

**CABINET: THURSDAY, 13 DECEMBER 2018 at 2.00 PM**

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A Cabinet Meeting will be held in Committee Room 4, County Hall on Thursday 13 December 2018 at 2.00 pm

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**A G E N D A**

**Leader**

- 1 Community Councils Charter *(Pages 3 - 28)*

**Culture & Leisure**

- 2 Centenary Fields *(Pages 29 - 36)*

**Education, Employment & Skills**

- 3 The Provision of English-medium Primary School Places in the Llanrumney Area *(Pages 37 - 186)*
- 4 21st Century Schools (Band B: Redevelopment of Cantonian, Woodlands and Riverbank Schools. *(Pages 187 - 266)*
- 5 School Organisation Planning: Proposal to make a regulated alteration to Greenhill Special School *(Pages 267 - 530)*

**Finance, Modernisation & Performance**

- 6 Millennium Stadium Plc - Changes to Articles of Association and Associated Financial Arrangements *(Pages 531 - 536)*
- 7 Corporate Risk Register - Quarter 2 2018/19 *(Pages 537 - 562)*
- 8 Calculation of Council Tax Base 2019/20 *(Pages 563 - 582)*

**Housing & Communities**

- 9 Cardiff Homelessness Strategy 2018-2022 *(Pages 583 - 678)*

**Investment & Development**

- 10 Acquisition of Iorwerth Jones Centre, Trenchard Drive, Llanishen, CF14 5LJ *(Pages 679 - 742)*

- 11 Purchase of BIFFA Waste Recycling Centre, Bessemer Close and Disposal of 3-4 Wharton Street, Cardiff. (*Pages 743 - 802*)

**PAUL ORDERS**

Chief Executive  
7 December 2018

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

**CARDIFF COUNCIL  
CYNGOR CAERDYDD****CABINET: 13 DECEMBER 2018**

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**COMMUNITY COUNCILS CHARTER****LEADER (COUNCILLOR HUW THOMAS)****AGENDA ITEM: 1**

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**Reason for this Report**

1. To seek approval of an updated Community Councils Charter.

**Background**

2. In March 2012, the Executive and each of the 6 Community Councils in Cardiff agreed a Community Councils Charter, based on a Model Charter appended to Welsh Government guidance ('A Shared Community – Relationship building and charters for unitary authorities and community and town councils', 2008).
3. The Charter sets out a number of broad principles and statements about how Cardiff Council and the 6 Community Councils will seek to work together for the benefit of local communities; and aims to support structured, regular engagement and communication, based on the key principle of equality of partnership between the two tiers of local government.
4. The adoption of collaboration arrangements or charters between county and community councils is voluntary. However, the Local Government (Wales) Measure 2011 (sections 130 to 133) contains powers for the Welsh Ministers to require reluctant councils to come together, address the issues and agree a charter for the benefit of their areas. These powers allow the Welsh Ministers to issue a statutory Model Charter and directions requiring its adoption, but have not been exercised to date.
5. The Charter adopted by Cardiff in 2012 provides that it is to 'be fully reviewed every four years or more often if there is a need to do so'; and that the 'Standards and Ethics Committee will also review progress towards achieving the measures and actions set out in the Charter and Charter Action Plan respectively on an annual basis'. The Charter deals with working arrangements across the range of Council functions, including many which fall outside of the Standards and Ethics Committee's terms of reference. Nevertheless, the Standards and Ethics Committee has considered the Charter and concerns about its implementation; and recommended it be updated.

6. In June 2015, the Cabinet considered a report on the review of the Charter. It was noted that most of the Charter remained relevant and constituted an important recognition of the role of Community Councils in representing their local areas. However, the Cabinet noted that various sections of the Charter needed to be updated in light of the reduced resources available to the Council and to reflect current arrangements. The Cabinet reaffirmed the Council's commitment to the aims of the Charter; and granted delegated authority to the Director of Governance and Legal Services to update the Charter, in consultation with the relevant Cabinet Member and the six Community Councils.
7. The Council has engaged in correspondence and discussions with the Community Councils since 2015 seeking to agree an updated Charter. A number of changes were agreed, but concerns emerged in relation to certain issues within the planning section of the Charter, which have taken a considerable amount of time and discussion to resolve.
8. In July 2017, an Independent Review Panel was established by the then Cabinet Secretary for Finance and Local Government, Mark Drakeford AM to review the future role of Community and Town Councils in Wales. The Panel invited written and oral evidence from key stakeholders in the sector, including Cardiff Council, through a series of stakeholder events, surveys and consultations. The Panel submitted their emerging findings and recommendations to the Cabinet Secretary for Local Government and Public Services, Alun Davies AM, on 17 July 2018. The Panel's final report was subsequently published on 3<sup>rd</sup> October 2018 and the Cabinet Secretary is expected to provide a formal response in due course. Any new legislative proposals arising from this review are expected to be considered as part of the forthcoming Local Government Bill in early 2019.

## Issues

9. The 2012 Charter and proposed amendments have been discussed and agreed with the Community Councils. The proposed amendments to the 2012 Charter are shown on the marked up version attached as **Appendix A**. The substantive changes proposed include the following:
  - a) **Local Governance** – to replace references to 'Community Liaison Meetings' and a nominated 'Community Liaison Officer' with arrangements for a quarterly meeting between the Monitoring Officer and Community Council Clerks (and access for Clerks to Cardiff's Member Enquiry Service – please see 'Information and Communication' section below). A schedule of quarterly meetings with the Monitoring Officer has been set up and the first such meeting was agreed by all concerned to have been very constructive.
  - b) **Information and Communication** - to offer Community Council Clerks access to Cardiff's Member Enquiry Service, rather than a list of contact persons within Cardiff Council. Improving communication and access to information within Cardiff Council was identified as a key concern shared by the Community

Councils. Access to the Member Enquiry Service has been offered to Clerks on a 3 month trial basis starting from 1<sup>st</sup> August 2018. A total of 3 enquiries were received from Clerks and processed by the Member Enquiry Service during this period; and feedback from the Clerks confirms their satisfaction with the service provided. Following the end of the trial period on 31<sup>st</sup> October 2018, the Member Enquiry Service is to be made available to the six Community Council Clerks on a permanent basis. The use of this service will be monitored and reviewed as and when necessary.

- c) **Land Use Planning** – to refer to arrangements for preparation of the Local Development Plan and Place Plans; and to include reference to engagement for identification of priorities for planning obligations (section 106) in relation to developments within local communities. The opportunity to contribute to prioritisation of planning obligations within their communities was a concern raised by Community Councils. A series of discussions have been held between Community Council representatives and the Council’s Head of Planning and his officers, and also the Leader of the Council, in order to clarify and agree arrangements in this regard. The Community Councils understand they may express a view, but the decision is for Cardiff Council
  - d) **Ethics** – to refer to local resolution processes, which Community Councils are encouraged to adopt in order to facilitate informal, timely and cost-effective resolution of low level Member conduct issues.
  - e) **Sustainability & Community Strategy** – to delete obsolete references to the community strategy and reflect the strategic planning arrangements established in line with the requirements of the Well-Being of Future Generations (Wales) Act 2015.
  - f) **Action Plan & Monitoring and Review** – to delete references to an annual Action Plan and review, in light of the reducing resources available; and substitute this with a commitment to review the Charter as and when necessary.
10. The draft updated Charter is attached as **Appendix B**.
11. In order to support the implementation of the Charter commitments, the Council’s Communications team has been asked to provide assistance to raise awareness and understanding of the Charter and the role of the Community Councils. A signing ceremony has been provisionally arranged for the Leader of the Council and the Chairs of the six Community Councils to formally sign the updated Charter and affirm the commitment of their respective councils to it. Briefings will also be issued to all Council staff and Members to highlight the role of Community Councils and their Members.

## Reason for Recommendations

12. To refresh and update the commitments set out in the Community Councils Charter to facilitate good working relationships between Cardiff Council and the six Community Councils in Cardiff.

## Legal Implications

13. As stated in the body of the report (please see paragraph 4), the adoption of charters between county and community councils is voluntary, but is encouraged as a matter of good practice.
14. There are no direct legal implications arising from the recommendations of this report.

## Financial Implications

15. There are no financial implications directly arising from this report. In the implementation of any proposed changes to the Community Councils Charter the financial costs will need to be identified and found within existing financial resources. The proposed Community Councils Charter outlines how costs will be recovered.

## RECOMMENDATION

Cabinet is recommended to:

1. Approve the updated draft Charter appended as **Appendix B**, subject to any agreed amendments;
2. Authorise the Leader to sign the updated Charter on behalf of Cardiff Council; and
3. Delegate authority to the Monitoring Officer, in consultation with the relevant Cabinet Member and the six Community Councils, to make any further minor amendments to the Charter as may be required from time to time.

<b>SENIOR RESPONSIBLE OFFICER</b>	<b>DAVINA FIORE</b> Director of Legal & Governance
	7 December 2018

*The following appendices are attached:*

- Appendix A Community Councils Charter, 2012, with tracking to show proposed amendments
- Appendix B Draft updated Community Councils Charter

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

- Executive report 'Community Councils Charter', March 2012; and minutes thereof
- Cabinet report 'Community Councils Charter', June 2015; and minutes thereof

Independent Review Panel on Community and Town Councils in Wales, Final Report, 3<sup>rd</sup> October 2018  
<https://gov.wales/docs/dsjlg/publications/localgov/181003-independent-panel-report%20-en.pdf>

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# **‘A Shared Community’**

## **Charter between Cardiff Council and Community Councils in Cardiff**

### **Introduction**

The six Community Councils of Lisvane; Old St Mellons; Pentyrch; Radyr & Morganstown; St Fagans and Tongwynlais and the County Council of the City & County of Cardiff (hereby referred to as ‘Cardiff Council’) have agreed to publish a Charter which sets out how we aim to work together for the benefit of local communities whilst recognising our respective responsibilities as autonomous, democratically elected statutory bodies.

The Charter is designed to build on existing good practice and embrace the shared principles of openness, respect for each other’s opinions, honesty and our common priority of putting citizens at the centre. The Charter is based on equality of partnership and is not a top-down arrangement.

The Charter was originally adopted in March 2012 and has been updated and re-affirmed in **xxx** 2018.

### **Partners to the Charter**

#### Unitary Authority

- Cardiff Council

#### Community Councils

- Lisvane Community Council
- Old St Mellons Community Council
- Pentyrch Community Council
- Radyr & Morganstown Community Council
- St Fagans Community Council
- Tongwynlais Community Council

## Recognition

We accept the legitimacy and benefits of partnership working whilst at the same time recognising and respecting each other's roles. We aim to work together as a partnership of equals rather than tiers.

<b>Cardiff Council</b>	<b>Community Councils</b>
Acknowledges and recognises that community councils are the grass roots level of local government. In their role as democratically accountable bodies, community councils offer a means of engaging with local people, of decentralising the provision of certain services, and of revitalising local communities.	Recognise the strategic importance of Cardiff Council and the economy of scale and appropriate distribution of certain services they are able to achieve.
Recognise and respect the diversity of community councils and that their needs vary according to size, and the extent to which they participate varies.	Recognise and respect the functions and responsibilities of Cardiff Council as the unitary authority for Cardiff.

## Local Governance

We will be clear about the expectations that we have of each other in order to facilitate a smooth working relationship. In this regard, we will define the way in which we interact with each other. We will be clear about the role of councillors at all levels in the relationship and in community leadership.

<b>Cardiff Council</b>	<b>Community Councils</b>
The Council's Director of Governance and Legal and Monitoring Officer (or her representative) will hold regular meetings with nominated representatives of community councils that wish to take part. Such meetings will be held quarterly at a location to be mutually agreed and which is convenient for all councils.	Will contribute towards the agenda of these meetings and contribute proactively to the attendance and discussion.
Will administer the holding of community council elections.	Will notify the need for community council elections in a timely manner.
	Will facilitate public participation at all relevant meetings of the community council and its committees to encourage community involvement.

## Consultation

We appreciate the importance of meaningful consultation and set out a genuine commitment among all parties to consult on matters of mutual concern.

<b>Cardiff Council</b>	<b>Community Councils</b>
Will aim to give community councils the opportunity to comment before making a decision that affects the local community (particularly on matters relating to planning and other environmental proposals).	Will respond to consultation opportunities in a timely manner, addressing the key issues in the consultation document, where applicable.
Will publish dates of public meetings and agendas & reports for Cabinet, Council and other Committee meetings on the Council's website as soon as possible.	Will make full use of the papers available to them to inform local decision-making.
Will, subject to available resources, allow appropriate officers to attend meetings with community councils (or groups of community councils) at a mutually agreed time to discuss matters of common interest when requested to do so and given sufficient notice.	Will provide an opportunity for local county councillors/officers (as appropriate) from Cardiff Council to speak at community council meetings on matters of mutual interest.
Will encourage scrutiny committees to consult with community councils on relevant local issues.	Will respond to requests to input views to scrutiny committees.

