to services for looked after children and children in need; support for young carers; more involvement of children in decisions about them; smoother transitions from child to adult services; accommodation; vocational education and apprenticeships; increasing complexity of needs; specific needs of children and young people with a disability

Prevention issues Building healthy relationships; practical life skills including financial skills; healthy lifestyles including healthy eating, physical activity and play; increased focus on adverse childhood experiences (ACEs); actions to reduce proportion of children becoming not in education, employment or training (NEET), especially in Cardiff

Assets Positive social interactions; respite care for young carers; counselling services; positive physical environment; careers advice; Families First projects and Flying Start; arrangements for engaging with children and young people; bespoke support for individuals; Family group conferencing (Cardiff); paid and volunteer workforce; funding for children and young people with a disability

DRAFT

1.1 What do we know about this group?

1.1.1 Information from population and service data

The population of Cardiff is relatively young compared with the rest of Wales, with the proportion of infants (0-4yrs) significantly higher than the Wales average. There will be an increase in the next 10 years in the number of people aged 5-16.[d15] The proportion of young people in the Vale of Glamorgan is similar to the Wales average.

The rate of referrals to children's services in Cardiff is in line with the Wales rate, while the rate in the Vale of Glamorgan is lower. Given Cardiff's higher proportion of young people in the population compared with Wales in practice this suggests a lower rate than the Wales age-adjusted average for Cardiff too.

Safeguarding and child protection

Social Services have a statutory responsibility to investigate situations where a child or young person may be suffering abuse or neglect, or is at risk of suffering abuse or neglect. Referrals are received from a number of sources including families themselves, the police, schools, health visitors, GPs, hospitals and members of the public.

In Cardiff in March 2016 there were 340 children on the child protection register. In the Vale of Glamorgan the figures was 100. Over the course of the year the number of children on the register increased by 33.7% in Cardiff and 12.2% in the Vale, compared with a Wales average increase of 4.2%, although with relatively small numbers (from a statistical perspective) some variation would be expected. In both Cardiff (46) and the Vale (37) the rate of children on the protection register out of 10,000 people aged under 18 was below the all-Wales average of 49.[d121]

In Cardiff, 58% of children were on the child protection register due to neglect; 25% due to emotional abuse; 16% physical abuse; and 1% sexual abuse. In the Vale of Glamorgan the corresponding figures were 57% emotional abuse; 35% neglect; 8% physical abuse; and 1% sexual abuse. Further information on child sexual exploitation is given in chapter B8, Violence against women, domestic abuse and sexual violence.

Looked after children and children in need

A child who is being looked after by their local authority is known as a looked after child. They might be living: with foster parents; at home with their parents under the supervision of social services; in residential children's homes; other residential settings like schools or secure units. They may have been placed in care voluntarily by parents struggling to cope, or Children's Services may have intervened because a child was at significant risk of harm.

Looked after children are more likely to have a statement of special educational needs, be excluded from school, and to leave school with no qualifications, compared with children in the general population. Looked after children are also more likely to experience emotional and mental health issues.

In Cardiff in 2015 there were a total of 2,135 children in need, including 620 looked after children. In the Vale of Glamorgan there were 480 children in need, including 120 looked after children.[d74]

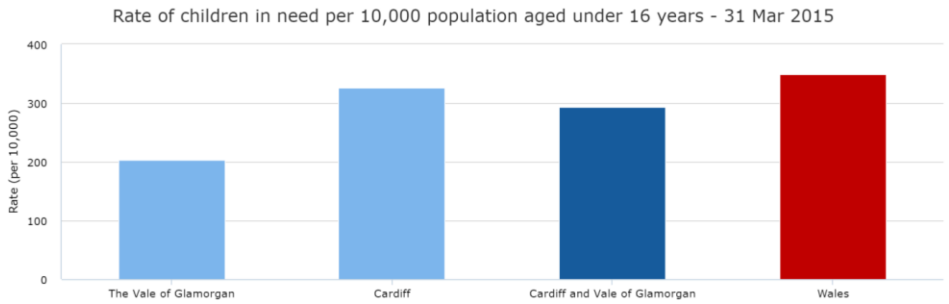
In 2017 a Corporate Parenting Strategy is being introduced across the Cardiff partnership to set out how looked after children will be cared for.[d52] In the Vale of Glamorgan a cross-party Corporate Parenting Panel actively considers issues affecting looked after children.[d124]

In 2015 in both Cardiff (91%) and the Vale of Glamorgan (90%), school attendance rates of children in need were marginally below the all-Wales average of 92%.[d74] Across Wales, 35% of children in need achieve 5 or more A*-G GCSE passes. In Cardiff the rate was 31% and in the Vale it was 37%.

Figures for the number of children seen by Youth Offending Services is given in chapter B10, Offenders.

DRAFT

Figure. Rate of children in need per 10,000 population aged under 16, Cardiff and Vale of Glamorgan (2015)



	31 Mar 2015
The Vale of Glamorgan	203
Cardiff	327
Cardiff and Vale of Glamorgan	294
Wales	349

Source: Welsh Government (WG)

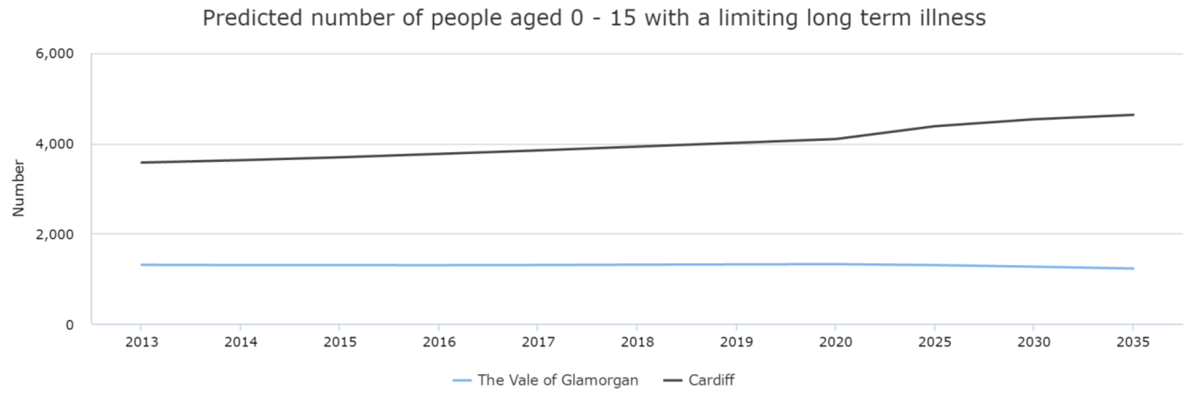
Care leavers

During 2015/16, there were 20 care leavers reaching the age of 19 in the Vale of Glamorgan, of whom 10 were not in education, employment or training (NEET), and the remainder were. In Cardiff, there were 65 care leavers reaching the age of 19, of whom 30 were NEET (note numbers are rounded for confidentiality purposes).[d74]

Long term illness and disability among children and young people

The number of people aged 15 and under with a long term illness is predicted to increase significantly over the next 20 years, with a period of particularly high growth starting in 2020. A similar increase is projected for rates of severe disability in Cardiff. The rates of both long term illness and severe disability in the Vale of Glamorgan are projected to be stable.

Figure. Predicted number of children and young people with a limiting long term illness, Cardiff and Vale of Glamorgan



Source: Welsh Government (WG)

In the Vale of Glamorgan, 393 children and young people were registered on the voluntary index of children and young people with disabilities and additional needs in March 2016. In the previous year, 107 new registrations had been added and 39 children removed. Over half (51%) are between 4 and 11 years old, and a third (34%) are involved with Social Services. Nearly half (45%) live in Barry. The primary reason

DRAFT

for registration in nearly a third (31%) is autism spectrum disorder (ASD).[d2] The Disability Index was extended to Cardiff in September 2016, as a regional approach to understanding the needs of disabled children and young people in our area. 90 children and young people were registered on the index in Cardiff in January 2017, with registrations expected to rise over the next 2 years in Cardiff as the approach is embedded.

In Cardiff, there has been a shift in the threshold in recent years at which children with disabilities receive support from the local authority, with fewer children now receiving support, whereas caseloads in the Vale of Glamorgan have remained roughly similar. Increases have been seen in Cardiff in the number of children with disabilities and their families accessing services through Families First.

Education

In 2015/16 in Cardiff there were 53,744 pupils. This included 33,086 in primary schools, 19,821 in secondary school, and 552 in special schools.[d74] In the Vale of Glamorgan there were 22,184 pupils in total, including 12,575 in primary schools, 8,104 in secondary school, and 234 in special schools.[d74]

In 2010/11 there 50,361 pupils in schools in Cardiff, and 21,892 pupils in schools in the Vale. This represents an increase of 6.7% in Cardiff and 1.3% in the Vale.

Not in education, employment or training (NEET)

In the Vale of Glamorgan, the percentage of year 11 pupils who go on to be not in education, employment or training (NEET) continues to decrease year on year, and is below the Welsh average.[d5] Levels in Cardiff have also declined but remain high compared with the rest of Wales.[d43]

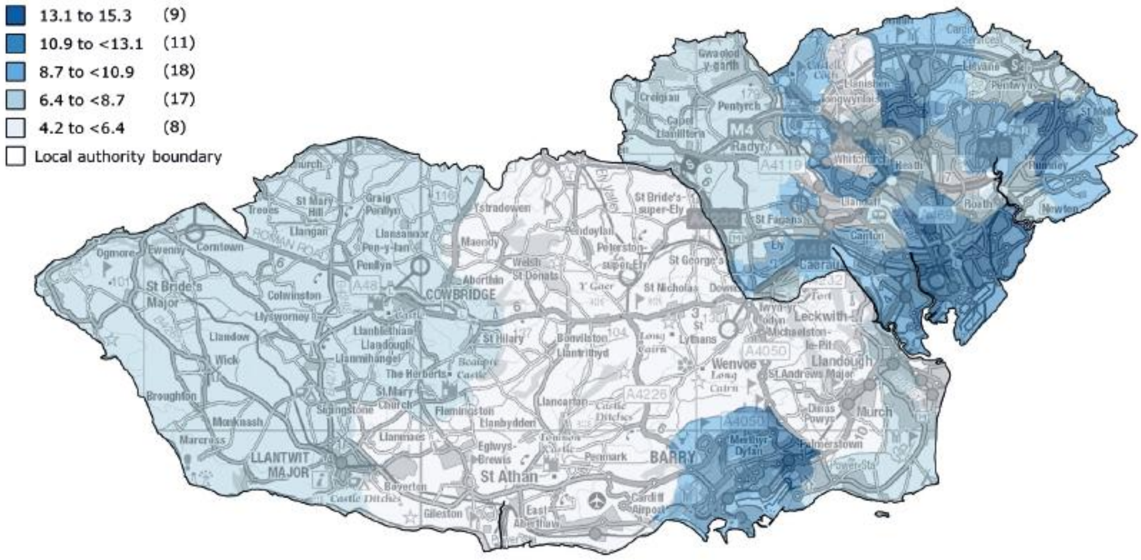
Preventive health needs

Many children are developing unhealthy behaviours in terms of physical activity and diet.[d35]Teenage pregnancies, while falling in Cardiff, remain above the Wales average; teenage pregnancies in the Vale are below the average.[d79]

In a Europe-wide survey of the health behaviour of school aged children in 2013/14, 3% of young people in Cardiff and Vale aged 11 to 16 reported smoking at least once a week, and 4% reported drinking alcohol.[d136] 8% reported taking any drugs. Over a third (36%) reported being bullied in the past two months. 18% reported trying e-cigarettes occasionally or regularly, higher than the Wales average of 12%. 44% reported walking or cycling to school, the highest rate in Wales.

DRAFT

Figure. Proportion of children who are obese, 3 years combined data, 2012/13-2014/15, Children aged 4 to 5 years, Cardiff and Vale UHB


🟦 13.1 to 15.3 (9)
🟦 10.9 to <13.1 (11)
🟦 8.7 to <10.9 (18)
🟦 6.4 to <8.7 (17)
☐ 4.2 to <6.4 (8)
☐ Local authority boundary
COWBRIDGE
LLANTWIT MAJOR
BARRY
St Athan
Wenvoe
Llandough
Penarth
St Bride's Major
St Fagans
Ely
Caerau
Canton
Radyr
Llanishen
Pentwyn
Llanrumney
St Mellons
Roath
Splott
Whitchurch
Heath
Leckwith
Dinas Powys
Sully
Rhoose
Cardiff Airport
Penmark
Colwinston
Llandow
Wick
Broughton
Ogmore
Ewenny
Corntown
Ystradowen
Pendoylan
Peterston-super-Ely
St Nicholas
Bonvilston
St Hilary
Llancarfan
Eglwys-Brewis
Gileston
Boverton
Marcross
Monknash
St Donats
Llanmaes
Flemington
Llanblethian
Llysworney
Treoes
Llangan
Pentyrch
Creigiau
Tongwynlais
Llandaff

Due to smaller sample sizes at MSOA level, caution should be taken when making comparisons between areas.

Produced by Public Health Wales Observatory, using CMP data (NWIS)
© Crown copyright and database right 2016. Ordnance Survey 100004481O

DRAFT

Families First in Cardiff

Families First in Cardiff has service users throughout the City, with the highest number in Ely, Caerau, Grangetown, Trowbridge, Splott, Pentwyn and Riverside.[d25] The highest proportion of service users were in the Child and Youth Engagement; Emotional Health and Wellbeing; and Early Years packages. The highest proportion of referrals were in the 12-16 age group, followed by 8-11 and 0-4 year olds. 15.2% of service users were children with a disability, 4.7% adults with a disability, with the remainder not experiencing a disability. Over 500 families with more complex needs were referred in 2014-15 for support, an increase of over 200 on the previous year.[d27] Nearly all (98%) of these families said the services involved met their needs.

In terms of sources of referrals, schools and education, and self-referrals were the principal sources, although the source varied considerably by Package. Third sector organisations and health visitors also made a significant number of referrals. The Families First Freephone telephone line is an important central point of information and support to access services, used by professionals and families. Parenting is one of the services in greatest demand.

Families First in the Vale of Glamorgan

The Vale of Glamorgan Families First programme consists of a series of interlinked commissioned projects supporting a centralised Team Around the Family (TAF), branded as the FACT team.[d90] In 2015/16,2,717 individuals accessed and benefited from the programme in the Vale, representing a small increase (0.8%) compared with the previous year. Over half the individuals (1,551) were children and young people themselves, 1,166 were family members, and 145 were professionals.

In common with TAF services across Wales, FACT are experiencing cases of increasing complexity, longer periods of intervention and more children bordering on 'children on need' rather than early prevention.

1 in 10 (9.5%) of individuals accessing the programme were in contact with the TAF, a decrease on the previous year. It is thought this was in response to the implementation of the Families First Freephone Advice line which was accessed by 2.5% (68).

Nearly 1 in 5 (18%) of people accessing Families First accessed a Disability Strand Project, and 2 in 5 (40%) accessed specific projects commissioned as part of Families First to meet families' needs.

Integrated Family Support Service (IFSS)

The Vale of Glamorgan and Cardiff IFSS undertakes intensive direct work with families through time-limited, family-focused interventions, as well as providing advice to practitioners and agencies on engaging with complex families with parental substance misuse. During 2015/16 the IFSS received 137 referrals and worked with 93 families, 71 in Cardiff and 22 in the Vale of Glamorgan. This was a significant increase compared with the previous year, when the IFSS worked with 36 families.[d124]

Young carers

A young carer is someone aged 18 or under who helps look after a relative who has a condition, such as a disability, illness, mental health condition, or a drug or alcohol problem. Most young carers look after one of their parents or care for a brother or sister.

At the 2011 Census, 1,579 young carers were identified in Cardiff and the Vale of Glamorgan, [d46] although the Census is recognised as underestimating the number of young carers when compared with surveys of schoolchildren across the UK in which they are asked if they have caring responsibilities.

Young adult carers are defined as carers aged 18-25. This group is particularly vulnerable to transition on leaving school, and are more likely to be not in education, employment or training (NEET), or experience difficulties balancing caring with college or university.[d126]

1.1.2 Information from local residents and service users

In a survey for this PNA of young people across Cardiff and Vale the commonest issues which were reported to affect young people in their everyday lives (most common first) were: emotional and mental health; body image; family issues; school; relationship problems; housing; discrimination; and sexual health.

Friends, parents and schools/colleges were the main source of help and support, followed by the doctor, siblings, grandparents and online support. One in six had sought help at school/college but not been able to get it.

In terms of what makes someone useful to turn to for support, the commonest answer given was that they were open minded and non-judgemental. Having knowledge/experience and being caring and kind were also key attributes (Box 1A).

Box 1A. What makes someone useful to turn to for support

DRAFT

Understanding, not patronising, takes you seriously, patient, open-minded, always readily available, confidential, compassionate, kind, personal, adaptable approach (C&YP survey)

Non-judgmental listening. Helps if someone has been through similar experiences (C&YP survey)

An open mind. Patience. Experience (C&YP survey)

In terms of what could make a positive difference to health and wellbeing in their community, young people answering the survey came up with a variety of answers, including youth centres, 'more talk about mental health in schools' and better access to GP facilities.

Assets identified by young people in focus groups included positive social interactions and activities with friends (box 1B), and respite care (1C)

Box 1B. Positive social interactions and activities

Being with my mates, my best friend [is important to me]. (Young person with disability / learning difficulties)

Box 1C. Respite care for young carers

We get the opportunity to do what we want when we go to youth club because without that opportunity we'd be having day to day troubles but thanks to the [charity] we get the support we need and we get time off and get to relax. (Young carer)

Other assets identified include support by third sector organisations to develop social skills and self-confidence; the ability to get involved with activities including sport, leisure and trips; the influence of access to a positive environment on wellbeing (Box 1D); and counselling services (although it was separately raised that access to services could be difficult). For one young person careers' advice they received was really valued, although for others who were not in education, employment or training (NEET) they thought more could have been done to ensure there was a clear pathway for them when they left education.

Box 1D. Impact of access to environment on wellbeing

I'd just say getting out of my local area makes me feel a lot better. Being around nice areas in the countryside, things like that. . . . My father, when he's off, he takes us up the coastal areas whenever he can. (NEET)

DRAFT

One focus group participant, who was a carer for her child, highlighted how she had finally found someone who is trying to find the right solution for her child's particular needs, rather than a predetermined 'off the shelf' solution (Box 1E). Others also highlighted that services need to be more flexible with a recognition that 'one size doesn't fit all'.

Box 1E. Tailored support for children

> *I've finally got the authorities to accept that there is no provision for my [child] in Wales. So the last couple of weeks, I've had somebody working with me, who for the first time is going not, 'Here's the box, how do you fit [the child] in it?' But, 'What are [the child's] needs and how do we accommodate them?' . . . [The child] has for the first time in two years actually engaged with somebody, albeit for an hour or so in a day. So the last two weeks have been better probably, certainly than the last two years. (Parent carer)*

In terms of needs identified in the focus groups, reduced support and availability of some services was highlighted, particularly around respite and mental health services. Better support for young people who cared for other members of their family was also highlighted. (Box 1F)

Box 1F. Reduced support and availability of some services

> *The social worker [was someone we could turn to]. They're good and there's this one person on Thursday they normally come to the house and work with my brother but they've stopped now because they finished their course. . . .* (Young carer)
>
> *There's people there who really need help, but then they just can't, they can't access it, because it's just too late by that point, and… they're low on psychiatrists or therapists. When I went there was only the psychiatrist and one therapist out of the whole service in Cardiff and Vale I think.* (Mental health young people)

Some young people indicated they could not be as independent as they would like, or as involved in decision making as they would like (Box 1G). A pilot consultation was undertaken in 2016 by Cardiff and Vale substance misuse Area Planning Board into the views of young people aged 16-18 in Cardiff and Vale.[d3] One of the key findings of the survey was that a major barrier to young people accessing services was a perception that professionals didn't always listen to and respect young people. This was followed by lack of confidence, embarrassment and anxiety.

Box 1G. Lack of independence and involvement in decision making

DRAFT

I didn't really know what was going on when I was getting support, it was just kind of going with it, and I think I didn't really have much of a voice or as much control as I would like. There was a time where the psychiatrist kicked me out of the room to speak to my parents on my behalf. (Mental health illness)

In my house at the moment, I've got to say this, not enough privileges that I get because, like, say I want to go out with my mates, . . . they have to do all risk assessments and everything. . . . It's all the risk assessments they have to do for me and it's just absolutely rubbish. Everything. One thing, oh, I'll go down to the shop for munch, and stuff like that, they have to do a risk assessment just for going to the shop. (NEET)

At a day long youth conference in December 2015, young people from high schools, colleges, universities and others, discussed the main challenges facing Cardiff and suggested actions to address these.[d26] Key challenges young people identified included:

- Obesity, alcohol use, smoking
- Transport - more reliable public transport
- Level of pupil support across schools, quality of work experience, variety of course options in year 9
- Health services including waiting times and mental health service access
- Gender inequalities, support for people with disabilities, poverty

Assets identified in Cardiff included its facilities, events, parks and open spaces; shopping and activities in the City Centre, and its culture and diversity. Libraries and youth centres were also identified. There needs to be an increased awareness of what health services are available, and services should be available in local areas.

Both Cardiff and the Vale took part in the youth participation 'Make Your Mark' campaign in 2016. In Cardiff over 9,500 young people took part, with the top issues voted for being: 'a curriculum which prepares us for life', tackling racism and religious discrimination, and first aid education.

In the Vale over 4,100 young people took part, with the top issues vote for being: 'a curriculum which prepares us for life', votes at 16 and transport. In the Vale of Glamorgan the Vale Youth Cabinet enables young people to voice their opinions about local issues and influence policy decisions.[d131]

Transport, managing money and 'life skills' were also themes in the focus group discussions (Box 1H), as well as difficulty with the transition from children's to adult services.

Box 1H. Managing money and 'life skills'

Participant 1: They can teach us how to learn to read and write but they don't teach us about money or financial education. They don't really teach that. Participant 2: School didn't help me at all. (NEET)

I'd like [schools] to ask us about jobs when we are older. I want lessons where they are asking us about what we want to do and stuff [others in group agree]. And how you use your

DRAFT

money and stuff. (Young people)

Thinking about what you said about the transition to adulthood I guess, I can't really see the harm in having a couple of lessons to give to Year 11s in school, because I think that's the last year they're officially in school, after that they have their choice then, and I think what's the harm in teaching them a few life skills. (Mental health young people)

Long waiting lists for NHS mental health services for children were highlighted (Box 1I).

Box 1I. Waiting lists for child mental health services

[NHS mental health service] are not very good because they take forever don't they? Like my brother was supposed to get a diagnosis in the summer [for a child] and they've pushed it back again. (Parent carer)

One participant explained that advocacy services were extremely difficult to access for children. There was a suggestion for a single point of contact to 'navigate through this quagmire'. This seemed to be the case particularly for children with complex needs. (Box 1J)

Box 1J. Children with complex needs

Where it really comes unstuck seemingly is when there's complex needs. So all I get all the time is, 'Oh [the child] is complex. We don't have a diagnosis so we don't know what it is, but we all think it's comorbidity or something'. . . . If there's a linear line where you get a referral from a GP into [a young person's mental health service], there's a diagnosis, it seems to be better. (Parent carer)

DRAFT

Initial findings were available from new survey data collected under the Social Services and Wellbeing Act from children and young people accessing Social Services in the Vale of Glamorgan.[d137] This information wasn't yet available for Cardiff. In the Vale, most young people responding to the survey were happy with where they live, with a few exceptions. They are also satisfied with the people they live with and are able to do most of the things they like to do. Some regretted not living with their parents but they were still happy with the people they live with. There was generally a good level of awareness of support they can access if they feel they need to. Young people generally felt listened to, and mostly had the information and advice they need, and are satisfied with the support they receive.

Care leavers

A listening event in 2016 with care leavers in Cardiff[d55] found that young people would like more council housing to be available to avoid reliance on the private rented sector; more children's residential homes as an alternative to foster care and supported lodgings; better out of hours social workers/personal advisors for young people, and out of hours advice and support services to be widely promoted; clear guidance on what care leavers are entitled to when leaving care and further education. Fears of young people preparing to leave care included budgeting and money, needing emotional support and loneliness.

Young carers

Engagement with young carers in Cardiff and the Vale in 2015/16 identified that, in terms of support, improvements could be made in communication, having someone to talk to, and in improving awareness of what young carers do and how they can be supported, for example by schools and colleges.[d56] Many get information and support through the Young Carers' Project, family members, other carers and the internet, and would like more information available through school and the health service (hospitals, pharmacies and doctors). Nearly 6 in 10 (57%) say they are never or are only sometimes given the right support at school, and half would like more school.

1.1.3 Information from professionals working with this group

7 in 10 (70.3%) of respondents to the professional survey identified that sexual health advice as a significant need. Just over half (55.1%) also suggested better access to parenting classes as a need.

In the PNA workshops, professionals working with children and young people highlighted the following key needs and assets:

Key needs (including preventative)	**Key assets**
Building healthy relationships - role of education in supporting resilience, emotional and mental health and wellbeing, and sexual health, and prevention of child sexual exploitation (CSE)	The Sprout (Cardiff)
Practical life skills including financial skills, online safety	Families First projects
Support for C&YP affected by parental relationship breakdown or domestic violence	Arrangements for listening to voice of C&YP
Support for young carers including respite	Family group conferencing (Cardiff)
Enabling smoother transitions from child to adult services	Paid and volunteer workforce including education services, social services, health
Improved support for people with ADHD and autism	Integrated autism service funded by WG
Safe, secure and appropriate accommodation	Neurodevelopment service funded through Together for Children and Young People
Vocational educational opportunities and apprenticeships	
Healthy lifestyles including healthy eating, physical activity and play	
Youth mentoring and school-related support	
Access to appropriate services in a timely fashion (including specialist mental health services)	

Children and young people with a disability

In professional feedback, it has been highlighted that in Cardiff following the change in support thresholds there are families who don't meet the threshold but are still significantly affected by disability. Another effect of the change in threshold is that it is more difficult to understand the needs and outcomes of disabled children in the area as a whole, making it harder to plan for them. This is in contrast to the Vale of

Glamorgan where caseloads within the Child Health and Disability Team have remained static and the register for disabled children well embedded.

Across the region there are a number of parent-led groups that bring together parents of children with disabilities who form their own support network and arrange activities. These groups have a strong voice in supporting the development of services and are open to engagement. However, these groups do not capture the wider voice of all disabled children. The Cardiff and Vale Parents' Federation provide some support in this area, and has a focus on both children and adults with disabilities.

Transition for young people with disabilities

There are approximately 30–40 young people with disability who transition from Child Health and Disability Teams to adult services every year in Cardiff. Case studies from recent years highlight both good practice alongside ongoing improvements that need to be made to support more effective transitions. There is a strong case for developing lifespan services to enhance the experience of the young person, reduce duplication and reduce disruption. Transition planning responsibilities within Cardiff Child Health and Disability Team are held with each social worker, with transition meetings held across Children and Adults Services to support effective communication. There is a transition 'team' within adult learning disabilities services in Cardiff who receive the majority of cases moving into adult services.

Two additional social workers have been funded through the Intermediate Care Fund to support an early approach to transition planning with young people aged 16–25 years in Cardiff with the most complex needs.

In the Vale of Glamorgan, between 12–18 young people with disability transition each year between Children's and Adult services. There is a dedicated transition team within Child Health and Disability Team in the Vale who plan every young person's transition, and who liaise on a quarterly basis with all adult services to support long term planning into adult services. There is a transition team in adult services in the Vale.

The Vale of Glamorgan have embedded a Transition Management System (TRIG) which provides a formal forum to ensure that all young people transitioning from Children's Services are effectively supported into adulthood.

Through the regional Disability Futures Programme, this Transition Management System will be rationalised across Cardiff and the Vale of Glamorgan to provide a consistent approach for those young people with disabilities moving into adult hood.

It is anticipated the Additional Learning Needs (ALN) Bill will also have a significant impact in this area when implemented.[d86] The ALN Bill places support for learners in Further Education (FE) Institutions on a more equal footing with support for learners in schools and should therefore improve transition between school and post-16 education. In some cases local authorities will need to secure specialist post-16 education or training for a young person to meet their needs for additional learning provision.

1.1.4 Information from other sources

Mental wellbeing

Across Wales, while the majority of children and young people enjoy good levels of mental wellbeing, around 1 in 5 report low life satisfaction.[d4] Just under 1 in 3 children and young people reported two or more physical symptoms per week which could indicate poor mental wellbeing, and it is estimated that

DRAFT

around 1 in 8 10-15 year olds has a mental health problem. While a majority of young people can rely on the support of family and peers when things go wrong, around a third do not feel that is the case. There is a consistent and significant relationship between reported low levels of mental wellbeing and family affluence; young people from less affluent backgrounds are more likely to report poorer wellbeing. Bullying is reported by just over 1 in 10 children in Wales and is associated with higher levels of anxiety, depression, underachievement and substance misuse.[d4]

Children who are looked after or in need are known to be at greater risk of mental health problems.[d4] There is a potential for a greater role for school nurses in supporting mental and emotional health with school age children. A national report has also identified a lack of connectivity between different policy and service areas working in children's mental health.[d4] Rates of admission to hospital where there is a mention of mental or behavioural issues related to the admission has risen significantly over the last 5 years across Wales.[d4]

Together for Mental Health is the Welsh Government 10 year strategy to improve mental health and wellbeing.[d33] Many of the themes identified here are included in the strategy, including supporting the resilience and emotional wellbeing of children and young people; supporting children and young people with additional learning needs, including those with mental health needs; and ensuring timely access to services for people with neurodevelopmental conditions (including autism spectrum disorder and attention deficit hyperactivity disorder).

Child and adolescent mental health services (CAMHS) have recently been reviewed in Cardiff and Vale, including the introduction of a new Emotional Wellbeing Service providing emotional wellbeing support and brief interventions for young people up to 18 years of age. The review noted an increasing recognition of stress, anxiety, depression and behavioural issues including risk taking among children and young people. Access to timely risk assessment and specialist services were also highlighted.[d127] Primary mental health support has transferred to the Community Child Health department, and a new neurodevelopmental disorder service has also been introduced.

In the Vale of Glamorgan a number of schools have been using a web-based system ('Selfie') to survey pupils about their wellbeing. Since its introduction in 2015, over 9,000 children in Vale schools have been surveyed. This has helped identify children with lower levels of wellbeing and helped target action plans to improve their wellbeing. It has also been possible to identify whole school issues with bullying, worry and social experiences and work with headteachers to explore this further. Information is also available from the detailed Schools Super Survey.

Young people not in education, employment or training (NEET)

In terms of reducing the number of young people who are not in education, employment or training, a review of the literature suggests that working across organisational and geographic boundaries, and basing interventions on features of other successful programmes, are recommended.[d6] In addition the review found support for: acting early (strategies implemented before age 16); tackling barriers and obstacles; working with local employers; and tracking people and monitor progress;

Sexual health

Regarding sexual health services, NICE guidance recommends offering culturally appropriate, confidential advice tailored to the young person; ensuring young people understand their information will be treated confidentially; providing contraceptive services after pregnancy and abortion; encouraging the use of

DRAFT

condoms as well as other forms of contraception; and advises how schools and other education settings can provide contraceptive services.[d7]

Parenting support

Welsh Government guidance on parenting sets out a number of recommended evidence-based parenting programmes for local implementation.[d116]

Transition

There is best practice guidance from NICE on transitions from children's to adult services for young people using health and social care services.[d9] There is additional evidence on best practice from the Social Care Institute for Excellence on mental health service transitions for young people.[d10]

Housing and homelessness

Safe, secure and appropriate accommodation is a basic need. The profile of statutorily homeless households in Wales changed significantly between 2009/10 and 2014/15, with an increase in the number of people fleeing domestic abuse (up 19%) and people with poor mental health or learning disabilities (up 24%).[d14]

Adverse Childhood Experiences (ACEs)

Adverse Childhood Experiences (ACEs) are stressful experiences occurring during childhood that directly harm a child (e.g. sexual or physical abuse) or affect the environment in which they live (e.g. growing up in a house with domestic violence). Nearly half (47%) of adults in Wales experienced at least one ACE during childhood, and 14% suffered 4 or more. Compared to people with no ACEs, people with 4 or more ACEs are 6 times more likely to smoke; 6 times more likely to have had underage sex; 15 times more likely to have committed violence against another person in the previous year; 16 times more likely to have used heroin or crack cocaine; and 20 times more likely to be incarcerated during their lifetime.[d28]

In Wales, a quarter (23%) of adults were exposed to verbal abuse as a child; a fifth (20%) to parental separation; 17% to physical abuse; 16% to domestic violence; 14% to mental illness; 14% to alcohol abuse; 10% to sexual abuse; and 5% each to drug use or incarceration of a parent. Figures at local authority level are not currently available.

1.1.5 Gaps in our knowledge

- Voices of children with a disability who are not accessing services
- It has been noted that recorded rates of disability among children are dependent on whether the rate reflects those who meet a particular threshold to receive services (a threshold which can vary between local authorities), or self-identified needs

1.2 Main needs

- Increased support for children and young people affected directly or indirectly by parental relationship breakdown and domestic violence
- Access to appropriate services in a timely fashion, including primary care and mental health services, and services and support for young people with ADHD and autism
- Access to appropriate services for looked after children and children in need, recognising increased rates of emotional and mental health issues

DRAFT

- Increased support for young carers including respite, and increased awareness of what young carers do
- Increased involvement by children and young people in decisions made about them
- Enabling smoother transitions from child to adult services
- Safe, secure and appropriate accommodation
- Vocational educational opportunities and apprenticeships
- Increasing complexity of needs
- Children and young people with a disability
    - Recommissioning of services which are bespoke to needs and delivered regionally
    - Transition across services and through difficult periods
    - Access to timely support from relevant services to meet needs
    - Awareness of needs particular to this group at a strategic level, especially during times of austerity

1.3 Prevention recommendations

- Building healthy relationships
    - Supporting resilience, emotional and mental health and wellbeing, sexual health, and healthy relationships
    - Prevention of child sexual exploitation
    - Body image
    - Discrimination
    - Youth mentoring and school-related support
    - Potentially increased role for schools and education in this
- Practical life skills including financial skills, online safety
- Healthy lifestyles including healthy eating, physical activity and play
- Increased focus on decreasing adverse childhood experiences (ACEs) in order to improve children's prospects
- Continued actions to reduce the proportion of young people going on to be not in education, employment or training (NEET), especially in Cardiff

1.4 Assets

- Positive social interactions with friends and family, and help and support from schools
- Respite care for young carers
- Counselling services
- Positive physical environment
- Careers advice
- Families First projects and Flying Start
- Arrangements for engaging with children and young people
- Bespoke support for individuals
- Family group conferencing (Cardiff)
- Paid and volunteer workforce
- Children and young people with a disability
    - Ring fenced disability funding (Welsh Government and Families First)

DRAFT

    - Intermediate Care Fund support for children with complex needs, with strong links to regional adult learning disabilities services
    - Engaging families who are able to articulate needs
    - Opportunities to redesign services across a regional footprint under the Local Safeguarding Children Board
- Healthy Schools and Healthy and Sustainable Pre-School scheme

1.5 Suggested areas for action

- Increase engagement and involvement with schools around preventing future care and support needs, including healthy relationships (emotional, mental and sexual health), practical life skills, online safety, and promoting healthy lifestyle choices
- Increase support for young carers including access to respite
- Improve timely access to services
- Recognise the diversity of children and young people and tailor services to meet individual needs
- Improve parenting and family support and family wellbeing
- Improve experience of transition from children's to adult services, across service areas
- Provide complementary support in targeted services for vulnerable groups e.g. young carers at risk of homelessness
- Support sustainable services for children and young people with disabilities, and their carers
- Support young people at risk of child sexual exploitation (CSE)
- Support bespoke and vocational education and training opportunities and apprenticeships
- Increase engagement of young people in decisions about them, and in planning services
- Take advantage of technology to communicate with children and young people where appropriate

DRAFT

B2. Older people

Other chapters of relevance: Asylum seekers and refugees; adult carers; health and physical disabilities; learning disability and autism; adult mental health and cognitive impairment; offenders; sensory loss and impairment; veterans; violence against women, domestic abuse and sexual violence

Summary Older people

Care and support needs Maintenance and sustainability of key services; access to information and advice; integrated management of mental health and physical health issues; integration of health, housing and social care; social isolation and loneliness while maintaining independence; practical help with day-to-day tasks; needs of those with dementia and their carers; suitable housing for life; accessible built environment; increased consistency and quality of care home places commissioned; improved transport; access to different types of advocacy; digital inclusion; intergenerational integration in communities

Prevention issues Financial management; healthy environment and behaviours; falls prevention; outcomes-based commissioning for domiciliary care

Assets Social interactions; physical activity and green spaces; volunteering; community centres, lunch clubs, churches; dementia strategy and supportive communities; relationships with third sector partners; intermediate care fund; unpaid carers; private sector; social enterprises and alternative delivery models; independent living services; telecare

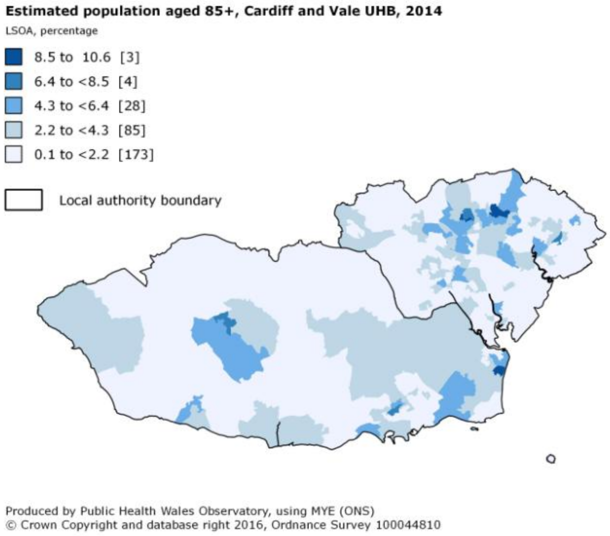
2.1 What do we know about this group?

2.1.1 Information from population and service data

The demography of Cardiff and the Vale of Glamorgan differ considerably. In general, Cardiff has a younger population while the Vale's population has a larger older age population more in line with the Wales average. In both areas however there is projected to be a continued increase in the number of people aged over 65, and over 85. The areas with the highest proportion of people aged over 85 are shown below:[d11]

DRAFT

Figure. Estimated population aged 85 and over, Cardiff and Vale of Glamorgan (2014)



Produced by Public Health Wales Observatory, using MYE (ONS)
© Crown Copyright and database right 2016, Ordnance Survey 100044810

The tables illustrate that the proportion of the population aged over 65 will increase across Wales, including in both Cardiff and the Vale of Glamorgan.[d74]

Table. Projected population age structure, (a) Cardiff and (b) Vale of Glamorgan (2015)

	Proportion of population			
	2015		2025 (projected)	
Age (yrs)	All Wales	Cardiff	All Wales	Cardiff
0-4	5.9%	6.6%	5.4%	6.4%
5-16	13.2%	12.8%	13.7%	14.0%
17-64	60.8%	66.9%	58.3%	64.7%
65-84	17.5%	11.7%	19.1%	12.6%
>85	2.6%	2.0%	3.5%	2.3%

	Proportion of population			
	2015		2025 (projected)	
Age (yrs)	All Wales	Vale	All Wales	Vale
0-4	5.9%	5.6%	5.4%	5.2%
5-16	13.2%	13.9%	13.7%	13.7%
17-64	60.8%	60.2%	58.3%	56.8%
65-84	17.5%	17.5%	19.1%	20.5%
>85	2.6%	2.8%	3.5%	3.8%

DRAFT

Dementia

The number of people living with dementia is also projected to rise significantly.[d15] The driver for this is mostly the increase in the over 85 population (see above). There is evidence that the risk of developing dementia at any given age is actually starting to fall, but this decline does not sufficiently offset the rise in the population size. Similarly to diabetes, there are thought to be many people currently living with dementia whose condition has not yet been diagnosed.

Table. Estimated number of people with dementia in Cardiff and Vale, 2015 to 2025 (Source: Daffodil Cymru)[d88]

	Year		
Age group	2015	2020	2025
30-64 yrs (early onset dementia)	109	116	121
65-69 yrs	282	269	291
70-74 yrs	465	576	554
75-79 yrs	813	894	1,110
80-84 yrs	1,262	1,375	1,540
85 yrs and over	2,565	2,875	3,355
65 yrs and over (total)	5,387	5,988	6,849

For more information on the needs of people with dementia please see chapter B5, Adult mental health and cognitive impairment, and for the needs of their carers see chapter B6, Adult carers.

Multi-morbidity and risk factors for disease

As described in chapter B3, Health and physical disabilities, the number of people with 2 or more chronic illnesses is increasing, and as people age they are more likely to experience multiple conditions at the same time ('multi-morbidity'). Unhealthy behaviours are common in older people too, just as with the rest of the population. In particular there is concern over significant numbers of older people who drink excessive alcohol.[d135]

Frailty

Whether someone is frail is affected by many factors, especially the presence or absence of long-term illness. A detailed modelling exercise has been undertaken across Cardiff and the Vale of Glamorgan which suggests that overall, the number of frail older people is estimated to be higher in Cardiff North and West (3,550 people) and the Vale (2,280) compared with Cardiff South and East (1,780).[d30] However, this represents a far higher proportion of older people in Cardiff South and East, because more have long-term illness. The model projects that, based on frailty, demand for services will increase by 31% in the Vale over the next 10 years, 25% in Cardiff North and West, and 18% in Cardiff South and East. The number of older people with both frailty and dementia is estimated as 1,271, with the proportion of older people in this cohort increasing with age.

Delayed transfers of care

For information on delayed transfers of care (DTOC) please see chapter B3, Health and physical disabilities.

2.1.2 Information from local residents and service users

Just over a quarter (26.7%, 330 people) of responses to the public survey were from people aged 65 or over.

In focus groups, older people highlighted the benefits to wellbeing of social interaction with others (Box 2A).

Box 2A. The impact of social interaction on wellbeing

DRAFT

I think belonging to a number of organisations that involves a lot of different meetings [is important to well-being]. (Older person)

I'll talk to anyone and everybody because people are so interesting. Really that gives you something else to think about besides yourself, to put my life in a nutshell. (Older person)

The benefits of physical activity and green spaces were also highlighted by participants (Box 2B)

Box 2B. Physical activity and green spaces

Exercise, sometimes if you're not well yourself you go along to these groups and you get inspired by other people. . . . That's what I get out of it personally and the exercise as well. (Older person)

You're with the trees, the nature, it's quiet and you meet people and have a chat with them. You don't know them, but you stop and have a nice chat. So it's a big part of my quality of life. (Older person)

DRAFT

In terms of independence, access to the bus network and free bus pass helped, as did living near amenities. Volunteering also had a positive impact on wellbeing (Box 2C)

Box 2C. Volunteering

Volunteering I think is wonderful because you just meet so many different people. (Older person)

I really believe that what we are, what our identity is actually a reflecting back of our contact with other people. You're learning about them and they're learning about you. (Older person)

A number of statutory and third sector services were also mentioned by older people in the focus groups as services which help maintain their wellbeing. Services which help with home adaptations are welcomed, increasing confidence and personal safety, with a very high level of satisfaction.[d54]

In terms of needs identified during the focus groups, there was a perception of reductions in statutory services supporting older people (Box 2D)

Box 2D. Reductions in statutory services

Everybody in social care is rationing their services wherever they can. They're trying to put people off or signpost them somewhere else because they haven't got the money to actually provide the service. (Older person)

I get support from small voluntary or communities from the church. Little groups, but as the local authorities and to some extent the Health Service increasingly restrict what's available, then they leave it to what we call the third sector voluntary organisations. But those voluntary organisations themselves are under immense strain. . . . (Older person)

Regarding accessing services, some participants in focus groups were unhappy with the way in which they felt they were being pushed to having to interact with organisations online (Box 2E). This also applied to directories of services such as Dewis Cymru.

There were also concerns raised about the difficulty in getting through on the phone to make GP appointments, and NHS waiting times more generally.

Box 2E. Perception of push to interacting with organisations online

Everyone usually wants to correspond with you through emails. So when I said, 'I haven't got internet access at home they just say, 'Why haven't you got internet access?' . . . Council officials [said it]. 'Well you provide it and I'll have it, but at the moment I can't do those things'. (Older person)

Many older people do not use the internet so would not be able to access Dewis so wider distribution of written information is needed (Public survey)

There was feedback from participants that it would be beneficial to promote more widely services and support available for older people, for example through a 'one stop shop', and that there should be more integration between services (Box 2F)

Box 2F. 'One stop shop' and integration of services

One week I had three hospital appointments it cost me £xx pounds in taxis. Well I didn't know I could use the National Health Ambulance Service until I was told. So I couldn't claim my money back for my taxis they told me, but I didn't know I could use those ambulances. (Older person)

GPs, health authorities, councils, you've all these different departments and you can be sent to them all. One person should be in control, so you've only got to tell your story once. (Older person)

DRAFT

In the public survey, better transport was the most commonly cited support or service which could be made available to help with people’s independence and wellbeing now or in the future. Of people responding to this section, a quarter (26.0%) mentioned transport, including references to relying more heavily on transport as one ages. (Box 2G)

Box 2G. Better transport

If I had reduced mobility I would want more community transport - perhaps volunteer drivers to take me to social activities and exercise classes - taxis are so expensive (Public survey)

In the future - reliable transport for hospital visits, GP visits and other important appointments (Public survey)

A better public transport system. I have a train station very close but the service is hideously crowded, dirty and unreliable (Public survey)

DRAFT

Practical and flexible help with things like gardening/shopping etc. was an area where resources were currently felt to be lacking but that assistance with these day to day tasks could make a real difference to individual wellbeing (Box 2H).

Box 2H. Practical help with gardening, shopping etc.

We care for an elderly relative with dementia and desperately want to keep her at home, but it’s the juggling of the more practical things e.g. housework, garden maintenance, changing beds etc. that we find difficult alongside working and looking after our own family and home.” (Public survey)

“Practical help with gardening and small repairs. I used to be able to do this all myself alone, but I can't do this now.” (Public survey)

“I have a big garden and I would like some help in maintaining it as it upsets me that it is becoming overgrown now that I can't get out to tend to it.” (Public survey)

2.1.3 Information from professionals working with this group

Respondents to the professional survey were keen to highlight the importance of local libraries, Hubs, community centres and cafes as these are the places that for many enable regular social interaction and combat isolation. A full, varied and accessible range of activity’s based in these locations was viewed as crucial to improving individual wellbeing with dancing, singing, exercise, cooking and crafts all suggested as suitable classes (Box 2I)

Box 2I. Places and activities which have a positive impact on wellbeing

> *"Luncheon clubs not only bring individuals together but also ensure that individuals get a healthy meal, access to information and support." (Professional survey)*
>
> *Café 50 (Pontyclun) "offers somewhere for the older generation to go on a daily basis, to socialise, have lunch and talk to people" (Professional survey)*
>
> *"Community Centre and local churches and religious organisations foster a sense of community, belonging and connectedness" (Professional survey)*

In the professional survey, access to appropriate transport such as volunteer/community drivers, was suggested as something which would help older people be more independent and improve wellbeing by allowing access to doctors' appointments and social activities.

Professionals also identified, in common with the results from the public survey, that provision of information online was not suitable for all older people.

In the PNA workshops, professionals working with older people highlighted the following key needs and assets:

Key needs (including preventative)	**Key assets**
Social isolation while maintaining independence	Volunteers
Needs of those with dementia and their carers	Dementia strategy
Access to information and advice	Dementia supportive communities
Financial management	Good relationships with third sector partners
Integration of health, housing and social care	Intermediate care fund
One-stop shop for all information, advice and services	Unpaid carers - ensure supported
Volunteers	Private sector e.g. corporate social responsibility
Healthy environment and behaviours	Social enterprises / alternative delivery models
Suitable housing for life e.g. when regenerating an area or new builds	
Accessible built environment	
Transport	
Access to different types of advocacy	
Digital inclusion	
Intergenerational integration in communities	

DRAFT

2.1.4 Information from other sources

National Strategy for Older People

In the national Strategy for Older People in Wales,[d12] the needs of older people across Wales are summarised as: 'I have a sense of purpose and good relationships' (social resource), 'I live in a community that is sensitive to my needs' (environmental resource) and 'I can afford a good quality of life' (financial resource).

The Strategy also highlights: feeling like older people belong is important to them; having something to do and feeling needed and productive makes older people feel better; accessible information and advice to enable access to services and opportunities are important; carers have support so they can balance their own needs with their caring role.

Regarding the environment: cost, transport, poor pavements, lighting and lack of public toilets are typical barriers to engagement; public and community transport alone are not sufficient to meet their needs and running a car or paying for a taxi is beyond their means; and their housing needs change as they age and the home or its location needs to adapt to their changing needs.

When discussing finances, the national Strategy found older people felt: many people rely on means testing to supplement their income above the state pension; increasing costs are forcing people to use savings; older people are cutting expenditure on food and fuel, and reducing social activities; paying for energy is a particular issue for some older people; older people want more opportunities and support to find new employment.

Ageing Well in Wales sets out a number of key aims, including: [d13] age-friendly communities; improving falls prevention; building and promoting dementia-friendly communities; continued learning and employment; reduce levels of loneliness and isolation.

Advocacy

Independent advocacy is a service for individuals to ensure their wellbeing is placed at the centre of services which support them. Across Wales there has been a pattern of advocacy services broadening their scope, with fewer focused on older people specifically, but a larger number available for people of wider age groups.[d58] While the total number of advocates has increased in the last three years, there was a concern among advocacy providers about their long-term funding.

The Ageing Without Children charity highlights that many people who are getting older and who do not have children are concerned that they will not have anyone to speak for them or that they may be ignored or mistreated.[d65] Themes in their research with older people without children included feeling invisible; being judged for not having children; practical support; and losing touch with other generations. Implicit assumptions may be made that people can rely on family help. The charity estimates that between 1 in 4 and 1 in 5 older people are without children, and notes that this rate is considerably higher among LGBT people, and people with disabilities.

Digital inclusion

Many older people have sight loss, and a study by RNIB across the UK among people aged 65 and over who were blind or partially sighted found that there were a series of barriers to using the internet.[d57] These included a perception that sight loss prevents people from getting online (while it can be more difficult to use the internet, there are various tools and access technologies to enable this, although some come at a cost); fears about online safety; and a lack of awareness of the potential uses and benefits of going online. Ultimately however around half those responding in the study (51%) said they were not online because they did not want to use the internet.

Health and social care integration

Whole Systems Partnership undertook a review of community health and social care services and options for integration in 2015.[d30] This review found a lack of clarity and consistency on out of hospital community services for older people, meaning patients were not necessarily being directed to and seen by the service which best meets their needs. In particular, it found that older people's physical and mental health problems were often managed separately. The review made a number of specific recommendations including:

DRAFT

- Create a single point of access across Cardiff and the Vale of Glamorgan for health, social care, third sector services, and potentially housing services too;
- 'Virtual' integration of many services with a single team and management of services, single assessment and case manager , operating at locality level

The review also projected future needs relating to frailty, indicating that over a 10 year period demand for services in the Vale and Cardiff North and West would outstrip population growth in over 65s alone, because of higher prevalence of frailty in this population. Over the next 4 years, the report estimates 245 additional people in Cardiff and 134 additional people in the Vale would require support in their home or a care home, compared with the current situation.

Care homes

In 2013/14 the Care and Social Services Inspectorate Wales (CSSIW) found that around a quarter of care homes in Wales did not meet the inspectorate's requirements. The Older People's Commissioner has found that older people living in care homes often became institutionalised, did not have their basic health needs met, were unable to access specialist services, and their emotional needs were not fully recognised.[d39]

Information on the number of care homes in Cardiff and the Vale of Glamorgan is given in chapter A5, General findings and housing need.

Domiciliary care

A recent national review of domiciliary care by CSSIW[d41] found that across Wales there is a serious lack of care and support capacity and the market for domiciliary care is very fragile, and this places increased pressure on delayed transfers of care from hospitals. The report calls for flexible, outcome-based commissioning and more standardised ways of working, and also further encouraging an increase in the number of people who choose to use direct payments. A linked report for Cardiff[d42] found a positive impact of a recently adopted online purchasing system called Matrix, but risks to the sustainability of the domiciliary care market in Cardiff.

In 2016 there were 63 providers of domiciliary care in Cardiff, and 39 in the Vale of Glamorgan.

Resilience in older people

A detailed review of the literature was conducted by the Social Services Improvement Agency in Wales into factors which enable older people to be more resilient, and those which were more likely to lead to increased need for care and support.[d109] Key factors which enhanced older people's resilience included: having choices and being in control (including having the right to take risks); having a strong sense of identity, continuity and belonging; coping with worry and uncertainty; planning for change and transitions; and feeling socially connected. Triggers for crisis were broadly themed into: loneliness and isolation; loss of confidence; fall/accident; carer break-down/bereavement; crime or abuse; health deterioration (especially dementia); and external changes.

Reducing loneliness and isolation

AgeUK reviewed the academic literature as well as promising approaches being taken around the UK to reduce loneliness and isolation, particularly in old age.[d64] Whilst they found a lack of high quality evidence to demonstrate the impact of interventions on loneliness, a number of approaches were felt to be promising by experts in the field. Interestingly these were not those which historically have often been implemented, such as lunch clubs and social groups, but either 'foundation services' (focused on individuals

DRAFT

at the stage before they started to access lunch clubs, book groups, etc.), or 'structural enablers' (how the community itself rather than formal services respond to the challenge of loneliness). It also recognised 'gateway services' including transport and technology, which play a critical role in enabling new social connections to be made, and existing ones to be maintained. Traditional interventions ('direct interventions') such as group-based and one-to-one services were not dismissed but it was felt other opportunities were being missed if the focus was solely on these. Foundation services included data sharing between public services to enable targeted home visits to individuals at highest risk of loneliness, to offer them a menu of support options. Structural enablers include a neighbourhood environment approach, asset-based community development, and promoting volunteering. The research highlighted a gap in knowledge on effective interventions for BME and LGBT communities.

An additional review into the triggers of loneliness and some of the interventions people would find helpful has recently been published.[d134] Triggers included intrinsic factors (such as health, income), community factors (such as ability to socialise, transport infrastructure), work/life balance and the rise of digital and online engagement.

2.1.5 Gaps in our knowledge

No significant gaps have been identified.

2.2 Main needs

- Maintenance and sustainability of key services supporting older people
- Access to information and advice, not just online, e.g. 'one stop shop' model
- Integrated management of mental health and physical health issues
- Integration of health, housing and social care
- Social isolation and loneliness while maintaining independence
- Practical help with day-to-day tasks such as shopping and gardening
- Needs of those with dementia and their carers
- Suitable housing for life e.g. when regenerating an area or new builds
- Accessible built environment, including good lighting and toilets
- Increased consistency and quality of care home places commissioned
- Improved transport
- Access to different types of advocacy
- Digital inclusion
- Intergenerational integration in communities

2.3 Prevention recommendations

- Financial management
- Healthy environment and behaviours
- Falls prevention
- Outcomes-based commissioning for domiciliary care

2.4 Assets

- Social interactions
- Physical activity and green spaces
- Volunteering

DRAFT

- Community centres, lunch clubs, churches
- Dementia strategy
- Dementia-friendly communities
- Good relationships with third sector partners
- Intermediate care fund
- Unpaid carers - ensure supported
- Private sector e.g. corporate social responsibility
- Social enterprises / alternative delivery models
- Independent living services
- Telecare

2.5 Suggested areas for action

- Tackle social isolation in communities, while helping people maintain independence
- Improve access to information and advice through a number of mechanisms, including ‘offline’ mechanisms
- Recognise diversity of people within the ‘older people’ group and tailor services to meet individual needs
- Manage people’s mental and physical health conditions together in a holistic way
- Increase focus on prevention, including identifying joint working strategies around lifestyle behaviours such as alcohol use
- Improve access to high quality domiciliary care
- Ensure new building developments are fit for a growing older population, and provide a variety of housing options to meet different needs
- Support older people to remain independent at home for as long as possible
- Support and expand dementia-friendly communities
- Increase access and signposting to advocacy
- Pilot inter-generation projects in communities, e.g. self-sustaining communities, street parties etc.
- Make optimal use of community resources and assets, e.g. GP surgeries, Hubs etc.
- Promote and support social enterprises and co-operatives as an alternative model of service delivery
- Tackle environmental pollution (action in conjunction with Public Services Boards)
- Improve transport for older people (action in conjunction with Public Services Boards)
- Scope use of pooled budgets to allow for joint long term planning, projects and developments

DRAFT

B3. Health and physical disabilities

Other chapters of relevance: Asylum seekers and refugees; adult carers; children & young people; learning disability and autism; adult mental health and cognitive impairment; offenders; older people; sensory loss and impairment; veterans; violence against women, domestic abuse and sexual violence

Summary Health and physical disabilities

Care and support needs Access to information and services; maintaining and increasing provision and sustainability of community services and support; improved flexibility of services, including services closer to home; transition points; joining up services; vulnerable groups; transport & social isolation; better use of existing public sector buildings; appropriate housing; unhealthy behaviours widespread; increasing prevalence of long term conditions

Prevention issues Reduce social isolation; ensuring adequate nutrition; immunisations, sexual health, stop smoking support; improved access to counselling; falls prevention; improve air quality

Assets Home adaptations; volunteering and time credits; self care; community Hubs, libraries; community groups; dementia-friendly communities; prevention services e.g. self management classes

DRAFT

3.1 What do we know about this group?

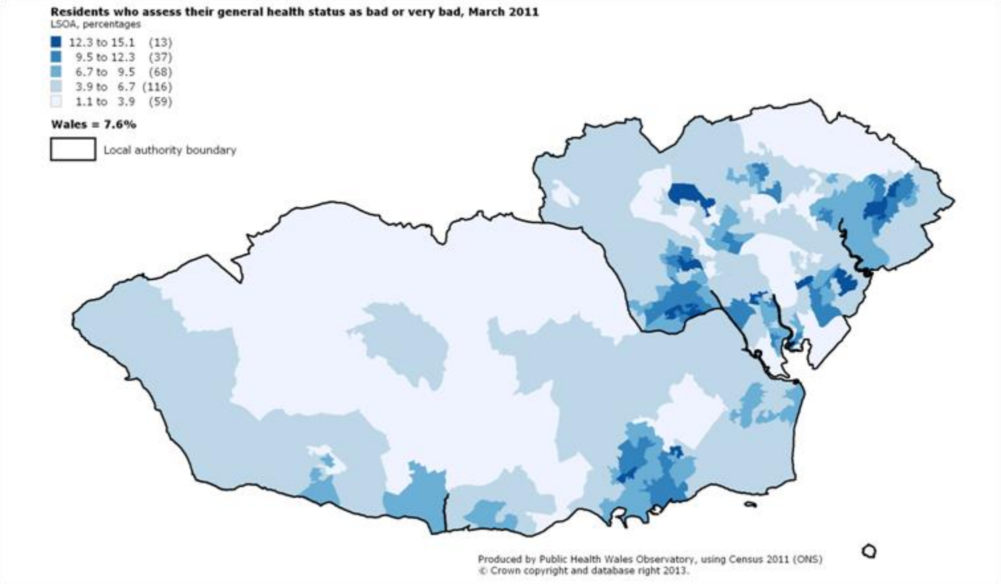
3.1.1 Information from population and service data

Over 30,000 people in Cardiff and the Vale of Glamorgan classified themselves in 'bad' or 'very bad' health, a rate of 6.4%.

Within local neighbourhoods in Cardiff the proportion of residents reporting bad or very bad health ranged from 1.2% in the Cathays area (LSOA 032C) to 15% in the Rumney area (LSOA 016A). However these are crude percentages only and do not take into account the age structure of the population. The areas with the highest percentages are found in the Rumney and Llanrumney areas of Cardiff.

Within the Vale of Glamorgan the areas with the highest proportion of people reporting bad or very bad health are found in the Cadoc and Buttrills areas.

Figure. Self-reported general health status, Cardiff and Vale (2011)



Produced by Public Health Wales Observatory, using Census 2011 (ONS)
© Crown copyright and database right 2013.

This compares with the Wales average of 7.6%. Across Cardiff and Vale, the broad ethnic group with the most people rating themselves in 'bad' or 'very bad' health is white, at 6.7%; all other ethnic groups are below the average of 6.4%, with Asian/British Asian ranking the lowest, with 3.7% rating their health as bad.

The proportion of people who self report 'bad' or 'very bad' health is lower in Cardiff and Vale among people who can read, write and speak Welsh (1.9%) compared with people without Welsh language skills (7.4%).[d84]

Around 1 in 7 (15%) of the adult population in Cardiff and Vale considered their day-to-day activities were limited a lot by a long-term health problem or disability. A third (32%) had a limitation of any sort. These rates are slightly lower than the Wales average of 16% and 34% respectively.

Burden of disease across Primary Care Clusters

Recorded chronic illness varies across the area.[d15] Within Cardiff, many parts of South Cardiff have higher recorded rates of disease than the Wales average, with particularly high rates of diabetes recorded in Cardiff City and South. In the Vale of Glamorgan, Eastern and Western Vale have lower rates of chronic illness than the Wales average, in marked contrast to Central Vale which is above the average for all chronic diseases with the exception of heart failure. It should be noted that while recorded rates are a helpful guide to actual illness in the population, a higher rate may reflect better diagnosis and a lower rate may mask undiagnosed cases in the community.

Heart disease, lung cancer and cerebrovascular disease are the leading causes of death in men and women.

Risk factors for disease

Unhealthy behaviours which increase the risk of disease are endemic among adults in Cardiff and the Vale, although tobacco and alcohol use are showing signs of improving.[d35, d43] Many (but not all) of the most common chronic conditions and causes of death may be avoided by making changes in health-related behaviours .

DRAFT

- Two fifths drink above alcohol guidelines (42% Cardiff, 42% Vale)
- Around two thirds don't eat sufficient fruit and vegetables (64% Cardiff, 68% Vale)
- Over half are overweight or obese (52% Cardiff, 53% Vale)
- Around three quarters don't get enough physical activity (72% Cardiff, 71% Vale)
- Around one in five smoke (19% Cardiff, 18% Vale)

There is considerable variation in rates of unhealthy behaviours within Cardiff and the Vale, leading to health inequalities:[d35]

- Smoking rates vary between 13% and 34% across Cardiff, and between 16% and 30% across the Vale
- Similar patterns are seen for other behavioural risk factors for disease
- Many children in Cardiff and Vale are also developing unhealthy behaviours
- Two thirds (67%) of under 16s don't get enough physical activity
- Over a third (34%) of under 16s are overweight or obese

Some of these are illustrated on maps in chapter A4, Background demography.

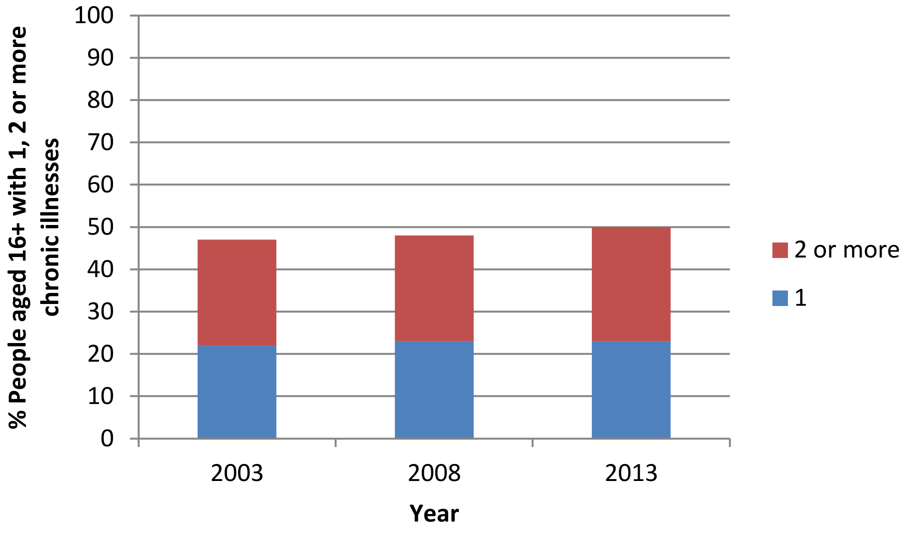
Air pollution is a significant cause of illness and deaths:[d35]

- It is estimated 143 deaths each year in Cardiff and 53 each year in the Vale among over 25s are due to man-made air pollution. The burden and impact of environmental air pollution is worse with increased deprivation, and Cardiff has the worst air pollution measured by $PM_{2.5}$ levels in Wales
- It is estimated that long-term exposure to man-made air pollution is responsible for 5.1% of all deaths in Cardiff and Vale

The disease profile in Cardiff and Vale is changing:[d35]

- The number of people with two or more chronic illnesses in Cardiff and Vale has increased by around 5,000 in the last decade, and this trend is set to continue.

Figure. Percentage of individuals in Wales with 1, 2 or more illnesses by year[d76]



- Around 1 in 7 (15%) people consider their day-to-day activities are limited by a long-term health problem or disability

DRAFT

- Many people with chronic conditions are not diagnosed and do not appear on official registers
- Due to changes in the age profile of the population and risk factors for disease, new diagnoses for conditions such as diabetes and dementia are increasing significantly

Food poverty

An estimated 5.6% of people aged 15 or over in the UK reported struggling to get enough food to eat and a further 4.5% report that, at least once, they went a full day without anything to eat.[d117]

Although no official government figures exist for local areas in the UK, in 2015 in Cardiff as part of the Ask Cardiff survey, 5.4% of respondents reported that they or a family member had missed a meal in the past fortnight because of a lack of money. This figure ranged from 4.2% in Cardiff North to 7.8% in Cardiff South East.

The Trussell Trust foodbanks in the Vale of Glamorgan gave 3,200 three-day emergency food supplies to people in crisis in 2015.[d140] In Cardiff the figure was 12,140.[d141]

Health service use

Around 1 in 5 adults have visited their GP within a 2 week period; and nearly three quarters visit a pharmacy over a year period. The highest rates of attendance at the Emergency Department are from people living in more deprived areas of Cardiff and Vale.

In 2015-16, there were 54 delayed transfers of care (DTOCs) in the Vale of Glamorgan, and 263 in Cardiff. In December 2016, this equated to 3% (1 in 30) of Cardiff and Vale UHB beds which were occupied as a result of a delayed transfer of care.[d74] The rate of delayed transfers of care was higher in Cardiff (17.8 per 10,000 people aged 75+) and the Vale (18.1 per 10,000 people aged 75+) compared with Wales (15.1 per 10,000 people aged 75+) The rate was particularly high for mental health beds.

The Cardiff Council Reablement service helped around three quarters (76.6%) of people achieve independence who accessed the service.[d36] In the Vale of Glamorgan, 80% of people who access the service report increased independence.[d93]

3.1.2 Information from local residents and service users

In the public survey, a third of respondents (33.3%, 426 people) said they had a long term health condition or physical disability.

In response to a question in the public survey over control over their daily life, just over 1 in 10 respondents (12.8%) said they had either no control (1.8%) or some control but would like more (11.0%). Of these individuals, nearly half (47.8%) identified physical ability as a factor preventing them from having sufficient control in their life, and this was also the most common factor identified.

Among people identifying with one or more of the thematic groups in this report, around a fifth (21.8%) said they sometimes or never are able to leave their home, in contrast to 1.5% of people not in these groups. Nearly 4 in 10 (39.2%) of people in these groups said they sometimes or never could get to all the places they want, compared with 5.5% of people not in these groups. Physical difficulties was also a common reason given for not being able to access places or activities in the community.

Of respondents in one of the thematic groups in this report, one in ten (10.4%) said their home meets only some of their needs or is totally inappropriate for their needs. Of these people, the commonest reasons for

DRAFT

this were that their home needed adaptations; had poor access (e.g. too many steps), was too small, or was in a poor state of repair. In Cardiff, demand for adaptations to housing for people with disabilities is increasing annually, with nearly 3000 adaptations carried out in Cardiff in 2014/15.[32]

Nearly a third (29.7%) of respondents in one of the thematic groups reported not being able to prepare nutritious meals by themselves, and 7.3% said they didn't have enough to eat or drink.

Over a quarter of respondents in the groups (26.8%) reported feeling unsafe from falling inside or outside the home.

In the professional survey the most common answer to where people were most likely to look for advice was the GP (11%), and over half (55.3%) of respondents to the public survey said they had received advice or support from their GP practice.

The Wellbeing assessment in the Vale of Glamorgan found that local residents highlighted that improving the transport system would help with wellbeing.[d125] This included increased and improved train and bus times to make travel to larger areas and activities easier. There were also suggestions that access to mental health support including counselling and one to one support, could be improved.

In focus group discussions, things which support health and wellbeing among people with a health issue or disability included access personal mobility solutions such as an electric wheelchair, Motability car or automatic car. Some people had also had good experiences with the bus network, although others found accessibility difficult.

Box 3A. Access to mobility

> *I have a Motability car, which is my Motability buggy. I did have a period of using Cardiff buses. I thought all in all a very good experience actually [with the buses]. (Physical disability)*

One participant had a good experience in accessing adaptations for her home (Box 3B), although others described how they had to pay for adaptations themselves, or how they felt adaptations may have been done by the Local Authority at a higher price than was necessary.

Box 3B. Home adaptations for physical disability

> *There's enough help for me to access [adaptations] if I wanted to access it I think. I've been told I could get a stair lift, fitted shower. I mean I only rang up and asked if they could lower my cupboards because they were too high, because the arthritis, reaching up. I couldn't stand on a stool because of high blood pressure, and the next they come out and refitted the kitchen. You open the cupboards and down come these baskets, and touch them like that and they go up again. So there's plenty for me. No problem there I think. Everywhere I've gone has all been acceptable for my needs. (Mental health illness and physical disability)*

DRAFT

Other factors which improved wellbeing in this group included: having access to a local library/Hub as a source of information and to meet with friends; being able to shop online and have home deliveries; being able to exercise; and volunteering.

In terms of advocacy, a request was made in one of the focus groups for a Commissioner for Disabled People in Wales in the same way there are existing commissioners for Older People and Children.

In the public survey over half of respondents said they had received help to prevent or reduce problems in the future. The most common of these was immunisation (23.4% of all respondents), with others including exercise and keeping active (12.1%) and physiotherapy (9.8%) (Box 3C).

Box 3C. Support and services which were helpful

Flu jab available promptly at pharmacy without need to book appointment or sit around waiting for long period (Public survey)

Physiotherapy services very well organised, available nearby(ish), quick to get appointment, with friendly and knowledgeable staff. Helped before & after surgery for knee issue. (Public survey)

Without the Stroke Association help, I would not have known about the council tax help I have been able to get, nor the vital assistance I eventually have been able to receive via the DWP (Public survey)

The pulmonary rehab course was very beneficial in allowing me to understand and cope with day to day issues relevant to my condition (Public survey)

The X-Pert Course to manage my Diabetes was excellent at helping me take responsibility for my own health. (Public survey)

Cardiff and Vale UHB ran a feedback exercise called ‘Values into Action’ in 2016, receiving nearly 700 contributions from patients.[d63] Patients’ priorities for an improved experience included: improving two-way communication between clinical teams, patients and carers; excessive waiting for appointments, test results, in clinics, for discharge; build on examples of good patient experience already happening; and improving parking, reducing anxiety, and better food.

In a focus group with homeless people and their support workers, the significance of being able to access the GP in a timely way was emphasised, with knock on impacts if this wasn’t possible (Box 3D).

Box 3D. Significance of being able to access the GP in a timely way

There are repercussions based on not getting a doctor’s appointment or missing one and not being able to get another one for a month... loss of sick note means loss of benefit, means loss of housing (Homelessness support worker)

DRAFT

3.1.3 Information from professionals working with this group

Professionals at a workshop for the PNA felt that in terms of providing easy access to information on services for the public, there were too many different systems and mechanisms to update, which was a very repetitive process. It was felt that in future Dewis may be a logical solution to this.

At the workshop, professionals working in health and with people with disabilities highlighted the following key needs and assets:

Key needs (including preventative)	Key assets
Access to information and services Maintaining and increasing provision and sustainability of community services and support Improving flexibility of services Transition points (e.g. child to adult services) Joining up services Vulnerable groups Transport & social isolation Better use of existing buildings Appropriate housing Public health information	Volunteering and time credits Self care including Wellbeing4U and expert patient programme Community hubs Community groups Dementia-friendly communities

In the professional survey, when asked what factors most prevent people from accessing services and groups in their community, physical ability was a common response. In terms of prevention, immunisation, sexual health advice, counselling, social interaction, physiotherapy, help to stop smoking, keeping active, and helping to prevent trips and falls, were identified as significant areas which could benefit from more availability.

Access to appropriate transport such as volunteer/community drivers, was suggested as something which would help disabled people be more independent and improve wellbeing by allowing access to doctors' appointments and social activities.

In terms of accessing information and advice, the most common source identified by respondents to the professional survey was the GP, followed by family, friends and neighbours, and the internet.

3.1.4 Information from other sources

Breaking the Barriers

An event held in 2015 to look at the barriers faced by disabled people in our area identified a host of needs, including:[d98] disabled people's dignity and respect should be central to social services care package delivery; improved integration and multi-agency working around continuing healthcare (CHC); difficulty accessing primary care, in particular lack of availability of appointments which take into account times when a carer is able to accompany someone, and lack of availability of British Sign Language, community translation and interpreter services; improving involvement of service users in assessing their care needs; advocacy, especially for people with learning difficulties; preventative services; bullying of young disabled people in mainstream school; lack of consistency in support during education transitions; lack of disability awareness and support by public transport operators; and accessibility of the built environment.

Shaping Our Future Wellbeing strategy

DRAFT

During the development of the Cardiff and Vale UHB 10 year strategy, Shaping our Future Wellbeing,[d128] the views of local residents on what they wanted to see from their health service were summarised and included:

- I want to know how to minimise my risk of developing disease and be supported to make any lifestyle changes that enable me to live a healthy life;
- I want to understand the available treatment options and be supported to choose one which is best for me, accounting for my personal, cultural and physical needs;
- I want services that accommodate my needs as an individual, respecting the roles I play in my personal and family life;
- I want to decide how and where my care is delivered at the end of my life;
- I need to understand my condition and its treatments to that I can be involved in the planning of my care, play a role in monitoring my condition and recognise times where I need to access health care services;
- I need rapid access to knowledgeable healthcare professionals who can advise me what to do when my health deteriorates;
- I need care which is delivered close to where I live and work, so I can continue to lead as normal a life as possible;
- I want to maintain my independence and have the best quality of life possible;
- I want to receive joined up care from a range of health professionals who communicate effectively with each other and work as a team

Adverse Childhood Experiences (ACEs)

Adverse Childhood Experiences (ACEs) are stressful experiences occurring during childhood that directly harm a child (e.g. sexual or physical abuse) or affect the environment in which they live (e.g. growing up in a house with domestic violence). Nearly half (47%) of adults in Wales experienced at least one ACE during childhood, and 14% suffered 4 or more.[d28] Figures for ACEs are currently only available at an all-Wales level.

Compared with people with no ACEs,[d29] people aged under 70 with 4 or more ACEs were 4 times more likely to develop type 2 diabetes, 3 times more likely to develop heart disease, and 3 times more likely to develop respiratory disease. Over a year period this group of individuals were also twice as likely to have frequently visited a GP, three times more likely to have attended A&E and three times more likely to have stayed overnight in hospital.

Making a difference

Public Health Wales summarised the priority areas for prevention including a series of 'best buy' interventions in its 2016 report, Making a difference.[d146] These interventions included smoking cessation counselling; active transport strategies; promotion of physical activity and healthy eating in workplaces, schools and communities; safe green spaces; and low emissions zones.

3.1.5 Gaps in our knowledge

No significant gaps have been identified.

3.2 Main needs

- Access to information and services

DRAFT

- Maintaining and increasing provision and sustainability of community services and support
- Improved flexibility of services, including services closer to home
- Transition points (e.g. child to adult services)
- Joining up services
- Vulnerable groups
- Transport & social isolation
- Better use of existing public sector buildings
- Appropriate housing
- Unhealthy behaviours widespread
- Increasing prevalence of long term conditions
- Air pollution
- Food poverty

3.3 Prevention recommendations

- Reduce social isolation
- Ensuring adequate nutrition
- Immunisations, sexual health, stop smoking support
- Improved access to counselling
- Falls prevention
- Improve air quality

3.4 Assets

- Home adaptations
- Volunteering and time credits
- Self care including Wellbeing4U and expert patient programme
- Community Hubs, Libraries
- Community groups
- Dementia-friendly communities
- Prevention services e.g. self management classes
- Making every contact count (MECC)

3.5 Suggested areas for action

- Improve access and waiting times for primary and secondary care services
- Ensure information for public and service users is correct and easy to understand
- Streamline people's journey through services - ensure services are flexible to meet the needs of each individual, and people get the right service at the right time
- Further embed awareness and messages around healthy lifestyle choices
- Tackle environmental pollution
- Improve transport for people with health and physical disabilities
- Embed co-production and citizen-based approach in service design, ensuring vulnerable groups are represented
- Progress integration of services across agencies, as a way of enabling other actions
- Ensure planning is long term, sustainable, and strategic

DRAFT

B4. Learning disability and autism

Other chapters of relevance: Adult carers; children & young people; health and physical disabilities; adult mental health and cognitive impairment; offenders; older people; sensory loss and impairment

Summary Learning disability and autism

Care and support needs Increased accessibility of information and services; accessible and affordable transport; respite accessible for all people; complex day opportunities; enable people who require services to make decisions about their support needs; recognise and support people who fall between gaps in service provision

Prevention issues Increase routine involvement of people with learning disabilities and autism in public sector consultations

Assets Socialising; physical activity; respite funding; staff in supported accommodation; local in-house day services for complex needs; ground-floor supported living; establishment of Integrated Autism Service; Intermediate Care Fund support for children with complex needs

DRAFT

4.1 What do we know about this group?

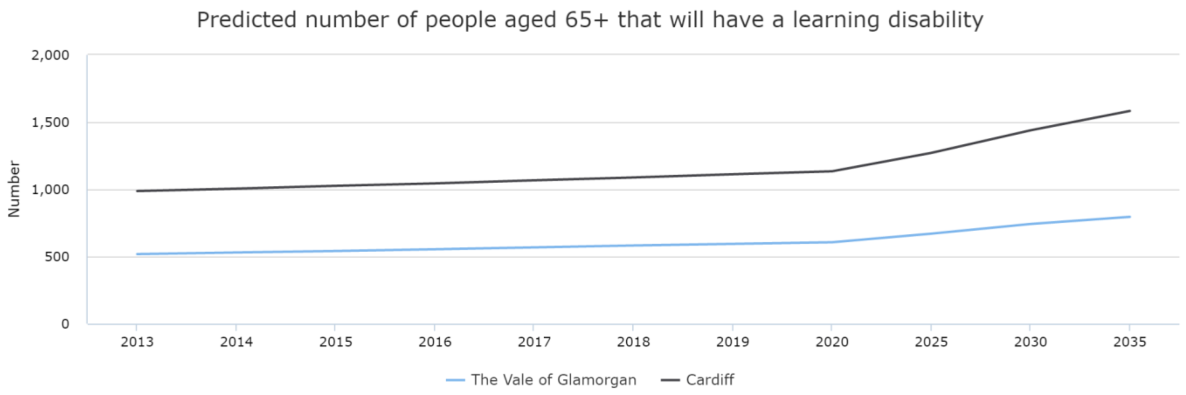
4.1.1 Information from population and service data

Learning disability

There were 1,426 people registered with learning disability in Cardiff in 2015-16, and 542 in the Vale of Glamorgan.[d74] These numbers have stayed roughly stable in the Vale over the last 10 years but have risen significantly in Cardiff, by around 40%.

A significant increase is projected in the number of older people with learning disability in both Cardiff and the Vale of Glamorgan.

Figure. Predicted number of older people aged 65 and over with a learning disability, Cardiff and Vale of Glamorgan



Source: Welsh Government (WG)

Increases are also projected in the number of children and young people with learning difficulty or autism spectrum disorder.

As the population of young people with disabilities and life-long conditions rises, this increases the number of people transitioning from children's to adult services, and those with long-term needs as an adult.

Autism spectrum disorder (ASD)

UK research suggests that around 1.2% (116 per 10,000) of children and young people have ASD (autism spectrum disorder).[d142] However, not all these people will be formally diagnosed.

Applied to the population of Cardiff gives an estimate of 553 children aged 5-16 with ASD, and 2,778 people aged 17-64 with ASD. In the Vale of Glamorgan this gives an estimate of 210 children aged 5-16 with ASD, and 887 people aged 17-64 with ASD.

4.1.2 Information from local residents and service users

In the focus groups, several participants talked about activities they took part in which contributed to their wellbeing (Box 4A)

Box 4A. Positive impact of socialising on wellbeing

> *I enjoy going out to open mic nights and karaoke. I like walking as well.* (Learning disability / autism)
>
> *Swimming makes me relax, it takes away all the aches and pains.* (Learning disability / autism)
>
> *What I like doing is socialising with friends and getting out and about.* (Learning disability / autism*)*

Staff in supported accommodation and systems to help with personal finances were also described positively (Box 4B). Physical health related support included a physiotherapist, GP, dietitian and a chiropodist. Help with filling in forms and using Hubs to access Council services including housing were also mentioned.

Box 4B. Support services

> *My community help me because they've got intercoms in the system. And even like in the mornings, 'Are you all right, [name]?'.* (Learning disability / autism)
>
> *The money situation's pretty healthy thankfully. But what happens is we do a weekly planner, I put down all the activities I'm doing and how much money I'm going to need each day.* (Learning disability / autism)

DRAFT

In terms of needs, access to services was an issue for some people, including services which were no longer running (Box 4C), and access to the GP.

Box 4C. Access to services

> *I like going to the gym. I used to [go] with my physio, but I can't at the moment because he's finished. . . . I'd like to find out if someone else is doing that to help me again.* (Learning disability / autism)

In the focus groups there were calls to ensure the voices of disabled and autistic people were heard by statutory authorities. There was also requests for material e.g. on consultations to be available in easy-read format. (Box 4D)

Box 4D. Consultation with people with learning disabilities and autism

> *Make it easier for us to have our say directly to all the major departments. That's the council departments, Hubs, buses.* (Learning disability / autism)

4.1.3 Information from professionals working with this group

In the professional survey how venues welcome people with a learning disability was highlighted as a barrier to accessing services (Box 4E).

Box 4E. Accessibility of services

> *"Many venues are not welcoming to people with a learning disability or expect them to have a carer with them - often an individual only needs a little friendly support to ensure they are safe and welcome" (Professional survey)*

At the PNA workshop, professionals working with people with learning disability and autism highlighted the following key needs and assets:

Key needs (including preventative)	**Key assets**
Accessible and affordable transport Respite accessible for all people Complex day opportunities Enabling people who require services to make decisions about their support needs Accessible information for all People who fall between gaps in service provision	Respite funding Local in-house day services for complex needs Ground-floor supported living

DRAFT

The mechanism for how specialist health support for people with learning disabilities is commissioned, with provision by Abertawe Bro Morgannwg University Health Board, was also raised as a potential issue by a professional. There was concern that there may be insufficient control over the model of provision and that this arrangement would benefit from being reviewed.

4.1.4 Information from other sources

Consultation with people with autism spectrum disorder (ASD), their carers and families

As part of an updated Welsh Government strategy to support people with ASD, their carers and families, detailed feedback and consultation was undertaken.[d102] This found broadly similar issues among adults and children. Assessment and diagnosis in children was a major issue, specifically long waiting times, lack of information around the assessment, and insufficient information at the point of, and immediately after, diagnosis. In terms of ongoing support, issues included: support for emotional and behavioural issues; support for ASD-specific issues and life skills; and access to social and leisure opportunities within the local community. Other general issues raised included a lack of skills and knowledge among staff in generic and community services to support individuals with ASD; people with higher functioning ASD falling into gaps between mental health and learning disability services; and adaptation of generic community support to make it suitable for people with ASD. Many of these areas have planned actions to address them in the refreshed strategy which resulted.[d101]

Integrated Autism Service

Welsh Government guidance on development of an Integrated Autism Service describes the strategic direction for the region over the next 3 years in development of services for people with autism.[d101] Cardiff and the Vale of Glamorgan have a well embedded Autism Strategy and action plan, with a regional steering group in place overseeing the development of services. This has engagement from a wide range of services, partners and parents.

Development of integrated autism services locally will be based on a lifespan model. This will be the first service across the region to deliver in this way. This will be a new service but will encompass existing support services for people with autism delivered across Cardiff and the Vale of Glamorgan, including alignment with Adult Mental Health services and the Children's Neurodevelopment Service. Diagnostic services for adults with ASD will be aligned with NICE guideline recommendations,[d144] with a multi-agency diagnostic process being developed.

4.1.5 Gaps in our knowledge

No significant gaps have been identified.

4.2 Main needs

- Increased accessibility of information and services
- Accessible and affordable transport
- Respite accessible for all people
- Complex day opportunities
- Enable people who require services to make decisions about their support needs
- Recognise and support people who fall between gaps in service provision

4.3 Prevention recommendations

DRAFT

- Increase routine involvement of people with learning disabilities and autism in public sector consultations

4.4 Assets

- Socialising
- Physical activity
- Respite funding
- Staff in supported accommodation
- Local in-house day services for complex needs
- Ground-floor supported living
- Establishment of Integrated Autism Service, launching May 2017
- Intermediate Care Fund support for children with complex needs, with strong links to regional adult learning disabilities services

4.5 Suggested areas for action

- Work with partners to make information accessible for all
- For complex health needs, improve access to day opportunities and reduce number of out of County placements
- Increase availability of accessible accommodation
- Review specialist health provision for people with learning disabilities
- Recognise and support people who fall between gaps in current service provision
- Expand education and employment project (Project SEARCH)
- Improve access to information and interventions which are autism-specific
- Work with partners to improve access to assessments without raising unrealistic expectations
- Develop better transport options for people with complex needs
- Improve mechanisms for engaging with people with learning disability and autism in partnership planning

DRAFT

B5. Adult mental health and cognitive impairment

'Adult mental health' here refers to individuals aged 18 and over. For young people see the Children & young people chapter.

Other chapters of relevance: Asylum seekers and refugees; adult carers; children & young people; health and physical disabilities; learning disability and autism; offenders; older people; sensory loss and impairment; veterans; violence against women, domestic abuse and sexual violence; substance misuse

Summary Adult mental health and cognitive impairment

Care and support needs Increased timely access to low level mental health services; joined up information, advice and services; loneliness and social isolation, especially among people with dementia and some BME groups; access to appropriate housing & support; continuing partnership approach between statutory agencies and with third sector; support for families of people with mental health issues; community hubs and one-stop shops; supporting GPs with decisions around referrals; dementia-specific needs and recommendations; peer support and mentoring to guide people through system

Prevention issues Self-help, behaviour change and lifestyle choices; increased social contact; training for staff on mental health to improve awareness and knowledge of how to support people

Assets Socialising; compassionate healthcare professionals; libraries, Hubs, cafes, community centres; positive environment; gyms, leisure centres; employment and volunteering; counselling (once accessed); peer support, mentoring and self-help; shared training; multi-stakeholder partnerships; community assets including social capital; online communities; third and private sector organisations providing support

DRAFT

5.1 What do we know about this group?

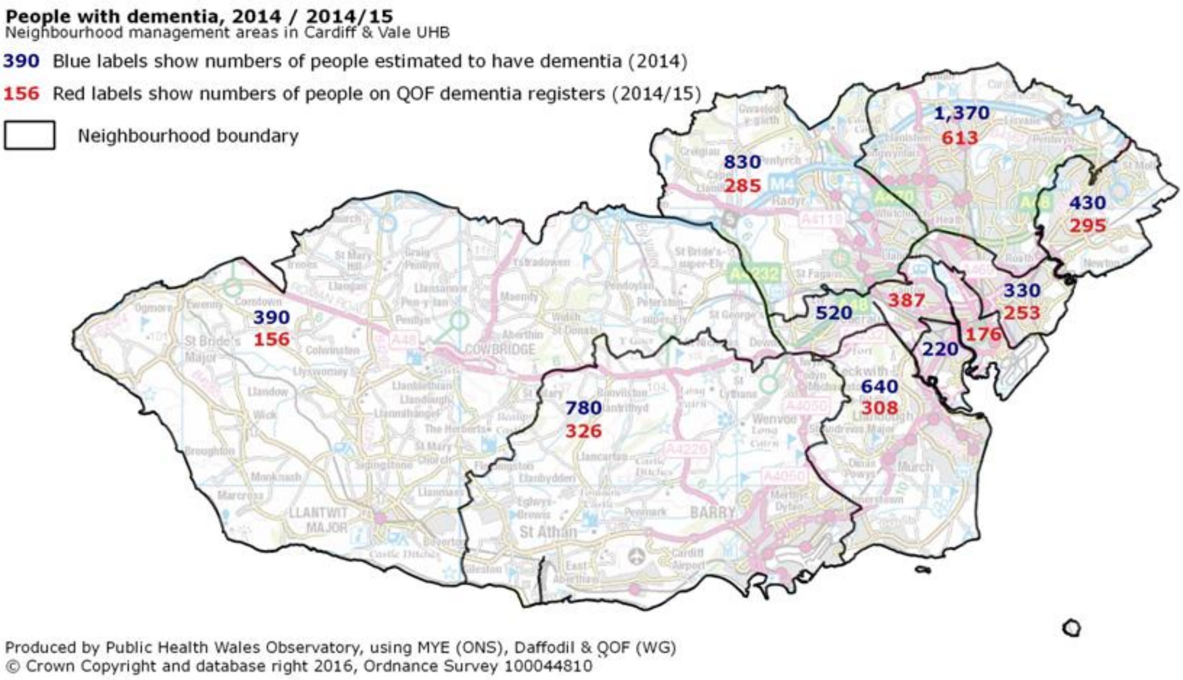
5.1.1 Information from population and service data

Self-reported mental wellbeing in Cardiff and Vale UHB area is in line with the Wales average, although this masks a slightly lower score in Cardiff compared with the Vale.[d76] Consistent with this, UK-wide self-reported happiness scores in 2015-16 were slightly above the average of 7.5 out of 10 in the Vale of Glamorgan (7.68) but below the average in Cardiff (7.41). However, these figures are subject to considerable annual fluctuation.[d77]

Dementia

A recent health needs assessment of people with dementia in Cardiff and Vale highlighted that dementia has overtaken heart disease as the leading cause of death among women in England and Wales.[d73] There are estimated to be 5,000 people with dementia in Cardiff and the Vale of Glamorgan, nearly 6 in 10 (58%) of whom have a diagnosis.

Figure. Estimated number of people with dementia in Cardiff and the Vale of Glamorgan (2016)

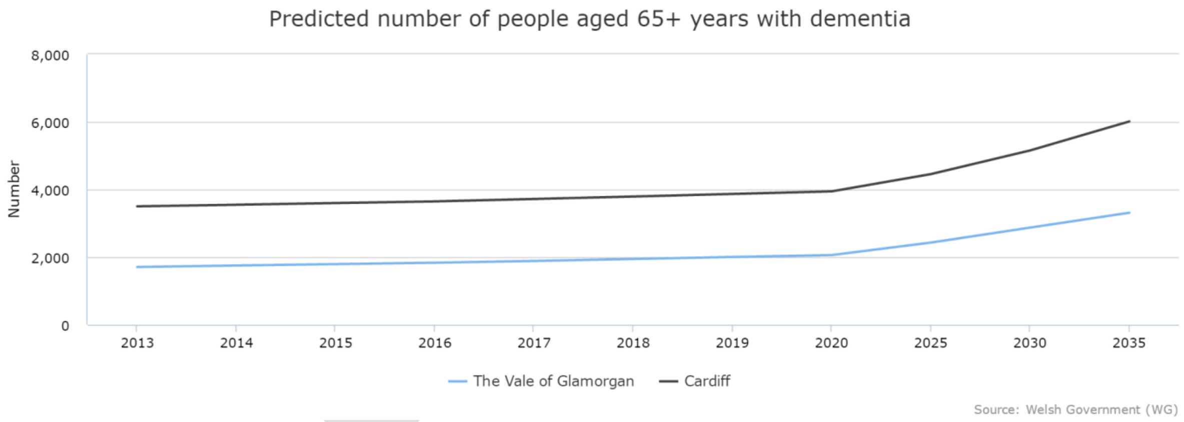

People with dementia, 2014 / 2014/15
Neighbourhood management areas in Cardiff & Vale UHB
390 Blue labels show numbers of people estimated to have dementia (2014)
156 Red labels show numbers of people on QOF dementia registers (2014/15)
Neighbourhood boundary
390
156
780
326
830
285
1,370
613
430
295
330
253
520
387
176
220
640
308
COWBRIDGE
LLANTWIT MAJOR
St Athan
BARRY

Produced by Public Health Wales Observatory, using MYE (ONS), Daffodil & QOF (WG)
© Crown Copyright and database right 2016, Ordnance Survey 100044810

DRAFT

Due to a growing and ageing population this number is expected to increase to nearly 7,000 by 2025.

Figure. Predicted number of older people aged 65 and over with dementia in Cardiff and the Vale of Glamorgan



Source: Welsh Government (WG)

Suicide

Suicide is a major cause of death amongst the 15 to 44 age group.[d81] In Wales over the period 2010 – 2012 it accounted for almost one in five deaths in males aged 15 to 24 years and just over one in ten deaths amongst women of that age. Rates are higher in our more deprived communities and this gap appears to be widening in Wales.

NHS mental health services

Benchmarking data in 2014 showed that the Adult Community Mental Health Team caseload per 10,000 people (weighted population) was 147 within Cardiff and Vale, similar to the UK average of 140.[d118] Within the service, there were 252 contacts per whole time equivalent member of staff, compared to 240 across the UK. The number of admissions per 100,000 people was 245 locally, compared to 234 across the UK. Bed occupancy in Cardiff and Vale was 115%, whereas across the UK it was 91% on average.

Rates of hospital admissions for mental health issues in Cardiff and the Vale of Glamorgan (26.3 per 10,000) are below the Wales average (31.6 per 10,000 population).[d75]

5.1.2 Information from local residents and service users

In response to a question in the public survey over control over their daily life, just over 1 in 10 of all respondents (12.8%) said they had either no control (1.8%) or some control but would like more (11.0%). Of these individuals, around two fifths (42.8%) identified emotional or mental health as a factor preventing them from having sufficient control in their life. This was the second most common response after physical ability.

Of all respondents, 1 in 7 (15.2%) said they feel lonely some (12.4%) or all/most of the time (2.8%). These proportions were around the same between Cardiff and the Vale of Glamorgan. Among people belonging to one of the thematic groups featured in this report, the proportion feeling lonely some or all of the time increased to nearly 1 in 4 (23.3%).

In terms of current support for wellbeing, participants in focus groups discussed the ability to talk with other people, support groups, courses and therapy (Box 5A).

DRAFT

Box 5A. Positive impact of socialising with other people

> *Seeing other people there that are going through the same sort of thing that I'm experiencing, because you feel alone, as much as you know you're not alone, you feel alone and you feel nobody else is around you, you're like an island.* (Mental health illness)
>
> *It was about that not feeling like you're the only one, and going into a room and other people talking about their symptoms, what they were thinking, how they were feeling, and just that sense of, it's not just me then. I'm not mad.* (Mental health illness)

A group in a local community centre was described which gave people the opportunity to make friends and chat, and share food with others. Participants in that group had found out about it through word of mouth. Groups run by their own members also contributed to positive wellbeing. There was also praise for some GPs (Box 5B) and community mental health services.

Box 5B. Compassionate healthcare professionals

> *In all fairness, the GPs have been absolutely fantastic. They've been very supportive. They've spent the time. I haven't gone in there, I've run over the 10 minutes if you like when I've had to express how I'm feeling.* (Mental health illness)

Libraries and Hubs were referred to as helpful sources of information. The latter were described as being convenient, for example, to access computers, advice on seeking employment, benefits, housing and Citizens' Advice. Gym and art classes also contributed to positive wellbeing.

Green spaces, parks, woods, fishing spots and the coast were also mentioned in the focus groups as having a positive impact on wellbeing, as did physical exercise. The safety of the area was also important. In the public survey, of the 473 people who described places or activities which helped their wellbeing, a quarter (25.8%) referred to local gyms, leisure centres and exercise facilities. Churches and religious centres were mentioned by one in five (19.5%). Parks and open spaces were mentioned by one in eight (13.1%) respondents. These areas were important for walking, exercise, relaxation and contemplation. (Box 5B2) Ironically in the same survey emotional and mental health issues, including a lack of confidence, were a common barrier given to being able to access these same places, along with physical difficulties, transport and finances. There is also evidence that community regeneration programmes such as Communities First can have a positive impact on mental wellbeing and reduce inequalities in mental health.[d59]

Box 5B2. Places which help with wellbeing

The local leisure centre - I regularly attend the gym there which helps me keep fit and well, both mentally and physically. (Public survey)

Tai chi helps with emotional and physical wellbeing (Public survey)

The church provides me with a lot of informal support and friendship (Public survey)

Bute Park. It helps me escape the city and makes for great walking (Public survey)

I also enjoy the parks and gardens, in particular Roath Park lake area - just to walk amongst the trees and see the lovely flowers lifts the spirit. (Public survey)

DRAFT

Employment and volunteering significantly contributed to people's wellbeing (Box 5C). In the public survey, a tenth (9.9%) of those naming places or activities which helped with their wellbeing, identified volunteering. Volunteering activity included sports clubs, befriending services, gardening and litter picks. Participation was described as providing rewards including a sense of purpose and an opportunity for social interaction.

Box 5C. Employment and volunteering

Work at the moment is helping me. It's the one that I'll get up and go to. . . . I think it's routine. (Mental health illness)

They're supporting me with moving on from social networks, social care to life… and that could be training or finding a job or volunteering and they've managed all that, so they've helped me identify a volunteering position. (Mental health illness and substance misuse)

For me at the minute it's [a Welsh Government funded programme that's most important] because I do a lot of volunteer work with them and we've done litter picks and we get time *credits and the community centre has loads of things going on.* (Mental health illness)

In the public survey over half of respondents said they had received help to prevent or reduce problems in the future. This included counselling (10.2% of all respondents) and other mental wellbeing (8.8%) (Box 5C2)

Box 5C2. Support and services which helped prevent or reduce problems

I have started counselling sessions for anxiety. So far I have only had two sessions but feel much more happy and at ease already (Public survey)

The call from the Primary Mental Health Support Services was very supportive and professional and I felt reassured that someone understood my specific needs as an individual. In addition I received all the necessary information that we had talked about via the phone sent in the post (Public survey)

DRAFT

In terms of need, some people in the focus groups mentioned a lack of support and understanding from friends and family (Box 5D). There was also a suggestion that in some cases people struggled to receive professional help unless their situation was 'really extreme', with long waiting lists for lower-level services such as counselling.

Box 5D. Lack of support and understanding from friends and family

I've not really got anybody supporting me at the moment, I've got a disabled daughter who I support, so that's quite hard. (Mental health illness)

I don't think there is much support for families because I've found that, as I said earlier, my [ex] husband didn't understand depression at all and I think it was a real fear as though it might be catching but also embarrassed - he was really embarrassed about me having a mental illness. (Mental health illness)

A lack of information about services available was mentioned, along with long waits for general and specialist mental health treatment. Issues with accessing GP appointments were also raised. Participants described seeking private treatments such as reflexology and hypnotherapy, and requested the ability to be prescribed alternatives to medication such as yoga or meditation. One participant described how she felt mental health services focused more on what to do if she had a 'crisis' rather than ongoing support and crisis prevention (Box 5E).

Box 5E. Mental health services focused on 'crisis' rather than prevention

The problem I've found with the mental health services is that I always feel like I'm in the middle, I'm at the stage now where I'm not ill enough to be going into hospital, but I'm not well. . . . [The NHS service] have sent me a load of stuff in the post. Then it was, I had to motivate myself to go and get help. (Mental health illness)

Improved mental health services. My husband could do with support but we don't know where to turn (Public survey)

Bounced from doctor to doctor so repeatedly having to explain specific problems, resulting in no clear information. Responses from GP mostly pushed drug based solutions and wait 6 months - year to receive any counselling (Public survey)

Memory clinic waiting list was long and info didn't materialise until the diagnosis, but the info I eventually got would have been helpful earlier (Public survey)

Other participants mentioned that there was insufficient availability of counselling, with a fixed number of sessions only available. Better access to counselling was a very strong theme in the public survey and mentioned in a number of areas as something people would like, to prevent problems in the future (Box 5E2).

Box 5E2. Improved access to counselling

Initial 6 week counselling for depression via GP good but not long enough, only just started 16 week course with MIND after 10 month wait (Public survey)

Length of time taken to see counsellor (6 month waiting list so by the time I saw a counsellor the original reasons for seeking counselling were long since passed. (Public survey)

Easy access to mental health support (talking therapies) before getting to crisis stage where intervention is guaranteed i.e. preventative care before reaching breaking point. (Public survey)

I think mental health support needs to be acted on faster. I have been asking for counselling for 15 years but have repeatedly been sent away with anti-depressants which have only made my problems worse. (Public survey)

There was also a suggestion from some participants that it was better to receive firm direction on attending sessions and have pre-booked appointments, rather than leave up to individuals to make the first contact (Box 5F) There was also a request for the ability for participants to meet informally again after a course has finished, for example facilitated by a room being provided for this purpose.

Box 5F. Preference for receiving firm direction rather than relying on self-motivation

I would rather somebody said, right, this is somebody you need to speak to, we've made an appointment, you need to go there at this time, that day, that's when it is. Rather than, it's a bit flimmy flammy, it's just 'yes here's some people who could help you, have a look and see

DRAFT

what you want to do'. (Mental health illness)

Opportunities for social contact were mentioned by 1 in 10 (9.5%) people in the public survey who answered a question about things which could make a positive difference to wellbeing now or in the future (Box 5G)

Box 5G. Opportunities for social contact

Companionship occasionally at home and for visits to theatres or other performances or on holidays. (Public survey)

Maybe a community centre that caters for activities such as bowls, skittles get together to have a coffee on a morning or drink an entertainment on an evening, or local sports centre for all activities. (Public survey)

Groups that bring people together are so necessary... I am surprised there seem to be no community centres where charitable groups can meet others for free. (Public survey)

During engagement with service users for the recent dementia needs assessment,[d73] nine key themes were identified: isolation and loneliness (Box 5H); kindness and compassion; co-ordination of services; caring for carers; what to do in a crisis; moving support to primary care; inequality in access to services; dementia is everyone's business; prevention is essential. Transport was also highlighted, particularly if someone with dementia was previously able to get to places by driving themselves.

Box 5H. Living with dementia

I just miss my husband so much, and not being able to go out. I get lonely, very lonely... I just wish more people would pop in and say hello, but they have got their lives. I wish I had my car (Person with dementia, dementia needs assessment)

I love getting together with other people in groups... there is a need for people to be able to get together to do hobbies, or to talk and share even a cup of tea. (Person with dementia, dementia needs assessment)

A regular mental health 'feedback fortnight' was run in 2016 across Cardiff and the Vale.[d62] This included an online and paper survey, focus groups held by CAVAMH and Hafal, and a 'Celebrating Recovery' event. 44 surveys were completed, and a further 128 people were involved through focus groups or the event. Themes identified included:

DRAFT

- Relationships: the relationship with care providers was important in whether people considered their needs were met. Where professionals have good relationships with clients this is seen as an asset; where there is a lack of understanding, sympathy or knowledge, this is a need
- Communication: communication between service users and carers/service providers was important, and communication between service providers - this meant there was less necessity for service users to repeat themselves
- Education: some people felt that the skills of some staff could be boosted with specialist training on supporting people with their mental health issues; and some people recognised their own lack of knowledge about mental health and wanted more training themselves
- Community services: service users and carers valued non-statutory support as well as statutory support, including services which were not time-limited and which operated out of hours
- Access to services: while people valued the support they got from services, there were many instances where they would value quicker access and longer periods of support

Needs raised in a discussion at the Cardiff and Vale Mental Health forum in November 2016 included:[d61] having meaningful care and treatment plans; address financial, housing and social issues for people with mental health issues; focus on quality relationships, both within and between staff and patients, to improve recovery times; increase service user and carer involvement; improve communications, including links with third sector organisations, police, housing, and signposting from GPs. Prevention was seen as a key issue, including giving prevention more emphasis across the NHS and recognising the value of the natural environment.

5.1.3 Information from professionals working with this group

In the professional survey, when asked what factors most prevent people from accessing services and groups in their community, 'emotional and mental health issues' were the joint most popular response, corresponding to a similar finding in the public survey.

Respondents to the professional survey were also keen to highlight the importance of local libraries, Hubs, community centres and cafes as these are the places that for many enable regular social interaction and combat isolation.

Two thirds (67.6%) of professionals identified increased availability of counselling as something which would be beneficial for their client group in the future. A similar proportion (64.7%) also identified more social interaction as being beneficial for their clients in future.

In the PNA workshops, professionals working in adult mental health highlighted the following key needs and assets:

Key needs (including preventative)	**Key assets**
Joined up information, advice and services	Peer support, mentoring and self-help
Access to appropriate housing & support	Shared training
Self-help, behaviour change and lifestyle choices	Multi-stakeholder partnerships
Continuing partnership approach between statutory agencies and with third sector	Community assets including social capital
Community hubs, one-stop shops etc. to improve access to services	Neighbourhoods and communities of interest
Supporting GPs with decisions around referrals	Online communities
Dementia	
Peer support and mentoring to guide people through system	

Low level counselling including family support	

5.1.4 Information from other sources

Prevention of dementia

The recent dementia needs assessment also highlighted that one in five cases of dementia may be preventable with exercise, diet, diabetes prevention, and early treatment of depression.[d73]

Adverse Childhood Experiences (ACEs)

Adverse Childhood Experiences (ACEs) are stressful experiences occurring during childhood that directly harm a child (e.g. sexual or physical abuse) or affect the environment in which they live (e.g. growing up in a house with domestic violence). Nearly half (47%) of adults in Wales experienced at least one ACE during childhood, and 14% suffered 4 or more.[d28]

The prevalence of low mental wellbeing in adults increases with the number of ACEs experienced in childhood.[d34] On average, one in five (19%) adults have low mental wellbeing. This is slightly lower (14%) for people who experienced no ACEs as a child, compared with two in five (41%) of people who experienced four or more ACEs as a child.

Welsh Government strategies

Together for Mental Health is the Welsh Government 10 year strategy to improve mental health and wellbeing.[d33] Many of the themes identified here are included in the strategy, including improving access to information and advice to promote mental wellbeing, including low-level interventions; reduce loneliness and unwanted isolation; and improving integration between public sector and third sector provision.

Talk to me 2 is the Welsh Government strategy on suicide and self-harm, which highlights the key groups who are at higher risk of suicide and self harm.[81] Individual risk factors include those who: are male; are of low socioeconomic status; have restricted educational achievement; have a mental illness; have a major physical or chronic illness; experience alcohol or substance misuse. Stressful life events, including job loss and divorce/separation also put people at higher risk.

Welsh Government launched a consultation on a new dementia strategy in January 2017.[d80] This includes a focus on: risk reduction and health promotion; recognition and identification of dementia; assessment and diagnosis; living well with dementia; and support in the community.

Access to mental health services

The report ‘Is Wales Fairer?’ highlights the need to improve access to mental health services, and reduce the rate of suicide especially among men.[d39] The Cardiff and Vale Mental Health Forum principles call for ‘recovery focused, person-centred services, responsive to the needs of those using services and their carers’; and that people using services must have the opportunity to be involved in the planning and delivery of services.[d60]

Minority Ethnic Elder Advocacy (MEEA) project

MEEA provides independent advocacy services to minority ethnic elders aged 50 and over across Wales. Of over 800 people registered with the MEEA project, around 10% believe they suffer from bad or very bad mental health. These rates are even higher among Bangladeshi and mixed race participants (23% and 21%

DRAFT

respectively). 4 in 10 (41%) of MEEA beneficiaries report feeling lonely sometimes or often, much higher than the level found in the public survey for the PNA. However, loneliness may be a reason for participating in the MEEA project, and this group also reported a low level of oral English skills, which could also contribute to this effect.[d40]

Five ways to mental wellbeing

Five ways to mental wellbeing is an evidence-based approach which encourages individuals to do five things each day to improve their personal wellbeing:[d87] connect; be active; take notice; keep learning; and give.

5.1.5 Gaps in our knowledge

- Number of people receiving domiciliary care who have dementia (figure not known)
- Data completeness for coding of ethnicity within mental health databases for community and inpatient care

5.2 Main needs

- Increased timely access to low level mental health services including counselling and family support
- Joined up information, advice and services
- Loneliness and social isolation, especially among people with dementia and some BME groups (including asylum seekers and refugees)
- Access to appropriate housing & support
- Continuing partnership approach between statutory agencies and with third sector
- Support for families of people with mental health issues
- Community hubs, one-stop shops etc. to improve access to services
- Supporting GPs with decisions around referrals
- Dementia-specific needs and recommendations
- Peer support and mentoring to guide people through system

5.3 Prevention recommendations

- Self-help, behaviour change and lifestyle choices
- Increased social contact
- Up-to-date training for staff on mental health to improve their awareness and knowledge of how to support people
- Further promotion of dementia friends training and dementia-friendly cafes

5.4 Assets

- Socialising
- Compassionate healthcare professionals
- Libraries, Hubs, cafes, community centres
- Positive environment
- Gyms, leisure centres
- Employment and volunteering
- Counselling (once accessed)
- Peer support, mentoring and self-help

DRAFT

- Shared training
- Multi-stakeholder partnerships
- Community assets including social capital
- Online communities and tools
- Third and private sector organisations providing support

5.5 Suggested areas for action

- Improve access to low level mental health services, counselling and family support
- Scope actions to address loneliness and social isolation
- Scope provision of a single point of contact for mental health issues
- Explore where best to deliver mental health services to maximise access while reducing stigma
- Improve clarity of referral pathways and criteria, shared through partnerships and networks, and support professionals in decision-making
- Ensure provision of appropriate training of staff in mental health issues
- Explore where joint funding of services would benefit public / service user experience
- Implement recommendations from dementia health needs assessment
- Share examples of good practice between partner organisations

DRAFT

B6. Adult carers

For young carers and young adult carers please see the Children and young people chapter

Other chapters of relevance: Children & young people; health and physical disabilities; learning disability and autism; adult mental health and cognitive impairment; older people; sensory loss and impairment

Summary Adult carers

Care and support needs Access to information including financial support and services available; access to services including transport; ensure discharge planning process involves consultation with carer; housing; respite care; mental health support; social isolation; raise awareness of who is a carer; improve access to carers' assessments; transitions (child to adult); address perceptions of feeling judged by services

Prevention issues Increase and enable peer support groups for carers; ensure health and social care professionals receive appropriate training on carers' issues

Assets Physical activity and access to outdoor space; community services including third sector; carers themselves and their social networks; GPs and community pharmacies

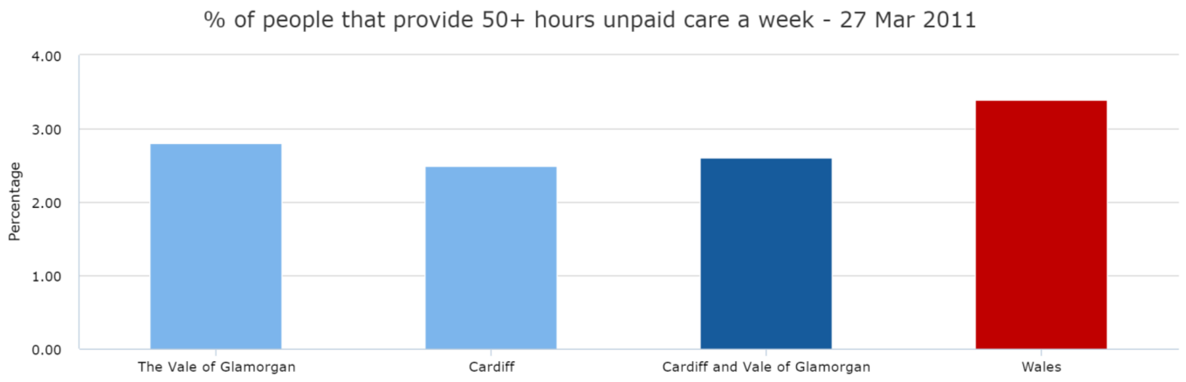
DRAFT

6.1 What do we know about this group?

6.1.1 Information from population and service data

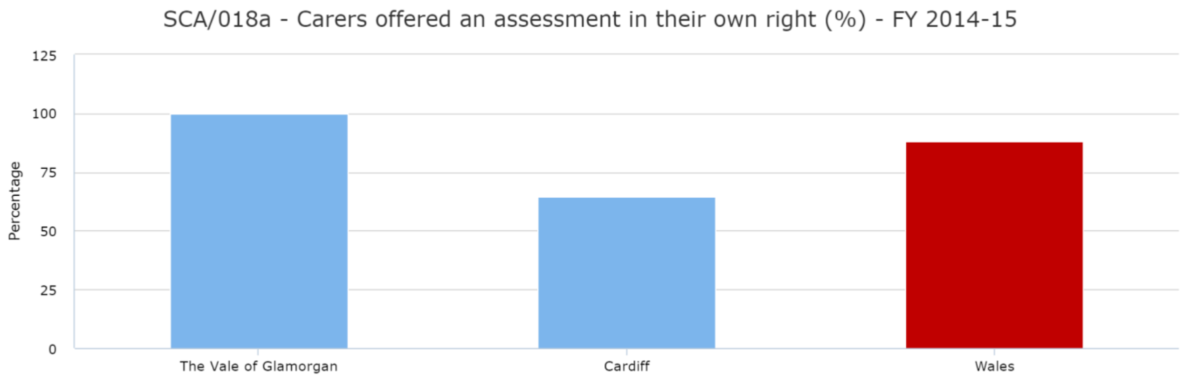
At the 2011 Census, 50,580 carers were recorded in Cardiff and the Vale of Glamorgan. This represented a 12% rise over the number in the previous Census 10 years earlier.[d46] The percentage of people in the population who identify as carers is below the Wales average in both Cardiff and the Vale of Glamorgan.

Figure. Proportion of people who provide 50 or more hours of unpaid care per week, Cardiff and Vale of Glamorgan (2011)



In 2014/15, over 6 in 10 (64%) of known carers were offered an assessment by Cardiff Council, a significant increase on the previous year, although the rate of completion of the assessment was only 1 in 4 (26.3%), and the rate remained below the Wales average.[d36] The rate in the Vale was reported as 100% in the same year.

Figure. Proportion of carers offered an assessment (2014/15)



A survey of adult carers in Cardiff and the Vale was undertaken in 2011, with 292 respondents.[d47] Of the respondents, the majority were female (72%) and caring full time (72%). Most people cared for one person (87%) although over one in ten (13%) cared for two or more. Two thirds of carers (67%) had been caring for more than 5 years, including nearly half (46%) caring for over 10 years. Three quarters (77%) were aged 40 or over, including a quarter (24%) who were 75 or over.

6.1.2 Information from local residents and service users

85 people (6.7%) responding to the public survey identified themselves as a carer. Three quarters of these individuals also identified themselves as belonging to one or more of the other specified groups. Half of respondents reported spending 25 hours or more per week on unpaid caring responsibilities, whilst just over a quarter were spending 45 hours or more per week. An additional 9 people answered on behalf of someone else in a caring capacity.

Out of all respondents to the survey, 1 in 10 (10.1%) said they had unpaid help from a spouse/partner at the same address, 4.2% from another family member at the same address, 7.6% from a family member living elsewhere, and 4.1% from a friend/neighbour.

Support which enabled parents of children with a disability or learning difficulty to work was considered to have a significant effect on their wellbeing (Box 6A), as were other services to support carers. Support for siblings of children who had a parent carer was also valued.

DRAFT

Box 6A. Support for carers

We go to the 'forget me not' choir and the dementia cafes... they are a great support (Carer, dementia needs assessment)

Without the support I receive I would not have been able to care for my husband at home for the past 10 years (Public survey)

They pay a few days a week for [my child] to go into childcare so I can work. . . . [Also] through them [the child] goes to a youth club which obviously gives me a lovely two hours in the evening twice a week. . . . That's my most positive, because like I said where [my child] *can't go out in our area, it's somewhere else to go. Also the school holidays where I can go to work. (Parent carer)*

Physical activity and access to outdoor space was mentioned by participants as providing a mental release for carers (Box 6B)

Box 6B. Physical activity and access to outdoor space

I feel refreshed and happy and you get relaxed [after swimming]. So you can continue your caring role. (Parent carer)

I love being outdoors and at the moment that's so important to me because as I said my child's pretty much nearly agoraphobic, not leaving the house. I'm an outdoor person so that's really, really hard and that's all I do have, that's my social contact is other dog walkers (Parent carer)

DRAFT

Social media was used as a source of information for example to identify potential support options.

In terms of needs, focus group participants described a lack of independence and guilt associated with having time to themselves, and the need for respite (Box 6C) One potential solution offered was if carers were offered more help in organising their own face-to-face support groups.

Of individuals who responded in the public survey saying they had insufficient control over their lives, a quarter (25.8%) identified responsibilities such as caring for another person, as a factor in this. One parent carer described services for her son as inflexible, causing her to have to give up work (Box 6C). A lack of emergency respite was also highlighted as an area of anxiety for carers in a Cardiff consultation with adult carers.[45]

Box 6C. Lack of independence, and need for respite

We're so depended upon [as carers] it makes it difficult, the whole guilt trip about if you do have an evening out. The inability to have a night off, go away for a weekend. Lack of respite. . . It's that total 24/7 care, so independence doesn't really exist. (Parent carer)

As a mother of a disabled child, I'd love if [the child] has more respite. [The child] has only three hours in a week, and is very active and always ask to go outside. It will be good for me to have a rest and for [the child] because [the child] has a lot of energy. . . And for my well-being as well, because I have another child, so he needs time. (Parent carer)

Complete inflexibility in services provided for my son. No respite or unpaid help. Having to give up working to fight for adequate provision for my son. (Public survey response)

Carers highlighted that delays in accessing specialist services on behalf of the person they care for became a worry and concern for them as the carer too, as they were having to do the chasing up, thus affecting their wellbeing. Similarly, regular changes in staff and a lack of continuity of care meant that carers had to repeat their story often and felt rapport was lost (Box 6D) This was also echoed in the Cardiff carers' consultation.[45]

Box 6D. Changes of staff and lack of continuity of service

This is through Social Services, so we got a social worker, but it's [my child's] fourth social worker, they've changed it, in a year, and [the child has] had four different people coming in now to tell the same story to. It's not good. (Parent carer)

It was felt that often it could be difficult to find information on relevant services and eligibility, for example, for the disability living allowance, and this often came about through word of mouth (Box 6E)

Box 6E. Difficulty finding information about services and conditions

It got to the age of 11 and I was like, 'What are we going to do now? [A contact in the Council] was saying, 'Well the person you want to speak to is [name]', and gives me her mobile phone number. That's how you access, it is word of mouth. (Parent carer)

I've had nothing that I haven't sourced myself through my own research on my own - there's been nothing. (Parent carer)

It would be nice to have a little booklet that told you of other people's experience. A lot of people say I wish I knew now, what I knew at the end. (Carer, dementia needs assessment)

There was a view that the third sector was often more respectful and less judgemental than Social Services, but friends could also be judgemental. Some people felt that this perception of being judged affected how they acted in front of staff (Box 6F)

Box 6F. Feeling judged

At the same time once you're involved in the voluntary sector there's a lot more support, they're more accessible. The way they deal with you is more respectful, it's less judgemental, it's more supportive and understanding. (Parent carer)

F: Constantly judged, constantly, constantly judged. . . . F: Yeah constantly have to prove that it's not your mistakes that these children are having difficulties. F: And that's not just professionals, that's so-called friends. (Parent carers)

If you cry too much about how badly things are going, I think there's that very fine balance between, 'This person's struggling so we'll go and support them', compared to, 'This family's really struggling so we'll look at taking the child'. That's a concern I have at the moment. (Parent carer)

DRAFT

In the Cardiff carers' consultation, many carers did not know about carers' assessments or had been unsuccessful in accessing them.[45] Similarly, there was a lack of knowledge around Direct Payments, and a feeling the system was too complicated. There was also a view that the health service, especially GPs, should be more involved with supporting carers. Carers would value a 'one-stop shop' where they can get information on support and services for them from one phone number.

In a 2014 survey of carers undertaken across Wales found for Cardiff and the Vale that nearly 8 in 10 (79%) did not receive the carers' allowance, 83% haven't been offered a carers' assessment, 6 in 10 (62%) weren't registered as a carer with their GP.[d46] Two thirds (67%) did say they felt involved in the development of social care plans for the people they cared for. An older, 2011, survey in Cardiff and Vale[d47] found that respondents were nearly evenly split in saying they did or didn't have a positive care/life balance. Six in ten (61%) of respondents reported caring having a negative impact on their own health and wellbeing (including 47% who reported a negative impact on their mental health), 43% a negative impact on their family relationships, and 48% a negative impact on their relationships with friends. Where there had been a recent hospital admission by the person they cared for, three quarters were consulted on their discharge, but one in five (19%) reported not being consulted. While 60% felt the timing of the discharge was appropriate, a quarter (26%) felt it was too early.

The Cardiff and Vale dementia needs assessment included the needs of carers of people with dementia.[d73] Themes from engagement with carers included: support for carers is crucial; access to information on the condition; and difficulty navigating the complex system.

A recent survey of the Cardiff and Vale UHB workforce found that only 14% of the respondents had training on carers in the last 3 years, and there was confusion over what defined someone as an adult carer, with many staff including people who look after relatives' children as carers.[d53] This reflects a more general confusion in wider society. It also found a genuine willingness from staff across all specialities to involve carers, especially at discharge.

6.1.3 Information from professionals working with this group

In the professional survey, when asked what factors most prevent people from accessing services and groups in their community, responsibilities including caring for another person, was a common response.

In the PNA workshops, professionals working with adult carers highlighted the following key needs and assets:

Key needs (including preventative)	**Key assets**
Access to information including financial support and services available Respite care Raising awareness of who is a carer Accessing carers' assessments Access to services including transport Social isolation Discharge planning Housing Transitions (child to adult) Mental health support	Community services including third sector Carers themselves and their social networks GPs and community pharmacies

DRAFT

At a stakeholder workshop for the Wellbeing Assessment in the Vale of Glamorgan, it was noted by a professional that some carers do not come forward for an assessment because they felt that the term 'carers' assessment' meant the process would involve an assessment of a carer's competence, rather than their own needs as an individual.

6.1.4 Information from other sources

Under the Social Services and Wellbeing (Wales) Act 2014, local authorities must now offer a carer's assessment to any carer where it appears to the authority that the carer may have a need for support. This is a significant change, as previously a carer could only request a carer's assessment.[d82]

Carers UK undertakes an annual survey of carers. Out of respondents in Wales, findings included:[d110] three quarters (75%) of carers are concerned about the impact of caring on their health over the next year; 3 in 5 (61%) are worried about the impact their caring role will have on relationships with friends and family; over half (53%) report financial difficulties, with a third of this group reporting cutting back on essentials such as food and heating; and a quarter (23%) of working carers are worried about their ability to remain in work over the next year.

6.1.5 Gaps in our knowledge

No significant gaps have been identified.

6.2 Main needs

- Access to information including financial support and services available, e.g. from a 'one stop shop'
- Access to services including transport
- Ensure discharge planning process involves consultation with carer
- Housing
- Respite care, especially emergency respite
- Mental health support
- Social isolation
- Raise awareness of who is a carer
- Improve access to carers' assessments
- Transitions (child to adult)
- Address perceptions of feeling judged by services

6.3 Prevention recommendations

- Increase and enable peer support groups for carers
- Ensure health and social care professionals receive appropriate training on carers' issues

6.4 Assets

- Physical activity and access to outdoor space
- Community services including third sector
- Carers themselves and their social networks
- GPs and community pharmacies

6.5 Suggested areas for action

DRAFT

- Implement carer engagement model, based on best practice
- Raise awareness around caring and carers among public and health and social care professionals, for example through Making Every Contact Count
- Increase access to respite care including emergency respite
- Ensure hospital discharge planning processes involve carers
- Provide consistent information to carers and relatives through existing information points such as primary care, libraries
- Support the development of informal support for carers, e.g. befriending and volunteers
- Develop carer-friendly communities

For information on the care and support needs of young carers, please see chapter B1, Children and young people.

DRAFT

B7. Sensory loss and impairment

Other chapters of relevance: Adult carers; children & young people; health and physical disabilities; learning disability and autism; adult mental health and cognitive impairment; older people; veterans

Summary Sensory loss and impairment

Care and support needs Accessible communication and information; mobility and rehabilitation; review purpose and use of registers for sensory impairment; social interaction including impact on mental health and wellbeing; person-centred equipment and technology; independent living; appropriate access to specialist services and assessments; partnership between the third sector and health; recognise people with complex needs with additional sensory impairment, requiring additional support; plan for increase in prevalence of people with sight loss; undiagnosed hearing impairment among older people in care homes

Prevention issues Increase awareness of day to day needs of people with sensory impairment among public and third sector staff, transport operators

Assets Social interactions; friends, families and neighbours; third sector support; advocacy; housing adaptations; access to outdoor spaces; technology including Next Generation Text; access to work programmes

DRAFT

7.1 What do we know about this group?

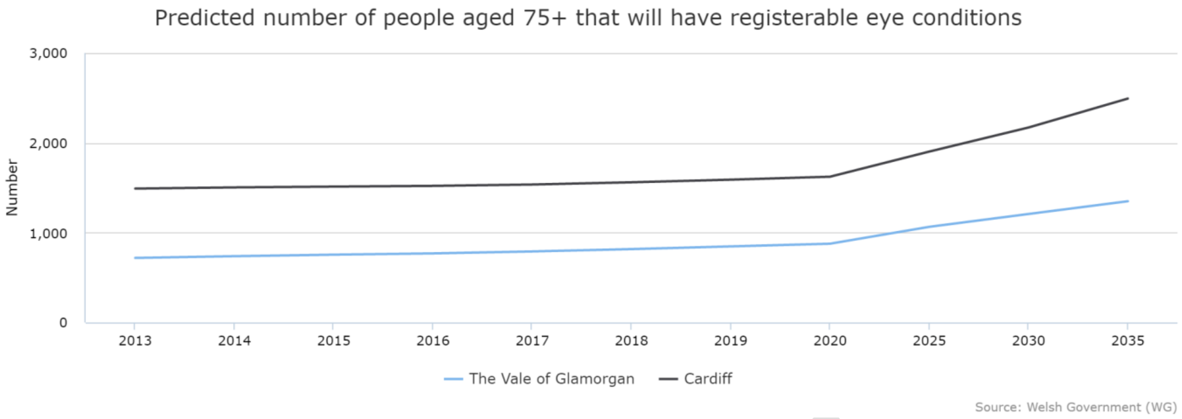
7.1.1 Information from population and service data

Sight loss

There are an estimated 9,430 people living with some degree of sight loss in Cardiff, and 4,560 people in this group in the Vale of Glamorgan.[d22] This includes 137 people aged 0-16 in Cardiff, and 51 people in this age group in the Vale. Of these, 1,230 are living with severe sight loss in Cardiff and 610 in the Vale. In terms of registrations with the local authorities of people who are blind or partially sighted, these number 2,057 in Cardiff (2013/14) and 685 in the Vale. The rate of registrations is slightly higher in Cardiff (585 per 100,000) than the Wales average (550 per 100,000), and slightly below the average in the Vale (539 per 100,000). Around £17m is spent by the NHS in Cardiff and Vale on vision problems.[d22]

The RNIB sight loss data tool provides estimates of the numbers of people living with sight threatening eye conditions.[d22] This includes estimates of the number of people with early age-related macular degeneration (AMD) of 11,980 (Cardiff) and 6,030 (Vale); people living with cataracts of 2,870 (Cardiff) and 1,450 (Vale) and people with diabetic retinopathy of 7,230 (Cardiff) and 2,560 (Vale). The number of people with early stage AMD is expected to increase by nearly a third locally (30% Cardiff, 31% Vale) between 2016 and 2030. Higher rises are expected in the number of people living with cataract (40% Cardiff, 50% Vale). For diabetic retinopathy, the number is expected to rise significantly in Cardiff (17% compared with Wales average 6%), and 5% in the Vale.

Figure. Predicted number of people aged 75 or over who will have a registerable eye condition



It is estimated 40 severe falls each year are directly attributable to sight loss in Cardiff, and 20 in the Vale.

Hearing loss

It is estimated 28,900 people have a moderate or severe hearing impairment in Cardiff, and 14,100 in the Vale.[d22]

Dual sensory loss

It is estimated that 1,840 people are living with dual sensory loss (i.e. sight and hearing) of any severity in Cardiff, and 860 in the Vale. In 2015-16 there were 73 people registered in Cardiff with severe sight impairment and hearing impairment, and 16 people in the Vale.[d74]

7.1.2 Information from local residents and service users

Focus group participants described that much of their support was from family and friends rather than the state (Box 7A)

Box 7A. Support from friends and family

> *The help I get from friends like a five [out of five]. I never had no help from Social Services at all. I just have to ask people, friends. It's like next door neighbour, her mother runs a cleaning service, so she comes in fortnightly to do my cleaning for me, and they're excellent. (Sight loss participant)*

Third sector support for people with sensory impairment was praised (Box 7B). One third sector organisation for people with sight loss was spoken of very highly, providing a number of benefits including: helping keep people active and independent (e.g. gardening, music, singing, rambling), education and learning new skills (e.g. computer courses); support with travel (e.g. taking a participant to a GP surgery); the ability to volunteer; and help with admin (e.g. applying for a new passport). It felt like a 'family'. A deaf participant praised the work of a number of sensory impairment third sector organisations which provided a range of support for people's wellbeing, e.g. providing financial advice, advocacy and information provided through the medium of British Sign Language (BSL).

DRAFT

Box 7B. Support from the third sector

F: It’s not just the gardening club, they have music clubs, they have singing club. . . . M: Without CIB [Cardiff Institute for the Blind] a lot of people wouldn’t have a social life at all. (Sight loss participant)

I had to go to the doctor’s right, and [name] came with me because I didn’t want to go on my own, so that’s the girl from [the charity], which they didn’t have to, but they did. (Sight loss participant)

[Advocacy in] going to the Job Centre, supporting people in the Job Centre. Because the Job Centre isn't deaf aware. (Deaf participant)

DRAFT

Opportunities for social interaction and being with other people who understood your situation were also a benefit to wellbeing (Box 7C).

Box 7C. Social interaction

[This deaf charity] gives opportunities for people to volunteer, and provides a service for young children and parents. They have a youth service and it's a great place for the elderly, deaf community to meet as well. (Deaf participant)

It is hard work sometimes, so it's just to relax with people who understand your situation. (Sight loss participant)

Support from third sector organisations and housing associations to ensure accommodation was suitable was beneficial, for example replacing a bath with a shower; and a non-digital thermostat instead of a digital one for a focus group participant with sight loss who couldn’t use the thermostat because of the digital controls.

Some services were praised which had ‘actually listened’ to concerns from sight loss advocates, for example a transport provider had included information at bus stops in large print; and the Council had left streetlights on permanently when it was dark so a participant was able to cross the road without tripping.

Access to outdoor spaces, including parks, allotments and the Taff trail, were felt to contribute to wellbeing. Technology including social media were highlighted as having a positive impact on independence and wellbeing (Box 7D). Next Generation Text (NGT) was a beneficial service to deaf people as it provided ‘open access for deaf-to-hearing people’.

Box 7D. Technology

I think in terms of technology, to be honest with you, Facebook has a massive effect for me and the deaf community. (Deaf participant)

Being able to work and volunteer was highlighted by some individuals as giving them a sense of self-worth. This was helped in one case by a project set up by a deaf third sector organisation which provided sign language interpreters to help overcome barriers to employment (Box 7E).

Box 7E. Working and volunteering

The access to work scheme. Without sign language interpreters. I could not communicate with my hearing colleagues. I couldn't do the work. I wouldn't be able to talk to someone and maybe express myself, and if I couldn't do that then there'd be frustrations. (Deaf participant)

Among people with sight loss, participants often commented that routine activities for sighted people regularly became difficult for those with sight loss. Examples were given of transport staff telling them to use a ticket machine or look at the front of the bus to see what number it was. In a hospital setting participants found it could be ‘very distressing’ waiting alone in the hospital for ambulance transport, hearing their name called but unable to make eye contact.

Challenges at home included dressing and washing, and trips and falls. Council refuse collectors sometimes left bins in different places in the block of flats one participant lived in which meant they became obstacles.

Cuts to valuable services were described, including dedicated training of social workers around sensory loss. (Box 7F)

Box 7F. Cuts to services

I do get care, care package, but it got cut the other year and one of the things I got cut on was shopping, and when with people with sight loss, that’s the main thing that you need it for. . . . I like to go shopping; I don’t want somebody else to go and do it for me (Sight loss participant)

The worst thing, and I think you’ll all agree with me, Cardiff Council ever did, that we used to have dedicated social workers that were trained in sensory loss and they’re no longer, they’re just social workers. (Sight loss participant)

Lack of availability of key information in BSL was a barrier to a deaf participant. He described that the social services eligibility assessment was not accessible in full BSL, and another participant faced an ‘impasse’ when there was disagreement between the local authority and housing association over who should pay for a BSL interpreter (Box 7G) Another example was a GP practice refusing to provide a BSL interpreter for an appointment. Similar issues were described with private organisations such as banks and were felt to be commonplace and wearing for deaf people. Makaton is another language programme which uses signs and symbols to help people to communicate, and is often used with children and with people with learning disabilities.

Box 7G. Lack of availability of information in BSL

DRAFT

> *'We need to talk to you and then you talk to the housing association'. So, okay, what's the solution? I physically can't hear them on the phone, so what are the choices? It has to go through a third person, which they won't do, and they don't understand that I physically can't hear. It's just a lack of common sense. (Deaf participant)*
>
> *Yesterday I actually went to the GP myself. It was a simple issue, I didn't require an interpreter, but I actually got to a point where I couldn't express myself because I had difficulty understanding the GP. And I felt like I came away without full information. I didn't feel good about the whole situation. (Deaf participant)*

Participants felt more could be done to raise awareness of support available, mostly from third sector organisations. Other concerns which were expressed included that parents should not have to pay to learn sign language to communicate with their deaf child, and lessons should be cheaper; teachers, family members and health professionals / other service providers should be encouraged to proactively support deaf people in learning to sign from an early age; ensuring staff in hospitals know how to use loop systems (Box 7H); and ensuring specialist mental health for deaf people is available in BSL.

Box 7H. Ensuring staff understand how to use loop systems

> *The amount of places I've gone in and banks, even a hospital clinic and I couldn't hear what the woman was saying, and I said, 'Is your t-mode switched on?' She didn't know how to switch it on and none of the staff knew how to switch it on, and this was in an NHS hospital. (Sight loss and hearing loss participant)*

7.1.3 Information from professionals working with this group

At the workshop, it was identified that throughout childhood, independent living skills for children are important, as they encourage confidence, inclusion in the community, support emotional wellbeing and mental health. They also lead to better outcomes as an adult.

In the professional survey the accessibility of services to people with hearing loss/deafness was highlighted as a barrier to accessing services (Box 7I). Similarly, there was concern about the provision of information on the internet for people with visual impairment.

Box 7I. Accessibility of services

> *Services are inaccessible i.e. communication barriers prevent people with hearing loss/deafness taking part (lack of BSL interpretation, lack of hearing loops etc.) (Professional survey)*

Although not strictly a sensory impairment, speech and language impairment (dysphasia and/or dysarthria) such as that following a stroke also requires that communication needs are taken into account for people to easily access care, support and information.[d143]

DRAFT

In the PNA workshops, professionals working with people with sensory impairment highlighted the following key needs and assets:

Key needs (including preventative)	Key assets
Access to accessible communication and information Mobility and rehabilitation Review use of registers for sensory impairment Social interaction including impact on mental health and wellbeing Equipment and technology - person-centred Independent living Specialist services and assessments Partnership between the third sector and health Recognise people with complex needs with additional sensory impairment, requiring additional support	*None specifically identified at workshop*

At a workshop held for the PNA with professionals working with people with sensory impairment, it was felt that knowledge of British Sign Language (BSL) shouldn't be assumed, particularly among black and minority ethnic groups and people who speak English as a second language.

7.1.4 Information from other sources

Older people with sight loss are almost three times more likely to experience depression than those with good vision.[d23] Nearly half of blind and partially sighted people feel 'moderately' or 'completely' cut off from people and things around them. Some BME groups are at higher risk of glaucoma.

Older people in care homes are particularly likely to have undiagnosed deafness, hearing loss or tinnitus.[d23]

A UK research report on the needs of the deaf community in interacting with the health service raises a number of issues.[d66] These included: difficulty making appointments and communicating in appointments with health professionals (for example the report found 3% of deaf people want to communicate with their doctor by lipreading but 40% are forced to); poor diagnosis (for example being more likely to live with high blood pressure or high blood sugar levels without a formal diagnosis being made); and less comprehensive treatment for diagnosed conditions compared with others. Recommendations include offering deaf awareness training to all frontline staff; and ask and record patients' preferences for communication during consultations; ensure access to interpreters as required (e.g. for British Sign Language).

There is a notable gap across Wales between educational attainment of deaf children and young people, compared to children who do not have a special educational need. The percentage of children achieving the Core Subject Indicator varies by stage of education but is around 7-15% lower among deaf children. The largest gap is in Key Stage 2 when 98% of children without a special educational need achieve the Core Subject Indicator, compared with 83.6% of deaf children.[d103]

7.1.5 Gaps in our knowledge

No significant gaps have been identified.

7.2 Main needs

- Access to accessible communication and information, including information on services available
    - Including in British Sign Language and, where appropriate to audience, Makaton

DRAFT

    - But recognise that some may not know BSL
    - Don’t rely solely on internet for information dissemination
- Mobility and rehabilitation
- Review purpose and use of registers for sensory impairment
- Social interaction including impact on mental health and wellbeing
- Equipment and technology - person-centred
- Independent living
- Appropriate access to specialist services and assessments
- Partnership between the third sector and health
- Recognise people with complex needs with additional sensory impairment, requiring additional support
- Plan for increase in prevalence of people with sight loss
- Recognise and address undiagnosed hearing impairment among older people in care homes

7.3 Prevention recommendations

- Increase awareness of day to day needs of people with sensory impairment among public and third sector staff, transport operators

7.4 Assets

- Social interactions
- Friends, families and neighbours
- Support from third sector organisations
- Advocacy
- Housing adaptations
- Access to outdoor spaces
- Technology including Next Generation Text
- Access to work programmes

7.5 Suggested areas for action

- Improve access to communication, and accessibility of information throughout pathways, from information through to initial contact to service provision
- Ensure support for children with sensory impairment is flexible as child’s needs change as they grow older, and that who provides support is clear
- Recognise and improve support for children and adults with complex needs and additional sensory impairment
- Recognise and improve support for children and adults with dual sensory loss
- Ensure staff carrying out specialist assessment and service provision are appropriately trained, with broad awareness training across all staff groups regarding the needs of people with sensory impairment
- Increase partnership working between statutory and third sector
- Increase support for mobility, rehabilitation and independent living
- Review the process and purpose of formal registration for sensory impairment
- Prepare services and support for projected increase in number of people with sight loss
- Scope actions to improve social interactions, mental health and wellbeing for people with sensory impairment in accordance with the Social Services and Well-being Act

DRAFT

- Improve availability of technology and equipment relevant to the individual’s need
- Increase engagement with people with sensory impairment to understand changing needs over time
- Make equality and health impact assessments more readily available to local residents, especially those for whom there is a possible impact

DRAFT

B8. Violence against women, domestic abuse and sexual violence

Other chapters of relevance: Asylum seekers and refugees; adult carers; children & young people; health and physical disabilities; adult mental health and cognitive impairment; offenders; older people; veterans

Summary Violence against women, domestic abuse and sexual violence

Care and support needs Prevention - children and schools; male role models; children in household where there is domestic abuse; adverse childhood experiences (ACEs); ensure approaches are needs-led as well as risk-led; increase accountability of perpetrators; early reporting; improve transparency in family courts; access to information on services and support; community involvement; access to appropriate housing; availability of age-appropriate counselling; 'honour'-based violence

Prevention issues Awareness-raising in schools; community involvement; information; dispersed refuge provision

Assets Third sector; Live Fear Free helpline; local research pilots; refuge provision; SARC (sexual assault referral centre); IDVAs (Independent domestic violence advisers); Free2Be; HomeStart

8.1 What do we know about this group?

8.1.1 Information from population and service data

In Cardiff during 2015/16 there were 2,362 incidents of violence against the person (either gender), 2,263 domestic incidents, and 57 sexual offences reported to South Wales Police. [d68] In the Vale of Glamorgan the corresponding figures were 2,279 incidents of violence against the person, 1,936 domestic incidents, and 204 sexual offences reported.

Given the sizes of the respective populations, it is felt that there is likely to be under-reporting or inadequate capture of information about offences in Cardiff. The quality of data on domestic violence, abuse and sexual violence across the UK has historically been highly variable, but efforts are being made to improve its accuracy.[d145]

In Cardiff, 3,145 referrals were made by the Police relating to domestic abuse, including 1,060 high risk referrals. During this period BAWSO received 780 calls and Cardiff Women's Aid 1,892 calls. 272 clients (all female) were supported during the year at a refuge, out of 326 referrals. 61 clients received supported housing. Of the clients supported by a refuge, over a third (37%) were aged 16-25, and in supported housing over half (53%) were in this age group.

The main needs identified by clients were: feeling safe, accommodation issues, managing money, and staying healthy mentally.

1,014 cases were referred by Independent Domestic Violence Advisors (IDVAs) to the MARAC (multi agency risk assessment conference), involving 1,489 children, and of which 17% were repeat cases. The majority of

DRAFT

victims were female, although 4% were male. Of high risk cases, two thirds (65%) reported feeling safer and nearly 6 in 10 (58%) feeling the risk had been reduced.

In the Vale of Glamorgan, 1936 referrals were made by the Police, including 63 high risk referrals. 46 females were supported during the year at a refuge, of whom one fifth (20%) were aged 16-24. 54 clients received supported housing, of whom just over a fifth (22%) were aged 16-24. The main needs identified by clients were: feeling safe, accommodation issues, and managing money. 216 cases were referred by the Independent domestic violence adviser (IDVA) to the MARAC. 134 (62%) were repeat cases, and 1 in 20 (5%) were males.

Children in need

Of children in need in Cardiff, 15% in 2015 had a record of domestic abuse being a factor.[d74] In the Vale of Glamorgan this figure was much higher, at 51%. Across Wales the figure was 23%.

8.1.2 Information from local residents and service users

In the public survey, of people who were in one or more of the thematic groups in this report, one in six (16.2%) felt unsafe from verbal abuse, and one in ten (10.2%) from physical abuse. [d67]

In a recent survey of 160 people experiencing domestic abuse in Cardiff and the Vale, just over a fifth (22.2%) were aged 16-24. 17.6% identified themselves as having a mental health issue, and less than 5% each identified as having a learning disability, physical disability, hearing impairment or visual impairment. A fifth of respondents were male. Over a quarter (28.8%) reported abuse from a current intimate partner, and nearly two thirds (64.5%) from an ex-intimate partner. Just over 1 in 10 (11.4%) reported abuse from a close relative. Two thirds of respondents reported physical abuse, nearly nine in ten (88.1%) psychological or emotional abuse, 43.1% financial abuse, 7 in 10 (70%) coercion, and a quarter (23.8%) sexual abuse.

Satisfaction among service users was highest in Cardiff for the Women's Centre, Llamau Women's services, Refuge, Bawso, Sexual Assault Referral Centre and Victim Support - Witness Support, with all users rating these as good or very good. Conversely, ratings for adult social services were poor, although the sample size was small. In the Vale of Glamorgan, satisfaction was highest for Atal y Fro, the Sexual Assault Referral Centre, Health Visitors, Live Fear Free/All Wales Domestic Abuse and Sexual violence helpline, and midwives. Satisfaction was again poor for social services.

Respondents reported most commonly telling friends, the Police, relatives or healthcare professionals, about the abuse. Of people who hadn't told anyone about the abuse, reasons given included: being ashamed, didn't know who to tell, didn't realise it was abuse, thought they wouldn't be taken seriously, people would not believe a man would be the victim.

In terms of where respondents would like to see information about domestic abuse, GP surgeries, schools/colleges/universities, hospitals, council buildings, leisure centres, police stations, shopping centres / supermarkets, public transport, pubs/bars/clubs, and dentists were all identified by over half of respondents, suggesting strong support for widespread availability of information through a number of routes.

A focus group was held with sex workers in Cardiff, most of whom usually work on the street. In terms of support which helps their wellbeing, a third sector organisation funded by Welsh Government to support sex workers was described as helping them with accessing housing, applying for benefits, lifts to appointments, and signposting and encouragement to use other services(Box 8A). Other positive support

DRAFT

came from faith-based organisations, including help with finding a participant something to eat when they had no money or food.

Box 8A. Help with housing

I feel quite happy at the moment because I'm in a better place than I have been for a long time. Feels good to say that. . . . I'm on script now and I'm not using as often and I've got my own property. I haven't had one for a long time so things are looking up. (Sex worker)

A lack of housing was highlighted as a significant barrier to wellbeing (Box 8B).

Box 8B. Lack of housing

If me and my ex had somewhere to live I wouldn't be where I am now. Because it put a strain on our relationship. (Sex worker)

DRAFT

There was also a suggestion that staff who work with sex workers or people dealing with substance misuse should have first-hand experience of the issues to better understand them. A lack of knowing what services were out there to help was also highlighted. During a discussion hearing others talk about various services, one participant acknowledged that she 'hadn't heard of half these places'.

8.1.3 Information from professionals working with this group

Just over half (55.6%) of respondents to the professional survey identified that more support for those experiencing domestic abuse is needed for the client group they support.

In the PNA workshops, professionals working in this area highlighted the following key needs and assets:

Key needs (including preventative)	Key assets
Prevention - children and schools	Third sector
Male role models	Live Fear Free helpline
Children in household where there is domestic abuse	Local research pilots
Adverse Childhood Experiences (ACEs)	Refuge provision
Ensure approaches are needs-led as well as risk-led	SARC (sexual assault referral centre)
Increase accountability of perpetrators	IDVAs (Independent domestic violence advisers)
Early reporting - ask & act	
Improve transparency in family courts	
Access to information on services and support	
Community involvement	

Child sexual exploitation

Sexual exploitation of children and young people under 18 involves abusive situations, contexts and relationships where they receive 'something' (e.g. affection, gifts, food, accommodation, drugs) as a result of them performing, and/or another or others performing on them, sexual activities. The perpetrator exercises power over the victim and will often use violence or intimidation.

Not enough is currently known about the true nature and extent of child sexual exploitation in Wales. Historically victims have not been willing to speak about their abuse and in some cases did not recognise the relationship as abusive. Welsh Government released a National Action Plan to Tackle Child Sexual Exploitation in 2016,[d123] implementation of which is a priority and led locally by the Cardiff and Vale of Glamorgan Local Safeguarding Children Board.[d122]

8.1.4 Information from other sources

Are you listening and am I being heard?

Recommendations made by survivors of violence against women, domestic abuse and sexual violence, were reported on in the all-Wales document 'Are you listening and am I being heard?'[d1]

- Of the 10 key recommendations made in the document, these included ensuring sufficient availability of age-appropriate counselling and therapeutic services for survivors; and also that there should be compulsory prevention education in all schools and colleges to prevent violence against women, domestic abuse and sexual violence from happening in the first place.
- The report quotes one survivor (not necessarily from Cardiff or the Vale) as saying 'It's at least 6 months or more just to get counselling... Why don't the domestic abuse services have their own counsellors for everyone woman who needs it'.
- The document also highlights the value of holistic specialist services, with survivors referring to them as a 'lifeline'. The document recommends high quality specialist support services in every area which are independent of state agencies, including community outreach and advocacy support, refuges with dedicated support for survivors and their children, age-appropriate specialist services for children and young people, perpetrator programmes with partner support; specialist services for black and minority ethnic families; and access to specialist services in a range of community locations including co-location with other agencies
- High quality specialist support services are recommended

Is Wales fairer?

Across Wales there has been an increase in the number of people who are statutorily homeless who are fleeing domestic abuse.[d39] Young people, women, disabled people and lesbian, gay, bisexual and other people are more likely to report being a victim of sexual violence in the past 12 months than other groups.[d39] The number of referrals from the police to the Crown Prosecution Service for 'honour' based offences of violence in Wales and England rose between 2012/13-2013/14.[d39]

Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015

The Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 was the first law of its kind in the UK.[d104] The Act aims to improve leadership and co-ordination across the public sector in response to violence of this sort; provide a more consistent focus on the way these issues are tackled in Wales; help victims; and stop the abuse happening in the first place. The Act addresses domestic abuse and sexual violence regardless of gender or sexual orientation. There is also no age limit in the Act so it also covers children and older people.

DRAFT

The Act is complemented by a National Strategy in Wales.[d106] The Strategy includes a National Training Framework to help professionals deal with disclosures of abuse, and 'Ask and Act' which requires professionals including Health Visitors and Housing Officers to identify symptoms of abuse and ask clients if they are being abused. It also addresses the issues of Female Genital Mutilation (FGM), forced marriage and 'honour'-based violence, and increases the focus on holding perpetrators to account.

IRIS and SEEDS

The IRIS (Identification and Referral to Improve Safety) programme aims to improve the identification of, and response to patients who are or have been affected by domestic violence and abuse across general practices in Cardiff and the Vale of Glamorgan. It also aims to establish care and referral pathways to specialist domestic violence services for people in Cardiff and the Vale of Glamorgan experiencing domestic violence or abuse. Training has been delivered to 26 surgeries to date, which includes 358 staff.

SEEDS (Survivors empowering and educating services) is a survivor-led project which empowers women through training and learning from each other. It has recently been established in Wales.

Human trafficking and slavery

In 2014 there were 50 recorded referrals of potential victims of trafficking in Wales. In the first six months of 2015, there were 51 referrals made. This increase is likely to be as a result of increased awareness of human trafficking and modern slavery.[d132] Trafficking is known to be happening in our region for the purpose of sexual exploitation, labour exploitation and domestic servitude. Evidence demonstrates that trafficking in is increasing, for all types and for all reasons.[d133]

United Nations recognition of violence against women

The UN has designated 25 November each year as International Day for the Eradication of Violence Against Women. The White Ribbon Campaign started in Canada in 1991 and is now a global movement led by and aimed at men, to stop male violence against women and girls. The White Ribbon Campaign was officially launched in the UK in 2004 and has adopted 25 November each year as White Ribbon Day.[d105] Cardiff has held White Ribbon City status for the past 2 years and is in the process of reapplying.

8.1.5 Gaps in our knowledge

Accuracy of reported figures on domestic and sexual violence.

8.2 Main needs

- Prevention - children and schools
- Male role models
- Children in household where there is domestic abuse
- Adverse Childhood Experiences (ACEs)
- Ensure approaches are needs-led as well as risk-led
- Increase accountability of perpetrators
- Early reporting - ask & act
- Improve transparency in family courts
- Access to information on services and support
- Community involvement
- Access to appropriate housing

DRAFT

- Availability of age-appropriate counselling
- Child sexual exploitation
- ‘Honour’-based violence

8.3 Prevention recommendations

- Awareness-raising in schools
- Community involvement
- Information
- Dispersed refuge provision - gender neutral - 1 year pilot in VOG to be regional next year

8.4 Assets

- Third sector organisations
- Live Fear Free helpline
- Local research pilots
- Refuge provision
- SARC (sexual assault referral centre)
- IDVAs (Independent domestic violence advisers)

8.5 Suggested areas for action

- Improve education and awareness around VAWDASV issues, including in primary and secondary schools, further education, and among people who are not in education employment or training (NEET)
- Embed IRIS across all GP surgeries in Cardiff and the Vale of Glamorgan, and further embed the use of ‘Ask and Act’
- Continue to implement National Action Plan to tackle child sexual exploitation, through Local Safeguarding Children Board
- Scope single point of contact, integrated across services
- Develop and implement perpetrator toolkits
- Scope actions to increase awareness and understanding of VAWDASV issues among public, e.g. through media, male role models
- Identify and share good practice between partners

DRAFT

B9. Asylum seekers and refugees

Other chapters of relevance: Children & young people; health and physical disabilities; adult mental health and cognitive impairment; older people

Summary Asylum seekers and refugees

Care and support needs Lack of fluency in English or Welsh; access to ESOL (English for speakers of other languages); routine access to interpretation for public services; access to information and accessibility of services; access to labour market; establishing links in the community; childcare; transport; engaging with schools; improved access to community mental health services

Prevention issues Training and awareness of asylum status and migration patterns for statutory and third sector partners

Assets CHAP (Cardiff Health Access Practice); third sector including Oasis, Trinity Centres, Welsh Refugee Council; wider community support; Supporting People teams; Communities First; Community centres, Hubs

DRAFT

9.1 What do we know about this group?

9.1.1 Information from population and service data

Cardiff is a both an initial accommodation centre and dispersal centre for UK asylum seekers. The maximum potential number of new asylum seekers in Cardiff is set at a ratio of one asylum seeker per 200 people in the population as a whole. If the actual number reaches 75% of this level then a review is triggered; current numbers of entrants are below that level. Since the number of entrants is linked to the population size, with projected growth in the Cardiff population the ceiling level for new asylum seekers will also increase over time.

Many asylum seekers have complex health and social care needs.[d15] Pregnant women, unaccompanied children, those with significant mental health problems, and those who have experienced traumatic events such as rape or torture, are likely to be particularly vulnerable. Asylum seekers are located across Cardiff, but with the highest concentration in South Cardiff. The Syrian Resettlement Programme operates in Cardiff and the Vale of Glamorgan.

At the time of the 2011 Census, 15% of people living in Cardiff were non-UK born, compared with 6% in the Vale and 7% in Wales as a whole. [d19] About a quarter (27%) of non-UK born people in Wales lived in a household where no one reported English or Welsh as their main language.

Migrants in Wales are more likely to be newer migrants to the UK than those in England.[d19] In terms of settling populations, individuals from the other EU15 countries (members of the EU prior to 1 May 2004) settled first (73% before 2004), then non-EU born migrants, and latterly people from EU accession countries. Between 2006-2014, over three quarters of international inflows to Wales were non-British, although only 4% of all non-British nationals arriving to the UK reported Wales as their destination. In 2015 Cardiff had the highest positive net level of international migration compared to the rest of Wales, with around 1,900 net international immigrants.

Of people using Dewis between 1 April-9 November 2016, one of the most popular searches in Cardiff (9th most searched for) was for ‘Asylum seekers’.

Reported hate crimes have increased by 71% in Cardiff from 748 in 2012/13 to 1282 in 2014/15.[d18] While it is likely that actual cases of hate crime have risen in Cardiff, it is thought that people are now more likely to report it too.

9.1.2 Information from local residents and service users

A focus group held for the Cardiff Wellbeing Assessment facilitated by the Welsh Refugee Council found that learning English was key for many participants, and that many would like to be more involved in the City through groups like the Rotary Club.[d51] Most were not involved in social activities outside their own community, and cited family ties as a key factor in maintaining good mental health; this was helped by having family with them or by knowing other people from their country of origin. All agreed they have information on healthy behaviours to help them lead a healthy life. Many were unable to find work which reduced their links to other people and the wider community.

A focus group was held with asylum seekers in Cardiff at which community support, and security of accommodation and food were seen as contributing to wellbeing. There was a discussion in which some participants said they felt unsafe in Cardiff at times (Box 9A)

Box 9A. Feeling unsafe

> *Don’t feel safe in Cardiff and would like to go back to London. Waiting for Home Office to relocate (Asylum seeker)*
>
> *Feel scared when going outside in the dark because of people who speak very angrily to me (Asylum seeker)*

Assets identified by participants included third sector organisations including Oasis, Trinity Centres and Welsh Refugee Council.

9.1.3 Information from professionals working with this group

At the workshop it was felt that there was a need for improved access to community mental health services.

Statutory and third sector partners need to better understand local migration patterns and their implications.[d17] Implementation of the Syrian Resettlement Programme (SRP) and Afghan Relocation Scheme require support with planning, and communications to identify and mitigate any community tensions.

In the professional survey, assets included community centres and hubs; Communities First; Oasis; and Advocacy Matters. Gaps in services identified included mental wellbeing services; social interaction and clubs; and counselling. In terms of things which aren’t currently available, easier access to information on local services was highlighted; along with improved access to counselling; and support for people to access work.

DRAFT

In terms of areas professionals in Cardiff and Vale would like more support, advice or training, asylum status was the top response.

In the PNA workshops, professionals working with asylum seekers and refugees highlighted the following key needs and assets:

Key needs (including preventative)	Key assets
ESOL (English for speakers of other languages) Access to information and accessibility of services Access to labour market Establishing links in the community - integration and community cohesion, tackling hate crime Childcare Transport Engaging with schools	CHAP (Cardiff Health Access Practice) Third sector including Oasis, Trinity Centres, Welsh Refugee Council Wider community support Supporting people teams

It should also be recognised that the needs between asylum seekers (i.e . those seeking refugee status) and refugees (i.e. people whose request to stay has been granted) can differ.

9.1.4 Information from other sources

Overall health status

There is evidence that non-UK born individuals residing in the UK have poorer outcomes for physical and mental health than other residents, although this varies by migration history.[d49] Socioeconomic circumstances and immigration regulations affecting some migrant groups impact negatively on their access and use of health care. Rates of infectious diseases, including tuberculosis and HIV, are higher than for non-migrants.[d49] A lack of awareness of eligibility for healthcare, language issues, and a fear of being reported to the UK Border Agency, can be barriers to accessing care.[d49,d50]

Mental health

A 2009 report by Mind into mental health provision for refugees and asylum seekers across England and Wales found:[d48]

- There is a variable and limited use of interpreting services within mainstream mental health services, with use of friends and family as interpreters still common
- There is a lack of cultural awareness and understanding of refugee issues among statutory and third sector staff
- There is a lack of services to address intermediate mental health needs, as well as specialist services for people who have experienced torture, and for children and young people who are refugees
- Mainstream third sector mental health services are often not accessed by refugees and asylum seekers

Local professionals feel that these issues exist currently in our area. Access to specialist services is due to be improved with a planned post-traumatic stress disorder clinic.

There is evidence of higher levels of depression and anxiety among asylum seekers and refugees compared with the national population, and much research has focused on the physical and mental impact of conflict

DRAFT

and war in countries of origin.[d49] Particularly vulnerable groups are children, and women who have suffered sexual and physical abuse.

Barriers faced by vulnerable migrants

A report into the first year of an ongoing Vulnerable Migrant project run by Mind summarises some of the barriers faced by this group:[d111] limited English language skills; limited knowledge of host country and culture; lack of cultural awareness among service providers; stigma within own community; discrimination from host community; practical issues stemming from immigration and asylum systems. 'System' challenges identified include accessing appropriate translation services; differing perceptions of mental health; and services and systems predicated on a Western view of mental health.

9.1.5 Gaps in our knowledge

Available data on migrants' health in the UK is limited, including data that distinguishes between migrants in different socioeconomic groups.[d49]

9.2 Main needs

- Lack of fluency in English or Welsh
    - Access to ESOL (English for speakers of other languages)
    - Routine access to interpretation for public services
- Access to information and accessibility of services
- Access to labour market
- Establishing links in the community - integration and community cohesion, tackling hate crime
- Childcare
- Transport
- Engaging with schools
- Improved access to community mental health services

9.3 Prevention recommendations

- Training and awareness of asylum status and migration patterns for statutory and third sector partners

9.4 Assets

- CHAP (Cardiff Health Access Practice)
- Third sector including Oasis, Trinity Centres, Welsh Refugee Council
- Wider community support
- Supporting people teams
- Communities First
- Community centres, Hubs
- Free2Be, HomeStart

9.5 Suggested areas for action

- Provide flexible access to ESOL (English for Speakers of Other Languages) classes from day one
- Build community networks and resilience
- Improve access to specialist physical and mental health services

DRAFT

- Improve access to labour market and volunteering opportunities
- Increase sustainability of work, to promote community integration and cohesion
- Scope actions to reduce exploitation in labour market and housing
- Improve access to community childcare services
- Take good practice from Syrian Resettlement Programme (SRP) and apply for all asylum seeker and refugee groups
- Integrate pathways between services
- Use evidence-based approach to migration messages
- Improve access to information on hate crime, education, health and service provision by statutory and third sector organisations
- Offer training to health and social care staff in statutory and third sector organisations on asylum status, rights to services, and migration patterns
- Build capacity to meet needs of unaccompanied asylum-seeking children (UASC)
- Include vulnerable migrants in future planning and consultation in this area

DRAFT

B10. Offenders

Other chapters of relevance: Children & young people; health and physical disabilities; learning disability and autism; adult mental health and cognitive impairment; older people; violence against women, domestic abuse and sexual violence

Summary Offenders

Care and support needs Access to mental health services, substance misuse, counselling post-release; increase in use of new psychoactive substances (NPS); family stability and support; housing; employment and benefits support; youth clubs; sexual health; schooling, education, socialisation; improved communication between services and partnership working; life skills; adult learning

Prevention issues Improve access to prevention services; peer education to reduce risky sexual behaviour post-release; increase awareness in primary and secondary care of prison health processes

Assets Resettlement; clinical working group for frequent attenders; sexual health / blood-borne virus services; Pact and Through the gate mentoring

10.1 What do we know about this group?

10.1.1 Information from population and service data

HMP Cardiff

A comprehensive health needs assessment was undertaken in HMP Cardiff in 2015-16.[d70] Much of the information here is taken from that assessment, which also provides more detail on the issues.

HMP Cardiff is a local prison serving the courts and holding offenders serving sentences of up to 2 years. In December 2016 HMP Cardiff held 771 men and had an operational capacity of 820. The prison has a high turnover, or 'churn', of prisoners due to the nature of its operations. HMP Cardiff has a high proportion of prisoners who are on remand (unconvicted or convicted unsentenced prisoners) or who have short sentences. It has an average of 384 new prisoners (receptions) per month and an estimated 4,602 annually. In 2015, 36% of the prison population were on remand. This compares to around 13% of the prison population in England overall. Of those that had been sentenced, 34% of prisoners had sentences of less than 6 months in 2015 respectively.

Around half of offenders at HMP Cardiff give a home address in the Cardiff area, with fewer than 5% from the Vale of Glamorgan.[d85]

Over half the offenders are aged 21-39, and all are male. A small number of female offenders from Cardiff are held in HMP Eastwood Park, with few from the Vale of Glamorgan. [d85]

The National Offender Management Service (NOMS) warns that the data presented here on numbers and types of prisoners and their home address, should be taken as approximate. This is because of possible data entry or processing errors with any large administrative IT system. In addition, for prisoners' residence this information is provided by prisoners on reception into prison. Where no address is given, a prisoner's committal address is used as a proxy to determine the area in which a prisoner is resident.