## Information and Communication

We appreciate the need for timely, clear and relevant information and communication in fostering good relationships and better joint working for the benefit of local people.

<b>Cardiff Council</b>	<b>Community Councils</b>
Will provide community council clerks with access to the Council's Member Enquiry service.	Will utilise the agreed contact systems and respond in the most appropriate and timely method.
Will communicate by providing appropriate consultation documents and other information electronically to community council clerks for distribution to community councillors.	Will ensure that all community councillors have access to the appropriate documents.

## Joint Working and Engagement

The Charter defines ‘partnership’ as working together towards a common set of goals, based on equality in terms of ownership, decision-making and recognition of each party’s distinctive contribution. It is recognised that an equal and effective partnership brings benefits and responsibilities to all those involved. Local government at both tiers must work together to promote the economic, social and environmental well being of our area. If doing things differently achieves a better service, we will seriously examine these methods.

<b>Cardiff Council</b>	<b>Community Councils</b>
Will provide the opportunity for community council clerks to meet with the Monitoring Officer or an officer representative from Cardiff Council to discuss common concerns and resolve issues, at the specific request of the clerks.	Will encourage participation by community council clerks in opportunities to network and share common concerns.

## Land Use Planning

Community councils know and understand their local area and must be able to comment effectively on planning matters. Cardiff Council is able to take an overview of the needs of the whole local area and make decisions, taking local views into account.

<b>Cardiff Council</b>	<b>Community Councils</b>
Will reaffirm its statutory duty to consult community councils during the preparation of the Local Development Plan and also on related policy documents, including Supplementary Planning Guidance.	Will make appropriate responses to the Council, recognising the parameters imposed by planning law and national planning policy guidance.
Will reaffirm its statutory duty to consult community councils on all planning applications in, or directly affecting, their communities, paying particular attention to the long-term issues for communities affected directly or indirectly by LDP strategic and flexibility sites.	Will make appropriate responses to Cardiff Council, including any suggested community mitigation measures or planning obligations suggested in respect of an application, recognising the parameters imposed by planning law and agreed planning policy.
Will engage with community councils to identify priorities for section 106 (planning obligations) in relation to developments within their community.	Will engage with Cardiff Council to put forward suggested priorities for section 106 (planning obligations) in relation to developments within their community.
Will consider adoption of appropriately prepared community council Place Plans consistent with the LDP as Supplementary Planning Guidance	Will prepare Place Plans consistent with the LDP as the need arises and statute requires.

Will inform a community council of any site visit by Planning Committee members relating to a planning application in its area.	Will offer community councillors training on planning issues to ensure that they have a sound understanding of how planning law works.
Will provide a community council with a copy of the final report relating to a planning decision in its area within seven days of the decision being made, if the community council has submitted written representations in relation to the planning application.	Will maintain an objective and professional approach to planning matters at all times.
Will publish details of relevant Planning Committee meetings so that community councillors may attend as observers.	Will encourage community councillors to take up the opportunity to attend meetings of Cardiff Council's Planning Committee as observers.
Will provide timely information to a community council about any planning appeals in its area.	

### Practical Support

In order to be effective, elected members and officers must be well-trained and have the support they need to carry out their roles.

<b>Cardiff Council</b>	<b>Community Councils</b>
Will endeavour, upon request, to offer community councils access to support services, such as legal advice, IT and purchasing under a service level agreement which allows the Council to recover its costs.	Will follow agreed procedures to access support services from Cardiff Council, but will also have the opportunity to make their own arrangements.

### Expertise

We will encourage continuous development of officers and members in both Cardiff Council and the community councils, either in their individual groupings or together. Improved expertise leads to professionalism and more effective joint working.

<b>Cardiff Council</b>	<b>Community Councils</b>
Will offer member induction training to community councillors to enable them to understand the role and function of the unitary authority and the Code of Conduct.	Will provide an induction to newly elected community councillors to enable them to undertake their role effectively.

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## Ethics

We will encourage links between community council clerks and Cardiff Council's Standards & Ethics Committee.

<b>Cardiff Council</b>	<b>Community Councils</b>
Will, through the appointed Monitoring Officer, support community councils in the timely consideration and provision of advice & training in relation to the application of the Member Code of Conduct.	Community councillors shall attend Code of Conduct training, and try to resolve complaints informally through their Clerk under local resolution procedures, where appropriate. Where local resolution is not possible, the Clerk will refer the complaint to the Monitoring Officer and will provide all such information as required by the Monitoring Officer to enable him/her to carry out his/her function effectively.

## Financial Arrangements

Both Cardiff Council and the community councils recognise the need for clarity and transparency in financial arrangements. In developing and implementing financial arrangements, relevant national and local priorities will be taken into account.

<b>Cardiff Council</b>	<b>Community Councils</b>
Will, in setting the level of council tax for the area, have regard to services being delivered by the Council as a whole.	Will, in setting the annual precept, have regard to local priorities and the services provided within the community by Cardiff Council.  Will pay a reasonable proportion of election costs where there is a shared election, or all costs when there is a stand alone community council election.

## Delegating Responsibility for Service Provision

Services should be delivered in the most appropriate manner, with regard to value for money and added value for local people.

<b>Cardiff Council</b>	<b>Community Councils</b>
Will, on a case-by-case basis and in line with any related policy or guidelines that may be developed by the Council, give due consideration to all reasonably	Will recognise that there are certain instances where it is not appropriate or desirable for Cardiff Council to delegate service delivery.

argued formal requests for the delegation of responsibility for local service delivery to community councils, basing its consideration primarily on the improvement of service delivery for citizens whilst ensuring value for money is retained or enhanced.	
Will, in the absence of formal delegation, seek ways in which local information from communities might be used to enhance service delivery to better meet the needs of citizens.	Will engage with citizens in the communities they serve to better understand their needs and convey these needs in a coherent and constructive manner to Cardiff Council, such that they can be taken account of in service design and delivery.

### **Well-Being and Sustainability**

We will work in ways that are sustainable towards improving the economic, social, environmental and cultural well-being of Wales, in accordance with our duties under the Well-Being of Future Generations (Wales) Act 2015; reconciling long-term needs with those of the present; and protecting and improving the well-being of current generations without compromising that of future generations.

<b>Cardiff Council</b>	<b>Community Councils</b>
Will assist community councils by responding to requests for information on sustainability and related good practice.	Will proactively assess the sustainability of current practices and processes.
Will act in accordance with the sustainable development principle when setting well-being objectives and taking steps to meet those objectives.	Will investigate projects which contribute to sustainability where beneficial to the community.
Will seek to involve and collaborate with community councils in meeting the local objectives included in the statutory Local Well-Being Plan.	Will consider how they may contribute towards meeting the local objectives included in the statutory Local Well-Being Plan.

### **Community Council Elections**

Fair and open elections are the bedrock of local democracy. We will ensure that community council elections are freely and fairly contested, and encourage local people to become involved in local democracy.

<b>Cardiff Council</b>	<b>Community Councils</b>
Will keep community councils informed in the planning process for community council elections.	Will encourage participation by members of the local community in the community council election process
Will involve community councils in any awareness raising/publicity undertaken (subject to available resources) to encourage nominations for candidacy at community council elections.	Will ensure wide publicity of vacancies on community councils to maximise community representation.
Will help to publicise forthcoming community council elections on behalf of community councils, using available Council communication channels.	Will publicly display statutory notices for forthcoming community council elections.
Will brief community council clerks on the nomination process so that they are equipped to assist any potential candidates who come forward for community council elections.	
Will provide help and assistance with the administrative processes and procedures for community council elections.	

### **Monitoring and Review**

The Charter will be reviewed as necessary



## **Conclusion**

Cardiff Council and the undersigned community councils are committed to the principles and statements within the Charter, for the benefit of local people.

**Leader of Cardiff Council**

**Chair, Lisvane Community Council**

**Chair, Old St Mellons Community Council**

**Chair, Pentyrch Community Council**

**Chair, Radyr & Morganstown Community Council**

**Chair, St Fagans Community Council**

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Will administer the holding of community council elections.	Will notify the need for community council elections in a timely manner.
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## Land Use Planning

Community councils know and understand their local area and must be able to comment effectively on planning matters. Cardiff Council is able to take an overview of the needs of the whole local area and make decisions, taking local views into account.

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Will inform a community council of any site visit by Planning Committee members relating to a planning application in its area.	Will offer community councillors training on planning issues to ensure that they have a sound understanding of how planning law works.
Will provide a community council with a copy of the final report relating to a planning decision in its area within seven days of the decision being made, if the community council has submitted written representations in relation to the planning application.	Will maintain an objective and professional approach to planning matters at all times.
Will publish details of relevant Planning Committee meetings so that community councillors may attend as observers.	Will encourage community councillors to take up the opportunity to attend meetings of Cardiff Council's Planning Committee as observers.
Will provide timely information to a community council about any planning appeals in its area.	

### Practical Support

In order to be effective, elected members and officers must be well-trained and have the support they need to carry out their roles.

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Will endeavour, upon request, to offer community councils access to support services, such as legal advice, IT and purchasing under a service level agreement which allows the Council to recover its costs.	Will follow agreed procedures to access support services from Cardiff Council, but will also have the opportunity to make their own arrangements.

### Expertise

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<b>Cardiff Council</b>	<b>Community Councils</b>
Will offer member induction training to community councillors to enable them to understand the role and function of the unitary authority and the Code of Conduct.	Will provide an induction to newly elected community councillors to enable them to undertake their role effectively.

## Ethics

We will encourage links between community council clerks and Cardiff Council's Standards & Ethics Committee.

<b>Cardiff Council</b>	<b>Community Councils</b>
Will, through the appointed Monitoring Officer, support community councils in the timely consideration and provision of advice & training in relation to the application of the Member Code of Conduct.	Community councillors shall attend Code of Conduct training, and try to resolve complaints informally through their Clerk under local resolution procedures, where appropriate. Where local resolution is not possible, the Clerk will refer the complaint to the Monitoring Officer and will provide all such information as required by the Monitoring Officer to enable him/her to carry out his/her function effectively.

## Financial Arrangements

Both Cardiff Council and the community councils recognise the need for clarity and transparency in financial arrangements. In developing and implementing financial arrangements, relevant national and local priorities will be taken into account.

<b>Cardiff Council</b>	<b>Community Councils</b>
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## Delegating Responsibility for Service Provision

Services should be delivered in the most appropriate manner, with regard to value for money and added value for local people.

<b>Cardiff Council</b>	<b>Community Councils</b>
Will, on a case-by-case basis and in line with any related policy or guidelines that may be developed by the Council, give due consideration to all reasonably argued formal requests for the	Will recognise that there are certain instances where it is not appropriate or desirable for Cardiff Council to delegate service delivery.



delegation of responsibility for local service delivery to community councils, basing its consideration primarily on the improvement of service delivery for citizens whilst ensuring value for money is retained or enhanced.	
Will, in the absence of formal delegation, seek ways in which local information from communities might be used to enhance service delivery to better meet the needs of citizens.	Will engage with citizens in the communities they serve to better understand their needs and convey these needs in a coherent and constructive manner to Cardiff Council, such that they can be taken account of in service design and delivery.

### Well-Being and Sustainability

We will work in ways that are sustainable towards improving the economic, social, environmental and cultural well-being of Wales, in accordance with our duties under the Well-Being of Future Generations (Wales) Act 2015; reconciling long-term needs with those of the present; and protecting and improving the well-being of current generations without compromising that of future generations.

<b>Cardiff Council</b>	<b>Community Councils</b>
Will assist community councils by responding to requests for information on sustainability and related good practice.	Will proactively assess the sustainability of current practices and processes.
Will act in accordance with the sustainable development principle when setting well-being objectives and taking steps to meet those objectives.	Will investigate projects which contribute to sustainability where beneficial to the community.
Will seek to involve and collaborate with community councils in meeting the local objectives included in the statutory Local Well-Being Plan.	Will consider how they may contribute towards meeting the local objectives included in the statutory Local Well-Being Plan.

### Community Council Elections

Fair and open elections are the bedrock of local democracy. We will ensure that community council elections are freely and fairly contested, and encourage local people to become involved in local democracy.

<b>Cardiff Council</b>	<b>Community Councils</b>
------------------------	---------------------------

Will keep community councils informed in the planning process for community council elections.	Will encourage participation by members of the local community in the community council election process
Will involve community councils in any awareness raising/publicity undertaken (subject to available resources) to encourage nominations for candidacy at community council elections.	Will ensure wide publicity of vacancies on community councils to maximise community representation.
Will help to publicise forthcoming community council elections on behalf of community councils, using available Council communication channels.	Will publicly display statutory notices for forthcoming community council elections.
Will brief community council clerks on the nomination process so that they are equipped to assist any potential candidates who come forward for community council elections.	
Will provide help and assistance with the administrative processes and procedures for community council elections.	

### **Monitoring and Review**

The Charter will be reviewed as necessary

## **Conclusion**

Cardiff Council and the undersigned community councils are committed to the principles and statements within the Charter, for the benefit of local people.

**Leader of Cardiff Council**

**Chair, Lisvane Community Council**

**Chair, Old St Mellons Community Council**

**Chair, Pentyrch Community Council**

**Chair, Radyr & Morganstown Community Council**

**Chair, St Fagans Community Council**

**Chair, Tongwynlais Community Council**

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**CENTENARY FIELDS**

**SPORT, LESIURE & CULTURE (COUNCILLOR PETER BRADBURY)**

**AGENDA ITEM: 2**

**Reason for this Report**

1. To provide details of the Centenary Fields initiative being promoted by Fields In Trust (FIT), in partnership with the Royal British Legion and to seek approval to nominate Grange Gardens, in the Grangetown Ward and Alexandra Gardens, in the Cathays ward as candidate sites.

**Background**

2. FIT, formerly the National Playing Fields Association is a charitable organisation dedicated to the protecting and promoting parks and green spaces for play, sport and recreation.
3. The Council has, previously participated in initiatives to support its own and FIT's objectives the most recent being in 2012 and whereby Cabinet approved placing seven of its parks and green spaces in trust, through the Queen Elizabeth II Fields Challenge.
4. The Centenary Fields Initiative calls on all landowners including all local government tiers to secure recreational spaces in perpetuity to honour the memory of the millions of people who lost their lives in World War I 1914 – 1918.
5. The initiative specifically encourages participants to nominate green spaces that contain a war memorial that have some significance to World War I.
6. The sites proposed for nomination meet FIT's criteria and have significant in context relating to the conflict :
  - On the 7<sup>th</sup> July 1921 and following the establishment of a committee to raise funds to create a Grangetown War Heroes Memorial, an unveiling ceremony took place. The memorial was commissioned at a cost of £ 1000. The memorial contains the names of those who lost their lives in World War I and the names of committee members responsible for its installation.

- Alexandra Gardens within Cathays Park is home to the Welsh National War Memorial. The memorial, which was unveiled by the Prince of Wales in 1928, commemorates those servicemen that lost their lives in World War I, and contains a commemorative plaque for those who lost their lives in World War II.

## **Issues**

7. In participating in the initiative, the Council will enter into a Deed of Dedication, which constitutes a legally binding agreement.
8. By entering into a Deed of Dedication the Council is effectively “disposing” of the land under Section 123 of the Local Government Act 1972. This legislation requires the Council to advertise its intentions and to give consideration to any representations received from the public in reaching its final decision.
9. By entering into a Deed of Dedication there will be no restrictions or controls imposed, in respect of public access and / or the use of the proposed sites for the full range of current purposes.
10. The use of the proposed sites will be continuous, consistent with FIT’s objectives, which, in addition to protection promote the use of parks and green spaces for recreational use, both passive and active, social cohesion, mental well-being, healthy lifestyles and community benefit.
11. Those sites participating in the initiative will receive a plaque from FIT marking its status and commemorating its protection under the initiative.
12. The extent of the land proposed for inclusion in the dedication, at the two sites and within a red line is indicated on plans, attached at Appendix B.
13. The costs associated with dedication can be met within existing budgets.

## **Local Member consultation**

14. Initial consultations with local ward members have been undertaken and further detailed consultation will be undertaken prior to and post advertisement, subject to the decision of Cabinet.

## **Reason for Recommendations**

15. Under Section 123 of the Local Government Act 1972, the Council is required to advertise the proposed disposal of land and to take account of any objections raised.

## **Financial Implications**

16. Under the terms of the dedication, the Council retains the freehold and all maintenance responsibilities of the sites. The proposal is subject to consultation and a further report will be received by Cabinet indicating

the outcome and to seek approval of next steps. Any costs of dedication will be met from existing revenue budgets of the directorate.

### **Legal Implications**

17. The Council is required to advertise a disposal of public open space land pursuant to section 123 of the Local Government Act 1972 and to consider any objections. The Council has power to dispose of land at an undervalue of up to £2m for wellbeing purposes.

### **HR Implications**

18. There are no HR implications arising from this report.

## **RECOMMENDATIONS**

Cabinet is recommended to :

- 1) approve the dedication of the sites referred to in this report, in principle and subject to consultation.
- 2) delegate authority to the Director of Economic Development to progress the consultation process with stakeholders and local ward members in order to finalise the proposed disposal details, prior to any advertisement.
- 3) agree that the proposed disposal of the sites indicated in the report be advertised in accordance with the relevant section of the Local Government Act 1972 and that the outcomes be reported back to a future meeting.

<b>SENIOR RESPONSIBLE OFFICER</b>	<b>NEIL HANRATTY DIRECTOR ECONOMIC DEVELOPMENT</b>
	7 December 2018

*The following Appendices are attached:*

Appendix A : Minimum Criteria for Centenary Fields as published by Fields In Trust

Appendix B : Site Plans – Grange Gardens & Alexandra Gardens

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## **Appendix A**

### **Minimum Criteria for Centenary Fields**

Each application will be assessed through a site visit but as a minimum, the following criteria must be met:

- The Landowner of the site must complete the application form
- Evidence of ownership, and where relevant freehold interest must be produced
- The principal use should be outdoor recreation, sport or play. This can include buildings or facilities if the use is ancillary to the outdoor space
- Sites must have public access
- Sites should be accessible in terms of location and affordability for the local community
- Sites should have local managers who are responsible for the quality of the facilities, maintenance and development, improving participation and financial and operational sustainability

The Landowner must be able to sign the agreed Deed of Dedication within six months of submitting an application.

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**Appendix B**  
Alexandra Gardens

**CYNGOR SIR CAERDYDD**  
**CARDIFF COUNTY COUNCIL**



**CHIEF EXECUTIVE**  
Paul Orders

Neuadd y Sir,  
Glanfa'r Iwerydd,  
Caerdydd,  
CF10 4UW.

County Hall,  
Atlantic Wharf,  
Cardiff,  
CF10 4UW.

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## Appendix B Grange Gardens

**CYNGOR SIR CAERDYDD  
CARDIFF COUNTY COUNCIL**



**CHIEF EXECUTIVE**  
Paul Orders

Neuadd y Sir,  
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**THE PROVISION OF ENGLISH-MEDIUM PRIMARY SCHOOL PLACES IN THE LLANRUMNEY AREA**

**EDUCATION, EMPLOYMENT & SKILLS (COUNCILLOR SARAH MERRY)**

**AGENDA ITEM: 3**

---

**Reason for this Report**

1. This report is to inform the Cabinet of responses received following consultation on proposals to rationalise English-medium primary school places in the Llanrumney area, including a proposal to close Glan-yr-Afon Primary School in August 2019.

**Background**

2. The Llanrumney area is served by Bryn Hafod, Glan-yr-Afon, Pen-y-Bryn, St Cadoc's Catholic and St Mellon's CiW English-medium Primary Schools. Welsh medium provision is available at Ysgol Bro Eirwg and Ysgol Pen y Pil, which serve parts of Llanrumney, Rumney, Trowbridge and Old St Mellons.
3. Current English-medium primary school capacity in the Llanrumney area can accommodate up to 1,342 pupils (age 4-11). In January 2017, the number of primary aged pupils on roll (excluding nursery) was 1073, resulting in an overall surplus capacity of 269 places (20%).
4. At its meeting on 12 July 2018, the Council's Cabinet agreed a recommendation to hold public consultation on proposals to rationalise English-medium primary school places in the Llanrumney area, including a proposal to close Glan-yr-Afon Primary School in August 2019.

**Issues**

5. The consultation period ran from 10 September until 22 October 2018.
6. The consultation process involved:
  - Publication of a Consultation Document outlining background, rationale and implications to parents, local childcare providers, Headteachers and Chairs of Governors of nearby schools, all

- Members of local wards and other stakeholders (a copy of the consultation document can be seen at Appendix 1);
  - Publication of a summary document setting out the main points of the consultation document was distributed to parents at Glan-yr-Afon Primary School and was available to download from the Council website (a copy of the summary document can be seen at Appendix 2);
  - Meetings with Staff and Governors at Glan-yr-Afon Primary School;
  - A public meeting held at the John Reynolds Centre at which the proposal was explained and questions answered (notes from the meetings can be seen at Appendix 3);
  - Drop-in sessions at the school and Llanrumney Hub, where officers were available to answer questions (notes from the drop in sessions can be seen at Appendix 4);
  - A workshop session at Glan-yr-Afon Primary School to provide an opportunity for the children to ask questions, learn more about the proposal and give their views (details of the workshop session can be seen at Appendix 5);
  - A consultation response slip for return by post or e-mail, attached to the consultation document;
  - An online response from at [www.cardiff.gov.uk/21st Century Schools](http://www.cardiff.gov.uk/21st Century Schools).
7. The views expressed at Council organised meetings, and on paper or electronically through the appropriate channels, have been recorded.

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

8. In total 146 responses were received with the majority of respondents (63%) resident in the local area.
9. Formal responses were received from:
- Local Ward Members;
  - Estyn;
  - The Governing Body of Glan-yr-Afon Primary School;
  - The Interim Headteacher of Glan-yr-Afon Primary School;
  - The Staff of Glan-yr-Afon Primary School;
  - Flying Start Health Visitors.
10. The response from Estyn set out that it was Estyn's view that closing Glan-yr-Afon Primary School would not have a detrimental effect on the standard of English-medium education in the Llanrumney area.
11. Copies of the full responses can be seen at Appendix 6.
12. A "Save our School" petition, with 244 signatures was also received.
13. A majority of views expressed during the consultation period were in support of keeping Glan-yr-Afon Primary School open, with 93% of respondents not agreeing with the proposal; 6% agreeing and 1% who did not answer this question.

14. A summary of the responses received and appraisal of views expressed can be seen at Appendix 7. A summary analysis of the 146 responses received are included in Appendix 8.

## Summary

15. The consultation on the provision of English-medium primary school places in the Llanrumney area invited comments on proposals, which included the closure of Glan-yr-Afon Primary School from 31 August 2019 and all pupils on roll at the school transferring to other schools in Llanrumney, or elsewhere depending on parental preference.
16. A clear majority of stakeholders in the Llanrumney community who responded to the consultation expressed opposition to the proposal to close Glan-yr-Afon Primary School.
17. Concerns expressed by stakeholders in respect of the proposal relate to:
- The removal of English-medium community primary school places in 'lower Llanrumney'. For parents of children at Glan-yr-Afon Primary School, home to school proximity is an important criterion when choosing a school and logistical issues associated with having to travel further to an alternative primary school is a major concern;
  - The geography/topography of the local area and the distance needed to be walked by those families wanting to access English-medium community provision;
  - The impact of closure on current pupils of the school, families of those children and school staff. There were particular concerns around those children in Year 5 who would have to make two transitions within a short period of time;
  - Concerns that current sibling and friendship groups would be separated in particular for those families who would not want their children to transfer to a catholic school;
  - The perception that the area has experienced a sequence of loss of educational and wider social provision, including Llanrumney High School, the closure of Rumney High School and the location of the new Eastern High some distance from the community;
  - The potential for an increasing number of families to opt for English-medium primary school provision given the improving profile of Eastern High School;
  - Uncertainty around the proposal to increase the admission number of St Cadoc's RC Primary School not being progressed;
  - The limited community education options available to parents not wishing to take up places at a catholic school;
  - Recent challenges faced by the school which in the view of those who responded to the consultation, have been a catalyst for the decline in pupil numbers;

- A desire from a number of respondents for the school to be provided with an opportunity to build on the recent progress in improving the standard of education;
  - The impact of planned, and potential, housing developments in the local and wider area that would result in the need for additional places;
  - The co-location of Flying Start provision and the benefits associated with such provision in this area;
  - The future use of the site.
18. Respondents submitted a number of alternatives to closure which included:
- Amalgamation with another local community school;
  - A reduction in the size of the school to one form of entry and federation with another school;
  - A reduction in the size of the school to one form of entry and consolidation of accommodation in the Foundation Phase;
  - Utilising part of the building for other educational purposes, or the transfer of another school onto the site.