DRAFT

Youth offending

During 2015/16, 164 offences were committed by young people seen in the Youth Offending Service in the Vale of Glamorgan, and 510 in Cardiff. The most common offences in the Vale were violence against the person, criminal damage and public order offences. In Cardiff, the most common offences were theft, violence against the person, and motoring offences.[d112]

10.1.2 Information from offenders

Unfortunately despite efforts to arrange focus group interviews with a group of prisoners in Cardiff, this was not possible during the timeframe of the assessment.

In a focus group with homeless people, there was a discussion around how the process of leaving prison for someone with a substance misuse problem could be better supported (Box 10A)

Box 10A. Transition between prison and community with substance misuse issues

> *There should be a hostel for prisoner leavers as part of their licensing conditions providing drug tests and breathalysers every week, that will help you stay clean... this is a crucial period of time (Homelessness)*
>
> *Going straight to a hostel from prison where there is a kick out time of 8am and an opening time of 9pm, that's a very long day, and if someone offers you drink or drugs, you do it to make the day go quicker (Homelessness)*

DRAFT

10.1.3 Information from professionals working with this group

The HMP Cardiff health needs assessment identified a number of key issues among prisoners. Those which relate specifically to need which impacts on or is affected by the community are listed below.

Substance misuse

- A high proportion of the prisoners will have drug or alcohol need, or both
- Use of new psychoactive substances (NPS) such as 'Spice' may be increasing within the prison and their use has been linked to deaths, psychosis and aggressive behaviour. However, staff training and prisoner education on NPS is underway
- There is often limited time for substance misuse services to engage with prisoners at HMP Cardiff following their detox, due to the high churn rate and limited staff resources
- There is much variation in the provision of substance misuse services in the community for prisoners following release, but work is currently underway to harmonise this
- There is limited available substance misuse support for prisoners in the weeks immediately following release, due to difficulties in getting appointments

Mental health

- HMP Cardiff may be experiencing particularly high prevalence of anxiety and depressive disorders compared to comparator prisons
- Co-morbidity of mental health conditions is likely to be very common in the prison population

- Staff report large increases in psychiatric morbidity in recent years, particularly psychotic disorders and ADHD. However, a spot audit found prevalence of ADHD to be similar to that expected in the community
- Mental healthcare resources are felt to be unable to meet the needs of all clients, particularly in secondary care
- Mental health post-release care in the community may be delayed and not available during a critical period for prisoners when released

Sexual health

- Incidence rates of some sexually transmitted infections (STIs) are much higher at HMP Cardiff than for men in the community in Cardiff and Vale local authority areas
- The evidence base suggests that peer education may be effective in reducing risky sexual health behaviour in prisoners following release

Other issues

- There are delays in transfers to tertiary care due to high demand and insufficient resources. This has the potential to prevent prisoners receiving care prior to release
- Lack of communication between SystmOne and information systems in the community increases the risk of losing patients to follow-up
- The short sentences and remand status of a large proportion of the population of HMP Cardiff is likely to result in greater social care need following release than many other prisons
- There is felt to be a lack of understanding in general practice in the community and in hospitals regarding processes within the prison

In the PNA workshops, professionals working with offenders highlighted the following key needs and assets:

Key needs (including preventative)	Key assets
Family stability and support Housing Employment and benefits support Access to prevention services Youth clubs Primary mental health, substance misuse, counselling Sexual health Schooling, education, socialisation Improved communication between services and partnership working Life skills, adult learning	Resettlement Clinical working group for frequent attenders Sexual health / Blood-borne virus services Pact and Through the gate mentoring

10.1.4 Information from other sources

Mental health

Together for Mental Health is the Welsh Government 10 year strategy to improve mental health and wellbeing.[d33] It includes plans to ensure timely and appropriate mental health services for people in contact with the criminal justice system.

NICE guidance on the mental health of adults in contact with the criminal justice system is due to be published in March 2017.

DRAFT

Youth offending

The Youth Justice Strategy for Wales has developed a tiered approach to prevention of youth offending:[d138] tier 1 - early intervention and preventative services; tier 2 - targeted YOS prevention; tier 3 - alternatives to police charging and diversion. In the Vale of Glamorgan Youth offending prevention strategy it is noted that the majority (95%) of first time entrants to the criminal justice system had been involved in substance misuse. It also notes that many of these children and young people will have experienced inter-familial violence, and that the majority of offences committed in public will be under the influence of alcohol or illicit substances.[d139] This has clear links with the Adverse Childhood Experiences (ACEs) research described in chapter B1, Children and young people.

10.1.5 Gaps in our knowledge

10.2 Main needs

- Access to mental health services, substance misuse, counselling post-release
- Increase in use of new psychoactive substances (NPS)
- Family stability and support
- Housing
- Employment and benefits support
- Youth clubs
- Sexual health
- Schooling, education, socialisation
- Improved communication between services and partnership working
- Life skills, adult learning

10.3 Prevention recommendations

- Improve access to prevention services
- Peer education to reduce risky sexual behaviour post-release
- Increase awareness in primary and secondary care of prison health processes

10.4 Assets

- Resettlement
- Clinical working group for frequent attenders
- Sexual health / Blood-borne virus services
- Pact and Through the gate mentoring
- Probation service
- Community rehabilitation company (CRC)

10.5 Suggested areas for action

- Improve access to, and continuity of, services including preventative services, between secure estate and community. This includes services addressing substance misuse, mental health issues, and sexual health, in adults and young people
- Strengthen preventative services to provide family stability and support, for example through Families First and addressing Adverse Childhood Experiences (ACEs)
- Provide appropriate accommodation in community on release from prison, and develop housing support in prisons to prevent homelessness on release where possible

DRAFT

- Continue to improve partnership working, e.g. networking, communication, joint working where appropriate

DRAFT

B11. Veterans

Other chapters of relevance: Adult carers; health and physical disabilities; adult mental health and cognitive impairment; offenders; older people

Summary Veterans

Care and support needs Mental health - diagnosis and care; social isolation; housing; financial advice; ensure adequate provision for conditions other than post-traumatic stress disorder (PTSD); substance misuse and self medication; early diagnosis & preventative treatment; transition support; improved access to services; safeguarding issues relating to domestic violence

Prevention issues Increase knowledge and resilience of families to support veterans and prevent family breakdown; awareness among mainstream services of veterans' needs

Assets Veterans' NHS Wales; Welsh Veterans' Partnership

11.1 What do we know about this group?

11.1.1 Information from population and service data

There are around 5.61 veterans per 1000 residents in Cardiff and Vale, below the Wales average of 6.24 and the second lowest rate in Wales.[d24] However, this masks a very low rate in Cardiff (3.29) compared with the highest rate in Wales in the Vale of Glamorgan, at 11.96 per 1000 residents.

The Royal British Legion (RBL) carried out an extensive household survey in 2014 of the ex-service community.[d78] The 'ex-Service community' includes both veterans (of whom 89% are men) and their dependants (of whom 96% are women). Overall the survey estimates that around 1 in 10 (9.5-9.6%) of the total UK population are veterans. Unfortunately while it doesn't break down information at the local authority level in Wales, it does give a significant amount of information about veterans and their needs. This notes that veterans especially from Iraq and Afghanistan have a higher prevalence of heavy drinking compared with the rest of the population. PTSD (post-traumatic stress disorder) rates are around 1 in 25 (4%) of veterans.

The survey identifies that the majority of the ex-Service community are older people: nearly half are over 75 and two thirds (64%) are over 64. This corresponds to the finding that the average time since a veteran left service was 41 years. The total number of veterans is also declining in size. Among the working age ex-Service community, the survey found that unemployment rates were higher than the rest of the population (8% compared with 5%) and more likely to be economically inactive (32% compared with 22%). Working-age ex-Service community are also more likely to report long-term limiting illness compared with the rest of the population (24% compared with 13%), including higher rates of depression, back problems, limb problems, heart problems, diabetes, hearing and sight problems. Working-age veterans are also twice as likely to report having unpaid caring responsibilities than the rest of the population (23% compared with 12%).

Issues highlighted among over 75s include loneliness and isolation, mobility problems and self-care difficulties. Interestingly health problem among veterans in this age group are less common than in the rest

DRAFT

of the population of a similar age - in contrast to the higher rates seen among working age veterans (above).

11.1.2 Information from local residents and service users

38 people (3.3%) responding to the public survey identified as an armed forces service leaver (veteran), and 32 people (2.8%) had a veteran in their household. 14 people had a member of their household currently serving in the forces.

11.1.3 Information from professionals working with this group

In the PNA workshops, professionals working with veterans highlighted the following key needs and assets:

Key needs (including preventative)	**Key assets**
Mental health - diagnosis and care Social isolation Housing Financial advice Awareness Substance misuse and self medication Early diagnosis & preventative treatment Transition support	*None specific identified at workshop*

11.1.4 Information from other sources

UK Government Command paper

A UK Government Command paper in 2008 set out two overarching principles: The Armed Forces Community should not face disadvantage compared to other citizens in the provision of public or commercial services; and special consideration is appropriate in some cases, especially for those who have given most, such as the injured or bereaved.[d71] The Armed Forces Covenant of 2011 states "Veterans receive their healthcare from the NHS and should receive priority treatment where it relates to a condition which results from their service in the Armed Forces, subject to clinical need... For those with concerns about their mental health... they should be able to access services with health professionals who have an understanding of Armed Forces culture."[d72]

Forces in Mind Trust report

A recent Forces in Mind Trust report for Wales makes a number of recommendations,[d24] including:

- Armed Forces Forums and Champions to work more effectively and consistently
- A more strategic approach required to planning and commissioning across regions and sectors

A number of needs were highlighted including:[d24]

- Insufficient capacity and sustainability of Veterans' NHS Wales to meet the demand for care from veterans
- Reluctance of veterans to seek help and frustration at waiting times/waiting lists for treatment
- Build cultural competence of mainstream services to ensure veterans' needs are met
- Over-emphasis on post traumatic stress disorder (PTSD)

DRAFT

- Multi-agency response required to complex-psychosocial needs, especially Early Service Leavers, dual diagnosis (mental health and substance misuse) patients, and veterans with mental health problems involved in the criminal justice system
- Safeguarding issues around domestic violence and long-term effect on children's mental health and wellbeing, requiring a holistic response
- Need to build capacity in families so they have knowledge and resilience to support veterans with their problems and needs, to prevent family breakdown

Mental health

Together for Mental Health is the Welsh Government 10 year strategy to improve mental health and wellbeing.[d33] It includes plans to ensure mental health services for veterans are sustainable and able to meet needs in a timely manner.

Veterans' NHS Wales

Veterans' NHS Wales is a primary care service for veterans, with a focus on people who have, or are suspected to have, a mental health condition. A review of the service in 2014 highlighted issues with waiting times for access, and also noted female veterans, early leavers and prisoner veterans were under-represented in service use.[d130]

11.1.5 Gaps in our knowledge

Improvements should be made to collecting more detailed information on veterans to inform long-term local planning, including data on female veterans, veterans with a dual diagnosis, veterans within the CJS, and veterans' families[d24]

11.2 Main needs

- Mental health - diagnosis and care
- Social isolation
- Housing
- Financial advice
- Ensure adequate provision for conditions other than post-traumatic stress disorder (PTSD)
- Substance misuse and self medication
- Early diagnosis & preventative treatment
- Transition support
- Improved access to services
- Safeguarding issues relating to domestic violence

11.3 Prevention recommendations

- Increase knowledge and resilience of families to support veterans and prevent family breakdown
- Awareness among mainstream services of veterans' needs

11.4 Assets

- Veterans' NHS Wales
- Welsh Veterans' Partnership

DRAFT

11.5 Suggested areas for action

- Scope actions to address social isolation among veterans
- Work with Veterans NHS Wales to ensure adequate provision for veterans for conditions in addition to post-traumatic stress disorder (PTSD)
- Commission a detailed needs assessment for veterans in Cardiff and, particularly, the Vale of Glamorgan, with results feeding into NHS and local authority plans

DRAFT

B12. Substance misuse

Other chapters of relevance: Asylum seekers and refugees; adult carers; children & young people; health and physical disabilities; learning disability and autism; adult mental health and cognitive impairment; offenders; older people; sensory loss and impairment; veterans; violence against women, domestic abuse and sexual violence

Please note: *For a detailed description of substance misuse needs in Cardiff and the Vale of Glamorgan please refer to the Substance Misuse Area Planning Board needs assessment for Cardiff and Vale.*[d20] *This chapter presents a summary of the information in that assessment, along with information collected specifically for the PNA.*

Summary Substance misuse

Care and support needs Increased number of people buying illicit substances online; growing 'hidden population' misusing prescription and over the counter medication; misuse of neuropathic medications; synthetic cannabinoids and nitrous oxide; increasing awareness of dual diagnosis; increasing prevalence of alcohol-related brain damage (ARBD); growing impact of 'legal highs' on emergency services; increased distribution of more potent heroin; rising trend of older people (50+) misusing alcohol; review access to substance misuse services; improve co-ordination between services

Prevention issues Improve information on services available; review 'aftercare' arrangements for people finishing treatment and support; additional targeted information and support for older people regarding alcohol use

Assets Recovery third sector organisations; community activities, volunteering; help with employment; libraries and Hubs

12.1 What do we know about this group?

12.1.1 Information from population and service data

The number of males referred to substance misuse services in Cardiff and the Vale of Glamorgan is consistently higher than the number of females, despite there being slightly more women in the region than men.

Alcohol is the most misused substance for which referrals are made to substance misuse services in Cardiff and the Vale, followed by heroin, cannabis and cocaine. (Table)

Table. Number and proportion of substances misused, Cardiff and the Vale of Glamorgan (2011-15)

	2014-15		**2013-2014**		**2012-2013**		**2011–2012**	
Primary Substance	Number	%	Number	%	Number	%	Number	%
Alcohol	1600	58.6%	2870	63.2%	2312	61.5%	2465	57.5%
Heroin	640	23.4%	870	19.1%	734	19.5%	998	23.3%
Cannabis	246	9.01%	343	7.56%	277	7.36%	323	7.54%

Cocaine	132	4.83%	187	4.12%	234	6.22%	242	5.65%
Amphetamines	52	1.90%	129	2.84%	94	2.50%	156	3.64%
Other Opiates	58	2.12%	138	3.04%	108	2.87%	99	2.31%
Total	**2728**	**100%**	**4537**	**100%**	**3759**	**100%**	**4283**	**100%**

The Welsh National Database for Substance Misuse (WNDSM) reveals a slight increase (1.1%) in the combined number of young people aged 0-17 years referred to a substance misuse service between 2013/14 and 2014/15. However there were changes to how this information was collected in 2014 so caution should be used in interpreting the data.

A continuing upward trend in young people aged 0-17 in Cardiff could potentially indicate the need for increased targeted prevention education within schools and youth settings with a view to alleviating rising numbers of young people referred to more structured tiered services later on.

In 2014/15 4,679 clients were seen across Cardiff and the Vale of Glamorgan by needle exchanges. The full needs assessment includes this information broken down by site of needle exchange.

12.1.2 Information from local residents and service users

In terms of assets, focus group participants credited recovery third sector organisations with saving their lives. (Box 12A)

Box 12A. Recovery third sector organisations

Went to court Monday morning, got out of court, went straight back to [the charity], because I just didn't know what to do, where to go, and that was my only thought; I need to go and find out how to start again in a sense, and between [the two charities], I've got back on track. But if it wasn't for those places, I think I wouldn't be here now. (Recovering alcoholic)

Participants also found that keeping busy and volunteering helped them in their recovery by tackling isolation, developing a sense of self-worth, and helping them prepare for what is required to get back into paid employment. (Box 12B)

Box 12B. Keeping busy and volunteering

It gets me out of the house so I'm not lonely and bored and sat there thinking about booze, and it helps them [her supporting older people]. (Recovering alcoholic)

In a focus group with sex workers in Cardiff, help addressing substance misuse benefited some individuals' wellbeing. A substance misuse and wellbeing third sector organisation was a positive source of support with useful courses related to employment and education.

The local library and Hubs were praised as places which help with recovery (Box 12C)

DRAFT

Box 12C. Libraries and Hubs helping recovery

Library is my primary vehicle for communication, emails, catching up on administration aspect of my life. Then all the research I want to do while I'm here and I've got a couple of hours of gaps, libraries are close to me. (Recovering alcoholic)

I was at a loss, I felt I'd lost everything. Going there [Hub] for a bit of direction on where they can point me with money advice, legal advice, practical advice, debt management. (Recovering alcoholic)

In terms of barriers to wellbeing faced by participants in the sex worker group, reference was made to the wait in obtaining methadone on prescription, and an observation that NHS substance misuse services were overstretched. This had the effect that people sometimes found themselves with others at different stages of recovery.

In an alcohol recovery focus group, confusion over which services to access and when, and communication between services, were highlighted by participants. It was also felt that opening hours should reflect times when drinkers may be at risk of relapse, i.e. the evening. (Box 12D)

DRAFT

Box 12D. Confusion over what services are available and communication between services; and appropriate access times

First time I came up to Cardiff I sort of stumbled across [a charity] in a way, or get recommended from someone, and it's quite confusing about who's who. (recovering alcoholic)

There's about 50 million of them don't know what the other one's are doing at all, and in fact they've actually admitted that now and they got a big meeting together last week. (Recovering alcoholic)

Every one of us should be grateful for the services we have. Now the problem is, for a lot of people with addiction they use in the evening and there is not anywhere open in the evening for people to access. (Recovering alcoholic)

Participants also felt that there could be more 'after care' following the end of a recovery course, with ongoing access to help and support to prevent relapse (Box 12E). Some participants suggested that people in recovery might be helped to create their own peer support groups. It was also suggested that social workers didn't know enough about substance misuse.

Box 12E. Ongoing support to prevent relapse

There is a tendency to give you your cards when you haven't even proved yourself, say after maybe a couple of months of being abstinent. Bye, you're on your own now. That is terrible. There's nothing more, this is the worst feeling of despondency. . . You leave people when *they need you the most. (Recovering alcoholic)*

In a focus group with homeless people who have substance misuse issues, there was a strong feeling that people with substance misuse problems are constantly judged, including by services. (Box 12F)

Box 12F. Feeling judged

Anyone with a substance misuse problem is seen as lower than lower class (Substance misuse/homelessness)

[Would like to see...] services that tackle discrimination and prejudices (Substance misuse/homelessness)

DRAFT

12.1.3 Information from professionals working with this group

Of respondents to the professional survey, over half (56.3%) felt that more advice on alcohol or drugs was needed now or in the future.

As part of engagement for the substance misuse needs assessment, frontline staff and practitioners were asked to identify new and emerging trends in Cardiff and Vale concerning substance misuse. These were:

- Increased number of people buying illicit substances online
- Growing ‘hidden population’ misusing prescription and over the counter medication
- Misuse of neuropathic medications, with alcohol and drugs
- Synthetic cannabinoids and nitrous oxide
- Increasing awareness of dual diagnosis (substance misuse and mental health issues in one individual)
- Growing impact of ‘legal highs’ on emergency services
- Increased distribution of more potent heroin
- Rising trend of older people (50+) misusing alcohol through loneliness and boredom

Generally speaking there are two cohorts of older people who misuse substances; those who begin misusing during adolescence and those who due to adverse changes in life events e.g. loss of partners, retirement or loneliness misuse later on.

12.1.4 Information from other sources

Older people and alcohol

In 2014 Alcohol Concern identified a growing trend in the number of older people drinking alcohol in excess of recommended unit guidelines. As a result the APB commissioned the Wallich to conduct a comprehensive needs analysis via quantitative and qualitative feedback mechanisms with older people living in Cardiff and the Vale of Glamorgan.

The report found approximately 16,902 older people are regularly consuming alcohol in excess of unit guidelines, to which there is a clear need for targeted information and awareness of services available. Of the total respondents who participated in the study, a large proportion were not engaged in any services seemingly due to embarrassment, denial or a lack of knowledge of where to get advice and support. Cultural norms also accounted for relaxed attitudes towards daily alcohol intake.

Alcohol-related brain damage

A profile of alcohol-related brain damage (ARBD) in 2015 identified that existing services often fail to meet the needs of those with ARBD, and that its prevalence is increasing across the UK.[d119] ARBD patients are typically males in the age range 50-60. ABRD incorporates a number of related conditions which impair thought and memory in people who have chronic exposure to alcohol, including Wernicke's encephalopathy and Korsakoff's syndrome. The review found that in some cases there was under-prescribing of the injectable vitamin thiamine, which can help prevent ARBD.

12.1.5 Gaps in our knowledge

There is evidence that people who are gay or bisexual are at substantially increased risk of recreational substance use (UK Drug Policy Commission),[d120] being over three times more likely to misuse drugs than heterosexual people, although specific data for Wales is lacking.

12.2 Main needs

- Increased number of people buying illicit substances online
- Growing 'hidden population' misusing prescription and over the counter medication
- Misuse of neuropathic medications, with alcohol and drugs
- Synthetic cannabinoids and nitrous oxide
- Increasing awareness of dual diagnosis (substance misuse and mental health issues in one individual)
- Increasing prevalence of alcohol-related brain damage (ARBD)
- Growing impact of 'legal highs' on emergency services
- Increased distribution of more potent heroin
- Rising trend of older people (50+) misusing alcohol through loneliness and boredom
- Review access to substance misuse services, including opening hours for services
- Improve co-ordination between services

12.3 Prevention recommendations

- Improve information on services available
- Review 'aftercare' arrangements for people finishing treatment and support, to prevent relapse
- Additional targeted information and support for older people regarding alcohol use

12.4 Assets

- Recovery third sector organisations
- Community activities, volunteering
- Help with employment
- Libraries and Hubs

12.5 Suggested areas for action

- Deliver existing actions commissioned by Area Planning Board

DRAFT

- Update substance misuse commissioning strategy implementation plans in line with needs identified here

DRAFT

B13. Cross-cutting findings

Summary Cross-cutting findings

Care and support needs Improving information and access to services; tackling social isolation and loneliness; support for carers; improving transitions; links with education; appropriate housing; community involvement; dementia; joining up and integrating services; substance misuse

Prevention issues Building healthy relationships; practical life skills; healthy behaviours; healthy environment and accessible built environment

Assets Positive social interactions; third sector organisations; community pharmacies; volunteers; self-care; physical environment and green space; community hubs, one-stop shops and libraries; Dewis Cymru; community groups; dementia-friendly communities; multi-stakeholder partnerships

DRAFT

A number of cross-cutting themes, both needs and assets, are common to more than one of population groups described here. These priority areas may each benefit from an overarching approach rather than a series of parallel interventions in the different topic areas. Underlying each of these issues is the broader and persistent issue of inequality between and within our communities.

Care and support needs identified in more than one group

- Improving information and access to services
    - Easy access to information about support and services available
    - Timely access to mental health services including diagnosis and counselling
    - Timely access to primary care
    - Timely access to other services
    - Accessibility of services and information
    - Transport to aid with access to services
    - Maintaining provision and sustainability of community services and support
    - Improve awareness, signposting and access to different forms of advocacy
- Tackling social isolation and loneliness
- Support for carers
    - Support for young and adult carers
    - Respite for young and adult carers
- Improving transitions
    - Enabling smoother transitions from child to adult services
- Links with education
    - Engagement with schools
    - Vocational educational opportunities and apprenticeships, adult learning
- Appropriate housing
- Community involvement
    - Engagement with service planning and design
    - Engagement with individual care and support plans
    - Support volunteers

- Dementia
    - Needs of people with dementia and their carers
- Joining up / integrating services
    - Across statutory sector and working with third sector, including improved communication between services
- Substance misuse

Prevention issues identified in more than one group

- Building healthy relationships
    - Emotional and mental health, sexual health
    - Prevention of child sexual exploitation (CSE)
    - Support for children and young people affected by parental relationship breakdown
- Practical life skills
    - Including financial skills (for all ages)
- Healthy behaviours
    - Including tobacco use, alcohol, diet and physical activity
- Healthy environment and accessible built environment

Assets identified for more than one group

- Positive social interactions
- Third sector organisations
- Community pharmacies
- Volunteers
- Self care
- Physical environment / green space
- Community hubs, one-stop shops and libraries
- Dewis Cymru
- Community groups
- Dementia-friendly communities
- Multi-stakeholder partnerships

Suggested areas for action

- Scope the best mechanism for delivering action against each of the common care and support needs and priority prevention issues, and for supporting common assets. Some may benefit from action being co-ordinated at the regional partnership level, rather than individual organisations and departments
- Ensure action is co-ordinated, where relevant, with Public Services Boards on common issues
- Ensure actions formulated as part of Area Plans prioritise approaches which reduce rather than maintain or increase inequalities

DRAFT

C. Equality profile and Welsh language

Summary Equality profile and Welsh language

Equality profile Information on protected characteristics is included in theme chapters where relevant. Particular issues related to protected characteristics include: child poverty; ageism; abuse and harassment against disabled people; higher levels of poverty among some minority ethnic groups; sensitivity of services to gender-specific issues. There is significant uncertainty about the number of people identifying as 'trans' in our area as this information is not officially collected

Welsh language The proportion of Cardiff and Vale residents of all ages who have one or more language skills in Welsh is 16.2%, with around 1 in 10 people in Cardiff (11.1%) and the Vale (10.8%) identifying themselves as fluent. However, over one in four young people aged 15 and under speak Welsh in our area (26.7% in Cardiff and 29.6% in the Vale of Glamorgan). It is important for services to be able to meet the needs of Welsh speakers in their language of choice.

Introduction

This profile describes how information on protected characteristics in Cardiff and the Vale of Glamorgan has been incorporated into the population needs assessment. Wherever relevant, equalities information has been analysed and included under the relevant population group chapter in section B of this document. Additional pertinent information is included below, along with information on Welsh language use in our area.

As detailed Area Plans are developed in response to the needs presented in this document (see A3, What happens next?), this process of reviewing protected characteristics will continue with an analysis of impact on each group (equality impact assessment).

Sources of information regarding protected characteristics

Individuals with protected characteristics and groups representing them have been engaged through a number of routes during the assessment process, and evidence sources relating to protected characteristics used throughout the assessment. These are described here.

Public survey

Information on protected characteristics was collected as part of the public survey.

Focus groups

The majority of focus groups included people with one or more protected characteristics. A full list of the focus groups carried out is given in the Appendix.

Organisations which helped arrange these focus groups included Diverse Cymru; Safer Wales; Disability Team Around the Family (Cardiff); YMCA; Salvation Army; Barnardos; Communities First; Change, Grow, Live; Cardiff Institute for the Blind; Disability Access Forum; Age Connects; and the Oasis Centre in Cardiff.

The findings from these groups are summarised either in the relevant topic chapter, or here.

DRAFT

Professional and provider survey

This survey had 145 respondents, representing 80 organisations. Population groups supported by these organisations are given in the Table. Some of the specific organisations responding included Adult Autism Advice, the Alzheimer's Society, Barnardos, the FAN charity, Vision 21, and the Welsh Refugee Council.

Table. Percentage of respondents in Cardiff and the Vale of Glamorgan replying to the professional and provider survey reporting that their organisation supports particular population groups (2016)

Group(s) supported by respondents' organisation	No.	% of respondents
Those with long term health condition or physical disability	85	60.3
Those with a Mental Health condition/s	83	58.9
Older people (Aged65+)	77	54.6
Those with sensory impairment	64	45.4
Those with a learning disability or autism	63	44.7
Those with substance misuse problems	62	44.0
Children or Young People	59	41.8
Carers	58	41.1
Those who have experienced domestic abuse or sexual violence	53	37.6
Refugees/asylum seekers	44	31.2
Adults in residential care	42	29.8
Veterans of the armed forces	33	23.4
Looked after children	31	22.0
Care leavers (aged under 24)	30	21.3
Other	18	12.8
None of the above	2	1.4

Professional workshops

Three workshops were held during November with professional leads for each of the main population groups. Each workshop had a series of tables focusing on a particular population group, so all were covered over the three workshops, and the last workshop also had a table focusing on protected characteristics and Welsh language.

Other evidence sources

While information relating to protected characteristics were included in a number of the documents referenced in this assessment, a smaller number looked in more depth at related issues, including 'Is Wales Fairer'?[d39] This document looked at issues on an all-Wales basis so care needs to be taken in applying and interpreting the findings locally.

Protected characteristics

Age

Information on the age profile of the population can be found in section A4, Background demography.

Child poverty has been highlighted as a significant need across Wales, as well as the ability for older people and children to access care.[d39] These two ends of the age spectrum - young people and older people - are

DRAFT

also referred to in particular across Wales as requiring protection against abuse, neglect and ill treatment.[d39]

In the focus groups some older people described how they felt ‘invisible’ to others, with the feeling that sometimes cognitive ability was perceived as being lower because people were older (Box A).

Box A. Perceptions of ageism

> *Ageism. You know sometimes you become invisible, people talk over you. (Older person)*
>
> *I'm finding as I'm getting older as a negative point, because I'm white haired and I'm looking older they think there's not a lot up there. . . . It's demoralising. (Older person)*

Disability

Information and engagement relating to different types of disability can be found in sections B3 (Health and physical disabilities), B4 (Learning disability and autism), B5 (Adult mental health and cognitive impairment), B7 (Sensory loss and impairment) and B11 (Veterans).

Across Wales, the need to close the educational attainment gap has been highlighted, particularly with reference to children with Special Educational Needs.[d39] The same report also describes increased poverty among people with a disability; increased homelessness among people with poor mental health or a learning disability; and violence, abuse and harassment against disabled people; and the need to improve access to mental health services in general.[d39]

In the focus groups, concerns were raised over generally negative public perception of disability based on media portrayal of ‘benefits scroungers’ which were felt to be ‘hugely damaging’.

Marriage and civil partnership

The 2011 Census recorded marital and civil partnership status, and the pattern of this is different in Cardiff and the Vale of Glamorgan.[d84]

In Cardiff, 45% of people aged 16 and over were single, 38.5% married, 0.2% in a registered same-sex civil partnership, 2.1% were separated but still legally married or legally in a civil partnership, 8.2% were divorced, and 6% were widowers.

In the Vale of Glamorgan, 30.8% of people aged 16 and over were single, 49.1% married, 0.2% in a registered same-sex civil partnership, 2.3% were separated but still legally married or legally in a civil partnership, 10% were divorced, and 7.6% were widowers.

Pregnancy and maternity

During 2014/15 there were 4,624 births in Cardiff and 1,321 births in the Vale of Glamorgan.[d74]

In terms of conception rates there were an estimated 72.6 per 1000 in the Vale of Glamorgan in 2014. Among under 20s, the rate was 34 per 1000. These rates include live births, stillbirths and abortions, but exclude miscarriages.

DRAFT

In Cardiff the conception rate was estimated as 70 per 1000 in 2014. Among under 20s the rate was 35.2 per 1000.

These rates compare with 72.9 per 1000 across Wales as a whole, and 40.3 per 1000 among under 20s, suggesting the overall birth rate is in line with the Welsh average and the teenage pregnancy rate is lower in both areas than the Welsh average.

Race

Nearly two thirds (62.8%) of respondents to the survey considered themselves to be Welsh. In terms of ethnicity, 90% of respondents (1114 people) identified themselves as White British, 3.3% White other, 1.5% White Irish, 0.5% other. All other groups had respondents, but fewer than 0.5% of the total sample size.

A question in the public survey asked if people felt services they had received were sensitive to their culture. 141 people out of 1,278 respondents answered this question. Of those answering, 4 in 10 (41.8%) said 'Yes', 5% said 'Sometimes' and 1.4% said 'No'. 46.8% answered 'not applicable'. A comment in the survey relating to single sex services and culture is shown in Box B.

Box B. Cultural identity

> *Women only things seem to be specifically BME. What about white women who cannot cope in mixed groups? Or men who may prefer a health related single sex group for support? (Public survey)*

Across Wales, the need to close the educational attainment gap has been highlighted, particularly with reference to Gypsy and Traveller children; higher levels of poverty among minority ethnic groups was also noted; and a higher incidence of violence, abuse and harassment against ethnic minority people and Muslim people.[d39] The Welsh Government Community Cohesion National Delivery Plan includes a number of recommendations for action to reduce hate crimes and better understand local patterns of migration.[d17]

Additional information on race and ethnicity can be found in section A4, Background demography.

Religion or belief (including lack of belief)

Half of respondents (50%, 617) reported not belonging to any particular religion. Of those who said they did belong to a religion (44.2%), 88.7% specified themselves as Christian, 3.7% as 'other', 2.2% as Jewish, 2% as Muslim, 2% preferred not to say, and less than 1% each specified Buddhist, Hindu, or Sikh.

In the focus groups, a number of participants reported how they received emotional support from being part of a local faith based organisation (e.g. church, mosque) One participant described a local community centre which focused on minority ethnic culture. (Box C)

Box C. Community centre focusing on minority ethnic culture

DRAFT

> *They celebrate all the festivals, like the Diwali and everything. Then they run various programmes, which are customised kind of care facilities. They teach languages, they teach mostly Hindu values. I go there every day. . . . The spiritual, it is very quiet. (Mental health illness)*

Sex

In both Cardiff and the Vale of Glamorgan the number of females slightly outnumber males (50.8% Cardiff, 51.4% Vale of Glamorgan), in common with the rest of Wales (50.8%). However, significantly more than half of respondents to the public survey identified as female (706, 57.8%).

A question in the public survey asked if people felt services they had received were sensitive to their gender identity. 140 people out of 1,278 respondents answered this question. Of those answering, half (49.3%) said 'Yes', 5.7% said 'Sometimes' and 2.1% said 'No'. 37.9% answered 'not applicable'. Comments provided by those who felt that their gender identify had not always been taken into account are shown in Box D:

Box D. Gender identity

> *My family were asked previously if I would prefer male or female carers to attend to my personal needs, but this has not been carried out accordingly (Public survey)*
>
> *Usually female carers but not too much of a problem (Public survey)*

DRAFT

The rate of suicide is higher among men than women.[d39]

A third sector organisation focusing on gender equality in health services in Wales, with a particular focus on the condition endometriosis, conducted an online survey with its members on issues they faced.[d95] Many findings were similar to the wider findings in this assessment (i.e. affecting both sexes), including: timely access to GP appointments; excessive waiting lists; access to information on services; access to mental health services; financial concerns due to long term conditions; transport; lack of social housing; lack of joined up thinking/services between statutory sector organisations; lack of advocates; easier mechanisms for feedback to statutory services. In addition there were a number of female-specific needs which were highlighted, including: lack of appropriate people in schools/workplaces with whom to discuss intimate female health concerns; diseases such as endometriosis not taken seriously despite it causing significant disability for some people; difficulty finding out about and accessing relevant specialist services; and a feeling that some physical symptoms are dismissed as psychological.[d95]

Sexual orientation and Gender reassignment

Approximately 6 out 7 (86.7%) respondents to the survey specified their sexual orientation as heterosexual, with 3% specifying gay man, 2.6% bisexual, 1.7% gay woman/lesbian, and 0.6% 'other'. 6.1% preferred not to say.

There are no official estimates currently available of the number of 'trans' people in the UK, or in towns or regions. UK research carried out in 2009 estimated that there are between 300,000 and 500,000 transgender people living in the UK, or between 0.6% to 1% of the population aged over 15.[d96] If applied directly to the Cardiff and Vale population, this would suggest there are 2,300 and 3,900 adults in our area who identify as trans, but that is only an estimate and official data collection would aid with appropriate service planning for this group.

The need to reduce violence, abuse and harassment against lesbian, gay, bisexual and transgender people has been highlighted at an all-Wales level.[d39]

Equality impact assessment process

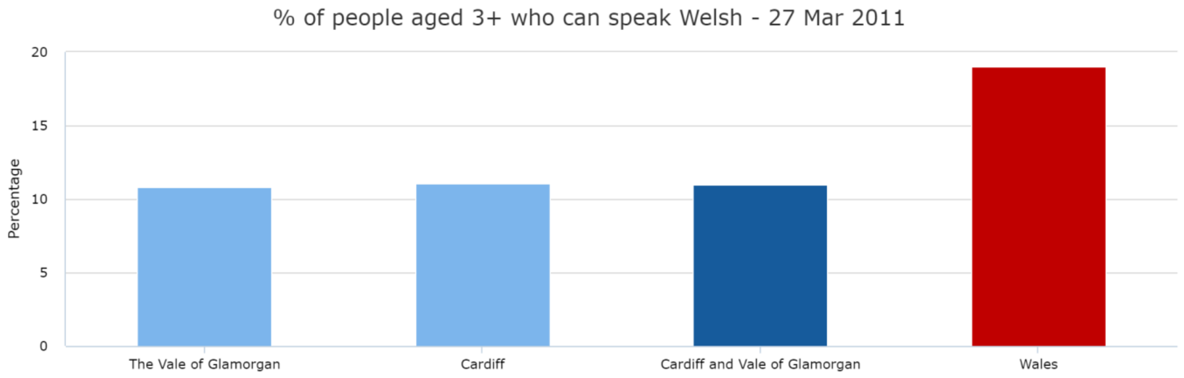
During 2017/18 as Area Plans are developed in response to this plan, the equality impact assessment process will continue, based on specific actions under consideration in the Area Plans and their impacts.

Welsh language

The public survey was available in both English and Welsh, in printed and online versions. Of the 1,278 people completing the survey, which was available online and in paper format in both Welsh and English, 31 (2.4%) chose to respond in the Welsh language.

The proportion of Cardiff and Vale residents of all ages who have one or more language skills in Welsh is 16.2%, with around 1 in 10 people in Cardiff (11.1%) and the Vale (10.8%) identifying themselves as fluent, below the Wales average of 19%. Between the 2001 and 2011 Censuses, the proportion of people who speak Welsh in the Vale dropped slightly (from 11.3% in 2001) and rose very slightly in Cardiff (from 11.0%).[d94] However, it is important to note that these percentages represent a significant number of people (36,735 in Cardiff and 13,189 in the Vale) and that there is likely to be an increase in the number of Welsh speakers in our region in future as need for Welsh medium primary and secondary schools has increased. The ability of services to meet this increasing language need will be challenging, with fewer Welsh-speaking staff currently than other regions of Wales.

Figure. Percentage of people aged 3 and over who can speak Welsh, Cardiff and the Vale of Glamorgan (2011)



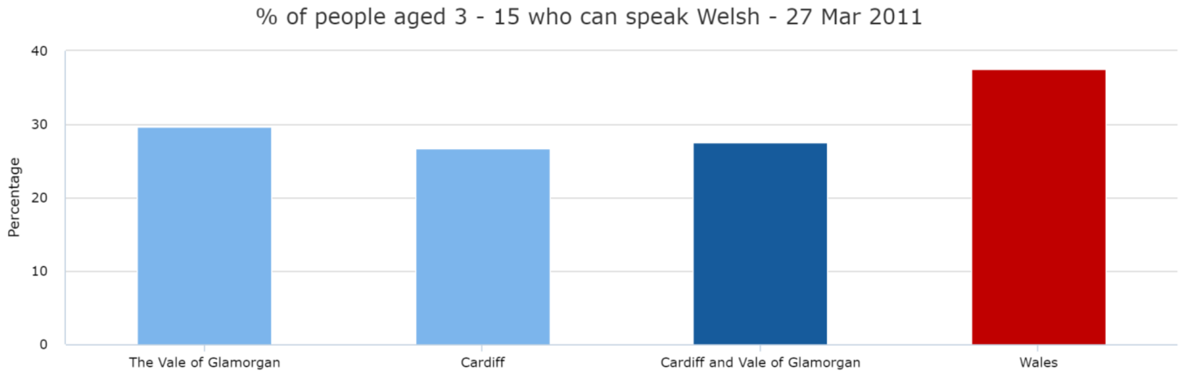
	27 Mar 2011
The Vale of Glamorgan	10.8
Cardiff	11.1
Cardiff and Vale of Glamorgan	11.0
Wales	19.0

Source: Office for National Statistics (ONS)

DRAFT

Notably, over one in four young people aged 15 and under speak Welsh in our area (26.7% in Cardiff and 29.6% in the Vale of Glamorgan), although this is still below the Wales average for that age group (37.6%).

Figure. Percentage of people aged 3 to 15 who can speak Welsh, Cardiff and the Vale of Glamorgan (2011)



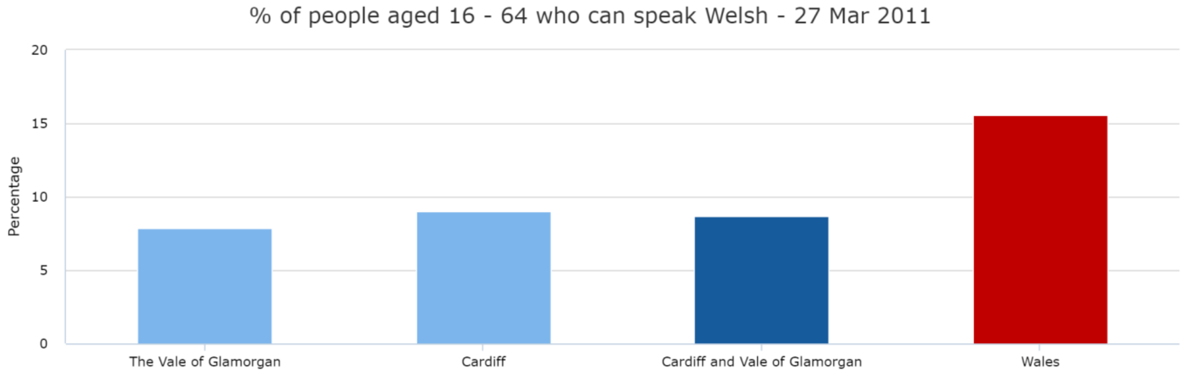
	27 Mar 2011
The Vale of Glamorgan	29.6
Cardiff	26.7
Cardiff and Vale of Glamorgan	27.5
Wales	37.6

Source: Office for National Statistics (ONS)

DRAFT

Among the adult population, the proportion who can speak Welsh is consistently below the all Wales average and decreases with age, with 1 in 20 people aged 65 and over able to speak Welsh in our area (5%), compared with a Wales figure of 1 in 6 (16.2%)

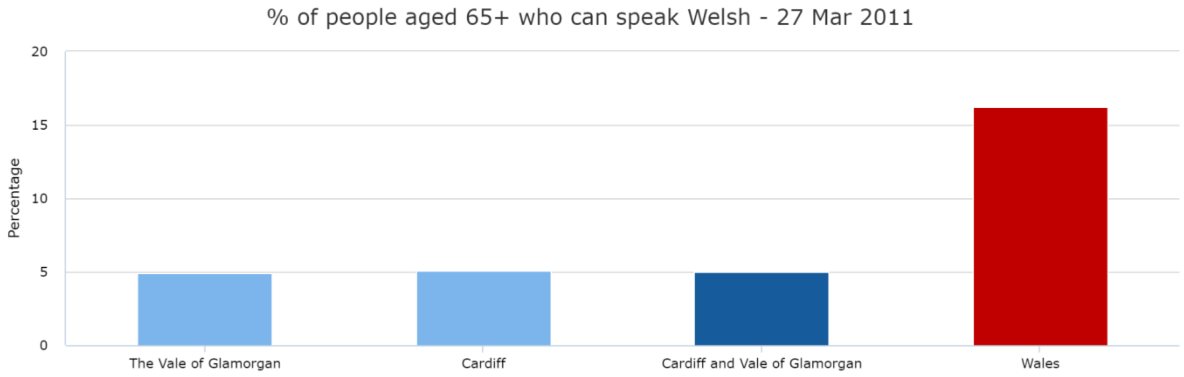
Figure. Percentage of people aged 16 to 64 who can speak Welsh, Cardiff and the Vale of Glamorgan (2011)

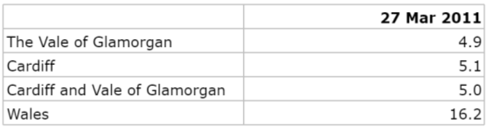


	27 Mar 2011
The Vale of Glamorgan	7.9
Cardiff	9.0
Cardiff and Vale of Glamorgan	8.7
Wales	15.6

Source: Office for National Statistics (ONS)

Figure. Percentage of people aged 65 and over who can speak Welsh, Cardiff and the Vale of Glamorgan (2011)





	27 Mar 2011
The Vale of Glamorgan	4.9
Cardiff	5.1
Cardiff and Vale of Glamorgan	5.0
Wales	16.2

Source: Office for National Statistics (ONS)

DRAFT

The proportion of people who self report ‘bad’ or ‘very bad’ health is lower in Cardiff and the Vale of Glamorgan among people who can read, write and speak Welsh (1.9%) compared with people without Welsh language skills (7.4%).[d84]

The Welsh Language Commissioner’s report into the use of Welsh in primary care in Wales had a number of significant findings relating to Welsh language use and needs:[d94]

- Some people feel they can describe their symptoms and feelings better if they do so through the medium of Welsh
- The ability to express oneself in language of choice was particularly important in relation to mental health services, and for children whose first language was Welsh
- Similarly, the British Medical Association gave evidence to the Inquiry that since the history of an illness is an essential part of the process of making a correct diagnosis, allowing people the ability to express themselves in their first language can lead to better diagnosis and care
- In South and Mid Wales, 4 in 10 (42%) of Welsh speaking primary care users worried that they would be labelled a ‘difficult person’ when dealing with healthcare professionals if they requested a Welsh language service, and 6 in 10 (61%) felt it could adversely affect waiting times for services
- Two thirds (66%) of Welsh-speaking primary care users in Mid and South Wales did not know how they could find a primary care professional who spoke Welsh in their area
- Many people who spoke Welsh as their first language did not want to push the issue and accepted the English language services they were offered, but would have preferred Welsh if it had been proactively offered

Just under a quarter (23.5%) of GP surgeries in Cardiff and the Vale display the Working Welsh (Iaith Gwaith) symbol indicating consultations can be undertaken in Welsh.[d97] Across Cardiff and Vale there are 30 GPs on the ‘performers list’ who are listed as Welsh speakers, out of a total of 514 (5.8%).

Although there has not been an equivalent Commissioner's review into the use of Welsh in social care, the same issues and principles will apply, particularly that being able to use your first language leads to a more accurate assessment of need and more appropriate provision of care and support. This is particularly important in relation to the safeguarding of children and adults, as outlined in Welsh Government's recently updated framework on Welsh language in health and social care, 'More than Just Words'.[d113] Action plans from this strategy have been combined with the requirements of the Welsh Language Standards by both Cardiff and Vale of Glamorgan Councils, and will be adopted in future by Cardiff and Vale UHB when the language standards come into force for Health Boards. Organisations must plan, commission and provide health and social care services based on the 'active offer' of services in Welsh.

Priority actions

A series of priority actions were discussed at the professionals' workshop in November 2016 relating to protected characteristics and Welsh language. In summary, these were:

- Improve co-ordination of community engagement

  Previous engagement mechanisms should be reviewed, good practice from other local authority areas considered, and proposals for streamlined and effective community research and engagement activities across all statutory and third sector partners should be agreed

- Develop and implement a shared vision for person-centred services

  A meaningful and inclusive set of activities should be agreed for partners including the statutory and third sector to collectively identify what "person-centred services" mean to them, in the context of community diversity, and the Social Services and Wellbeing Act.

- Improve access to accessible information and mechanisms to provide feedback on services

  Public services information needs to be easier to access, and methods found to make it easier for people with different communication needs to provide feedback on the services they receive. This includes for example, Braille users, British Sign Language users, speakers of other languages, and people with sensory loss and impairment, and learning disabilities.

- Improve staff diversity and inclusion awareness

  Agree across partners appropriate standards and means for ensuring employees have access to appropriate development and understanding in diversity and inclusion, not just relying on training but a range of potential opportunities including shadowing in third sector organisations.

- Deliver diverse and inclusive services across current organisational boundaries

  Scope increased collaboration between partner organisations on developing and supporting equality standards, policies and practices

- Increase knowledge around local transgender community and its needs

  Carry out a needs assessment on local transgender community to understand estimated numbers of trans people and implications for policy and support requirements to meet their needs

- Support ageing well

  Recognise increasing number of older people in Cardiff and the Vale of Glamorgan and pressures on services when planning

DRAFT

- Younger people

  Consider in more detail the impact of employment and benefit entitlement changes, education and housing costs on younger people, and consequent support and service needs

- Develop bilingual communities

  Services should be planned, commissioned and delivered to meet the needs of the projected increase in the number of people who speak Welsh, in addition to their requirements under the Welsh Language Measure (2011)

DRAFT

Appendix

The following focus groups were carried out specifically for this assessment:

- Young people with a disability / learning difficulty (aged 15-22)
- Young carers (aged 13-16)
- Young people attending youth club (aged 13)
- Disengaged young people (aged 16-21)
- Young people with a mental health illness (aged 18-22)
- Parent carers of young people with a disability / learning difficulty
- Vulnerable families: parents of young children; included some parents with health illness / disability
- Adults with autism / learning disability
- Adults with sight loss
- Adults with a disability including sensory impairment
- Older people / adult with a disability
- Adults with a mental health illness (x2)
- Street based sex workers
- Alcohol misusers in recovery and an adult with a mental health illness
- Alcohol misusers in recovery
- Diversity based group: mainly older people; preventing isolation; some with health issues; some parent carers; small number of BME participants
- Well-being community group: mix of ages; preventing isolation; some with a mental health illness
- Mental health and well-being community group
- Community group with a mix of needs
- Asylum seekers and refugees
- Substance misusers who are homeless
- People who are homeless (general group)
- Older people x2

In addition, information has been included from engagement carried out with people with dementia and their carers, in a contemporaneous needs assessment.[d73]

DRAFT

Acknowledgements

We are very grateful to everyone who helped with this assessment, including residents of Cardiff and the Vale of Glamorgan who completed a survey or helped in a focus group; staff across statutory and third sector organisations in our areas; and Glamorgan Voluntary Services (GVS) and Cardiff Third Sector Council (C3SC). Thanks also go to everyone who gave helpful comments and suggestions on draft versions of this document.

DRAFT

Glossary

ACE(s)	Adverse Childhood Experience(s), stressful experiences during childhood which directly harm a child or affect its environment when growing up
ALN	Additional learning needs
Area Planning Board (APB)	Organisation which plans services for substance misusers
ARBD	Alcohol-related brain damage
ASD	Autism spectrum disorder
BAWSO	A third sector organisation providing specialist advice for BME communities
BME	Black and minority ethnic
BSL	British Sign Language
C&YP	Children and young people
C3SC	Cardiff Third Sector Council, the County Voluntary Council in Cardiff
CAMHS	Child and adolescent mental health services
CAVAMH	Cardiff and Vale Action for Mental Health, a local third sector organisation
CHAP	Cardiff Health Access Practice, an NHS primary care service providing essential services for some of Cardiff's most vulnerable groups
CHC	Continuing healthcare
Communities First	A Welsh Government community-focused programme to reduce persistent poverty in local areas
County Voluntary Council	Organisation bringing together and working with third sector organisations in each County
CSSIW	Care and Social Services Inspectorate Wales
Dewis Cymru	A website containing information about health, social care and wellbeing support and services available in local areas across Wales
DTOC	Delayed transfer of care
ESOL	English for speakers of other languages, an education course
EU15	Member countries of the European Union prior to 1 May 2004
FACT	Families Achieving Change Together, the Team around the Family (TAF) for Families First in the Vale of Glamorgan
Families First	A Welsh Government programme to provide early help and prevention for families with children, particularly those on low incomes or who are vulnerable
FGM	Female genital mutilation
Flying Start	A Welsh Government programme to support parents of children under the age of 4 in more deprived areas
GP	General practitioner
GVS	Glamorgan Voluntary Services, the County Voluntary Council in the Vale of Glamorgan
HMP	Her Majesty's Prison
Hub	A centre providing information and support on a variety of public services
IDVA	Independent domestic violence adviser
Looked after child (LAC)	A child who is being looked after by their local authority. They might be living: with foster parents; at home with their parents under the supervision of social services; in residential children's homes; other residential settings like schools or secure units
LGBT	Lesbian, gay, bisexual and trans people
LSOA	Lower super output area, a small geographic area covering 1,000-2,000 people
MEEA	Minority Ethnic Elder Advocacy project
NEET	Not in education, employment or training
NGT	Next Generation Text, a system to help deaf, hard of hearing and speech-impaired people communicate on the telephone
NHS	National Health Service
NICE	National Institute for Health and Care Excellence

DRAFT

PNA	Population needs assessment (this document)
PSB	Public Services Board. A group of partner organisations which meet in each local authority area, set up under the Wellbeing of Future Generations Act
PTSD	Post-traumatic stress disorder
Resilience	The ability of an individual, family or group of people to cope with and recover quickly from challenges faced
RPB	Regional Partnership Board
STI	Sexually transmitted infection
Supporting People	A Welsh Government framework for planning, delivery and monitoring housing related support services
SystmOne	A primary care computer system
TAF	Team around the Family, part of the Families First model
Third sector organisations	Non-profit organisations which are neither public or private, including charities, voluntary groups, members’ associations, social enterprises and co-operatives
UASC	Unaccompanied asylum seeking children
UHB	University Health Board, the organisation which plans and provides local NHS services
WG	Welsh Government
YOS	Youth Offending Service

DRAFT

References

References to be checked then renumbered in order throughout document, once document text finalised

d1 Welsh Women's Aid (2016). Are you listening and am I being heard?

d2 Vale of Glamorgan Council (2016). Index of Children and Young People with Disabilities and Additional Needs. Annual report 2015-16

d3 Cardiff and Vale Area Planning Board (2016). Planning, designing and delivering better services for Young People: a pilot exercise consultation with young people from Cardiff and the Vale

d4 Public Health Wales (2016). Together for Children and young people programme: Child and Adolescent Mental Health Needs Assessment

d5 Vale of Glamorgan Public Services Board (2016). Community Strategy Core Indicators Report

d6 Allen A. (2014) Public Health England / UCL Institute of Health Equity. Reducing the number of young people not in employment, education or training (NEET). Health Equity Evidence Review 3 [in PHWO Evidence service summary]

d7 NICE (2014). Public health 51. Contraceptive services for under 25s [in PHWO Evidence service summary]

d8 Barlow J et al (2006). Cochrane Database of Systematic Reviews. Individual and group-based parenting programmes for the treatment of physical child abuse and neglect. [in PHWO Evidence service summary]

d9 NICE (2016). NG 43. Transition from children's to adult's services for young people using health or social care services

d10 Social Care Institute of Excellence (2011). Mental health service transitions for young people

d11 Public Health Wales Observatory (2016). Demography 2016: Cardiff and Vale UHB summary

d12 Welsh Government (2013). The strategy for older people in Wales 2013-23

d13 Ageing Well in Wales partnership (2014). Ageing Well in Wales 2014-19. Ensuring Wales is a good place to grow older for everyone.

d14 Equality and Human Rights Commission (2015). Is Wales Fairer? The state of equality and human rights 2015.

d15 Cardiff and Vale UHB (2015). Integrated medium term plan 2016/17-2018/19

d16 Cardiff Council (2015). Ask Cardiff 2015: Health and social care: independent living report

d17 Welsh Government (2016). Community cohesion national delivery plan 2016-17

d18 Cardiff Council (2015). What Matters: Key indicators, overview of performance 2015

d19 Markaki, Y (2016). Migration trends report: Migration flows and population trends in Wales

d20 Cardiff and Vale Area Planning Board (2016). Substance misuse needs assessment [check title]

d21 Public Health Wales Observatory (2016). Measuring inequalities 2016. Trends in mortality and life expectancy in Cardiff and Vale UHB

d22 RNIB (2016). RNIB Sight loss data tool - local authority reports for Cardiff and the Vale of Glamorgan

d23 Action on Hearing Loss, RNIB Cymru, Sense (2016). Population needs assessments - sensory loss. What each RPB needs to know

d24 Forces in Mind Trust (2016). Call to Mind: Wales. Findings from the review of veterans' and their families' mental and related health needs in Wales

d25 Cardiff Council (2015). Cardiff Families First Programme: A report on anonymised data from service users

d26 Cardiff Youth Service (2015). Cardiff Grand Council: What matters to future generations

d27 Cardiff Families First (2015). Annual review 2014/15

d28 Public Health Wales (2015). Adverse Childhood Experiences (ACEs) in Wales.

d29 Public Health Wales (2015). Adverse Childhood Experiences, chronic disease and health service use in Wales

d30 Whole Systems Partnership (2015). Fast tracking integration of health and social care services: a review of community health and social care services and options for integration

d31 Action in Caerau and Ely (ACE). Community co-design report: integrated health hub South West Cardiff Cluster

d32 Cardiff Council (2016). Cardiff Housing Strategy 2016-21

d33 Welsh Government (2016). Together for Mental Health. Delivery Plan 2016-19

d34 Public Health Wales (2016). Adverse Childhood Experiences and adult mental wellbeing in Wales

d35 Cardiff and Vale UHB (2016). Integrated medium term plan 2016/17-2018/19. Appendix.

d36 Cardiff Council (2015). Director of Social Services Annual Report

DRAFT

d37 Ask Cardiff (2015). Health and social care: independent living report

d38 Citizens Advice (2016). Accessing and paying for social care in Wales.

d39 Equality and Human Rights Commission (2015). Is Wales Fairer? The state of equality and human rights 2015

d40 Minority Ethnic Elder Advocacy (2016). With MEE in Mind

d41 Care and Social Services Inspectorate Wales (2016). Above and Beyond. National review of domiciliary care in Wales

d42 Care and Social Services Inspectorate Wales (2016). National review of domiciliary care in Wales. The City of Cardiff Council

d43 Cardiff Council (2015). What Matters Key indicators Overview of performance 2015

d44 Welsh Government (2016). Oral Statement: Resilient Communities

d45 Cardiff Council (2013). Adult Carers' Support and Services Consultation

d46 Cardiff and Vale Carers Measure Working Group (2015). Carers Information and Consultation Strategy

d47 NHS Wales (2012). Support for carers survey report

d48 Mind (2009). A civilised society: mental health provision for refugees and asylum seekers in England and Wales

d49 The Migration Observatory (2014). Briefing: health of migrants in the UK: what do we know?

d50 Nottingham & Nottinghamshire Refugee Forum (2012). Understanding the health experiences and needs of refugees and asylum seekers in Nottingham City

d51 Cardiff Council (2016). Unpublished. Report of focus group held via Welsh Refugee Council.

d52 Cardiff Council (2017). Corporate Parenting Strategy 2016-19 [check]

d53 Cardiff and Vale UHB, Carers Wales (2015?). How Cardiff and Vale University Health Board workforce engage with carers

d54 Care and Repair Cardiff and Vale (2016). Unpublished. Service user feedback, based on 688 questionnaires

d55 NYAS (2016). Listening event report 2016

d56 Cardiff Council, Vale of Glamorgan Council, Cardiff and Vale UHB (2016). Young Carers Speak Out!

d57 RNIB (2016). Tackling digital exclusion. Older blind and partially sighted people and the internet

d58 AgeCymru (2016). Advocacy Counts 5. A review of advocacy services for older people in Wales

d59 White J et al (2016). Improving mental health through the regeneration of Deprived Neighbourhoods: a natural experiment (? in press - confirm reference)

d60 Cardiff and Vale Mental Health Forum (?2015). Principles of the Cardiff and Vale Mental Health Forum

d61 Cardiff and Vale Mental Health Forum (2016). Unpublished. Key issues for Together for Mental Health Local Delivery Plan and population needs assessment

d62 Full ref required - Feedback Fortnight (2016). A snapshot of mental health support in Cardiff and the Vale of Glamorgan

d63 Cardiff and Vale UHB (2016). Values into Action. Listening feedback

d64 AgeUK (2015). Promising approaches to reducing loneliness and isolation in later life

d65 Beth Johnson Foundation & Ageing Without Children (2016). Our Voices: the experiences of people ageing without children

d66 SignHealth (2016). Sick of it: how the health service is failing deaf people

d67 Cardiff Research Centre (2016). Domestic abuse service user engagement

d68 Cardiff Research Centre (2016). Violence against women, domestic abuse and sexual violence. Cardiff Needs assessment 2015/16

d69 Vale of Glamorgan Council (2015). Director of Social Services Annual report 2014-15

d70 Cardiff and Vale UHB, Public Health Wales (2016) Cardiff Prison Health Needs Assessment

d71 UK Government (2008). The nation's commitment: cross-government support for our armed forces, their families and veterans

d72 UK Government (2011). The Armed Forces Covenant. From: https://www.gov.uk/government/publications/the-armed-forces-covenant

d73 Cardiff and Vale UHB (2017). Cardiff and Vale dementia health needs assessment

d74 Welsh Government (2016). StatsWales

d75 Local Government Data Unit / Welsh Government (2016). All Wales data catalogue for Social Services and Wellbeing Act

d76 Welsh Health Survey (2016)

d77 ONS (2016). Personal well-being in the UK 2015-16. From: https://www.ons.gov.uk/peoplepopulationandcommunity/wellbeing/bulletins/measuringnationalwellbeing/2015to2016

DRAFT

d78 Royal British Legion (2014). A UK household survey of the ex-service community

d79 Public Health Wales Observatory (2016). Pregnancy and childhood surveillance tool 2016

d80 Welsh Government (2017). Dementia strategy consultation

d81 Welsh Government (2015). Talk to me 2.

d82 National Assembly for Wales (2014) Social Services and Wellbeing (Wales) Act 2014. From: http://www.legislation.gov.uk/anaw/2014/4/pdfs/anaw_20140004_en.pdf

d83 National Assembly for Wales (2015). Wellbeing of Future Generations (Wales) Act 2015. From: http://www.legislation.gov.uk/anaw/2015/2/pdfs/anaw_20150002_en.pdf

d84 Office for National Statistics (2011). Census 2011

d85 NOMS (2016). Freedom of information request made for HMP Cardiff Health needs assessment

d86 National Assembly for Wales (2015?) Additional Learning Needs and Educational Tribunal (Wales) Bill.

d87 UK Government (20??) Five ways to mental wellbeing. From: https://www.gov.uk/government/publications/five-ways-to-mental-wellbeing

d88 Daffodil Cymru (2016) [complete reference]

d89 Vale of Glamorgan Council (2015). Local housing strategy 2015-20

d90 Vale of Glamorgan Council (2016). Families First end of year report 2015/16

d91 No longer used - remove in final version

d92 Vale of Glamorgan Council (2016). Director of Social Services Annual report Appendix 2

d93 Vale of Glamorgan Council (2016). Head of Adult Services Annual report

d94 Welsh Language Commissioner (2016). My Language, My Health: the Welsh Language Commissioner’s Inquiry into the Welsh Language in Primary Care

d95 Fair Treatment for the Women of Wales (2016). Social services and wellbeing population assessment. Unpublished report.

d96 Reed, B., Rhodes, S., Schofield, P. and Wylie, K (2009) Gender Variance in the UK: Prevalence, Incidence, Growth and Geographic Distribution Gender Identity Research in Education Society

d97 Cardiff and Vale UHB (2017). Languages Spoken by GPs in Cardiff and the Vale of Glamorgan. From: http://www.cardiffandvaleuhb.wales.nhs.uk/languages-spoken-by-gps-cardiff-vale/

d98 Cardiff Council (2015). Breaking the Barriers 2015 report

d99 UK Health Forum (2014). Fuel poverty: how to improve health and wellbeing through action on affordable warmth

d100 Building Research Establishment (2016). Estimates of fuel poverty carried out on behalf of Welsh Government. From: http://www.nea.org.uk/wp-content/uploads/2015/10/July-2016-BRE-stats.pdf

d101 Welsh Government (2015). Refreshed Autistic Spectrum Disorder Strategic Action Plan

d102 Welsh Government (2015). Summary of ASD Consultation Activity. From: www.asdinfowales.co.uk

d103 National Deaf Children’s Society (2015). NDCS Cymru note on Welsh Government figures on educational attainment data in 2015. From: http://www.ndcs.org.uk/professional_support/national_data/index.html

d104 Welsh Government (2015). The Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015. From : http://livefearfree.gov.wales/policies-and-guidance/vawdasv-wales-act-2015?lang=en

d105 White Ribbon Campaign UK. From: http://www.whiteribboncampaign.co.uk/

d106 Welsh Government (2016). National Strategy on Violence against Women, Domestic Abuse and Sexual Violence 2016-21

d107 Ofcom (2016). Internet use and attitudes. 2016 metrics bulletin.

d108 National Survey for Wales (2016). National Survey for Wales 2014-15. Internet use and access

d109 Social Services Improvement Agency (2015). The anatomy of resilience: helps and hindrances as we age

d110 Carers Wales (2016). State of Caring 2015

d111 Mind Cymru (2016). Improving mental health services for vulnerable migrants in Wales: modelling better engagement. Vulnerable Migrant Project. Year one report 2015-16.

d112 UK Government (2017). Youth justice statistics 2015-16. From: https://www.gov.uk/government/statistics/youth-justice-statistics-2015-to-2016

d113 Welsh Government (2016). More than just words: follow-on Strategic Framework for Welsh Language Services in Health, Social Services and Social Care 2016 – 2019

d114 Cardiff Council (2015). Gypsy and traveller accommodation needs assessment. From: https://cardiff.moderngov.co.uk/documents/s8479/GT%20Appendix%201%20of%20Appendix%20A.pdf

d115 No longer used

d116 Welsh Government (2014). Parenting in Wales: guidance on engagement and support

DRAFT

http://gov.wales/docs/dsjlg/publications/cyp/140910-parenting-in-wales-guidance-en.pdf

d117 Food Foundation (2016). Too poor to eat: food insecurity in the UK. From: http://foodfoundation.org.uk/wp-content/uploads/2016/07/FoodInsecurityBriefing-May-2016-FINAL.pdf

d118 Cardiff and Vale UHB (2015). Cardiff and Vale Local Partnership Board Annual Report 2013 – 14. From: http://www.cardiffandvaleuhb.wales.nhs.uk/sitesplus/documents/1143/1.17b%20E%20LINK%20TFMH%20Annual%20Report.pdf

d119 Public Health Wales (2015). An evidence-based profile of alcohol-related brain damage in Wales. From: http://www2.nphs.wales.nhs.uk:8080/SubstanceMisuseDocs.nsf/85c50756737f79ac80256f2700534ea3/8455b3ff0835b96980257dfd0035cde3/$FILE/Evidence-based%20profile%20of%20alcohol%20related%20brain%20damage%20in%20Wales.pdf

d120 UK Drug Policy Commission (2010). Drugs and Diversity: Lesbian, gay, bisexual and transgender (LGBT) communities. From: http://www.ukdpc.org.uk/wp-content/uploads/Policy%20report%20-%20Drugs%20and%20diversity_%20LGBT%20groups%20(policy%20briefing).pdf

d121 Welsh Government (2016). Local authority child protection registers in Wales. From: http://gov.wales/docs/statistics/2016/161129-local-authority-child-protection-registers-2016-en.pdf

d122 Cardiff and Vale of Glamorgan Local Safeguarding Children Board (2016). Business plan 2016/17

d123 Welsh Government (2016). National Action Plan to Tackle Child Sexual Exploitation (Wales). From: http://gov.wales/docs/dhss/publications/160225childseapen.pdf

d124 Vale of Glamorgan Council (2016). Director of Social Services Annual Report. Challenge version

d125 Vale of Glamorgan Council (2017). Draft wellbeing assessment.

d126 Carers Trust (2017). Young carers and their education. From: https://professionals.carers.org/young-carers-and-their-education

d127 Cardiff and Vale UHB (2014). Child and adolescent mental health services. UHB Board meeting 25 March 2014

d128 Cardiff and Vale UHB (2015). Shaping our future wellbeing 2015-2025

d129 Cardiff Council (2017). Cardiff Liveable City Report draft

d130 Public Health Wales (2014). A review of the Veterans' NHS Wales Service

d131 Vale of Glamorgan Youth Cabinet (2017). Cabinet blog. From: http://valeyouthcabinet.blogspot.co.uk/

d132 Welsh Refugee Council (2016). Human Trafficking, Modern Slavery and the National Referral Mechanism in Wales. From: https://www.welshrefugeecouncil.org/migration-information/legal-briefings/human-trafficking-modern-slavery-and-the-national-referral

d133 Cardiff Council (2014). Tackling human trafficking in Cardiff. From: https://www.cardiff.gov.uk/ENG/Your-Council/Councillors-and-meetings/Scrutiny/Scrutiny-reports/Documents/CASSC-Human%20Trafficking.pdf

d134 Kantar Public (2016). Trapped in a bubble: An investigation into triggers for loneliness in the UK

d135 Alcohol Concern (2011). Hidden harm

d136 Public Health Wales Observatory (2015). Health behaviours of school age children

d137 Vale of Glamorgan Council (2017). Performance measures - Children and Young People services Autumn 2016

d138 Welsh Government (2014). Youth Justice Strategy for Wales: Children & Young People. From: https://www.gov.uk/government/publications/youth-justice-strategy-for-wales-children-and-young-people-first

d139 Vale of Glamorgan Council (2015). Youth offending prevention strategy 2015-18.

d140 Trussell Trust Vale of Glamorgan foodbanks (2017). From: https://vale.foodbank.org.uk/

d141 Trussell Trust Cardiff Foodbanks (2017). From: https://cardiff.foodbank.org.uk/

d142 Baird G et al. (2006). Lancet 368:210-215 From: https://www.ncbi.nlm.nih.gov/pubmed/16844490

d143 Stroke Association (2016). Communication problems after stroke. From: http://www.stroke.org.uk/sites/default/files/Communication%20problems%20after%20stroke.pdf

d144 NICE (2016). Autism spectrum disorder in adults: diagnosis and management. CG142. From: https://www.nice.org.uk/guidance/cg142

d145 ONS (2016). Domestic abuse in England and Wales: year ending March 2016. From: https://www.ons.gov.uk/peoplepopulationandcommunity/crimeandjustice/bulletins/domesticabuseinenglandandwales/yearendingmarch2016

d146 Public Health Wales (2016). Making a difference: investing in sustainable health and wellbeing for the people of Wales

DRAFT

DRAFT

This page is intentionally left blank

CYNGOR DINAS CAERDYDD
CITY OF CARDIFF COUNCIL

CABINET MEETING: 16 MARCH 2017

CHILD RIGHTS PARTNERS PROGRAMME

REPORT OF DIRECTOR OF EDUCATION AND LIFELONG LEARNING

AGENDA ITEM: 8

PORTFOLIOS: EARLY YEARS, CHILDREN & FAMILIES (COUNCILLOR SUE LENT) AND SKILLS, SAFETY AND ENGAGEMENT (COUNCILLOR DAN DE'ATH)

Reason for this Report

1. To enable the Cabinet to consider a recommendation to enter into a three-year partnership with Unicef UK, to deliver a 'Child Rights Partners Programme' in Cardiff, which will underpin the Council's ambition to become a 'Child Friendly City'.

Background

2. The Council's Corporate Plan 2016 – 2018 set out a commitment to work towards Cardiff becoming a Child Friendly City by March 2017. This commitment is followed through in the new draft Corporate Plan 2017 – 2019 and embedded within the Council priority to work together to transform services.

3. The ambition to deliver a Child Friendly City, directly contributes to the Council's new obligations under the Well-being of Future Generations Act. The Act requires the Council to involve people in all that we do, and to act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs- the 'sustainable development' principle.

4. During the summer of 2016, Unicef UK, as the promoter of the global Child Friendly Cities initiative, signalled their intention to expand this scheme in the UK under the designation the Child Rights Partners Programme.

5. Following an introductory meeting with Unicef UK in Cardiff, a range of events were held with key stake holders, including two Grand Council events involving 180 children and young people, and discussions with nominated officers representing service areas across the Council and public and third sector partners to identify potential areas of work to take forward with Unicef.

Key issues raised by a wide range of children and young during the engagement sessions were the need to:

- Raise awareness and champion children's rights across the city
- Provide children's rights training for adults who work with or support children.
- Have more of a voice on decision making in communities.
- Offer 'rights based' programmes in schools to enable children to learn about and claim their rights.
- Provide opportunities for children and young people to shape and design services.

6. These engagement activities demonstrated wide ranging interest across young people, diverse service areas in the Council, and public service and third sector partners to build on existing practice in engaging young people through following up participation in the Unicef UK programme.

7. In December 2016, Informal Cabinet approved the submission of an expression of interest to join the new Unicef UK - Child Rights Programme from 2017. In January 2017, a formal invitation to join this programme was received from Unicef UK. This statement of invitation noted that the application from the City of Cardiff Council demonstrated a commitment to children's rights, high aspirations for children and young people in the local authority and a coherent vision for how to use the programme as a vehicle for change.

8. The City of Cardiff is one of only five cities in the UK invited to join the 2017 Child Rights Partners Programme. Acceptance of the offer to form a partnership with Unicef UK to deliver the Child Rights Partners Programme in Cardiff will lead to a three-year collaboration, to embed a child rights-based approach across the city.

An overview of the Unicef UK Child Rights Partners Programme: 2013 - 2016

9. The UK Child Rights Partners Programme was launched by Unicef UK and seeks to embed children's human rights in the UK's public services. It is predicated on a commitment to equity – ensuring positive outcomes for all children, including the most vulnerable – and seeks to develop local implementation of children's human rights in practice. The Child Rights Partners Programme is the UK model of the global Child Friendly Cities initiative.

10. A report from Unicef regarding the UK Child Rights Partners programme highlights the importance of a rights based approach in the delivery of public services for children and young people:

    '*Public services play a vital role in the lives of children and young people. Through universal, targeted and specialist services, local authorities and their partners safeguard and nurture the well-being of all children and young people in their community. Children and young people's experience of these services has a huge impact on their lives, both now and in the* *future. It is therefore vital that these services are effective, equitable, responsive and sensitive to the unique circumstances that each child and young person brings with them. Despite this, services are seldom designed around the experiences and voices of children. Children in vulnerable situations in particular are even less likely to have their views heard and taken into account, leaving them in danger of becoming marginalised and falling through the cracks. By approaching children as passive recipients defined by a set of needs rather than capable and resourceful individuals entitled to legally enshrined rights, services systematically exclude the group they aim to support'.*

11. Unicef UK has been running five pilots of the Child Rights Partners programme since November 2013, in the following local authorities: Leeds, Glasgow, Newcastle, Tower Hamlets and Derry and Strabane. Each local authority has approached the programme differently to meet their own needs:

    - **Leeds** has used a child rights-based approach to improve the experience of young people leaving care, with a particular focus on the support provided to young people as they move to independence.
    - **Glasgow** has developed a rights-based approach to services for care experienced young people, with a specific focus on those who are parents or expecting a baby. Glasgow is also using the child rights principles to change the planning and delivery of early year's services and has made child rights training mandatory for all its members.
    - **Newcastle** is applying a rights-based approach in their children's social care services.
    - **Tower Hamlets** is embedding child rights principles in the way it commissions services for children and young people. The council started with the commissioning of services for young people affected by drug and alcohol misuse.
    - **Derry and Strabane** is embedding children's rights in their community plan and ensuring that children and young people are involved in developing the council's new plan.

12. These pilots capitalised on local insights and knowledge about children and young people in a specific area and led to Unicef announcing a new programme in the UK, commencing in April 2017.

Proposed Scope of a Child Rights Partners Programme in Cardiff

13. In line with the Council's clear commitment to embrace the requirements of the Well- Being of Future Generations Act, in particular to involve people in what we do and ensure that those people reflect the diversity of the area which the Council serves, it is proposed that we take a two dimensional approach to the implementation of a Child Rights Partners programme in Cardiff. The approach seeks to enable a cultural shift in ensuring the consideration of children's rights in all Council policy and decisions, along with a number of focused initiatives which will seek to ensure purposeful engagement of children and young people in specific areas.

13. At a whole Council level it is proposed that a range of cross cutting thematic approaches will embed an awareness of children's rights in all we do. The areas of priority would be:

    - Securing cross party political commitment from all members, through a programme of member training and development.
    - Developing an understanding of, and commitment to, children's rights across the workforce of the Council, through workforce training and practical project activity.
    - Ensuring that expertise is accessible to facilitate the participation of children and young people in policy decisions, major consultations and needs assessments etc.
    - Ensuring a consistent approach to the consideration of children's rights across programmes of work that are enabling the implementation of the requirements of the Well-being of Future Generations Act and the Social Services and Well-being Act.
    - Creating capacity to lead on innovation in children's rights, share best practice and celebrate success.

    All activity would ensure the consolidation and enhancement of the wide range of good practice that is already happening across the Council.

14. In parallel with these cross cutting themes, involvement in in the Child Rights Partners Programme would focus on the development of the active participation of children and young people in the following priority areas:

    - **City Space**

      The Council is committed to delivering a high quality city environment, including new sustainable transport strategies. Through the Unicef UK programme, we will aim to ensure that children and young people are given the opportunity to participate fully in developments that affect them, including active travel and the physical design and operation of city streets.

    - **Children Looked After**

      Collaboration with Unicef UK will provide an invaluable opportunity to support the Corporate Parenting Board to deliver its mission to ensure the best possible outcomes for children who are looked after or who have left care, so that they can be happy and lead a fulfilling life. Using the experience of Unicef UK, we propose to strengthen the voice of Children Looked After by the City of Cardiff Council and support all those individuals involved in delivering services to and supporting these children.

    - **Commissioning and Procurement**

      This programme will seek to embed children's rights in the City of Cardiff Council's corporate approach to Strategic Commissioning frameworks. As an extensive commissioner of services, the Council can play an influential role in promoting children's rights in significant developments which are commissioned by the Council and delivered under contract by other bodies.

- **A locality approach to integration of services for children and young people**

  The Council seeks to work with partners in the pubic and third sectors to maximise integration and alignment of services and community assets on a locality/place basis. This approach has initially been focused on service for older people. We propose to apply a similar approach to the delivery of services for children and young people, initially in a specific locality, drawing on the experience of cities in the UK and elsewhere of developing 'Children's Zones'.

15. The dual approach of both thematic and specific action in collaboration with the Unicef UK programme seeks to build on the existing strong practice in the engagement of children and young people in the public life of the city, and to maximise the impact of existing activities and resource allocations impacting on children and young people, across the full range of Council services and also those of partners in the public sector and third sector in the city.

The Way Forward

16. Those cities that have been invited to participate in the 2017 Child Rights Partners programme must formally accept the invitation to form a partnership with Unicef UK and enter into a service level agreement to define the scope of the partnership. This will clearly set out the requirements of both parties on how to work collaboratively and creatively with local stakeholders and children and young people over the next three years.

    Programme Timeline:

    - Formal acceptance of invitation and development of service level agreement by April 2017.
    - Establishment of a Children and Young People's Advisory Board for the programme to enable a wide range of children and young people to have a voice throughout the programme, including those most vulnerable.
    - Programme initiation May 2017.
    - Engagement workshops to develop outline 3-year programme plan.
    - Initial high level training for strategic officers and elected members by Unicef UK June 2017
    - National programme launch November 20th 2017 in conjunction with Unicef UK.

Financial Implications

17. The estimated revenue costs associated with this programme are £80,000 for each of the three financial years commencing April 2017. This amount comprises the £25,000 annual programme fee to Unicef and costs in relation to staffing, administration and operations totalling £55,000.

18. As part of the 2017/18 Council budget process, a financial pressure bid of £80,000 was approved for use in connection with this initiative. This amount has been allocated to the base revenue budget for the Education directorate and the costs outlined in this report will be funded from within this allocation.

Legal Implications

19. At this stage there are no direct Legal implications arising from the submission of the bid.

HR Implications

20. At this stage there are no direct HR Implications arising from the submission of the bid. Should the Council proceed with the programme; the HR implications arising from individual projects will be assessed and dealt with in line with the Council’s corporate policies and procedures.

RECOMMENDATIONS

The Cabinet is recommended to:

1. Accept the invitation from Unicef UK to enter into a three-year partnership to deliver the Child Rights Partners Programme in Cardiff from April 2017.

2. Delegate responsibility to the Director of Education and Lifelong Learning, in conjunction with Cabinet members for Early Years, Children & Families and Skills, Safety & Engagement, to lead the partnership arrangements to deliver the Child Rights Partners Programme.

NICK BATCHELAR
Director
10 March 2016

CYNGOR DINAS CAERDYDD
CITY OF CARDIFF COUNCIL

CABINET MEETING: 16 MARCH 2017

EDUCATION: WELSH IN EDUCATION STRATEGIC PLAN 2017-2020

REPORT OF DIRECTOR OF EDUCATION AND LIFELONG LEARNING

AGENDA ITEM: 9

PORTFOLIO: EDUCATION (COUNCILLOR SARAH MERRY)

Reason for this Report

1. This report is to approve the Welsh in Education Strategic Plan 2017 – 2020 and includes a summary of consultation responses received.

Background

2. Every three years each local authority in Wales is required to submit a three-year Welsh in Education Strategic Plan (WESP). A WESP is a plan that details the strategic direction for the planning and delivery of Welsh-medium and Welsh-language education in the authority.

3. The first WESP produced by Cardiff covered 2014-2017. During this time, there has been significant investment and an increase in Welsh-medium education across the city including:

   - 2012 - the opening of the third Welsh-medium High School in Cardiff, Bro Edern in Penylan.
   - 2013 - a new 3FE Welsh-medium primary school in Canton, Ysgol Treganna.
   - 2015 - an increase of 0.5FE (15 places) at Ysgol-y-Wern.
   - 2016 - a new 2FE Welsh primary starter school for Butetown, Ysgol Hamadryad, and a new nursery with 48 Part Time Equivalent (PTE) places at Ysgol Glan Ceubal.

4. Cardiff's new WESP will cover the period 2017-2020. The plan is underpinned and informed by Welsh Government's current Welsh-medium Education Strategy (April 2010) and policy statement for 2016-17 (March 2016) along with the Welsh Government draft strategy: A Million Welsh Speakers by 2050. It is also an integral part of Cardiff's five year Bilingual Cardiff Strategy (2017-2022).