### **Response to views expressed**

19. In view of the responses received and further considerations set out below, it is recommended that the proposal to close Glan-yr-Afon Primary School from 31 August 2019 is not progressed as outlined in the original consultation report.
20. As a temporary measure, it is proposed to reduce the capacity of Glan-yr-Afon Primary School from 292 places (1.4 forms of entry) to 210 places (1 form of entry) from September 2020. Consultation on the 2020/21 admission arrangements for community schools will take place in December 2018 – January 2019 in accordance with the requirements of the Admissions Code. This consultation will include a proposed Published Admission Number of 30 places for Glan-yr-Afon Primary School.)
21. The Council acknowledges the concerns raised by stakeholders. However the issue of surplus capacity in the Llanrumney area, with a greater number of places in primary schools than children who wish to attend those schools remains.
22. At January 2018, there were 261 surplus places (19.4%) in English-medium primary schools serving the area. The number of surplus places at Glan-yr-Afon Primary School was 140 (47.9%).
23. Where there is a higher than necessary number of school places, resources are being deployed inefficiently that could be better used to improve the quality of education for all learners.



24. Combined with this are the difficulties associated with operating a primary school with such a high proportion of its 292 places unfilled. The size of the school and the low number of children on roll means that the school will continue to face financial difficulties. The condition of the school building is poor and suitability has also been assessed as poor. The school continues to need a high level of professional support.
25. It is agreed that securing high quality sustainable primary education places aligned with early years provision is a priority for the Llanrumney area.
26. It is also recognised that the existing capacity and take up of places combined with future demand from new and planned developments in the local and wider area requires further consideration.
27. Any future proposals brought forward to ensure a better match between the supply of and demand for English-medium places in the Llanrumney area would need to consider:
  - The need to reduce the number of surplus English-medium primary school places;
  - The organisation of primary school places in the Llanrumney area;
  - How high quality early years education provision could best be provided and enhanced in the area;
  - How high quality primary education can be sustainably and economically provided through leadership and governance arrangements;
  - The impact of housing developments in the local and wider area, including primary school provision to serve the new housing development at St Edeyrns;
  - The financial implications.
28. It is therefore proposed that further work be undertaken to develop modified proposals for consideration by Cabinet in early 2019, to allow for the number of surplus places to be reduced within the context of concerns expressed by respondents that English-medium provision be retained in the local Llanrumney area, the enhancement of early years provision and family support in the local area and wider education provision in the Llanrumney and Old St Mellons area.
29. Any new proposals to reorganise English-medium primary school places in the area would be subject to further consultation.

### **Local Member consultation**

30. Local members were consulted as part of the consultation. They asked that the Cabinet reject the proposal and come back with a comprehensive plan for how the provision of English medium primary school places in the Llanrumney area can be addressed for future years. A copy of their response can be seen at Appendix 6.

## **Reason for Recommendations**

31. The consultation has identified a range of views and issues that are significant concerns for stakeholders and for those living in the immediate locality of Glay-yr-Afon Primary School. It is therefore considered advisable for additional work to be undertaken to establish the viability of modified proposals which address the issues that informed the original proposal but which also take account of views expressed and the potential for wider change in the locality.

## **Financial Implications**

32. The recommendations to this report include the recommendation that the published admission number for Glan-yr-Afon Primary School will be reduced from 41 to 30, from September 2020. As schools' revenue budgets are predominantly predicated on the basis of pupil numbers, any reduction in pupil numbers would mean that Glan-yr-Afon's revenue budget would potentially reduce in comparison to previous years, should overall pupil numbers reduce. However, it would be reasonable to expect that the cost of operating the school could decrease in line with this, particularly if the number of classes within the school reduces. A reduction in the overall budget for the school could present challenges in terms of ensuring a balanced budget, particularly if there are any historic deficit balances which need to be recovered as part of the annual budget setting process. Therefore, it is critical that the school is able to contract its current expenditure levels to be able to operate within a reduced budget. As part of this, consideration will need to be given to any exit costs, should there be a need to reduce the overall staffing compliment within the school.
33. The other recommendations to this report seek approval for alternative proposals to be considered and brought to a future Cabinet meeting. This recommendation does not, in itself result in any direct financial implications. However, any alternative proposals that are developed will need to consider a range of financial aspects. These include revenue issues, such as financial resources required to fund pupil places, additional learning needs requirements, transport implications and capital financing requirements, should any significant work to buildings be required. Also, should the alternative proposals result in the opportunity to dispose of school sites, consideration will need to be given to future use of the sites, demolition costs and costs associated with disposal of a capital receipt. Any capital receipt will need to be prioritised for use in meeting the capitals receipts target connected to the funding of the School Organisational Plan Programme.

## **Legal Implications**

34. Under the Education Act 1996, the Council has a general statutory obligation to promote high standards of education and to provide sufficient school places for pupils of compulsory school age.

35. Admission numbers of schools are part of the Council's admission arrangements and therefore the statutory consultation within the School Admission Code and the Education (Determination of Admission Arrangements) Regulations 2006 would also need to be followed if following consultation these proposals are taken forward.
36. A local authority can make proposals to discontinue a community school under section 43 of the Schools Standards and Organisation (Wales) Act 2013. The Council is required prior to publishing its proposals to undertake a consultation on those proposals in accordance with section 48 of that Act and the School Organisation Code. The earlier cabinet report gave authorisation to carry out that statutory consultation. Any proposals must be the subject of full and fair consultation and due regard must be had by the Cabinet to the responses before a final decision is taken.
37. The decision about these recommendations has to be made in the context of the Council's public sector equality duties. 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. If the recommendations in the report are accepted and when any alternative options are considered, the Council will have to consider further the equalities implication and an Equality Impact Assessment may need to be completed.
38. The Council also has to consider its obligation under section 88 and schedule 10 of the Equality Act 2010 to prepare and implement an accessibility strategy. The strategy should increase disabled pupils' access to the curriculum and improve the physical environment and the provision of information. 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).
39. 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. The Council has to consider the Well-being of Future Generations (Wales) Act 2015 and how this strategy may improve the social, economic, environmental and cultural *well-being* of Wales.

## **HR Implications**

40. Whilst the report recommends not progressing a proposal for closure at this stage, there still remains significant HR implications for the Governing Body of Glan-yr-Afon Primary School to consider. The Governing Body will need to consider addressing their budget deficit position whilst reviewing their staffing establishment alongside the decline of the number of pupils currently on roll.
41. This will require full staff and trade union consultation and support will be provided by HR People Services.
42. Where a reduction in the levels of staffing is required, a key aspiration for the Council is to achieve staff reductions as far as possible either through voluntary redundancy or redeployment, rather than compulsory means. The Council is committed to maximising opportunities for school staff to secure employment in other Cardiff schools and therefore facilitates a redeployment process under the School Redeployment and Redundancy Policy.

## **RECOMMENDATIONS**

The Cabinet is recommended to:

1. Note that consultation on the 2020/2021 admission arrangements will include a proposed reduction of the Published Admission Number of Glan-yr-Afon Primary School from 41 places to 30 places;
2. Authorise officers to explore the viability of modified proposals to the closure of Glan-yr-Afon Primary School;
3. Authorise officers to bring a further report to Cabinet for consideration setting out details of how the provision of community English medium primary school places in the Llanrumney area can be addressed.

<b>SENIOR RESPONSIBLE OFFICER</b>	<b>NICK BATCHELAR</b> Director of Education & Lifelong
	7 December 2018

*The following appendices are attached:*

- Appendix 1: Consultation document
- Appendix 2: Summary document
- Appendix 3: Notes of public consultation meeting
- Appendix 4: Notes of drop-in sessions
- Appendix 5: Child workshop structure
- Appendix 6: Formal responses to consultation
- Appendix 7: Summary of responses
- Appendix 8: Summary analysis of responses
- Appendix 9: Equality Impact Assessment

# 21st Century Schools Consultation Document 2018

## THE PROVISION OF ENGLISH-MEDIUM PRIMARY SCHOOL PLACES IN THE LLANRUMNEY AREA

10 September – 22 October 2018



This document can be made available in Braille.  
A summary version of this document is available at  
[www.cardiff.gov.uk/glanyrafonschool](http://www.cardiff.gov.uk/glanyrafonschool)  
Information can also be made available in other community languages  
if needed. Please contact us on **029 2087 2720** to arrange this.



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- What are we proposing to do?

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- Your views are important to us

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## Introduction

### What is this booklet about?

Cardiff Council is suggesting changes to how we provide primary school places in the Llanrumney area.

We would like to know what people think about the changes we have proposed.

This booklet is for parents/ carers, school staff, school governors and anyone who has an interest in education in Cardiff. It sets out the changes we are suggesting and the reasons for them. We want everyone to understand the information so you can tell us what you think.

This is your chance to ask questions and make comments. The Council's Cabinet will consider your views before deciding whether to make the changes or not.

### What are we proposing to do?

We are proposing to:

- **Close Glan yr Afon Primary School from 31 August 2019.**

## Consultation

### Who are we consulting with?

The consultation process must follow the Welsh Government guidelines as set out in the School Organisation Code 2013.

As part of this, we are asking people what they think about the changes we are proposing. There are a number of ways for people to tell us their views.

Table 1 below sets out who the Council is consulting:

**Table 1: Groups the Council is consulting with**

Children and young people	Welsh Ministers
Parents/carers	Police & Crime Commissioner
School staff	Central South Consortium Joint Education Service (CSCJES)
School Governing Bodies	Welsh Language Commissioner
Local residents	Rhieni dros Addysg Gymraeg (RhAG)
Local Members/Assembly Members (AMs)/ Regional Assembly Members/Member of Parliament (MPs)	Trade Unions
Diocesan Directors of Education	Childcare providers
Neighbouring Authorities	Mudiad Meithrin
Neighbouring Primary and Secondary schools within Cardiff	Wales Pre-School Providers Association
Estyn	Clybiau Plant Cymru Kids Club
Communities First Partnership	National Day Nurseries Association
Community Council's	

## How can you find out more and let us know your views?

- The consultation document is available electronically on the Council website at [www.cardiff.gov.uk/glanyrafonschool](http://www.cardiff.gov.uk/glanyrafonschool)
- Printed copies of this consultation document will be available at the Community Hubs in Llanrumney and St Mellons. We will also send documents to families with children in Llanrumney primary schools.
- We have organised a public meeting and drop-in sessions that you can attend if you would like us to explain the suggested changes to you and for you to ask us questions. These are listed on the next page.
- Council officers will meet with the Governing Body and staff of Glan-yr-Afon Primary School.
- We will also work with the school to find out what pupils think.
- You can also write to the Council to tell us what you think.

The dates of the consultation meetings are set out below:

**Table 2: Consultation Meeting Dates**

Type of Consultation	Date/Time	Venue
Drop in session for Glan Yr Afon parents	To be arranged with school	Glan Yr Afon Primary School
Drop in session for all parents	Wednesday 19 September 10.00am - 12.00	Llanrumney Hub, Countisbury Av
Staff Meeting	To be arranged with school	Glan Yr Afon Primary School
Governing Body meeting	To be arranged with school	Glan Yr Afon Primary School
Public Meeting	Thursday 4th October 5.30pm – 7.00 pm	The John Reynolds Centre, Shaw Close
Drop in session for Glan Yr Afon parents	To be arranged with school	Glan Yr Afon Primary School
Admissions advice session for Glan Yr Afon parents	To be arranged with school	Glan Yr Afon Primary School



## Your views are important to us

Your views matter and we want you to tell us what you think about the changes we have suggested in this document.

You can do this by:

- Attending the public meeting or drop in sessions above.
- Completing the online response form at [www.cardiff.gov.uk/glanyrafonschool](http://www.cardiff.gov.uk/glanyrafonschool)
- Completing the consultation response form, which you can find on page 33.
- Contacting the School Organisation Planning Team on (029) 2087 2720, by e-mail to [schoolresponses@cardiff.gov.uk](mailto:schoolresponses@cardiff.gov.uk) or by post to Room 422, County Hall, Cardiff, CF10 4UW.

The closing date for responses to this consultation is **Monday 22nd October 2018**.

The Council will not consider any consultation responses received after this date.

## Explanation of terms used in this document

Please note the following terms used throughout this document:

**Community schools** – a primary or secondary school where the Council arranges school admissions.

**Voluntary Aided schools** – a primary or secondary school where the Governing Body of the school normally arranges school admissions. Faith Schools are often Voluntary Aided Schools.

**Voluntary Controlled schools** – a primary or secondary school where the Council normally arrange school admissions on behalf of the Governing Body.