5. The aspirations within Cardiff's WESP are in line with Bilingual Cardiff five year strategy and this is reflected through complimentary mission statements and visions. The vision of Cardiff's WESP is:

Cardiff's education system will act as a key driver to ensure that children are able to develop their Welsh skills, and create new speakers, to support Welsh Government's vision of having a million Welsh speakers by 2050.

6. The Welsh Government's guidance on producing the 2017-2020 Welsh in Education Strategic Plan was issued to Cardiff's Education department in August 2016 based on guidance issued by Welsh Ministers under section 87 of the School Standards and Organisation (Wales) Act 2013. The guidance provides a standard template for the plans with standard measures specified.

7. There are seven outcomes that are stipulated by the Welsh Government that are to be included (five of which continue to focus on the five outcomes of the Welsh-medium Education Strategy 2010). These are:

   - **Outcome 1**
     More seven year old children being taught through the medium of Welsh.

   - **Outcome 2**
     More learners continuing to improve their language skills on transfer from primary school to secondary school.

   - **Outcome 3**
     More learners aged 14-16 studying for qualifications through the medium of Welsh.

   - **Outcome 4**
     More learners aged 16-19 studying subjects through the medium of Welsh.

   - **Outcome 5**
     More learners with improved skills in Welsh.

   - **Outcome 6**
     Welsh medium provision for learners with additional learning needs (ALN).

   - **Outcome 7**
     Workforce planning and continuing professional development (CPD).

Consultation Process

8. There was a statutory consultation period of 8 weeks and this ran from 2nd December 2016 to 27th January 2017.

9. The Welsh Government have a list of consultees that each local authority must consult, including neighbouring local authorities, head teachers and governing bodies of each maintained school, and the appropriate religious body if the school has a religious character.

10. Stakeholders including Chairs of school governing bodies, school head teachers, Mudiad Meithrin, Meter Caerdydd, RhAG, neighbouring local authorities, Central South Consortium, Further Education Colleges, the Diocese and others were directly invited to respond to the consultation. Other stakeholders were able to access the document on-line.

11. The consultation process involved the following:

    - Draft strategy published on the Council's website,
    - Distribution of WESP via emails to various stakeholders,

- Meetings with Welsh head teachers,
- Meetings with Cardiff's Welsh in Education Forum,
- Web link to strategy was distributed via the Council social media channels.

12. The views expressed through the appropriate channels, and within the consultation period, have been represented below and in Appendix 2.

13. In total 28 responses were received. This included responses from:

- Members of the public
- Governing Bodies and Head Teachers of Welsh-medium primary schools and Welsh-medium secondary schools across Cardiff
- RhAG
- Mudiad Meithrin
- Menter Caerdydd
- The Welsh Language Commissioner
- The Welsh Language Society
- Ymgyrch TAG
- Cardiff University

14. There were a range of views expressed. Responses have been summarised to identify common themes, which included the following:

Outcome 1 - More 7 Years old children being taught through the medium of Welsh
- Additional Provision of Welsh-medium education at pre-school, cylch's, primary and secondary phases including published admission numbers and capacities.
- Existing provision and monetary resources.
- Implications of the Local Development Plan (LDP) and Welsh-medium demand
- Promotion
- Data & Projections
- Training for front line staff
- Catchment Areas
- Minority ethnic communities and Welsh-medium education
- Learner Travel

Outcome 2 - More Learners continuing to improve their language skills on transfer from primary to secondary schools
- Transfer Rates
- In Year Transfers
- Welsh Language Immersion Centre

Outcome 3 & 4 - More students aged 14-16 studying for qualifications through the medium of Welsh and more students aged 14-19 studying subjects through the medium of Welsh in schools, colleges and work based learning.
- GCSE qualifications
- Welsh Second Language

Outcome 5 - More students with advanced skills in Welsh
- A' level Provision
- Extra-curricular Provision
- Higher Education Sector

Outcome 6 - Welsh-medium provision for learners with ALN

- Greater amount of ALN provision required especially relating to children with behavioural needs

Outcome 7 - Workforce planning & continuing professional development

- Leadership Roles
- Teaching Practitioners
- Student Involvement

Issues arising from the consultation

15. The majority of responses welcomed the Council's proposals to develop, expand, and promote provision for Welsh education.

16. However, some respondents were of the view that the document did not sufficiently address the need to:

    - provide sufficient Welsh-medium places across the city at all stages, particularly in relation to the LDP
    - improve the availability of Additional Learning Needs (ALN) provision in the Welsh-medium sector (particularly around behaviour ALN provision)
    - provide greater commitment to ensuring there are enough spaces available at secondary level in time for the pupils who are attending Welsh-medium primary schools
    - ensure there is a strong vision setting out what the Council wants to achieve in partnership to increasing the number of Welsh speakers in the capital city as part of the wider national target
    - ensure a greater focus on the improvement actions going forward rather than recent developments

17. For a full summary of all responses received during the consultation and the Council's appraisal of each issue raised, please see Appendix 2. The Welsh in Education Strategic Plan has incorporated changes as a result of the consultation process.

18. A Mission Statement has been added to the strategy to capture the Council's ambition to develop the Welsh language across the city and the Vision has been changed to reinforce the Welsh Governments vision of 1m speakers by 2050. Projections and targets have also been amended following feedback.

19. For a full list of all changes made to the WESP following consultation, please see Appendix 3.

Implementation and Monitoring

20. The WESP and associated documents have been considered by the Children and Young People Scrutiny Committee. The Committee welcomed the report and agreed to commend the report to Cabinet. The Committee's advice arising out of the review of the report can be seen in a letter from the Chair of the Committee to the Cabinet Member for Education at Appendix 4.

21. The Minister has the following powers to approve the plan as submitted, approve with modifications or to reject the plan and prepare another one. A draft of the WESP has already been submitted to Welsh Government and the final document will be submitted at the end of March.

22. Following Welsh Government approval of the strategy, it would need to be implemented from 1st April 2017. Following approval by the Welsh Government the Council is required to publish the plan (or revised plan) by 1st June 2017 by placing it on the local authority's website, and making copies of the plan available for inspection by members of the public at the local authority's offices, and any other places it considers appropriate.

23. The local authority must revise the WESP annually to demonstrate progress and include any changes deemed necessary to reach targets during the three-year implementation of the Plan. Revised plans should be submitted to the Welsh Government by the 20th December each year.

24. The Minister has indicated the intention to review the WESPs as part of a wider review into the legislative framework for the Welsh language as documented in 'The Culture, Welsh Language and Communications Committee / 18/01/2017 No. 244'.

Reason for Recommendations

25. The drafting and publication of the WESP is a statutory requirement and all Welsh Government guidelines and regulations have been followed.

26. Taking into account all consultation responses and the guidance provided by Welsh Government, the WESP now represents a fully involved stakeholder document and as such, it is recommended that the Council's Cabinet approve Cardiff's Welsh in Education Strategic Plan (WESP) 2017 – 2020.

Financial Implications

27. There are no financial implications arising directly from the approval of the plan. Any actions undertaken in relation to the delivery of the plan, that give rise to costs in either individual schools or the Education directorate, will need to be met from within existing resource allocations.

Legal Implications (including Equality Impact Assessment)

28. Under the Education Act 1996, the Council has a general statutory obligation to promote high standards of education and to consider parental preference which includes preference for Welsh medium education.

29. Section 84 and 85 of the School Standards and Organisation (Wales) Act 2013 and the Welsh in Education Strategic Plans and Assessing Demand for Welsh Medium Education (Wales) Regulations 2013, set out the statutory obligations for all local authorities to prepare, submit, publish and revise Welsh in Education Strategic Plans (WESPs).

30. 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. The 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

31. 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. The Council has to be mindful of the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards when making any policy decisions and consider the impact upon the Welsh language, the report and Equality Impact Assessment deals with all these obligations.

32. To view the Equality Impact Assessment for the WESP please see Appendix 5.

HR Implications

33. Whilst there are no direct Human Resource implications arising from this report, HR People Services will continue to support Welsh-medium Head teachers and Governing Bodies to address any recruitment challenges they may encounter. Advice will also continue to be available regarding work force planning and whole school staffing structures.

Equality Impact Assessment

34. An Equality Impact Assessment has been completed and concludes that the WESP 2017 – 2020 would have a positive impact on the development of the Welsh language.

RECOMMENDATION

The Cabinet is recommended to approve Cardiff Council WESP 2017-202 for implementation from 1st April 2017.

NICK BATCHELAR
Director
10 March 2017

The following appendices are attached:

Appendix 1 - WESP 2017-2020
Appendix 2 - WESP Consultation Responses Summary
Appendix 3 - List of changes made to the WESP
Appendix4 - Letter from the Chair of the Children and Young People Scrutiny Committee
Appendix 5 – Statutory Screening Tool / EqIA

The following background papers have been taken into account:

- The Welsh Government’s Welsh Language Strategy 2012—17 and draft strategy: A million Welsh speakers by 2050 (2016).
- Welsh in Education Strategic Plans and Assessing Demand for Welsh Medium Education (Wales) Regulations 2013.

- Welsh Government’s current Welsh-medium Education Strategy (April 2010) and policy statement for 2016-17 (March 2016)
- Rewriting the Future: raising ambition and attainment in Welsh schools, 2014.
- Successful Futures: Independent Review of Curriculum and Assessment Arrangements in Wales, Prof Donaldson, February 2015.
- The City of Cardiff Council Corporate Plan 2016-18 & What Matters Integrated Partnership Strategy.
- Cardiff 2020: a renewed vision for education in Cardiff.
- Bilingual Cardiff: 5-Year Welsh Language Strategy, 2017 – 2022.

This page is intentionally left blank

Appendix 1

Welsh in Education Strategic Plan

2017 – 2020

Contents

Page

1.0 Introduction **5**

Mission Statement 6
Vision & Values 6
Context 7
Learner Travel 11

2.0 Strategic Outcomes **11**

Outcome 1 – More 7 Years old children being taught through the medium of Welsh **12**

Measure 1.1: Increase the number of seven year olds taught through the medium of Welsh by 1.2%, from 15.2% in January 2016 to 16.4% by 2020. 12

Measure 1.2: Increase the number of Reception aged children entering Welsh-medium education each year. 12

Outcome 2 – More Learners continuing to improve their language skills on transfer from primary to secondary schools. **14**

Measure 2.1: Increase the number of year nine learners who are assessed in Welsh (First Language) by 1.5% to 14.4% by 2020. 14

Measure 2.2: Maintain or improve the city wide average transfer rate between Foundation Phase to KS2, KS2 to KS3 and KS3 to KS4 of 96% by 2020. 14

Measure 2.3: Maintain 100% transfer from the Welsh Immersion Unit to Welsh-medium schools by 2020. 14

Outcome 3 - More students aged 14-16 studying for qualifications through the Medium of Welsh. **16**

Measure 3.1: Maintain the percentage of learners entered for GCSE Welsh (first language) who are studying for at least two further level 1 or level 2 qualifications through the medium of Welsh at 100% by 2020 (Please note that this does not include those children with statements of SEN). 17

Measure 3.2: Increase the percentage of learners entered for GCSE Welsh (first language) for at least five further level 1 or level 2 qualifications though the medium of Welsh by 3% to 95% by 2020 (Please note this does not include those children with statements of SEN). 17

Outcome 4 – More students aged 14-19 studying subjects through the medium of Welsh in schools, colleges and work based learning. **19**

Measure 4.1: Increase the percentage of learners aged 17 who study 2 or more subjects through the medium of Welsh by 4% to 95% by 2020. 19

Outcome 5 – More students with advanced skills in Welsh **21**

Improve provision and standards in Welsh First Language **21**

Measure 5.1: Increase the percentage of learners at the end of the Foundation Phase who reach at least Foundation Phase Outcome 5 in Language, Literacy and Communication Skills in Welsh-medium schools to 95% by 2020. 21

Measure 5.2: Maintain the percentage of learners at the end of Key Stage 2 who reach at least Level 4 in teacher assessment in Welsh at 96% by 2020. 21

Measure 5.3: Increase the percentage of learners at the end of Key Stage 3 who reach at least Level 5 in teacher assessment in Welsh to 95% by 2020. 22

Measure 5.4: Increase the percentage of learners at the end of Key Stage 4 who achieve grades A*- C in GCSE Welsh first language to 85% by 2020. 22

Improve provision and standards of Welsh Second Language **23**

Measure 5.5: Increase the percentage of learners at the end of Key Stage 2 who reach at least Level 4+ in Welsh Second Language to 80% by 2020. 23

Measure 5.6: Increase the percentage of learners at the end of Key Stage 3 who reach at least Level 5+ in Welsh Second Language to 83% by 2020. 23

Measure 5.7: Increase the percentage of learners entered for GCSE Welsh second language full course to at least 80% by 2020. 23

Measure 5.8: Increase the percentage of the total year 11 cohort who achieve grades A*-C in GCSE Welsh second language full course to 40% by 2020. 24

Increase the number of learners with higher-level Welsh language skills **24**

Measure 5.9: Increase the total A Level Welsh first language entries (as a percentage of GCSE Welsh first language entries two years earlier) to 5.5% by 2020. 24

Measure 5.10: Increase the total A Level Welsh second language entries (as a percentage of the full course GCSE Welsh second language entries two years earlier) to 1% by 2020. 24

Outcome 6 – Welsh-medium provision for learners with ALN **26**

Measure 6.1: Increase the number of places available in Welsh-medium primary & secondary SRB's from 18 places to 42 by September 2020. 26

Outcome 7 – Workforce planning & continuing professional development **28**

3.0 Moving Forward **31**

List of Tables

Table 1: 4-18 year olds in full-time Welsh-medium education. 7

Table 2: Welsh-medium Reception intakes 2004-2016 9

Table 3: Projected and target Reception intakes 2017 – 2020 9

Table 4: Welsh-medium Year 2 projections and targets up to 2022/23 12

Table 5: Learners in year nine who are assessed in Welsh (First Language) in Welsh-medium schools or Welsh-medium streams. 14

Table 6: Total cohort in year 11 with number of entries for 2+ further level 1 or level 2 qualifications in Welsh (first language). 16

Table 7: Total cohort in year 11 with number of entries for 5+ further level 1 or level 2 qualifications in Welsh (first language). 16

Table 8: The number and percentage of learners who study 2 or more subjects through the medium of Welsh at an Advanced level. 19

Table 9: Cardiff & Wales WFL Foundation Phase Outcome 5+ attainment 2013 - 2020 21

Table 10: Cardiff & Wales WFL Key Stage 2 – Level 4+ attainment 2013 - 2020 22

Table 11: Cardiff and Wales WFL Key Stage 2 – Level 5+ attainment 2015/16 22

Table 12: Cardiff and Wales Key Stage 3 – Level 5+ 2013 – 2020 22

Table 13: Cardiff & Wales WFL Key Stage 4 A*-C GCSE 2013 – 2020 22

Table 14: Number of places in the Welsh-medium SRB's and the planned capacity increase 26

Table 15: Schools that deliver Welsh-medium education across Cardiff. 32

Table 16: Respondents who use and want different language provision for their current and future childcare provision. 36

Table 17: Pupil admissions to the Immersion Unit and the transfer rate. 37

List of Appendices

Appendix A: Supporting Information for Outcome 1 32

Appendix B: Supporting Information for Outcome 2 37

Appendix C: Mudiad Meithrin Transfer Data 2014/15 & 2015/16 38

Appendix D: Summary of WESP Measures 39

1.0 Introduction

This Welsh in Education Strategic Plan (WESP) is for the period 2017-2020 and builds on the momentum and commitments from the predecessor WESP from 2014. Whilst based around the seven key outcomes it will further develop the Council's vision and enhance the delivery of the growth and provision of Welsh-medium education throughout the city.

The City of Cardiff Council is committed to developing a bilingual Cardiff. This Welsh in Education Strategic Plan (WESP) 2017-2020 will help Cardiff to support the Welsh Government's vision to see one million Welsh speakers across Wales by 2050.

In order for Cardiff to play its part in achieving Welsh Government's vision, we would need to increase the number of Welsh speakers (aged 3+) in Cardiff by 15.9% from 36,735 (2011 Census) to 42,584 (2021 Census). Cardiff's education sector has already contributed to achieving 58% of this target to date through increasing the number of children accessing Welsh-medium education at the first point of entry at primary level.

This WESP is an integral part of the Councils 5-year Bilingual Cardiff strategy. The most prominent area of interdependency between both strategies is based on strategic area 1: Families, Children and Young People. The priorities within this area are based on promotion, provision and progression. These aspects are core deliverables within outcomes 1 and 2 within this WESP.

The Bilingual Cardiff Strategy aims to increase the number of Welsh speakers and learners within Cardiff as well as increasing the use of the Welsh language in the city. The City of Cardiff Council recognise that the education system is a key element in ensuring that children are able to develop their Welsh skills, and for creating new speakers.

The WESP will also contribute to the seven national well-being goals within the Well-being of Future Generations Act, in particular to a prosperous Wales providing high quality education and training to children and young people with a view to opening up employment, training and further/higher education opportunities in the language of their choice.

This strategy has also been developed within the strategic policy context provided by:

- The Welsh Government's Welsh Language Strategy 2012—17 and draft strategy: A million Welsh speakers by 2050 (2016).
- Welsh in Education Strategic Plans and Assessing Demand for Welsh Medium Education (Wales) Regulations 2013.
- Rewriting the Future: raising ambition and attainment in Welsh schools, 2014.
- Successful Futures: Independent Review of Curriculum and Assessment Arrangements in Wales, Prof Donaldson, February 2015.
- The City of Cardiff Council Corporate Plan 2016-18 & What Matters Integrated Partnership Strategy.
- Cardiff 2020: a renewed vision for education in Cardiff.
- Bilingual Cardiff: 5-Year Welsh Language Strategy, 2017 – 2022.

This WESP will focus on ensuring all learners; regardless of their socio-economic background have an equal chance of achieving their expectations through the delivery of the highest quality Welsh-medium education. The Council recognises the critical importance of developing strong partnerships and of seamless transition at all key stages to develop a truly bilingual city with a thriving Welsh education system.

Mission Statement

Every child in our city feels confident in Welsh by 2050 to contribute towards creating a truly bilingual Cardiff where the Welsh language is protected and nurtured for future generations to use and enjoy.

Vision

Cardiff's education system will act as a key driver to ensure that children are able to develop their Welsh skills, and create new speakers, to support Welsh Government's vision of having a million Welsh speakers by 2050.

Values

Over the next three years, 2017-2020, the strategic aims of this Welsh in Education Strategic Plan are for educational provision in which:

- Welsh-medium education and childcare is **available** to all, with effective transition between ages and phases;

- Pupils have **improved fluency** and use of the Welsh language across all community, faith and foundation schools in Cardiff.

- Provision is **inclusive**, overcoming barriers, providing opportunities for any young person to achieve a good education through the medium of Welsh;

- We **celebrate** and promote the Welsh language, through high quality teaching and challenging children's learning abilities;

- We **promote** the wider use of Welsh outside the classroom through play, leisure and holiday care and youth opportunities as well as beyond school in Further and Higher Education, training and employment.

Context

Cardiff's city context is changing. Its population is increasing rapidly and is expected to increase by 26% by 2036, some 91,500 new residents. Accommodating this growth will mean the construction of 41,000 new homes and the creation of 40,000 new jobs. This will also require significant numbers of new school establishments across the city, including Welsh-medium provision in the primary, secondary and special sectors.

Adapting to this changing demographic will be challenging. However, the Council is committed to capitalising on the opportunities it brings to support the vision for a Bilingual Cardiff through its education provision.

Between 2011/12 and 2015/16, there has been an increase of 985 pupils in Welsh-medium education across the city. By 2020, this is expected to rise by a further 798 pupils, a projected increase of total pupils taught through the medium of Welsh to 15% (shown in table 1).

This has been in part a result of population increases and a result of the expansion of provision within the Welsh-medium sector and the establishment of new schools. This includes notably the opening of the third Welsh-medium High School in Cardiff, Bro Edern in Penylan, 2012 and then in 2013, the building of a new 3FE Welsh-medium primary school in Canton, which saw the merger of Ysgol Tan Yr Eos and Ysgol Treganna and the increase by one form of entry.

In addition, Ysgol-y-Wern Primary School in Llanishen increased in capacity by 0.5 forms of entry (15 places) in September 2015. This has been further complemented by the establishment of a new 2FE Welsh primary starter school for Butetown, Ysgol Hamadryad, which opened in September 2016 and will move to a new build school in the spring of 2018.

Other schemes to increase the capacity within the primary sector include a one form of entry extension to Ysgol Glan Morfa in Splott to take effect from September 2017, with the school moving to a new build establishment in the spring of 2018. There will also be an increase of the age range from 4 - 11 years to 3 -11 years at Ysgol Glan Ceubal in Llandaff North by providing a new nursery with 48 Part Time Equivalent (PTE) places from September 2016. A new building for Gabalfa / Ysgol Glan Ceubal was approved at the Council's February Planning Committee.

This growth in the sector is shown below in Table 1.

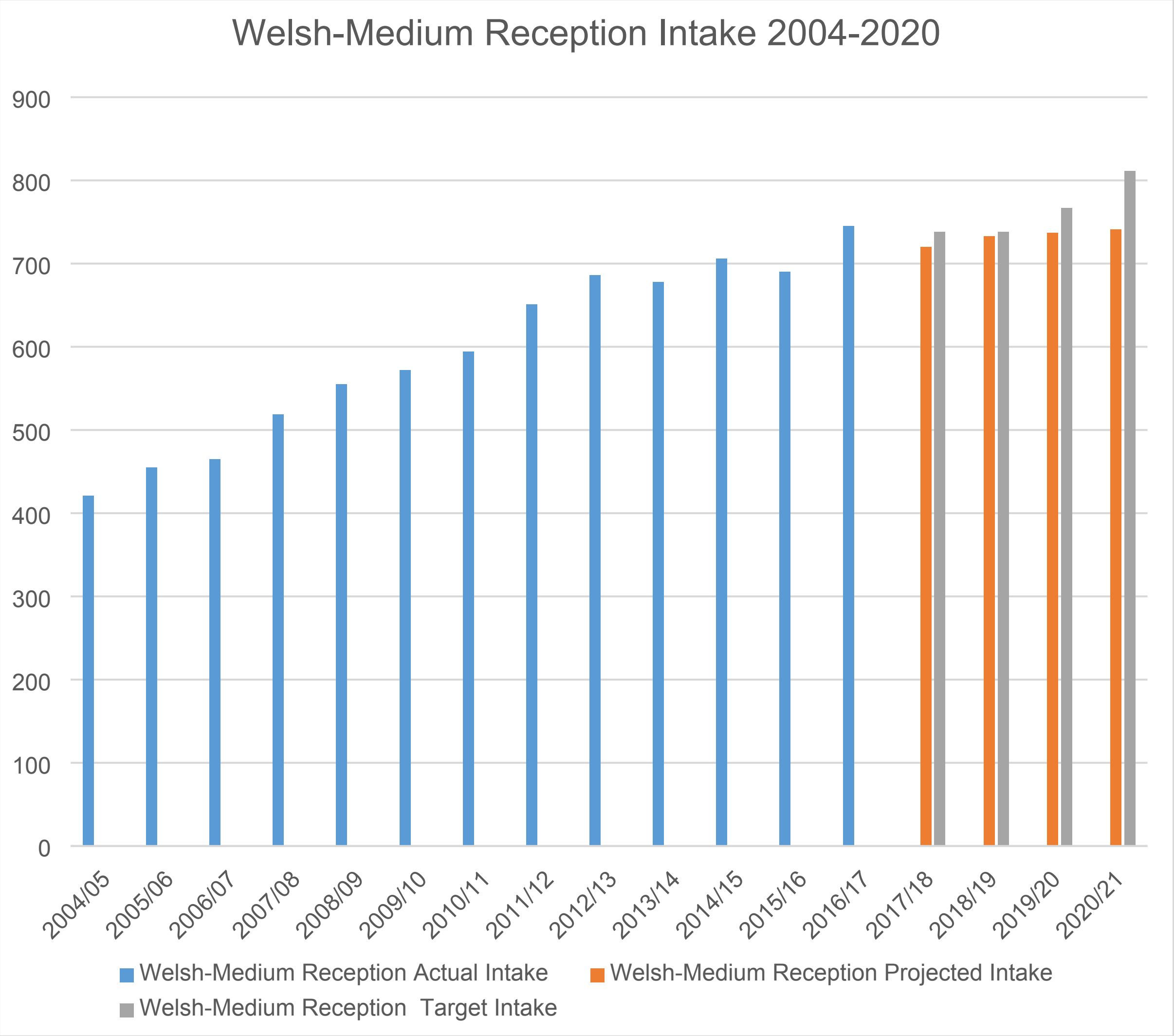
Table 1: 4-18 year olds in full-time Welsh-medium education

School Year	Pupils enrolled in Welsh-medium education 4-18 years.	% 4-18 years' in Welsh-medium education as a % of total cohort
2011/12	6,025	13.0%
2012/13	6,241	13.3%
2013/14	6,541	13.7%
2014/15	6,867	14.2%
2015/16	7,010	14.3%
2016/17 (projection)	7,222	14.4%
2017/18 (projection)	7,429	14.7%
2018/19 (projection)	7,628	14.9%
2019/20 (projection)	7,808	15.0%
2020/21 (projection)	7,967	15.1%
2021/22 (projection)	8,107	15.2%

Sources: 2011/ 12 to 2015/16 PLASC data supplied by schools (January); 2016/17 to 2019/20 projections based on 2016 PLASC and NHS data.

The overall growth of full time Welsh-medium education for pupils aged 4-18 years shows an increase of 985 pupils from 2011/12 to 2015/16. Between 2016/17 and 2021/22, the number of pupils aged 4-18 taught in Welsh-medium schools is projected to increase by 12.3% (from 7,222 to 8,107), making a significant contribution to meeting the targets set in the Council's 5-year Bilingual Cardiff Strategy.

A picture of the growth of Welsh-medium education will be provided by looking at pupil numbers on entrance to Reception. Between 2004/5 and 2016/17 there has been a 77.0% increase in the number of pupils entering Welsh-medium education, in a period when the overall number of pupils entering primary education increased by 28.9%.



In 2015/16, 15.9% of Reception age pupils were admitted to Welsh-medium education, comparted to 12.6% in 2004/5.

Table 2: Reception Intakes 2004 - 2016

School Year	Actual Intake (WM)	Actual Intake (WM, EM and Faith)	% Actual Intake (WM)
2004/05	421	3,333	12.6%
2005/06	455	3,402	13.4%
2006/07	465	3,257	14.3%
2007/08	519	3,463	15.0%
2008/09	555	3,474	16.0%
2009/10	572	3,683	15.5%
2010/11	594	3,859	15.4%
2011/12	651	4,019	16.2%
2012/13	686	4,221	16.3%
2013/14	678	4,256	15.9%
2014/15	706	4,246	16.6%
2015/16	690	4,335	15.9%
2016/17	745	4,297	17.3%

Source: PLASC 2004 – 2015 and NOR – October 2016

Data for the 2016/17 school year shows that 17.3% of pupils were admitted to Welsh-medium education. This represents a significant uplift compared to 2015/16. Projections and targets are stated below however; analysis of 2017 school census data will be required later in the year to fully consider how future projections may be affected.

Table 3: Projected and target Reception Intakes 2017 - 2020

School Year	Projected Intake (WM)	Projected Intake (WM, EM and Faith)	% Projected Intake (WM)	Target Intake (WM)	% Target Intake (WM)
2017/18	720	4,343	16.6%	720	16.6%
2018/19	733	4,139	17.7%	738	17.8%
2019/20	737	4,189	17.6%	767	18.3%
2020/21	741	4,220	17.6%	811	19.2%

Source: NHS GP Registration Data 2016 and PLASC based projections

The Council will ensure that Welsh-medium primary school pupils transfer into the three Welsh-medium secondary schools within the city. It is recognised that the continued growth in the Welsh-medium primary sector will necessitate an increase in provision in the secondary sector, however it is not anticipated that this will be required until after 2022, which is outside the timescale of this WESP. There is currently 16% net surplus capacity within the secondary sector. The Council will continue to monitor the primary school projections, conduct feasibility studies and undertake planning development work over this plan period to ensure that it will be in a position to ensure the sufficiency of Welsh secondary places when further secondary provision is required.

What must also be recognised is the impact that the two major housing sites within the Local Development Plan (LDP) will have on education provision across the city. There are two major housing sites contained within the LDP and these are found in the North East of the city between the areas of Lisvane and Pontprennau and in the West of the city in the area between Radyr and Fairwater. It is anticipated that these two areas will yield up to 12,000 new homes between now and 2026. As part of the development of these areas some 22 forms of entry at primary will be required to serve these new communities, along with two major new secondary schools.

This strategy was consulted on widely with stakeholders during its development and as a city wide strategy, the implementation and delivery of the WESP will be shared with numerous stakeholders. These stakeholders will include head teachers and governing bodies of Welsh-medium schools, Mudiad Meithrin, Menter Caerdydd, the Family Information Service, the Central South Consortium and the Welsh Education Forum including RhAG, who share the responsibility for promoting and facilitating the use of Welsh across the city.

A Welsh in Education Forum (WEF) meets on a termly basis and has become an integral part of the Schools Organisation Planning as well as a quarterly meeting with Welsh Head Teachers to help guide and steer the development of Welsh-medium education across the city. Respondents to the consultation identified a number of other stakeholders that could be included on the membership of the Welsh Education Forum including Cardiff University, Governors of schools, Health Board, National Museum and Coleg Cymraeg Cenedlaethol.

It is the Council's responsibility to ensure that Welsh-medium education is available to all and to develop the provision. The WEF is not a decision making body but is an important contributor to the planning of school places in the city. Subject to approval, the main objectives for the WEF are:

- To contribute to the development and implementation of a Welsh in Education Strategic Plan for the City of Cardiff in compliance with the School Standards and Organisation (Wales) Act (2013).
- To ensure stakeholder participation in the preparation, submission and review of the Welsh in Education Strategic Plan for Cardiff.
- To actively inform the planning of Welsh-medium places through contributing to highlighting areas in need of development, monitoring admission numbers as well as transfer rates between stages within Welsh-medium education.
- To contribute to the development and promotion of Welsh-medium education and activities to support the wider role of Welsh outside the classroom through celebrating positive outcomes and identifying /sharing best practice and assisting in developing improvement strategies.
- To contribute to the aspirations for Welsh-medium education to be fully integrated into the Bilingual Cardiff Strategy (2017-2022).

Learner Travel

Cardiff Council provides free home to school transport to Welsh-medium pupils who are of statutory school age (5 to 16) who live 2 or more miles, primary aged, or 3 or more miles, secondary aged, (measured via the shortest available walking distance) from their nearest appropriate catchment area school for their home address.

Cardiff Councils current home to school transport policy states that there are 4 categories/types of the nearest appropriate school, these are:-

1. The nearest English-medium Community School
2. The nearest Welsh-medium Community School
3. The nearest Church in Wales School
4. The nearest Roman Catholic School

In line with the Council's current policy, free transport is provided to pupils who live more than the statutory walking distances from their nearest appropriate catchment area Welsh-medium school, regardless of a closer English-medium or Faith based school.

When new schools are opened and catchment areas are designated for each type/category of school, Cardiff applies the same principle to all schools in that the new catchment area applies to all pupils starting at a school from the September that the change is effective from. The new catchment area also applies to any pupils starting at the school in each subsequent year thereafter.

Ysgol Hamadryad, the new 2 form of entry Welsh-medium primary school in Butetown, will be piloting new approaches to sustainable travel. The aim is to have 70% of the school population accessing the school premises using sustainable modes of transport mainly in the form of walking. Council teams and Active Travel to School group members are working closely with the Head Teacher and Governing Body to plan appropriate initiatives.

2.0 Strategic Outcomes

There are seven key strategic outcomes upon which the Welsh in Education Strategic Plan has been developed and monitored. These are used as the basis for the planning and delivery of Welsh-medium education across the city.

These are set out in the following sections and establish the city's aspirations for Welsh-medium education up to the year 2020.

Outcome 1:

More seven-year-old children being taught through the medium of Welsh

The first strategic outcome of the WESP is to have more seven-year-old children being taught through the medium of Welsh in a primary school setting. The ambition of Outcome 1 is to increase this by 1.2 percentage points by 2019/20, through a variety of actions including increasing both primary and early year's provision and through partnership working and targeted promotion.

Table 4 below details the recent Reception intakes to Welsh-medium primary schools and Welsh-medium classes in dual stream primary schools, who promote to year 2 and how that figure will progress forward with age promotion up to 2023. Columns 5 and 6 outline the Councils aspirations to increase the targets for children in year 2, over and above age promotion.

It should be noted that an increase of children into Welsh-medium Reception classes in academic year 2018/19, as a result of promotional activities and / or additional early years provision, will not show as an increase in year 2 children (7 year olds) until the 2020/21 academic year.

Table 4: Welsh-medium Year 2 projections and targets up to 2022/23.

Target Date	Total Year 2 population (WM, EM and Faith)	Projected Year 2 WM pupils	Projected WM %	Target WM pupils	Target WM %
2015/16 Current	4,303	658	15.2%	-	-
2016/17	4,304	683	15.9%	-	-
2017/18	4,390	670	15.3%	-	-
2018/19	4,457	724	16.2%	-	-
2019/20	4,187	687	16.4%	687	16.4%
2020/21	4,238	699	16.5%	704	16.6%
2021/22	4,232	703	16.6%	732	17.3%
2022/23	4,232	707	16.7%	774	18.3%

Sources: NHS GP registration data 2016, PLASC 2013 – 2016, NOR October 2016, PLASC based projections January 2016.

The measure of achievement of Outcome 1 is as follows: -

> **Measure 1.1: Increase the number of seven year olds taught through the medium of Welsh by 1.2%, from 15.2% in January 2016 to 16.4% by 2020.**

The impact of promotional and other activities to increase the numbers of children into Welsh-medium education into reception will not start impacting on the numbers of year 2 pupils until after the lifetime of this current WESP. This can be seen in Table 4 above, where, by 2022/23 it is anticipated that additional activities combined with an increase in capacity, over and above age promotion, could increase the number of children in year 2 by up to 3.1% to 18.3% overall.

Measure 1.2: Increase the number of Reception aged children entering Welsh-medium education each year.

Actions to address Outcome 1

1. **Increase Provision** – To increase the provision of Welsh-medium community primary school places by 60 by September 2017, through increasing the capacity of Ysgol Hamadryad and Ysgol Glan Morfa, with new school buildings being delivered during the 2017/18 academic year. To commence the master planning of new Welsh schools established as a result of the Local Development Plan major housing sites in the North and West of Cardiff by 2020, in order to increase the number of seven year olds taught through the medium of Welsh in later years.

2. **Create Stronger Partnerships -** To create a stronger partnership approach to the planning and promotion of Welsh-language opportunities. This will be achieved by increased partnership working between the Family Information Service, Health Visitors, Mudiad Meithrin and schools to create partnership opportunities, improve communications and identify pre-school priorities. Through working together to drive demand from the bottom up and publicise information so parents can make an informed choice prior to their children being of statutory school age.

3. **Strengthen Early Years Provision** – The City of Cardiff Council recognises that the provision of a Cylch Mythrin partnered to a Welsh-medium primary school would provide a natural progression for statutory schooling age progression. This will also encourage skills development and closer partnership working at early years to ensure successful transition. The City of Cardiff Council and Mudiad Meithrin will work together to capture the operational requirements and the feasibility of these arrangements and they will be considered in the future Welsh-medium place planning across the city.

4. **Increase Promotion Activity** - The increased promotion of Welsh school education provision throughout the city to enable parents to make early informed decisions about the benefit of Welsh-medium education. This will be achieved by Welsh-medium primary schools promoting and holding open days at their schools before parents have to apply for a reception place to provide opportunities for promotion of the Welsh-language, to break down perceptions that exist about Welsh-medium education and to increase awareness and understanding of what Welsh-medium education can offer. Welsh-medium school staff will be able to explain the concept of Welsh-medium education at an early stage and to inquire why parents/carers of reception-aged children have chosen Welsh-medium education for their children and feed this back to the local authority to help with future planning. Promotion will also be increased by giving parents information about language options and the concept of Welsh-medium education at an early stage and highlighting opportunities for pupils to transfer into Welsh-medium education in the 2018/19 Schools Admissions Booklet.

Additional information to support the actions for Outcome One including a list of Welsh-medium schools in Cardiff, both primary and secondary, is shown in Appendix A at page 33.

Outcome 2:

More learners continuing to improve their language skills on transfer from primary to secondary school

The second strategic outcome of the WESP is to ensure that learners are continuing to improve their language skills when they transfer from a primary education setting to a secondary education setting. This will be measured in two distinct ways. Firstly, by measuring the numbers of pupils who are being assessed within year 9 through the medium of Welsh and seeking to increase this figure through to 2020, which would demonstrate a growth in the sector. Secondly by tracking the transfer rates between the key stages and at the Welsh Immersion Unit to ensure that learners are continuing on in Welsh-medium education.

Table 5 below shows the number of pupils that are currently on roll in year 9 and how that figure will progress forward with age promotion. The percentages show year 9 pupils in Welsh-medium education as a percentage of the overall cohort at year 9 in English-medium, Welsh-medium and Faith education.

What must be recognised, however, is that the impact of activities to increase the number of children into Welsh-medium education will not take effect with year 9 cohorts until after 2020. This is unless the city experiences significant numbers of pupils transferring into Welsh-medium education instead of progressing through the age groups and/or the impact of Outcome 1 and the achievement of the ambitious target delivers an increase in the number of 7 years olds in Welsh-medium earlier.

Table 5: Learners in year nine who are assessed in Welsh (First Language) in Welsh-medium schools or Welsh-medium streams

NOR/ target date (January)	NOR in Year 9 city wide	Welsh-medium pupils at Year 9	% of pupils in WM
Current 2015/16 (Jan 2016)	3,268	422	12.9%
2016/17 (Jan 2017 - target)	3,389	456	13.5%
2017/18 (Jan 2018 - target)	3,346	470	14.0%
2018/19 (Jan 2019 – target)	3,616	479	13.2%
2019/20 (Jan 2020 - target)	3,711	534	14.4%

Source: PLASC Return January 2016 and PLASC based projections

Therefore, the measures that will be used for achievement of Outcome 2 are as follows: -

Measure 2.1: Increase the number of year nine learners who are assessed in Welsh (First Language) by 1.5% to 14.4% by 2020.

Measure 2.2: Maintain or improve the city-wide average transfer rate between Foundation Phase to KS2, KS2 to KS3 and KS3 to KS4 of 96% by 2020.

Measure 2.3: Maintain 100% transfer from the Welsh Immersion Unit to Welsh-medium schools by 2020.

Actions to address Outcome 2

1. **Sustain Transfer Rates** – Currently the average transfer rates between Foundation Phase to KS2, KS2 to KS3 and KS3 to KS4 in Welsh-medium in Cardiff are very high with an average rate of 95%. The lowest transfer rates can be seen between KS2 (Year 3) to KS3 (Year 7) whilst the highest transfer rates being between KS3 (Year 7) and KS4 (Year 10) (see Appendix D for details).

   The population of Cardiff is rapidly growing however, it is recognised that there is a high degree of mobility both within the city and within the wider city region. Therefore, the achievement of 100% progression through the stages may not be possible. However, Cardiff Council Education planning team will investigate the trends that are visible within the data and in particular the Transfer Rates between:

   - the start of Foundation Phase (Reception) and the start of KS2 (Year 3)
   - the start of Foundation Phase (Reception) and the end of KS2 (Year 6)
   - the end of KS2 (Year 6) and the start of KS3 (Year 7)
   - the start of KS3 (Year 7) and the start of KS4 (Year 10)
   - the end of KS3 (Year 9) and the end of KS4 (Year 11).

   The initial data included within Appendix D suggest that the transfer rate between KS2 and KS3 needs to be improved as a priority however, the Council will review all key stages with the aim of ensuring that a greater number of individuals complete a whole journey of Welsh-medium provision during their education. The Council will work closely with Welsh schools to mitigate the loss of some of those pupils who may be leaving the sector as a result of not achieving their expected outcomes.

2. **Encourage Early Transition Arrangements** - It is recognised that some children join the Welsh-medium sector during the later years of primary school. The City of Cardiff Council support this with the provision of a citywide Welsh Immersion Unit. In recent years this immersion provision has expanded to include children from year 6 (and out of county placements) who are transferring to Welsh-medium high schools. It is recognised that this unit has been successful in integrating children in to the Welsh-medium sector at a later stage however; there is an aspiration for those wishing to receive Welsh-medium education to transfer at the earliest possible opportunity. The City of Cardiff Council will support those who wish to change language medium by working closely together with schools and governing bodies to capture parental preferences at an early stage. In addition, this will be supported by the permanent establishment of Welsh-medium immersion provision.

3. **Engage with stakeholders to inform the planning of Welsh-medium School Places** – The population of Cardiff is rapidly growing. An important aspect of the rising population is to ensure that within a Bilingual Cardiff, school place planning, takes account of the increasing demand for Welsh-medium provision in both the primary and secondary sectors. This is a statutory duty of the Council to ensure the sufficiency of school places. An important part of planning school paces will be to fully engage with stakeholders including schools, governing bodies, parents, early years' providers, health visitors, Mudiad Meithrin, the Family Information Service, Menter Caerdydd and the extended range of Welsh language organisations to ensure that the demand is effectively captured.

Additional information to support the actions for Outcome Two are shown in Appendix B at page 38.

Outcome 3:

More students aged 14 - 16 studying for qualifications through the medium of Welsh

The third strategic outcome of the WESP is to increase the number of pupils aged 14-16 studying for qualifications through the medium of Welsh. This will be measured in two ways. Firstly, by measuring the percentage of learners entered for GCSE Welsh (first language) who are studying for at least two further level 1 or level 2 qualifications through the medium of Welsh and secondly the percentage of learners entered for GCSE Welsh (first language) studying for at least five further level 1 or level 2 qualifications through the medium of Welsh.

Table 6 below shows the number and percentage of learners in year 11 entered for GCSE Welsh (first language) who are studying for at least two further level 1 or level 2 qualifications through the medium of Welsh. Currently some 99.7% of pupils within Welsh-medium Secondary Schools achieve at least 2+ qualifications at Level 1 or 2 in Welsh first language. The target for 2020 is set at 100%, however, it is recognised that this will not include those children with particular statements of special educational need.

Table 6: Total cohort in year 11 with number of entries for 2+ further level 1 or level 2 qualifications in Welsh (first language)

Year	Numbers in year 11 in WM	Entries WFL	Number studying	% studying
			2+ further L1 or L2 WM qualifications	
Current 2015/16	365	361	360	99.7%
2016/17 (Jan 17 - target)	382	382	382	100%
2017/18 (Jan 18 - target)	417	417	417	100%
2018/19 (Jan 19 – target)	451	451	451	100%
2019/20 (Jan 20 - target)	464	464	464	100%

Source: CSC - Provisional KS4 data supply 2016 (Welsh language and Welsh literature qualifications are excluded from the calculations.

Table 7 below shows the number and percentage of learners in year 11 entered for GCSE Welsh (first language) studying for at least five further level 1 or level 2 qualifications through the medium of Welsh. Currently some 92% of pupils within Welsh-medium Secondary Schools achieve 5+ qualifications at Level 1 or 2 in Welsh first language. The Target is set to increase by 1% year on year to reach 95% by 2020. However, it is recognised that this will not include those children with particular statements of special educational need.

Table 7: Total cohort in year 11 with number of entries for 5+ further level 1 or level 2 qualifications in Welsh (first language)

Year	Numbers in year 11 in WM	Entries WFL	Number studying	% studying
			5+ further L1 or L2 WM qualifications	
Current 2015/16	365	361	332	92%
2016/17 (Jan 17 - target)	382	382	355	93%
2017/18 (Jan 18 - target)	417	417	392	94%
2018/19 (Jan 19 – target)	451	451	428	95%
2019/20 (Jan 20 - target)	464	464	441	95%

Source: CSC - Provisional KS4 data supply 2016 (Welsh language and Welsh literature qualifications are excluded from the calculations).

Therefore, the measures that will be used for achievement of Outcome 3 are as follows: -

Measure 3.1: Maintain the percentage of learners entered for GCSE Welsh (first language) who are studying for at least two further level 1 or level 2 qualifications through the medium of Welsh at 100% by 2020 (Please note that this does not include those children with statements of SEN).

Measure 3.2: Increase the percentage of learners entered for GCSE Welsh (first language) for at least five further level 1 or level 2 qualifications though the medium of Welsh to by 3% to 95% by 2020 (Please note this does not include those children with statements of SEN).

It is important to acknowledge that all the Welsh-medium secondary schools will be aiming to generate 100% of learners with Welsh plus two qualifications at least at Level 1. This measure is underpinned and driven by school performance measures including:

- *the Level 1 threshold*
- *Level 2 threshold*
- *Level 2 plus including English/Welsh and Mathematics*
- *Performance in the Best 9.*

It is also important to note that whilst 100% level 1 target is achieveable in the main for Welsh-medium secondary schools it is not an applicable target for students in Specialist Resource Bases and those with particular statements of SEN. Therefore until these pupils are disaggragated it will not be an achievable target. Welsh secondary schools will continue to set targets for improvements and to raise standards.

Actions to address Outcome 3

1. **Encourage Curriculum Breadth and Choice for 14-16 years** – The Learning and Skills Measure 2009 indicates that pupils in KS4 are entitiled to an offer of twenty Level 2 subjects, five of which must be Level 2 Vocational. In order to maintain and provide a varied curriculum suited to pupils' interests, abilities and needs the Welsh secondary schools in Cardiff continue to work together in a 14-19 partnership to meet and deliver the Measure.

   Schools are encouraged to utilise their Education Improvement Grant for this purpose by the Consortium and Local Authority and pupils from all three Welsh-medium secondary schools are encouraged to take up subjects not offered by their Welsh-medium home school at a Welsh-medium host school or Further Education Institution where applicable and appropriate.

2. **Promote Welsh Immersion Opportunities** – As indicated in Outcome 2 it is acknowledged that the transfer rates between Welsh-medium primary and Welsh-medium secondary school are currently very high. In order to ensure that English-medium to Welsh-medium transfer between primary and secondary schools is available the Local Authority will look to continue to support a Welsh Immersion Unit.

   Currently there is limited uptake of this provision at secondary level reflecting the benefits to learners of accessing or transfering to Welsh-medium education at the earliest point of entry. However, this option will continue to be publicised to parents/carers who wish to transfer from English-medium to Welsh-medium.

3. **Raise Standards -** Both the Local Authority and the Central South Consortium will be providing challenge to the three Welsh-medium secondary schools in Cardiff in order to continually improve their standards against performance indicators. Furthermore, the three Welsh-medium secondary schools continue to support one another in their curriculum development through the 14-19 partnership as well as external networks and forums such as CYDAG. This support, challenge and intervention provides professional development opportunities and curriculum developments which supports school improvement in the Welsh-medium sector.

4. **Actively Celebrate Welsh-medium Secondary School Successes** – The Council will liaise with Welsh-medium Secondary Schools to promote the successes of co-horts to stimulate awareness and interest in the Welsh-medium education sector.

Outcome 4:

More students aged 14-19 studying subjects through the medium of Welsh, in schools, colleges and work-based learning

The fourth strategic outcome of the WESP is to increase the number of learners aged 14-19 that are studying subjects through the medium of Welsh, in schools, colleges and work-based learning. This will be measured by percentage of learners aged 16-19 who study 2 or more subjects through the medium of Welsh, as shown in the table below.

Table 8: The number and percentage of learners who study 2 or more subjects through the medium of Welsh at an Advanced level:

Year	Cohort 17 year olds in WM In Cardiff	Number studying In Cardiff	% studying
		2+ qualifications through WM	
Current 2015/16 (Jan 2016)	252	229	90.9%
2016/17 – (Jan 2017 target)	258	239	92.0%
2017/18 – (Jan 2018 target)	270	252	93.3%
2018/19 – (Jan 2019 target)	294	277	94.2%
2019/20 – (Jan 2020 target)	318	302	95.0%

Source: CCC - Provisional KS4 data supply 2016.

Currently from a cohort of some 252, there are some 229 or 90% of 17 years olds studying 2 or more subjects through the medium of Welsh at an advanced level in schools, colleges and work based learning in the City of Cardiff. The target is to increase the number of pupils annually to reach a target of 95% by 2020.

Therefore, the measure that will be used for achievement of Outcome 4 is as follows: -

> **Measure 4.1: Increase the percentage of learners aged 17 who study 2 or more subjects through the medium of Welsh in Welsh-medium schools by 4% to 95% by 2020.**

Actions to address Outcome 4

1. **Encourage Curriculum Breadth and Choice for 16-19 years** – The Learning and Skills Measure 2009 indicates that pupils aged 16-19 are entitiled to an offer of thirty Level 3 subjects five of which must be Level 3 Voctional. In order to maintain and provide a varied curriculum suited to pupils interests, ability and needs the Welsh secondary schools in Cardiff continue to work together in a 14-19 parternship to meet and deliver the Measure. Pupils from all three Welsh-medium secondary schools are encouraged to take up subjects not offered by their Welsh-medium home school at a Welsh-medium host school or Work Based Learning Centre or Further Education where applicable and appropriate. Labour Market Intelligence from the Wales Learning and Skills Observatory should be utilised by schools to inform curriculum planning in 16-19 that reflects the Labour market with specific reference to Welsh Speaking Industries.

Concerns regarding some subjects have been expressed, for example, Childcare and Welsh 1st Language A Level. This is because ALPs data indicates that from 2012 to 2015 there has been a steady decline in the uptake of Welsh 1st Language nationally. It must be noted however in Cardiff take-up has grown slightly in this last year and data indicates 13 entries in 2014, 12 entries in 2015 and 18 entries in 2016.

However, these numbers remain limited despite achievement in Welsh 1st language GCSE. Some, but not all, of the long term impact of this in Wales could be a shortage of Welsh 1st Language teaching staff and difficulty of recruitment for translation services and therefore this needs to be addressed at a national level.

2. **Raise Standards** - Both the Local Authority and the Central South Consortium will provide challenge to the three Welsh-medium secondary schools in Cardiff in order to continually improve their standards against performance indicators. ALPS data will continue to inform and support ongoing improvement in the quality of sixth form provision in the Welsh-medium secondary sector taking into account of value added information in determining its relative progress. Furthermore, the three Welsh-medium high schools continue to support one another in their curriculum development through the 14-19 partnership as well as external networks and forums such as CYDAG (who promote Welsh-medium & Bilingual education) and will review opportunities to develop further work-based links.

3. **Improve Impartial Advice and Guidance** – The awareness of pupils, staff, parents/carers of Labour Market Intelligence and Local Economy and job market will be raised in order that pupils can make informed choices in their 16-19 curriculum. Careers advice provided by Careers Wales will be up to date, accurate and reflective of the Welsh speaking economy. Higher Education and Welsh Speaking Alumni will be utilised to highlight and raise awareness of professions that utilise Welsh in order to raise aspirations of young people who wish to follow a Welsh Language career path. The three Welsh-medium secondary schools will raise awareness of professional people who use the Welsh language daily in their professional careers to raise the aspirations of learners to follow a Welsh language career path.

Outcome 5:

More students with advanced skills in Welsh

The fifth strategic outcome of the WESP focusses on increasing the number of students with advanced skills in Welsh. Whether pupils attend a Welsh-medium or an English-medium school, the Council has an ambition to increase the proportion of young people confident in the use of the Welsh language.

The Outcome is split into three main areas:

- *Improve provision and standards in Welsh First Language* – Raising the percentage of learners at Foundation Phase, Key Stage 2, Key Stage 3 and Key stage 4 achieving the expected outcomes in Welsh (first language)
- *Improve provision and standards of Welsh Second Language* - Raising the percentage of learners at Foundation Phase, Key Stage 2, Key Stage 3 and Key stage 4 achieving the expected outcomes in Welsh (second language).
- *Increase the number of learners with higher-level Welsh language skills* - Raising standards and improving attainment in Welsh and Welsh second language at Advanced level.

Therefore, the measures that will be used for achievement of Outcome 5 are spilt into the 3 areas outlined above as follows: -

Improve provision and standards in Welsh First Language

Foundation Phase

It is clear that over the last four years there has been an increase in attainment outcomes at Welsh first language at the end of each key stage. At the end of the Foundation Phase, currently some 93% of pupils are achieving outcome 5 in Welsh-medium schools. This has been a rise of 3 percentage points in the last four years and demonstrates that the majority of pupils are achieving well at foundation phase. Therefore, the target for 2020 is to increase this percentage to 95%.

Measure 5.1: Increase the percentage of learners at the end of the Foundation Phase who reach at least Foundation Phase Outcome 5+ in Language, Literacy and Communication Skills in Welsh-medium schools to 95% by 2020.

Table 9 below shows that Cardiff is performing above the Wales average.

Table 9: Cardiff & Wales WFL Foundation Phase – Outcome 5+ attainment 2013-2020

FP O5+	2013	2014	2015	2016	2020 target
Cardiff	86.9%	90.5%	92.8%	93.1%	95%
Wales	86.7%	89.8%	91.3%	90.7%	tbc

Key Stage 2

At the end of Key Stage 2 in Welsh first language currently some 96.1% of learners are reaching level 4+ in Welsh first language. This has increased significantly over the past four years by 6.6 percentage points from a figure of 89.5% in 2013. Whilst this is a much improved picture overall, it is acknowledged that a 96% achievement rate is a realistic target to maintain for the future.

Measure 5.2: Maintain the percentage of learners at the end of Key Stage 2 who reach at least Level 4+ in Welsh first language at 96% by 2020.

Table 10 below shows that Cardiff is performing above the Wales average.

Table 10: Cardiff & Wales WFL Key Stage 2 – Level 4+ attainment 2013-2020

KS2 L4+	2013	2014	2015	2016	2020 target
Cardiff	89.5%	90.1%	93.7%	96.1%	96%
Wales	86.7%	88.1%	90.5%	90.8%	tbc

However, the City of Cardiff Council would like to see an increase in the number of pupils attaining a level 5+ at the end of Key Stage 2. In 2015/16, the city performed above the national average for pupils attaining above the expected level.

Table 11: Key Stage 2 – Level 5+, 2015/16

KS2 L5+	2016
Cardiff	47.6%
Wales	38.0%

Key Stage 3

At the end of Key Stage 3 93.1% of learners are attaining at least level 5+ in Welsh first language. This again has increased over the past four years by 4.6 percentage points from a figure of 88.5% in 2013. The target for 2020 is to increase this figure to 95%, acknowledging that a number of pupils with statements of special educational needs may not reach this outcome.

Measure 5.3: Increase the percentage of learners at the end of Key Stage 3 who reach at least Level 5+ in Welsh first language to 95% by 2020.

Table 12 below shows that Cardiff is performing above the Wales average.

Table 12: Cardiff & Wales Key Stage 3 – Level 5+ attainment 2013-2020

KS3 L5+	2013	2014	2015	2016	2020 target
Cardiff	88.5%	94.0%	92.8%	93.1%	95%
Wales	87.6%	90.1%	90.9%	92.4%	tbc

The City of Cardiff Council would like to see an increase in pupils attaining L6 and L7 at Key Stage 3 to help support higher targets at Key Stage 4.

Key Stage 4

In 2016, 79% of learners achieved A*- C in GCSE Welsh first language. This has increased over the past four years from 75% in 2012; however, the trend is not consistent. In 2014 and 2015, the percentage was 83% and 84% respectively; therefore, compared to 2015 there has been a drop in achievement of 5%. Taking this into account the target for 2020 is to increase the percentage of learners achieving A*- C in GCSE Welsh first language to 85%. This will then exceed the position achieved in 2015.

Measure 5.4: Increase the percentage of learners at the end of Key Stage 4 who achieve grades A*- C in GCSE Welsh first language to 85% by 2020.

Table 13 below shows that Cardiff is performing above the Wales average.

Table 13: Cardiff & Wales WFL Key Stage 4 – A* - C GCSE attainment 2013-2020

KS4 A*-C	2013	2014	2015	2016	2020 target
Cardiff	81.6%	83.0%	84.1%	79.8%	85%
Wales	73.6%	73.7%	75.2%	75.1%	tbc

Improve provision and standards of Welsh Second Language

The standards of Welsh second language at the end of Key Stage 2 and 3 are at 76% and 80% respectively, the ambition is to improve on these figures by 2020. Currently the percentage of learners entered for the qualification at the end of Key Stage 4 who achieve grades A*-C in GCSE Welsh second language full course is 83.2%.The current percentage of pupils who are achieving grades A*-C in GCSE Welsh second language short course is only 49%.

The Welsh Government are changing the way Welsh second language qualifications are obtained. The existing Welsh second language qualifications, both full course and short course, will be assessed for the last time in summer 2018 and only one qualification in Welsh second language will be available from September 2018.

In terms of teaching Welsh in the curriculum, schools have a statutory expectation to teach Welsh to all pupils until the end of Key Stage 4. However, Welsh Government's guidance does not state that the examination for the new full course will be statutory. In terms of qualifications, the Welsh Government would like all English-medium secondary schools to deliver the new Welsh language full course.

Currently pupils in English-medium secondary schools are able to complete the Welsh Second Language courses in year 10 or split the courses 50/50 across year 10 and year 11. New guidance from Welsh Government specifies that pupils can only do 25% of the new full course assessment in year 10 with the remaining 75% in year 11, removing the option to complete a Welsh second language qualification early.

The three Welsh Second Language Hubs within Central South Consortium (Cardiff High, Treorchy and Cowbridge) as well as Welsh language specialists from the Central South Consortium (CSC) and Education Achievement Service for South East Wales (EAS) will provide support to schools in the region to mitigate any negative impacts of these changes. Cardiff Council will work in partnership with English-medium secondary schools and the Central South Consortium to monitor the impact of the changes to the curriculum and the entries for Welsh second language GCSE and an annual progress update will be provided via the WESP. More information can be found at the following link: http://qualificationswales.org/development/changes-to-gcse-welsh-second-language/?lang=en&

Measure 5.5: Increase the percentage of learners at the end of Key Stage 2 who reach at least Level 4+ in Welsh second language to 80% by 2020.

Measure 5.6: Increase the percentage of learners at the end of Key Stage 3 who reach at least Level 5+ in Welsh second language to 83% by 2020.

Measure 5.7: Increase the percentage of learners entered for GCSE Welsh second language full course to at least 80% by 2020.

Measure 5.8: Increase the percentage of the total year 11 cohort who achieve grades A*-C in GCSE Welsh second language to 40% by 2020.

Increase the number of learners with higher-level Welsh language skills

Currently the percentage of pupils that are studying for A' level Welsh first language as a percentage of those who studied it at GCSE stands at 4.8%. This shows a marginal increase over the last three years of less than 1 percentage point and this may be reflective of the fact that only 15% of pupils in Welsh-medium education are from Welsh speaking homes. The council is committed to working in partnership with schools to ensure the continuing uptake of this advanced qualification with a target to increase the numbers to 5.5% of the cohort by 2020.

In addition, the number of pupils who are studying for A' level Welsh second language as a percentage of those who studied GCSE second language full course currently stands at only 0.4%. It is recognised that this qualification is not currently a prominent choice amongst young people. It is a shared ambition of the council and schools to look to improve this take up, with a target of 1% by 2020.

> **Measure 5.9: Increase the total A Level Welsh first language entries (as a percentage of GCSE Welsh first language entries two years earlier) to 5.5% by 2020.**
>
> **Measure 5.10: Increase the total A Level Welsh second language entries (as a percentage of the full course GCSE Welsh second language entries two years earlier) to 1% by 2020.**

Actions to address Outcome 5

1. **Improve Welsh Literacy** – Raising standards in Welsh literacy/Welsh is a specific improvement priority in the Central South Consortium's business plan. This means that achieving improvement in learner outcomes in Welsh is a key factor when the consortium plans hub school training provision and all other aspects of its school improvement activity. Outcomes for Welsh have improved dramatically across the region since 2012, with particularly significant increases in outcomes at above the expected levels in the Foundation Phase to Key Stage 3. The percentage of pupils achieving an A*-C grade in Welsh at GCSE across the consortium has increased jumped almost 9 percentage points since 2012/13 to 85.9%. Further improvement will be secured by continuing to develop professional learning programmes for practitioners designed to:

   - Enhance practitioners' own language skills
   - Improve teaching by e.g. providing training on the NAiD scheme (assessment for learning, progress lunch, developing interdependent learning, enquiry based learning, developing activities)
   - Improve leadership by providing Welsh-medium leadership programmes for new head teachers and middle leaders.
   - Embed successful Welsh teaching practice in English medium schools across the region (programmes offered by schools whose current Welsh second language provision is good).

2. **Consider the Welsh Language within the wider city development** - Inward and outward migration has a profound effect on areas across Cardiff. Many Welsh speaking, and non-Welsh speaking young people have moved from their communities to seek work in the city. Cardiff needs to be able to offer opportunities for all Welsh speakers, whatever their fluency level, to use the language in every sphere of life and to encourage them to do so. To support this aim, the Council have established the Welsh Language Cultural Centre in the Old Library, Yr Hen Lyfrgell, to promote and facilitate the Welsh language in the heart of the capital city.

   Cardiff is a multi-cultural city and has an ambition to be Europe's most liveable capital city. Over the last few years, Cardiff has attracted a significant amount of inward investment in sectors such as Financial, Professional and Business Services; Creative and Digital Sectors; Advanced Manufacturing and Life Sciences. The majority of these companies serve national and international markets and their recruitment priority is to secure an employee base with the right skills and technical knowledge for their sector, which may include language capability. An important consideration for companies serving local markets in and across Wales are employees that have higher level Welsh language skills. Sectors that have a higher interface in Cardiff with local markets include: Leisure and Hospitality, Government Departments and Local Regeneration Projects. The City of Cardiff Council anticipate a continuing high level of investment and regeneration in the city. For those companies which may have an interest in serving Wales or parts of Wales the council will continue to promote various language capabilities, including the Welsh language, to attract inward investment opportunities.

The Council has also been preparing sector reports on the Cardiff economy to help schools understand changes in the local labour market and to identify new career opportunities. These will be shared with schools so that a stronger emphasis is placed on workforce planning and skills, as the Council recognises the Welsh Government's aspiration in Successful Futures that the needs of employers and the workplace are seen as vital if young people are to move smoothly and successfully into employment.

3. **Increase exposure to the Welsh language outside school hours** – Anecdotal feedback from Welsh-medium school practitioners suggests that following a summer holiday period from school, a number of pupils who don't speak Welsh during this time require short term intensive language exposure. To ensure that Welsh becomes a living language in Cardiff the Council will continue to provide opportunities for learners to use and practise their Welsh language skills in formal and non-formal settings through, for example, promoting out of school Welsh-medium childcare provision. All providers need to adopt a multi-agency approach to promote current provision as this should allow a larger audience to access the services.

   Through the Council's corporate communications team and individual schools, we will promote facilities available across the city where opportunities to use the Welsh-language are available, such as Yr Hen Lyfrgell offering clubs such as animation and dance workshops and Bwrlwm, Welsh-medium Open Access Play Sessions, organised in partnership between Menter Caerdydd, Urdd Gobaith Cymru's Sport Department and Cardiff Council.

   Of significance importance is that the City of Cardiff are hosting the National Eisteddfod for Wales in 2018 and the Urdd Eistedfordd in 2019, giving numerous opportunities for families and young people to use their Welsh language skills outside of school hours in a stimulating and culturally diverse environment.

   If pupils attending a Welsh-medium school are from non-Welsh speaking families, they tend to revert to English once they leave school for the day and it will be important for schools to increase their work and engagement with Menter Caerdydd and Urdd to increase the social use of the Welsh language.

4. **Foster Partnerships between English-medium and Welsh-medium schools** – As well as providing new Welsh-medium primary school places, the Council will also further opportunities for pupils within English-medium primary schools to receive increased exposure to the Welsh language. This could be achieved by introducing pilot schemes to further develop partnerships between Welsh-medium primary schools and English-medium primary schools, to increase the interaction between pupils and teachers through the medium of Welsh.

Outcome 6:

Welsh-medium provision for learners with additional learning needs (ALN)

The sixth strategic outcome of the WESP is to ensure Welsh-medium provision for learners with additional learning needs (ALN). The City of Cardiff Council will measure this outcome through the number of places available in the Welsh-medium SRB. It is recognised that with an increase in diverse population within the city there will be a need for additional SRB places in Welsh-medium secondary schools.

Table 14 below shows the number of places that are available, or planned, in the Welsh-medium primary and secondary SRB's including Early Intervention Classes (EIC's).

Table 14: Number of places in the Welsh-medium SRB's and the planned capacity increase

Year	Nr places Primary SRB & EIC's	Nr places Secondary SRB	Nr places KS2 EIC	Nr places Secondary BESD	Total Places
Current 2015/16	8	10	-	-	18
2016/17 – (Jan 2017)	8	12	8	-	28
2017/18 – (Jan 2018)	8	16	8	2	34
2018/19 – (Jan 2019)	8	20	8	4	40
2019/20 – (Jan 2020)	8	20	8	6	42

Source: CCC – Senior Achievement Leader – Inclusion.

Therefore, the measures that will be used for achievement of Outcome 6 are as follows: -

Measure 6.1: Increase the number of places available in Welsh-medium primary & secondary SRB's from 18 places to 42 by September 2020.

Actions to address Outcome 6

1. **Review the Primary SRB and increase take up of places from 50% to 100%.**

   In 2016-17 the number of pupils attending the SRB has fallen to 4. There are pupils in the sector who would meet the criteria to attend, but parents have chosen support in mainstream as their preferred provision. The local authority will work with schools and the parent partnership service (SNAP) to identify the reasons for this choice and identify how to make maximum use of the SRB places. Depending on the findings of a review, options for future development may include:
   a. Raising the profile of the SRB to attract more parents; or
   b. Changing the mode of operation to a Welsh outreach SRB, providing specialist support to SRB pupils in their own local school, if this is parental preference.

2. **Establish a long term location for the Primary Early Intervention Class and increase take up of places from 60% to 100%.**

   This class was opened summer term 2016, to provide 8 time limited places for KS2 pupils experiencing behaviour social and emotional difficulties. The class is temporarily located on a secondary site but will need to transfer to a permanent primary school location in 2017. The class is under-subscribed at present, with 5 out of 8 funded places filled, giving scope to meet demand as this increases.

3. **Extend capacity at the Secondary SRB (at Ysgol Glantaf) from 12 places to 20, with space for further expansion after 2020.**

   Although the majority of pupils with complex learning needs attend their local Welsh primary school, by parental preference, the majority of families opt for an SRB place at secondary phase. Funded places have increased from 7 in 2012, to 12 in 2016. The demand is projected to reach 20 by 2018-19. Accommodation is being reviewed with a view to extending places, including flexibility for further growth in subsequent years.

4. **Establish secondary places for pupils with Behaviour emotional social needs (BESD) with an admission number of 1-3 places per year.**

   The SRB at Glantaf specialises in support for complex learning needs, but there is also a growing need for specialist places for pupils presenting with long term, severe BESD.

A working group of Welsh-medium Head teachers, SENCOs and specialist staff has been established to review current ALN provision and will include consideration of pupil data. This process is being implemented with a view to agreeing appropriate levels of provision for children with ALN in the Welsh-medium sector going forward. As part of this a needs mapping exercise is being carried out which will inform plans for future specialist provision, for BESD and ASD. Appropriate ways to implement agreed levels of provision will be developed out of this working group, with input from stakeholders.

Outcome 7:

Workforce planning and continuing professional development

The seventh strategic outcome of the WESP focuses on three areas:

- Development of Welsh language skills and the ability to teach through the medium of Welsh of the teaching workforce.
- The identification and development of future school leaders of Welsh medium schools.
- The further development of school to school support through hub and pioneer school structures

The Central South Consortium (CSC) will play an instrumental role in the delivery of Welsh language skill audits and the planning and delivery of workforce planning and continuing professional development in the Welsh-medium sector.

Actions to address Outcome 7

1. **Develop the teaching workforce** - The number of teachers/level of skill required to implement the new curriculum for Welsh effectively is not yet clear. However, the Consortium will use workforce data to continue to design professional learning programmes which reflect regional workforce needs. The Consortium is also working closely with Initial Teacher Training and Education (ITET) providers to develop jointly-delivered (by schools and Higher Education Institutions) programmes for newly qualified teachers. These are being designed to reflect the requirements of the new curriculum and will include the development of a suitably qualified workforce to deliver the Welsh continuum.

   In the shorter term, recruitment to particular teaching posts in Welsh-medium schools remains a challenge. Mathematics, Sciences and English are particularly challenging. This is being addressed by ‘hub’ provision which offers training for non-specialists to enable them to teach subjects other than their main specialism effectively. The number of teaching assistants/level of language skills required to implement the new curriculum for Welsh effectively is not yet clear. However, the consortium will use workforce data to continue to design professional learning programmes which reflect regional workforce needs. School governing bodies and Head teachers work with officers in the Education and HR departments in the LA in order to comply with the Council’s Welsh Language Scheme and recruitment policy when advertising posts for practitioners to support teaching through the medium of Welsh.

   The Local Authority and CSC will work with schools in order develop the workforce:

   - Head teachers to ensure that there are sufficient numbers of practitioners to deliver Welsh-medium education.
   - Governing bodies to ensure that they comply with the Council’s Welsh language scheme and recruitment policy when advertising for practitioners to support teaching through the medium of Welsh.
   - Central South Consortium to promote middle level leadership programmes throughout the Welsh-medium sector.
   - Central South Consortium to promote the aspiring leader programmes with middle level leaders and Deputy Head teachers in Welsh-medium schools.

- Cardiff schools to ensure capacity is built within to up skill potential future leaders.
- Schools to ensure that all newly appointed teaching assistants are skilled linguistic practitioners.
- Schools to support training opportunities to develop the linguistic skills of classroom assistants.
- Central South Consortium to analyse workforce development needs in order to plan future leadership and teaching development programmes.

2. **Ensure Effective Welsh-medium Leadership** - Recruitment to headship in Welsh-medium schools is challenging. Identifying, developing and supporting school leaders is also a strategic priority for the region more broadly. The support, development and recruitment strategy includes increasing the number of training programmes for school leaders in the Welsh-medium sector. It has also offered to make the programmes available to other regions. These include:

   - An accredited ‘New to Headship’ programme to be delivered through the medium of Welsh during the 2016/17 academic year;
   - The ‘Headship Now’ programme (for middle leaders looking to pursue a career as head teachers) is currently being piloted.
   - The Welsh-medium secondary ‘hub’ schools will deliver a ‘middle leadership’ programme during this academic year.

   Other initiatives include: -

   - A Senior Leader in Education (SLE) is currently being recruited to develop and support leadership in schools facing challenge.
   - The Welsh-medium primary schools are being funded to work in a School Improvement Group (SIG) on leadership: developing middle leaders, sharing good practice, identifying future leaders.
   - A recruitment campaign aimed at attracting leaders to work as head teachers in Wales, including current head teachers who are Welsh speaking practitioners currently working elsewhere.
   - The consortium is rolling out a support programme for schools who wish to federate. This is open to all schools. The schools selected for the support programme will be required to demonstrate that federating will:
     - Impact positively on learners
     - Increase leadership capacity in the schools

   Note: Evaluating the impact on practitioners and learners of the programmes, hubs and SIG activity are part of the consortium’s ongoing research programme undertaken in conjunction with Cardiff University.

3. **Develop Hub / Pioneer work -** Schools are moving increasingly to a model where they identify their support needs and commission that support from effective providers within the sector. Welsh-medium secondary schools in Cardiff (Ysgol Glantaf, Ysgol Bro Edern and Ysgol Plasmawr) are providing curriculum and professional learning programmes for schools across the region. This is part of the ‘hub’ model where the schools analyse their development needs and source/offer the required support based on an evaluation of best practice.

   Welsh-medium primary schools across the region have also formed a federation to which they all belong. The federation, supported by CSC will increasingly drive the region’s support offer by identifying the sector’s support needs. Welsh-medium primary schools in Cardiff are very active in school improvement group work specifically designed to respond to sector need. The work on school leadership development, for example, is led by Ysgol Treganna.

The Consortium has four Challenge Advisors that are aligned to Welsh-medium schools to ensure schools are equipped to drive and sustain improvements in raising standards and providing high quality educational provision.

The Welsh Secondary Hub at Cardiff High has prepared a series of programmes for Welsh second language practitioners. They are also offering free bespoke support for schools, which are in the red or amber categories. Improving staff language skills, particularly in English-medium schools in Cardiff will be vital in implementing the Successful Futures vision. English-medium primary schools have access to a wide and diverse programme of CPD through the EAS programme of language and methodology training.

The consortium will also:

- Continue to support networks of Welsh-medium schools to share and develop good practice.
- Work with the hub/pioneer network to develop the Welsh continuum and ensure that the consortium's professional learning programme is designed to respond to workforce development needs in relation to the new curriculum.

The Central South Consortium has appointed a Welsh standards and policy officer to support the Welsh Language Charter and Supporting Young People's Practices project.

3.0 Moving Forward

Cardiff's Welsh in Education Strategic Plan covers a three-year period commencing April 2017 – March 2020. The Council recognise that the education system is a key element in ensuring that children are able to develop their Welsh skills, and for creating new Welsh speakers.

Cardiff, as the capital city of Wales has a key role in ensuring that Welsh continues to be a vibrant, living language and that bilingualism is celebrated throughout the education of our children and young people in our dynamic city.

The City of Cardiff Council recognises the importance of the WESP to contribute towards achieving Welsh Government's vision of a million speakers by 2050 as well as one of the aims of the Future Generations Act 2015 where "Wales has a vibrant and thriving Welsh language".

Cardiff's WESP 2017-2020 is also an integral part of the Councils 5-year Bilingual Cardiff strategy with both documents sharing an ambition to create a bilingual Cardiff where the Welsh language is protected and nurtured for future generations to use and enjoy. The first year of the implementation of the Bilingual Cardiff Strategy will be 2017. As such, annual progress of the WESP will also be supported by the interventions and actions provided in the citywide strategy.

This three year WESP sets out clear targets towards contributing to the above visions and includes 19 measures to effectively track and monitor how Cardiff is delivering its commitment to ensuring access to the best quality Welsh-medium education for all. These are outlined throughout the document and are summarised in Appendix D.

This WESP acknowledges the improvements made in recent years but it states that more needs to be done, and can be done. There is a strong appetite within the school system and organisations across Cardiff to ensure that children and young people are able to develop their Welsh skills and for new speakers to be created. This means that opportunities for speaking and using Welsh throughout childhood and into adult life must be wide and varied in order to achieve this. It is important to recognise that resources are limited, so there is a real focus on ensuring effective and efficient use of resources, and in developing strong partnerships, which enable us to deliver improving outcomes from a reducing resource base.

The Welsh Government's draft Welsh language strategy identifies Education as one of the six strategic areas for increasing the number of speakers, and the use of the language.

Appendix A – Supporting Information for Outcome 1:

More seven-year old children being taught through the medium of Welsh

Provision of Welsh-medium Education

The majority of Welsh schools in the city deliver education through the medium of Welsh (Welsh-medium streams only). This means that all pupils who attend these schools receive all of their lessons in Welsh. There are two schools in the city, Gwaelod y Garth and Creigiau, that offer dual stream entry. Cardiff has no bilingual schools.

Table 15 below shows Welsh-medium schools across the city, the Published Admission Number for each school, the numbers of pupils enrolled and total school capacities.

Table 15: Schools that deliver Welsh-medium education across Cardiff:

Name of School	Ward	PAN Sept 2016	Reception Pupils (Oct 16)	Total Capacity	NOR (October 2016)
Creigiau Primary (WM Stream)	Creigiau & St Fagans	29	26	210	182
Ysgol Bro Eirwg	Llanrumney	60	60	411	397
Ysgol Coed-Y-Gof	Fairwater	60	59	389	355
Ysgol Glan Ceubal	Llandaff North	30	23	147	95
Ysgol Glan Morfa	Splott	30	29	210	181
Ysgol Gwaelod Y Garth (WM Stream)	Pentyrch	26	30	184	194
Ysgol Hamadryad	Grangetown / Butetown	30	17	30	17
Ysgol Melin Gruffydd	Whitchurch & Tongwynlais	60	59	420	412
Ysgol Mynydd Bychan	Gabalfa	30	29	192	204
Ysgol Nant Caerau	Caerau	30	31	210	200
Ysgol Pwll Coch	Canton	60	59	510	440
Ysgol Pen y Groes	Pentwyn	30	27	169	96
Ysgol Pen Y Pil	Trowbridge	30	31	210	170
Ysgol Pencae	Llandaff	30	30	186	210
Ysgol Y Berllan Deg	Pentwyn	60	61	420	393
Ysgol Treganna	Canton	90	90	540	528
Ysgol Y Wern	Llanishen	75	84	525	493
Welsh medium primary places/ pupils (Reception)		**760**	**745**		
Welsh medium primary pupils (Age 4-11)					**4,567**
Ysgol Bro Edern	Penylan	180	133	900	513
Ysgol Glantaf	Llandaff North	240	193	1,500	850
Ysgol Plasmawr	Fairwater	180	176	1,140	885
Welsh medium secondary places/ pupils (Year 7)		**600**	**502**		
Welsh medium secondary pupils (Age 11-16)					**2,248**
Welsh-medium pupils (Age 4-16)					**6,815**

**Source: NOR October 2016 (PAN = Published Admission Number; NOR = Number On Roll)*

Currently there is 2% net surplus capacity at entry to the Welsh Primary Sector; with 31 places still available at entry to Reception at 9 schools across the city. However, the surplus across the Welsh-medium primary sector amounted to 8% in September 2016. This compares with 5% surplus capacity in the English-medium primary sector. There is also some 16% net surplus at entry to the secondary sector with 98 places available at year 7 across the three Welsh-medium secondary schools

School Organisation

The Published Admission Number at Ysgol y Wern was increased to 75 (2.5FE) and permanently established in September 2015. Construction works to accommodate the physical increase were completed in August 2016.

As set out in the Welsh Governments School Organisation Code an enlargement of the premises of a school, which would increase the capacity, is permissible up to an increase of 25% additional capacity, or 200 additional pupils as compared with the schools capacity on the appropriate date. The temporary expansion of Ysgol y Wern met this requirement.

The Published Admission Number at Ysgol y Wern was temporarily exceeded to allow up to an additional 15 places at entry to Reception for the 2016/17 intake. This is because projections for the local area indicated that, at entry to Reception in September 2016, there would be a significant uplift in demand for places in both the Welsh-medium and English-medium sectors compared to the previous three intakes. City wide pre-school population data obtained from the NHS since 2014 has indicated that the cohort entering primary school in 2016 was a population ‘spike’ year in the Llanishen/ Thornhill area, rather than a continuing increase in population. The proportionate demand for Welsh-medium primary school places in the Ysgol y Wern catchment area will therefore be kept under review, and new proposals to balance the supply of and demand for places brought forward where necessary.

Cabinet approved the establishment of a new 2FE Welsh-medium school in Butetown, named Ysgol Hamadryad. A starter class of this school opened in September 2016 at the previous site used by Ysgol Tan yr Eos. The intake of Reception aged pupils in September 2016 was 17. A new permanent head teacher took up her post from September 2016 to provide continuity whilst the new school at Hamadryad Park is being developed. The appointed head teacher was from an already established Welsh-medium primary school in the city. Ysgol Hamadryad will transfer from its temporary site to its permanent site in Spring 2018. The Published Admission Number will be increased to 60 from September 2017 along with new nursery provision.

Cabinet also approved a scheme to consolidate Ysgol Glan Ceubal at 1FE to serve the Llandaff North area of the city and to increase the age range by providing a new nursery with 48 Part Time Equivalent (PTE) places at Glan Ceubal from September 2016. Forty-six of the forty-eight full time nursery places have already filled. Plans for a new back to back building for Ysgol Glan Ceubal and Gabalfa Primary have been approved at the Councils Planning Committee in February (2017). In addition to the expansion at Ysgol Glan Ceubal, Ysgol Glan Morfa will increase by 1FE, an additional 30 children admitted per year at Reception, in a new build school on a site in Splott. These building schemes are subject to Full Business Case approval being received from Welsh Government at the beginning of 2017.

In the three new build Welsh-medium community primary schools (Ysgol Hamadryad, Ysgol Glan Morfa, Ysgol Glan Ceubal) there will be a nursery unit attached to each school (dependant on site constraints). This will help younger pupils to develop their language skills at the outset of their statutory education as Cardiff Council recognise the critical importance of developing strong partnerships with pre- and post-compulsory education and aim to provide seamless transition (Rewriting the Future, June 2014).

By September 2017, there will be an extra 60 places available at entry to Reception (in Ysgol Hamadryad and Ysgol Glan Morfa) which will increase the total number of places at Reception entry into Welsh-medium education from 760 to 820 places.

Band B is the next tranche of funding for schools investment and will run from 2019 - 2024. Cardiff is starting to investigate priorities for the Local Authority's Band B Programme. The needs analysis and planning process for the Band B Programme will highlight priorities and pressures across the city.

Catchment Area Changes

The change to Welsh-medium high school catchment areas of Ysgol Plasmawr and Ysgol Glan Taf through transfer of Ysgol Pencae catchment from Ysgol Plasmawr to Ysgol Glan Taf catchment has been consulted on and agreed for implementation by the Council's Cabinet in order to better match supply and demand and to secure consistently high standards of education provision. This change is due to take effect from September 2017.

The Council recognise that setting a catchment area for the newly established Ysgol Hamadryad is needed as soon as possible. Initial analysis suggests that the Council would consult on a catchment area to include Butetown and parts of Grangetown. However data from the primary admissions round for the academic year intake 2017/18 will need to be reviewed to see if there is any effect on surrounding schools as well as analysing boundaries of catchment areas surrounding Ysgol Hamadryad. This will ensure that relationships between the organisation of existing schools and catchment areas are fully considered before any proposals are considered. In this context, it would be prudent that the Council does not consult on changes to catchment areas during the current consultation period for admissions arrangements (from 1st September 2016 to 1st March 2017). Any proposals will be subject to discussion and agreement. There are no current proposals to amend catchment areas of other Welsh-medium primary schools but changes would be considered as additional provision is brought forward.

Promotion of Welsh-medium Education

To target the growth of Welsh-medium education Cardiff Council aim to drive demand from the bottom up. This means that before children reach statutory schooling age, their parents have been given enough information for them to make an informed choice for the language medium they would prefer their child to receive. If this is to be successful, the LEA would need to work with colleagues in the Health sector to ensure correct information is available for health visitors to be briefed to allow staff to discuss education options with pre-natal and post-natal clients.

The City of Cardiff Council will also explore the opportunity to develop partnerships with Health Bodies to further develop opportunities for collaboration and shared working. This could include publicising information about what Welsh-medium education is and the benefits of getting children education through another medium in Welsh newspapers, staff at Maternity wards and through health visitors.

The transfer rates at the Cylch Meithrins have been monitored and show a decrease in the percentage of children transferring to a Welsh-medium provision between 2014/15 and 2015/16, from 85% to 84%. Of the 14 Cylch settings, 8 show lower numbers attending the settings compared to the previous year with 5 settings showing increased attendance numbers. See Appendix C for Mudiad Meithrin Transfer Rate data.

Welsh-medium education is promoted to parents/carers through Cardiff's Family Information Service. This team maintain a database of all registered childcare provision including Welsh-medium providers. In addition, details of providers who are not required to register with the Care and Social Services Inspectorate for Wales (CSSIW), as they operate for less than two hours, are also maintained if they have provided their details to the Family Information Service. These include after school, breakfast, lunch and holiday clubs. The Family Information Service website provides information on the free nursery education entitlement for 3 and 4 year olds as well as a range of information on Family Support Services and Activities through online directories at www.cardiff-fis.info. In addition, the Family Information Service can effectively signpost parents to the Cardiff Flying Start programme where appropriate. Promotional literature including posters and information leaflets produced by the Family Information Service are bilingual as is the Family Information Service website and online directories of Childcare, Family Support Services and activities.

Childcare Business Support Services help to sustain existing provision and improve the quality of childcare in Cardiff. Services can include: - help with policies and procedures, CSSIW applications, marketing, staff recruitment, income generation and grant-funding applications. Childcare Business Support Services are available to new and existing childcare providers, officers are available to work with schools, playgroups, day nurseries, after school and holiday clubs, Cylch Meithrin, Crèche’s and Childminders. All support services are available through the medium of English and Welsh.

Cymraeg i blant is a new project Managed by Mudiad Meithrin and funded by Welsh Government that focuses on increasing the number of nursery age children that are able to speak Welsh. It shares information, advice and support to parents on the benefits of being bilingual, the importance of introducing Welsh to children as early as possible and the advantages of Welsh medium childcare and education. Cymraeg i blant sponsors the all Wales maternity notes folder, the scan card and the Child Heath Record book which is delivered to every new parent in Wales.

The local Cymraeg i blant officer runs weekly bilingual baby massage, baby yoga and Welsh rhymetime sessions for parents and young children across the county working alongside the local Midwifery and Health Visiting teams to ensure that parents receive these key early messages during the ante-natal and post-natal period and are made aware of the bilingual pathway available for their child. In addition, parents are signposted over to Mudiad Meithrin’s Ti & Fi groups and to the ‘Cylchoedd Meithrin’ the Welsh medium playgroups as well as receiving information about regular family events that are held in partnership with the Mentrau Iaith and other local early years partners.

Cymraeg i blant / Cymraeg for kids will therefore contribute towards the Welsh Government’s target of achieving a million Welsh speakers by 2050.

Assessing demand for Welsh-medium education

Under the Childcare Act 2006, all 22 Local Authorities in Wales have a statutory duty to secure sufficient childcare for the needs of working parents/carers in their area for children up to the age of 14, or until they reach the age of 18 in the case of children with a disability. The Council undertook a childcare sufficiency assessment survey in 2013/14 to assist in developing childcare provision and assessing the demand for English-medium, Welsh-medium and faith school education. There was a low response rate of 268 replies and the percentage split of parents/carers preferring their child/children to be taught in English-medium and Welsh-medium schools was 60% English and 40% Welsh.

As part of the 2016/17 Childcare Sufficiency Assessment, a new parental / carer questionnaire was undertaken in September/October 2016 in order to identify levels of demand and gaps in insufficiency. There were 482 responses, a significant increase on the number of respondents from the previous survey. When asked what language respondents want provided for their future childcare provision 22% replied Welsh, 21% Bilingual and 57% English.

Table 16 below shows the breakdown of the language respondents use and want for current and future childcare provision:

Table 16: Respondents who use and want different language provision for their current and future childcare provision:

	Welsh	**Bilingual**	**English**
Use for current childcare	57 14%	54 13%	291 72%
Use for future childcare	91 22%	89 21%	235 57%

Source: CSA 2016 Raw Data Tables.

The CSA survey had a specific section relating to the Welsh language. When respondents were asked whether they were intending to send their child/children to a Welsh-medium education setting 34% said yes and 57% said no and 9% were unsure.

The Council's preferred methodology for projecting the demand for places uses individualised pre-school health service population data to project at individual school catchment area level, using a standard cohort survival model and taking account of recent proportionate take-up of places supplied by schools. The Education Service also works in close partnership with Strategic Planning officers to ensure that its methodologies for projecting pupil yields from new housing developments are adequately catered for, and that the supply of additional Welsh-medium school places to serve new communities (at a proportion of 20% Welsh-medium / 80% English-medium places) are in excess of existing demand in neighbouring areas.

Under the Welsh in Education Strategic Plans (Wales) Regulations 2013 Welsh ministers have the power to inform the local authority that a Welsh-medium education assessment must be carried out as a means to assess the demand for Welsh-medium education if an assessment has not been undertaken in the 3 years immediately preceding the assessment year. As Cardiff has not conducted a Welsh-medium education assessment for at least five years, the Schools Planning team will work with the Family Information Service and Mudiad Meithrin to conduct a Welsh-medium education assessment during the lifetime of this plan.

Appendix B: Supporting Information for Outcome 2:

More learners continuing to improve their language skills on transfer from primary to secondary school

Welsh Immersion Unit

The Local Authority welcomes latecomers to the Welsh Immersion Unit, which was established in July 2010 and is based in Gabalfa. Cardiff has continued with the commitment to support and sustain this city-wide scheme.

Pupils who attend the unit are latecomers to Welsh-medium education and include pupils who have lived outside Wales, transfer from English-medium education or are being fostered or adopted. The unit receives pupils when they have been registered at a Welsh-medium primary or secondary school.

Pupils spend a term at the Welsh Immersion Unit (i.e. when they become fluent Welsh speakers) and receive support at their registered school for a term after leaving. The majority of pupils are of Foundation Phase age, but many KS2 pupils have attended, some during their last term at primary school and have successfully integrated into Welsh-medium secondary education. At the end of 2015/16 academic year there were 7 pupils who transferred into the Welsh Immersion Unit, from English-medium primary schools and 1 pupil was from Newport.

KS3 pupils have received support in Secondary schools in specific circumstances where pupils have returned to Welsh-medium education.

The Welsh Immersion Unit transfer rate has been continuously high for the last four years and the Council aim for this high transfer rate to continue.

Table 17: Pupil admissions to the unit and the transfer rate:

	2012/13	**2013/14**	**2014/15**	**2015/16**	**2019/20**
Pupils in Foundation Phase	17	14	10	11	tbc
Pupils in Key Stage 2	5	4	11	12	tbc
Pupils in Key Stage 3	1	3	1	1	tbc
Total pupils	23	21	22	24	tbc
Pupils transferred to Welsh-medium education	23	21	21	20	tbc
% of Pupils transferred to Welsh-medium education	100%	100%	95%	83%	100% target

Source: Welsh Immersion Unit

Appendix C: Mudiad Meithrin 2015-16 Caerdydd Data

Name of Cylch Meithrin / Cylch Ti a Fi /non-maintained Welsh Medium childcare setting	Numbers attending a Cylch	Number of children who transfer to Welsh Medium schools	% of pupils who transferred to Welsh Medium schools	Numbers attending a Cylch	Number of children who transferred to Welsh Medium schools	% of pupils who transferred to Welsh Medium schools
	2014/15			**2015/16**		
Creigiau	39	32	82.1%	20	20	100.0%
Caerau (Treláі Yr Ail Gynt)	11	9	81.8%	22	16	72.7%
Dechrau'n Deg Blodau Bychain	2	2	100.0%	6	6	100.0%
Glan Morfa	19	19	100.0%	17	14	82.4%
Grangetown a'r Bae	12	6	50.0%	26	19	73.1%
Nant Lleucu	27	16	59.3%	26	16	61.5%
Pentrebaen	15	15	100.0%	15	13	86.7%
Pila Pala	60	50	83.3%	41	36	87.8%
Rhiwbina	45	42	93.3%	39	34	87.2%
Treláі	25	13	52.0%	39	24	61.5%
Tŷ'r Cymry	12	9	75.0%	4	3	75.0%
Y Coed	11	11	100.0%	20	17	85.0%
Y Parc	38	36	94.7%	32	30	93.8%
Eglwys Newydd	60	59	98.3%	58	58	100.0%
City Wide Transfer Rate	**376**	**319**	**84.8%**	**365**	**306**	**83.8%**
National Transfer Rate	**tbc**	**tbc**	**85.2%**	**tbc**	**tbc**	**86.4%**

Appendix D: Summary of WESP Measures

Outcome 1: More seven-year-old children being taught through the medium of Welsh					
Expanding Provision	**Current 2015/16**	**2016-17**	**2017-18**	**2018-19**	**2019-20**
Measure 1.1: Increase the number of seven year olds taught through the medium of Welsh by 1.2% to 16.4% by 2020.	15.2%	15.9%	15.3%	16.2%	16.4%
Measure 1.2: Increase the number of Reception aged children entering Welsh-medium education each year.	690	745 *	720	738	767

Source: NHS GP registration data 2016, PLASC 2013 – 2016, NOR October 2016, PLASC based projections January 2016

** 2016 has a peak year of pupils entering reception classes across the city. The projections for future years indicate that fewer children will be admitted to primary education from 2017-2019 and this trend is reflected in the above projections. The projections do not take into account the strategic housing sites proposed within the LDP.*

Outcome 2: More learners continuing to improve their language skills on transfer from primary school to secondary school					
	Current 2015-16	**2016-17**	**2017-18**	**2018-19**	**2019-20**
Numbers of Year 9 pupils in WM	422	456	470	479	534
Measure 2.1: Increase the number of year nine learners who are assessed in Welsh (First Language) by 1.5% to 14.4% by 2020.	12.9%	13.5%	14.0%	13.2%	14.4%

Source: PLASC Data – January 2016 & PLASC based projections

Effective transfer and linguistic continuity					
	Current 2015-16	**2016-17**	**2017-18**	**2018-19**	**2019-20**
Cylch Meithrin nursery education to funded community Welsh nursery education	84%	tbc	tbc	tbc	tbc
Foundation Phase (age 4/5 - Reception) to Key Stage 2 (7/8 – Year 3)	96%	96%	95%	96%	97%
Key Stage 2 (age 7/8 – Year 3) to Key Stage 3 (age 11/12 – Year 7)	91%	89%	94%	89%	94%
Key Stage 3 (age 11/12 – Year 7) to Key Stage 4 (age 14/15 – Year 10)	97%	99%	98%	97%	98%
Measure 2.2: Maintain or improve the city wide average transfer rate between Foundation Phase to KS2, KS2 to KS3 and KS3 to KS4 of 96% by 2020.	95%	95%	96%	95%	96%
Measure 2.3: Maintain 100% transfer from the Welsh Immersion Unit to Welsh-medium schools by 2020.	83%	100%	100%	100%	100%

Source: Mudiad Meithrin Data 2016, PLASC NOR & Welsh Immersion Unit

Outcome 3: More learners aged 14 -16 studying for qualifications through the medium of Welsh

	Current 2015-16	2016-17	2017-18	2018-19	2019-20
Measure 3.1: Maintain the percentage of learners entered for GCSE Welsh (first language) who are studying for at least two further level 1 or level 2 qualifications through the medium of Welsh at 100% by 2020 (Please note that this does not include those children with particular statements of SEN).	99.7%	100%	100%	100%	100%
Measure 3.2: Increase the percentage of learners entered for GCSE Welsh (first language) for at least five further level 1 or level 2 qualifications though the medium of Welsh by 3% to 95% by 2020 (Please note this does not include those children with particular statements of SEN).	92%	93%	94%	95%	95%

Source: CSC - Provisional KS4 data supply 2016 (Welsh language and Welsh literature qualifications are excluded from the calculations.

Outcome 4: More learners aged 16-19 who study subjects through the medium of Welsh in schools

	Current 2015-16	2016-17	2017-18	2018-19	2019-20
Measure 4.1: Increase the percentage of learners aged 17 who study 2 or more subjects through the medium of Welsh in Welsh-medium schools by 4% by 2020.	90.9%	92.6%	93.3%	94.2%	95.0%

Source: CCC - Provisional KS4 data supply 2016

Outcome 5: More students with advanced skills in Welsh

Improving provision and standards of Welsh First Language

	Current 2015-16	2019-20
Measure 5.1: Increase the percentage of learners at the end of the Foundation Phase who reach at least Foundation Phase Outcome 5+ in Language, Literacy and Communication Skills in Welsh-medium schools to 95% by 2020.	93.1%	95%
Measure 5.2: Maintain the percentage of learners at the end of Key Stage 2 who reach at least Level 4+ in teacher assessment in Welsh at 96% by 2020.	96.1%	96%
Measure 5.3: Increase the percentage of learners at the end of Key Stage 3 who reach at least Level 5+ in teacher assessment in Welsh to 95% by 2020.	93.1%	95%
Measure 5.4: Increase the percentage of learners at the end of Key Stage 4 who achieve grades A*- C in GCSE Welsh first language to 85% by 2020.	79.8%*	85%

Source: Welsh Government All Wales Core Data Set Jan 2016

Improving provision and standards of Welsh Second Language		
	Current 2015-16	**2019-20**
Measure 5.5: Increase the percentage of learners at the end of Key Stage 2 who reach at least Level 4 in Welsh Second Language to 80% by 2020.	76%	80%
Measure 5.6: Increase the percentage of learners at the end of Key Stage 3 who reach at least Level 5 in Welsh Second Language to 83% by 2020.	80%	83%
Measure 5.7: Increase the percentage of learners entered for GCSE Welsh second language full course to at least 80% by 2020.	38%	80%
Measure 5.8 Increase the percentage of the total year 11 cohort who achieve grades A*-C in GCSE Welsh second language to 40% by 2020.	32%	40%

Source: CSC provisional data 2016

Entries for Welsh Second Language	**Current 2015-16**
Percentage of the cohort entered for GCSE Welsh second language Full Course	37.89%
Percentage of cohort entered for GCSE Welsh second language short course	43.77%
Percentage of cohort not entered for either WSL full course or short course	18.38%

Source: CSC Provisional KS4 Data Supply 2016

More learners with higher level Welsh language skills		
	2015-16	**2019-20**
Measure 5.9: Increase the total A Level Welsh first language entries (as a percentage of GCSE Welsh first language entries two years earlier) to 5.5% by 2020.	4.8%	5.5%
Measure 5.10: Increase the total A Level Welsh second language entries (as a percentage of the full course GCSE Welsh second language entries two years earlier) to 1% by 2020.	0.4%	1.0%

Source: CSC KS4 Data Supply 2014 and Provisional KS5 Data Supply 2016

Outcome 6: Welsh-medium provision for learners with additional learning needs (ALN)					
	Current 2015-16	**2016-17**	**2017-18**	**2018-19**	**2019-20**
Measure 6.1: Increase the number of places available in Welsh-medium primary & secondary SRB's from 18 places to 42 by September 2020	18	28	34	40	42

Source: Senior Achievement Leader Inclusion

Appendix 2

WESP Consultation Responses Summarised

Appraisal of Views Expressed

The common consensus across consultation responses welcomed the Council's intention and commitment to support developing, expanding, and promoting provision for Welsh education in the city.

The most significant number of responses related to ensuring sufficient Welsh-medium provision across the city at all stages, particularly in relation to the LDP as well as ensuring plans are created for secondary provision within the lifetime of the WESP and improving the provision of ALN in the Welsh-medium sector. A number of shortcomings of the report were mentioned including the emphasis of the plan being on improvement actions rather than describing recent developments.

As a result of the consultation a mission statement has been added and the vision has been strengthened to capture the Council's ambition to develop the Welsh language within the city.

(Responses received are summarised below in italic text).

Outcome 1: More 7 Years old children being taught through the medium of Welsh

1.1 Additional Provision of Welsh-medium Education

Consultation Responses

> *A significant number of stakeholders mentioned the need to ensure there is suitable capacity at pre-school, primary and secondary sectors. Respondents highlighted the need to include plans for additional provision, as well as the already approved schemes for Ysgol Hamadryad and Ysgol Glan Morfa, in the 2017-2020 WESP. Respondents also included specific suggestions for schemes involving individual schools.*

Appraisal of Views

Any capital investment, for expanding or creating new schools, will need to be met from within the funding envelope for the Welsh Government's 21st Century Schools programme. Cardiff is currently delivering schemes that were identified as priorities to be included within the 21st Century Schools Band A Programme. Cardiff has fully committed all capital funding within Band A.

Band B is the next tranche of funding for schools investment and will run from 2019 - 2024. Cardiff is starting to investigate priorities for the Local Authority's Band B Programme. The needs analysis and planning process for the Band B Programme will highlight priorities and pressures across the city.

All qualitative and quantitative evidence, including specific suggestions through this process will inform the ongoing needs analysis for Band B. A Stakeholder Reference Group (SRG) has been compiled to ensure stakeholder views are considered during the Band B needs analysis process.

1.1.1 Pre-School Provision

Consultation Responses

> *Responses mentioned that provision for early years is crucial and there is a need to increase childcare and nursery Welsh-medium provision, which will affect positively*

> *on the number of children accessing Welsh-medium primary education. As well as increasing the number of Welsh-medium Flying Start places to ensure access to Welsh-medium places in deprived areas.*

Appraisal of Views

The City of Cardiff Council acknowledge that engaging at the earliest opportunity with early year's children is critical to grow the Welsh-medium education sector. Through working in partnership with Mudiad Meithrin the Council aims to give every young child in Wales the opportunity to benefit from early years services and experiences through the medium of Welsh. Mudiad Meithrin specialises in Welsh-medium early years provisions. The Welsh Government appointed Mudiad Meithrin to deliver the Cymraeg I Blant (Cymraeg for Kids) project. Cymraeg for Kids Programme is to increase the number of Welsh speakers amongst young children. The Cymraeg for Kids programme reinforces Mudiad Meithrin's work to ensure that a clear pathway from birth to school age is available in Welsh. Cymraeg I Blant and Mudiad Meithrin use Twitter, Facebook and websites to increase engagement with young parents through social media. A recommendation from the consultation was to review available information sources to assist with an increase in targeted marketing to new parents (and expectant parents).

Staff across Flying Start have a very proactive approach to encouraging families to take up Welsh-medium Flying Start provision. All staff receive CPD on children's language development and this includes advice on the benefits for children's development of bi and multi-lingualism. Staff are encouraged to pro-actively promote access to Welsh-medium services.

All Flying Start families are asked by their Health Visitor very early on and then again just before entry into childcare, if they would like their child to attend Welsh-medium childcare. The Health Visitors also encourage parental participation in Ti a Fi's, to help parents make their choices about childcare, in addition, Flying Start parenting groups such as Stay and Play and courses such as Its Child Play and Language and Play, all promote bilingualism and provide Welsh language resources as part of the service.

Flying Start currently purchases 108 Welsh-medium places out of a total of 1,029. This equates to 10% of all childcare places offered for eligible 2-3 year olds. The 108 places available meets the demand made by Flying Start parents who state Welsh-medium childcare as their preference. Where there is a perceived gap in provision within a specific locality, Flying Start and the Cardiff Council Childcare Business Support Team are proactive in supporting new developments.

1.1.1.2 Cylch Meithrin and Statutory Education

Consultation Responses

> *There were also comments relating to the provision of Cylch Meithrin's within education buildings and in particular the new Ysgol Hamadryad and Ysgol Glan Morfa buildings.*

Appraisal of Views

As stated on page 14 of the WESP, the City of Cardiff Council and Mudiad Meithrin will work together to capture the operational requirements and the feasibility of these arrangements and they will be considered in the future Welsh-medium place planning across the city.

The consultation for the increase and relocation of Ysgol Glan Morfa took place from the 12nd October 2015 and completed the 23rd November 2015, noting the audience for the Welsh-medium primary school places in the Adamsdown & Splott area, included local childcare providers. As stated, a Cylch Methrin (Cylch Meithrin Glan Morfa) currently operates from Ysgol Glan Morfa offering non-maintained nursery places, Flying Start childcare and wrap round care in the nursery facility during the afternoon. It is intended that the development of the new school will allow for Cylch Meithrin services to continue to operate from the school premises once transferred to the new site, led by the Governing Body.

The consultation for the establishment of Ysgol Hamadryad took place from the 7th September 2015 and completed the 19th October, noting the audience for the Welsh-medium primary school places in the Grangetown and Butetown area, included local childcare providers. Ysgol Hamadryad subsequently was established in September 2016 and is temporarily located on the Ninian Park Primary School site noting the School Governing Body has responsibility for the further development and any subsequent enquires. In developing the new school build element any good practice including wrap around care will be considered as appropriate.

The scheme has been submitted to planning, where the design can be viewed on the following link http://planning.cardiff.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=_CARDIFF_DCAPR_118515 with feedback welcomed via this portal.

1.1.2 Primary Provision

Consultation Responses

> *Responses relating to additional primary provision mainly related to the:*
> *South West of the city and the West of the city.*
>
> *The response from the Welsh language society called to create ten new Welsh-medium primary schools across the city within the next five years and gave their opinions of Welsh-medium education available across the city.*

Appraisal of Views

The Council acknowledge that there is demand in excess of supply for some Welsh-medium schools in the West of the city. This is being monitored along with the impact of additional provision available from September 2017 at the newly established Ysgol Hamadryad and the expansion of Ysgol Glan Morfa. All issues specific to supply and demand patterns across all sectors is being taken into account as part of the 21st Century Schools Band B capital programme and will include input from representatives from the Welsh-medium sector (schools and WEF) as part of this.

1.1.2.1 Published Admission Numbers

Consultation Responses

> *It was noted that the "emergency" expansion of Ysgol y Wern by a further 15 places to increase the total admission number to 90 has not gone through the full statutory procedure but nonetheless … is illustrative of increase in the demand for Welsh-medium places in North Cardiff.*

Appraisal of Views

As set out in the Welsh Governments School Organisation Code an enlargement of the premises of a school, which would increase the capacity, is permissible up to an increase of 25% additional capacity, or 200 additional pupils as compared with the schools capacity on the appropriate date. The temporary expansion of Ysgol y Wern met this requirement.

The Published Admission Number at Ysgol y Wern was temporarily exceeded to allow up to an additional 15 places at entry to Reception for the 2016/17 intake. City wide pre-school population data obtained from the NHS since 2014 has indicated that the cohort entering primary school in 2016 was a population 'spike' year in the Llanishen/ Thornhill area, rather than a continuing increase in population. Places were increase in both English-medium and Welsh-medium to accommodate the increased number of children in the locality. The proportionate demand for Welsh-medium primary school places in the Ysgol y Wern catchment area will therefore be kept under review, and new proposals to balance the supply of and demand for places brought forward where necessary.

1.1.2.2 Capacities

Consultation Responses

> *Respondents commented that a 2% net surplus capacity at entry to the Welsh Primary sector across the city is a small surplus, which demonstrates that many parents do not always have access to Welsh medium education within their communities. It would be useful if the Plan concentrated on Welsh-medium schools where the number of empty places are fewer than 10%. The growth of the Welsh-medium sector will be more accurate by looking at entry to reception rather than 4-18 year olds. Even though there is surplus capacity, in Cardiff, it is not immediately obvious whether the surplus places are located in the right areas and there should be local provision available for local children.*

Appraisal of Views

For clarity, the percentage of surplus places at entry to primary (Reception) in 2016 was 2%, with 31 places available at entry to Reception at 9 schools across the city (October 2016). However, the surplus across the Welsh-medium primary sector amounted to 8% in September 2016. This compares with 5% surplus capacity in the English-medium primary sector. A further two forms of entry will be available at entry to Reception in the Welsh-medium primary sector from September 2017. The Council accept that Reception intake numbers would provide another method to illustrate the growth within the Welsh-medium sector. As such, the data will be added into the WESP document.

The reference to 10% surplus is one taken from the School Organisation Code: "It should not normally be necessary to provide additional places at schools when there are others of the same type with surplus places within reasonable distance. However, proposals to increase the number of places in response to demand for a particular type of provision, e.g. Welsh medium, may still be appropriate; particularly if effective provision of school places is planned for the local authority area."

There is no Welsh Government target to supply at least 10% surplus in any school provision, at individual school level nor on an area basis. It is specifically a reference to a point beyond which a Local Authority should take steps to reduce surplus.

The Council's Admission to Schools policy and oversubscription criteria is predicated on a geographical basis giving priority to those living within a school catchment area and also considering proximity of school to home address. This seeks to maintain, where possible, children attending a local school.

1.1.3 Secondary Provision

Consultation Responses

> *There was a common view expressed by consultees that whilst acknowledging additional secondary provision would not be needed within the lifetime of this plan, there is a need to ensure effective planning for expanding secondary provision is undertaken in a timely manner (before 2020). There was also a suggestion of a 3-18 model that could be considered.*

Appraisal of Views

The Council has noted that additional secondary provision will not be required until after 2022. This is based on 21FE requiring Welsh-medium secondary education in 2020 and 2021, which is over and above the 20FE that is currently available. This should not create a problem, as capacity is available through appropriate curriculum planning according to the numbers throughout the existing Welsh-medium high schools in the short term.

The Council does take on board the views to prepare thorough plans for Welsh-medium secondary provision at the earliest opportunity and will ensure that Band B planning considers the needs of the Welsh-medium sector. Cardiff will need to adopt a creative approach regarding schools investment going forward as the Council needs to achieve best value from its limited financial resources, which will need to involve new ways of working and innovative solutions.

1.2 Existing Provision & Monetary Resources

Consultation Responses

> *The plan mentions new buildings and developments in Cardiff but there should be a firm focus on existing facilities in well-established schools to ensure existing facilities and provision are fit for purpose.*
>
> *One school Governing Body asked if there would be more monetary resources for Welsh schools whilst there were two responses that were concerned about the money being allocated equally and sustainably between Welsh-medium and English-medium schools.*

Appraisal of Views

Education has an annual asset maintenance capital budget that can be allocated to address issues within the existing estate. As referenced in the Council's Corporate Asset Management Plan 2016/17, Cardiff schools had a maintenance backlog of circa £71.5m (April 2016). An annual maintenance budget for educational establishments totalling £18.760m over the five year period between the 2017/18 and 2021/22 financial years, subject to approval of the Council's 2017/18 budget. This allocation is for use in undertaking both asset renewal and suitability works. Therefore, works at existing schools across the city need to be prioritised. The City of Cardiff Education Catering team are also assessing school kitchens on a rolling programme of refurbishment through capital bids with limited spend available.

Any additional provision, larger scale reshaping of provision will need to be included in the Band B capital investment programme; however, this funding will not cover the amount of issues relating to sufficiency and condition that exist. To note, Welsh Government General Capital Funding allocated to the Council has reduced by 35% since 2010/11. The Council is working in partnership with Welsh Government and has allocated significant resources to fund the 21st Century Band A schemes as part of a £164m investment programme. The need to determine a viable financial model for any Band B proposals put forward by the Council for Welsh Government approval from 2019/20 will also need to be considered.

Existing schools receive an amount of funding for repairs and maintenance within their annual formula revenue budget and, as this is delegated funding, decisions on how they spend this allocation is at the discretion of the Governing Body and Head Teacher of each school. The Council recognise that there is a priority to set out clear responsibilities in relation to the management of Cardiff's schools property estate. Additional Council investment in existing schools and all other Council priorities can only come from either the disposal proceeds of land or from additional borrowing. Borrowing has revenue budgets implications, which needs to be affordable, now as well as in the future.

Therefore, the ambitions and aims within the WESP will need to be shared across all partners and stakeholders to implement and deliver making this a truly partnership approach to developing the Welsh language across the city.

Revenue funding provided to schools is distributed on a formula basis, largely driven by pupil numbers. Any increases in the overall amount of funding available for delegated schools will be distributed between Welsh and English medium schools on an equitable basis. As such, no separate allocations will be made in respect of this initiative; however, Welsh medium schools will receive an appropriate share of the overall increase in funding available for delegated schools on an annual basis.

1.3 Implications of the Local Development Plan (LDP) and Welsh-medium Demand

Consultation Responses

> *A range of stakeholders expressed the importance of Welsh-medium provision needing to be planned within the additional 22 forms of entry that will be required as a result of the LDP areas. Adopting the approach of responding to demand alone is not going to be enough and the opportunity to take an aspirational approach by offering an equitable language choice within each community should be adopted. There were questions received that asked how the 22 additional forms of entry had been calculated, what percentage of the provision will be Welsh-medium and English-medium, associated timescales and whether the LDP could change, affecting the number of additional forms of entry required.*
>
> *There were also concerns expressed that responding to demand alone will not realise the Welsh Governments vision of creating 1m speakers by 2050 and that there needed to be a more proactive approach to not only meet demand but create demand. Research and Surveys were suggested to provide a solid basis for planning demand. To support this, a number of respondents stated that being able to track pupils through the education system who are initially refused a place in Welsh-medium education would be useful.*

Appraisal of Views

It is not possible to complete the statutory processes that would be required to establish new school provision within the lifespan of the WESP (2017-2020). During the lifespan of the WESP, 2017-2020, it is not expected that the total number of pupils entering education (either English-medium or Welsh-medium) from new housing developments, including Ely Mill and Plasdŵr, would significantly exceed the fall in the pre-school population compared to recent intakes. Developer contributions are sought where the demand for additional school places cannot be met within existing school provision and additional provision will be brought forward as appropriate. SOP will continue to monitor the housing development dates and projections and will give due strategic consideration to these.

The Council's preferred methodology for projecting the demand for places uses individualised pre-school health service population data to project at individual school catchment area level, using a standard cohort survival model and taking account of recent proportionate take-up of places supplied by schools. The Education Service also works in close partnership with Strategic Planning officers to ensure that its methodologies for projecting pupil yields from new housing developments are adequately catered for.

However, all community school places, regardless of the language medium are open to all residents within Cardiff. Parental choice confirms the preferred school, as well as the language medium; in which their children will receive their education.

The Council has to demonstrate demand to ensure success with any funding applications (e.g. s106 or Welsh Government schools capital investment).

The City of Cardiff Council as well as the Family Information Service will discuss the implementation of a Welsh-medium demand assessment further with Welsh Government. Cardiff University have also highlighted they would like to undertake research around demand, and the causes and reasons of Welsh-medium choice and availability so there are possibilities of joining with them to investigate further as well as using the Ask Cardiff panel that is administered by Cardiff Research Centre to assist with planning the Welsh-medium continuum.

1.4 Welsh-medium Promotion

Consultation Responses

> *Numerous respondents expressed strong beliefs that more effort is needed to improve information about what Welsh-medium education offers and increase the promotion of the Welsh language and Welsh-medium education provision available; especially at the earliest opportunity and within Flying Start areas. More information is needed in the handbook 'Derbyn i Ysgolion' (Schools Admissions Handbook), which has 114 pages and less than half a page on Welsh-medium education (except for the list of schools at the end of the document). Respondents note that considerable numbers of prospective parents have misconceptions about Welsh-medium education.*

Appraisal of Views

The Council already works with a number of partners to promote Welsh-medium education and Welsh-medium pre-school childcare. Welsh Immersion provision was included for the first time in 2017/18 admissions booklet. The Education team acknowledge that the Schools Information Booklet could benefit from having an expanded Welsh-medium section and it is proposed that a task and finish group be established to consider the best way to dispel myths about accessing Welsh-medium education and more information about the processes associated with accessing the Welsh Immersion Unit provision for inclusion within the 2018/19 Schools Admission Booklet. Cardiff's Welsh Education Forum, under their remit to contribute to the development and promotion of Welsh-medium education, will review a draft of this text before inclusion within the final document.

1.5 Data & Projections

Consultation Responses

> *A number of respondents queried the methodology for the projections, the basis for the statistics and why some projections appear to be low. In particular, concern was expressed within a number of responses relating to the target for more seven year old children. A number of respondents said the targets were not ambitious or challenging enough, disappointing and a thorough underestimation. The projections made by the Council need to reflect the accurate picture.*

Appraisal of Views

Area based projections follow a standard cohort survival model which takes account of population data (supplied annually by the NHS) and PLASC data provided by and verified by schools annually. The most recent verified PLASC dataset available for analysis is from the January 2016 at which time 690 pupils were enrolled in Welsh-medium Reception classes.

In recent years, the number of pupils entering Welsh-medium education city-wide has increased steadily and in broadly in proportion with the growth in population. NHS data indicates that there will be fewer children admitted to primary education from 2017 to 2019, compared with the 2016 peak, and projections which indicate a growth in percentage terms (but fall in numbers) therefore reflect this population trend.

Cardiff's WESP sets out a baseline of how, if population trends and the proportionate take up of places were to follow recent patterns, the take up of places in year 2, i.e. projections, would increase to 16.4% by 2019/20 and to 16.7% by 2022/23. However, an additional column has been added that reflects targets for year 2 pupils.

The targets for pupils assessed at seven years old are ordinarily limited by the format of the WESP to the three year period 2017-2020. Clearly, there is limited influence that the Council may exert on parents to educate children through the medium of Welsh when pupils have already commenced statutory full-time education, save for targeting of pupils who have submitted a transfer of school request and working closely with schools to reduce the number of pupils opting to transfer.

Pupils assessed at age seven in 2017-18 and 2018-19 would have commenced primary education in September 2015 and 2016 respectively; pupils assessed at age 7 in 2019-2020 have submitted application forms to enter primary education in September 2017. Statutory processes that could be undertaken to increase the number of places available for the cohort of seven year olds in 2019/20, such as the consultation on and determination of admission arrangements would also have been completed. The WESP is therefore able to provide detail of measures already taken to increase the number of seven year olds that have recently entered primary education, and those who would be enrolling in September 2017 and 2018.

Cardiff's WESP sets out aspirational targets that significantly exceed the projected take up, by 5 pupils in 2020/21, by 29 pupils in 2021/22 and by 67 pupils in 2022/23.

1.6 Training for Front Line Staff

Consultation Responses

> *Front line staff e.g. Health Visitors, midwives, Information for Families should have the opportunity to be trained regarding the advantages of Welsh-medium education and the benefits of bilingualism.*

Appraisal of Views

A lot of work is undertaken through working with the childcare sector to encourage the workforce to take up Welsh language CPD and legal and regulatory courses to encourage the market. In context however, the Councils Childcare Workforce and Accredited Centre team have experienced major setbacks in filling the Welsh Language courses that have been on offer to the sector.

During 2016/17 the team offered 4 Welsh language taster sessions delivered through Campiaith, of which 2 had to be cancelled due to low bookings. Of the 2 courses that did go ahead, only 19 of the 40 spaces available were filled. The team also offered a 1 day Advanced Welsh Language course, as the feedback from childcare providers was that they wanted more than an introductory session. However, this course had to be cancelled as only 3 bookings were received.

The team arranged to run two Legal & Regulatory courses (2 x Food Hygiene and 2 x Understanding Child Protection) courses through the medium of Welsh, however all 4 of these courses were cancelled as only 1 booking was received.

It appears that although the annual training needs consultation for the sector indicates that there is demand for Welsh language courses, or courses delivered through the medium of Welsh, when it comes to actually booking and paying for a place on such a course, the demand isn't there. The consultation is sent out to the childcare workforce in Cardiff and this year, the response received showed that only 13% of respondents indicated they would attend training through the medium of Welsh.

As a result of this information, the Council propose to identify possible reasons for the lack of take up and follow up with more specific actions.

The Welsh Government is to invest an extra £3m in the National Centre for Learning Welsh to improve and increase the use of Welsh in the workplace. The National Centre for Learning Welsh is responsible for providing strategic leadership to the Welsh for Adults sector. This role includes the development and provision of Welsh for Adults courses in the workplace, particularly for bodies that fall under the language standards regime. The Welsh Government has worked closely with the National Centre to develop a plan for the additional money earmarked in the 2017-18 budget agreement with Plaid Cymru. The Plan includes five strands and one strand specifically relates to courses for the early years workforce 'Cymraeg Cynnar/Early Welsh. The Achievement team, including Childcare Services, will progress the strand for early years workforce courses on behalf of the Council by signposting and promoting the 'Cymraeg Cynnar/Early Welsh' opportunities available through the 'Cymraeg Gwaith – Work Welsh' scheme.

1.7 Catchment Areas

Consultation Responses

> *There was a range of responses that emphasised the need for a catchment area for Ysgol Hamadryad and the need for early consultation with stakeholders if there are to be any changes to catchment arrangements in the city.*

Appraisal of Views

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.

Any amendments to admission arrangements for schools such as the revision of catchment areas could not be implemented until September 2019 at the earliest, in accordance with the requirements of the Welsh Government's School Admission Code. It is expected that, following further analysis of the take-up of Reception places in September 2016 and 2017, any proposed changes to school catchment areas would be consulted on in early 2018 or 2019, for arrangements to be implemented in September 2019 or September 2020.

1.8 Multicultural Communities and Welsh-medium education

Consultation Responses

> *Respondents strongly encouraged the Council to reference the numbers of children from minority backgrounds who access Welsh-medium education and noted that participation in Welsh-medium education is lower in ethnic communities.*

Appraisal of Views

The Council's mission statement and values within the Welsh in Education Strategic Plan (2017-2020) relates to every child feeling confident in Welsh with Welsh-medium education and childcare available to all and Welsh-medium education being inclusive. Parents across the city are able to apply for community school places regardless of whether the school places are English-medium or Welsh-medium, and regardless of their ethnic backgrounds.

An overview of statistics show that there is a lower percentage of children from minority backgrounds that take advantage of Welsh-medium education however to provide a fuller picture, specific research and investigations would have to take place to understand the city wide picture and the take up of Welsh-medium from pupils with a minority ethnic background.

The Council is working with RhAG, Welsh-medium partners including Menter Caerdydd, Mudiad Meithrin, Refugee Council for Wales and other members of the community on a project supported by Welsh Government funding to spread the message of Welsh-medium education within multicultural communities, particularly in Butetown, in support of the establishment of Ysgol Hamadryad. The Council's Ethnic and Traveller Service is acting as a link between the project and families and pupils. Following discussions with stakeholders, the project will produce a short film to promote Welsh-medium education. As the city population becomes more diverse, this film could become a valuable resource for supporting the development of Welsh-medium education within multilingual communities.

The Council has worked closely with the Governing Body of Ysgol Hamadryad to ensure that the school is seen as a meaningful choice to the local communities. The head teacher and governors of the school also attended a number of community events with the aim of reaching the diverse communities of Butetown and Grangetown.

Cardiff is also able to offer newcomers to the city a fantastic provision in the form of a Welsh immersion unit. The Welsh immersion unit provides intense Welsh language learning enabling children to gain a level of fluency to support their transfer to education in a Welsh-medium school.

1.9 Learner Travel

Consultation Responses

> *Respondents expressed the need to ensure that every parent and every child has an equitable choice between Welsh-medium and English-medium schools. Other responses mentioned a need to distinguish between Welsh community schools with faith schools, due to some parents being under the impression that admission criteria involving the ability to speak Welsh are considered when admitting children to Welsh-medium school in the same way that religious conditions are relevant to admission processes at faith schools.*
>
> *There were comments about buses needed for Welsh-medium pupils to access their Welsh-medium catchment high schools and a disagreement with the wording that in the Learner Travel section "[...] there is no statutory requirement for Cardiff Council to provide free transport to any Welsh medium school...."*

Appraisal of Views

Cardiff Councils current home to school transport policy states that there are 4 categories/types of the nearest appropriate school, these are:-

1. The nearest English-medium Community School
2. The nearest Welsh-medium Community School
3. The nearest Church in Wales School
4. The nearest Roman Catholic School

Extracts from the Leaner Travel Code of Guidance issued in June 2014, frequently asked questions statement:-

12. Is it a legal requirement for local authorities to provide free transport to Welsh medium primary and secondary schools?
Under current school transport legislation, a learner is entitled to free transport to a Welsh Medium school if that school is considered by the local authority to be the learner's nearest suitable school and the learner meets the distance criteria specific to their age. Primary pupils are entitled to free transport if they live 2 miles or further from the nearest suitable school whilst secondary pupils

are entitled to free transport if they live 3 miles or further from the nearest suitable school.

Section 1 - 1.40 states that: parents and learners may express a preference for a particular school, a particular type of language provision or faith school, but the Measure does not confer on those parents and learners any rights to free transport to their preferred school and or location, unless that school is determined by the local authority to be the learners nearest suitable school and the learner meets the distance criteria.

Outcome 2: More Learners continuing to improve their language skills on transfer from primary to secondary schools.

2.0 Transfer Rates

Consultation Responses

> *Cardiff should be aspirational and aim for 100% transfer rates across all phases and increase transfer rates from the Cylchoedd Meithin from which there are low transfer rates. What specific actions will the Local Authority take to improve the transfer rate between KS2 and KS3?*

Appraisal of views

The Local Authority will work with schools to identify groups of pupils who choose to transfer out during Welsh-medium primary education and on transition from primary to secondary school. The Council will ensure more regular communications with head teachers takes place to identify transfers and recognise the reasons why. The average citywide transfer rate has been increased from 95% to 96%. This is because the Council want to show ambition whilst recognising that the city population has a high level of mobility and parental choice is an important aspect of a pupil's education, therefore setting an ambitious, but realistic, target as requested by Welsh Government.

Transfer rates from the Cylchs were 86% in 2013, 85% in 2014 and 84% in 2015. The transfer rates from Cylch Meithrin Grangetown a'r Bae have been:

2013-14	19%
2014-15	50%
2015-16	73%

The data above shows that the transition rate from Cylch Meithrin Grangetown a'r Bae has increased substantially over the last 3 years. However, Mudiad Meithrin will review the transfer rates in more detail to understand why the rates are dropping and will work with the Childcare Business Support Team to continue to improve the transfer rates from Grangetown a'r Bae to correspond with the arrival of Ysgol Hamadryad. Mudiad Meithrin could also look at Cylch's with higher transfer rates and partner with Cylch's that have lower rates to see if lessons can be learnt to build successes and sustainability whilst ensuring that each Cylch is a meaningful choice for communities.

The City of Cardiff Council will investigate the trends in transfer rates between different ages and stages of the Welsh-medium language continuum. The results of this work will lead to further research however; it is too early to say what might be done, as this will depend on the outcomes of investigations. The Welsh Language Commissioner has advised that evidence shows that concentrating on strengthening Welsh-medium education in one key stage will be unsuccessful in terms of creating a significant number of new and fluent Welsh speakers. Instead, Welsh medium provision must be strengthened from the outset and in all the subsequent key stages in order to ensure a greater number of individuals complete a whole journey of Welsh-medium provision during their care and education. This will be taken into account when planning further actions.

2.1 In Year Transfers

Consultation Responses

> *There was a mention of whether the Council was pro-active in offering Welsh-medium provision to in year transfers.*

Appraisal of Views

With regards to in year transfers, all refusals receive a generic list of places available in all Welsh-medium and English-medium schools that have limited places available and applicants are told they can apply for their preferences from the list. For in year applications, if parents state a preference of English or Welsh-medium provision the team will assist with information on schools relating to the medium that they have requested. If parents say they are moving into Cardiff, all schools in the local area that have spaces will be highlighted, regardless of the language medium.

2.2 Welsh Immersion Unit

Consultation Responses

> *The City of Cardiff Council should be praised in ensuring that this provision exists and the emphasis on early immersion is to be welcomed however, there is a need for more publicity about its existence and how to get a place. The 100% transfer rate is very ambitious.*

Appraisal of Views

To assist with planning places across the city, the Admissions team will improve the sharing of information with the Welsh Immersion Unit. Pupils from across the city can attend the unit where they attend for a term or longer to upskill them in the Welsh Language.

In September 2016, there was a requirement for a secondary immersion class to be set up for pupils attending Ysgol Bro Edern but not from a Welsh primary education background. This was set up to run in parallel with the primary class, to enable a sharing of resources. The Council are planning the establishment of permanent Welsh immersion provision.

The target transfer rate for the Welsh Immersion Unit will remain at 100% however; there is a need to target pupils who may consider this provision as an option at an earlier stage, for example, before the beginning of year 6, as opposed to leaving it until a secondary school decision is to be made. Immersion programmes in North East Wales are offered to pupils in year 3 as a “golden opportunity” or “last chance” to become bilingual and are told of all the advantages of bilingualism and Welsh-medium education. The Council will strive to deliver the 100% transfer rate and will track the success of the current year 7 group.

Outcome 3 and 4: More students aged 14-16 studying for qualifications through the Medium of Welsh and More students aged 14-19 studying subjects through the medium of Welsh in schools, colleges and work based learning.

3.1 GCSE Qualifications

Consultation Responses

> *There were comments that Glantaf cannot achieve 100% for Welsh First Language because it has a special unit for children with severe disabilities who cannot be entered for GCSE.*

Appraisal of Views

The target for 2020 is set at 100%, however, it is recognised that this will not include those children with particular statements of special educational need. This is stated on p17.

3.2 Welsh Second Language

Consultation Responses

One respondent noted that the Welsh second language curriculum was changing and the Welsh second language target for 2020 needed to be reviewed. Another highlighted that the strategy did not contain any data about the English language attainments of pupils in Welsh medium schools.

Appraisal of Views

The Welsh Government are changing the way Welsh second language qualifications are obtained. The existing Welsh second language qualifications, both full course and short course, will be assessed for the last time in summer 2018. The Welsh second language short course qualification will run concurrently with the new Welsh second language full course from September 2017 and only one Welsh second language qualification will be available from September 2018.

More information about the changes can be found at the following link: http://qualificationswales.org/development/changes-to-gcse-welsh-second-language/?lang=en&. The strategy has been updated to reflect these changes.

In Welsh-medium schools, the English language is introduced in year 3 and assessed throughout Key Stage 2. This continues into the secondary phase where pupil progress and outcomes in English are tracked and evaluated along with the other core subjects - Maths and Science. The WESP is a strategy for the Welsh language.

Outcome 5: More students with advanced skills in Welsh

Consultation Responses

5.1 A' level Provision

Consultation Responses

> *Respondents identified a national trend of decreasing A 'level take up and as such views were expressed that the goal of increasing A Level Welsh first language entries (as a percentage of GCSE Welsh first language entries two years earlier) to 6% by 2020 is too ambitious due to decreasing numbers opting to follow WFL A' level. The role of Further Education providers was queried in relation to helping the city to achieve A' level targets and emphasised the need for promotion of opportunities to learn through the medium of Welsh amongst pupils choosing careers.*

Appraisal of Views

The Council recognise the decrease in Welsh first language A' level students is a national phenomenon and will work with Central South Consortium and Welsh Government on strategies to reverse this trend. Following the consultation feedback the A' level target in 2020 has been reduced from 6% to 5.5% (see Appendix D).

The secondary schools will investigate why Welsh first language A 'level is not an attractive choice within their student populations and will provide the outcomes of this research to the Council to help with identifying further actions that could be taken to increase the cohort choosing Welsh first language at A 'level.

Central South Consortium provide data to measure outcome 3 and 4 to all local authorities. This data relates to schools that have a year 13 and, to provide regional consistency, has been used to calculate these measures.

5.2 Extra-curricular Provision

Consultation Responses

> *The majority of pupils in Welsh-medium education are from non-Welsh speaking homes so it is essential that the extracurricular services are an integral part of Cardiff's Welsh Education Strategy. Opportunities for pupils of all ages to practice speaking Welsh outside the classroom in Welsh medium and English medium schools, as well as increasing the formal and informal provision in Welsh in English medium schools should be progressed.*

Appraisal of Views

The Council already works in partnership with a number of organisations including Menter Caerdydd to promote and expand the use of the Welsh language by creating opportunities for communities to access extra-curricular activities, holiday clubs and after school care through the medium of Welsh. The services delivered in partnership with these organisations are specific to ensuring that children and young people have the opportunity to practice using Welsh outside the classroom/workplace in a range of locations across the city. However, all schools lead on extra-curricular activities and will need to link with their partners to ensure a wide range of extra-curricular activities can be delivered.

However the aim is to further this to deliver a broader strategy more akin to the 'Welsh Language Charter' developed by Gwynedd in 2014. The Welsh Language Charter has the overall objective of providing a framework which can be used to promote and increase the use of Welsh in a social context by children in Welsh-medium schools. By celebrating the use of Welsh on the school yard, with parents and in the wider context of the school community, the aim is to develop the number of children speaking Welsh on a daily basis. The Charter is based on the principle that every individual school may set its own challenging and attainable vision in connection with promoting the use of the Welsh language. This recognizes that circumstances may vary from school to school and provides an opportunity for every school to implement its own programme and achieve its own vision.

There is a Second Language version for English-medium schools that follows the same guidelines and has been designed by ERW called Cymraeg Campus, but at this point it is not supported by Welsh Government. The Central South Consortium will work with stakeholders to investigate whether this is a project that could be replicated within the Central South Consortium area as there will be a need for all stakeholders to support its development.

The City of Cardiff Council are aware that Cardiff University offer Welsh for Adults Cardiff provision (https://welshforadults.cardiff.ac.uk/cy) which includes 'Welsh for the Family' courses and Cardiff University has expressed interest to develop schools partnerships further.

5.3 Higher Education Sector

> *Requests to develop opportunities with the Higher Education sector, particularly with Cardiff University and Coleg Cymraeg Cenedlaethol, were made to promote learning pathways in the Higher Education sector.*

Appraisal of Views

Cardiff University has highlighted that they would like to form further partnerships with the Schools, Council and Central South Consortium to develop plans to increase numbers further, including offering workshops in schools and conferences/study days on the University campus. As the increased population progresses through the Welsh language continuum, partners will review their role towards developing suitable provision.

Outcome 6: Welsh-medium provision for learners with ALN

Consultation Responses

> *There were a range of issues raised regarding ALN provision delivered through the medium of Welsh including BESD, Nurture and ASD. The common themes identified included higher numbers of students with BESD needs in the Welsh-medium sector, BESD provision being needed in addition to the Revolving door provision, a need for BESD provision at secondary level, nurture classes needed for Foundation Phase pupils, permanent accommodation needed for BESD provision as well as ASD provision and SRB provision for learning needs being needed.*
>
> *Questions were asked about the fairness and parity of ALN in the Welsh-medium sector compared to the English-medium sector and the numbers of pupils who leave WM education due to ALN. A common view emphasised was the need to include stakeholders in discussions and plans before decisions are made. There were also comments that identified the need for more specialist teachers and a call for a thorough revision of the sector to get a complete picture and options for appropriate interventions.*

Appraisal of views

In both English-medium and Welsh-medium sectors, the local authority takes steps to develop provision in response to emergent needs. The level of SEN in Welsh-medium schools is significantly lower than in English-medium schools and this accounts for the different pattern of provision. As the sector grows, it is clear that the level of SEN is rising, and that this justifies the development of additional specialist places. Places have been increased over the last two years and there is a commitment to further growth over the next 3-4 years.

The Local Authority will take steps to identify whether pupils with SEN transfer from Welsh-medium to English-medium and seek information from parents as to their reasons. Any issues identified will inform future planning and support for pupils in the Welsh-medium sector.

The local authority will undertake a review of primary SRB provision for learning needs in partnership with the Welsh-medium schools and seek views of parents to inform any changes that may be needed to increase the take up of places. The local authority is working closely with Ysgol Glantaf to develop secondary SRB accommodation for learning needs and to ensure this will be sufficient for future growth.

A working group of Welsh-medium Head teachers, SENCOs and specialist staff has been established to review current ALN provision and will include consideration of pupil data. This process is being implemented with a view to agreeing appropriate levels of provision for children with ALN in the Welsh-medium sector going forward. As part of this a needs mapping exercise is being carried out which will inform plans for future specialist provision, for BESD and ASD. Appropriate ways to implement agreed levels of ALN provision will be developed out of this working group, with input from stakeholders.

There is Welsh speaking capacity in the majority of specialist teams and this is proportionate to the level of need in the Welsh-medium sector. Where there are gaps, this is due to the loss of Welsh speaking staff through retirement etc. Where there is a shortage of Welsh speaking teachers with specialist qualifications, posts are advertised as training opportunities to Welsh speaking teachers who wish to develop their careers as specialists. Further work will be done to audit current and projected needs, as well as skills of the staff and teachers, to plan for future workforce development in partnership with the schools.

Regional partnerships will be built on in order to share good practice and specialism and to investigate opportunities for collaboration.

Outcome 7: Workforce planning & continuing professional development

7.1 Leadership Roles

Consultation Responses

Respondents acknowledged that to grow Welsh-medium education it is extremely important that the Central South Consortium promotes "the aspiring leader programmes with middle level leaders and Deputy Head teachers in Welsh-medium schools" and develops the skill potential of future leaders. Ensuring a supply of head teachers for the future is a key priority.

Appraisal of Views

The City of Cardiff Council accept that developing leadership is a key future priority hence the inclusion of Welsh-medium leadership within Outcome 7. In addition to this, Melin Gruffydd run a middle leaders course for Welsh-medium Primary Schools. All the Head Teachers of the Secondary Schools have come together to create 'Gyda'n Gilydd', as part of the programme of support they have created a 'Middle leaders course' aimed at Department leaders and also Aspiring Senior Leadership. Both the above are Welsh Medium.

Within the Consortium, a new leadership pilot is being held for Deputy Head Teachers, 'Improving Leadership skills for Deputy Head Teachers'. This is not through the medium of Welsh but will be open to all schools after the success of the pilot. The NPQH programme is being run and we are continually aware of the need of developing the leadership capacity further within Welsh-medium settings.

7.2 Teaching Practitioners

Consultation Responses

> *There is a need to develop Welsh medium courses for teachers, particular attention was drawn to the National Sabbatical Scheme for Welsh Language Training. This scheme is funded by Welsh Government to increase the number of practitioners who can educate through the medium of Welsh or bilingually and to offer specialised continuous professional development opportunities in education. It provides an opportunity for existing practitioners in education to learn Welsh by taking advantage of the sabbatical courses on offer as well as offering intense refresher courses for those teachers willing to transfer to Welsh education.*
>
> *All newly joined practitioners to the workforce should be able to teach through the medium of Welsh – whatever educational establishment they are to work in - to ensure the greater use of Welsh as a means of communication in English-medium schools.*

Appraisal of Views

The Central South Consortium are creating an ITE Mentoring Course and a GTP Course with different Universities and both have a Welsh-medium focus.

The Sabbatical scheme is run by Cardiff University and the Sabbatical courses are to support practitioners that are already within Schools such as TA's and Teachers. The courses are free of charge and Welsh Government pays supply costs as well as travel costs. The training is provided in Cardiff: http://www.cardiff.ac.uk/cy/welsh/courses/professional-courses-and-welsh-for-adults/sabbatical-scheme. The University has welcomed a number of practitioners on the courses and are keen to work with the Council and Central South Consortium to promote this exciting scheme further.

7.3 Student Involvement

Consultation Responses

Cardiff University is developing new undergraduate provision in procurement and teaching Welsh, which will provide students the opportunity to spend a period on location at a school (primary or secondary). The aim of the module is not to provide formal training as teachers, but to look at the Welsh-education system from ac academic perspective and the aim is for this to encourage them to develop original ideas when they are in the schools. Cardiff University would like to cooperate with Welsh-medium schools and Welsh teachers in the English sector.

Appraisal of Views

The City of Cardiff Council acknowledge this provision and the Local Authority would be willing to co-ordinate discussions between the University and the Consortium to progress this scheme, if deemed appropriate to progress.

This page is intentionally left blank

Changes made to Cardiff's WESP following consultation

Please find the changes that have been made to the previously approved draft WESP as a result of consultation listed below:

- Reception numbers admitted each year have been added to illustrate growth in the Welsh medium sector.
- A reference to the temporary expansion of PAN at Ysgol y Wern has been added to increase transparency.
- A paragraph about Band B capital investment funding has been added to illustrate the schools capital investment cycle.
- A Mission Statement has been added to the strategy to capture the Council's ambition and the Vision has been changed to reinforce the Welsh Governments vision of 1m speakers by 2050.
- Added references to childcare and holiday care into the Values section.
- Added references and statistics in WESP for Cardiff to play its part in achieving Welsh Government vision, aligned with the content of the Bilingual Cardiff strategy.
- 4-18 year old projections have been extended until 2021/22 to align with the timescales of Bilingual Cardiff Strategy.
- A graph to illustrate the number of children entering Welsh-medium education has been added to reflect growth in the Welsh-medium sector.
- Updated new nursery provision at Ysgol Glan Ceubal.
- Updated Terms of Reference proposed for the Welsh Education Forum.
- Updated Learner Travel section
- Added the Council will investigate trends of transfer rates between:
  the start of Foundation Phase (Reception) and the start of KS2 (year 3),
  the start of KS3 (year 7) and start of KS4 (year 10) and
  the end of KS3 (year 9) and the end of KS4 (year 11).
- Increased citywide average transfer rate to reflect aspirations.
- Wales-wide attainment figures for Welsh first language have been added to the data in Outcome 5 to illustrate Cardiff's position against the national position.
- Welsh second language short course target has been removed due to curriculum changes.
- Wording has been added to clarify the Welsh second language changes along with the number of entries in Welsh second language qualifications.
- Reduced A 'level target from 6% to 5.5%.
- Added Council ambition to achieve higher levels within each key stage in Welsh first language.
- Stated surplus capacity across the Welsh-medium education sector in addition to surplus at entry to Reception in Welsh-medium primary schools.
- Clarified additional capacity of ALN provision by breaking down numbers in the table to specific provisions.
- Changed additional ASD provision to BESD provision.
- Updated Outcome seven – Workforce Planning and CPD
- Revised conclusion to moving forward to align more closely with Cardiff 2020 ambitions.
- Added national transfer rates for the Cylch Meithrins.
- The total capacity of each school has been added to Table 15.
- Added additional measure to Outcome 1 to monitor the number of children entering Welsh-medium education each year.

This page is intentionally left blank

CARDIFF
CAERDYDD

County Hall
Cardiff,
CF10 4UW
Tel: (029) 2087 2087

Neuadd y Sir
Caerdydd,
CF10 4UW
Ffôn: (029) 2087 2088

My Ref: Scrutiny/Correspondence/MJH

8 March 2017

Councillor Sarah Merry
Cabinet Member - Education and Skills
County Hall
Atlantic Wharf
CARDIFF
CF10 4UW

Dear Sarah

On behalf of the Committee, I would like to thank you for attending the last meeting of the Children and Young People Scrutiny Committee on 7 March 2017 to provide an opening statement and answer questions on the agenda item **Welsh in Education Strategy 2017-2020 - Draft Cabinet report**. I would also like to thank Nick Batchelar and Michele Duddridge-Hossain for their presentation of the report and answers to Members questions.

The Committee welcomed the report and agreed to commend the report to Cabinet. However, during the way forward section of the meeting Members expressed some concern around the availability of Welsh speaking secondary school teachers. The Committee therefore wished to support the actions being undertaken as part of Outcome 7, workforce planning and continuing professional development, and expect to see an improvement in recruitment over the next year.

The Committee reflected on comments made that there was a lack of social activities for children learning Welsh, outside school. The Committee therefore suggested that the resources being used to maintain Yr Hen Lyfrgell on the Hayes could be directed more effectively to support Welsh speaking youth facilities in Cardiff.

Yours sincerely

COUNTY COUNCILLOR RICHARD COOK
Chair – Children and Young People Scrutiny Committee

CC: Nick Batchelar, Director of Education and Lifelong Learning
Michele Duddridge Hussain, Operational Manager: Planning and Provision

This page is intentionally left blank

Appendix 5

Welsh in Education Strategic Plan

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: Welsh in Education Strategic Plan	**Date of Screening:** January 2017
Service Area/Section: Education & Lifelong Learning	**Lead Officer:** Janine Nightingale
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.]**
A Welsh in Education Strategic Plan (WESP) is a plan that details the strategic direction for the planning and delivery of Welsh-medium and Welsh-language education in the authority.	This Welsh in Education Strategic Plan (WESP) is for the period 2017-2020 and builds on the momentum and commitments from the predecessor WESP from 2014. Whilst based around the 7 key outcomes it will further develop the Council's vision and enhance the delivery of the growth and provision of Welsh-medium education throughout the city. The City of Cardiff Council is committed to developing a bilingual Cardiff. This Welsh in Education Strategic Plan (WESP) 2017-2020 will help Cardiff to support the Welsh Government's vision to see one million Welsh speakers across Wales by 2050. This WESP is an integral part of the Councils 5-year Bilingual Cardiff Strategy. The Council recognise that a strong and inclusive Welsh medium education sector is vital if Cardiff is to develop as a truly bilingual city where Welsh is a vibrant living language. The Bilingual Cardiff Strategy aims to increase the number of Welsh speakers within Cardiff and to promote the use of the language throughout the city. Cardiff Council recognise that the education system is a key element in ensuring that children are able to develop their Welsh skills, and for creating new speakers. The WESP will also contribute to the seven national well-being goals within the Well-being of Future Generations Act, in particular to a prosperous Wales providing high quality education and training to children and young people

	with a view to opening up employment, training and further/higher education opportunities in the language of their choice as well as contributing towards Wales having a vibrant culture and a thriving living Welsh language.

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	
1.1	**People in Cardiff are healthy;** *Consider the potential impact on* • *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**				The WESP 2017-2020 will focus on ensuring all learners, regardless of their socio-economic background have an equal chance of achieving their expectations through the delivery of the highest quality Welsh-medium education. The WESP 2017-2020 includes references to Flying Start areas, areas of deprivation, and specifically looks at the number of places available in Welsh for early year's provision. All Flying Start families are asked if they would like their children to take up a place in a Welsh medium childcare setting. The number of places available meets the demand made by FS parents who state Welsh Medium childcare as their preference.
1.2	**People in Cardiff have a clean, attractive and sustainable environment;** *Consider the potential impact on* • *the causes and consequences of Climate Change and creating a carbon lite city*			**x**		n.a
	• *encouraging walking, cycling, and use of public transport and improving access to countryside and open space*			**x**		n.a
	• *reducing environmental pollution (land, air, noise and water)*			**x**		n.a

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				**Evidence or suggestion for improvement/mitigation**
		+	**-**	Ntrl	Un-Crtn	
	• *reducing consumption and encouraging waste reduction, reuse, recycling and recovery*			**x**		n.a
	• *encouraging biodiversity*			**x**		n.a
1.3	**People in Cardiff are safe and feel safe;** *Consider the potential impact on* • *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**		n.a.
1.4	**Cardiff has a thriving and prosperous economy;** *Consider the potential impact on* • *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**				The fourth strategic outcome of the WESP is to increase the number of learners aged 14-19 that are studying subjects through the medium of Welsh, in schools, colleges and work-based learning. Outcome five relates to a thriving economy and the strategy mentions that the Council has been preparing sector reports on the Cardiff economy to help schools understand changes in the local labour market and to identify new career opportunities. These will be shared with schools so that a stronger emphasis is placed on workforce planning and skills, as the Council recognise the Welsh Governments aspiration in Successful Futures Strategy that the needs of employers and the workplace are seen as vital if young people are to move smoothly and successfully into employment.
1.5	**People in Cardiff achieve their full potential;** *Consider the potential impact on* • *promoting and improving access to life-long learning in Cardiff* • *raising levels of skills and qualifications* • *giving children the best start* • *improving the understanding of sustainability* • *addressing child poverty (financial poverty, access poverty,*	**x**				Outcome four in the strategy relates to raising the attainment of 14-16 year olds whilst Outcome five relates to raising attainment levels from Foundation Phase to A 'level.

	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	
	participation poverty) • *the United Nations Convention on the Rights of a Child and Principles for Older persons*					
1.6	**Cardiff is a Great Place to Live, Work and Play** *Consider the potential impact on* • *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**				The whole ethos of the WESP is to contribute to promoting the cultural diversity of the city, and has the vision: Cardiff's education system will act as a key driver to ensure that children are able to develop their Welsh skills, and create new speakers, to support Welsh Government's vision of having a million Welsh speakers by 2050.
1.7	**Cardiff is a fair, just and inclusive society.** Consider the potential impact on • *the elimination of discrimination, harassment or victimisation for equality groups*	**x**				See Equality Impact Assessment below and attached.
	• *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**				As a citywide strategy, stakeholders responsible for promoting and facilitating the use of Welsh across the city will share the responsibility to deliver a cross cutting Welsh education strategy. The Welsh Education Forum meets on a termly basis and has members that represent the development of Welsh Language across the city including Mudiad Meithrin, Meter Caerdydd, Bilingual Cardiff, RhAG, Central South Consortium and Welsh head teachers. There were also meetings and workshops held with Welsh head teachers across the city. Both of these forums were engaged and fed into the development of the WESP. These forums will also monitor the delivery of the WESP. Consultation of the WESP was for an 8-week statutory period between 2nd December 2016 and 27th January 2017.
	EQUALITY IMPACT ASSESSMENT (This is attached on page XX)					

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	**-**	Ntrl	Un-Crtn	
1.8	**The Council delivers positive outcomes for the city and its citizens through strong partnerships** *Consider the potential impact on* • *strengthening partnerships with business and voluntary sectors* • *the collaboration agenda and the potential for shared services, cross-boundary working and efficiency savings*	**x**				As a citywide strategy, the implementation and delivery of the WESP will be shared with numerous stakeholders including Governing Bodies and Head Teachers of Welsh-medium schools, Mudiad Meithrin, Menter Caerdydd, the Family Information Service, the Central South Consortium and the Welsh Education Forum who share the responsibility for promoting and facilitating the use of Welsh across the city. As such, this strategy was consulted on widely with stakeholders during its development.

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):

The Welsh in Education Strategic Plan is a plan that details the strategic direction for the planning and delivery of Welsh-medium and Welsh-language education in the authority. The Welsh language is one of Wales' treasures. The aim of the Welsh Government Strategy will be to almost double the number of Welsh speakers by the middle of the century. It is commonly accepted that the education system is a key element in ensuring that children are able to develop their Welsh skills, and for creating new speakers.

Economic
The effects of the strategy will have a positive effect on the number of children entering Welsh-medium provision as well as improving the awareness of secondary school children to the careers available in the Welsh language. This should prompt an increase of GCSE and A 'level take up and contribute towards developing a thriving and prosperous economy.

Social
It is recognised that ensuring there is sufficient provision available for early year's children and through ensuring increased and clear promotion of the Welsh language and Welsh-medium education sector this will ensure children have the earliest opportunity to develop their Welsh language skills. This strategy will contribute towards enriching the culture of our city making Cardiff a great place to live, work and play.

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

N/A

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? ▪ **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 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

Cardiff Council

Equality Impact Assessment

Corporate Template

Policy/Strategy/Project/Procedure/Service/Function Title: **Welsh in Education Strategic Plan (WESP)**
New

Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?	
Name: Janine Nightingale	Job Title: Head of Schools Organisation, Access & Planning
Service Team: Schools Organisation, Access & Planning (SOAP)	Service Area: Education and Lifelong Learning
Assessment Date: 08/02/17	

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

A Welsh in Education Strategic Plan (WESP) is a plan that details the strategic direction for the planning and delivery of Welsh-medium and Welsh-language education in the authority up to the year 2020.

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.]

Every three years each local authority in Wales is required to submit a three-year Welsh in Education Strategic Plan (WESP). Cardiff's first WESP was produced in 2014 and covered the period 2014-2017.

Cardiff has a refreshed Welsh in Education Strategic Plan that covers the period 2017-2020. The Plan is underpinned and informed by Welsh Government's current Welsh-medium Education Strategy (April 2010) and policy statement for 2015-16 (March 2016) as well as being an integral part of Cardiff's five year Bilingual Cardiff Strategy (2017-2022).

The Welsh Government's guidance on producing the 2017-2020 Welsh in Education Strategic Plan was issued to Cardiff's Education department in August 2016 based on guidance issued by Welsh Ministers under section 87 of the School Standards and Organisation (Wales) Act 2013. The guidance provides a standard template for the plans with standard measures specified.

There are seven outcomes that are stipulated by the Welsh Government that need to be included (five of which continue to focus on the five outcomes of the Welsh-medium Education Strategy 2010):

- **Outcome 1**
  More seven-year-old children being taught through the medium of Welsh.

- **Outcome 2**
More learners continuing to improve their language skills on transfer from primary school to secondary school.
- **Outcome 3**
More learners aged 14-16 studying for qualifications through the medium of Welsh.
- **Outcome 4**
More learners aged 16-19 studying subjects through the medium of Welsh.
- **Outcome 5**
More learners with improved skills in Welsh.
- **Outcome 6**
Welsh medium provision for learners with additional learning needs (ALN).
- **Outcome 7**
Workforce planning and continuing professional development (CPD).

The aspirations within Cardiff's WESP are in line with Bilingual Cardiff five year strategy and this is reflected through aspirations reflected in both documents.

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	x		
11 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 WESP is mainly aimed at children aged 2-18 years. The first outcome of the WESP is to increase the numbers of seven-year-old children being taught through the medium of Welsh.

Outcome 2 focusses on maintaining and increasing transfer rates from Welsh-medium primary schools to Welsh-medium secondary schools (pupils aged 11).

Outcome 3 and 4 covers attainment and qualifications for pupils aged 14-19 in both Welsh first and second language.

The WESP mentions Welsh for adults' courses, which could be accessed by older age groups however, the WESP is an integral part of the Bilingual Cardiff strategy 2017-2022 that covers the development of the Welsh language across all age groups.

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

n/a

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

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		x

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
The strategy proposes to provide more ALN provision in the Welsh-medium education sector during the lifetime of the plan.
What action(s) can you take to address the differential impact?
If no differential impact, explain the reason(s) for this assessment:

3.3 Gender Reassignment

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

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

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
What action(s) can you take to address the differential impact?
If no differential impact, explain the reason(s) for this assessment:
n.a.

3.4. Marriage and Civil Partnership

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

	Yes	No	N/A
Marriage			x
Civil Partnership			x

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
What action(s) can you take to address the differential impact?
If no differential impact, explain the reason(s) for this assessment:
n.a.

3.5 Pregnancy and Maternity

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

	Yes	No	N/A
Pregnancy			x
Maternity			x

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
What action(s) can you take to address the differential impact?
If no differential impact, explain the reason(s) for this assessment:
n.a.

3.6 Race

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

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

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
What action(s) can you take to address the differential impact?
If no differential impact, explain the reason(s) for this assessment:
The proposal would not have a differential impact upon one particular ethnic group, as the provision would be available to all. However, an overview of statistics show that there is a lower percentage of children from minority backgrounds that take advantage of Welsh-medium education and it is acknowledged that if pupils are from a Welsh-speaking background they would be able to access a greater range of services through Welsh-medium which would be beneficial. The Council ensures that there is a Welsh Language Immersion Centre for pupils who need to improve their Welsh skills before accessing a Welsh-medium school, ensuring fair access for 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 proposal would not have a differential impact upon faith, as the provision would be available to all. There are no proposals to introduce Welsh-medium faith schools because these would be voluntary aided schools, which would not be proposed by the Council, they would need to be proposed by the relevant Diocesan Authority.

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 proposal would not have a differential impact upon gender, as the provision would be available to all.

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:
n.a.

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.

This strategy provides a strategic direction for the planning and delivery of Welsh-medium and Welsh-language education in the authority up to the year 2020. An increase of Welsh-medium provision resulted from proposals during the lifetime of the first Plan (2014-17). Targets are included in the WESP 2017-2020 to improve attainment in Welsh language qualifications and as such the WESP 2017-2020 will have a positive impact on the development of the Welsh language.
What action(s) can you take to address the differential impact?
If no differential impact, explain the reason(s) for this assessment:

4. Consultation and Engagement

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

Meetings and workshops held with Welsh Head teachers from May 2016 - January 2017 and meetings with the Welsh Education forum took place from June 2016 - January 2017 where opportunities for discussion and development of the WESP was a main agenda item. There were also individual meetings held with Flying Start, Family Information Service, Childcare Business Support, internal council departments such as Education and Economic Development, Mudiad Meithrin, Bilingual Cardiff and the Welsh language Society. A draft of the strategy was also sent to the Equalities Team for circulation to the chairs of all equality networks.

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

Groups	Actions
Age	
Disability	
Gender Reassignment	
Marriage & Civil Partnership	
Pregnancy & Maternity	
Race	
Religion/Belief	
Sex	
Sexual Orientation	
Language	
Generic Over-Arching [applicable to all the above groups]	The WESP 2017-2020 will have a positive impact on the development of the Welsh language.

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: Angela Withey	Date: February 2017
Designation: Strategic Project Manager, School Organisation, Access & Planning	
Approved By: Janine Nightingale	
Designation: Head of School Organisation, Access & Planning	
Service Area: Education and Lifelong Learning	

CYNGOR DINAS CAERDYDD
CITY OF CARDIFF COUNCIL

CABINET MEETING: 16 MARCH 2017

SCHOOL ADMISSION ARRANGEMENTS 2018/2019 AND CO-ORDINATED SECONDARY SCHOOL ADMISSION ARRANGEMENTS 2018-2020

REPORT OF DIRECTOR OF EDUCATION

AGENDA ITEM: 10

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 2006, Admission Authorities are required to review their School Admission Arrangements annually.

2. This report is to inform the Cabinet of responses received following consultations on:

   - the Council's School Admission Arrangements 2018/19
   - the proposed implementation of Co-ordinated Secondary School Admission Arrangements for the period 2018-2020

Background

School Admission Arrangements 2018/19

3. In order to comply with the legislation above, School Admission Arrangements for implementation in the 18/19 academic year (i.e. From September 2018) must be determined on or before 15 April 2017.

4. The Education (Determination of Admission Arrangements) (Wales) Regulations 2006 and the School Admissions Code set out the procedure which admission authorities should follow when determining their admission arrangements, including that proper consultation must be carried out and that the arrangements should be determined by 15th April in the school year beginning two years before the school year which the arrangements will be for. The reason for this is to give all stakeholders the opportunity to comment fully in the consultation and then for parents to have certainty from the 15th April in making their arrangements for their child's education. If the Council does not carry out appropriate consultation and/or delays the determination of the admission

arrangements there is a possibility that a legal challenge by way of judicial review could be brought. The Council also has to show that the admissions arrangements are lawful, in that they comply with all relevant legislation and School Admissions Code, in response to each appeal brought before the Independent School Admissions Appeal Panel. If the Council cannot show that the arrangements are lawful and that a pupil has been affected by the failing, then an appeal will be successful, meaning that the pupil has to be admitted to an already full school. As the Council has approximately 500 appeals per year, if a large number are successful because the admission arrangements are considered to be unlawful and a large number of pupils are affected by this, then there is substantial risk of overcrowding in many of the schools across Cardiff, which would be contrary to the Council's main statutory duty to promote high standards of education.

5. The Council's draft School Admissions Policy 2018/19 (see Appendix 1) was issued for consultation on 05 December 2016 and closed on 23 January 2017.

6. There was minimal change to the policy for 2018/19. The change made was as follows:

   - Clarification of the proximity measurement of pupils living in the same building i.e. flats/apartments. In such instances, the route assessment will be determined from the front entrance of each dwelling.

Coordinated Admission Arrangements Pilot

7. In conjunction with the consultation on the School Admission Arrangements 2018/19, a public consultation on the proposed introduction of co-ordinated admission arrangements for the Year 7 age group for intakes in September 2018, September 2019 and September 2020 was undertaken (a copy of the consultation document can be seen at Appendix 2). This change does not constitute a change to policy but proposes a revised system for administering the admissions process in conjunction with other admission authorities operating in Cardiff.

8. Co-ordinated admission arrangements were introduced in England under the terms of the School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2007.

9. There are currently no formal co-ordinated admission arrangements in Wales despite the Welsh Government recognising Cardiff has 30 Admissions Authorities (far more than any other Local Authority in Wales) of which 23 are Primary School Governing Bodies, 6 are Secondary School Governing Bodies and 1 is the Council.

10. At present parents apply for secondary education places by submitting a school admission form to the Admission Authority of their preferred school. Any request for admission to a Faith or Foundation school must be made directly to the Governing Body of that school. Requests for admission to any Community school must be made to the Council.

11. Whilst parents may apply for multiple schools and inform the Council of which community schools are their preferred option(s), they are not required to confirm whether they have made applications to other admission authorities nor which non-community school is their higher or lower preference. As a result, parents could be offered more than one school place for their child with some parents choosing to 'hold' offers for more than one school, preventing other children being offered these places.

12. As a result of this, whilst some parents receive offers for their child at multiple schools, other parents have been unsuccessful in securing a place at any of their school preferences.

13. Consequently, there is uncertainty as to which pupils will start at which schools as the order of parental school preferences is unclear at the time of application and some pupils remain unallocated after the first round of allocations.

14. The aim of this proposal is to create a fairer, more equitable system of allocating school places in Cardiff.

Issues

Summary of the Council's School Admission Arrangements 2018/19 Consultation

15. The Council's draft School Admissions Policy 2018/19 was issued for consultation on 05 December 2016 to all those the Council are required to consult with as set out in the Welsh Government's School Admissions Code (Headteachers, Governing Bodies, Diocesan Directors, neighbouring Local Education Authorities).

16. Additionally the Policy was published on the Council website which provided the opportunity for parents and other interested parties to comment. Responses were requested to be returned by 23 January 2017.

Responses received regarding the policy during the consultation period

17. In total 47 responses were received, including a response from the Governing Body of Marlborough Primary School and a joint response from the Local Members for Penylan.

18. The views expressed were largely related to the Marlborough Primary School catchment area and demand for places/ oversubscription at Cardiff High School.

19. The points of view received as part of the consultation are set out in *italics* below and have been grouped according to the issues raised where appropriate. The Council's response to each point can be seen underneath, under the heading *"Appraisal of views expressed."*

Marlborough Primary School Governing Body response

20. A response from the Marlborough Primary School Governing Body included the following points (a copy of the full response can be seen at Appendix 3):

21. *Following a meeting with parents, the Governing Body are concerned that the current oversubscription criteria unfairly penalises families resident in the primary school catchment area by virtue of their geographic distance to Cardiff High School when compared with the other three primary schools.*

22. *The Governing Body have proposed family longevity of residence (or other similar criteria that removes unfairness of proximity) should take precedence over proximity.*

23. *The Governing Body also expressed concern that whilst parents attention was drawn to the consultation on Co-ordinated Secondary School Admission, they were not equally advised of the consultation on proposed school admission arrangements for 2018/19.*

Appraisal of views expressed

24. As with any admissions criteria, where a school is oversubscribed, some applicants will be admitted while others will not.

25. The criterion of residence within a school catchment area is one applied only in the instance of oversubscription, not as a qualifying criterion for eligibility. It is not permissible within the relevant legislation to guarantee the admission of all pupils within any catchment area to their catchment area school.

26. The introduction of a “length of catchment area residence” criterion would not be recognised as best practice. This point is referenced as per the Welsh Government’s School Admissions Code 2.63, which refers to feeder primary schools and states that if Admission Authorities use this criterion, to do so with caution, as such arrangements can unduly disadvantage children who move into an area at a late stage and should consider the impact that such arrangements have on the ability of a school to serve its local area. The same caution and potential disadvantage would apply to a “length of catchment area residence” criterion.

27. Under Section 19 of The Equality Act 2010, indirect discrimination is prohibited and under Section 85 discrimination in relation to School Admissions is also prohibited. The Council is also bound by the Public Sector Equality Duty in all of its decisions. A “length of catchment area residence” criterion is an example of a potentially indirect discrimination as those who would be disadvantaged by this criterion are more likely to come from vulnerable social groups with protected characteristics; for example, Gypsy and Traveller children, Asylum Seekers/Refugees and some other Foreign pupils.

28. The Welsh Government's School Admissions Code regarding prohibition of undesirable oversubscription criteria, 2.29 states: "In setting oversubscription criteria admission authorities must not: Expressly exclude applicants from a particular social or religious group." In relation to Gypsy and Traveller children, the Welsh Government's School Admissions Code 3.26 states that "Arrangements must be in place for Gypsy and Traveller children to be registered quickly at a school whether residing permanently or temporarily in the area. Guidance on best practice in relation to access to education for this group of learners can be found in Welsh Assembly Government Circular 003/2008 'Moving Forward - Gypsy Traveller Education".

29. The proposed change to oversubscription criteria being proposed by some parents of children attending Marlborough Primary School is clearly in response to oversubscription at Cardiff High School. The Council, as the Admissions Authority for all community schools within Cardiff, must consider the entire Cardiff area and impact on the population therein. The use of distance between home and school is as set out in the Welsh Government School Admissions Code (2.48) "a clear and objective oversubscription criterion and is useful as a tie-breaker".

30. An analysis of in-catchment area pupils (234 as at 25 January 2017) whose parents have applied after the annual round of applications has been undertaken. i.e. 'In-Year' applicants for the 2016-17 academic year, thus far, illustrates the cohorts which the Council believes would have been potentially discriminated against by the implementation of a "length of catchment area residence" criterion:

- 12% of **(29)** pupils are recent arrivals into the UK i.e. children who have resided in the UK for no longer than two years;
- 1% **(3)** are Asylum Seekers (not included above);
- 15% of **(34)** pupils are recent arrivals into Cardiff from other areas of the UK;
- 26% of **(61)** pupils have moved address within the Cardiff county boundary.