**Catchment area** – an area that a community school would normally serve. Children living within this area have higher priority for admission to the school than children outside of this area.

**Number on Roll data** - the number of pupils at a school (not including nursery pupils).

**Surplus places** – empty places in a school.

**PLASC** – Pupil Level Annual School Census. In January of every year, the Welsh Government collects information from schools. This includes the number of pupils at each school, their age groups, home addresses, ethnicity, and data on Welsh language, Special Educational Needs, first language and pupils who have Free School Meals.

**School Action** – When a class or subject teacher gives extra support to a pupil with Additional Learning Needs (ALN).

**School Action Plus** – When outside specialists help the class or school staff to give extra support to a pupil with Additional Learning Needs. This is different or in addition to the support provided through School Action.

**Statement of Additional Learning Needs** – A child with a statement of ALN has learning difficulties which need special support. This means:

- the child has significantly greater difficulty learning than most children of the same age, or
- the child has a disability that needs different educational facilities from those that the school generally provides for children.

## Background

In the Llanrumney area there is a much greater number of places in primary schools than pupils who wish to attend those schools. This has been the case for a number of years.

Although the number of children living in Llanrumney has increased, there are still many more places than are needed.

The Council is therefore proposing to remove some of the surplus (empty) school places in schools in Llanrumney.

## Schools serving the area at present

Primary school places in the Llanrumney area are provided at several schools.

There are three English-medium community primary schools:

- Bryn Hafod Primary School
- Glan yr Afon Primary School
- Pen y Bryn Primary School

Two faith schools, St Mellons Church in Wales Primary School and St Cadoc's Catholic Primary School, also serve the area.

Welsh-medium education is available at Ysgol Bro Eirwg and Ysgol Pen y Pil, which serve parts of Llanrumney, Rumney, Trowbridge and Old St Mellons.

## How many primary school places are needed in Llanrumney?

When considering how many school places are needed, the following factors are important:

- The number of places in each school
- The total number of children attending schools in the area
- Where do these children live?
- How many children will need places in future?

### The number of places in each school

The capacity of a primary school is the number of places available in all age groups from Reception to Year 6, for children aged four to eleven. Many schools also have places in nursery classes.

The Admission Number of a school is the number of pupils that can be admitted in each year in a school.

The capacity and admission number of a school are based on how classrooms and other spaces in the school are used for teaching and learning.

Table 3 below shows details of places available at schools serving Llanrumney.

**Table 3: Places available at schools serving the Llanrumney area**

Name of School	Current Published Capacity (age 4-11)	Places per year group (age 4-11)	Nursery places	Language medium and Category of School
Bryn Hafod Primary School	420	60	64	English-medium community school
Glan yr Afon Primary School	292	41	60	English-medium community school
Pen y Bryn Primary School	210	30	64	English-medium community school
St Cadoc's Catholic Primary School	315	45	48	English-medium Voluntary Aided school
St Mellons Church in Wales Primary School	105	15	0	English-medium Voluntary Controlled school
Ysgol Bro Eirwg	411	60	64	Welsh-medium community school
Ysgol Pen y Pil	210	30	48	Welsh-medium community school

If all classrooms at Glan Yr Afon Primary School were used for teaching, the school's admission number could increase to 60 places and the capacity could be at least 420 places (Reception to Year 6).

However, the Council has located other services at the school in order to make best use of these rooms, including a Wellbeing Class and Flying Start. This has allowed the school's capacity to be assessed at 292 places with an Admission Number for each year group of 41 places.

If all classrooms at St Cadoc's Catholic Primary were used for teaching, the school's admission number could also increase to 60 places and the capacity could be at least 420 places (Reception to Year 6).

However, the school currently uses some classrooms for other purposes. This has allowed the school's capacity to be assessed at 315 places with an Admission Number for each year group of 45 places.

St Cadoc's Catholic Primary School is a Voluntary Aided school. This means it is in charge of admitting its own pupils. The Governing Body of St Cadoc's Catholic Primary School is deciding how to use the space in the school in the future. It is up to the Governing Body to decide whether to use any existing space in the school to increase school places. If they did decide to increase the number of places they would have to consult on this, as required by the School Organisation Code.

## The total number of children attending schools in the area

Table 4 below shows:

- the number of pupils on roll in English-medium primary schools in the Llanrumney area
- Which schools in Llanrumney those pupils attend
- the number of surplus (empty) places at each school at January 2017 (most recent verified school census data).

**Table 4: Number on Roll and total surplus spaces – Reception to Year 6 (PLASC January 2017)**

School	Year Group							Total pupils	School capacity	Surplus places	% Surplus places
	R	1	2	3	4	5	6				
Bryn Hafod Primary School	41	46	46	40	50	50	44	317	420	103	24.5%
Glan-Yr-Afon Primary School	21	26	18	27	21	31	23	167	292	125	42.8%
Pen-Y-Bryn Primary School	34	29	31	30	35	22	21	202	210	8	3.8%
St Cadoc's Catholic Primary School	41	47	37	38	40	38	30	271	315	44	14.0%
St Mellons Church in Wales Primary School	18	16	18	17	15	15	17	116	105	-11	-10.5%
<b>Grand Total</b>	<b>155</b>	<b>164</b>	<b>150</b>	<b>152</b>	<b>161</b>	<b>156</b>	<b>135</b>	<b>1073</b>	<b>1,342</b>	<b>269</b>	<b>20.0%</b>

Glan Yr Afon Primary School has the highest number and highest percentage of surplus places in the area.

The number of pupils on roll at Glan-yr-Afon has increased every year from 2013 – 2017. However, the number of pupils entering Reception (the first year of primary school) has been much lower than the number of Reception-age children living in the catchment area.

This is because many parents have sent their children to other English-medium community or faith schools.

## Where do these children live?

Table 5 below shows:

- the number of pupils living in the catchment areas of English-medium primary schools in Llanrumney in January 2017
- the number of local pupils enrolled at each school.

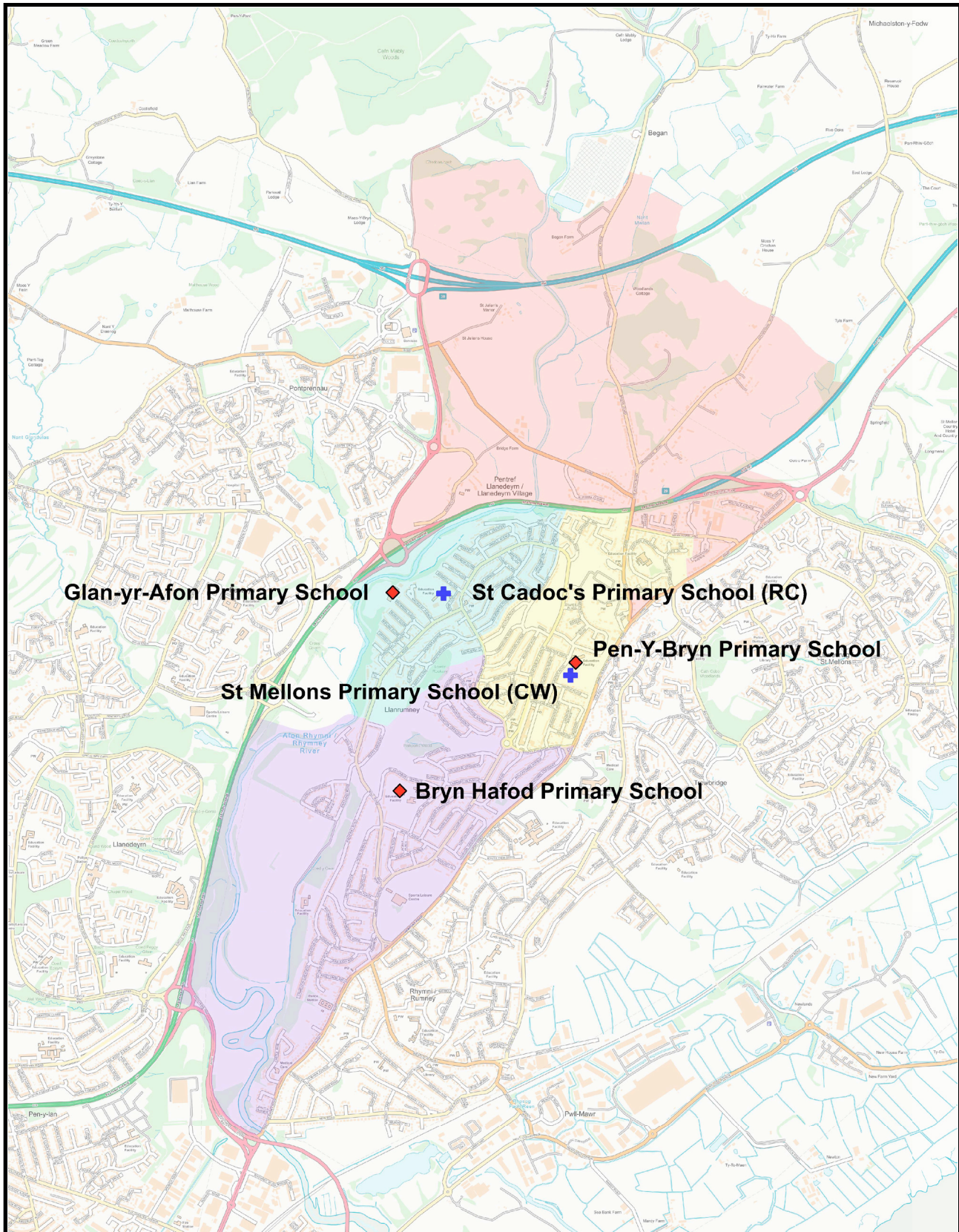
**Table 5: Take up of places at Llanrumney primary schools, Reception to Year 6 (PLASC January 2017)**

School attended	Catchment area					Number on roll
	Bryn Hafod Primary School	Glan-Yr-Afon Primary School	Pen-Y-Bryn Primary School	St Mellons CiW. Primary School	Other areas	
Bryn Hafod Primary School	168	59	18	0	72	317
Glan-Yr-Afon Primary School	10	133	9	0	15	167
Pen-Y-Bryn Primary School	36	58	66	1	41	202
St Cadoc's Catholic Primary School	41	157	37	0	36	271
St Mellons CiW Primary School	14	10	46	10	36	116
Local pupils attending other schools	108	61	66	50		
<b>Total resident in each catchment area attending English-medium primary schools</b>	<b>377</b>	<b>478</b>	<b>242</b>	<b>61</b>		

In the Glan Yr Afon catchment area:

- 133 pupils (27.8 %) attend the school
- 157 pupils (32.8 %) attend St Cadoc's Catholic Primary School
- 127 pupils (26.6 %) attend other English-medium primary schools in Llanrumney
- 61 pupils (12.8 %) attend other primary schools outside the Llanrumney area.

The below map sets out the catchment areas of Bryn Hafod Primary School, Glan Yr Afon Primary School, Pen-Y-Bryn Primary School and St Mellons Church in Wales Primary School.



**Glan-yr-Afon Primary School** ♦    ♦ **St Cadoc's Primary School (RC)**  
 ♦ **Pen-Y-Bryn Primary School**  
 ♦ **St Mellons Primary School (CW)**  
 ♦ **Bryn Hafod Primary School**

**Llanrumney - Old St. Mellons Catchment Areas 2018/19**



- denotes Bryn Hafod Primary School catchment area
- denotes St. Mellons C.W Primary School catchment area
- denotes Pen y Bryn Primary School catchment area
- denotes Glan Yr Afon Primary School catchment area

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## How many children will need places in future?

### Admission to Reception classes – September 2017 and September 2018

The highest number of pupils admitted to Reception at Glan-yr-Afon Primary School in the last 5 years has been 25.

In August 2018 there were 17 pupils allocated Reception places in Glan Yr Afon Primary school for September 2018.

There were 48 pupils allocated places at Bryn Hafod Primary School.

There were more applicants for Pen y Bryn Primary School in September 2018 than places available. Eight of the 30 places were allocated to pupils living outside the school's catchment area. All pupils who were refused entry could be given a place at other local schools.

### Demand for English-medium community primary school places in Llanrumney

Demand for English-medium community school places in each of the primary school catchment areas in Llanrumney varies.

Table 6 below shows the recent and future (projected) demand for places at entry to Reception year in the English-medium community primary school catchment areas in Llanrumney. These are the children resident in each catchment area, who may be attending any English-medium school.

This takes account of information provided by the NHS for children in the area who would attend school in future. It also considers how many attend an English-medium, Welsh-medium or faith school at present, and how many may wish to attend in future.