31. Therefore, potentially, **(127)** 54% of all In-Year in-catchment area applicants for the 2016-17 academic year thus far, would have been adversely affected by the implementation of this criterion. In terms of which of these applicants may claim to have been indirectly discriminated in relation to a protected characteristic (as per the Equality Act 2010), please see information below:

- Religion - the cohort most differentially impacted would have been those of the Islamic faith (35%) **[39 pupils]**.
- Race - the cohort most differentially impacted would have been White British (35%) **[39 pupils]**. While the second most differentially impacted cohort would have been Arabic (13%) **[14 pupils]**.

32. Given the potential for indirect discrimination under a “length of catchment area residence” criterion, it is not recommended for inclusion within the Council’s School Admissions Policy.

33. Inclusion of such a criterion would require a ‘cut-off’ point to be established i.e. satisfactory evidence of residency over a set period, would be required. This would impose upon applicants a requirement to retain and present original documentation over an extended period such as the entirety of a child’s primary phase education in order to prove longevity of residence, which many parents may have difficulty with. Such a criterion would disadvantage parents that have lived within the catchment area for the specified period of time but are unable to produce appropriate documentation.

34. If the Council were minded to consider a change to its draft School Admissions Policy 2018/19, to include such a criterion as “length of catchment area residence”, this would constitute a significant change and would require further consultation, which would not be possible within the timeframe for consideration of the 2018-19 school admission arrangements.

35. The Council’s draft School Admissions Policy 2018/19 was consulted on in accordance with the requirements of the Welsh Government’s School Admissions Code (section 2.5).

36. As set out at paragraph 6 there were minimal changes to the Council’s draft School Admissions Policy 2018/19. There is no requirement within the Code for parents to be consulted with on proposed school admission arrangements, however the policy was published on the Council website which provided the opportunity for parents and other interested parties to comment. Additionally schools were asked to notify parents of the consultation via their normal means of communication e.g. e-mail, newsletter, social media etc.

37. The proposed introduction of co-ordinated admission arrangements is a significant change and parents were advised of the consultation in order to ensure awareness of the proposed change.

Local Members’ response

38. A joint response from the Penylan Councillors (Cllr Joe Boyle, Cllr Tricia Burfoot and Cllr Bill Kelloway), included the following points (a copy of the full response can be seen at Appendix 3):

39. *The current system of allocation of places on the basis of proximity as a tie-breaker in the case of over-subscription is unfair. The use of proximity relies on one arbitrary measure, enshrines unfairness and is open to abuse.*

40. *The consultation on co-ordinated admissions makes reference to the need for a fairer, more equitable system of allocating school places in Cardiff without impacting on the community. This is an acknowledgement the Council needs to deal with broader problems*

within the current process, with the proximity criteria being the most glaring example of how unfairness is built into the system.

41. *As set out in the WG Admission Code, admissions must not be based on criteria that are 'arbitrary in nature'. We would argue that distance (proximity to school) is an arbitrary measure and certainly not more or less arbitrary than another fundamental measure, namely time (length of residence). Para 2.29 of the Code makes no mention of time nor for that matter distance. To give preference to one over the other is therefore an arbitrary decision. Paras 2.48 - 2.5 of the code could easily be rewritten as 'length of residence in a catchment area is a clear and objective oversubscription criteria and is useful as a tie-breaker' as opposed to 'distance between home and school' as at present.*

42. *We suggest the council rewrites the policy and include either a length of residence in a catchment area criteria or a points based tie breaker (see response for full details). The policy is not fit for purpose and does not meet the council's own stated aims of a fair admissions policy. We believe we have presented two options that could help remove unfairness from the admission process.*

Appraisal of views expressed

43. As set out in the Welsh Government School Admissions Code (2.48) the use of distance between home and school is “a clear and objective oversubscription criterion and is useful as a tie-breaker”.

44. The suggestion regarding the inclusion of ‘length of residence’ as an oversubscription criteria is addressed at paragraphs 24 – 34.

Other responses received

Length of residency criteria

45. Of the 47 responses received, the majority asked for length of residency within the high school catchment area criterion ahead of ‘proximity’ to be included in the policy albeit that several recognised that this may not be possible for 2018/19.

46. The views expressed included the following.

47. *The current use of proximity as a criteria has resulted in a number of families taking up temporary residence (“parachuting into”) in the Cardiff High School catchment area in order to secure a place at the school. This is to the detriment of those children living within the Marlborough Primary School catchment area who have been resident within the high school catchment area over a longer period.*

48. *Evidence from the Council EMS One Live Database (07 December 2016 Pupils in Each Year Group at CHS who are resident in CHS catchment area), provides evidence that on the basis that the Cardiff High intake*

was 240, 10 families moved out before their child started at CHS and during the Year 7 a further 31 left the catchment area giving a total of 41.

Year	***Pupils in Catchment Area***
7	*230*
8	*199*
9	*192*
10	*200*

49. *The numbers are significant and clearly correlate to parachuting in and out practice to close proximity to Cardiff High School by those with means from outside the Cardiff High School catchment area. The data for years 8,9,10 also helpfully show typical natural movement in and out of catchment are due to life events etc. The numbers in each year show the actual numbers at Cardiff High School are dramatically lower than the published intake (and max offers) that the school can accommodate.*

50. *The present admissions system is not fit for purpose and disadvantages children living in Penylan as they live further from Cardiff High School than those who attend the other catchment primary schools. The introduction of a length of residency within the high school catchment criteria above proximity would be an effective solution.*

51. *The introduction of a length of residence criteria above proximity but below criteria 1-5 would not discriminate against any of the groups citied in the Equality Act and does not impact upon those deemed most vulnerable.*

52. *Proximity systematically and arbitrarily disadvantages pupils who are resident in those part of the Cardiff High School catchment that are further away from the school. Marlborough children are disadvantaged by virtue of living further from Cardiff High and should be on an equal footing to those who attend the other catchment primary schools.*

53. *The inclusion of a longevity clause would not disadvantage those moving into a catchment area. In the event of a family moving into an area where the school is oversubscribed, they would have some choices. If viable, they could remain at their original school; they could go on the waiting list for their catchment school and wait to be offered a place. The proposed longevity criteria would actually serve this family better as the current policy would mean that this family may be living in the area and on the waiting list for longer while another family could move in closer and be offered a place sooner.*

54. *It has been suggested that the introduction of a longevity criteria would impact on families moving in however the number of such families are small in number ('miniscule') when compared to the huge number of families who are now in limbo wondering whether their child will securing a place at the catchment high school.*

55. *There is likely to be a positive impact on other communities beyond Marlborough/CHS catchment areas by employing length of residence criteria.*

Appraisal of views expressed

56. The number of pupils in the current Year 7 age group at Cardiff High School that have been resident in the Cardiff High School catchment for 3 years and over is 86% and 77% for 5 years and over.

57. This compares with an average for all Cardiff Community English-Medium Secondary (CEMS) Schools of pupils that have been resident in their respective catchments for 3 years and over of 85% and 76% for 5 years and over.

58. Therefore, this does not suggest that the Cardiff High School catchment area has school admission residency characteristics significantly different from that of any other CEMS Schools in Cardiff.

59. It also suggests that whilst length of residency is not an admission criterion, a significant number of pupils are already long-term residents in their respective CEMS school catchment areas.

60. Furthermore, the number of pupils in Year 7 who have been resident in the Cardiff High School catchment area for less than 1 year is 1.36% against an average in all CEMS Schools of 2.17%.

61. Of the ten children identified as out of catchment in the EMS One Live Data (07 December 2016), 7 were admitted to Cardiff High School as part of the normal allocation rounds for Year 7 meeting the oversubscription criteria of being Looked After/Previously Looked After or the school being named on a Statement of Special Educational Needs. Legislation requires that these pupils are admitted and given the highest preference wherever they live.

62. The notion that pupils are ‘parachuting’ into the Cardiff High School catchment area in order to gain a place at the school is unfounded.

63. As regards to the numbers of pupils in older curriculum years, it is misleading to interpret the differential between numbers on roll (NOR) and the number of pupils attending Cardiff High School from within catchment, as an indication of adoption of transient addresses of convenience.

64. Historically, Cardiff High School has been able to accommodate all of the demand for places from within its catchment area and additionally provide places (based on the published admission criteria), for some out-of-catchment area pupils.

65. The number of pupils admitted to Cardiff High School based on the catchment area criterion who are currently on roll at Cardiff High School for curriculum Years 7-11 who are no longer living within the school catchment area averages 10 per year.

66. With reference to the recent oversubscription from within the Cardiff High School catchment area, it should be noted that being resident within a catchment area is neither an eligibility requirement, or a guarantee of a place at any school. There are sufficient places available within the secondary school sector in Cardiff with some pupils who were refused admission into Year 7 at Cardiff High School from September 2016, who were resident in the catchment areas of Cardiff High School and Marlborough Primary School, residing in closer proximity to Cathays High School and/or Willows High School.

67. The EMS One Live Database information from 07 December 2016 referred to relates to the number of pupils from within the Cardiff High catchment area attending the school and not the total number of pupils in each individual group.

68. The suggestion regarding the inclusion of 'length of residence' as an oversubscription criteria is addressed at paragraphs 24 – 34.

Timescales

69. *If changes to the policy such as 'length of residency' cannot be implemented for the 18/19 school year, these could be considered for 19/20.*

Appraisal of view expressed

70. As set out at paragraph 34, the inclusion of such a criterion as 'length of catchment area residence', in the draft School Admissions Policy 2018/18 would constitute a significant change and would require further consultation, which would not be possible within the timeframe for consideration of the 2018-19 school admission arrangements.

71. Further consideration including wider research into the oversubscription criteria used in regard to admission to community schools in other authorities will be undertaken prior to consultation specific to the 2019/20 policy.

Cardiff High School

72. *The Council was aware of increased demand for Cardiff High School and committed to addressing this but have failed to do so. Increased intakes at three of the four partner primary schools will impact further on pupils ability to access a place at the school.*

73. *Over time the pupils from community primary schools closer to Cardiff High School than Marlborough Primary School will start to find themselves locked out of places there.*

Appraisal of views expressed

74. The Council has been aware of the increased numbers of pupils from within the Cardiff High School catchment area primary schools', however

it is the case that there are sufficient school places within the secondary school sector in Cardiff. Those pupils who were refused admission to Cardiff High School from September 2016, who are resident in the catchment areas of Cardiff High School and Marlborough Primary School, reside in closer proximity to Cathays High School and / or Willows High School.

75. As part of the process for the planning of school places, the Council continually reviews secondary school capacity and the evolving need for places. Proposals will be brought forward to ensure there is sufficient capacity to meet the demand for English-medium secondary school places from within the Cardiff High School catchment area. However, the current demand for English-medium places can be met within existing school provision, as sufficient places are available in neighbouring, and in some cases more local schools.

76. As set out in the resolution at the Council meeting on 24 March 2016, the issue of school places across the city will be addressed (via appropriate consultation) by expanding existing provision, the building of new schools and the redrawing of school catchment areas as necessary.

Impact on pupils and the Penylan Community

77. *This current uncertainty around whether children resident in the Marlborough Primary School catchment area is causing a detrimental impact on children which is emotionally harmful. At present, children from the Marlborough Primary School catchment are going to end up in several different schools, which will break up peer groups. There is significant evidence that sustaining peer groups is an important source of social, emotional and therefore academic development (NFER 2006, Young Minds, and Nuffield Foundation 2005, Pratt and George 2005).*

78. *The current use of the proximity criteria not only disadvantages Marlborough children in terms of admissions to Cardiff High School but also places them at a disadvantage when applying for a non-catchment school. There is a real risk children will be allocated whatever is left after everyone else has been accommodated, potentially at some considerable distance from their home and community.*

79. *This uncertainty is impacting on community cohesion. Children who have lived their whole lives within the local community are being denied places at Cardiff High School which is neither fair nor consistent with the goal of creating sustainable communities as per Local Development Plans.*

80. *Families will not want to live in Penylan and the reputation of Marlborough Primary School will suffer.*

Appraisal of views expressed

81. It is acknowledged that there is research such as the study of 30 children conducted by Pratt and George (2005) which highlights the impact of

social networks in supporting transition. There is also a wide and varied wealth of research including other reports cited by the respondent, which show that there are a number of factors that have equal or greater importance in terms of supporting effective transition from primary to secondary education.

82. Other research (Weller, S. 2006), suggests that acquaintances from the peer group can also provide the required familiarity when starting in secondary education and could function well as transitional support helping children to settle in during the initial transition even if they did not develop into enduring friendships. In the case of Marlborough Primary School, it is not expected that children would need to transfer to an alternate secondary school alone and would therefore benefit from moving on with known acquaintances. Primary Schools are encouraged/expected to ensure that smooth transition arrangements are made with the secondary school that their pupils will promote to.

83. Furthermore it does not follow that children who attend the same secondary school will have '*enduring friendships.'* particularly as schools frequently mix the pupil intake and children are not in the same form group or subject groupings, with '*enduring primary school friendships found to be more frequent amongst those in a different secondary school than children in the same school but in a different class*.'

84. The majority of participants in the Families and Social Capital ESRC research discussed by Weller, settled into their new secondary school and established new friendships. Several of the reports identified that for a minority of children there was greater benefit of transferring with friends for particularly vulnerable children who struggle with transitions. Similarly, for many familiar faces (including acquaintances) could help to build confidence and establish a sense of belonging. However, '*Most children are resilient, able to adapt and develop friendships in new circumstances'* and the range of transition measures put in place by schools supports effective relationship building with their peers so as to reduce anxiety and fully support the integration of all pupils into their new surroundings.

85. The admissions criteria is predicated on a geographical basis giving priority to those living within a school catchment area and also considering proximity of school to home address. This seeks to maintain where possible children attending a local school.

Travel arrangements

86. *The practice of families moving in to the Cardiff High catchment area on a temporary basis in order to secure a place at the school results in children travelling across the city to get to schools outside their catchment areas.*

Appraisal of views expressed

87. The suggestion that families are moving into the Cardiff High Catchment area on a temporary basis in order to secure a place at the school is addressed at paragraphs 56 - 67.

88. The number of pupils admitted to Cardiff High School based on catchment criteria who are currently on roll at Cardiff High School for curriculum years 7-11, who are no longer living within the school catchment area averages 10 per year. It is not expected that the number of out-of-catchment pupils attending the school are likely to have a significant impact on the transport network.

Three Year Pilot

89. *As with the co-ordinated admissions proposal, a three year pilot of a 'length of residency' criteria could be considered to enable a review.*

Appraisal of views expressed

90. The suggested introduction of a 'length of residency' is addressed at paragraphs 24 - 34.

Sibling Criteria

91. *The sibling link should be extended to include sixth form as at Bishop of Llandaff and Whitchurch High School.*

Appraisal of views expressed

92. At present sixth form provision is available at 12 of the 19 secondary schools in Cardiff, as well as at Cardiff and Vale College and St David's Catholic Sixth Form College.

93. The Council has agreed to delegate to the Governing Bodies of Community High Schools the responsibility for the determination of admission arrangements for sixth form provision, including the administrative processes under which admissions to sixth form are considered. Sixth form is non-statutory and admission authorities can set arrangements based upon aptitude. The Council believes sixth forms are best placed to manage the planning for and delivery of the range of subject options available at Further Education level.

94. If the Council were minded to consider a change to its draft School Admissions Policy 2018/19, to include a 'sixth form sibling' criterion, this would constitute a significant change which would require further consultation, which would not be possible within the timeframe for consideration of the 2018-19 school admission arrangements.

Residency within catchment

95. *There are insufficient checks to ensure residency within catchment. The admissions criteria should be amended to state that documentary evidence must be provided.*

Appraisal of views expressed

96. Documentary evidence of residency is not routinely sought i.e. in respect of preferences for schools which are undersubscribed (where the number of applications is fewer that the number of places available).

97. Where parental preferences for a school exceed the number of places available, address verification processes are undertaken.

98. The Council examines information held by schools (including a pupil's address history) and Council Tax and Electoral Roll information (held by the Council), to match pupils and parents to addresses submitted during the application process.

99. Additional information is sought where there is a discrepancy and/ or where there is a concern around the validity of information. If there is a discrepancy between the information held by the Council and information submitted by the applicant or any concern around the validity of this information, then further investigations will be carried out and additional information requested, such as:

- Credit information
- Bank statements
- Child benefit information
- Driving licence

100. This list is not exhaustive. Officer visits will be carried out if necessary.

101. As set out in the Welsh Government's School Admissions Code (3.40) "Once an admission authority has made an offer of a school place, it may only lawfully withdraw that offer in very limited circumstances. These may include when the admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent or young person (for example, a false claim to residence in a catchment area) which effectively denied a place to a child with a stronger claim."

102. Every effort is made to determine residency within the catchment area for oversubscribed schools prior to offers being made. However should the Council receive evidence of fraudulent information having been provided to gain a place at a school to which the pupil would not have been entitled, the place will be withdrawn. This was the case during the second round of allocations to Cardiff High School for admission to the Year 7 age group in September 2016, when a place was withdrawn and reallocated to a child who would have been allocated the place in the first round of allocations.

Prioritising pupils from English-medium community primary schools for places at Cardiff High School

103. *A number of parents who chose Welsh-medium or Faith primary school education are choosing to switch to English-medium community secondary which makes it very difficult for the Council to plan places for the four English-medium community primary schools within the Cardiff High catchment. An alternative to a length criteria would be to prioritise continuity of education for those who have chosen English-medium community primary school with the same being true for those who chose Welsh-medium or Faith based education.*

104. *There are no other catchment options available to Marlborough pupils as they don't speak Welsh. The policy is potentially discriminating white, non-religious pupils i.e. if a pupil has attended primary religious or Welsh schools, these should be offered as their first choice in the event of oversubscription at schools such as Cardiff High.*

Appraisal of views expressed

105. Within the maintained education sector in Cardiff, types of school include English-medium Community; Foundation; Roman Catholic; Church-in-Wales and Welsh-medium Community. At any point during a child's education parents may express a preference for the type of education they desire for their child. For those wishing to transfer into Welsh-medium education at a later stage, the Council operate both primary and secondary phase Welsh Language Immersion units to facilitate transfer.

106. As per the Welsh Government's *Iaith Pawb: A National Action Plan for a Bilingual Wales* policy, which relates to creating a bilingual Wales, that is, a country where 'people may choose to live their lives through the medium of either or both Welsh or English and where the presence of the two languages is a source of pride and strength to us all,' parents of all backgrounds have been afforded the opportunity to elect for their child to attend an English-medium or Welsh-medium school.

107. Over the last five intakes into Year 7 in September, only 9% of all children from Cardiff's Church-in-Wales or Roman Catholic primary schools have been admitted into a non-religious secondary school in Cardiff. Similarly, over the last five intakes into Year 7 in September, less than 9% of all children from Cardiff's Welsh-medium primary schools have been admitted into an English-medium secondary school in Cardiff.

108. As set out in the Welsh Government's School Admissions Code (E.10), 'the Human Rights Act 1998 confers a right of access to education. This does not extend to securing a place at a particular school. Admission Authorities, however, do need to consider parents reasons for expressing a preference when they make decisions about the allocation of school places, to take account of the rights of parents under the Act, though this may not necessarily result in the allocation of a place'.

109. The Council cannot implement priority based criteria with respect to an applicant's religious or non-religious background or preference for medium of education as to do so would introduce an unlawful discrimination against those with the opposing characteristics (as per the Equality Act 2010). While this applies to the determining of admissions criteria for English-Medium and Welsh-Medium Community Schools, an exception applies under Welsh Government's School Admissions Code 2.29 which states: "In setting oversubscription criteria admission authorities must not: Give priority to children based on religious faith except where the school has been designated as having a religious character (Equality Act 2010)." Thus, it is only the Admission Authorities of faith-based schools, which may choose to prioritise the admission of children on religious faith.

Consideration should be given to proximity of a central point

110. *Consideration should be given to proximity to a central point in the catchment area and/or length of attendance at one of the four primary schools in the Cardiff High School catchment.*

Appraisal of views expressed

111. Applying a proximity based oversubscription criterion that is measured to and from an address point other than a school (such as from a central point of a catchment area) would not be reasonable. Those pupils living in closest proximity to a school would be ranked as a lower priority than those living in closer proximity to an arbitrary point but who live further from the school.

112. The Welsh Government's School Admissions Code 2.48 states that "distance between home and school is a clear and objective oversubscription criterion."

Appeals Process

113. *Lack of transparency around the appeals process. No 'success criteria' for an appeal so parents do not know what they must demonstrate at the appeal and those judging the appeal do not know whether to deem the appeal successful or not resulting in the appeal being unsuccessful.*

Appraisal of views expressed

114. The school appeals process is independent of the Council's process for admissions to schools.

115. The Appeals process in Cardiff is transparent and complies with the Welsh Government's School Admissions Appeals Code, which sets out the legal tests which the Independent School Admissions Appeals Panel applies when considering appeals. The process itself involves 3 independent panel members hearing directly from parents about their family's personal circumstances for each appeal and a legal adviser (Clerk to the Panel) is always present throughout. The Panel recently

updated its FAQs which are sent to every appellant to try to assist parents with the process; this included details of common grounds put forward by other parents, however as each appeal is individual it is not possible to give a “success criteria.”

116. The City of Cardiff Council is fortunate to have almost 20 independent panel members who receive regular training about the legal tests they have to apply and they are very experienced in determining whether an appeal is successful or not. They also provide a view entirely independent of the Council and use their own judgement in applying the principles of natural justice when considering appeals. Parents have the right to complain to the Public Services Ombudsman if they are unhappy with the Appeals process and despite the City of Cardiff Council facilitating almost 1500 appeals in the last three full school years (2013/14 to 2015/16), no complaints were upheld by the Public Services Ombudsman regarding the Appeals process.

Clearer guidance on medical and social compelling grounds

117. *There needs to be clearer guidance as to what would constitute medical and social compelling grounds.*

Appraisal of views expressed

118. All applications including supporting information are assessed on an individual basis. Children can only be prioritised for admission under the criterion “Pupils in respect of whom the Council judges that there are compelling medical grounds or compelling social grounds for their admission to a specific school” where there is a clear written recommendation from a medical consultant or a social worker or similar professional, explaining that the child should be admitted to a particular school”. This guidance is found in all of the Council’s school admission application forms and application-related documentation.

Feeder School System

119. *The Council is creating a property bubble which can be averted by de-prioritising proximity to school and replacing it with a ‘feeder school’ system whereby those living in the catchment area and attending a partner primary school will be given priority over others living in the catchment area or a test of the child’s length of residency in the catchment area.*

Appraisal of views expressed

120. The suggested introduction of a ‘feeder school’ system/‘length of residency’ criteria is addressed at paragraphs 24-34.

Sixth Form Provision

121. *Is there a possibility of bringing sixth from applications into the Council so that numbers can be capped, tracked, managed in a similar way to that*

that is being proposed under co-ordinated admission arrangement to help with post 16 education planning city wide.

Appraisal of views expressed

122. The suggestion relating to sixth form provision is addressed at paragraphs 92 – 94.

Alternative Options

123. *It does not follow that a reasonable alternative would be to change the Marlborough Primary School catchment secondary school as some council members have suggested. Any such review would surely need to consider the alternative secondary schools for all areas in the current Cardiff High School catchment: Roath Park's catchment is, for example, relatively close to Cathays High School.*

124. *Given the pressure on places, consideration should be given to establishing an all through 3-16 school on the Howardian site subject to appropriate site sizes being available.*

Appraisal of views expressed

125. As set out at paragraph 76 the issue of school place planning across the city will be addressed (via appropriate consultation) by expanding existing provision, the building of new schools and the redrawing of school catchment areas as necessary.

126. The Local Authority is currently looking at needs across the city relating to availability and sufficiency as part of the 21st Century Schools Programme Band B planning process, which includes considering the provision of English-medium and Welsh-medium primary school provision.

127. Any new proposals brought forward would be subject to full public consultation.

Catchment area arrangements

128. *Consideration should be given to removing areas of dual catchments which seem to benefit those living in those particular areas above others.*

Appraisal of views expressed

129. All secondary school-aged pupils resident in Cardiff live in the catchment area of one English-medium secondary school and one Welsh-medium secondary school.

130. The majority of primary school-aged pupils resident in Cardiff live in the catchment area of one English-medium primary school and one Welsh-medium secondary school, with the following exceptions:

- Shared English-medium primary catchment area arrangements were implemented in Llanishen, Lisvane and Thornhill, as part of a reorganisation of provision, to alleviate localised concerns raised by stakeholders including Schools, Governors and Parents within the area.

- A longstanding shared English-medium primary catchment area arrangement exists in Canton. Consultation on changes to catchment areas, including removing the shared arrangement, took place in 2016 but in response to concerns raised by stakeholders including Schools, Governors and Parents within the area, the existing arrangements were retained.

- Dual stream schools serve parts of north west Cardiff, where some addresses are served by a single school for both English-medium and Welsh-Medium provision.

131. There are no current proposals to amend these catchment areas. Any proposed changes to catchment areas would be subject to full public consultation.

Support for schools

132. *Consideration should be given to allocating additional resources to support schools that receive fewer applications or at least increase the promotion of what schools can offer so parents can make informed choices rather than relying on perceptions.*

Appraisal of views expressed

133. 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.

134. As set out in *Cardiff 2020: a renewed vision for education and learning in Cardiff*, the Council is committed to ensuring all children and young people in Cardiff attend a great school and develop the knowledge, skills and characteristics that lead them to become personally successful, economically productive and actively engaged citizens.

Wellbeing of Future Generations (Wales) Act 2015

135. *The Wellbeing for Future Generations (Wales) Act 2015 requires the Council to take into account the interests of children and young people. The current policy is at odds with this.*

Appraisal of views expressed

136. The Wellbeing of Future Generations (Wales) Act 2015 requires public bodies to make sure their decisions take into account the impact they could have on people living in Wales in the future. The Council has done so in relation to its proposed school admission arrangements. All

Admission Authorities in Wales are legally bound to Section 84 of the School Standards and Framework Act (1998) (the Welsh Government's School Admissions Code) and the Council has also complied with that legislation. Account is also taken of the Council responsibility to provide and promote high standards of Education under the Education act 1996.

Waiting Lists

137. *In the event of parents accepting a lower preference school, will pupils stay on the waiting list for their higher ranked school?*

Appraisal of views expressed

138. In circumstances where an applicant's higher preference has been offered, lower preferences will be automatically withdrawn. Where a second or lower preference has been offered, the applicant will automatically be placed on the waiting list(s) for their higher school preference(s). Unless a parent chooses to withdraw their child from a waiting list or a waiting list has reached its expiry date (no earlier than 30 September in relation to the normal admissions round, as per the Welsh Government's School Admissions Code 3.27), the applicant can only be withdrawn from a waiting list if allocated a place at the school.

Summary

139. A number of responses suggested changes to the school admission criteria. Any significant change would require further consideration including wider research into the oversubscription criteria used with regard to admission to community school in other authorities. Any changes arising out of this would be subject to consultation.

Summary of the Consultation specific to proposed Co-ordinated Secondary School Admission Arrangements for the period 2018-2020

140. As set out at paragraph 7, a consultation specific to the proposed introduction of co-ordinated admission arrangements for the Year 7 age group for intakes in September 2018, September 2019 and September 2020 was undertaken.

141. The consultation ran from 05 December 2016 to 23 January 2017.

142. The consultation process involved:

- Publication of a Consultation Document on the Council website (a copy of the Consultation Document can be seen at Appendix 2);
- Distribution of a letter via schools to parents of all pupils in maintained nursery and primary schools outlining the proposal and giving details of how to access the Consultation Document online (a copy of the letter can be seen at Appendix 4);
- Six public drop-in sessions where officers were available to answer questions;

- A consultation response slip for return by post or e-mail, attached to the Consultation Document;
- An online response form at www.cardiff.gov.uk/admissionarrangements

143. The views expressed at Council organised drop-in sessions and received on paper or electronically through the appropriate channels, have been recorded.

Responses received regarding the proposed introduction of co-ordinated admission arrangements during the consultation period

144. In total 149 responses were received. The majority view expressed at drop-in sessions and in written correspondence was one of support for the proposed implementation of a co-ordinated secondary school admissions process for the Year 7 age group intakes.

145. Formal responses were received from the six Admission Authorities with responsibility for admissions to secondary provision within Cardiff: St Teilo's CW High School, Bishop of Llandaff CW, St Illtyd's Catholic High School, Corpus Christi RC High School, Mary Immaculate High School, Whitchurch High School,

146. Responses were also received from a number of community schools for whom the Local Authority is the Admission Authority. These included: Radyr Comprehensive School, Cathays High School, Fitzalan High School, Ysgol Gyfun Gymraeg Plasmawr and Springwood Primary School.

147. A joint response was submitted by the Local Members for Penylan.

148. The points of view received as part of the consultation are set out in *italics* below and have been grouped according to the issues raised where appropriate. The Council's response to each point can be seen underneath, under the heading *"Appraisal of views expressed."*

Admission Authorities Responses

St Teilo's CW High School

149. A response from St Teilo's CW High School included the following points (a copy of the full response can be seen at Appendix 5):

150. *In principle, the Governing Body supports the process that you are consulting upon. Representatives of the Governing Body and school attended your recent meeting and conveyed this view.*

Appraisal of views expressed

151. The Council acknowledges the view expressed.

Bishop of Llandaff CW High School

152. A response from the Bishop of Llandaff High School included the following points (a copy of the full response can be seen at Appendix 5).

153. *It is the governors' view that the proposed admissions process will add another level to a process that is unnecessary for the school. There are processes in place for the admissions to the school that are effectively managed. The governors understand the complications around the admissions process but at present do not feel the new format would be beneficial.*

154. *On page 5 it states that the local authority already has an online system for applications but you will be aware that The Bishop of Llandaff High School does not. Consequently, it is a bigger step for the school thanit would be for many others to change to the co-ordinated online system. Would there be a shared online system? Who would maintain the system and who would pick up the cost?*

155. *It is difficult to follow the logic on page 7 that more pupils would be offered their preferred school as a consequence of the co-ordinated system. The school is limited in the number of Foundation and Community places it can offer which cannot be affected by the application system. Similarly, knowing which children will be admitted does not assist the school to plan its budget, class organisation or staffing arrangements.*

156. *As for resources, ranking all applicants would significantly increase the workload of the admissions staff. It is also not clear why this proposal would result in fewer appeals as there will still be significant numbers of unsuccessful applicants due to the limit on places, not the system of application, as acknowledged in the section on Transport which recognises there is no change in the supply of school places.*

157. *The Governors do not wish to be part of a pilot for such an important process, given the disruption and uncertainty of making the change in a live admissions environment. The preference is for the pilot to be conducted and the school would consider the situation again once the problems of a new county-wide system have been ironed out.*

Appraisal of views expressed

158. The Council acknowledges the views expressed. The pilot (subject to implementation) will be kept under review and the school will be updated on progress.

St Illtyd's Catholic High School

159. A response from St Illtyd's Catholic High School included the following points (a copy of the full response can be seen at Appendix 5).

160. *St Illtyd's would like to be part of this admission pilot scheme.*

Appraisal of views expressed

161. The Council acknowledges the view expressed.

Corpus Christi RC High School

162. A response from Corpus Christi High School included the following points (a copy of the full response can be seen at Appendix 5).

163. *In the interests of trying to make the whole system fairer for everybody concerned, the decision has been made to support the pilot. It was also agreed, however, that if the new system does not work well, Governors will reassess the situation when discussing the school's Admissions Policy before the end of the pilot.*

Appraisal of views expressed

164. The Council acknowledges the views expressed.

Mary Immaculate High School

165. A response from Mary Immaculate High School included the following points (a copy of the full response can be seen at Appendix 5).

166. *The current window to comment on this proposal is too narrow and has therefore not allowed a full discussion at Governors. Most Governors meet every half term, meaning, depending on the deadlines set, Governors should be able to meet to discuss. The narrow window of opportunity has meant this is not possible and is a discouraging beginning to the situation;*

167. *A three year trial period is much too long; pilot programmes are rarely of such length because of the need to supply a more immediate assessment of progress. We would suggest a more limited geographical and time-limited approach;*

168. *We would like to know what the proposed monies are set aside for additional staffing or technical demands, given the expansion of the existing system.*

169. *Notes from Admissions Proposal document:*

   a. *P.6 – where you say that '192 parents are holding 205 places'; we felt this phrase needed further explanation – for example could this be resolved by having a stricter approach to accepting places as apportioned within a narrower time window?*
   b. *P.7 – what evidence can you cite to support the comment 'Children would have a better experience and more effective start to school"? If parents are unhappy with the current system, can you please outline the number and type of complaints you have received?*

c. *What would happen if a pupil were noted as a category 1 entrant in multiple schools – who would define where they would go? When and how would the successful school be notified? We feel it would be necessary to have a transparent approach so that schools could see where they were ranked by parents.*
d. *Where is parental choice if they are only offered one option? (p.8) How could you be sure that they would be offered their preferred school – what data can you use to support this assumption?*
e. *What would happen if a parent only expressed a choice for one school and no other? What would then happen if they did not gain admission to that school?*
f. *You say that continuing the current system would lead to an increase in inequality; at our school the number of appeals has reduced (even though the number of unsuccessful applications has remained the same) as our systems have become more efficient in supporting parents.*
g. *What would happen if parents filled in the common form but did not fill in the school form? What does the common form look like (we should have sight of this prior to any decision), how does it operate and is the ICT system sufficiently robust to cope with this demand. Can parents only choose a VA school?*
h. *If you say 'there is little or no effect on the numbers on roll' (p.8), what do you presume the effect would be – what is your evidence?*
i. *How would the system be affected if we accepted pupils from another borough?*

170. *These are key points that would need to be addressed prior to the Governors allowing Mary Immaculate to participate in any new system. We do feel that there are too many unknowns and too many un-evidenced assumptions to make a definitive decision. We certainly feel there needs to be a narrower trial to ensure these assumptions could be tested.*

171. The points raised were responded to. The Governing Body have subsequently confirmed that they do not wish for the School to be part of the pilot at this time but are open to participating in the future. (A copy of the full response can be seen at Appendix 5).

Appraisal of views expressed

Whitchurch High School

172. A response from Whitchurch High School included the following points (a copy of the full response can be seen at Appendix 5)

173. *The proposal removes the rights of parents to apply to more than one admission authority and thereby affects the rights of children which the consultation document does not make clear. Families who may wish to*

change the nature of the school their child will attend are not catered for in a system asking them to list three school choices.

174. *The proposal seems to have lost sight of the needs of certain children and is focused upon making the admission process easier for admission authorities.*

175. *The on-line consultation response form lack relevance. It would have been useful to have targeted parents of Years 3, 4 & 5 in primary schools, those who would take part in the pilot scheme as there is no way of knowing whether any of the respondents have children in these year groups and likely to be affected.*

176. *Many of the authority's challenges around admission appeals are due to planning of school places issues (there are insufficient places for pupils in the right areas of Cardiff). Coming together as a shared admission service will not solve this. Whilst strategic plans to enhance secondary school places in the East and West of the City are in place, these are unlikely to be in place for 2018 so that appeal are likely to be at current levels, if not greater.*

177. *The governors would have liked to consult with their parents and particularly parents in feeder schools but the timescale does not allow for this.*

178. *The governors are concerned that the consultation document indicates that the governing body would be required to sign up for a three year period. As the school is an Admission Authority it is felt that the local authority cannot remove this statutory right by any written contract nor would the governing body required the approval of Officers of the authority to carry out such functions*

179. *It is unclear from the consultation document whether the co-ordinated school admission arrangements will proceed if some of the secondary admission authorities do not sign up to the co-ordinated admission arrangements.*

Appraisal of views expressed

180. The points raised by the Governing Body were responded to and officers met with the Governing Body Admissions Sub Committee on 28 February 2017. The Chair of Governors subsequently confirmed the Governing Body's agreement that the school will to be part of the pilot subject to its ongoing successful implementation.

Community Schools' responses

181. The responses received from community schools indicated support for the proposal and included the following points:

182. *The proposal would make things a lot easier for schools and remove the fears that some parents have with other children holding more than one place.*

183. *For Cathays High School who admit pupils from all over the city and from a large number of primary schools we currently suffer from the situation where parents apply to us for places and to other secondary schools, therefore our admission number in March is never the same as the pupils that turn up in September. The new arrangements will mean that we can use the list that is supplied in March and can plan accordingly.*

184. *Fitzalan High School have struggled for many years to seek a coordinated approach and so this new proposal would go a long way to achieving this. At present we have to request from parents via our close links with primary schools as to which school they wish to take up and even then this often turns out not to be the case in September.*

185. *Fitzalan High School does however still have a concern across different authorities as the number of our cluster pupils who hold places in the Vale will still continue. The major concern that we still have is that our cluster is still too large. Even with increasing our pupil numbers to 300 (which we do not have space for) there are still over 600 pupils in our 9 cluster schools – this still will pose a very large problem for our parents.*

186. *Fitzalan High School also believe that more needs to be done to accommodate the high numbers of families that we have who do not speak English and do not have an email address let alone access to the internet at home. The new Hub/online system has proved particular challenging this year and so any future changes would need to be mindful off this.*

187. *We (Fitzalan High School) have met with Admissions Officers this year to address these concerns and have offered to pilot or consult on the impact of any proposed changes.*

188. *The Governing Body of Ysgol Plasmawr approve the proposal to co-ordinate secondary school admissions for the Year 7 age group.*

189. *Members of the Ysgol Plasmawr Governing Body are pleased to know that officers are monitoring birth rates; the yield from proposed housing 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 the increased demand. The Governing Body would wish to be consulted with at an early stage of any proposal that would have an impact on the admission number or existing catchment of Ysgol Gyfun Gymraeg Plasmawr.*

190. *The Headteacher of Springwood Primary indicated support for the proposal.*

Appraisal of views expressed

191. The Council acknowledges the views expressed.

Local Members' response

192. A joint response from the Penylan Councillors (Cllr Joe Boyle, Cllr Bill Kelloway and Cllr Tricia Burfoot) included the following points (a copy of the full response can be seen at Appendix 5).

193. *We are writing as elected members for Penylan, to support the council's proposal for co-ordinated secondary admissions. They may reduce some of the pressure being faced by many residents in our ward in their efforts to secure a place for their children at their catchment school, Cardiff High*

194. *We are confident the proposals will not have an adverse impact on any one particular group and therefore do not fall foul of any equality requirements.*

195. *Many children in Penylan still look likely to miss out on a place at their catchment school and Penylan residents need a longer term solution particularly as greater numbers come through the system.*

Appraisal of views expressed

196. The Council acknowledges the view expressed.

197. The points raised around demand for places at Cardiff High School please see paragraphs 74 – 76.

Other responses received

198. Concerns surrounding changing the current admission process to pilot a co-ordinated secondary school admissions system

199. *The current system is fairer and offers parents more choice.*

200. *I don't have the confidence that the new system will be an improvement on the existing approach and have seen no information about how weightings might be applied if there are particular preferences for voluntary aided schools.*

201. *Confusing and will have no effect on voluntary aided school. I fail to see the benefit. The issue is that there are not enough English medium schools, with the majority of funding going to Welsh medium schools.*

202. *The school might not accept our admission as it's the only choice.*

Appraisal of views expressed

203. As set out in the Consultation Document (pages 6 & 7), the Council believes the current system is inefficient as some parents applying for their child's admission to secondary education have been offered places at multiple schools, whilst other parents have been unsuccessful in securing their child a place at any one of their school preferences.

204. Based on the initial allocation for transfer into Year 7 from September 2016, a total of 192 children were holding a total of 397 places. That means 192 families were holding 205 places they were not planning to take up and preventing their allocation to others. At the same time 360 other children received no school place offer.

205. Therefore, many families missed out on their higher school preference(s) or received no school place offer at all for their child.

206. Some parents choose to 'hold' offers for more than one school, preventing other children being offered these places, which causes undue stress upon families but also difficulties for both primary and secondary schools planning for the children's transition.

207. A co-ordinated secondary school admission arrangements process would provide more parents with a single school place offer for their child, which would be a fairer, more equitable system of allocating school places in Cardiff. Children would have a better transitional experience and more effective start to their secondary school education.

208. As referred to in the Consultation Document (page 7), the Council aims to offer a co-ordinated admissions process with the voluntary aided and foundation sectors, which provides parents/with a clearer picture of the school place choices available to them and the likelihood of securing first preferences. This proposal would contribute towards this aim.

209. The following benefits would be expected to result from this proposal:

- More pupils would secure a higher school preference;
- More pupils would have peace of mind having secured a secondary school place;
- More parents would be able to plan work and childcare commitments much earlier;
- Fewer parents would need to worry about their child being on multiple school waiting lists.
- Fewer families would need to submit further admission applications or undertake the Independent Appeal process.
- Children going into Secondary School for their first time will have a better experience as a result of the staff being able to maximise on the efficiencies of the admissions process to provide a more effective start for children to allow them to realise their maximum potential earlier rather than later.

210. As referred to in the Consultation Document (page 9), Voluntary Aided schools and the Foundation school would determine which applicants

qualify for their admissions criteria by ranking all applicants in accordance with their admissions criteria, confirming their decisions having prioritised their list of applicants and detailing each pupil's grounds for admission.

211. It is acknowledged that under the present system, parents have the option of applying for a number of school places over and above three community school places. In recognition of this, subject to implementation, parents will have the opportunity to apply for up to five places and will be encouraged to do so.

212. It is acknowledged that the terminology used can be confusing and in response to this a number of drop-in sessions where officers were available to explain the proposal and answer queries were held. Additionally contact details were provided for further clarification as required.

213. The suggestion that there are not enough English medium schools, with the majority of funding going to Welsh medium schools is addressed at paragraph 74 - 76.

214. All Local Authority maintained schools (including English-Medium and Welsh-Medium) are funded within the requirements of the School Standards and Framework Act 1998. Under this legislation, the Individual School Budget (an amount directly delegated to schools) is achieved through a funding formula of which at least 70% is based on the number of pupils enrolled at the school and is assessed through the Age Weighted Pupil Unit (AWPU). The remainder of the funding is assessed to cover factors such as:

- The size of the premises;
- The extent of special needs in the school;
- Support services needed (legal, financial, personnel, ICT, governor support etc);
- Ongoing implementation of the school workload agreement.

Impact of proposals on Welsh-medium provision

215. *'I don't agree with your assessment of the possible effect on Welsh language education. It seems that there will be a greater chance of a child who wants to be educated in Welsh being rejected from one of only three Welsh language secondary schools in the city'.*

216. *'I'm not confident that you'll be able to provide enough secondary spaces for Welsh-medium education. You need to build and open a fourth Welsh secondary school urgently. I believe that your changes will treat Welsh differently to English'.*

Appraisal of views expressed

217. The planning of and take-up of places in schools is a separate consideration to the determination of admission arrangements.

218. The Council is committed to ensuring that any child wishing to be educated through the medium of Welsh would be offered a place in a Welsh-medium school.

219. There are, at present, c15% surplus places in the Welsh-Medium secondary sector. As the pupil population is growing, the level of surplus will reduce in future years.

220. Officers are monitoring birth rates, the yield from proposed new housing and the patterns of take-up in English-medium community schools, Welsh-medium community schools, Whitchurch High (Foundation) School and Faith schools at primary and secondary school-age, with a view to bringing forward appropriate plans to meet any increased demand. Proposals will be brought forward in good time to ensure that there are sufficient places to meet the demand for English-medium and Welsh-medium school places within each catchment area.

School Places

221. *If none of the high schools are oversubscribed, a unified application system should not disadvantage anyone. In the event of oversubscription, this system creates and perpetuates unfairness to certain groups of persons (i.e. those who have attended an English-medium community primary school) by limiting their catchment options to as few as zero.*

222. *A child could end up without a school place in any of their preferred schools; this is just a ploy to get the numbers up in Cardiff's less popular schools.*

223. *Concern for popular school places and for the future of High School options and space limitations in North Cardiff.*

224. *Concerns around children attending schools who do not live in the local catchment area, and of some children (local and integrated within the community) who have not been able to access places at their preferred school.*

225. *Certain schools are oversubscribed and some children are disadvantaged by the use of the proximity to school in prioritising applications even though they may have lived in the catchment area for some time. In order to ensure a fairer system the Council should consider the inclusion of longevity of residence within catchment area as a support for oversubscribed places.*

226. *Children coming into the area outside of catchment who speak Welsh are disadvantaging children who have lived in catchment and attended a 'feeder' school as they do not speak Welsh and cannot go to a Welsh language school.*

Appraisal of view expressed

227. The Council is committed to meeting the parental demand for both English-medium and Welsh-medium school places across the city. As such, school capacities and local demand for places are reviewed regularly to ensure the best possible match with every effort made to ensure school places are available within a reasonable distance of the pupil's home as set out in the Council's Welsh-Education Strategic Plan.

228. The Local Authority is currently looking at needs across the city relating to availability and sufficiency as part of the 21st Century Schools Programme Band B planning process, which includes considering the provision of English-medium and Welsh-medium primary school provision.

229. Catchment areas are operated as one of the oversubscription criteria within the Council's School Admissions Policy. This policy meets the requirements of the Welsh Government's School Admissions Code.

230. Parents are entitled to state a preference for any school. In the event of a school being oversubscribed, applications are assessed against the oversubscription criteria. Whilst children who are resident in the catchment area of a school have priority for admission to that school over those who are not, children outside the catchment area cannot be denied a place if there are sufficient places available.

231. The suggestion to include 'longevity of residence within catchment area' as an oversubscription criterion is addressed in paragraphs 24-34.

232. The concern around children who do not speak Welsh being disadvantaged is addressed paragraphs 105-109.

Allocation of places

233. *It is not clear exactly how places will be allocated after the first choice has been exhausted.*

Appraisal of views expressed

234. The preferences of applicants are treated equally. For example, if applying for Faith, Foundation and Community school places, the Admissions Authorities i.e. the Governing Bodies of the Faith and Foundation schools and the Council (the Admissions Authority for Community Schools) would firstly rank order each preference received by the closing date, in accordance with the admissions criteria for the schools.

235. The Central Admissions Database (having received each Admissions Authority's prioritised list of applicants) would then allocate a single school place at the highest preference to which the child qualifies for admission. All preferences received by the closing date are considered simultaneously.

236. Notification of the result of the application is made available from the Welsh Government's Secondary Offer Day, 1st March or the next working day.

237. It is therefore crucial parents are entirely satisfied with the order in which they rank their school preferences upon submission of their common application form, as while each preference is treated equally, the parents' school preference order will determine, subject to qualifying for admission, which school the child will be allocated.

Extending the period for acceptance of a school place

238. *The time period in which school places must be accepted should be extended to allow parents more time in which to respond to the offer of a school place for their child.*

Appraisal of view expressed

.

239. The request to extend the acceptance period from 2 weeks to allow parents additional time to respond to offers was made a number of times during the consultation period. This request has been noted. Subject to implementation, the time allowed for acceptance/refusal will be extended to 3 weeks.

Summary

240. Four of the six Admission Authorities (St Teilo's CW High School, St Illtyd's Catholic High School, Corpus Christi RC High School and Whitchurch High School) have indicated their willingness to partake in the proposed implementation of co-ordinated admission arrangements 2018 – 2020. The remaining two Admission Authorities (Bishop of Llandaff CW High School and Mary Immaculate High School) have indicated their intention to review their position as the pilot is progressed.

241. It is recommended that the pilot is implemented even without all eligible schools taking part, as the advantages outlined at paragraph 209 are still expected to accrue.

242. It is not expected that there would be any detrimental impact on those schools who do not participate nor pupils wishing to attend those schools, as the process for applying to these schools will remain unchanged and information regarding admissions to these schools will continue to be included in the Council's Admissions to Schools booklet and available to view on the Council's website.

Local Member Consultation

243. All Members have been consulted as part of the consultation process.

244. Additionally the report and the issues contained within have been considered by the Children and Young People Scrutiny Committee. The

Committee were content for the report to go forward for consideration by Cabinet.

245. The Committee's advice arising out of the review of the report can be seen in a letter from the Chair of the Committee to the Cabinet Member for Education at Appendix 7.

Reason for Recommendations

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

Financial Implications

247. Any staffing changes as a result of new admissions arrangements could potentially have financial implications. These would need to be considered as part of any staffing changes or restructures within the admissions section and would require input from Finance at that stage.

Legal Implications

248. The Council has a statutory obligation under the Education Act 1996 to promote high standards of education for primary and secondary schools in its local authority area. 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.

249. 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.

250. 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.

251. The Council also has to satisfy its public sector duties and obligations under the Equality Act 2010 (including the 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. The Council must also not directly or indirectly discriminate against any pupil in its admission arrangements, this means that no pupil or group of pupils may be treated less favourably based on a protected characteristic. 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

252. The Equality Impact Assessment (see Appendix 6) specifically considers how the proposals may affect pupils with protected characteristics. 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.

253. In accordance with the Welsh Language (Wales) Measure 2011 and the Welsh Language standards, the Council also has to consider the impact upon the Welsh language any decision that it makes and in accordance with the Well-being of Future Generations (Wales) Act 2015, the Council must consider the impact upon future generations of its decisions. This report reflects those requirements.

HR Implications

254. As a consequence of the pilot admission arrangements, the workload impact on school admissions posts will need to be considered. This applies to school admissions staff within the Council's Education Directorate as well as any school based officers who have a role in school admissions. If changes in roles and/or team structures are required these will need to be dealt with in accordance with the Council's agreed arrangements for restructures, and the grades of roles determined in line with Single Status.

Equality Impact Assessment

255. An Equality Impact Assessment on this proposal has been carried out. The assessment concluded that this proposal would not adversely affect a particular group in society (details of the Equality Impact Assessment can be seen at Appendix 6).

Sustainability Assessment

256. 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 by Cardiff's 21st Century: A Strategic Framework for a School Building Improvement Programme. (Details of the Sustainability Assessment can be seen at Appendix 6)

Transport Matters

257. Under these proposals 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).

Community Impact

258. There is a need for a fairer, more equitable system of allocating school places in Cardiff without impacting adversely on the community. It is the Council's view that this proposal is unlikely to negatively impact on any community in Cardiff. Officers would work with any community group to ensure that the proposal avoids negative impacts wherever possible. The schools subject to the proposal are existing schools which offer a range of after school activities and 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.

RECOMMENDATIONS

The Cabinet is recommended to:

1. determine the attached Council's draft School Admission Arrangements 2018/19 and to agree the Admission Policy 2018/19.

2. authorise officers to consider further the Council's school admission arrangements including wider research into alternative options and the impact of each, in advance of consultation on the Council's School Admissions Policy 2019/20.

3. agree the implementation of Co-ordinated Secondary School Admission Arrangements for the Year 7 age group intakes in September 2018, September 2019 and September 2020.

NICK BATCHELAR
Director
10 March 2017

The following appendices are attached:

Appendix 1 – Draft School Admissions Policy
Appendix 2 – Co-ordinated Admission Arrangements consultation document

Appendix 3 – Formal Responses – Admissions Policy
Appendix 4 – Letter to parents
Appendix 5 - Formal Responses – Co-ordinated Admission Arrangements
Appendix 6 – Statutory Screening Tool
Appendix 7 – Children and Young People Scrutiny Committee letter

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg.

CARDIFF
CAERDYDD

DRAFT

DRAFT
SCHOOL ADMISSIONS POLICY
2018/2019

THE CITY OF CARDIFF COUNCIL

EDUCATION & LIFELONG LEARNING

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: 2018/2019

DRAFT

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 2018/2019.

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 19 February 2018 for children born between 1 September 2014 and 31 August 2015:

    (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.

In the case of flats the route assessment is determined from the front entrance to each flat.

DRAFT

2. For applications received by the published closing date of 2 July 2018 for children born between 1 September 2015 and 31 December 2015: (a) to (f) as above

3. For applications received by the published closing date of 3 July 2017 for children born between 1 January 2016 and 31 March 2016: (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.

THE CITY OF CARDIFF COUNCIL
EDUCATION & LIFELONG LEARNING

SCHOOL ADMISSIONS POLICY: 2018/2019

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 8th January 2018 will be notified of the result of their application on Monday 16th April 2018.

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 2018/2019.

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 8th January 2018 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.

In the case of flats the route assessment is determined from the front entrance to each flat.

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 8th January 2018 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 2018. 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 2018).

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.

THE CITY OF CARDIFF COUNCIL
EDUCATION & LIFELONG LEARNING

SCHOOL ADMISSIONS POLICY: 2018/2019

ADMISSIONS TO SECONDARY SCHOOLS

DRAFT

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 4 December 2017 will be notified of the result of their application on Thursday 1 March 2018.

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 2018/2019

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 4 December 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 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.

In the case of flats the route assessment is determined from the front entrance to each flat.

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.

DRAFT

In the case of flats the route assessment is determined from the front entrance to each flat.

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

Only applications received by the published closing date of 4 December 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 4 December 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.

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 2018 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 2018).

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.

DRAFT

The Council is also consulting on the co-ordination of secondary school admission arrangements which will apply to Community Schools and Own Admission Authority Schools (Faith/Foundation Schools) in Cardiff whose Governing Bodies adopt the scheme from October 2017 for admission to Secondary education in September 2018.

The regulations require consultation to be completed by 1 March 2017 and arrangements determined by Admission Authorities by 15 April 2017.

The consultation document can be accessed at www.cardiff.gov.uk/admissionarrangementsconsultation

Admission Numbers, **September 2018 (Red font proposed / potential change)**

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
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 (2)
Community Primary Schools	**Admission Number**

Mount Stuart Primary School	60
Ninian Park Primary School	90
Oakfield Primary School	60
Pencaerau Primary School	30
Pentrebane Primary School	30
Pentyrch Primary School	20
Pen-y-Bryn Primary School	30
Peter Lea Primary School	45
Pontprennau Primary School	60
Radnor Primary School	45
Radyr Primary School	60 (3)
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
Ysgol Glan Morfa	60
Ysgol Gwaelod-y-Garth	26
Ysgol Hamadryad	60
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
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
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
Cardiff West Community 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 Edern	180
Foundation Secondary Schools	**Admission Number**
Whitchurch High School	390
Voluntary Aided Secondary Schools	**Admission Number**
Bishop of Llandaff C.W. High School	180
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

DRAFT

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 **2018** 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) Approved proposal to enlarge the school to 630 places deferred from September 2017 to September 2018.

(3) Subject to publishing of statutory notice and approval by the Council's Cabinet of the proposal to enlarge Radyr Primary School from September 2017.

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

DRAFT

CARDIFF
CAERDYDD

Co-ordinated Secondary School Admission Arrangements 2018-2020

Consultation Document 2016

A fairer, more equitable system of allocating school places in Cardiff

Consultation Period:
5 December 2016 – 23 January 2017

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. What is the Proposal?
3. Your Views Matter
4. Explanation of Acronyms and Terms Used
5. Background to the Proposal
6. School Admissions
7. What are the Current Arrangements & Issues with the Current Allocations System?
8. Why is the Change Proposed?
9. What are the Benefits of the Proposal?
10. What are the Disadvantages of the Proposal?
11. If nothing changes, what happens?
12. If the proposal is implemented, how would schools be affected?
13. What are the Proposed Arrangements and how would they work?
14. Quality & Standards
15. How would SEN and EAL provision be affected?
16. Admissions and Catchment Area Arrangements
17. Financial Matters
18. Human Resources Matters
19. Transport Matters
20. Learner Travel Arrangements
21. Impact of the Proposal on the Welsh Language
22. Equality Matters
23. Considering Community Impact
24. Frequently Asked Questions
25. What Happens Next?
26. Consultation Response Form

Introduction:

This consultation is an opportunity for people to learn about the proposed introduction of co-ordinated secondary school admission arrangements for Cardiff. It is your chance to ask questions and make comments that will be considered when the Council decides how to proceed.

What is the Proposal?

The proposal is to:

- Pilot the implementation of a co-ordinated secondary school admissions process for the Year 7 age group for intakes in September 2018, September 2019 and September 2020.

The proposal to pilot a coordinated admissions system would not remove the rights of Admission Authorities to control their own admissions and therefore which children would be offered places at their schools. It would not have any impact upon the admissions policies currently being operated by the various Admission Authorities, nor impose any change to schools' governance.

Co-ordinated secondary school admission arrangements are to be kept under review. Subject to a decision to make the arrangements permanent, a further consultation would be undertaken. In the event a decision is made not to make co-ordinated secondary school admission arrangements permanent, existing arrangements would continue.

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 drop in sessions:

Date/Time	Venue
Tuesday, 13th December 2016 9:00am – 11:00am	**Llanishen Leisure Centre**
Tuesday, 10th January 2017 4:00pm – 6:00pm	**Grangetown Hub**
Wednesday, 11th January 2017 4:00pm – 6:00pm	**Llanrumney Hub**
Thursday, 12th January 2017 4:00pm – 6:00pm	**Fairwater Hub**
Tuesday, 17th January 2017 4:00pm – 6:00pm	**Central Library Hub**

- completing the online response form at www.cardiff.gov.uk/admissionarrangements or
- contacting the School Organisation Planning Team on (029) 2087 2720, by e-mail to schoolresponses@cardiff.gov.uk or by post to Room 422, County Hall, Atlantic Wharf, Cardiff, CF10 4UW.

The closing date for responses to this consultation is **23 January 2017**. Unfortunately responses received after this date will not be considered by the Council.

Explanation of Acronyms & Terms used:

Admission Authority – The body responsible for setting and applying a school's admission arrangements.

Admission Forum – A statutory local body charged with co-ordinating the effectiveness and equity of local admission arrangements. The Forum comprises representatives of admission authorities and schools, dioceses, the local community and parent governors.

Governing Bodies – The body corporately responsible for conducting schools with a view to promoting high standards of educational achievement; through setting strategic direction, ensuring accountability, monitoring and evaluation.

Community Schools – a maintained primary or secondary school for which a Local Authority has staffing, premises, and admissions responsibilities.

Foundation & Voluntary Aided Schools – a maintained primary or secondary school for which the school's Governing Body has staffing, premises and admissions responsibilities.

Equality Impact Assessment (EIA) – a process designed to ensure that a policy, project or scheme does not discriminate against any disadvantaged or vulnerable people.

CW – Church in Wales

EAL - English as an Additional Language

HS – High School

RC – Roman Catholic

SEN - Special Educational Needs

Background to the Proposal:

Co-ordinated admission arrangements were introduced in England under the terms of the School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2007.

There are currently no formal co-ordinated admission arrangements in Wales despite there being recognition of the challenges of implementing effective arrangements for admissions in Cardiff which has 30 Admission Authorities.

School Admissions:

Admission Authorities in Cardiff are 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. However, there are various exceptions for schools of a religious nature. 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.

What are the Current Arrangements & Issues with the Current Allocations System?

At present, parents apply for their child to transfer from primary to secondary education by submitting a school admission form to the Admission Authorities of their preferred schools. Parents applying for a community school can complete and submit their application online, while parents applying to other schools complete and submit a paper application form.

Following consideration by the Admission Authorities for each preference school, parents receive the result of their application from each Admissions Authority.

Whilst parents inform the Council of which community schools are their preferred option(s), they are not required to confirm which community; voluntary aided or foundation school is their higher preference. As a result, parents could be offered more than one school place for their child.

Consequently, there is uncertainty as to which pupils will start at which schools as the order of parental school preferences is unclear at the time of application:

- Foundation and Voluntary Aided schools provide the Council with their admission decisions by a date agreed by the Cardiff Admissions Forum, but the Council is unable to use the information to reallocate places at community schools before offer date as Admissions Authorities do not know the order of parents' preferences.

- The Council cannot provide reciprocal information to Governing Bodies regarding the allocation of community school places under the current arrangements due to Data Protection Act constraints. Furthermore, allocation lists for every school would have to be sent, which is impractical.

Admission Authorities continue to administer statutory waiting lists and arrange statutory appeal hearings, many of which are time consuming, costly and unnecessary for parents.

Table 1 below indicates the number of Year 7 appeals that proceeded to an Independent School Admission Appeal Hearing for the September 2016 intake. Based on calculations for cases against the Local Authority, it is estimated that each appeal costs approx. £650 and 9 hours of officer time.

Table 1: Number of Appeal Hearings for Admission into Year 7 from September 2016

School	No. of Year 7 Appeals
Community Schools	100
St Teilo’s CW HS	42
Bishop of Llandaff CW HS	32
St Illtyd's RC HS	18
Corpus Christi RC HS	16
Whitchurch HS	15
Mary Immaculate RC HS	11
Total	**234**

Why is the Change Proposed?

Some parents applying for their child’s admission to secondary education have been offered places at multiple schools, whilst other parents have been unsuccessful in securing their child a place at any one of their school preferences.

Based on the initial allocation for transfer into Year 7 from September 2016, a total of 192 children were holding a total of 397 places. That means 192 families were holding 205 places they were not planning to take up and preventing their allocation to others. At the same time 360 other children received no offer.

Many families therefore missed out on their higher preferences or received no place at all.

Table 2 below indicates the number of successful applicants per school, who were also offered an additional one or more school places elsewhere:

Table 2: Number of Successful Year 7 Applicants
Issued at least 2 School Place Offers (1 per Admissions Authority)

Admissions Authority	**Governing Body**	Bishop of Llandaff CW HS	52
		Corpus Christi RC HS	53
		Mary Immaculate RC HS	27
		St Illtyd's RC HS	35
		St Teilo's CW HS	22
		Whitchurch HS	47
	Local Authority	Community Schools	161
		Total Number of Offers:	**397**

Some parents choose to 'hold' offers for more than one school, preventing other children being offered these places, which causes undue stress upon families but also difficulties for both primary and secondary schools planning for the children's transition.

A co-ordinated secondary school admission arrangements process would provide more parents with a single school place offer for their child, which would be a fairer, more equitable system of allocating school places in Cardiff. Children would have a better experience and more effective start to their secondary school education.

What are the Benefits of the Proposal?

The Council aims to offer a co-ordinated admissions process with the voluntary aided and foundation sectors, which provides parents/carers with a clear picture of the school place choices available to them and the likelihood of securing first preferences. This proposal would contribute towards this aim.

The following benefits would be expected to result from this proposal:

- More pupils would secure a higher school preference;
- More pupils would have peace of mind having secured a secondary school place;
- More parents would be able to plan work and childcare commitments much earlier;
- Fewer would need to worry about their child being on multiple school waiting lists;
- Fewer families would need to submit further admission applications or undertake the Independent Appeal process and
- Children going into Secondary School for their first time will have a better experience as a result of the staff being able to maximise on the efficiencies of the admissions process to provide a more effective start for children to allow them to realise their maximum potential earlier rather than later.

What are the Disadvantages of the Proposal?

The current system allows for parents to apply to multiple Admission Authorities with the potential for their child to be offered multiple school places. This system provides those families that apply to and secure offers for more than one school, with a further decision stage at which they can choose which school offer to accept.

Implementing a co-ordinated secondary school admission arrangements system between all Community; Foundation and Voluntary Aided schools would reduce the number of school offers to one; the advantage being that more pupils would be offered their preferred school as a consequence. A minority of parents may feel disadvantaged as a result, albeit they still would retain the right to parental preference and the opportunity to rank order their school preferences.

If nothing changes, what happens?

Retaining existing arrangements would further increase the inefficiencies within the current pupil allocation system. Many pupils would receive multiple offers of places whilst others may receive lower preference offers or none at all.

Continuing this would mean Admission Authorities are unable to allocate more places to children in the initial allocation round.

If the proposal is implemented, how would schools be affected?

The proposal, which allows for parents to express their community/voluntary aided/foundation school preference on a Common Application Form, does not have any impact upon a school’s admissions policy nor impose any change to its governance.

It is therefore anticipated that the proposed co-ordinated secondary school admission arrangements would have little or no effect on the number of pupils that will be on roll at English-medium community/voluntary aided/foundation schools or Welsh-medium community schools in the city.

It is the Council’s view that this proposal will assist schools to plan their budgets; class organisation and staffing arrangements, as all schools will have a clearer idea of which pupils they will be admitting.

What are the Proposed Arrangements and how would they work?

Co-ordinated secondary school admissions for the Year 7 age group would follow the timetable as outlined below (for the September 2018 intake):

October 2017 – Monday, 4 December 2017

- Parents would complete a Common Application Form and would express up to three preferences for Community and/or Voluntary Aided and/or Foundation Schools.
- Parents applying for a Voluntary Aided or Foundation school would also complete a supplementary application form for the individual school, which is returned direct to the school's Governing Body along with references; documentary evidence and any other information required.

Monday, 4 December 2017

- Closing date for submission of the Common Application Form.

December 2017 – February 2018

- Voluntary Aided schools and the Foundation school would determine which applicants qualify for their admissions criteria by ranking **all** applicants accordingly, confirming their decisions having prioritised their list of applicants and detailing each pupil's grounds for admission.
- The Central Admissions Database would then allocate a single school place at the highest preference to which the child qualifies for admission.

Thursday, 1 March 2018

- A single offer or notification refusing all preferences, is communicated from the Council on behalf of Admissions Authorities to the parents.
- Decisions are made available online and posted (if required) 1st class on Thursday, 1 March 2018.

Friday, 16 March 2018

- Parents respond to the Council regarding the offer of a school place or decision to refuse all preferences; these responses being accessible to the schools.
- Parents who have not responded to an offer of a school place by this date, will have the offer withdrawn for reallocation to another pupil.

Further Information

Quality and Standards:

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.

It is not anticipated that there will be any negative impact on the quality of standards of education or the delivery of Key Stage 3 and above curriculums as a result of this proposal.

The Council would continue to work with the leaderships of all schools to continue to ensure 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.

It is anticipated that there will be little to no risk of distraction or disruption to leadership and governance that could impact on educational outcomes.

How would SEN and EAL provision be affected?

A child has Special Educational Needs (SEN) 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.

Schools in Cardiff receive delegated funding to enable them to provide extra support and focussed interventions for pupils who have SEN.

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 appropriate to the level of need.

There is also no information available that suggests that the proposals would have a negative effect on provision for any group including those who are from minority Ethnic groups or in receipt of Free School Meals and the schools would continue to provide support appropriate to the individual needs of each pupil.

Admissions and Catchment Area Arrangements:

There are no proposed changes to catchment areas as part of this proposal.

There are no plans to change any Admission Authority’s policy (over-subscription criteria) 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, which can be downloaded from the Council’s website (www.cardiff.gov.uk).

Financial Matters:

It is the Council’s view that schools will be better able to plan their school budgets for forthcoming academic years as they will have a clearer idea of which pupils they will be admitting. It is also the Local Authority’s view that as a result of implementing this proposal, there would be fewer Independent School Admission Appeal Hearings than if the arrangements were not implemented, saving approx. £650 per case.

Human Resources Matters:

It is the Council’s view that this proposal is unlikely to impact on school staffing. Working practises would change, not reduce.

Transport Matters:

It is the Council’s view that this proposal is unlikely to impact on traffic as it does not relate to any change with respect to supply of school places nor any change to school catchment areas.

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. 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 differential impact on the Welsh Language as a result of this proposal.

The teaching of Welsh within an English-medium setting is subject to the requirements of the National Curriculum. This would not change.

This proposal does not seek to change the number of Welsh-medium school places available in the city.

Officers are monitoring birth rates; the yield from proposed housing 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 Matters:

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

The proposal will have a positive impact on children in Cardiff achieving their full potential by promoting and improving access to learning in the city; giving children the best start by providing a better experience for children going into Secondary School for their first time. This will be as a result of school staff being able to maximise on the efficiencies of the admissions process to provide a more effective start for children to allow them to realise their maximum potential earlier than later.

The Council (Admissions Authority for Community Schools) and Governing Bodies (Admissions Authority for Voluntary Aided and Foundation Schools) will continue to strengthen its partnership in delivering positive outcomes for the city and its citizens; working collaboratively with a shared agenda to achieve significant cost and efficiency savings.

The consultation process is compliant with the Welsh Government's School Admissions Code intended to engage stakeholders with the views put forward as part of the decision making specific to the proposed change.

Considering Community Impact:

There is a need for a fairer, more equitable system of allocating school places in Cardiff without impacting adversely on the community. It is the Council's view that this proposal is unlikely to negatively impact on any community in Cardiff. Officers would work with any community group to ensure that the proposal avoids negative impacts wherever possible.

The schools subject to the proposal are existing schools which offer a range of after school activities and 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.

What Happens Next?

Consultation Period – 5 December 2016 to 23 January 2017:

Please see page 3 for further details of how to respond and make your views known.

The feedback from consultees will be collated, with issues summarised and the Council's responses. This will form part of the Admission Arrangements Consultation Report that will be published on the City of Cardiff Council website for all persons to view prior to consideration by the Council's Cabinet. Hard copies of the report can be obtained on request by using the contact details in this document.

Determination of the Proposal & Decision Notification:

The City of Cardiff Council Cabinet will consider the Admission Arrangements Consultation Report at its March 2017 meeting and decide whether or not to proceed with the proposal. Following determination of the proposal all interested parties will be informed of the decision, which will be published electronically on the City of Cardiff Council's website.

CONSULTATION RESPONSE FORM
(Proposed Co-ordinated Secondary School Admission Arrangements)

Your views matter, please tell us what you think about the proposal by:

- Completing and returning this questionnaire to the address given at the bottom of the form or;
- Completing the online response form, which can be found at www.cardiff.gov.uk/admissionarrangements or;
- 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 January 2017. Unfortunately responses received after this date are unable to be considered by the Council.

Responses received from consultees will be considered as part of the Admission Arrangements Consultation Report.

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 an e-mail address, name or postal address would be removed.

Do you support the proposal to co-ordinate secondary school admissions for the Year 7 age group?

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?

Name: …………………………………………………………………………………….

Address: ………………………………………………………………………………….

……………………………………………………………………………………………..

Postcode: …………………………………………………………………………………

E-mail Address: ……………………………………………………………………………

Date: ……………………………………………………………………………………….

Your status: Governor ☐

Parent ☐

Pupil ☐

Staff ☐

Other (please specify) ………………………………………………….

If Pupil/Parent: What year group are you/is your child in currently? ………………….

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 arrive by 23 January 2017 to:
School Organisation Planning Team
Room 422
County Hall
Atlantic Wharf
Cardiff
CF10 4UW

Appendix 3

AP
18-19|14

From: Andrew Skinner [redacted]
Sent: 21 January 2017 13:52
To: School Responses
Subject: Response to the Council's proposed schools' admission arrangements for 2018/19

Importance: High

Dear Sir,

I write on behalf of the Governing Body in response to the council's consultation on proposed school admission arrangements for 2018/19. Specifically the section on admissions to secondary schools.

Following a meeting with parents, we are concerned that the current oversubscription criteria unfairly penalises families resident in the partner secondary school catchment area who live in the primary school catchment area around the school by virtue of their geographic distance to the secondary school when compared with the other three partner primary schools who are closer to the secondary school.

We would propose that in advance of proximity from home to the secondary school (proposed oversubscription criteria 6) that family longevity of residence (or other similar criteria that removes the unfairness of proximity) should take precedence to proximity.

Further we are also concerned that whilst parents attention was drawn to the consultation on Co-ordinated Secondary School Admission, they were not equally advised by the Local Authority of the consultation on proposed school admission arrangements for 2018/19.

I would welcome your feedback on this e-mail.

Regards,
Andrew Skinner

Chair of Governors
Marlborough Primary School
Blenheim Road
Roath
Cardiff
CF23 5BU
Tel: 029 20492564
Fax: 029 20470072

website: marlboroughprimary.com
twitter: @marlboroughpri
email: marlboroughprm@cardiff.gov.uk

18 - 19AP/33

Phillips, Rosalie

From: Boyle, Joe (Cllr)
Sent: 23 January 2017 16:07
To: School Responses
Cc: Kelloway, Bill (Cllr); Burfoot, Patricia (Cllr)
Subject: Admissions policy 2018/19 consultation

Re. Response to the School Admissions Policy 2017/18

We are writing, as elected members for Penylan, to request an amendment to the School Admission Policy 2017/18.

We believe that the current system of allocating places on the basis of proximity as a tie-breaker in the case of over-subscription is unfair.

Our opinion is shaped by the current over-subscription problem faced by many Penylan residents as they seek a place for their children at Cardiff High School. However, this is not a unique problem and is one faced elsewhere in the city.

The use of proximity alone means relying on one arbitrary measure, enshrines unfairness and is open to abuse. There is enough evidence to show that parents play the school admissions system by moving into the catchment area of a popular school late in their child's time at primary school. Although this may not break any current rules, it is unfair on families who have lived in a community all their lives and who have an expectation that their child will be able to attend their local community school.

In the current consultation regarding a co-ordinated secondary school admissions process, the council makes the following, valid point in justifying those proposals:

> Considering Community Impact:
> There is a need for a fairer, more equitable system of allocating school places in Cardiff without impacting adversely on the community.

We agree with this. However, this is an acknowledgement that the council needs to deal with broader problems within the current admissions process, with the proximity criteria being the most glaring example of how unfairness is built into the system.

In addition, one of the guiding principles of the Welsh Government's School Admissions Code is that admissions must not be based on criteria that are 'arbitrary in nature'. We would argue that distance (proximity to school) is an arbitrary measure and certainly no more nor less arbitrary than another fundamental measure, namely time (length of residence). There is nothing inherent in the concept of 'distance' that makes it more or less arbitrary than 'time'.

For those who would argue that distance is a better measure than time, paragraph 2.29 of the Code, relating to undesirable over-subscription criteria, makes no mention of time or, for that matter, distance. To give preference to one or the other is, therefore, an arbitrary decision. The Code, it could be argued, presents a skewed argument by giving added weight to distance in paragraphs 2.48 – 2.50. The claim that 'distance between home and school is a clear and objective oversubscription criterion and is useful as a tie-breaker' could easily be rewritten as 'length of residence in a catchment area is a clear and objective oversubscription criterion and is useful as a tie-breaker'.

If this argument is accepted, then it is surely right to reconsider the use of distance as the tie-breaker in cases of over-subscription. Returning to the council's own words, the key factor should be the matter of fairness. The point is a familiar one: is it fair that families who have lived in a catchment area all their lives should be 'gazumped' by a family that moves in a week before the cut-off point for submitting an admission? We believe it is not fair.

Therefore, we suggest the council rewrites the admissions policy ahead of its ratification by the council's cabinet. We believe there are two options:

1. Length of residence in a catchment area becomes the tie-breaker in the case of over-subscription.
2. Recognising that, on the basis of the argument above, time is as arbitrary a measure as distance, the council could introduce a points-based tie-breaker, based on an aggregate of both proximity to the school and length of residence. Mathematically, this is not complicated. In crude terms, it might look something like this (the gradations would, of course, have to be a great deal finer):

		Distance from school (metres)							
		500m	1000m	1500m	2000m	2500m	3000m	3500m	4000m
Length of residence (years)	0	93	92	91	90	89	88	87	86
	1	94	93	92	91	90	89	88	87
	2	95	94	93	92	91	90	89	88
	3	96	95	94	93	92	91	90	89
	4	97	96	95	94	93	92	91	90
	5	98	97	96	95	94	93	92	91
	6	99	98	97	96	95	94	93	92
	7	100	99	98	97	96	95	94	93

So, for example, Family A lives 1000m away and has been there for 5 years. They would accrue 97 points. Family B lives 500m away and has lived there for two years. They would accrue 95 points. In the situation of a tie-break, the place would be given to Family A. [This is purely illustrative.]

A system such as this could deter families from parachuting into a catchment area, while avoiding the trap of replacing one arbitrary measure with another.

In conclusion, we believe the policy as currently stated is not fit for purpose. We believe it does not meet the council's own stated aims of a fair admissions policy. We are therefore asking for amendments to be made to the policy before it is presented to cabinet for approval, removing the reliance on proximity alone as a tie-breaker in cases of over-subscription. We believe we have presented two options that could help remove unfairness from the admissions process.

Regards,

Joe Boyle, Bill Kelloway, Tricia Burfoot
Councillors for Penylan

Appendix 4

CARDIFF
CAERDYDD

County Hall
Cardiff,
CF10 4UW
Tel: (029) 2087 2087
www.cardiff.gov.uk

Neuadd y Sir
Caerdydd,
CF10 4UW
Ffôn: (029) 2087 2088
www.caerdydd.gov.uk

December 2016

Dear Parent(s)/Guardian(s)

Co-ordinated Secondary School Admission Arrangements 2018-2020

The Council is consulting on a proposal to pilot co-ordinated admission arrangements for Year 7 intakes in September 2018, September 2019 and September 2020.

If implemented a co-ordinated secondary school admission arrangements process would provide more parents with a single school place offer for their child, which would be a fairer, more equitable system of allocating school places in Cardiff.

The Council is keen that as many people as possible are aware of the consultation and are informed as to how to find out more about what is being considered and how to express their views in relation to the proposal.

The consultation document, detailing the current and proposed system of allocating Year 7 school places in Cardiff and an online response form, are available on the Council website by following the link below:

www.cardiff.gov.uk/admissionarrangements

If you would like a hard copy of the consultation document please contact the School Organisation Planning Team on 029 2087 2720 or via e-mail to schoolresponses@cardiff.gov.uk or visit your local Council hub.

There will be drop-in sessions throughout the city where you can ask questions or find out more. Details of when and where these are can be found on the Council website above.

The consultation will run until **23 January 2017**. To give your views by this date you can complete the online response form or alternatively you can send your views to the School Organisation Planning Team by e-mail to schoolresponses@cardiff.gov.uk or post to Room 422, County Hall, Atlantic Wharf, Cardiff, CF10 4UW.

Please ensure that you have submitted your views to us no later than 23 January 2017. Unfortunately responses received after this date will not be considered.

Yours Sincerely

Nick Batchelar

Nick Batchelar
Director of Education & Lifelong Learning

CREU GWIR IN THESE STONES
FEL GWYDR HORIZONS
GWEMALS AWEN SING

CARDIFF
CAERDYDD

County Hall
Cardiff,
CF10 4UW
Tel: (029) 2087 2087
www.cardiff.gov.uk

Neuadd y Sir
Caerdydd,
CF10 4UW
Ffôn: (029) 2087 2088
www.caerdydd.gov.uk

Rhagfyr 2016

Annwyl Riant (Rhieni) / Gwarcheidwad (Gwarcheidwaid)

Trefniadau Derbyn Addysg Uwchradd Cydlynol 2018-2020

Mae'r Cyngor yn ymgynghori ar y cynnig i dreialu trefniadau derbyn cydlynol ar gyfer Blwyddyn 7 ym mis Medi 2018, Medi 2019 a Medi 2020.

Os cânt eu gweithredu, byddai trefniadau derbyn ysgolion uwchradd cydlynol yn rhoi lle ysgol sengl i fwy o rieni ar gyfer eu plentyn, a fyddai'n system decach, fwy cydradd o ddyrannu lleoedd ysgol yng Nghaerdydd.

Mae'r Cyngor yn awyddus i sicrhau bod cynifer o bobl â phosibl yn ymwybodol o'r ymgynghoriad ac yn cael gwybod sut i ddysgu mwy am yr hyn sy'n cael ei ystyried a sut i roi barn ar y cynnig.

Mae'r ddogfen ymgynghori, sy'n cynnwys manylion y system gyfredol ac arfaethedig o ddyrannu lleoedd ysgol Blwyddyn 7 yng Nghaerdydd a ffurflen ymateb ar-lein, ar gael ar wefan y Cyngor drwy ddilyn y ddolen isod:

www.caerdydd.gov.uk/trefniadauderbyn

Os hoffech gael copi caled o'r ddogfen ymgynghori cysylltwch â'r Tîm Cynllunio Trefniadaeth Ysgolion ar 029 2087 2720, e-bostiwch **ymatebionysgolion@caerdydd.gov.uk** neu ewch i'ch hyb Cyngor lleol.

Cynhelir sesiynau galw heibio ledled y ddinas lle gallwch ofyn cwestiynau neu gael rhagor o wybodaeth. Ceir manylion am y rhain ar wefan y Cyngor uchod.

Bydd yr ymgynghoriad yn rhedeg tan **23 Ionawr 2017**. I roi eich barn erbyn y dyddiad hwn, gallwch gwblhau'r ffurflen ymateb ar-lein neu fel arall anfonwch eich barn i'r Tîm Cynllunio Trefniadaeth Ysgolion dros e-bost i **ymatebionysgolion@caerdydd.gov.uk** neu drwy'r post i Ystafell 422, Neuadd y Sir, Glanfa'r Iwerydd, Caerdydd CF10 4UW.

Sicrhewch eich bod wedi cyflwyno eich barn i ni erbyn 23 Ionawr 2017. Yn anffodus ni allwn ystyried ymatebion a geir ar ôl y dyddiad hwn.

Yn gywir

Nick Batchelar

Nick Batchelar
Cyfarwyddwr Addysg a Dysgu Gydol Oes

CREU GWIR FEL GWYDR O FFWRNAIS AWEN
IN THESE STONES HORIZONS SING

CA16 | 146

St Teilo's CIW High School

1. In principle the Governing Body supports the process that you are consulting upon. Representatives of the Governing Body and school attended your recent meeting and conveyed this view.
2. With regard to comments upon individual school Admissions Policies, the Full Governing Body is currently reviewing the St. Teilo's Admission Policy for 2018 Year 7 Entry and may make minor adjustments as it seeks fit, but will be unable to do so before the prescribed 27th January date. We would hope to be in a position to confirm this by the end of February.