**Table 6: Recent and projected demand for places at entry to Reception in English-medium community primary schools within each catchment area**

Catchment area	Published Admission Number	PLASC (school census) data in January		Projection data			
		2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Bryn Hafod Primary School Catchment	60	51	42	36	44	34	35
Glan-Yr-Afon Primary School catchment	41	37	41	39	35	40	38
Pen-Y-Bryn Primary School catchment	30	15	27	23	25	27	28
Total within combined catchments	131	103	110	98	104	101	101

In total there are more school places available in Reception at Bryn Hafod, Glan-yr-Afon, and Pen y Bryn Primary Schools than are needed for the future demand. Although there are 131 places available, the number of local pupils expected to take up places in future years does not exceed 104. The most recent update from the NHS suggests that there will be fewer Reception-age pupils in the Llanrumney area in 2021-22 than in earlier years.

### St Cadoc's Catholic Primary School

The Governing Body of St Cadoc's Catholic Primary School is in charge of admitting pupils to the school. Baptised Catholic children are given priority over non-Baptised children. In 2017, about 47 % of pupils at the school were baptised Catholics.

Most pupils at St Cadoc's Catholic Primary School live in Llanrumney (87 % of pupils, in January 2017).

Pupil projections do not suggest that there will be a large increase in the number of children living in the local area. It is reasonable to predict that a similar number of pupils from Llanrumney would go to the school in future years if no changes are made. Table 7 shows the number of pupils enrolled in Reception in the past five years.

**Table 7: Pupils enrolled in Reception at St Cadoc's Catholic Primary School**

School	Published Admission Number	PLASC (school census) data in January				
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
St Cadoc's Catholic Primary School	45	35	34	47	41	32

The Council expects that there would be sufficient places to accommodate future Llanrumney pupils in the remaining schools if Glan Yr Afon Primary School were to close.

## Additional housing in Llanrumney

Several new housing developments are being built in Llanrumney through the Cardiff Housing Partnership Programme. The number of pupils from these developments is not expected to have a significant impact on the number of pupils needing places at primary schools in Llanrumney.

The new housing development at Braunton Crescent and Clevedon Road, where 121 apartments have been demolished and 106 homes are being built, would reduce the number of homes overall. The new housing development includes 24 two bedroom houses and 55 three bedroom houses. The Council estimates that there will be an increase of 17 primary-age pupils and 14 secondary-age pupils in the local area. On average, the number of extra pupils from this housing development is fewer than 3 in each year group.

The new housing development at the former Llanrumney Housing Depot site increases the number of homes by 32. The Council expects the number of extra pupils to be fewer than one pupil in each year group.

If additional housing was planned on the former Llanrumney High School site at Ball Lane, houses could only be built on the north eastern corner of the site. The Council would have to think about the impact of any new housing when a planning application was submitted.

If any housing development in Cardiff meant that the number of surplus places in any type of local school (English-medium, Welsh-medium, primary or secondary) fell below 5%, the Council would expect the developer to help to pay for the extra school places required (through s106 contributions). Such contributions have already been provided by developers on other housing developments. This expectation is set out in the Council's Supplementary Planning Guidance..

In summary, the total increase in pupils from the known housing developments would be fewer than four in each year group.

## Condition and Suitability of School Buildings

The Glan Yr Afon Primary School building is in poor condition.

All schools in Cardiff are given a Condition rating from A (performing as intended/ operating efficiently) to D (life expired/ risk of imminent failure).

Glan Yr Afon is rated as C for condition (this means it has major defects/ not operating as intended).

The low number of pupils means it is likely the school will continue to have financial problems and will find it difficult to manage the school building issues. The condition of the school buildings would therefore continue to deteriorate. The costs to improve the buildings would also continue to increase.

Schools in Cardiff are also given a Suitability rating from A (good - facilities suitable for teaching, learning & wellbeing) to D (bad - buildings seriously inhibit the staff's ability to deliver the curriculum).

Glan Yr Afon is rated as C for suitability (this means that teaching methods are inhibited/ adverse impact on school organisation).

The quality of school buildings at other schools in the area is of a higher standard.

**Table 10: Condition and suitability of primary schools serving the Llanrumney area**

School	Condition rating as identified by 21st Century Schools survey	Suitability
Bryn Hafod Primary School	C	B
Glan yr Afon Primary	C	C
Pen y Bryn Primary School	C	B
St Cadoc's Catholic Primary School	B	A
St Mellons CiW Primary School	C	B
Ysgol Bro Eirwg	C	B
Ysgol Pen y Pil	B	B

## Quality and Standards

The Council works closely with the governing bodies of schools to ensure that standards in schools are high, that teaching is good and that leadership and governance is strong.

The Council also works closely with two organisations in order to monitor the performance of schools and to support school improvement.

Estyn inspects quality and standards in schools and other education providers in Wales.

The Central South Consortium Joint Education Service (CSCJES) is the regional School Improvement Service for the five councils of Bridgend, Cardiff, Merthyr Tydfil, Rhondda Cynon Taf and the Vale of Glamorgan.

Local Authorities, such as Cardiff Council, must look at Estyn reports and other evidence about school performance and effectiveness when suggesting changes to schools.

Local Authorities must also show how the proposed changes might affect:

- outcomes (standards and wellbeing)
- provision (learning experiences, teaching, care support and guidance and learning environment)
- leadership and management (leadership, improving quality, partnership working and resource management)

### Estyn

Schools are inspected by Estyn as part of a national programme of school inspection. The purpose of an inspection is to identify good features and shortcomings in schools in order that they may improve the quality of education offered and raise standards achieved by their pupils.

You can find inspection reports on the Estyn website [www.estyn.gov.uk](http://www.estyn.gov.uk)

### Welsh Government categorisation of schools

In 2014, the Welsh Government introduced a new categorisation system. It looks at each school's standards and how much a school is able to improve. This identifies which schools are most in need of support from Local Authorities or organisations like The Central South Consortium.

The categorisation system is described below:

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

A school's colour-coded category is decided by how it is rated for standards (1-4) and for how able it is to improve (A-D). 1 is the best rating for standards and A is the best for improvement. Updated categorisations for each school are published every year in January.

More information about the categorisation scheme, you can be found in the Welsh Government's parents' guide to the National School Categorisation System here: <http://gov.wales/docs/dcells/publications/150119-parents-guide-en.pdf>

### **Bryn Hafod Primary School**

Estyn inspected Bryn Hafod Primary School in November 2015. It judged the school's performance as adequate (strengths outweigh areas for improvement). The school's chances for improvement were also judged as adequate.

A follow up Estyn monitoring visit in March 2017 judged the school to have made good progress in the key issues for action. Estyn took the school off the list of schools that need Estyn monitoring. In the most recent Welsh Government School Categorisation at January 2018 the school was categorised as Green.

### **Glan-yr-Afon Primary School**

Estyn inspected Glan-yr-Afon Primary School in January 2015. It judged the school's performance as adequate (strengths outweigh areas for improvement) and decided the school required monitoring.

Following the initial inspection by Estyn in 2015 the school was placed in the 'L.A. monitoring' follow-up category.

On review of the school's progress by Estyn in 2016 it was deemed to be insufficient and the school remained in L.A. monitoring.

When progress was reviewed by Estyn again in 2017, progress was again deemed to be insufficient and the school was placed into the 'Estyn monitoring' follow-up category. In June 2018 the school was successfully removed from Estyn monitoring.

The school is 'Amber' in the national categorisation model however the level of support provided to Glan Yr Afon Primary School by the Education Consortium, the Council and by other schools has been greater than would normally have been given to a school in this category.

The school will continue to be categorised as Amber this year and will continue to be given extensive external support in order to improve.

## Pen y Bryn Primary School

Estyn inspected Pen y Bryn Primary School in January 2011. It judged the school's performance as adequate (strengths outweigh areas for improvement). The school's chances for improvement were also judged as adequate.

A follow up Estyn Monitoring visit in May 2012 judged the school to have made good progress in the key issues for action. Estyn has removed the school from the list of schools requiring Estyn monitoring. The outcome of an Estyn inspection in July 2018 is due to be published in September 2018.

In the most recent Welsh Government School Categorisation at January 2018 the school was categorised as Yellow.

## St Cadoc's Catholic Primary School

Estyn inspected St Cadoc's Catholic Primary School in January 2017. It judged the school performance as good (many strengths and no important areas requiring significant improvement). The school's chances for improvement were also judged as good.

In the most recent Welsh Government School Categorisation at January 2018, the school was categorised as Green.

## St Mellons Church in Wales Primary School

Estyn inspected St Mellons Church in Wales Primary School in October 2016. It judged the school's performance as good (many strengths and no important areas requiring significant improvement). The school's chances for improvement were also judged as good.

In the most recent Welsh Government School Categorisation at January 2018, the school was categorised as Green.

## Why close Glan Yr Afon Primary School?

The number of families choosing to take up places at Glan yr Afon Primary School is low. Most of the children from the catchment area request places at other schools. In January 2017, 478 primary-aged children were living in the catchment area for Glan Yr Afon Primary School. Only 133 of these children were attending the school.

The school has spaces for 292 pupils. This means that the school is able to admit up to 41 pupils in each age group from Reception to Year 6. There were 151 pupils on roll on 11 May 2018, which means there are 141 (48%) spare places at the school.

Much of the funding schools receive is based on the number of pupils on their roll. The low number of pupils at Glan Yr Afon Primary School means the school gets less funding to provide education than a school with more pupils.

The Governing Body of the school set a deficit budget of £130,000 for 2018/19. This means that the school plans to spend £130,000 more than the available funding in that year. A small school would find it very difficult to recover from a deficit of this size.

Many families living in the Glan Yr Afon Primary School catchment area have been choosing other schools for a long time. It is unlikely that the number of pupils at the school will increase greatly because there are still spare places in other schools in the Llanrumney area. There is also no big growth in pupil numbers expected in the area.

The Council has considered all of the information presented. The closure of Glan Yr Afon Primary School is proposed as the most appropriate way to reduce the number of surplus primary school places in the Llanrumney area.

## How would other schools be affected?

### English-medium primary schools

If Glan-yr-Afon Primary School is closed, demand for English-medium primary school places in the area could be met in other ways. There are places available at other local community primary schools in the area.

Changing the use of existing rooms at St Cadoc's Catholic Primary School could also create more places. Closing Glan-yr-Afon Primary School and increasing school places at St Cadoc's Catholic Primary School would remove 187 surplus primary school places (0.9FE) overall.

Changing the way space at St Cadoc's Catholic Primary School is used would ensure that there are enough English-medium primary school places in the Llanrumney area for all pupils that would need to move from Glan-yr-Afon Primary School.

If the Admission Number at St Cadoc's Catholic Primary School was not permanently increased, the Council could consult on changes to catchment areas and school capacities at a later date. This would be across a larger area including Llanrumney, Old St Mellons, Rumney and Trowbridge. This would still mean that there are enough places in each area for the pupils to attend a nearby school.

### Welsh-medium primary schools

Ysgol Bro Eirwg and Ysgol Pen Y Pil each serve parts of Llanrumney, Rumney, Trowbridge and Old St Mellons. The Admission Number for Ysgol Bro Eirwg is 60 and the Admission Number for Ysgol Pen Y Pil is 30.

The demand for places at Welsh-medium primary schools is high. In the first round of admissions for Reception in September 2017 and 2018 all pupils living in the catchment areas of these Welsh-medium primary schools got a place at their catchment school, if they had applied for one.

The Council will continue to make sure that there are enough Welsh-medium primary school places for pupils in the local area who wish to attend these schools. This might involve proposing changes in the future.

The catchment areas of Ysgol Bro Eirwg and Ysgol Pen Y Pil are within the catchment area of the local Welsh-medium secondary school, Ysgol Gyfun Gymraeg Bro Eder.

There are enough places at Ysgol Gyfun Gymraeg Bro Eder for all pupils living in its catchment area who are currently in Welsh-medium primary schools and expect to attend a Welsh-medium secondary school in future.

## How would nursery provision be affected?

Children in Cardiff can attend a part-time nursery place in school from the start of the term after their third birthday. They must attend the nursery class for at least five half days a week. Where possible, places are offered in a local nursery class within two miles of a child's home. There are no catchment areas for nursery classes. If there are no places available in a local community nursery school or class, parents can apply for nursery education place funding with an approved provider. An approved provider is a nursery that the Council has decided is of good quality.

It may be possible to increase the number of nursery places at St Cadoc's Catholic Primary School. If some small changes are made to the building at Bryn Hafod Primary School some extra nursery places may also be available there.

An offer of a nursery place at a school does not mean a child will also be offered a place in Reception. A separate application form must be completed for admission to Reception.