On behalf of the Chair of Governors of St. Teilo's CIW High School

Kind regards

Andy Lewis

Clerk to the Governing Body

CA16/148

The Bishop of Llandaff
Church-in-Wales High School
Rookwood Close • Llandaff • Cardiff • CF5 2NR
Tel • 029 2056 2485 Fax • 029 2057 8862
Email • schooloffice@bishopofllandaff.org
Headteacher • Marc Belli

Mr Denton-Smith
School Organisation Team Project Officer
School Organisational Planning
City of Cardiff Council
County Hall
CF10 4UW

6th February 2017

Dear Mr Denton-Smith,

Re: Response to the consultation on Co-ordinated Secondary School Admission Arrangements

I refer to your correspondence with the Clerk to the Governors on this matter. The Governors of The Bishop of Llandaff CiW High School have discussed this at a Full Governing Body meeting and again at the most recent Admissions Committee meeting on 11th January. It is the governors' view that the proposed admissions process will add another level to a process that is unnecessary for the school. There are processes in place for the admissions to the school that are effectively managed. The governors understand the complications around the admissions process but at present do not feel the new format would be beneficial.

On page 5 it states that the local authority already has an online system for applications but you will be aware that The Bishop of Llandaff High School does not. Consequently, it is a bigger step for the school than it would be for many others to change to the co-ordinated online system. Would there be a shared online system? Who would maintain the system and who would pick up the cost?

It is difficult to follow the logic on page 7 that more pupils would be offered their preferred school as a consequence of the co-ordinated system. The school is limited in the number of Foundation and Community places it can offer which cannot be affected by the application system. Similarly, knowing which children will be admitted does not assist the school to plan its budget, class organisation or staffing arrangements.

As for resources, ranking all applicants would significantly increase the workload of the admissions staff. It is also not clear why this proposal would result in fewer appeals as there will still be significant numbers of unsuccessful applicants due to the limit on places, not the system of application, as acknowledged in the section on Transport which recognises there is no change in the supply of school places.

The Governors do not wish to be part of a pilot for such an important process, given the disruption and uncertainty of making the change in a live admissions environment. The preference is for the pilot to be conducted and the school would consider the situation again once the problems of a new county-wide system have been ironed out.

Yours sincerely,

I Phillips

Ian Phillips
Chair of Admissions Committee/Vice Chair of Governors

CA16/145

From: Brian Gray [mailto:brigcardiff@aol.com]
Sent: 17 January 2017 15:50
To: Services, Governor <G.Services@cardiff.gov.uk>
Subject: Re: REMINDER: Co-ordinated Secondary School Admission Arrangements Consultation

Dear Michell,
Just to inform you that S Illtyd's would like to be part of this admission pilot scheme.
If you need any further details, lease let me know.
Many thanks

Fr Brian Gray
Chair of Gvernors
St Illtyd's Catholic High School

Sent from my iPad

CA16/147

From: Mullins, Barbara
Sent: 17 January 2017 14:40
To: Sambell, Julie <J.Sambell@cardiff.gov.uk>
Cc: Kath Brown <SAK41@hotmail.co.uk>
Subject: Co-ordinated Admission Arrangements

Dear Julie

Further to our telephone conversation, I write to confirm that the matter of Co-ordinated Admission Arrangements was discussed at our Governors' Meeting on 10 January 2017.

In the interests of trying to make the whole system fairer for everybody concerned, the decision has been made to support the pilot. It was also agreed, however, that if the new system does not work well, Governors will reassess the situation when discussing the school's Admissions Policy before the end of the pilot.

Hopefully, everything will go well. We look forward to learning of further training in the new system.

Yours sincerely

Angela Thomas
Headteacher

CORPUS CHRISTI HIGH SCHOOL
Ty Draw Road
Lisvane
CARDIFF CF23 6XL
Tel : 029 20761893
Email : bmullins@cardiff.gov.uk
www.corpuschristihs.co.uk

YSGOL UWCHRADD CORPUS CHRISTI
Heol Ty Draw
Llysfaen
CAERDYDD CF23 6XL
Tel : 029 20761893
Ebost : bmullins@cardiff.gov.uk
www.corpuschristihs.co.uk

CA16/09

Mary Immaculate RC High School

Notes for Admissions Consultation

The Governors Admissions Committee met **Wednesday January 11th at 10am.** Members had had sight of the proposals prior to the meeting.

General Points

1. We felt that the current window to comment on this proposal is too narrow and has therefore not allowed a full discussion at Governors. Most Governors meet every half term, meaning, depending on the deadlines set, Governors should be able to meet to discuss. The narrow window of opportunity has meant this is not possible and is a discouraging beginning to the situation;
2. We feel that a three year trial period is much too long; pilot programmes are rarely of such length because of the need to supply a more immediate assessment of progress. We would suggest a more limited geographical and time-limited approach;
3. We would like to know what the proposed monies are set aside for additional staffing or technical demands, given the expansion of the existing system.

Notes from Admissions Proposal document

a. P.6 – where you say that *'192 parents are holding 205 places'*; we felt this phrase needed further explanation – for example could this be resolved by having a stricter approach to accepting places as apportioned within a narrower time window?

b. P.7 – what evidence can you cite to support the comment *'Children would have a better experience and more effective start to school'*"? If parents are unhappy with the current system, can you please outline the number and type of complaints you have received?

c. What would happen if a pupil were noted as a category 1 entrant in multiple schools – who would define where they would go? When and how would the successful school be notified? We feel it would be necessary to have a transparent approach so that schools could see where they were ranked by parents.

d. Where is parental choice if they are only offered one option? (p.8) How could you be sure that they would be offered their preferred school – what data can you use to support this assumption?

e. What would happen if a parent only expressed a choice for one school and no other? What would then happen if they did not gain admission to that school?

f. You say that continuing the current system would lead to an increase in inequality; at our school the number of appeals has reduced (even though the number of unsuccessful applications has remained the same) as our systems have become more efficient in supporting parents.

g. What would happen if parents filled in the common form but did not fill in the school form? What does the common form look like (we should have sight of this prior to any decision), how does it operate and is the ICT system sufficiently robust to cope with this demand. Can parents only choose a VA school?

h. If you say *'there is little or no effect on the numbers on roll'* (p.8), what do you presume the effect would be – what is your evidence?

i. How would the system be affected if we accepted pupils from another borough?

These are key points that would need to be addressed prior to the Governors allowing Mary Immaculate to participate in any new system. We do feel that there are too many unknowns and too many un-evidenced assumptions to make a definitive decision. We certainly feel there needs to be a narrower trial to ensure these assumptions could be tested.

We look forward to your consideration of these points

H.J.Powell

Headteacher

On behalf of the Governors Admissions Panel

CA16/09

The Governors at Mary Immaculate have met on numerous occasions both as a full group and as the admissions sub-committee. It has considered thoroughly the proposals made using its wealth of experience in admissions and appeals to ask key questions of the process. The questions were posed to the consultation but the answers received did not, in our opinion, sufficiently allay the concerns we have about the process and outcomes for Mary Immaculate.
The school has continued to be open minded in its approach to this consultation but does not feel it can yet participate in its current format, although we have been awaiting notice of any changes prior to making a final decision.

The school is very much open to participating in future, but does not feel it can support the process at this time.

Regards

Rev. Prof Maurice Scanlon
Chair of Governors
Mary Immaculate High School

CA16 / 17

Whitchurch High School
Penlline Road
Whitchurch
Cardiff

23rd January 2017

Dear Mr Batchelar

CO-ORDINATED SCHOOL ADMISSIONS ARRANGEMENTS

I am responding on behalf of the governing body of Whitchurch High School to the local authority's consultation regarding the proposed co-ordinated secondary school admissions with effect from 2018.

The governing body wishes to give full consideration to this proposal but there are some concerns and queries arising from the consultation. These will also need to be discussed before a final decision is made.

1. The proposal removes the right of parents to apply to more than one admission authority and thereby affects the rights of children. The consultation document does not make this clear and whilst the majority of parents already know which school they wish to apply to, there are parents and children who do not know in the Autumn Term which school their child is going to want/need in the following Autumn. I am thinking particularly of families who may wish to change the nature of the school involved eg currently in a Welsh-medium school but the family and child need to decide whether this is still the best option for secondary school; move to faith education in the secondary sector, etc. Such families are not catered for in a system asking them to list three school choices.

'The process of starting school or transferring between schools can be a time of uncertainty and anxiety therefore it is essential that the principles of fairness and openness are applied to all aspects of school admissions.' (School Admissions Code)

The governors concern is that the proposal seems to have lost sight of the needs of certain children and is focused upon making the admission process easier for admission authorities.

2. The on-line consultation response form lacks relevance. It would have been useful to have targeted parents of Years 3, 4 &5 in primary schools, those who would take part in the pilot scheme. As far as I can see there is no way of knowing whether any of the respondents have children in these year groups and likely to be affected.

3. Many of the authority's challenges around admission appeals are due to planning of school places issues (there are insufficient places for pupils in the right areas of Cardiff). Coming together as a shared admission service will not solve this and although the authority has indicated its strategic plans to

enhance secondary school places in the East and West of the City these are unlikely to be in place for 2018 so that appeals are likely to be a current levels, if not greater.

4. The governors would have liked to consult with their parents and particularly parents in feeder schools but the timescale does not allow for this.

5. The governors are concerned that the consultation documents indicates that the governing body would be required to sign up for a three year period. As the school is an Admission Authority it is felt that the local authority cannot remove this statutory right by any written contract nor would the governing body require the approval of Officers of the authority to carry out such functions. The governors would be happy to sign an agreement, in the right circumstances, but this seems heavy-handed and lacks the respect we would like to see in partnership working.

6. It is unclear from the consultation document whether the co-ordinated school admission arrangements will proceed if some of the secondary admission authorities do not sign up to the co-ordinated school admission arrangements.

Yours faithfully

Joyce Slack

Joyce Slack
Chair

CH16/17

Sent: 28 February 2017 20:42
To: Duddridge-Hossain, Michele <MDuddridgeHossain@cardiff.gov.uk>; Denton-Smith, Paul <PDenton-Smith@cardiff.gov.uk>
Cc: JONES-WILLIAMSH <JONES-WILLIAMSH@whitchurch.cardiff.sch.uk>
Subject: Whitchurch High School

Dear Michelle and Paul

Thank you again for your time this evening and for enabling us to raise our concerns and queries with you.

The full governing body at our last meeting delegated authority to the Admissions Sub Committee to make a decision regarding the Co-ordinated Secondary School Admissions proposal. I am pleased to tell you that after some discussion it was agreed to be part of the local authority's co-ordinated secondary school admission pilot; we look forward to working with you further on this matter.

Best wishes
Joyce

OA16/62

Radyr Comprehensive School

The proposal would make things a lot easier for schools and remove the fears that some parents have with other children holding more than one place.

Andrew Williams
Headteacher
Radyr Comprehensive

CA16 103

Phillips, Rosalie

From: TStephens <TStephens@cathays.cardiff.sch.uk>
Sent: 06 December 2016 08:50
To: School Responses
Subject: Admissions arrangements

I agree with the proposal for the admissions arrangements to change from 2018/19. For Cathays High School who admit pupils from all over the city and from a large number of primary schools we currently suffer from the situation where parents apply to us and to other secondary schools, therefore our admission number in March is never the same as the pupils that turn up in September. The new arrangements will mean we can plan using the list that is supplied in March and plan accordingly.

Tracey Stephens - Headteacher
Cathays High School
Address: Crown Way, Cardiff, CF14 3XG
Tel: 029 2054 4400; **Fax:** 029 2054 4401
Web: www.cathays.cardiff.sch.uk; **Twitter:** @CathaysHigh

CA16/149

Fitzalan High School

We have struggled for many years to seek a coordinated approach and so this new proposal would go a long way to achieving this. At present we have to request from parents via our close links with primary schools as to which school they wish to take up and even then this often turns out not to be the case in September. We do however still have a concern across different authorities as the number of our cluster pupils who hold places in the Vale will still continue. The major concern that we still have is that our cluster is still too large. Even with increasing our pupil numbers to 300 (which we do not have space for) there are still over 600 pupils in our 9 cluster schools – this still will pose a very large problem for our parents. We also believe that more needs to be done to accommodate the high numbers of families that we have who do not speak English and do not have an email address let alone access to the internet at home. The new Hub/online system has proved particular challenging this year and so any future changes would need to be mindful off this. We have met with Julie Samball this year to address these concerns and have offered to pilot or consult on the impact of any proposed changes.

Best wishes

Yvonne Roberts-Ablett
Head of KS2 (transition) and KS3
Fitzalan High School, Cardiff.
Ysgol Uwchradd Fitzalan, Caerdydd.

Phillips, Rosalie

CA16/08

From: John Hayes <JDH@plasmawr.cardiff.sch.uk>
Sent: 15 January 2017 17:14
To: School Responses
Cc: Catrin Redknap
Subject: Consultation response re Secondary School Admission Arrangements

Response by: John Hayes, Headteacher, Ysgol Gyfun Gymraeg Plasmawr on behalf of the school's governing body.
Ysgol Gyfun Gymraeg Plasmawr
Pentrebane Rd
Fairwater
Cardiff
CF5 3PZ

The Governing Body approve the proposal to co-ordinate secondary school admissions for the Year 7 age group.

Other comments: Members of the Governing Body are pleased to know that officers are monitoring birth rates; the yield from proposed housing 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 the increased demand. The Governing Body would wish to be consulted with at an early stage of any proposal that would have an impact on the admission number or existing catchment of Ysgol Gyfun Gymraeg Plasmawr.

CA16/13

Phillips, Rosalie

From: Boyle, Joe (Cllr)
Sent: 23 January 2017 15:40
To: School Responses
Cc: Kelloway, Bill (Cllr); Burfoot, Patricia (Cllr)
Subject: Coordinated secondary school admissions proposals

Re. Coordinated secondary school admissions arrangements, 2018-20

We are writing, as elected members for Penylan, to support the council's proposals for co-ordinated secondary school admissions. We believe these are sensible proposals. They may reduce some of the pressure being faced by many residents in our ward in their efforts to secure a place for their children at their catchment school, Cardiff High.

We are confident the proposals will not have an adverse impact on any one particular group and therefore do not fall foul of any equality requirements.

Finally, we note that many children in Penylan still look likely to miss out on a place at their catchment area, irrespective of these proposals. There is no guarantee that a co-ordinated admissions policy will have any impact on that pressure, as many families may simply choose to list Cardiff High School as their preferred choice and opt out of the non-community route altogether.

Penylan residents need a longer term solution. With additional year groups in three of Cardiff High's partner primary schools beginning to rise through the system, that solution is needed in short order.

Regards,

Joe Boyle, Bill Kelloway, Tricia Burfoot
Councillors for Penylan

This page is intentionally left blank

School Admission Arrangements 2018/2019 and Co-ordinated Secondary School Arrangements 2018-2020

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.**

CARDIFF
CAERDYDD

Statutory Screening Tool

Name of Strategy / Policy / Activity:	**Date of Screening:** **February 2017**
Service Area/Section: Education & Lifelong Learning	**Lead Officer: Michele Duddridge Hossain**
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.]**
This EQIA is regarding the City of Cardiff Council School Admission Arrangement's 2017/2018 and Co-ordinated Secondary School Admission Arrangements 2018-2020. The aim of both these proposals is to create a fairer, more equitable system of allocating school places in Cardiff.	The School Admission Arrangements must be determined for implementation in September 2018. The draft School Admissions Policy 2018/19 was issued for consultation on 05 December 2016. There were minimal changes for 2018/19, and these were regarding clarification of the proximity measurement of pupils living in the same building i.e. flats/apartments. In such instances, the route assessment will be determined from the front entrance of each dwelling. In conjunction with this, a public consultation on the proposed introduction of co-ordinated admission arrangements for the Year 7 age group for intakes in September 2018, September 2019 and September 2020 was undertaken.

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	
1.1	**People in Cardiff are healthy;** *Consider the potential impact on* • *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*					n/a
1.2	**People in Cardiff have a clean, attractive and sustainable environment;** *Consider the potential impact on* • *the causes and consequences of Climate Change and creating a carbon lite city*					n/a
	• *encouraging walking, cycling, and use of public transport and improving access to countryside and open space*					n/a
	• *reducing environmental pollution (land, air, noise and water)*					n/a
	• *reducing consumption and encouraging waste reduction, reuse, recycling and recovery*					n/a
	• *encouraging biodiversity*					n/a
1.3	**People in Cardiff are safe and feel safe;** *Consider the potential impact on* • *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*					n/a

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				**Evidence or suggestion for improvement/mitigation**
		+	**-**	Ntrl	Un-Crtn	
1.4	**Cardiff has a thriving and prosperous economy;** *Consider the potential impact on* • *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*					n/a
1.5	**People in Cardiff achieve their full potential;** *Consider the potential impact on* • *promoting and improving access to life-long learning in Cardiff* • *raising levels of skills and qualifications* • *giving children the best start* • *improving the understanding of sustainability* • *addressing child poverty (financial poverty, access poverty, participation poverty)* • *the United Nations Convention on the Rights of a Child and Principles for Older persons*	x				The draft School Admissions Policy and the co-ordinated admissions arrangements proposal seek to ensure fair, more equitable system of allocating school places in Cardiff.
1.6	**Cardiff is a Great Place to Live, Work and Play** *Consider the potential impact on* • *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*					Please see 1.5
1.7	**Cardiff is a fair, just and inclusive society.** Consider the potential impact on • *the elimination of discrimination, harassment or victimisation for equality groups*	x				Please see 1.5

	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	
	• *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		The draft School Admissions Policy was issued for consultation on 05 December 2016 to all those the Council are required to consult with as set out in the Welsh Government School admissions code (headteachers, governing bodies, diocesan directors, neighbouring local education authorities). Additionally the Policy was published on the Council website which provided the opportunity for parents and other interested parties to comment. Responses were requested to be returned by 23 January 2017. The Co-ordinated Admission Arrangements consultation process ran from 05 December 2016 to 23 January 2017 and involved: • Publication of a Consultation Document on the Council website (a copy of the consultation document can be see Apppendix 2). • Distribution of a letter via schools to parents of all pupils in maintained nursery and primary schools outlining the proposal and giving details of how to access the Consultation Document online. (a copy of the letter can be seen at Appendix 3); • Six public drop in sessions where officers were available to answer questions; • A consultation response slip for return by post or e-mail, attached to the consultation document; • An online response form at www.cardiff.gov.uk/21st Century Schools The views expressed at Council organised drop in sessions and on paper or electronically through the appropriate channels, have been recorded.
	EQUALITY IMPACT ASSESSMENT (This is attached on page 12)					
1.8	**The Council delivers positive outcomes for the city and its citizens through strong partnerships** *Consider the potential impact on*					N/A

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	-	Ntrl	Un-Crtn	
	• *strengthening partnerships with business and voluntary sectors* • *the collaboration agenda and the potential for shared services, cross-boundary working and efficiency savings*					

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):

School Admission Arrangement's 2017/2018 -
To equitably administer the admission of eligible children to nursery, primary and secondary classes/schools based on parent/guardian preference in accordance with the admissions criteria detailed in the City of Cardiff Council's School Admissions Policy.

Co-ordinated Secondary School Admission Arrangements 2018-2020-
There are currently no formal co-ordinated admission arrangements in Wales despite there being recognition of the challenges of implementing effective arrangements for admissions in Cardiff, which has 30 Admission Authorities.

A co-ordinated secondary school admission arrangements process would provide more parents with a single school place offer for their child, which would be fairer, more equitable system of allocating school places in Cardiff.

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

None.

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? **▪ 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 An SEA has been undertaken (attached)

If you have any doubt on your answers to the above questions regarding SEA then please consult with the Sustainable Development Unit on 2087 3228 sustainabledevelopment@cardiff.gov.uk

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

Policy/Strategy/Project/Procedure/Service/Function Title: School Admission Arrangements 2017/2018 and Co-ordinated Secondary School Arrangements 2018-2020
New

Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?	
Name: Michele Duddridge Hossain	Job Title: Operational Manager, Planning & Provision
Service Team: Schools Organisation, Planning (SOAP)	Service Area: Education
Assessment Date: February 2017	

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

The aim of both these proposals is to ensure there is a fair, more equitable system of allocating school places in Cardiff.

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.]

Admission Authorities in Cardiff are 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.

However, there are various exceptions for schools of a religious nature. 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.

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	x		
11 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 nature of the policy is such that it will inherently apply to the up-to-18 years age group as it targets school and nursery aged children and young adults.

Whilst implementation of this policy would therefore have a differential impact, it would not be regarded as prejudicial to older age groups as they are not part of this

educational place provision process. A co-ordinated secondary school admission arrangements process would provide more parents with a single school place offer for their child, which would be a fairer, more equitable system of allocating school places in Cardiff, and therefore be unbiased across the protected characteristic groups to which it applies.
What action(s) can you take to address the differential impact?
A clear communication strategy would be developed to ensure that parents fully understood the process and the need to use all available preferences.
If no differential impact, explain the reason(s) for this assessment:
N/A

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.
The Admissions Policy and the co-ordinated admissions arrangements proposal have been developed in accordance with the requirements of the Equality Act 2010 throughout and in compliance with the Welsh Government's School Admissions Code E.3 which states: "An admission authority **must not** discriminate on the grounds of **disability**; gender reassignment; pregnancy and maternity; race; religion or belief; sex; or sexual orientation, against a person in the arrangements and decisions it makes as to who is offered admission as a pupil." Differential impact could occur as the implementation of the School Admissions Policy would allow for priority to be given to applicants for whom compelling medical and/or compelling social grounds could be evidenced indicating particular needs. This would be a positive impact if the degree of need was such that preferential placement were to apply. No differential impact would occur as the implementation of co-ordinated secondary school admissions arrangements would not affect this protected characteristic. The Education Act 1996 already gives preferential admission to pupils who have a statement of Special Educational Needs (SEN) and the Council's admission arrangements which give a priority within the oversubscription criteria for pupils with compelling medical grounds would remain unchanged by this proposal. All schools have a statutory duty under the Equality Act 2010 to make provisions for pupils with both physical, mental and learning disabilities within their SEN provision. The Council devolves funding to school's to enable them to comply with this obligation

and provides additional county-wide provision in other areas.
What action(s) can you take to address the differential impact?
If no differential impact, explain the reason(s) for this assessment: N/A

3.3 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.
The Admissions Policy and the co-ordinated admissions arrangements proposal have been developed in accordance with the requirements of the Equality Act 2010 throughout and in compliance with the Welsh Government's School Admissions Code E.3 which states: "An admission authority **must not** discriminate on the grounds of disability; **gender reassignment**; pregnancy and maternity; race; religion or belief; sex; or sexual orientation, against a person in the arrangements and decisions it makes as to who is offered admission as a pupil." No differential impact would occur as the implementation of the Schools Admissions Policy or co-ordinated secondary school admission arrangements would not affect this protected characteristic.
What action(s) can you take to address the differential impact?
N/A
If no differential impact, explain the reason(s) for this assessment:
. N/A

3.4. Marriage and Civil Partnership

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

	Yes	No	N/A
Marriage			X
Civil Partnership			X

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
No differential impact would occur as the implementation of the Schools Admissions Policy or co-ordinated secondary school admission arrangements would not affect this protected characteristic.

What action(s) can you take to address the differential impact?
N/A
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.
The Admissions Policy and the co-ordinated admissions arrangements proposal have been developed in accordance with the requirements of the Equality Act 2010 throughout and in compliance with the Welsh Government's School Admissions Code E.3 which states: "An admission authority **must not** discriminate on the grounds of disability; gender reassignment; **pregnancy and maternity**; race; religion or belief; sex; or sexual orientation, against a person in the arrangements and decisions it makes as to who is offered admission as a pupil." No differential impact would occur as the implementation of the Schools Admission Policy or co-ordinated secondary school admission arrangements would not affect this protected characteristic.
What action(s) can you take to address the differential impact?
N/A
If no differential impact, explain the reason(s) for this assessment:
N/A

3.6 Race

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

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

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
The Admissions Policy and the co-ordinated admissions arrangements proposal have been developed in accordance with the requirements of the Equality Act 2010 throughout and in compliance with the Welsh Government's School Admissions Code E.3 which states: "An admission authority **must not** discriminate on the grounds of disability; gender

reassignment; pregnancy and maternity; **race**; religion or belief; sex; or sexual orientation, against a person in the arrangements and decisions it makes as to who is offered admission as a pupil."

No differential impact would occur as the implementation of the Schools Admission Policy or co-ordinated secondary school admission arrangements would not affect this protected characteristic.

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

N/A

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.

The Admissions Policy and the co-ordinated admissions arrangements proposal have been developed in accordance with the requirements of the Equality Act 2010 throughout and in compliance with the Welsh Government's School Admissions Code E.3 which states:
"An admission authority **must not** discriminate on the grounds of disability; gender reassignment; pregnancy and maternity; race; **religion or belief**; sex; or sexual orientation, against a person in the arrangements and decisions it makes as to who is offered admission as a pupil."

Church Schools are their own admissions authority and will not be impacted by implementation of the Local Authority's Schools Admission Policy.

The Schools Admission Policy does not differentiate between applicants of differing belief systems who apply to attend Community funded Schools and hence no differential impact would occur.

The current system allows for parents to apply to multiple Admission Authorities with the potential of their child to be offered multiple school places. Within the Cardiff county area there are two secondary school Admission Authorities which are Church in Wales Schools and three secondary school Admission Authorities which are Roman Catholic Schools, these are all Voluntary Aided Schools.

Applicants who meet the higher admissions criterion for Voluntary Aided Schools i.e. baptised and/or dedicated/contributor to the life and work of either the Church in Wales or Roman Catholic Church are allocated above other applicants within their oversubscription criteria in accordance with the School Admissions Code. Pupils of these faiths are therefore more likely to be currently offered a place at more than one school, only one of which they could take upfrom the beginning of term.

Where a child has received a multi school offer consequently this means another child has not been allocated the school place. Where this multi school offer relates to a Voluntary Aided School, unsuccessful applicants for this school are disadvantaged and where this relates to a Community School, unsuccessful applicants for this school are also disadvantaged.

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

The Council will remain sensitive to the needs of religious communities seeking faith place provision.

The communication strategy would be emphasised in Church in Wales and Roman Catholic Primary Schools to ensure that applicants to Church in Wales and Roman Catholic Secondary Schools are not disadvantaged.

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

N/A

3.8 Sex

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

	Yes	**No**	**N/A**
Men		**x**	
Women		**x**	

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

The Admissions Policy and the co-ordinated admissions arrangements proposal have been developed in accordance with the requirements of the Equality Act 2010 throughout and in compliance with the Welsh Government’s School Admissions Code E.3 which states:
“An admission authority **must not** discriminate on the grounds of disability; gender reassignment; pregnancy and maternity; race; religion or belief; **sex**; or sexual orientation, against a person in the arrangements and decisions it makes as to who is offered admission as a pupil.”

All schools to which the Admissions Policy applies are non-gender specific in relation to their admissions criteria.

All schools to which their Admissions Authority is proposing to co-ordinate secondary school admission arrangements are non-sex specific in relation to the admissions critieria.

No differential impact would occur as implementation of the Schools Admissions Policy or co-ordinated secondary school admission arrangements would not affect this protected characteristic.

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

N/A

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

N/A

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.

The Admissions Policy and the co-ordinated admissions arrangements proposal have been developed in accordance with the requirements of the Equality Act 2010 throughout and in compliance with the Welsh Government's School Admissions Code E.3 which states:
"An admission authority **must not** discriminate on the grounds of disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; or **sexual orientation**, against a person in the arrangements and decisions it makes as to who is offered admission as a pupil."

No differential impact would occur as the implementation of the Schools Admission Policy or co-ordinated secondary school admission arrangements would not affect this protected characteristic.

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

N/A

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

N/A

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.

Currently Welsh-medium (WM) provision across Cardiff is proportionate to the city wide demand. Implementation of the Schools Admission Policy does not discriminate against applicants requiring WM provision.

As a consequence of the current demand being lower for WM than that for English-medium (EM) provision, there are less WM schools than EM schools. The result of this is that more of the population inevitably live closer to an EM school than a WM school.

This is not a differential impact as a consequence of discrimination against or different treatment of WM education, but the effect of a fewer number of WM schools distributed across the city than those of EM. The Local Authority's transport policy by providing free transport for primary pupils living over 2 miles, and secondary pupils living over 3 miles from their respective schools of attendance, treats both EM and WM equally.

Details of the transport policy can be found at:
https://www.cardiff.gov.uk/ENG/resident/Schools-andlearning/
Schools/School-transport

The current system allows for parents to apply to multiple Admission Authorities with the potential of their child to be offered multiple school places. Where a child has received a multi school offer, this consequently means another child has not been allocated the school place. Where this multi school offer relates to a Community Welsh-Medium School, unsuccessful applicants for this school are disadvantaged and where this relates to an English-Medium School, unsuccessful applicants for this school are disadvantaged.

As all of the alternative Admission Authorities, that is all Voluntary Aided and Foundation Schools, operate through the medium of English, the impact of this proposal is unlikely to have a substantial impact upon the Welsh-medium sector. As implementing a co-ordinated secondary school admission arrangements system between all English-Medium and Welsh-Medium schools would reduce the number of school offers to one per pupil, applicants of any language preference would be equally impacted by this proposal.

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

N/A

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

N/A

4. Consultation and Engagement

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

The draft School Admissions Policy was issued for consultation on 05 December 2016 to all those the Council are required to consult with as set out in the Welsh Government School admissions code (headteachers, governing bodies, diocesan directors, neighbouring local education authorities).

Additionally the Policy was published on the Council website which provided the opportunity for parents and other interested parties to comment. Responses were requested to be returned by 23 January 2017.

The Co-ordinated Admission Arrangements consultation process ran from 05 December 2016 to 23 January 2017 and involved:

- Publication of a Consultation Document on the Council website (a copy of the consultation document can be see Apppendix 2).
- Distribution of a letter via schools to parents of all pupils in maintained nursery and primary schools outlining the proposal and giving details of how to access the Consultation Document online. (a copy of the letter can be seen at Appendix 3);
- Six public drop in sessions where officers were available to answer questions;
- A consultation response slip for return by post or e-mail, attached to the consultation document;
- An online response form at www.cardiff.gov.uk/21st Century Schools

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

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

Groups	Actions
Age	Communications strategy to support applicants
Disability	None
Gender Reassignment	None
Marriage & Civil Partnership	None
Pregnancy & Materinity	None
Race	None
Religion/Belief	The Council will remain sensitive to the needs of religious communities seeking faith place provision Communication strategy to include focus on Voluntary Aided primary schools
Sex	None
Sexual Orientation	None
Welsh Language	None
Generic Over-Arching (applicable to all the above groups)	None

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: February 2017
Designation: : School Organisation, Access & Planning	
Approved By: Michele Duddridge Hossain	
Designation: School Organisation, Access & Planning	
Service Area: Education	

Environmental Report: Sustainability Appraisal (SA) Incorporating Strategic Environmental Assessment (SEA) of the School Organisation Planning proposal to provide additional English-medium primary school places in the Radyr and Morganstown area of the city.

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.

To request a copy of the assessment on the Strategic Framework please contact Rachel Willis, 029 2087 3946, RWillis@cardiff.gov.uk

Proposals:

School Admission Arrangements 2017/2018 and Co-ordinated Secondary School Arrangements 2018-2020

An SEA is not applicable for the above proposals as involves neither the building or adaptation of accommodation.

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**		**Meet demand by directing pupils to other schools in the area or neighbouring schools and/or revising catchment areas**		**Do nothing**	
	Rating	**Commentary/ explanation of compatibility with SEA objective**	**Rating**	**Commentary/ explanation of compatibility with SEA objective**	**Rating**	**Commentary/ explanation of compatibility with SEA objective**
1. *Promote* a greener economy by delivering a sustainable pattern of schools across Cardiff	✔		x		x	The proposals meet the Council's vision of 4 Key Educational Aims: **AIM 1**: To improve Educational Attainment; **AIM 2**: To improve the Sufficiency and Suitability of School Places across Cardiff and ensure we are providing 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. **AIM 4:** To facilitate the development of Community Focussed Schools, for benefit of the wider community, across Cardiff.
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	0 x Mitigation			N/A (See comments next to SEA Objective 1. above)	x	n/a

SEA objective	**Proposal**		**Meet demand by directing pupils to other schools in the area or neighbouring schools and/or revising catchment areas**		**Do nothing**	
	Rating	**Commentary/ explanation of compatibility with SEA objective**	**Rating**	**Commentary/ explanation of compatibility with SEA objective**	**Rating**	**Commentary/ explanation of compatibility with SEA objective**
3. *Promote health and wellbeing* by protecting and enhancing Public Open Space (POS) and improving access to POS	**0**	n/a	N/A	N/A (See comments next to SEA Objective 1. above)	N/A	N/A (See comments next to SEA Objective 1. above)
4. *Minimise* air, light and noise pollution associated with building development and traffic congestion	**0** **x** **Mitigation**	n/a	N/A	N/A (See comments next to SEA Objective 1. above)	**x**	N/A (See comments next to SEA Objective 1. above)
5. *Protect* and enhance biodiversity, flora and fauna	? Mitigation required?	n/a	N/A	N/A (See comments next to SEA Objective 1. above)	N/A	N/A (See comments next to SEA Objective 1. above)
6. *Protect* and enhance the landscape (habitats/visual amenities)	? Mitigation required?	n/a	N/A	N/A (See comments next to SEA Objective 1. above)	N/A	N/A (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	✔	n/a	N/A	N/A (See comments next to SEA Objective 1. above)	N/A	N/A (See comments next to SEA Objective 1. above)
8. *Promote* regeneration by delivering inclusive schools that will improve equality of opportunity and access for all	0	n/a	N/A	N/A (See comments next to SEA Objective 1. above)	N/A	N/A (See comments next to SEA Objective 1. above)
9. P*rotect and enhance* designated historic assets	0	n/a	N/A	N/A (See comments next to SEA Objective 1. above)	N/A	N/A (See comments next to SEA Objective 1. above)

Conclusion

This page is intentionally left blank

Appendix 7

CARDIFF
CAERDYDD

County Hall
Cardiff,
CF10 4UW
Tel: (029) 2087 2087

Neuadd y Sir
Caerdydd,
CF10 4UW
Ffôn: (029) 2087 2088

My Ref: Scrutiny/Correspondence/MJH

8 March 2017

Councillor Sarah Merry
Cabinet Member - Education and Skills
County Hall
Atlantic Wharf
CARDIFF
CF10 4UW

Dear Sarah

On behalf of the Committee, I would like to thank you for attending the last meeting of the Children and Young People Scrutiny Committee on 7 March 2017 to provide an opening statement and answer questions on the agenda item **School Admissions Arrangements 2018/19 and Co-ordinated Secondary School, Admissions Arrangements 2018 - 2020 - Draft Cabinet report**. I would also like to thank Nick Batchelar and Michele Duddridge Hussain for their presentation of the report and answers to Members questions.

The Committee welcomed the report and agreed to commend the report to Cabinet. However, during the way forward section of the meeting the Members discussed at some length concerns expressed in the consultation exercise about the effectiveness of the present school admissions criteria, particularly in respect of catchment areas and residency. Members noted that there will be increasing numbers of pupils moving from Primary to Secondary Schools over the foreseeable future, resulting in few surplus Secondary places. The Committee therefore agreed to suggest to you that in respect of the second recommendation "the wider research into alternative options", it might be time for an assessment of the impact and effectiveness of different admissions criteria, together with a citywide review of catchment areas.

Yours sincerely

COUNTY COUNCILLOR RICHARD COOK
Chair – Children and Young People Scrutiny Committee

CC: Nick Batchelar, Director of Education and Lifelong Learning
Michele Duddridge Hussain, Operational Manager: Planning and Provision

This page is intentionally left blank

CYNGOR DINAS CAERDYDD
CITY OF CARDIFF COUNCIL

CABINET MEETING: 16 MARCH 2017

CITY OPERATIONS – BROADENING ENFORCEMENT POWERS TO IMPROVE THE PUBLIC REALM - UPDATE

REPORT OF DIRECTOR OF CITY OPERATIONS

AGENDA ITEM: 11

PORTFOLIO: ENVIRONMENT (COUNCILLOR BOB DERBYSHIRE), TRANSPORT, PLANNING AND SUSTAINABILITY (COUNCILLOR RAMESH PATEL)

Reason for this Report

1. To provide an update on the work that has been undertaken since 12th November 2015 when the Cabinet delegated authority to the Director of City Operations, in consultation with the Cabinet Member for Environment and Cabinet Member for Transport, Planning and Sustainability to develop and undertake these new wider powers to deliver a cleaner environment across Cardiff.

2. To provide the outcome of Local Member consultation on the proposals to widen enforcement Powers.

3. To provide a recommendation to develop Policy Statements concerning Public Space Protection Orders and Community Protection Notices.

4. To provide a recommendation on the provision of a pilot for a discrete number of identified Public Space Protection Orders.

Background

5. City Operations is committed to delivering on the Council’s Corporate Plan commitment to have green flag parks and open spaces, as well as delivering new ways of working across the Directorate. The commitments are designed to ensure that a high quality City environment includes an attractive public realm, having clean and well managed streets as well as challenging poor social responsibility in neighbourhoods

6. The Council has powers to issue Fixed Penalty Notices (FPNs) via a wide range of environmental legislation which the Council use to ensure the streets and open spaces are kept clean and free from litter and nuisance. A review of the existing and new legislation and approaches to protect and enhance the street scene and open spaces has been undertaken.

7. Adopting existing and new legislative powers and delivering alternative approaches to enforcement will help transform ways of working and therefore improve controls on the environment and enable swifter action against those that offend.

8. The wider powers can improve the control over the following areas, but not limited too;

   i. Dog fouling and control of dogs
   ii. Litter and nuisance from litter
   iii. Control of Printed literature (Illegal advertising signage and flyers)
   iv. Skips on the highway, A-frames, tables and chairs

9. These issues repeatedly appear as a priority in public consultation surveys. Dog fouling, fly poster and litter can quickly spoil an area. Additionally, street clutter and uncontrolled placement of items such as skips and A-frames can cause obstructions to pavements and roads.

10. The transfer of the Waste Enforcement services to City Operations took place in June 2016 following the formation of Neighbourhood Services. Waste Enforcement became Neighbourhood Services Enforcement to support the work that is taking place with regards implementing broader enforcement powers.

11. Enforcement teams (Neighbourhood Services Enforcement, Park Rangers and Highways Area Inspectors) work closely together under Neighbourhood Services to deliver these new powers, as well as ensuring a fair and consistent approach to environmental crimes.

12. With the growing work demands for environmental crime enforcement, the Council are able to enforce activities such as littering and dog fouling fines or delegate to a third party. Often Councils delegate littering and dog fouling enforcement to third parties in order to tackle the problem of littering, while maintaining their own teams to manage processes that are more complex.

Current position

Local Member consultation

13. Consultation took place with Local Members following the support to widen enforcement powers within the City to ascertain the main areas of concern, 9 responses were received from 72 Local Members.

14. All responses supported the extension of enforcement powers and the use of Fixed Penalty Notices for the following.

- Skips – all agreed to enforce but was not seen as a problem in all Wards.

- A-frames - all agreed to enforce but was not seen as a problem in all Wards.

- Adopting Community Protections Notices – all supported the adoption.

- Control of dogs via Public Space Protection Order – support by majority but some stated that it was not an issue.

- Control of parking on grass verges via Public Space Protection Order – supported by majority but some stated it was not an issue in their Ward.

- Distribution of free printed literature - all agreed to enforce but was not seen as a problem in all Wards.

Issuing of Fixed Penalty Notices (FPNs) by Highways Services

15. At Planning Committee on 14th December 2016, the authority to enforce the Highway functions below transferred from Local Choice Functions Relating to Highways residing with Planning Committee to the Director of City Operations, with the Director having authority to sub-delegate.

16. The functions contained in the following provisions of Part IX of the Highways Act 1980 (lawful and unlawful interference with highways and streets):

(i) section 130 – protection of public rights;
(ii) sections 139 – control of builders' skips;
(iii) section 140 – removal of builders' skips;
(iv) section 140A(1) – builders' skips: charges for occupation of the highway;
(v) section 142 – licence to plant trees, shrubs etc in a highway;
(vi) section 147 – power to authorise erection of stiles etc on footpath or bridleway;
(vii) section 147ZA(1) – agreements relating to improvements for benefit of persons with mobility problems;
(viii) section 149 – removal of things so deposited on highways as to be a nuisance etc;
(ix) section 169 – control of scaffolding on highways;
(x) section 171 – control of deposit of building materials and making of excavations in streets;
(xi) section 171A(2) and regulations made under that section – works under s169 or s171: charge for occupation of the highway;
(xii) section 172 – hoardings to be set up during building etc;
(xiii) section 173 – hoardings to be securely erected;

(xiv) section 178 – restriction on placing of rails, beams etc over highways;
(xv) section 179 – control of construction of cellars etc under street;
(xvi) section 180 – control of openings into cellars etc under streets, and pavement lights and ventilators;'

17. In accordance with the requirements of Section 100G of the Local Government Act 1972 a record of all delegations must be notified to the City and County Solicitor.

18. The current requirement to obtain a license to place various items on the public highway remain unchanged, but any breach will allow Council officers with delegation to issue an FPN rather than by prosecution through the Courts.

19. The table in Appendix 1 shows the current position with regard to notification to businesses and existing license holders and the activity that will be commencing within the next 6 months.

Local Environment Quality and the issuing of Fixed Penalty Notices (FPNs) for littering and dog fouling

20. The Local Environment Quality Team have been in post for 6 months although they have not been dedicated to litter and dog fouling due to resource demands within Neighbourhood Services Enforcement. The table below shows the performance relating to littering and dog fouling over the last 3 years. There is a 'zero tolerance' approach to littering and dog fouling.

Enforcement Activity	FPN's issued 2014/15	FPN's issued 2015/16	FPN's issues 2016/17 (excluding March)
Dog Fouling	27	49	22
Litter commercial	19	14	14
Litter domestic	108	347	231
Litter from vehicle	3	18	26
Litter general	5	11	19
Litter smoking from car	92	89	133
Litter smoking related	15	31	249

21. The Neighbourhood Services Enforcement team have targeted waste presentation issues in 2016/17 due to change in the waste strategy relating to bin size and the introduction of charging for black bags for waste disposal in locations where bins are not appropriate. The targeted enforcement of litter and dog fouling will improve over the next 6 months with the continuation of a dedicated team to target hot spot areas such as City Centre and District Shopping Centres.

22. The Neighbourhood Services Enforcement team are wearing uniforms, similar to the Civil Enforcement parking team, to improve their aesthetic appearance and to support the work they undertake.

Control of Printed literature (Illegal Advertising & flyposting)

23. Neighbourhood Services Enforcement and Highways Area Inspectors will undertake an operation in March to remove illegal advertising from both the adopted highway and private land in March 2017. The adopted highway utilises the Highways Act 1980 as the principle legislation for enforcement; whereas, advertising on private land will utilise The Town and Country Planning Act 1990.

24. Officers will send correspondence to any business associated with illegal adverts to highlight the offence and the potential risk of receiving a fixed penalty notice if the illegal adverts are on the adopted highway or prosecution if on private land.

25. From 1st April 2017 onwards, Officers will commence to enforce and continue to educate businesses concerning illegal adverts.

Litter Enforcement support

26. The Director of City Operations, in consultation with the Cabinet Member for Environment has authority to explore a 12-month commission based trial, at no additional cost to the council. The third party can undertake a range of fixed penalty notice activity to supplement existing enforcement activities and pay the Council a proportion of the income obtained from fines.

27. The 12-month trial concerning third party enforcement has not proceeded as work continues in-house to deliver service improvements in relation to enforcement processes and digitalisation.

28. Officers continue to monitor public perception of other Local Authority employment of third party providers concerning enforcement and how commission based contracts are working in practice. To date a number of authorities have ceased working with third parties due to issues and concerns relating to costs, companies going into administration and public perception.

Proposed Actions

Community Protection Notices

29. Officers will develop a Policy Statement concerning Community Protection Notices because of the adoption of new powers. Appendix 2 Background - Government Fact sheet: Environmental anti-social behaviour provides an overview of how the Council can use Community Protections Notices.

30. The Policy Statement will include the requirement for consultation to take place with stakeholders such as Local Members, landlords, City Centre businesses, appropriate landowners and also the Chief of Police prior to implementation. Once in place, a breach of a notice would result in an £100 fine or the Council can undertake remedial works and reclaim the costs from the offender.

Public Space Protection Orders (PSPO)

31. Officers will develop a Policy Statement concerning Public Space Protection Orders because of the adoption of new powers. Appendix 2 Background - Government Fact sheet: Environmental anti-social behaviour provides an overview of how the Council can use Public Space Protection Orders.

32. The Policy Statement will include the requirement for consultation to take place with stakeholders such as Local Members, landlords, City Centre businesses, appropriate landowners and also the Chief of Police prior to implementation. Once in place, a breach of a notice would result in a £100 fine.

33. Officers propose a pilot for Public Space Protections Orders to take place on agreed anti-social behaviour issues. Examples of Public Space Protection Orders are:

- Dog Control in place in a specific area of concern. An example would be areas where dogs would be required to be on a lead due to evidence of issues associated with the interaction of dogs with wildlife on our land.

- Control over the congregation of groups of youths in a specific area of concern. An example would be a location where youths are gathering and creating concerns for local businesses and communities.

- Control over parking on grass verges in specific areas of concern. An example would be a residential street with grass verges that have damage by inconsiderate parking. Consideration to citywide control over grass verge parking may be appropriate due to damage to the street scene and cost for reinstatement that is a burden on financial resources.

- Control of vehicular access to roads adjacent to Schools concerning dropping children off at school. An example would be to ban the access and stopping of any vehicle in an area during a prescribed time.

Reason for Recommendations

34. To ensure that Policy Statements are in place for the implementation of Community Protection Notices and Public Space Protections Orders.

35. To ensure that any implementation of Public Space Protection Order to control specific concerns achieves the outcome required prior to extending to other areas / locations.

36. To provide assurance through quarterly reporting on updates and performance that the widening enforcement powers are achieving the outcomes required.

Financial Implications

37. No additional financial resource requirements are anticipated from the implementation of the recommendations in this report. Any additional expenditure will be self-funded from fine income or funded from existing budgets.

38. This report references the November 2015 Cabinet decision to delegate authority to undertake a potential trial involving an external third party enforcement operator. There are no plans at present to undertake a trial with a current alternative focus on in-house service improvements. If a trial is taken forward then the financial implications included in the November 2015 Cabinet report will need to be addressed. In particular, the assumption of no additional cost to the Council is market tested and that any chosen Third Party Operator has adequate insurance arrangements in place.

Legal Implications

47. The Legal Implications are set out in detail in the body of this report.

48. The procedures (including consultation) for making Public Spaces Protection Orders and designating land for the free distribution of printed matter zones must be followed fully as set out in the legislation.

49. With respect to the proposed 12 months trial, for any procurement the council should comply with its contract procedure rules, EU procurement regulations (as applicable) and the EU treaty principles of transparency, equal treatment and non-discrimination. As to the process and contractual arrangements further advice should be sought from legal and procurement before commencement.

50. The relevant authorisations must be given to the successful company and its staff for issuing FPNs on behalf of the Council, or they will be invalid.

51. Data Protection implications (proposed 12 months trial with external partner) – The Council would be the data controller in that it is the body with the enforcement powers. The external partner, as a data processor operating on behalf of the Council would be required to comply with the principles of the Data Protection Act and would have to act on the authority of the Council. These requirements would either be set out in the contractual terms and conditions (there are currently data protection provisions in the council’s standard contracts) or via a separate data

processing agreement. Any processing of this nature with a third party would also need to undergo a Privacy Impact Assessment before operational activities take place to assess any privacy risks.

52. Enforcement of the various legislation must be in line with the Council's Enforcement Policy.

HR Implications

53. It is not envisaged that any changes will impact on the number of employees required. This additional work may provide protection from future financial cuts through additional income from third parties. The proposals which are included in this report have been initially discussed with the Trade Unions and employees concerned and further consultation will take place following a Cabinet decision, however the basic principles are in line with the work the employees already carry out.

RECOMMENDATIONS

Cabinet are recommended to;

1. agree that a Policy Statement is developed and submitted to Cabinet for approval with regards to both Community Protection Notices and Public Space Protection Orders.

2. agree to a pilot concerning a discrete number of Public Space Protection Orders following the development of a Policy Statement.

3. agree that quarterly updates and performance reports be provided to Cabinet Members informally with regards enforcement in Neighbourhood Services.

ANDREW GREGORY
Director
10 March 2017

The following appendices are attached:

Appendix 1 – Highway enforcement and licensing – The current position

Appendix 2 – Background - Government Fact sheet: Environmental anti-social behaviour

Appendix 1 – Highway enforcement and licensing – The current position

Activity	Creation to enforcement process	Informing the business and associated education	Issuing of Fixed Penalty Notices
Skips	Aug 2016	Aug – Nov 2016 27 companies signed up to skip registration to work in Cardiff.	Dec 2016
A-Boards	Sept 2016	Oct 2016 – Feb 2017 400 letters sent to businesses. 62 licenses has raised to 118 licenses through education.	March 2017
Table & Chairs and smoking enclosures	Oct 2016	Dec 2016 – March 2017 300 letters sent to businesses.	April 2017
Illegal advertising signage	Feb 2017	March 2017 Removing illegal advertising signs and sending letters with removal charges.	April 2017
Scaffolding, hoarding and containers	Jan 2017	Feb – Apr 2017 8 companies signed up to scaffolding registration to work in Cardiff.	May 2017
Crossovers for drives	Apr 2017	July 2017 Move to Council only managed construction via a framework of Contractors.	Aug 2017 250 request per annum but significant number of illegal crossovers.

This page is intentionally left blank

Appendix 2

Background - Government Fact sheet: Environmental anti-social behaviour

1. Everyone wants to live in a safe, secure and welcoming environment and not to be a victim of anti-social behaviour (ASB) in their own neighbourhood. Yet environmental anti-social behaviour and nuisance are perceived to be a problem by members of the public across the country. According to the most recent figures in the Office for National Statistics' Crime Survey for England and Wales (2013), 29 per cent of people think that litter is a big problem in their area, and 21 per cent said the same for drunk and rowdy behaviour. Graffiti and other criminal damage also ranks highly with 19 per cent saying it is an issue. At the same time, only around half of people felt that the police and partners in their area were tackling anti-social behaviour effectively.

2. Since 1998, the range of powers available to frontline professionals to deal with environmental ASB has grown substantially. Powers tended to be introduced to deal with very specific issues, and measures to deal with environmental ASB and nuisance include: litter clearing notices; street litter control notices; defacement removal notices; gating orders; dog control orders; designated public place orders; crack house closure orders; and premises closure orders.

3. Such a wide range of powers means that responsibility for dealing with environmental ASB is shared between a number of agencies, in particular the police, local authorities and social landlords. This profusion of powers, with different tests, thresholds and safeguards, can be confusing for professionals and the public alike. Through these reforms, we are giving local authorities, the police and, in some cases, social landlords, simpler, more effective powers to deal with a wider range of environmental ASB.

The community protection notice

4. The community protection notice is intended to deal with particular, ongoing problems or nuisances which negatively affect the community's quality of life by targeting the person responsible. The notice will direct the individual, business or organisation responsible to stop causing the problem and it could also require the person responsible to take reasonable steps to ensure that it does not occur again.

5. This notice is intended to replace current measures such as litter clearing notices, defacement removal notices and street litter control notices. It is not meant to replace the statutory nuisance regime – and where the behaviour is such as to amount to a statutory nuisance under section 79 of the Environmental Protection Act 1990 (EPA), it should be dealt with as such.

The statutory nuisance regime is long established and covers a number of different issues including noise, artificial light, insects and smoke.

6. The power to issue a notice will be available to police officers (and police community support officers (PCSOs) if designated by the chief constable), authorised persons within the local authority and staff of registered providers of social housing (if designated by the relevant local authority).

7. The test will be that the local authority or police officer reasonably believes that the behaviour is detrimental to the local community's quality of life, unreasonable, and persistent. Before issuing a notice, an officer would be required to inform whatever agencies or persons he or she considered appropriate (for example, the landlord of the person in question, or the local authority), partly in order to avoid duplication.

8. The notice must clearly state what the behaviour or action is that is having a detrimental effect on the quality of life of those in the local community. It could also include what action is required from the individual and must outline the consequences of not complying. The requirement(s) set out in the notice could include a requirement to desist from a specified action or behaviour, a requirement to make reasonable efforts to make good any outstanding issues within a specified period of time and/or a requirement to take reasonable steps to prevent future occurrence of the behaviour or problem.

9. Breach of any requirement in the notice, without reasonable excuse, would be a criminal offence, subject to a fixed penalty notice or prosecution. On summary conviction an individual would be liable to a fine not exceeding level 4 on the standard scale (currently set at £2,500). An organisation is liable to a fine of up to £20,000. On conviction, the magistrates' court would also have the power to order forfeiture and destruction of any item used in the commission of the offence. An alternative to prosecution would be for the relevant agency to make good any damage itself, and recover the costs of doing so from the person concerned.

10. Community protection notices will be different from the powers being replaced in the following ways:

    - they cover a wider range of behaviour (all behaviour that is detrimental to the local community's quality of life) rather than specifically stating the behaviour covered (e.g. litter or graffiti);

    - noise disturbance could be tackled, particularly if it is demonstrated to be occurring in conjunction with other anti-social behaviour;

    - the notices can be issued by more agencies: police, local authorities and private registered providers of social housing (if approved by local authorities) meaning that the most appropriate agency can deal with the situation;

- the notices can apply to businesses and individuals (which is the case for some of the notices it will replace but not all); and

- it would be a criminal offence if a person did not comply, with a sanction of a fine (or fixed penalty notice) for non-compliance. (Again, this is not the case for all of the notices that it replaces.)

Public spaces protection orders

11. Public spaces protection orders are intended to deal with a particular nuisance or problem in a particular area that is detrimental to the local community's qualify of life, by imposing conditions on the use of that area which apply to everyone. The order could also be used to deal with likely future problems.

12. Only a local authority could issue the order, and before doing so, they must consult with the chief officer of police, the Police and Crime Commissioner and any representatives of the local community they consider appropriate. The test for issuing the order will be that the local authority reasonably believes that the behaviour is detrimental to the local community's quality of life, and that the impact merits restrictions being put in place. The behaviour must also be ongoing or persistent (or there must be a reasonable belief that future behaviour will be ongoing or persistent).

13. The order must clearly state what behaviour it is seeking to prevent, what the prohibitions or requirements are in the specified area (which the local authority reasonably believes will remedy the problem), the specified area itself and the consequences of not complying. The order must be in writing and it must be published. Reasonable signage should be put up in the areas affected. The order could last for up to three years and could be renewed before the three year time period expired.

14. Breach of the order without reasonable excuse would be a criminal offence, subject to a fixed penalty notice or prosecution. On summary conviction, an individual would be liable to a fine not exceeding level 3 on the standard scale (currently set at £1,000). Any person who consumes alcohol in an area where this has been prohibited could be required to hand over any containers believed to contain alcohol. Failure to comply would be a criminal offence which on summary conviction means an individual is liable to a fine not exceeding level 2 on the standard scale (currently set at £500). If alcohol is confiscated, it can also be disposed of by the person who confiscates it.

15. The public spaces protection order will be different from the powers it seeks to replace in the following ways:

- it can prohibit a wider range of behaviour, which makes the new power more like the “good rule and government byelaws” under the Local Government Act 1972, but with a fixed penalty notice available on breach. This follows feedback in the consultation from local authorities that current byelaws are hard to enforce as they do not all allow for fixed penalty notices to be issued, so the only option available to local agencies is to take an individual to court if they fail to comply, which can be costly and time-consuming;

- there would be no central government reporting requirements as with designated public place orders. This would reduce bureaucracy; and

- there will be lighter touch consultation requirements to save costs (e.g. there will be no requirement to advertise in local newspapers). This follows feedback in the consultation from local authorities that the current processes for consultation outlined in secondary legislation are costly and time-consuming.

Closure of premises associated with nuisance or disorder

16. This new power to close premises has two stages – the closure notice and the closure order. It consolidates various existing closure powers related to licensed and all other premises which are causing anti-social behaviour. This power will be available to the police (officers of the rank of inspector and above) and the local authority.

17. The test for issuing a notice will be that the police or local authority reasonably believes that there is, or is likely soon to be, a nuisance to members of the public or that there is, or is likely to be, disorder in the vicinity of, and related to the premises. They must also reasonably believe that the notice is necessary in the interest of preventing the occurrence or reoccurrence of such disorder or behaviour.

18. .Before issuing the notice, the police or local authority must consult any person or agency they consider appropriate, as well as informing the owner, landlord, licensee and anyone who appears to be residing in the premise.

19. The notice must state that access by any person other than someone who habitually lives on the premises or the owner of the premises, is prohibited; state that failure to comply is an offence; give details as to when and where the notice will be considered by the magistrates’ court; and give information about persons and organisations in the area that provide advice about housing and legal matters.

20. The police or local authority must take into account any special considerations arising from the presence, or likely presence of any children

or vulnerable adults on the premises. Authorised persons will have a power of entry to the premises, using reasonable force if necessary, to serve the notice.

21. Within 24 hours of the notice being issued, it must, in order to continue to be valid, be signed off by a senior officer. In the case of a police notice, this should be by an officer of at least superintendent rank and, in the case of a local authority notice, by either the Chief Executive or a person designated by them. This would extend the notice to a maximum of 48 hours.

22. Unless the police or local authority cancels the notice within the 48 hour period, they must apply to the magistrates' court for a court order. The court can make a closure order for a maximum period of three months if it is satisfied that:

- a person has engaged in disorder, anti-social or criminal behaviour on the premises (or that such behaviour is likely if the order is not made);

- the use of the premises is associated with the occurrence of disorder or serious nuisance to members of the public (or that such disorder or serious nuisance is likely if the order is not made); and

- that the order is necessary to prevent the occurrence or reoccurrence of such disorder or behaviour.

23. Before the time specified in the order expires, the police or local authority could apply to the magistrates' court for a further extension of the order if this were deemed necessary. The maximum period an order could last overall would be six months.

24. Breach of the order, without reasonable excuse, would be a criminal offence. On summary conviction, a person would be liable to a fine and/or up to three months imprisonment if in breach of a notice and up to 51 weeks' imprisonment if in breach of an order.

This page is intentionally left blank

CYNGOR DINAS CAERDYDD
CITY OF CARDIFF COUNCIL

CABINET MEETING: 16 MARCH 2017

CARDIFF ROUGH SLEEPER STRATEGY 2017-2020

REPORT OF DIRECTOR OF COMMUNITIES, HOUSING AND CUSTOMER SERVICES

AGENDA ITEM:12

PORTFOLIO: HEALTH, HOUSING AND WELLBEING (COUNCILLOR SUSAN ELSMORE)

Reason for this Report

1. To seek approval of the Cardiff Rough Sleeper Strategy 2017-2020.

2. To seek delegated authority for the Director of Communities, Housing and Customer Service to enter into a joint protocol with Immigration Services and South Wales Police to address the issue of EEA Nationals sleeping rough in the city.

3. To agree a revised Supporting People Programme Grant Spend Plan.

Background

4. The Cardiff Rough Sleeper Strategy 2017-2020 outlines how people sleeping rough, often with complex lives and issues, will receive appropriate advice, support, and homelessness assistance **(see Appendix 1)**.

5. Monitoring shows that over the last 2 years, the number of people sleeping rough in Cardiff has steadily increased. Numbers peaked during August 2016, with 68 individuals recorded in one week with a weekly average of 60 individuals rough sleeping. These are the highest figures ever recorded in the city. The Welsh Government organises an annual count of rough sleepers, Cardiff's returns show an upward trend, with 26 individuals observed in 2014, 30 in 2015 and 53 in 2016. The increase in Cardiff is similar to the increases seen at many cities throughout the UK.

6. Sleeping rough detrimentally impacts on individuals' health and wellbeing. The longer someone remains on the streets, the more likely they are to engage in secondary issues such as begging or substance misuse. These associated anti-social behaviours can also impact on citizens, businesses and visitors to Cardiff. Research shows that many rough sleepers have complex needs and the provision of accommodation alone is not enough to address their issues.

7. There is a strong history of partnership working to assist those sleeping rough in the city and a significant level of service provision already exists such as The Rough Sleeping Intervention Team (Breakfast Run) operated by the Wallich, the Huggard Day Centre and Salvation Army Bus Project, while faith groups also provide additional assistance. The Council's Outreach Team works closely with these partner organisations to assist rough sleepers into statutory services. The Strategy acknowledges this partnership working and sets out how current service provision can be improved to deliver a more wraparound service to individuals with a clear focus on helping people to come off the streets.

Issues

8. Around a third of Cardiff's rough sleepers are classed as 'entrenched', having been sleeping out for more than 6 months. The Council and partners need to increase early intervention efforts to swiftly identify and engage with those new to rough sleeping, diverting them away from the streets into accommodation and services.

9. Despite a number of agencies assisting rough sleepers in Cardiff, the services offered are not fully coordinated, and some risk perpetuating rough sleeping. There is a need to co-ordinate and refocus all partners' efforts on ending and not reinforcing rough sleeping.

10. Similarly, there is a considerable range of accommodation available to rough sleepers. Cardiff has 45 emergency bed spaces available all year round, supplemented by a further 52 bed spaces under 'Cold Weather Provision'. Cardiff's 5 single person hostels offer 216 bed spaces alongside housing-related support. Work is underway to review this provision to ensure it addresses client needs.

11. There is a significant issue with EEA nationals sleeping rough in the city, many of whom are not working and therefore are without recourse to public funds. There is a need for a joined up approach from statutory and third sector partners to address this issue.

12. There has also been a growth in the number of beggars in the city; only some of these beggars are rough sleeping, many have temporary or settled accommodation. Again all partners need to work together to reduce begging.

13. The Strategy sets out an overarching vision and high level aims as follows:

Vision

To work towards ending rough sleeping in Cardiff.

Aims

- To work to understand the causes of rough sleeping;

- To work with partners to ensure support is directed towards ending and not reinforcing rough sleeping;
- To ensure early intervention to prevent rough sleeping becoming entrenched;
- To develop a range of accommodation and support solution tailored to individual needs.

"We Will" Commitments

To support these aims a large number of actions have been identified as "We Will" commitments. A summary of key commitments are set out below:

- Expand the Council's Outreach Team to provide a case management approach to assisting those sleeping rough;
- Strengthen the joint working response, coordinating and refocusing all partners' efforts on getting people off the street;
- Work towards "No First Night Out" for those who engage with services;
- Review accommodation options for rough sleepers and further develop independent living solutions utilising the principles of Housing First;
- Automatically refer rough sleepers who have been rough sleeping for 3 months into the multi-agency Vulnerable Persons Intervention Pathway;
- Develop a specialist pathway through services for clients with mental health / substance misuse issues;
- Build on the success of and ensure the sustainability of the Reconnection Service;
- Refocus housing-related support services to address the needs of former rough sleepers;
- Identify alternatives to begging which all partners can refer into and work with the Police to prevent and reduce persistent begging in the city.

14. An action plan will be developed with partners to take forward all the commitments set out in the Strategy and further consultation with partners will take place as the specific initiatives identified in the plan are taken forward.

EEA Nationals

15. A significant proportion of rough sleepers are EEA nationals (around 20% when 'cold weather provision' is not in place). As these individuals are not able to access services the ability of the Council and its partners to assist them is limited, which perpetuates rough sleeping. The Salvation Army works with the Council to provide a Reconnection Service for rough sleepers with no local connection to Cardiff and has had significant success in reconnecting individuals to their home areas. Unfortunately many individuals will not engage with the Reconnection Service and therefore other alternatives need to be considered to address the growing number of EEA nationals sleeping rough.

16. As rough sleeping is considered an abuse of free movement rights, such individuals may be subject to administrative removal under Home Office procedures.

17. A joint working protocol between the Council, Police and Immigration has been prepared to reduce the numbers of EEA nationals sleeping rough in Cardiff. This formalises procedures for identifying and supporting EEA national rough sleepers to claim appropriate benefits, access employment and accommodation, or to voluntarily reconnect them to their country of origin. However, where clients disengage from services, or are assessed as unlikely to break the pattern of rough sleeping, information sharing will take place to facilitate administrative removal by Immigration Services. A copy of this draft protocol can be found at **Appendix 2.**

18. To support delivery of the Strategy, Supporting People Programme Grant Funding released through recommissioning will be refocused on homelessness and rough sleeping. This will allow for the expansion of the Council's Outreach Team and will support a grant programme for third sector organisations to bring forward innovative proposals for new ways of working. The Supporting People Spend Plan was agreed by Cabinet in February, Welsh Government have asked that the spend plan be updated with further details of the units of support to be provided through the new schemes and this revised plan is attached at **Appendix 3.**

Consultation & Equality Impact Assessment

19. Early consultation took place with key partners involved in the delivery of support services to rough sleepers and significant changes were made to the content and ambition of the Strategy. Further consultation then took place with a wider range of partners and the Strategy was further amended as a result.

20. An Equality Impact Assessment has been carried out on the Strategy. A copy of the EIA can be found at **Appendix 4.**

Scrutiny

21. The report was presented to the Communities and Adult Service Committee for pre-cabinet decision scrutiny on 8th February 2017. The strategy and the approach taken was well received and committees letter can been found in **Appendix 5**. The specific points raised on the draft EEA Rough Sleeper Protocol will be taken into account ahead of this being agreed with South Wales Police and Immigration Services.

Reason for Recommendations

22. Part 2 of the Housing (Wales) Act 2014 places a duty on local authorities to carry out local homelessness reviews and formulate local strategies. This includes an expectation for a specific strategic focus on rough sleeping. An action has been included in the Cardiff Housing Strategy 2016-2021 to develop a Homelessness Strategy by June 2018. This Rough Sleeper Strategy has been developed first however, to address the pressing issue of rough sleeping in Cardiff.

23. The Cardiff Rough Sleeper Strategy 2017-2020 will ensure that the Council has current and relevant strategic plans in place to address rough sleeping.

24. The EEA Protocol will formalise joint working procedures to reduce the number of EEA nationals sleeping rough in Cardiff.

Financial Implications

25. The report proposes expanding the Council's Outreach Team. Any such additional employee costs will be met from Welsh Government Supporting People Grant and will need to be consistent with the terms and conditions of that grant.

26. The report proposes putting in place processes and interventions to make better use of existing support for rough sleepers provided by the Council and external partners. Any other new initiatives will need to be managed within existing Council Budgets.

Legal Implications

27. Statutory duties relating to homelessness are placed on the Council by Part 2 of the Housing (Wales) Act 2014. These include duties relating to the provision of advice and assistance; prevention of homelessness; help to secure or provision of accommodation; and reviews and strategies.

28. Sound strategies and policies are based on adequate consultation with stakeholders and the consultation that has taken place is described in paragraph 17 of this Report.

29. In making decisions the Council has to satisfy its public sector duties under the Equality Act 2010. The Council must have due regard to the need to (1) eliminate unlawful discrimination (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics.

Protected characteristics are:

- Age
- Gender reassignment
- Sex
- Race – including ethnic or national origin, colour or nationality
- Disability
- Pregnancy and maternity
- Marriage and civil partnership
- Sexual orientation
- Religion or belief – including lack of belief

30. The report identifies that an Equality Impact Assessment has been carried out and can be found at Appendix 3. The purpose of an 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. The Cabinet must have due regard to the Equality Impact Assessment in making its decision.

RECOMMENDATIONS

Cabinet are recommended to;

1. Agree the Cardiff Rough Sleeper Strategy 2017-2020 as set out at Appendix 1.

2. Delegate authority to the Director of Communities, Housing and Customer Service to enter into a joint protocol with Immigration Services and South Wales Police to address the issue of EEA Nationals sleeping rough in the city.

3. Agree the amended Supporting People Programme Grant Spend Plan to include further information regarding the units of support to be delivered by the new and innovative schemes to address homelessness.

SARAH McGILL
Director
10 March 2017

The following appendices are attached:

Appendix 1 - The Cardiff Rough Sleeper Strategy 2017-2020
Appendix 2 - Draft EEA Rough Sleeping Protocol
Appendix 3 - Revised Supporting People Programme Grant Spend Plan
Appendix 4 - Equality Impact Assessment
Appendix 5 - Letter from Community & Adult Services Scrutiny Committee

Cardiff Rough Sleeper Strategy 2017-2020

Partners to the Cardiff Rough Sleeper Strategy 2017-2020:

CARDIFF
CAERDYDD

cefnogipobl
supportingpeople
supporting independence
cefnogi annibyniaeth

Llywodraeth Cymru
Welsh Government

GIG CYMRU
NHS WALES
Bwrdd Iechyd Prifysgol
Caerdydd a'r Fro
Cardiff and Vale
University Health Board

South Wales Police
Heddlu De Cymru

THE SALVATION ARMY

thewallich
atal digartrefedd • preventing homelessness

HUGGARD, Helping
The Homeless

Cardiff & Vale APB
Achieving better substance misuse outcomes

Street Link
Connecting rough sleepers to local services
0300 500 0914 www.streetlink.org.uk

YMCA

THE CARDIFF HOMELESSNESS ALLIANCE
Working for the homeless and vulnerable

THE BIG ISSUE
CYMRU

Immigration Enforcement

Contents

Foreword 4

Introduction 5

Vision and Aims 5

Background 6

Identifying Rough Sleepers 9

Early Intervention Options 13

Accommodation Options 21

Independent Living 25

Addressing Begging 29

Summary of Commitments 31

This document is available in Welsh / Mae’r ddogfen hon ar gael yn Gymraeg.

Foreword

Welcome to the Cardiff Rough Sleeper Strategy 2017-20. The strategy recognises and builds on the excellent work that is already taking place to prevent and tackle rough sleeping, but I acknowledge that there are still too many people living on the streets in Cardiff. This document is a response to this issue and outlines the co-ordinated approach required to tackling and preventing rough sleeping in our city.

Sleeping rough is dangerous and can damage people's lives permanently. Life on the streets detrimentally impacts on physical and mental health and wellbeing and at present the average life expectancy of a rough sleeper is just 47 years of age, which is 30 years younger than the general population.

The longer an individual remains on the streets, the more likely that secondary issues such as begging, drugs or alcohol misuse can become an issue. These anti-social behaviours can also impact on citizens, businesses, workers and visitors to the city.

Along with partners, I am committed to significantly reducing rough sleeping in the city and will continue to bring about effective change. This Strategy aims to ensure that some of the most socially excluded people in Cardiff receive appropriate help and support when they need it most.

Councillor Susan Elsmore

Cabinet Member for Health, Housing & Wellbeing.

Introduction

This Rough Sleeper Strategy will outline how people sleeping rough, often with complex lives and issues, can receive appropriate and accessible support, advice and homelessness assistance. It identifies what provision is currently available and how it can be improved to deliver a more wraparound service to the most vulnerable in society.

No-one chooses rough sleeping as a permanent lifestyle option. Many people will have held tenancies or been supported in specialist housing but have been unable to sustain or manage accommodation provided. This is often due to complex life experiences such as loss of job, family breakdown, bereavement, periods in care or prison, and serious health issues, or personal lifestyle choices such as substance misuse, criminal behaviour or street culture activities. These issues can often lead to a harmful cycle of multiple exclusions from services.

This document is structured around the 'customer journey' from identifying rough sleepers, engagement with services, provision of accommodation, through to independent living.

The Strategy sets out a number of ambitious activities to be undertaken by the Council and its partners over the next 3 years, listed as 'We Will' commitments throughout the document. These will be collated to inform an action plan to be taken forward and monitored in conjunction with the *Cardiff Housing Strategy 2016-2021.*

Vision

This Strategy has the following ambitious vision:

To work towards ending rough sleeping in Cardiff.

Aims

This Strategy will deliver on the following aims:

To work to understand the causes of rough sleeping.

To work with partners to ensure support is directed towards ending and not reinforcing rough sleeping.

To ensure early intervention to prevent rough sleepers becoming entrenched.

To develop a range of accommodation and support solutions tailored to individual needs.

Background

Housing Issues in Cardiff

Cardiff Council and partners are facing unprecedented pressures to deliver accommodation options to those in the most housing need. These pressures come from reducing resources, high levels of homelessness, Welfare Reforms and a deceleration of housing development. The *Cardiff Housing Strategy 2016-2021* shows that:

- ⇒ There are nearly **8,300** households on the waiting list for social housing, of which 8% are homeless;
- ⇒ There are **450** new housing applications each month;
- ⇒ **2,700** families are living in severely overcrowded homes;
- ⇒ **600** homeless households are living in temporary accommodation or hostels including **378** families.

The Welsh Government provides Supporting People grant funding to assist vulnerable people to live independently and prevent homelessness. The Council administers the funds and commissions services such as hostels, refuges, supported housing schemes and tenancy support.

As both the capital and largest city in Wales, Cardiff experiences a high rate of homelessness. At the acute end, Cardiff has seen year on year increases in the number of rough sleepers.

- ⇒ Single night counts undertaken in London in 2016 recorded **964** rough sleepers, **23%** of the English national figure of **4,134**. Cardiff's 2016 single night count recorded **53** rough sleepers, representing **38%** of the Welsh total of **141**.

- ⇒ At **53** rough sleepers, Cardiff's 2016 single night count figure compares with areas such as Birmingham (**55**) and Bedford (**59**), but is not as high as Bristol (**74**) or Manchester (**78**). *Source: Rough Sleeping Statistics Autumn 2016, England (Dept for Communities & Local Government, 2017); National Rough Sleeper Count, November 2016 (Statistics for Wales, 2017).*

The challenge in taking forward services to rough sleepers and vulnerable people is to ensure consistent advice is given, that an awareness of all the services available is widespread and that collaboration is promoted wherever possible.

Background

Homeless Duties to Single Adults

New homelessness legislation was implemented on 28th April 2015 through Part 2 of the Housing (Wales) Act 2014. This Act places new duties on local authorities to help anyone seeking housing advice and assistance. The specific duties are:

Duty to Provide Advice and Assistance:
The Council has a duty to provide advice and assistance to anyone including persons from abroad. For rough sleepers this includes outlining the various accommodation options available, as well as support to access relevant benefits.

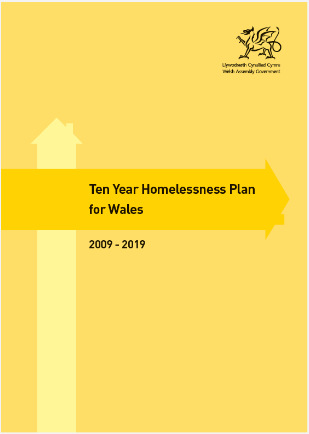
Duty to Prevent Homelessness:
The Council is required to work with eligible clients to try and prevent homelessness or secure alternative accommodation. For rough sleepers this may include facilitating mediation with family members or addressing issues such as rent arrears.

Duty to Help to Secure Accommodation:
Where homelessness cannot be prevented, the Council must assist all eligible households to find suitable alternative accommodation. This may include assisting access into the private rented sector, or supported housing for those deemed vulnerable, as defined by the legislation.

Duty to Secure Accommodation:
Where alternative accommodation has not been found under the previous duties, most single people without dependents would fail to qualify under this duty, again unless they were deemed vulnerable. While the Council has no duty to provide it, Cardiff has access to a range of accommodation for single people (see page 22).

Although the wider duties do assist the majority of single homeless people, rough sleepers are not directly addressed within the Housing (Wales) Act 2014.

However, Part 2 of the Act places a duty on local authorities to carry out local homelessness reviews and formulate local strategies. This includes an expectation for a specific strategic focus on rough sleeping. An action has been included in the *Cardiff Housing Strategy 2016-2021* to develop a Homelessness Strategy by June 2018. This Rough Sleeper Strategy has been developed first to address the pressing issue of rough sleeping in Cardiff.



Ten Year Homelessness Plan for Wales

2009 - 2019

The Welsh Government *Ten Year Homelessness Plan for Wales 2009-2019*, identifies 5 key objectives that have helped to shape this Rough Sleeper Strategy:

⇒ Preventing homelessness wherever possible;
⇒ Working across organisational boundaries;
⇒ Placing the service user at the centre of service delivery;
⇒ Ensuring social inclusion and equality of access to services;
⇒ Making the best use of resources.

Background

Research

A number of research studies have been undertaken looking into the reasons for rough sleeping; the support needs of these individuals and experiences of violence and abuse on the streets.

The 2011 Joseph Rowntree Foundation report 'Tackling Homelessness and Exclusion—Understanding Complex Lives' explores the interaction between homelessness and other social issues. Evidence was collected by research projects in 7 UK cities, including Cardiff. The report identifies:

- A strong overlap between more extreme forms of homelessness and other support needs, with nearly half of service users reporting experience of institutional care, substance misuse and street activities such as begging, as well as homelessness.
- People with complex needs are at serious risk of falling through the cracks in service provision. There needs to be an integrated response across health, housing and social care.
- A need to move from compartmentalised and organisationally driven approaches towards an individualised approach.

In 2016, Dr Peter Mackie of Cardiff University undertook research on 'Transitory Single Homelessness in Wales'. This study looked at the scale of movement of single homeless people, where they were coming from and the influences behind people seeking housing assistance in areas where they have no local connection. Examples of the range of factors identified:

Push - loss of employment, transient lifestyle, relationship breakdown.

Pull - know someone in the area, a fresh start, belief that coming to the city would offer more services.

The 2016 Crisis study 'It's no life at all – Rough Sleepers' experiences of violence and abuse on the streets of England & Wales' conducted face to face interviews with 458 homeless people who had experienced rough sleeping in the previous 12 months. Focussing on the extent and impact of incidences of crime and anti-social behaviour, the report identified that:

- 77% were victims of anti-social behaviour
- 30% had experienced violence;
- 6% had been sexually assaulted;
- 45% had been intimidated or threatened with violence / force;
- 56% had been verbally abused;
- 51% reported damage to / theft of personal property.

The Wallich are currently undertaking consultation with existing and former rough sleepers in Cardiff, to identify the barriers they experienced when accessing accommodation and support services. The outcomes of this consultation will be considered by the Council to review pathways into services as necessary.

We Will:

- Continue to benchmark with other local authorities to review and adopt relevant best practice.
- Consider the findings of relevant research and pilot projects to inform future service provision.

Identifying Rough Sleepers

Reporting Rough Sleepers

The Council welcomes referrals from the public and professionals who have information or concerns about anyone they believe to be sleeping rough anywhere in the city. Dedicated contact options for the Homeless Outreach Team are advertised on the Council website (www.cardiff.gov.uk/homelessnow), including a direct e-mail address (roughsleeping@cardiff.gov.uk). This referral route has proved effective in identifying previously unknown clients and/or locations.

Another option is the Streetlink Cymru service. This website and mobile phone app allows the public to report the location of a presumed rough sleeper to a central service. The information is then passed to the relevant Council who investigate and visit the location within 3 working days.

Unfortunately, not all referrals received contain sufficient detail to act upon the intelligence. Since its launch, Cardiff has received 401 referrals via Streetlink Cymru, of which only 2 have provided information on rough sleepers previously unknown to the Homeless Outreach Team.

We Will: Improve the visibility of the Homeless Outreach Team's contact details on the Council website.

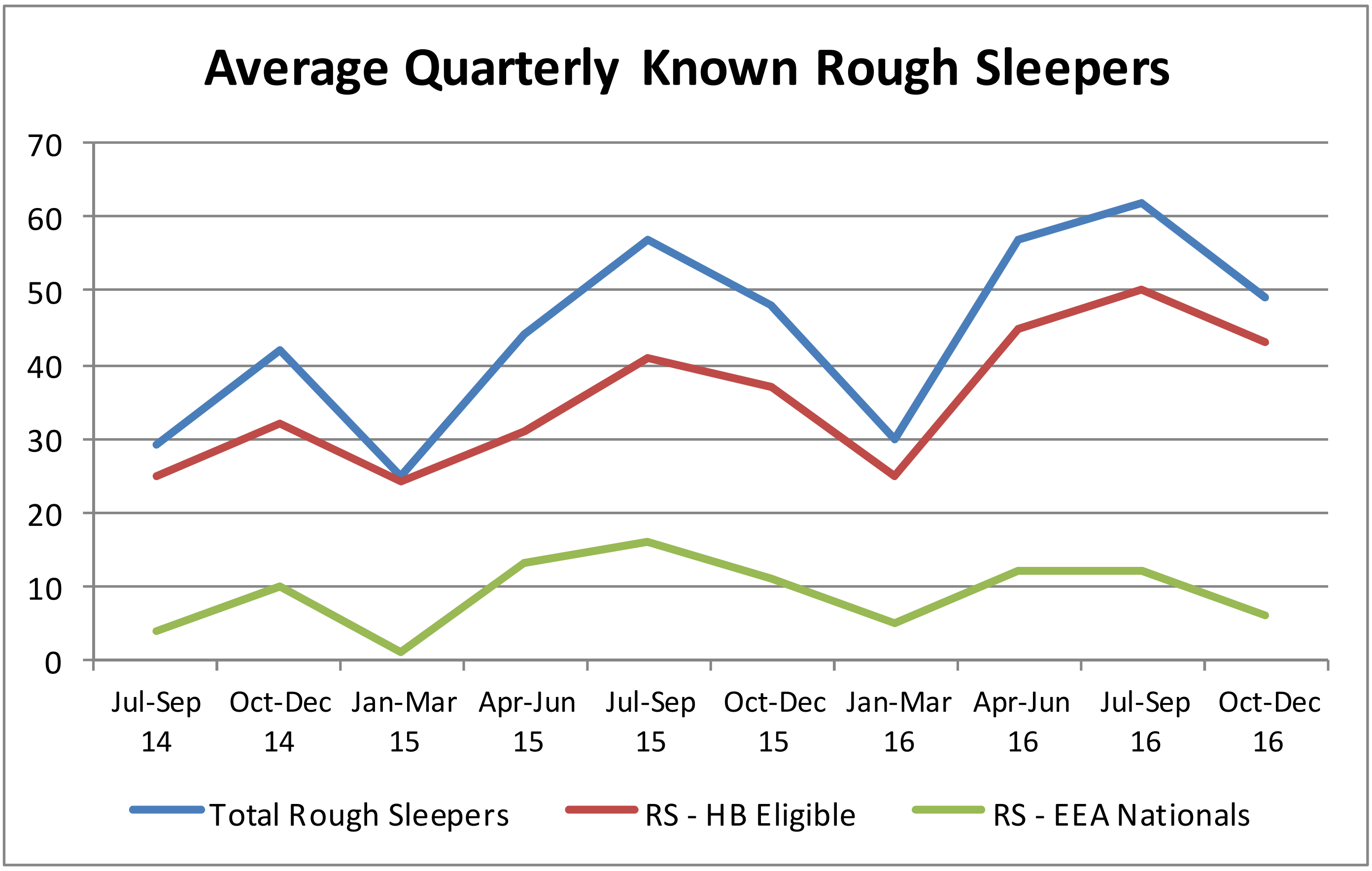
Ongoing Monitoring

The Council's Homeless Outreach Team work alongside a variety of third sector organisations to seek out and support rough sleepers. Together with staff from The Wallich, Council outreach staff take breakfast to and engage with rough sleepers every morning at known locations.

Details of all individuals observed are recorded and data is combined with information from partners. Along with intelligence from the Police and other sources, this data builds up a picture of rough sleepers.

This daily monitoring shows that over the last 2 years, the number of people sleeping rough in and around the city centre has steadily increased. During one week in August 2016 this figure peaked at 68 individuals, with the whole of August averaging 60 individuals per week, the highest numbers ever recorded in Cardiff.

Identifying Rough Sleepers



Source: Cardiff Council Homeless Outreach Team 2017.

The graph demonstrates the changing trend of rough sleeping over the past 2 years. It shows seasonal fluctuations, with numbers decreasing in the winter months in line with Cold Weather Provision (see page 21). However, the overall trend is an upward one, with the exception of a levelling off of European Economic Area (EEA) nationals sleeping out since April 2016.

Client Demographics

As at 28th October 2016 there were 52 known individuals sleeping rough:

- 46 were males and 6 females;
- Almost half (25) were aged under 35;
- 37 were White Welsh; 3 White British; 1 White Irish; 1 Mixed Race and 10 were EEA nationals;
- A third (17) were classed as entrenched (see page 11);
- 26 people had a local connection to Cardiff; 11 to other South East Wales authorities; 3 to England; 10 to EEA countries; 2 were not known. *Source: Cardiff Council Homeless Outreach Team 2016.*

This snapshot includes classifications of rough sleepers, as described below.

Those New to Sleeping Rough

As the Welsh capital, Cardiff attracts many people wanting a new start. However, when jobs and housing are not as readily available as anticipated, some find the only option is to sleep rough. Similarly those already resident here who experience a significant life-changing event such as job loss or relationship breakdown with partner or parents, also may find themselves on the streets. With early identification these individuals can be supported and avoid the often harmful cycle of homelessness.

Identifying Rough Sleepers

The Outreach Team aim to identify and engage with new rough sleepers on the same day and respond to all other referrals within a target of 3 days. Anyone wanting to access services will have immediate access to emergency bedspaces.

Long Term Rough Sleepers

Whilst efforts are made to get people into accommodation at the earliest opportunity, due to a variety of reasons, a significant proportion of people sleeping rough do not engage with services. Whilst contact with most clients will result in positive change over time, there are still many individuals who have additional barriers and personal circumstances that can lead to a longer term problem. Chaotic lifestyles and complex needs can result in an inability to maintain accommodation once provided, or failure to maintain any form of accommodation for extended periods of time. For the purpose of this strategy, the group is split into two different categories:

Periodic Rough Sleepers:

Clients who have 3 separate periods of rough sleeping. Such clients have multiple spells of rough sleeping and are recognised as being at high risk of becoming entrenched.

Entrenched Rough Sleepers*:*

Clients who have been rough sleeping for 6 months or more. Currently, this applies to approximately a third of rough sleepers in Cardiff. Although entrenched, efforts continue to be made to engage and encourage people into services.

Case Study: Entrenched Rough Sleeper

PJ was last accommodated in a hostel, which he abandoned as he found it too chaotic. He has slept rough ever since, a period of approximately 12 years. PJ has been made many offers of housing during this time, but has declined them all.

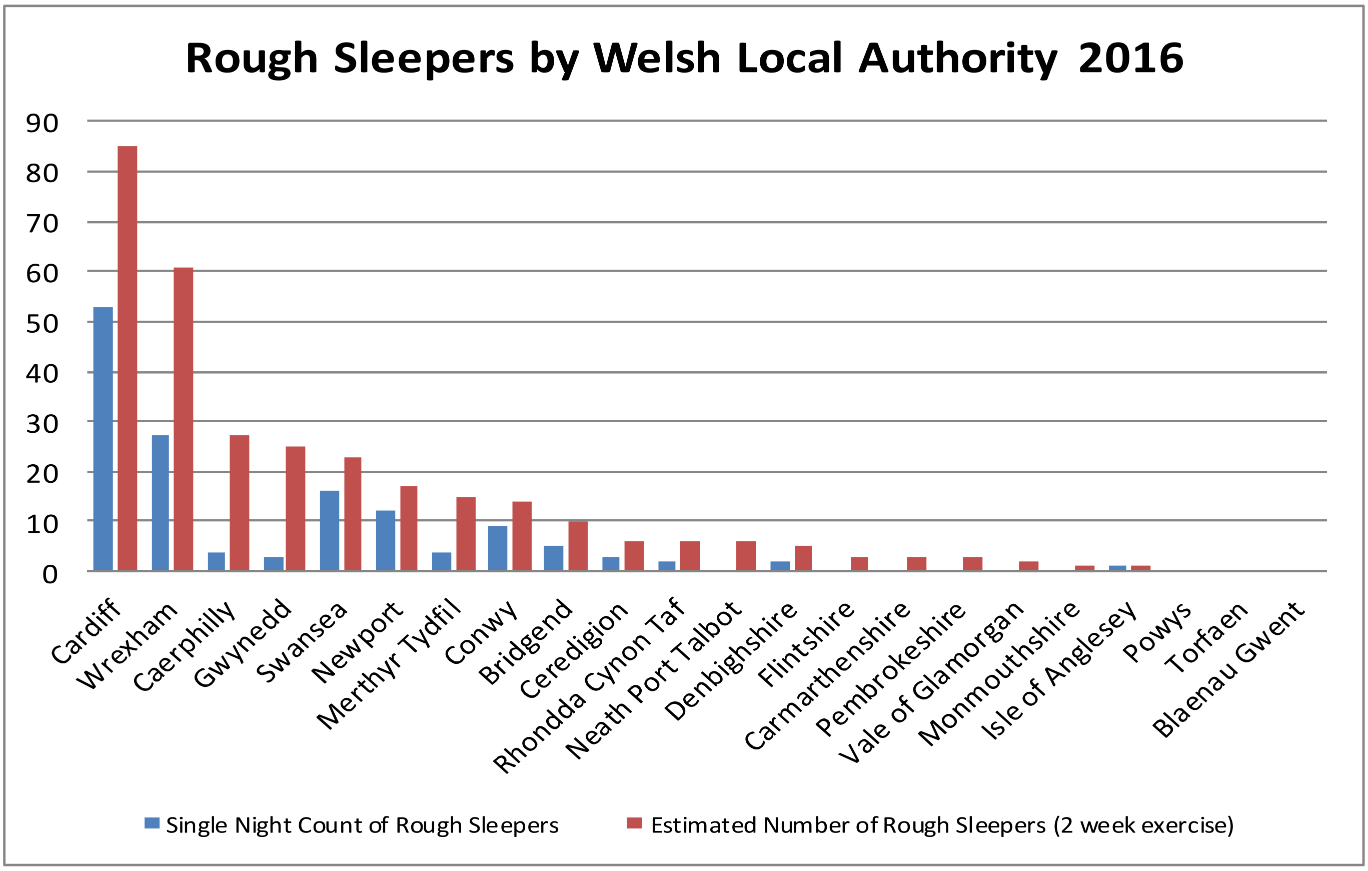
The Outreach Team continually remind PJ that he has options open to him but he gets easily annoyed if he feels pushed. The priority has to be to maintain a supportive, trusting relationship with him in order to keep him as safe and well as possible.

The Outreach Team assisted PJ to make claims for welfare benefits so he can now support himself with food and hot drinks through the day without having to access soup runs. PJ lives a very insular life; this is the way he copes with the mental health issues at the root of his street homeless lifestyle. PJ continues to be monitored for any signs of diminished mental capacity around his decision to live on the streets.

European Economic Area (EEA) Nationals

Due to a change in legislation in January 2014, many single EEA nationals without worker status or recourse to public funds sleep on the city's streets. When Cold Weather Provision (see page 21) is not available, they comprise around 20% of all rough sleepers. These clients are still supported by the Homeless Outreach Team, however, their accommodation options are limited due to ineligibility for Housing Benefit and lack of employment.

Identifying Rough Sleepers



Source: National Rough Sleeper Count, November 2016 (Statistics for Wales, 2017).

Veterans

The Council is a signatory of the Armed Forces Covenant. Homeless assessment and outreach processes have been developed to identify those who present from the Armed Forces and ensure they are signposted to appropriate support.

Annual Count

The Welsh Government requires local authorities to regularly report on the scale of rough sleeping in their area to inform national responses to this issue. A date is identified each year and, following set guidance, local authorities undertake a count of individuals sleeping rough during that night. This is supplemented with a two-week exercise to estimate numbers from all intelligence available.

The graph above shows the results of the 2016 Wales-wide count. Based on the estimated number of people sleeping rough over the *2 week period,* Cardiff was one of only four Welsh local authorities with a rate of over 2.0 rough sleepers per 10,000 households, compared to the Wales average of 1.0.

Cardiff's figures for the last 3 *single night counts* show an upward trend in the number of rough sleepers actually observed, with 26 individuals recorded in 2014, 30 in 2015 and 53 in 2016.

Early Intervention Options

Cardiff has a wide variety of services delivered by the Council, third sector and voluntary organisations operating in the city, which support vulnerable people and those affected by homelessness. There is a need to better coordinate and focus these services on early identification of rough sleepers and taking timely and appropriate action to help people off the streets.

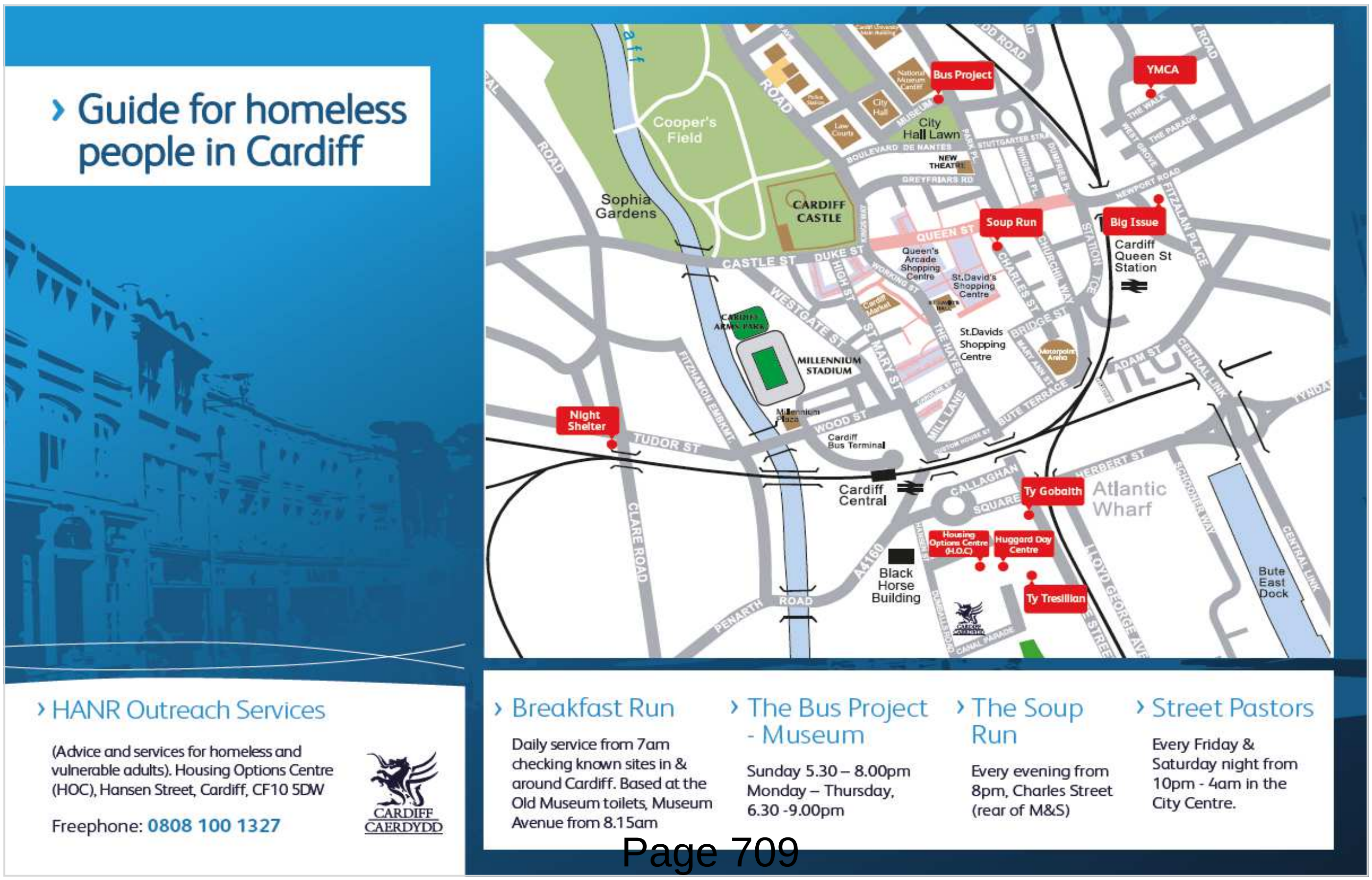
The Homeless Outreach Team

The Council's Homeless Outreach Team goes out daily between 6am and 9pm to engage with people who are currently, or who are at risk of becoming, rough sleepers. The 'Guide for homeless people in Cardiff' is given to all those encountered. Due to the nature of many clients, engagement can be difficult and requires perseverance from staff to connect with and support the client.

The Outreach Team works throughout the city with other outreach agencies, providing assistance to access accommodation options and services such as Health (both physical and mental) and Social Care where an issue is identified needing intervention. Although data is shared between services, an improved approach is required to fully record the interactions and offers of support made to individuals.

We Will:

- Expand the Outreach Team to provide a case management approach to rough sleepers.
- Improve data sharing between agencies involved with rough sleepers.
- Work towards 'No First Night Out' for those who engage with services.



› Guide for homeless people in Cardiff

› HANR Outreach Services

(Advice and services for homeless and vulnerable adults). Housing Options Centre (HOC), Hansen Street, Cardiff, CF10 5DW

Freephone: **0808 100 1327**

› Breakfast Run

Daily service from 7am checking known sites in & around Cardiff. Based at the Old Museum toilets, Museum Avenue from 8.15am

› The Bus Project - Museum

Sunday 5.30 – 8.00pm
Monday – Thursday, 6.30 -9.00pm

› The Soup Run

Every evening from 8pm, Charles Street (rear of M&S)

› Street Pastors

Every Friday & Saturday night from 10pm - 4am in the City Centre.

CARDIFF CAERDYDD
Bus Project
YMCA
Cooper's Field
Sophia Gardens
City Hall Lawn
CARDIFF CASTLE
Soup Run
Big Issue
Cardiff Queen St Station
QUEEN ST
CASTLE ST
DUKE ST
WESTGATE ST
ST MARY ST
Queen's Arcade Shopping Centre
St.David's Shopping Centre
St.Davids Shopping Centre
MILLENNIUM STADIUM
CARDIFF ARMS PARK
Millennium Plaza
Night Shelter
TUDOR ST
WOOD ST
Cardiff Bus Terminal
Cardiff Central
CALLAGHAN SQUARE
Ty Gobaith
Atlantic Wharf
Housing Options Centre (H.O.C)
Huggard Day Centre
Ty Tresillian
Black Horse Building
Bute East Dock
CLARE ROAD
PENARTH ROAD
A4160
BOULEVARD DE NANTES
GREYFRIARS RD
NEW THEATRE
NEWPORT ROAD
FITZALAN PLACE
CHURCHILL WAY
CHARLES ST
STATION TCE
BRIDGE ST
ADAM ST
CENTRAL LINK
BUTE TERRACE
MILL LANE
THE HAYES
HIGH ST
FITZHAMON EMBKMT
SCHOONER WAY
LLOYD GEORGE AVE
HERBERT ST
CANAL PARADE
City Hall
Law Courts
National Museum Cardiff
MUSEUM
THE WALK
THE PARADE
WEST GROVE
WINDSOR PL
DUMFRIES PL
STUTTGARTER STR
PARK PL
Motorpoint Arena

Early Intervention Options

Third Sector Services

The following third sector services are grant funded by the Welsh Government and the Council and work closely with the Homeless Outreach Team.

Rough Sleeper Intervention Team

This service, operated by The Wallich in partnership with the Council's Homeless Outreach Team, is more commonly known as the 'Breakfast Run'. Staff go out each morning to engage with rough sleepers through the provision of breakfast and other welfare items.

Bus Project

Established in 2002, this service is delivered by the Salvation Army, Sunday to Thursday evenings every week. As well as access to out of hours emergency accommodation, this service also provides food, access to advice, advocacy, medical support including needle exchange and chaplaincy. The Bridge Project substance misuse outreach worker provides a surgery via the Bus Project and links in with all other outreach services.

US PROJECT • PROSIECT BWS
BUS PROJECT

Huggard Day Centre

The facility provides an open access day centre for rough sleepers 365 days a year where they can access a variety of advice and support, from basic welfare provision to diversionary activities and access to training and development. Services include:

- Reception Service: Meeting the immediate and basic needs of clients, supporting them to engage with accommodation and support services;
- Support and Rehabilitation: Addressing barriers to engagement and breaking dependence on street culture activities. Providing diversionary and development opportunities;
- Development and Training: Developing confidence, social skills and employability in an attempt to break the cycle of homelessness through an extensive range of activities and training.

The Huggard Day Centre has an Advocacy Service which provides a direct access drop-in to deal with any issue a homeless or vulnerably housed person may present with. The advocate works closely with partner agencies and regularly receives referrals where specific support needs have been identified that can be a barrier to accessing accommodation or services, such as complicated benefit claims.

The Centre also provides a Substance Misuse Project for rough sleepers that follows a harm reduction programme. This service provides low threshold, open access support from the provision of a needle exchange service to advice, support, stabilisation and engagement in formal treatment services.

Early Intervention Options

Voluntary Provision

There is also a range of voluntary and non-grant funded assistance available in Cardiff.

Faith Groups

There is a long history of faith groups providing 'soup runs' for rough sleepers in the city, taking turns to give out hot food on weekday evenings. The services provided by faith groups have increased significantly in recent years to include approximately 12 cold weather beds in churches over the winter months, food parcels, free clothing, haircuts and personal hygiene products.

Street Pastors

Cardiff Street Pastors initiative is delivered by local churches, working with the Police, the Council, Health and local businesses. Street Pastors are volunteers, trained to prevent anti-social incidents and support people to access services or transport. Cardiff Street Pastors recognise many of the entrenched rough sleepers and will offer blankets and signpost them to services.

Community Initiatives

A range of different community-based initiatives provide services and assistance to rough sleepers, often on an ad-hoc basis.

Homeless Alliance

The Homeless Alliance was formed in 2013 to try to coordinate these services alongside statutory and other partners.

Working Together to Get People Off the Streets

There is clearly a wealth of services assisting rough sleepers. However this activity needs to be refocussed and better coordinated. A new approach is needed to divert people away from options which encourage dependency and reinforce rough sleeping, and to realign services towards helping people to achieve the confidence required to live independently.

More can be done to further integrate current provision, using partners' respective specialisms to support homeless people. For example, Faith groups may be best placed to befriend individuals on a 1-1 basis to divert them into activities, employment and socialising. A more intensive, wraparound and collaborative approach to supporting rough sleepers, especially new individuals, to move off the streets, will improve the likelihood that they are diverted from a harmful lifestyle and achieve better outcomes.

We Will:

- Strengthen the joint-working response, coordinating and refocusing all partners' efforts on getting people off the streets.
- Develop procedures for closer partnership working with Faith groups.
- Explore options to develop diversionary / befriending services.

Early Intervention Options

Complex Needs

The majority of entrenched and repeating rough sleepers that are being supported within the city are not homeless because they do not have a roof over their head, but because they have repeatedly been unable to sustain or manage accommodation provided.

The Council and its partner agencies have recognised an increase in the number of presentations where the lead need is identified as mental health. A significant number of these presentations also have coexisting substance misuse related needs.

Partners acknowledge the need to ensure that mental health and substance misuse support within hostel provision meets the needs of the client, and that appropriate placements are made for the level of support required. A joint review of the current provision and pathway is currently underway between the Council's Housing and Social Care Services working with Health colleagues. Two specialist mental health professionals have been engaged to undertake the review. This will include:

- Use of an improved support needs assessment to ensure identified support needs are met.
- An in-depth analysis of what support is actually offered in hostels and supported housing schemes.
- Devising criteria to improve matching of client need with appropriate placement.
- To act as specialist advisors to staff to assist with referrals.
- To identify gaps in existing accommodation provision.

This review will inform future provision and develop a clear pathway for individuals with discrete needs.

Case Study: Substance Misuse Joint Outreach Pilot

During October 2016, the Council's Homeless Outreach Team undertook 4 sessions (one per week) of street-based joint outreach with TAITH. TAITH are commissioned by the Substance Misuse Area Planning Board (APB) using Welsh Government grant funding to offer advice and support to help people make informed decisions regarding their substance use. Services include harm reduction strategies; one-to-one interventions; semi-structured group work; needle exchange and blood borne virus testing. The pilot resulted in:

- 10 Entry to Drug and Alcohol Services (EDAS) referrals;
- 3 direct access EDAS appointments;
- 12 clients being signposted to TAITH.

We Will:

- Develop a support pathway through services for clients with mental health/substance misuse issues.
- Review and improve partnership working between the statutory and voluntary sectors to address complex needs.
- Build upon the success of the substance misuse pilot and explore further options for joint outreach with specialist partner agencies.
- Develop a specialist pathway through services for females at high risk of exploitation.

Early Intervention Options

Vulnerable Persons Multi-Agency Intervention

In collaboration with partners, the Council has developed a range of intervention procedures for individuals where there is heightened concern relating to their safety and wellbeing. These procedures are implemented through a referral process which triggers a multi-agency response. An action plan is agreed to put in place appropriate interventions until an acceptable outcome has been reached. Issues can be escalated to senior management within each partner organisation where a situation and the potential consequences are deemed critical. There are 4 stages to this pathway:

Stage 1: Access Panel – multi-agency meeting to discuss all clients referred due to exclusion from frontline accommodation.

Stage 2: Falling Through the Net – multi-agency meeting to discuss an individual's concerns and risk.

Stage 3: Accelerated - expedite consultation with senior management where the need is identified.

Stage 4: Blue Light – provide emergency intervention where it is assessed that a person's circumstances pose a serious and immediate life threatening risk.

To improve early intervention, the criteria for these procedures need to be strengthened. Whilst referrals into the service can be made at any time, they will automatically be made for all those at risk of long term rough sleeping.

We Will: Further develop the multi-agency procedures to identify and intervene with those who sleep rough on 3 separate occasions, or continuously sleep rough for 3 months.

Health and Social Care Services

It is widely accepted that rough sleeping significantly impacts on individuals' physical and mental well being. In Cardiff, the following well-established services work with outreach services and accommodation providers to help address the needs of the most vulnerable in society:

Homelessness Nurse

The homelessness nurse provides healthcare intervention via the medical suite at the Council's Housing Options Centre and in hostels. As well as offering treatment and services such as sexual health and blood-borne virus screening, referrals are made to specialist services, such as dentistry, as required.

Cardiff Alcohol Treatment Centre

The Alcohol Treatment Centre is a nurse-led service based in the city centre, which assesses, treats and monitors intoxicated individuals. The centre was developed through a broad partnership including Health, the Police and the Council.

Mental Health Assertive Outreach Team

The team assists individuals and professionals to overcome barriers to assessment and treatment for vulnerable adults with complex needs.

Early Intervention Options

City Centre Social Work Team

This team works with vulnerable homeless individuals with social care needs and/or complex health needs, including a small number of service users with no identifiable accommodation move-on option. The team engage with service users to work towards completing an Integrated Assessment and provide interventions based on need and appropriate packages of care.

The Bridge Programme

The Bridge Programme is a unique service designed to provide access into substance misuse treatment for marginalised and hard to reach clients. With integrated specialist outreach workers, the programme offers rapid access to a wide range of treatment options including brief interventions, assessment and structured treatments. It also provides support to access hostel accommodation; Naloxone; blood borne virus screening and needle exchange.

The programme offers on average 50 plus treatment places a year. Approximately 80% of service users have either been directly engaged from rough sleeping or have had experience of rough sleeping within the last 12 months.

Reconnection Service

Cardiff recognises that not all rough sleepers will have a local connection to the area for housing purposes and that some individuals come to Cardiff because of a lack of provision in other authorities. All rough sleepers in Cardiff are given advice and assistance regardless of their local connection status. However, monitoring of the impact of the new legislation indicated that, in 2015 the number of people sleeping rough or accessing emergency accommodation in Cardiff, who were from other Welsh local authority areas, was increasing. This led to the development of the Reconnection Service delivered by the Salvation Army to support individuals with no local connection to return to their home authority in a managed way, or to achieve another positive accommodation outcome.

Accommodation may be provided for an individual with no local connection either for one night or temporarily via a waiver to access specialist provision only provided in Cardiff, or because of overwhelming vulnerability, health or social care grounds. The table below shows Service outcomes for November 2015 to November 2016:

Outcome	Clients
Reconnected to friends and family	33
Did not engage with Reconnection Service	27
Reconnected to make presentation at own Council	26
Offered supported accommodation via wavier or re-assessment	25
Supported to move into private rented accommodation	5
Case pending	5
Other e.g. Hospital/Prison	3
Total	**124**

People have been reconnected from as far apart as Barry to Brussels.

Early Intervention Options

Case Study: Reconnection Service

PG is a 38 year old male whose local connection was established as South East Wales. PG was previously known to homeless services in Cardiff and had been identified as having drug and alcohol issues. Reconnection staff engaged with PG during an outreach surgery at the Bus Project. They supported PG to attend the Council's Housing Options Centre, where he was assessed and referred into the Reconnection Service.

The Reconnection Service then worked with PG to re-establish ties with his mother, who agreed to offer PG accommodation whilst he presented to his local authority. Staff also contacted the local authority to seek advice, arrange an appointment for PG and to ensure he would be able to access drug and alcohol services in the Borough. PG is now settled in a hostel in his home area. He remains abstinent and is in regular contact with his family.

We Will:

- Continue to monitor local connection for all clients.
- Build on the success of, and ensure the sustainability of, the Reconnection Service.

Police and Other Intervention

UK Visas and Immigration

Rough sleeping is considered an abuse of free movement rights, as defined in European legislation and case law. EEA nationals found to be rough sleeping may therefore be subject to administrative removal via Home Office procedures.

A joint working protocol between the Council, Police and the UK Visas and Immigration service has been prepared, using guidelines developed from Home Office policy, to reduce the numbers of Non UK/Republic of Ireland EEA Nationals sleeping rough in Cardiff (see Appendix A).

This protocol formalises the procedures for identifying and supporting EEA national rough sleepers to claim appropriate benefits, access employment and accommodation or to voluntarily reconnect them to their country of origin. Tailored support is at the heart of this collaborative approach and a full assessment of an individual's needs will be undertaken by partners.

However, where clients disengage from services, or are assessed as unlikely to break the pattern of rough sleeping, information sharing will take place to ensure that administrative removal takes place in a safe and planned manner.

We Will: Implement the Joint Working Protocol with Police and Immigration services.

Early Intervention Options

Case Study: EEA National.
VL had arrived in the UK in August 2016, moving transiently around the UK, looking for work and rough sleeping before arriving in Cardiff. He was distressed and unkempt when presenting, he had hoped to gain employment but had been unsuccessful causing deterioration in his health and an increase in his alcohol use. VL requested a return to Romania to reside with his family.

The Reconnection Service worked with the Huggard Advocate to book VL's ticket. VL's journey was over the Christmas period, taking around three days, so he was given a warm coat and a large food parcel to make his journey easier. The Reconnection Service also provided VL with a full travel map including details of all his travel times and connecting coaches. VL returned successfully to Bacau, Romania and is now residing with his family.

South Wales Police

Designated Public Place Orders (DPPO) prohibit drinking in certain areas designated by the Council and are enforced by the Police. A city centre DPPO was implemented in Cardiff in 2010.

Local Authority Powers

The Highways Act 1980 allowed local authorities to implement Public Path Gating Orders to restrict access to alleys and lanes which experienced anti-social behaviour such as fly-tipping and burglary. The Council has implemented over 100 such Orders across Cardiff. Since the introduction of the Anti-social Behaviour, Crime and Policing Act 2014, these have been replaced by Public Space Protection Orders (PSPOs).

PSPOs have been considered elsewhere to place a general Order on whole towns to restrict certain behaviours such as leafleting/advertising, busking, begging, and rough sleeping. Many proposals have been abandoned due to public concern, but some limited Orders do exist. The Council and its partners will monitor any Orders in place to assess their success.

We Will: Closely monitor the use of Public Space Protection Orders in force in England and Wales.

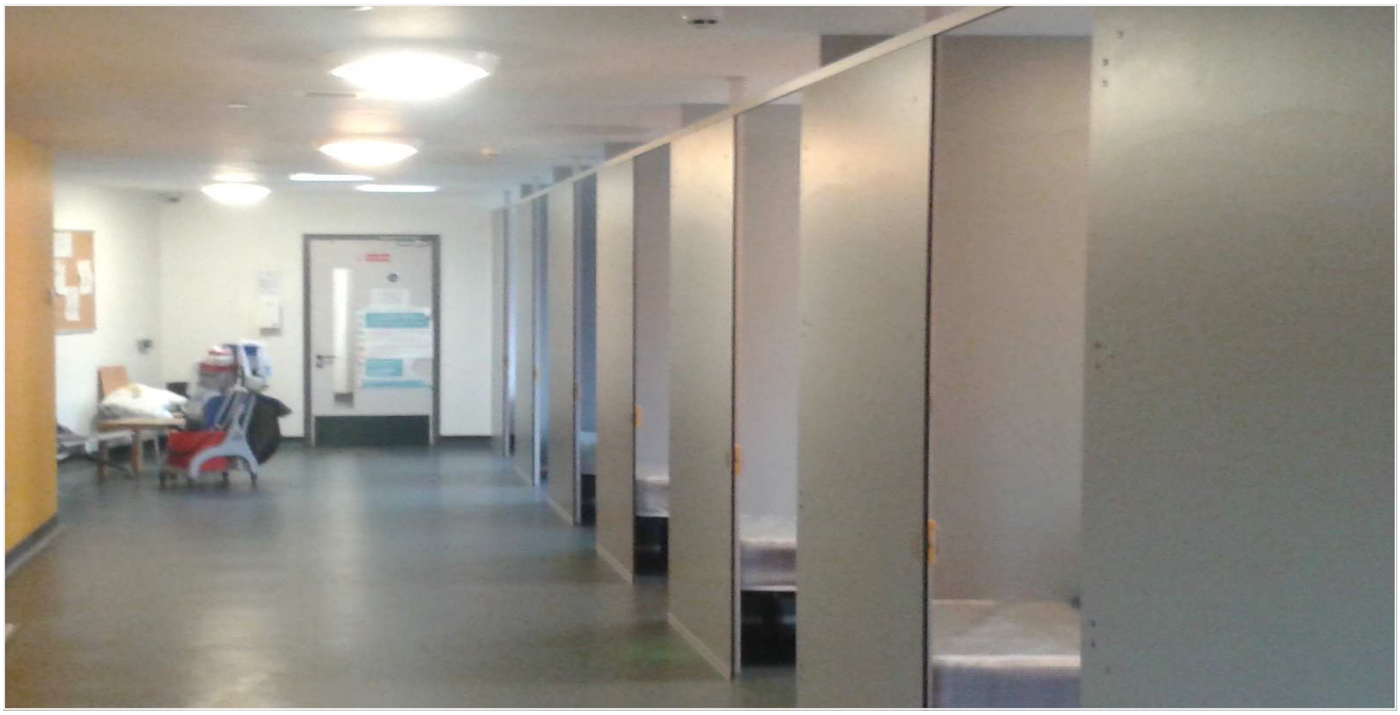
Business Improvement District

Late in 2015 the Cardiff Business Improvement District (BID) was formally established. Providing business leadership for an area, the Bid also acts as a stimulus for visible improvements, whilst providing a united voice of influence and opinion. Comprising independent, SME and larger well-known chains operating predominantly in the city centre, the aim of the BID is to enhance the overall experience for visitors, shoppers and workers alike by working together to tackle local issues.

All businesses in the city centre can be affected by those who either beg from, or sleep rough outside their premises, but as identified in the BID 2016-2021 Business Plan, there is a shared acknowledgment of the need to work with agencies around the reduction and improved management of the homeless community and strategies to manage street begging and drinking.

We Will: work with the BID-branded Cardiff Ambassadors to develop solutions to ensure the city centre is a safe, secure, managed environment.

Accommodation Options



Emergency Accommodation

All outreach services share the same aim of engaging individuals to support them to access accommodation whether emergency overnight stays or a hostel bedspace, as soon as possible. In total, Cardiff has 45 emergency bedspaces across 4 providers available all year round:

- **12** bedspaces are based within the Wallich Nightshelter.
- The Wallich also provide **3** emergency spaces within Sir Julian Hodge hostel.
- There are **8** bespoke 'pods' delivered at Ty Tresillian hostel (see above).
- **12** emergency spaces are delivered by the Huggard in addition to **8** pods.
- **2** emergency spaces are provided at the YMCA hostel.

Access to this emergency provision is managed by the Housing Options Centre, or out of office hours through Outreach Staff, the Breakfast Run, the Night Bus or via direct presentations to Ty Tresillian.

Cold Weather Provision

Since the mid 1990s Cardiff has operated a Cold Weather Provision scheme to provide additional overnight accommodation to further assist rough sleepers during the cold winter months. In 2016, 52 bed spaces were made available, partly funded by the Welsh Government Transition grant:

- **20** on Huggard Day Centre floor space.
- **12** floor spaces at Ty Tresillian.
- **12** plus spaces provided by churches.
- **4** spaces at the Salvation Army's Ty Gobaith hostel.
- **4** spaces at the YMCA hostel.

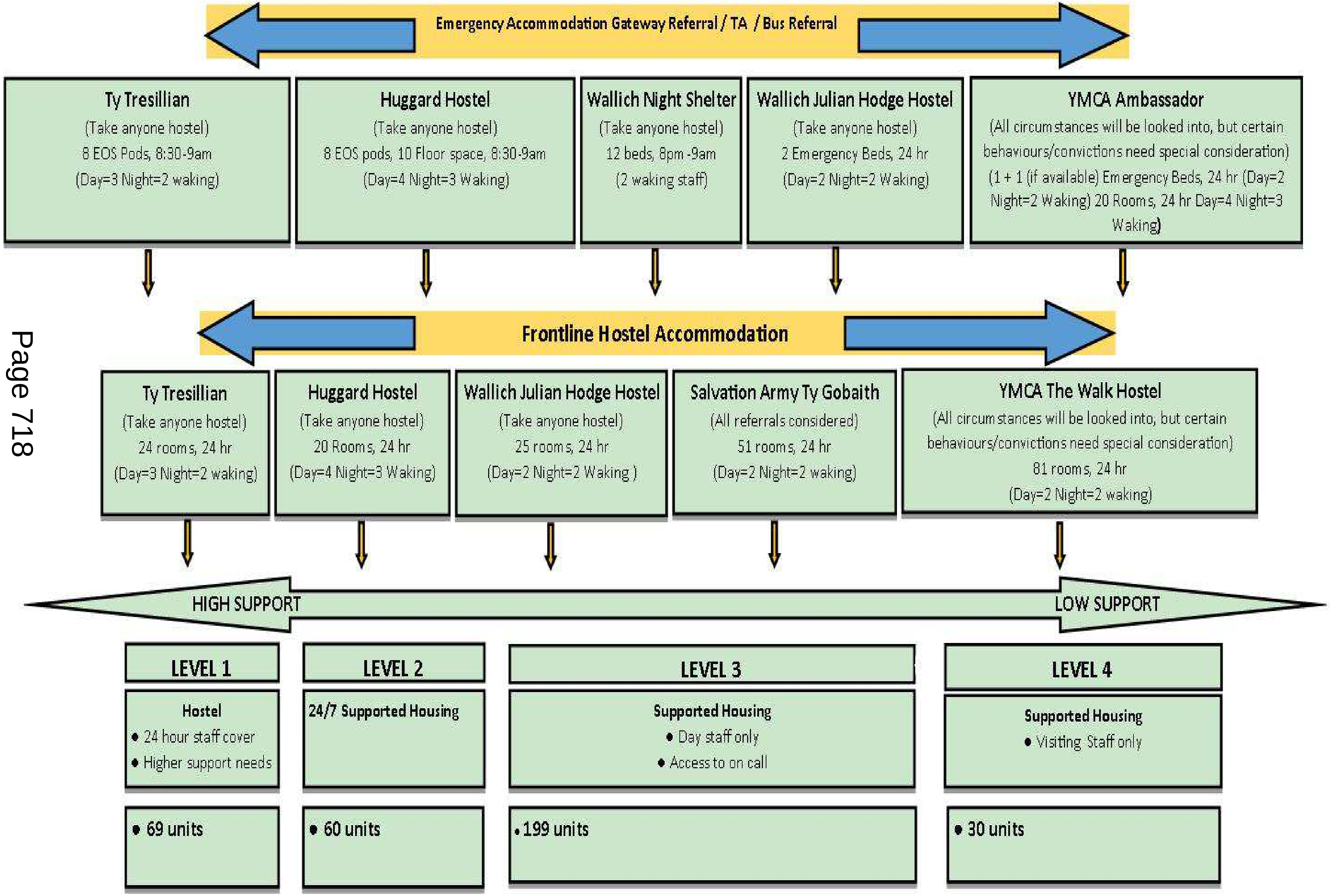
Some rough sleepers are however reluctant to use emergency accommodation.

We Will:

- Review accommodation options for rough sleepers.
- Gain a better understanding of the issues with emergency accommodation, to facilitate people coming off the streets.

Accommodation Options

Accommodation Options for Homeless, Single Adults


Emergency Accommodation Gateway Referral / TA / Bus Referral
Ty Tresillian
(Take anyone hostel)
8 EOS Pods, 8:30-9am
(Day=3 Night=2 waking)
Huggard Hostel
(Take anyone hostel)
8 EOS pods, 10 Floor space, 8:30-9am
(Day=4 Night=3 Waking)
Wallich Night Shelter
(Take anyone hostel)
12 beds, 8pm -9am
(2 waking staff)
Wallich Julian Hodge Hostel
(Take anyone hostel)
2 Emergency Beds, 24 hr
(Day=2 Night=2 Waking)
YMCA Ambassador
(All circumstances will be looked into, but certain behaviours/convictions need special consideration)
(1 + 1 (if available) Emergency Beds, 24 hr (Day=2 Night=2 Waking) 20 Rooms, 24 hr Day=4 Night=3 Waking)
Frontline Hostel Accommodation
Ty Tresillian
(Take anyone hostel)
24 rooms, 24 hr
(Day=3 Night=2 waking)
Huggard Hostel
(Take anyone hostel)
20 Rooms, 24 hr
(Day=4 Night=3 Waking)
Wallich Julian Hodge Hostel
(Take anyone hostel)
25 rooms, 24 hr
(Day=2 Night=2 Waking)
Salvation Army Ty Gobaith
(All referrals considered)
51 rooms, 24 hr
(Day=2 Night=2 waking)
YMCA The Walk Hostel
(All circumstances will be looked into, but certain behaviours/convictions need special consideration)
81 rooms, 24 hr
(Day=2 Night=2 waking)
HIGH SUPPORT
LOW SUPPORT
LEVEL 1
Hostel
• 24 hour staff cover
• Higher support needs
• 69 units
LEVEL 2
24/7 Supported Housing
• 60 units
LEVEL 3
Supported Housing
• Day staff only
• Access to on call
• 199 units
LEVEL 4
Supported Housing
• Visiting Staff only
• 30 units

Accommodation Options

Hostel Bedspaces

Having accessed emergency provision, the current pathway is into existing vacant hostel, or other supported housing spaces. Cardiff has 5 large hostels that cater for single people and occasionally couples:

Hostel	Provider	Beds
Ty Tresillian	Cardiff Council	24
Cardiff YMCA	YMCA	81
Ty Gobaith	Salvation Army	66
Sir Julian Hodge	The Wallich	25
Huggard Hostel	Huggard	20

Although they all deliver generic housing-related support, some hostels specialise in addressing substance misuse, for example. Individuals may have to remain in emergency accommodation until a vacancy arises in the most suitable hostel identified to support their needs. A review of these larger hostels is underway to ensure that the best use is being made of this expensive resource. Hostels are required to support clients and be accessible 24 hours a day and therefore a substantial element of Supporting People Grant funding is used to deliver these bedspaces.

Supported Housing

The chart on the previous page shows the various types and range of accommodation based support services available for single homeless people. In total there are 559 bed spaces funded by Supporting People Grant to deliver specialist supported accommodation and move-on schemes to prepare people for independent living. Schemes can specialise in mental health, substance misuse and offending behaviour. Some, including hostels, offer units that prepare clients for access to training and work, often with a discounted rent and provision of packed lunches and suitable work attire.

Case Study: Ty Cornel

Ty Cornel was originally developed to meet a gap in provision for a cohort of long-term street homeless people with existing substance misuse problems, which had resulted in significant physical disabilities. This partnership scheme with Adult Social Services uses joint funding to deliver housing and social care, with referrals made via the City Centre Social Work Team.

Single Persons Accommodation Gateway

Access into all hostel spaces and beyond is facilitated through a coordinated referral system, known as the Single Persons Gateway. This is one of a number of gateways developed to ensure that homeless people with particular issues or vulnerability can access the service best suited to their needs.

The Single Persons Gateway provides a 24 hour, central point of access into accommodation, operating from the Council's Housing Options Centre. This co-location ensures that everyone has access to a statutory homeless assessment in accordance with current legislation. The assessment process also covers other health and support needs, to ensure the most suitable onward placement is made.

Accommodation Options

The more entrenched rough sleepers are reluctant to access the services available at the Housing Options Centre and therefore miss out on priority services that a statutory homelessness assessment would provide. The Outreach team are best placed to carry out these assessments for rough sleepers, to ensure they have the same level of service as other homeless people.

We Will: Formalise arrangements for Council Outreach staff to undertake statutory homelessness assessments, giving clients access to services based on priority need.

Single Persons Gateway data is continually monitored and is being used to inform the Accommodation and Support Review into all Supporting People funded services. The Review aims to make improvements in how services are accessed, used and monitored and will also review other grant funding arrangements. This work will inform the development of new pathways for those with additional needs, such as mental health, and identify gaps in service which can then be appropriately procured.

Young Persons Gateway

Unlike some major cities, Cardiff does not have high levels of young people needing to sleep rough. The Homeless Outreach Team work with Children's Services to report any children or young people encountered, who may be truanting or reported as missing. Young people under 18 years old found to be sleeping rough will be given automatic priority and taken to Children's Services. The Police will be contacted if appropriate.

Young people leaving the care system or who have become homeless due to relationship breakdown with family or friends can be assisted through the 'Young Persons' Gateway. The Council's Homeless Service and Children's Services have a partnership with Llamau to provide the initial advice and assistance needed to access suitable accommodation or to provide mediation to help resolve difficult relationships. Young people are also offered an assessment with a co-located Social Worker to ensure all welfare needs are addressed.

The Young Persons Accommodation Gateway is managed by the Council's Housing Options Service and has access to a range of specialist supported accommodation for those aged 16-25, with suitable placements made dependent upon need. Once ready to move on, young people are encouraged to attend a 'training tenancy' session to provide them with the skills to manage their own tenancy.

We Will:

- Use the Single Persons Gateway to monitor usage of emergency provision to encourage move on and inform recommissioning.
- Establish refined support pathways for rough sleepers.
- Review all funding used to support homeless services to ensure sustainability and that outcomes are clearly understood and monitored.
- Develop a support service specification to prepare for recommissioning homeless hostels.
- Offer funding to pilot innovative new solutions to rough sleeping.

Independent Living

Housing First

Many people who experience rough sleeping can remain isolated on the streets as they do not want to be accommodated in hostels. A model that has received acclaim is Housing First, which started in America and has been adopted across the world. The concept is aimed at chronic rough sleepers and those who cannot break the cycle of homelessness by prioritising a move straight from the streets into a home; the concept being that if chaos is eliminated from a person’s life, clinical and social stabilisation can occur faster and be more enduring.

Case Study: Tŷ’r Afon Project

ST had been rough sleeping for many years. Over time, the Outreach Team built up a bond with him and he eventually engaged with the service. ST was referred into the Tŷ’r Afon project. ST settled in well, becoming more confident and requiring only limited support.

ST moved on to his own accommodation where, unfortunately, he was subjected to bullying and abuse. In response, he became isolated and disengaged with support services. He eventually abandoned the property and returned to sleeping rough.

After a very short period, ST began to work with outreach staff again and a second referral was made to the Tŷ’r Afon Project. Following a successful period of support, ST moved into his own flat, maintaining contact with all services. He also started to volunteer with various homeless charities in Cardiff. ST is much happier at this accommodation, has grown in confidence and is well on his way to full independence.

In Cardiff an alternative accommodation model has been developed under the principles of the housing first model. Although the accommodation is temporary rather than a full tenancy, Tŷ’r Afon places people directly in their own self-contained flat without preconditions and without them needing to move through different levels of housing in a staged approach to independent living. The table details outcomes for the Project since its establishment in February 2011:

Outcome	Clients
Positive move to permanent Council accommodation	9
Positive move into private rented sector	10
Positive move into supported accommodation	5
Positive move into temporary accommodation	1
Positive move family reunion	1
Abandoned by resident	4
Evicted	5
Other	3
Total	**38**

The project has achieved positive resettlement for clients who had previously failed to engage or maintain other homeless provision, offering strong support for the development of similar schemes.

We Will: Further develop independent living solutions utilising the principles of Housing First and investigate the feasibility of adopting the full model.

Independent Living

Common Waiting List

The Cardiff Housing Allocation Scheme manages how social housing is allocated. Applicants join a waiting list and are prioritised according to need. Where there is no fixed abode, clients can register using a 'care of' address, which can be a hostel or the Homeless Outreach Team.

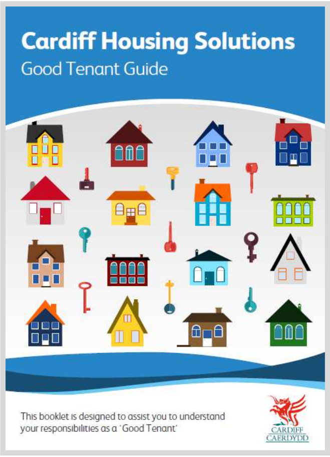
Offers of accommodation through the Tŷ'r Afon Project are given a priority allocation due to the timeliness of managing move-on. Other rough sleepers who are not willing to access formal support services are recorded as being in high housing need and will wait for a suitable offer of social housing.

Private Rented Sector

An alternative to social housing is to access private rented accommodation, especially where clients want to live in certain wards where there is limited social housing stock. Many landlords are now working with the Council to accept homeless people - staff within the Housing Options Service provide a team called Cardiff Housing Solutions to work with landlords. The service offers:

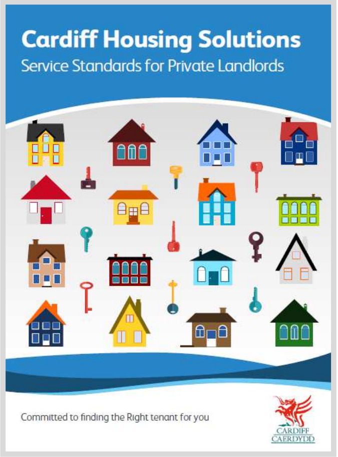
- A tenant finding and matching service and accompanied viewings.
- Property inspection, inventory and Health and Safety Rating System checks.
- Dedicated Account Management offering support, mediation and advice for landlord and tenant.
- Dedicated fast-tracked Housing Benefit service and direct payments.
- Provision of bonds.

In return, landlords are expected to provide quality properties at reasonable rent levels (Local Housing Allowance rates) and offer a minimum 6 month written tenancy agreement.



Cardiff Housing Solutions
Good Tenant Guide

This booklet is designed to assist you to understand your responsibilities as a 'Good Tenant'



Cardiff Housing Solutions
Service Standards for Private Landlords

Committed to finding the Right tenant for you

We Will: Ensure rough sleepers are given equitable access to private rented sector properties.

Tenancy Support

In order for any settled accommodation to work, many rough sleepers will require an element of tenancy support to help them stabilise and maintain a home.

Tenancy support is currently provided during weekday hours which works well for the majority of people. However, in order to make the transition to accommodation successful, rough sleepers may initially require a more intensive service, which could include evening and weekend support.

We Will: Refocus housing-related support services to address the needs of former rough sleepers.

Independent Living

Maintaining Independence

Individualised Budgets

Following a successful pilot scheme, the Council has maintained a small budget to work directly with hard to reach rough sleepers. In agreement with their caseworker, the scheme allows individual service users to make limited spends on items they believe will help bring about change. This could be a basic mobile phone to assist with maintaining contact and keeping appointments, through to furniture for accommodation once resettled.

The aim is to focus on the individual rather than simply repeating standard offers, provide a greater flexibility to reach out to those that are not engaging with services and to maximise the choices and control available to them. To make the use of this funding effective, it needs to support the activities identified within the agreed action plan of each individual.

We Will: Fully integrate Individualised Budgets into the improved casework management approach.

Reintegrating into Society

As with many homeless people, to make resettlement and independence truly successful, former rough sleepers need to have a reason to get up and be active each day. Many of the supported housing providers recognise this and deliver a range of diversionary activities which are also open to rough sleepers. Returning to hobbies and interests will ensure that homeless people can re-engage in society.

Case Study: Huggard Roots Project
Service user EF first came to the Huggard Centre as a rough sleeper. He was reluctant to access services and was finding shelter nightly in town or camping out. EF expressed interest in working the land and learning to grow his own food.

He was referred to the Roots Project and started to volunteer building raised beds and learning how to use them. He became familiar with the Huggard emergency overnight stay and began to engage in the service. Months later EF is now living in Huggard shared accommodation following the stabilising experience and confidence built whilst volunteering at the centre.

We Will:

- Look at pathways into existing diversionary activities and develop additional activities as necessary.
- Explore ways of supporting rough sleepers with their transition into accommodation and eventual independence.

Welfare Reform

Financial support provided through Housing Benefit or Universal Credit in the private rented sector is restricted to the Local Housing Allowance (LHA) rate that is relevant to the household make-up and circumstances. A single claimant under the age of 35 with no dependant children will qualify for the shared accommodation rate. It has been announced that these LHA restrictions will be now be implemented for social tenants with effect from April 2019 to align with the level of financial support provided in the private sector.

Independent Living

Some groups of under 35 year olds will be exempt from the shared accommodation rate regardless of tenure. The exemptions that are most likely to apply to former rough sleepers are:

- Being in receipt of Middle or Higher Rate Disability Living Allowance Care;
- Being in receipt of Personal Independence Payment Daily Living;
- Being a former resident of a specialist hostel, who is aged over 25 and living in self contained accommodation;
- Certain prison leavers, aged over 25 and in self contained accommodation.

Those rough sleepers who are not exempt will face an additional barrier to achieving successful independent living.

We Will: Consider ways in which Discretionary Housing Payments may be used to assist rough sleepers who are not exempt from the shared accommodation rate.

Accessing Work

Helping people to re-train and enter the job market is the best solution to welfare reform. The Council's Into Work Team provides help to those who are unemployed or looking to upskill from their current job. Daily job clubs run in many Community Hubs as well as outreach sessions from 12 locations across Cardiff.

The Team also offer work skills training such as manual handling; food safety; IT courses; confidence building and interview skills. Those exiting rough sleeping can access this support, especially following successful engagement with diversionary activities, or where ready to re-enter the job market.

We Will: Seek to engage the Council's Into Work Advisers to assist former rough sleepers as soon as possible following resettlement.

Case Study: Tony's Story

"I became homeless when my wife died five years ago. I was getting into trouble as I could not cope and got locked up. I had to decide whether to make a change or stay stuck in this cycle. I then spent two years on the streets in Cardiff. I was offered hostel spaces but kept refusing as I did not want to end up in those circles where I would end up taking smack/crack. I kept refusing hostels until I was offered temporary accommodation, which I was in for about six months. Now I've been in my permanent flat for four and a half months.

I now volunteer with the charity Boomerang, helping the homeless with furniture and fittings when they get accommodated, putting something back after the help I received."

Addressing Begging

The general public often does not distinguish between rough sleepers and people who are begging. Not all rough sleepers beg on the streets; many use established charitable options to seek food and supplies. Similarly not all those begging are rough sleepers; many use this as their regular income source and are suitably accommodated, whilst a small proportion are linked to organised crime.

Anecdotal evidence suggests that people can earn very significant sums of money from begging, especially during major sporting and other events in the city. Intelligence also demonstrates that the number of street beggars significantly increases on these occasions. The city centre in particular has a visible issue with street begging, however this is becoming more of an issue in community shopping areas. People have identified lucrative spots with high footfall, offering opportunities to receive donations from the general public. Tourists and those travelling to Cardiff for work are less likely to be aware of services available to assist people who are begging than those who are resident here.

Solutions are required that offer alternatives for those who wish to give money to people begging and presumed rough sleepers. Some local authorities in England have launched multi-agency publicity campaigns to raise awareness of the issues around giving directly to people who are begging. Posters and leaflets have been produced highlighting alternative or 'diverted giving' options such as donating to charities and recognised support services.

HOMELESS
&
HUNGRY
GOD BLESS YOU

Council Intervention

A snapshot taken by the Homeless Outreach Team on a rugby international event day identified 64 people begging. On a non-event day the snapshot revealed just 24 people begging. Only around half of these were current rough sleepers.

The Outreach Team work with partners such as the Huggard Day Centre to discourage rough sleepers away from begging and other anti-social behaviour. This includes assisting with welfare benefits, referring into accommodation and signposting to diversionary activities. As the majority of begging is linked to drug or alcohol issues, the team also encourage and support rough sleepers to attend specialist substance misuse services, as applicable.

Police Intervention

All persistent begging will be subject to Police powers, such as those contained in Part 3 - 'Dispersal Powers' of the Anti-social Behaviour, Crime and Policing Act 2014. Where these fail, the Police can resort to applying a Criminal Behaviour Order as outlined in Part 2 of the same Act.

Addressing Begging

South Wales Police carry out regular operations to address street begging, in particular the more aggressive behaviour that can occur. Emphasis is placed on supporting people to divert them away from this activity prior to any enforcement action being taken.

Operation Spruce

Running over the 2016 festive period, Operation Spruce targeted anti-social behaviour in the city centre, including begging offences, pedlars and street drinking. This was a Police-led initiative, working with partners from the Council's Homeless Outreach Team; Park Rangers; Licensing and Enforcement Teams and Trading Standards. The operation involved a visible policing presence to:

- Respond swiftly to crime and disorder;
- Confiscate alcohol being consumed within Designated Public Place Orders;
- Make use of Anti-social Behaviour referrals for offenders;
- Make use of Section 35 dispersal notices for drink and begging-related anti-social behaviour;
- Arrest persons begging and consider Criminal Behaviour Orders;
- Increase public and retailer confidence that the neighbourhood policing team are tackling issues;
- Maintain a positive image of the city.

Consideration was given to any vulnerabilities highlighted through contact with people who were begging. Issues such as alcohol, drugs, mental health and homelessness were directed to the relevant agency, to ensure full support was given to the individual.

The Council's Outreach Team continue to work in partnership with the Police to address street begging.

We Will:

- Provide clear options for members of the public wanting to support rough sleepers, other than giving to people who are begging, and raise awareness of services available.
- Identify clear alternatives to begging which all partners can refer into.
- Work with local Police to assist with taking appropriate action to prevent and reduce persistent begging in the city.
- Learn from the experience of other authorities and from the evaluation of Operation Spruce and consider other actions resulting from this.

Summary of Commitments

Research - *We Will*
Continue to benchmark with other local authorities to review and adopt relevant best practice.
Consider the findings of relevant research and pilot projects to inform future service provision.
Identifying Rough Sleepers - *We Will*:
Improve the visibility of the Homeless Outreach Team's contact details on the Council website.
Early Intervention Options - *We Will*:
Expand the Outreach Team to provide a case management approach to rough sleepers.
Improve data sharing between agencies involved with rough sleepers.
Work towards 'No First Night Out' for those who engage with services.
Strengthen the joint-working response, coordinating and refocusing all partners' efforts on getting people off the streets.
Develop procedures for closer partnership working with Faith groups.
Explore options to develop diversionary / befriending services.
Develop a support pathway through services for clients with mental health / substance misuse issues.
Review and improve partnership working between the statutory and voluntary sectors to address complex needs.
Build upon the success of the substance misuse pilot and explore further options for joint outreach with specialist partner agencies.
Develop a specialist pathway through services for females at high risk of exploitation.
Further develop the multi-agency procedures to identify and intervene with those who sleep rough on 3 separate occasions, or continuously sleep rough for 3 months.
Continue to monitor local connection for all clients.
Build on the success of, and ensure the sustainability of, the Reconnection Service.
Implement the Joint Working Protocol with Police and Immigration services.
Closely monitor the use of Public Space Protection Orders in force in England and Wales.
Work with the BID-branded Cardiff Ambassadors to develop solutions to ensure the city centre is a safe, secure, managed environment.

Summary of Commitments

Accommodation Options -*We Will*:
Review accommodation options for rough sleepers.
Gain a better understanding of the issues with emergency accommodation, to facilitate people coming off the streets.
Formalise arrangements for Council Outreach staff to undertake statutory homelessness assessments, giving clients access to services based on priority need.
Use the Single Persons Gateway to monitor usage of emergency provision to encourage move on and inform recommissioning.
Establish refined support pathways for rough sleepers.
Review all funding used to support homeless services to ensure sustainability and that outcomes are clearly understood and monitored.
Develop a support service specification to prepare for recommissioning homeless hostels.
Offer funding to pilot innovative new solutions to rough sleeping.
Independent Living - *We Will:*
Further develop independent living solutions utilising the principles of Housing First and investigate the feasibility of adopting the full model.
Ensure rough sleepers are given equitable access to private rented sector properties.
Refocus housing-related support services to address the needs of former rough sleepers.
Fully integrate Individualised Budgets into the improved casework management approach.
Look at pathways into existing diversionary activities and develop additional activities as necessary.
Explore ways of supporting rough sleepers with their transition into accommodation and eventual independence.
Consider ways in which Discretionary Housing Payments may be used to assist rough sleepers who are not exempt from the shared accommodation rate.
Seek to engage the Council’s Into Work Advisers to assist former rough sleepers as soon as possible following resettlement.
Addressing Begging - *We Will*:
Provide clear options for members of the public wanting to support rough sleepers, other than giving to people who are begging, and raise awareness of services available.
Identify clear alternatives to begging which all partners can refer into.
Work with local Police to assist with taking appropriate action to prevent and reduce persistent begging in the city.
Learn from the experience of other authorities and from the evaluation of Operation Spruce and consider other actions resulting from this.

APPENDIX 2

A protocol for effective joint working between City Of Cardiff Council, South Wales Police and Immigration Compliance & Enforcement to address the issues surrounding Non-UK/ROI European Economic Area (EEA) Nationals sleeping rough

DRAFT

DRAFT

Introduction

Rough sleeping is considered to be an abuse of free movement rights, therefore EEA nationals or their family members encountered rough sleeping may be subject to administrative removal by Immigration Compliance & Enforcement. See Appendix A – Home Office European Economic Area administrative removal: consideration and decision.

This protocol has been created in accordance with Home Office best practice for homeless services to work in partnership with enforcement agencies to reduce the numbers of Non-UK/ROI EEA Nationals sleeping rough in Cardiff.

Background

In November and December 2015, Immigration Compliance & Enforcement, the Metropolitan Police and Westminster City Council with its partner agencies, trialled the changes to rough sleeping in the Immigration (European Economic Area) (Amendment) Regulations 2013.

Using the results of the trial and feedback from partner agencies, the Home Office made changes to EEA administrative removal. This has been agreed by Ministers and the intention is to roll it out across the UK.

The regulations and guidance state that enforcement action must be proportionate and, with the sensitivities and potential reputational impact of this work, it is important that the protocol includes:

- a fully collaborative approach
- that social care is at the heart of the activity
- clear operational guidance
- an overarching approach to achieve positive outcomes
- approval at Cabinet level within the Local Authority
- senior management approval across all partner agencies

Partnership Work

Each organisation recognises the growing concern regarding the number of Non-UK/ROI EEA National rough sleepers. Unfortunately, the risk of harm to the individuals can only increase the longer they remain rough sleeping with very limited probability of accessing suitable accommodation.

Where it appears that an individual’s circumstances relates only to homelessness, Cardiff Council will coordinate the case. This will ensure that a full assessment has taken place to establish that there are no issues that require immediate intervention and there are no realistic prospects of ending their rough sleeping.

If there is any indication of another abuse of free movement rights or activities that could indicate criminality, appropriate action will be carried out by the enforcement agencies e.g. low-level persistent offending.

Meetings will discuss and implement action plans as required, and ensure that the strategy is regularly monitored and reviewed. Any changes to protocol must be agreed by all parties.

Procedure

1. Non-UK/ROI EEA Nationals sleeping rough would be identified under the existing Outreach arrangements.

2. Support services from the Council, Wallich, Salvation Army or Huggard will engage with the rough sleeper at the first opportunity.

3. In accordance with the level of cooperation, support staff will carry out an assessment of the service user's situation and support needs. This will include a referral to welfare benefits advice to establish eligibility and to healthcare professionals and / or Adult Services if required. Any immediate and serious physical or mental health and / or other social care concerns must be addressed before administrative removal is considered (and safeguarding issues if a child is involved).

4. Part of the assessment will also include the desire and readiness of the service user to gain employment, and where this is a realistic possibility staff can provide direct assistance and / or make a referral to the Salvation Army Project.

5. The assessment must also include consideration of any indication of suspected trafficking and if present, the appropriate procedure for this will be instigated.

6. Where it is apparent that a pattern of rough sleeping has developed and there is no realistic prospect for intervention to end this situation, staff will encourage the individual to engage with voluntary reconnection to their country of origin.

   This will not be presented as a negative step. Instead, staff will outline the support that will be available to them on their return to be able to better prepare and plan any future return to the UK to take up employment.

7. If a service user is cooperating with the above measures, temporary emergency accommodation may be provided until the matter is resolved. Staff will need to explain throughout that administrative removal is a possibility if they continue to sleep rough. Furthermore, they will need to make sure this is understood using internal staff with language skills or an interpreter if necessary.

8. At the point that a service user disengages from the process or where it is assessed that they are unlikely to break the pattern of rough sleeping and will not agree to voluntary reconnection, details will be shared with Immigration using the agreed Information Sharing Protocol (see Appendix B – Information Sharing Protocol). Where they are the lead agency, other support services should share their information with the Council to initiate the referral to Immigration.

9. The information given to Immigration will include the following:

DRAFT

a) Location of the site
b) Known details of the individual including name, DOB, nationality, ID number and date of arrival
c) Any known risk issues
d) Activities undertaken to date with that individual

10. Immigration will look at any information on their own systems and request information from the Police systems if this is thought necessary.

11. Immigration will coordinate a site visit during which they will confirm the existing findings and proceed to serve administrative removal papers on the individual where they are satisfied the criteria has been met. The site visit may include Police, Outreach and interpreter as necessary.

12. The administrative removal paper provides a 30 day period for voluntary departure prior to removal which Immigration will arrange. The notice may also include conditions on residency and reporting during that period.

13. If the person is still sleeping rough at the end of the 30 day notice, Immigration will enforce the administrative removal and reconnection to home country.

14. Service users will be subject to re-entry restrictions for 12 months following their removal or voluntary departure.

15. If necessary, the Council will arrange for the location used to sleep rough to be clean and cleared.

Outcomes

The measured outcomes of the protocol will include information on people assisted into employment and accommodation and those who voluntarily reconnect. The intention is that it will be demonstrable that all other options have been exhausted prior to taking the step to carry out an administrative removal.

Approval

The following personnel within each agency have approved the protocol and their organisation’s participation.

DRAFT

Appendix 3

Spend Plan Collection Period	Local Authority Spend Plan 2017-18
Regional Collaborative Committee:	The Vale & Cardiff
Local Authority:	Cardiff
Annual Allocation:	£16,267,470.00

	Service Type												Total units	Total
	Fixed Site (Accommodation Based)						Floating (Community Based)							
	Client units	Less Than 6 Months	Client units	6 to 24 Months	Client units	24 Months plus	Client units	Less Than 6 Months	Client units	6 to 24 Months	Client units	24 Months plus		
Client Spend Category (The category to which the service is primarily focused)	Numbers	£OOO	Numbers	£OOO	Numbers	£OOO	Numbers	£OOO	Numbers	£OOO	Numbers	£OOO	Numbers	£OOO
Women at risk of Domestic Abuse	37	548	2	12	0	0	25	182	42	306	0	0	106	1,048
Men at risk of Domestic Abuse	0	0	4	23	0	0	0	0	0	0	0	0	4	23
People with Learning Disabilities	0	0	4	22	354	2,217	0	0	0	0	0	0	358	2,239
People with Mental Health Issues	0	0	9	66	107	567	30	189	0	0	0	0	146	821
People with Substance Issues (Alcohol)	0	0	27	299	38	355	0	0	0	0	0	0	65	654
People with Substance Misuse issues (Drugs and Volatile substances)	0	0	57	703	0	0	0	0	16	101	0	0	73	804
People with Criminal Offending History	0	0	33	386	0	0	0	0	0	0	0	0	33	386
People with Refugee Status	0	0	0	0	0	0	0	0	35	158	0	0	35	158
People with Physical and/or Sensory Disabilities	0	0	0	0	31	75	0	0	0	0	0	0	31	75
People with Developmental Disorders (i.e. Autism)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
People with Chronic Illnesses (including HIV/AIDS)	0	0	0	0	6	34	0	0	0	0	0	0	6	34
Young People who are Care Leavers	0	0	10	181	0	0	0	0	0	0	0	0	10	181
Young People with Support Needs (16 - 24)	0	0	130	1,737	0	0	12	87	18	131	0	0	160	1,956
Single Parent Families with Support Needs	0	0	30	393	0	0	0	0	0	0	0	0	30	393
Families with Support Needs	51	693	0	0	0	0	50	95	0	0	0	0	101	788
Single People with Support Needs not listed above (25 - 54)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
People over 55 years of age with Support Needs (this category must be exclusive of alarm services)	0	0	0	0	159	239	50	83	0	0	0	0	209	322
Generic Floating support to prevent homelessness(tenancy support services which cover a range of service user needs but which must be exclusive of fixed site support)							528	2,200	6	114	0	0	534	2,314
Alarm services (including sheltered/extracare schemes)	0	0	0	0	3,782	675	0	0	0	0	0	0	3,782	675
Expenditure which does not directly link to the spend plan categories above (Explanation required in accompanying e-mail)	221	2,319	84	633	0	0	46	444	0	0	0	0	351	3,396
TOTALS	309	3,561	390	4,455	4,477	4,162	741	3,280	117	809	0	0	6034	16,267

This page is intentionally left blank

CARDIFF COUNCIL

Equality Impact Assessment
Corporate Assessment Template

Policy/Strategy/Project/Procedure/Service/Function Title: **Cardiff Rough Sleeper Strategy 2017-2020**
New/Existing/Updating/Amending: New

Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?	
Name: Jane Thomas	Job Title: Assistant Director, Housing & Communities
Service Team: Policy and Development	Service Area: Communities - HANR
Assessment Date: February 2017	

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

The Cardiff Rough Sleeper Strategy 2017-2020 sets the strategic direction for tackling and preventing rough sleeping in the city. The Strategy sets out an overarching vision - 'to work towards ending rough sleeping in Cardiff' - and the following high level aims:

- To work to understand the causes of rough sleeping;
- To work with partners to ensure support is directed towards ending and not reinforcing rough sleeping;
- To ensure early intervention to prevent rough sleeping becoming entrenched;
- To develop a range of accommodation and support solution tailored to individual needs.

The Strategy aims to improve housing and support outcomes for rough sleepers and those at risk of rough sleeping, recognising and responding to the vulnerability and diversity of needs of these groups in Cardiff. The Strategy is intended to bring about early and multi-agency intervention, offering a bespoke response to the needs of individual rough sleepers.

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.]

A variety of data has informed the understanding of rough sleeping in Cardiff, as set out in the Strategy. This includes local data from the Homeless Outreach Team, housing waiting list data, homelessness statistics and information from the Police, Health and third sector colleagues.

Monitoring Rough Sleepers

The Council's Homeless Outreach Team undertakes weekly monitoring of Cardiff's rough sleeper population. Records show that over the last 2 years, the number of people sleeping rough has steadily increased. Numbers peaked during August 2016, with 68 individuals recorded in one week and a weekly average for the month of 60 individuals. These are the highest figures ever recorded in the city. The Welsh Government organises an annual count of rough sleepers, Cardiff's returns show an upward trend, with 26 individuals observed in 2014, 30 in 2015 and 53 in 2016.

Demographic Snapshot

During the week ending 28th October 2016 (prior to the operation of additional 'cold weather' emergency accommodation), the Outreach Team engaged with a total of 52 rough sleepers. Of these:

- 88% were male and just 12% were female
- 42% were aged 30 and under; 44% were aged 31-45; only 6% were aged 46-55; 8% were over 55
- 37 were White Welsh; 3 White British; 1 White Irish; 10 EEA Nationals
- In terms of disability, 57% had substance misuse issues; and 43% had mental health issues.

Generic Issues

It is recognised that rough sleepers are more at risk of being subjected to exploitation, violence and hate crimes than the general homeless population. Women, those from BME backgrounds, those with any form of disability and LGBTQ people are especially vulnerable to attack and negative attitudes.

3 Assess Impact on the Protected Characteristics

3.1 Age

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

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

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
The Rough Sleeper Strategy will have a positive differential impact for people of all age groups. Younger and older people in particular are more vulnerable whilst sleeping rough. Older rough sleepers are more likely to be physically frail and have health

issues. Younger people have fewer life experiences and are therefore open to exploitation and abuse.
What action(s) can you take to address the differential impact?
The strategy proposes closer collaboration between statutory and third sector partners, with an expectation on earlier intervention. For older people, joint outreach with Health colleagues would result in more appropriate and timely onward referrals. For younger people (under 18), both the Police and Children's Services are automatically notified to ensure a wraparound response. Younger rough sleepers aged 16-25 are able to access a specific 'Young Persons Gateway', which brings together advice, family mediation, support and accommodation to ensure that young vulnerable people can access housing services best suited to their needs. We will continue to monitor any differential impacts on age throughout the life of this strategy, and make any adjustments as necessary.

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

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
The Rough Sleeper Strategy will have a positive differential impact for disabled people. Disabled people in particular would find it more difficult to cope and are more vulnerable whilst sleeping rough. Whilst many accommodation services are DDA compliant, some emergency accommodation, such as churches, are not fully compliant.
What action(s) can you take to address the differential impact?
The strategy proposes closer collaboration between statutory and third sector partners, with an expectation on earlier intervention. For disabled people, joint outreach with Health and Social Care colleagues would result in more appropriate and timely onward referrals. Emergency accommodation will be reviewed to ensure it can be accessed by disabled people, however where it cannot, measures will be put in place to ensure any disabled person is offered suitable accommodation, even if this

requires moving other clients. A support pathway will be developed to assist those with health or substance misuse issues. We will continue to monitor any differential impacts on disability throughout the life of this strategy, and make any adjustments as necessary.

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.
No current rough sleepers have indicated that they had undergone gender reassignment, therefore it is difficult to assess any specific needs or differential impacts relating to this group. The overarching Cardiff Housing Strategy 2016-2021 commits to improving our equalities monitoring, which should result in a more comprehensive data set on which to base future services / provision.
What action(s) can you take to address the differential impact?
We will continue to monitor rough sleepers with regard to gender reassignment and will work with equalities organisations to identify the specific housing needs of this group. Any issues identified will be addressed through this Strategy's associated action plans. We will continue to monitor any differential impacts on gender reassignment throughout the life of this strategy, and make any adjustments as necessary.

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.
No differential impacts identified.
What action(s) can you take to address the differential impact?

Not applicable.

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 Rough Sleeper Strategy will have a positive differential impact for pregnant women. Pregnant women in particular would find it more difficult to cope and are more vulnerable whilst sleeping rough.
What action(s) can you take to address the differential impact?
The strategy proposes closer collaboration between statutory and third sector partners, with an expectation on earlier intervention. For pregnant women, joint outreach with Health and Social Care colleagues would result in more appropriate and timely onward referrals. In addition, the midwives in the Elan team provide outreach care and support for homeless women (including anyone found to be rough sleeping) who require additional social support. We will continue to monitor any differential impacts on pregnancy and maternity throughout the life of this strategy, and make any adjustments as necessary.

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.
No differential impacts identified. Whilst ethnicity will not restrict a rough sleeper's access to services, for some, their nationality will impede access, for example, whether they are from a member state of the European Economic Area.

What action(s) can you take to address the differential impact?
In Cardiff, the Reconnection Service aims to repatriate rough sleepers with their country / county of origin. Additionally, the Council intends to enter into a joint protocol with Immigration Services and South Wales Police to address the issue of EEA nationals sleeping rough in the city. We will continue to monitor any differential impacts on race throughout the life of this strategy, and make any adjustments as necessary.

3.7 Religion, Belief or Non-Belief

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

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

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
No negative differential impacts identified.
What action(s) can you take to address the differential impact?
Not applicable. Any rough sleeper who wishes to practice their belief may use the prayer room facility in Cardiff Central Library.

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.
The Rough Sleeper Strategy will have a positive differential impact for men and women. Although the majority of rough sleepers are male, females who are sleeping rough are more at risk from violence, intimidation and exploitation.
What action(s) can you take to address the differential impact?
Greater collaboration between services will ensure that outreach provision includes

mixed gender staff teams. Earlier intervention should minimise the additional risks posed to women of sleeping rough. A commitment has been included in the strategy to develop a specialist pathway through services for females at high risk of exploitation. We will consider requirements for both genders as part of the wider review of accommodation and support services. We will continue to monitor any differential impacts on men and women throughout the life of this strategy, and make any adjustments as necessary.

3.9 Sexual Orientation

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

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

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
No differential impacts identified. The overarching Cardiff Housing Strategy 2016-2021 commits to improving our equalities monitoring, which should result in a more comprehensive data set on which to base future services / provision.
What action(s) can you take to address the differential impact?
We will continue to monitor rough sleepers with regard to sexual orientation and will work with equalities organisations to identify the specific housing needs of this group. Any issues identified will be addressed through this Strategy's associated action plans. We will continue to monitor any differential impacts on sexual orientation throughout the life of this strategy, and make any adjustments as necessary.

3.10 Welsh Language

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

	Yes	**No**	**N/A**
Welsh Language	**X**		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
Rough sleepers, the same as anyone else, should be able to express a language preference upon first contact with services. Currently, the number of bilingual staff is limited.
What action(s) can you take to address the differential impact?

Greater collaboration between services will ensure that outreach provision includes bilingual staff from the Council and partner agencies. Welsh language training is encouraged within the Council.

Cardiff Rough Sleeper Strategy and associated public documents will comply with new Welsh Language standards under the Welsh Language Act. All documents will be translated into Welsh and any publicity on schemes delivered by the Council will also be available in Welsh. Organisations that receive Welsh Government or Council grant funding must similarly ensure that they provide publicity material in both English and Welsh.

4. Consultation and Engagement

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

Early consultation took place with key partners involved in the delivery of support services to rough sleepers and significant changes were made to the content and ambition of the Strategy. Further consultation then took place with a wider range of partners, including Tai Pawb; Diverse Cymru; Faith groups; Stonewall and Race Equality First, and the Strategy was further amended as a result.

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

Groups	Actions
Age	Please see considerations listed above.
Disability	Please see considerations listed above.
Gender Reassignment	Please see considerations listed above.
Marriage & Civil Partnership	Please see considerations listed above.
Pregnancy & Maternity	Please see considerations listed above.
Race	Please see considerations listed above.
Religion/Belief	Please see considerations listed above.
Sex	Please see considerations listed above.
Sexual Orientation	Please see considerations listed above.
Welsh Language	Please see considerations listed above.
Generic Over-Arching [applicable to all the above groups]	The strategy proposes closer collaboration between statutory and third sector partners, with an expectation on earlier intervention. Improved case management systems will similarly ensure that data on the protected characteristics will be captured at source to enhance service delivery. This data will also be used to inform the further development of this Rough Sleeper Strategy in identifying additional areas of concern. Specific commitments to develop specialist support pathways for certain protected

	characteristics will be actioned during the implementation of the strategy.

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 : Louise Powell	Date: 15.02.17
Designation: Policy Officer	
Approved By: Jane Thomas	Date: 28.02.17
Designation: Assistant Director, Housing & Communities	
Service Area: Communities	

7.1 On completion of this Assessment, please ensure that the Form is posted on your Directorate's Page on CIS - *Council Wide/Management Systems/Equality Impact Assessments* - so that there is a record of all assessments undertaken in the Council.

For further information or assistance, please contact the Citizen Focus Team on 029 2087 3059 or email citizenfocus@cardiff.gov.uk

This page is intentionally left blank

My Ref: Scrutiny/Correspondence/Cllr McGarry

9 March 2017

Councillor Susan Elsmore
Cabinet Member
c/o Room 520
County Hall
Cardiff
CF10 4UW

Dear Susan

Community & Adult Services Scrutiny Committee – 8 March 2017

On behalf of the Members of the Community & Adult Services Scrutiny Committee, I would like to thank you and officers for attending for pre-decision scrutiny of the Cabinet Report entitled 'Cardiff Rough Sleeper Strategy 2017-2020'.

Overall, Members are pleased that officers have developed a Rough Sleeper Strategy. It is clear that more people are sleeping rough in Cardiff. Members wish to thank council officers, third sector workers and volunteers for the sterling work currently undertaken to help people who are sleeping rough; their efforts make a difference daily to those on our streets. However, clearly something needs to change to tackle the growing numbers and the particular challenges facing those who are sleeping rough.

The Strategy sets out a number of steps that will help to identify the changes required. Members are supportive of the overall direction and tone of the Strategy and wish to pay tribute to officers for developing an innovative and admirable approach. Members have some comments, observations and recommendations that we hope will be of assistance in clarifying aspects of the Strategy and in its implementation.

Members note that many rough sleepers have health problems, which are either pre-existing, caused by or exacerbated by rough sleeping. Members are aware that it can be problematic for rough sleepers to gain access to health services, particularly mental health services. Members were pleased to hear that officers propose to gather evidence of the health needs of rough sleepers and that they are confident that an evidence-based approach will lead to improvements in pathways and service provision, as this approach has been proven to work previously.

Members are pleased that there is recognition of the need to expand the number of units used for the 'housing first' approach, accompanied by appropriate support.

With regard to the draft EEA Rough Sleeping Protocol (attached at Appendix 2 of the draft Cabinet Report), Members have the following points they wish to make:

- Members are pleased to note that administrative removal will be the last resort, and will only be used once all avenues to engage EEA rough sleepers have been exhausted

- Members note that it will be council officers that make the referral to the Home Office Immigration Compliance and Enforcement; Members recommend the protocol be amended to make this clear
- Members recommend amending the wording ‘site visit’ at point 11 of the protocol
- Members recommend amending the wording ‘clean and clear’ at point 15 of the protocol
- Members note that the resource levels for reconnection services will be reviewed to ensure that the level of reconnection service is sufficient to meet demand
- Members recognise that access to homeless service provision is via the Gateway. However, Members are concerned that some EEA nationals will require significant ‘hand-holding’ to get them to the point of accessing via the Gateway and wonder how this fits with the approach outlined in the protocol.
- Members remain unclear whether the EEA national rough sleeper will be told when the Immigration Compliance and Enforcement team will be carrying out their visits and would be grateful to receive clarification on this matter.

With regard to the implementation of the Strategy, Members recognise that communication will be vital, given the wealth of groups operating to support those sleeping rough in Cardiff. It will be essential for all groups to be clear about the need to avoid creating dependency and for them to have information to enable them to empower people sleeping rough, signposting them to routes into service provision. Members were pleased to hear officers state that they plan to meet with these groups to have face-to-face discussions with them; we believe this is needed to ensure understanding and buy-in to the Strategy.

Finally, Members note that there will be an additional recommendation in the final Cabinet Report relating to the use of Supporting People funding to support the Rough Sleepers Strategy.

Thank you again for ensuring that Committee was able to undertake pre-decision scrutiny of this item. We will be recommending to a future Committee that they undertake further scrutiny of this area, given the vulnerability of rough sleepers.

Yours sincerely,

COUNTY COUNCILLOR MARY McGARRY
Chairperson - Community & Adult Services Scrutiny Committee

Cc:	Sarah McGill	Director of Communities, Housing and Customer Services
	Jane Thomas	Assistant Director of Communities and Housing
	Liz Patterson	Personal Assistant
	Matt Swindell	Cabinet Office