**Table 8: The number of pupils on roll in recent years at primary schools serving Llanrumney and the expected number of pupils on roll in future years if no changes were made (Reception – Year 6)**

School	Number on roll (January)					Forecast Number on Roll				
	2013/ 2014	2014/ 2015	2015/ 2016	2016/ 2017	2017/ 2018	2018/ 2019	2019/ 2020	2020/ 2021	2021/ 2022	2022/ 2023
Bryn Hafod Primary School	282	280	298	317	339	340	330	332	324	319
Glan-Yr-Afon Primary School	151	156	161	167	152	144	146	140	140	131
Pen-Y-Bryn Primary School	176	175	185	202	204	210	207	203	201	200
St Cadoc's Catholic Primary School	256	253	272	271	272	266	257	250	246	230
St Mellons CiW Primary School	110	110	110	116	114	114	115	114	111	110
Ysgol Bro Eirwg	398	408	395	395	393	396	398	397	395	393
Ysgol Pen Y Pil	109	127	153	168	169	181	186	186	186	186
	1482	1509	1574	1636	1643	1651	1639	1622	1603	1569

**Table 9: The expected number of pupils on roll in recent years, if Glan Yr Afan Primary School were to close in August 2019 and all pupils were transferred to alternative schools**

School	Number on roll (January)					Forecast Number on Roll				
	2013/ 2014	2014/ 2015	2015/ 2016	2016/ 2017	2017/ 2018	2018/ 2019	2019/ 2020	2020/ 2021	2021/ 2022	2022/ 2023
Bryn Hafod Primary School	282	280	298	317	339	340	393	390	379	367
Glan-Yr-Afon Primary School	151	156	161	167	152	144	N/a	N/a	N/a	N/a
Pen-Y-Bryn Primary School	176	175	185	202	204	210	213	210	210	210
St Cadoc's Catholic Primary School	256	253	272	271	272	266	330	317	310	287
St Mellons CiW Primary School	110	110	110	116	114	114	115	114	111	110
Ysgol Bro Eirwg	398	408	395	395	393	396	402	405	407	409
Ysgol Pen Y Pil	109	127	153	168	169	181	186	186	186	186
<b>Total</b>	1482	1509	1574	1636	1643	1651	1639	1622	1603	1569

The above table includes all schools at their existing Admission Number with the exception of St Cadoc's Primary School operating at an assumed Admission Number of 60.



## How would standards in schools be affected by the changes?

The Council works closely with the governing bodies of schools to ensure that standards in schools are high, that teaching is good and that leadership and governance is strong.

The Council does not expect this proposal to have any negative impact on the quality of standards of education or the delivery of the Foundation Phase and Key Stage 2.

Other schools in the local area have been judged by Estyn to have standards that are as good as or better than Glan Yr Afon Primary School

## Provision of school places

The proposal would contribute towards achieving a better match between the supply of and demand for English-medium primary school places within the local area.

## Additional support for pupils

Table 11 below shows the percentages of:

- pupils with Additional Learning Needs
- pupils receiving Free School Meals
- pupils with English as an Additional Language
- Minority Ethnic pupils

at schools in the Llanrumney area.

School	% of Pupils on School Action	% of Pupils on School Action Plus	% of Pupils with a statement of ALN	% of Free School Meal Pupils – 3 year average	% of Pupils with English as an Additional Language	% of Minority Ethnic Pupils
Bryn Hafod Primary School	17.8 %	9.4 %	4.7 %	37.5 %	13.4 %	23.6 %
Glan yr Afon Primary School	20.5 %	13 %	N/A	46 %	6.2 %	18.8 %
Pen y Bryn Primary School	13.1 %	8.9 %	N/A	35.5 %	5.4 %	17.3 %
*St Cadoc's Catholic Primary School	17 %	3.5 %	N/A	34.3 %	22.6 %	43 %
St Mellons Church in Wales Primary School	7.1 %	N/A	N/A	12 %	N/A	15.3 %
<b>Cardiff average</b>	<b>14.8%</b>	<b>6%</b>	<b>1.9%</b>	<b>22.3%</b>	<b>19.4%</b>	<b>34.5%</b>
<b>Wales average</b>	<b>15%</b>	<b>8.1%</b>	<b>1.7%</b>	<b>18.9%</b>	<b>6.1%</b>	<b>11.7%</b>

\* further information can be found on the website: [mylocalschool.wales.gov.uk](http://mylocalschool.wales.gov.uk).

## How would support for pupils with Additional Learning Needs be affected?

A child has Additional Learning Needs if he or she has a learning difficulty which requires special educational provision.

Some of the funding that a school receives is based on the learning needs of pupils in the school. This helps the school provide extra support for pupils with needs that are at 'School Action' or 'School Action Plus'.

Schools may also receive 'Complex Needs Enhancement' funds to support individuals with more complex needs.

Pupils with this level of need usually have a Statement of Additional Learning Needs or an Individual Development Plan for Early Years. This plan sets out the child's strengths and difficulties, and provides clear information about how the school will support the child's learning.

Schools would continue to provide support for pupils with Additional Learning Needs as required. There is no information available that suggests that the proposals would have a negative effect on how pupils with Additional Learning Needs would be supported.

## How would support for pupils with English as an Additional Language be affected?

Pupils that receive this support can be supported in any school in Cardiff.

There is no information available that suggests that the proposals would have a negative effect on how children with English as an additional language are supported. All schools in Cardiff would continue to provide support that is appropriate to the individual needs of each pupil.

## How would pupils receiving Free School Meals be affected?

Some of the funding that a school receives is based on the number of pupils in the school who receive Free School Meals. All schools in Cardiff would receive funding for these pupils.

There is no information available that suggests that the proposals would have a negative effect on pupils who receive Free School Meals.

## How would Minority Ethnic pupils be affected?

There is also no information available that suggests that the proposals would have a negative effect on provision for any ethnic group.

## Leadership and Governance

The Council would continue to work with the leadership of each school to make sure everyone in the school helps to improve it. It would help the school to have good relationships with parents and other partners so that pupils receive a high quality education.

The proposed changes would be planned carefully so that the school's leadership and governance are not disrupted, which could have a negative impact on educational outcomes.

## Wellbeing Class

There is a Wellbeing Class at Glan yr Afon Primary School which supports pupils from all areas of Cardiff.

A Wellbeing Class gives support for children and young people with emotional health and wellbeing needs. Pupils attend the Wellbeing Class for a short time, instead of their usual school class. The aim of a Wellbeing Class is to support a pupil to successfully move back to their usual school. The pupils do not usually have a statement of Additional Learning Needs.

Up to 8 pupils go to the Wellbeing Class at Glan Yr Afon Primary School for a six month period, which begins either in September or at February half term. The pupils are registered in the Wellbeing Class as well as in their normal school class.

They are supported to return to their normal school class at the end of the six month period. In a small number of cases, if pupils are unable to return, they may move to a more specialist school instead. None of the pupils in the Wellbeing Class are registered as long term pupils at Glan-yr-Afon unless they were already at Glan-yr-Afon before attending the Wellbeing Class.

There are currently five Wellbeing classes in schools across the city. The Council is also planning to open more classes in other schools.

If Glan-yr-Afon Primary School were to close, the Council would be able to close the Wellbeing Class at the end of a six month placement period, with no impact on the pupils.

## Flying Start

The school has a Community Base, which is part of the Flying Start Initiative. It is based in four classrooms at the school. The service works with children from birth to 3 years, parents and the community. It has a multi-agency approach, which means that organisations work together to run parenting groups and health drop in clinics for parents.

If the school closed the Council would make arrangements to move the Flying Start provision and it would stay in the local area.

## What are the benefits of the proposal?

- The proposal would work towards having a better match between the supply of and demand for English-medium school places within the local area.
- Having one fewer school site and building to maintain would mean that more of the funding for schools could be used for teaching and learning.
- The Council believes that the proposal would at least maintain the current standards of education and in the longer term would be to the benefit of all pupils in the area.
- Larger schools offer increased opportunities for social interaction with children of the same age, compared to small classes in small schools
- Larger schools are more able to share the workload in delivery of the National Curriculum subjects
- The proposal would result in a saving that could be reinvested within the School Organisation Programme to fund investment in school buildings and facilities.

## Potential disadvantages of the proposal

- The proposal would mean that pupils at Glan yr Afon Primary School have to move to other schools. However the quality of teaching and learning at other schools in the area has been judged to be of a higher standard. Demand for places could be met at these schools.
- The proposal would reduce the number of English-medium community school places available in the area. However closing the school would reduce the overall number of school buildings to maintain and the number of surplus places. This would mean that more of the funding could be used for teaching and learning.
- In some instances pupils will be required to travel further to school.

## Risks associated with the proposal

- There is a risk that the Governing Body of St Cadoc's Primary School decides not to increase the Admission Number of the school from 45 places to 60 places.
- The Governing Body of St Cadoc's Catholic Primary School would decide on changing the use of space at the school. They Governing Body of St Cadoc's Primary School would need to consult on any permanent increase in the Published Admission Number (in accordance with the School Organisation Code).
- If the Admission Number of St Cadoc's Primary School was not increased then the Council would need to consider whether to change how other schools use their buildings and how best to change school catchment areas.

## Alternative options to reduce the number of surplus places

Making use of surplus places by using them for alternative services would not help Glan Yr Afon Primary School to move from its deficit budget position.

The Council does not propose to remove surplus places by closing an alternative school as other schools have been judged by Estyn to have standards that are as good as or better than Glan Yr Afon Primary School. The Central South Consortium has also judged other schools to be more effective and better know the areas where they need to improve.

## Why can't the closure be phased over a longer time?

A phased closure would mean that all pupils in the school are able to stay in the school until they transfer to high school if parents wish them to stay. In a phased closure, the school would admit no more pupils in the first year of school (at age 4).

This would mean that the number of pupils on roll in the school falls every year.

A phased closure would cause a number of difficulties:

- Fewer pupils would mean that the Governing Body would get less funding
- The school would therefore need to reduce the number of staff every year
- A smaller school may have difficulties in retaining the best staff and attracting new staff
- Less funding would make it difficult to improve the learning environment

The Council's view is that a phased closure is more of a risk to the teaching and learning at the school than a full closure in August 2019.

Teaching and learning at other schools in the area has been judged to be of a better or similar standard at present.

## Admission Arrangements and transfer of Glan Yr Afon pupils

In 2019-20 the Council would need to remove Glan Yr Afon Primary School from the list of schools in its School Admissions Policy. Parents would be unable to apply for a place at the school.

The Governing Body of St Cadoc's Catholic Primary School may also consult on increasing the number of pupils that can be admitted to the school to 60.

The Council would also need to change primary school catchment areas in Llanrumney. The Council would consult at a later date on these changes to catchment areas. The new catchment areas would need to better match the number of pupils in each area to the number of school places.

Detailed information about admission arrangements is in the Council's Admission to Schools booklet. You can also find this information on the Council's website ([www.cardiff.gov.uk](http://www.cardiff.gov.uk)).

If Glan-yr-Afon Primary School closed in August 2019, pupils already at the school would need places at other schools.

Table 12 below compares the number of pupils at Glan-yr-Afon Primary School in 2017-18 with the number of surplus places at other English-medium primary schools in the Llanrumney area if the Published Admission Number at St Cadoc's Catholic Primary School was increased.

The pupils in Years 5 and 6, in 2017-18, would have transferred to high school by 2019-20 and would not need to transfer to an alternative primary school.

**Table 12: The number of pupils at Glan-yr-Afon Primary School in 2017-18 compared with the number of surplus places at other English-medium primary schools in the Llanrumney area**

School	Pupils in year group, in 2017-18							Total pupils Year R-5	Surplus places Year R -5
	R	1	2	3	4	5	6		
Glan-Yr-Afon Primary School – pupils enrolled	21	26	18	27	21	N/a	N/a	113	
<b>Surplus Places:</b>									
Bryn Hafod Primary School	19	14	14	20	10	N/a	N/a		77
Pen-Y-Bryn Primary School	-4	1	-1	0	-5	N/a	N/a		-9
St Cadoc's Catholic Primary School	19	13	23	22	20	N/a	N/a		97
St Mellons C.W Primary School	-3	-1	-3	-2	0	N/a	N/a		-9
<b>Combined surplus</b>	<b>31</b>	<b>27</b>	<b>33</b>	<b>40</b>	<b>25</b>				<b>156</b>

In 2017-18 there were 113 pupils enrolled in Reception – Year 4 at Glan Yr Afon Primary School. If Glan Yr Afon Primary School closed and the Published Admission Number at St Cadoc's Catholic Primary School also increased, there would be 156 surplus places available in the remaining schools in Llanrumney. Pupils from Glan Yr Afon Primary School could move to these schools.

Changing the use of space at St Cadoc's Catholic Primary School would therefore ensure there are enough English-medium primary school places in the Llanrumney area for all the pupils that would need to move from Glan-yr-Afon Primary School.

If the Published Admission Number at St Cadoc's Catholic Primary School was not increased, the Council could consult at a later date on other changes. These changes would be to catchment areas and to admission numbers of schools across a wider area, including Llanrumney, Old St Mellons, Rumney and Trowbridge. This would give a better match between the number of pupils and the number of school places.

## How would secondary school places be affected?

The proposal would have no impact on secondary school places.

The current catchment area of Glan-yr-Afon Primary School is within the catchment area of two secondary schools: Eastern High (English-medium) and Ysgol Gymraeg Bro Edern (Welsh-medium). If Glan yr Afon Primary School closed, children living in this area would still be in the catchment of these schools.

Pupils moving from Glan-yr-Afon Primary School to another primary school would not be advantaged nor disadvantaged when applying for admission to a community secondary school.

## Financial Matters

Schools receive the majority of their funding based on the number of pupils on roll. Schools also receive other funds for items such as premises costs including heating, lighting, cleaning and maintenance.

A fall in pupil numbers at Glan Yr Afon has meant that the budget allocated to the school has reduced.

If Glan Yr Afon Primary school were to close, pupils would transfer to other schools. Funds provided to the school for each pupil would instead be allocated to these schools.

If the Council decides to relocate the Wellbeing Class to another school, it would be necessary to transfer funding for the Wellbeing Class to the other school.

The funds within the Glan Yr Afon Primary School budget for items such as premises costs would be released.

Any decision to close the school may incur redundancy or pension related costs associated with any staff who do not transfer to another role within the Council.

Should there be a decision to dispose of (to sell) all or part of the Glan Yr Afon Primary School it would be necessary to consider the future use of the site.

If the Council decides to dispose of the site it must also consider any costs such as demolition of buildings and security costs while the site is empty. Any funds that the Council receives for the site would be expected to be used for funding the School Organisational Plan Programme, minus these costs.

## Staff Matters

The Council has produced a Human Resources SOP Framework, which provides the basis for managing the human resources issues associated with School Organisation Planning. This has been produced in consultation with key stakeholders including head teachers, governors, faith school representatives and the trade unions. Its purpose is to support governing bodies and staff working in schools through a variety of strategies. This aims to minimise compulsory redundancies across schools in Cardiff.

The Council will work with the school leadership and governing body to ensure that staff continue to be supported and motivated during what may be an uncertain time.

Staff and trade unions have been advised of the proposals, but full consultation now needs to take place. A school closure places school staff at a potential risk of redundancy and this will need to be managed in line with the School Redeployment and Redundancy Policy. This has been adopted by the Governing Body of the school.

Where possible, the Council aims to redeploy staff to other roles rather than staff leave their role through voluntary or forced means.

The Council is committed to maximising opportunities for school staff to secure employment in other schools in Cardiff.

If other schools in the local area require additional staff as a result of an increase in their pupil numbers the Council will request that the schools consider redeployed staff

## Transport Matters

Around 30% of car journeys made during the morning rush hour are trips to schools or colleges. Travel to school by car can add to traffic on main roads and lead to congestion and problems with parking on residential streets near to schools.

The Council wishes to encourage more children to walk and cycle to school, so it is important that any changes to local schools do not result in many more children having to travel further to school and having to be taken there by car.

St Cadoc's Primary school is located close to Glan-Yr-Afon Primary School, but the other English medium schools are located further away.

This means that some children who do not choose to transfer from Glan-Yr-Afon Primary School to St Cadoc's Primary School and instead go to one of the other English medium schools may need to travel further to school and be taken there by car.

The Council is aware that there are already problems with traffic and parking around St Cadoc's school in the mornings and evenings. It is also aware that speeding traffic along Ball Road is a problem.

Due to these issues, the Council has strongly advised that all the schools affected by the proposed changes develop plans to encourage as many children as possible to walk and cycle to school. These plans will need to include the school taking action to promote walking and cycling through learning in the classroom and running activities such as cycle training.

The Council will also take action to identify any physical changes that could be made to streets in the area near to the school sites to make walking and cycling to school easier and safer and improve road safety generally.

## Learner Travel Arrangements

There are no plans to change the Council's transport policy for school children.

Any pupils affected by this proposal would be offered the same support with transport as is provided throughout Cardiff and in line with the same criteria that apply across Cardiff.

A child in primary school would not normally be offered support with transport if there is a place in a community school within two miles of their home. If there is no place, then support may be provided to the nearest school of the same type.

The Council's transport policy for school children can be viewed on the Council's website here: [www.cardiff.gov.uk/schooltransport](http://www.cardiff.gov.uk/schooltransport).

Information regarding available safe walking routes to alternative primary schools in the area can be obtained from the Passenger Transport Team (Tel: 029 2087 2808)



## Impact of the proposal on the Welsh Language

The Council does not expect any negative impact on the Welsh Language from this proposal.

Welsh is taught in English-medium schools in line with the National Curriculum. If Glan Yr Afon Primary School were to close this would not change.

This proposal would not change the number of Welsh-medium primary school places available in the area.

Council officers monitor birth rates, the number of extra pupils that may come from new housing and how many pupils wish to attend Welsh-medium schools. This allows the Council to bring forward suitable plans to deal with any increase in demand.

## Equalities

An Equality Impact Assessment is a process that looks at a policy, project or scheme to make sure it does not discriminate against anyone based on age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion/belief, sex, sexual orientation.

An initial Equality Impact Assessment has been carried out. It concluded that the proposed changes would not negatively affect a particular group in society. This assessment will be reviewed after the consultation. Further equality impact assessments would also be carried out if the proposal goes ahead. These would include looking at any changes that may be made to existing schools.

## Community Impact

The following are taken into account when considering a proposal: Public Open Space, parkland, noise and traffic congestion. Officers will work with schools and any community group to make sure that the proposal avoids negative impacts if possible.

The schools that might be affected by the proposals are existing schools. Some offer after school activities and some have community organisations offering services from the school. It is not thought that there would be a negative impact on any of these activities.

## What happens next?

### Key Dates

The Council will collect and summarise the feedback from this consultation. Council officers will then report this to the Council's Cabinet. This consultation report will be available for anyone to view on the Council website. You can also get a copy by using the contact details in this document.

There are a number of further stages that the Council would have to go through before a final decision is made.

These stages are set out in Table 13 below:

**Table 13: Further stages**

Stage	Timescale
Consultation Period	10 September – 22 October 2018
Consultation report to be considered by the Council Cabinet and published on the Council website	December 2018
Expected date for start of Objection Period, when statutory notice has been issued (when formal written objections can be made)	January 2019
Expected date for end of Objection Period	February 2019
Final decision (determination) by the Council's Cabinet	March 2019
Objection report published on the Council's website and notification of Cabinet's decision	March 2019

This timetable may be subject to change.

## Consultation period

The consultation period for these proposals starts on Monday 10th September 2018 and ends on Monday 22nd October 2018. Please see page 33 for further details of how to respond and make your views known.

Within 13 weeks of Monday 22nd October 2018 the Council will publish a consultation report on its website. You can also ask for a hard copy of the report. The report will include the issues raised by people during the consultation period and give the Council's response to these issues. The report will also contain Estyn's view of the proposal.

The Council's Cabinet will consider the consultation report and decide whether or not to go ahead with the proposed changes.

If the Cabinet decides to continue with the changes it must publish a document called a 'statutory notice'. This is an official statement saying that the changes will go ahead.

## Statutory Notice

A statutory notice is the formal publication of a finalised proposal. The Council's Cabinet must decide whether to approve publishing a statutory notice. This would only be considered after the Cabinet have received a report on all the consultation responses. This process is a legal requirement as outlined in the School Organisation Code 2013.

The Council would publish the statutory notice on its website. It would also put copies of the notice at or near the main entrance to the schools affected by the notice. Schools that are affected would also be given copies of the notice to give out to pupils, parents, guardians, and staff members (the school may also distribute the notice by email). The notice sets out the details of the proposals and asks anyone who wants to object to do so. Objections must be written. They must be sent to the Council within the dates given on the notice.

## Determination of the proposals

Cardiff Council Cabinet would determine the proposal. This means they will make a final decision on whether the changes go ahead. The Cabinet may decide to approve or reject the proposal, or they may approve the proposal with some changes (modifications). The Cabinet will take any objections received in the Objection Period into account when making this decision.

## Decision Notification

After determination, Cardiff Council would let everyone affected by the proposal know what the decision was. It will also be published on the Council's website.

## Frequently Asked Questions

### Why is this happening now?

The school is facing a number of challenges. These challenges are having an impact on the ability of the school to deliver a high standard of education. The Council believes that the best option is for the school to close.

### What happens if the local schools are full?

As set out at page 26, the combination of more places proposed at St Cadoc's Catholic Primary School and spare places at other primary schools in the area would mean pupils could move to alternative schools.

If the proposal to increase the admission number at St Cadoc's Catholic Primary School did not go ahead, it would be necessary to consult at a later date on other changes. This would be across a bigger area including Llanrumney, Old St Mellons, Rumney and Trowbridge. This would give a better match between the number of pupils and the number of school places.

### Why is the Council expanding other schools?

As part of the Welsh Government 21st Century Schools Programme, the Council has invested in schools throughout city. In these areas demand for places has been more than the number of places available. As set out at page 13, the demand for places at primary schools in the Llanrumney area is less than the number of places available.

## Frequently Asked Questions

### **Will siblings have to be split up?**

If Glan yr Afon Primary School is closed, Council Officers would work closely with parents to move pupils to alternative schools and would be able to advise parents on which schools have places available in each year group.

### **Is it possible to have a smaller school on the site or elsewhere?**

Small schools have less funding to provide education than a school with more pupils. The low number of pupils at Glan Yr Afon means it is likely the school will continue to have financial problems. A smaller school may have difficulties in retaining the best staff and attracting new staff. Less funding would also make it difficult to improve the learning environment and to raise standards.

### **What will happen to the site if the school closes?**

Should there be a decision to dispose of (to sell) all or part of the Glan Yr Afon Primary School it would be necessary to consider the future use of the site. Any funds that the Council receives for the site would be expected to be used for funding the School Organisational Plan Programme, minus any costs of demolition, security etc.

### **What support will be available for children if the school closes?**

All primary schools in Cardiff are able to meet the needs of pupils. Council Officers would work with parents to move pupils to alternative schools.

### **How will the needs of children with Additional Learning Needs be supported?**

See page 22. All schools in Cardiff would continue to provide support for pupils with Additional Learning Needs as required.

### **Is a phased closure an option?**

See page 25. The Council's view is that a phased closure is more of a risk to the teaching and learning at the school than a full closure in August 2019.

### **Could a smaller primary school be opened on the old Llanrumney High School site?**

The disposal of the Llanrumney High School site was agreed in order to provide funds towards the new Eastern High. It is anticipated that proposals will be brought forward by the Housing Partnership Programme for the site.

### **Will transport be provided if places are not available in Llanrumney?**

See page 28. A child in primary school would not normally be offered support with transport if there is a place in a community school within two miles of their home. If there is no place, then support may be provided to the nearest school of the same type.

# Have Your Say!

## What is proposed?

The Council is proposing to close Glan Yr Afon Primary School from 31st August 2019

- There are not enough pupils attending the school. Glan yr Afon currently has 141 spaces free – almost half of all spaces.
- Fewer spaces means less funding for the school. The school currently has a deficit budget of £130,000. It is extremely unlikely that this situation will change.
- The school building is in need of major repair and provides poor suitability for purpose.
- Spaces are available to accommodate existing pupils across other schools in the local area. The quality of the education and buildings at these schools is of a higher or equal standard.

### 1. Are you responding as: Please tick all that apply

- |  |  |
|--|--|
| <input type="checkbox"/> Parent of a child at Glan yr Afon                           | <input type="checkbox"/> School Employee (Which school?) |
| <input type="checkbox"/> Parent of a child at another primary school (which school?) | <input type="checkbox"/> Pupil (Which School)            |
| <input type="checkbox"/> School Governor (which school?)                             | <input type="checkbox"/> Interested Member of the Public |

### 2. Do you understand the reasons for the proposal to close Glan yr Afon Primary?

Yes  No

### 3. Which of the following do you believe are most important when choosing a primary school for your child/ren? (Tick 3)

- |  |  |
|--|--|
| <input type="checkbox"/> Size of the school                        | <input type="checkbox"/> Proximity to home                     |
| <input type="checkbox"/> Class sizes                               | <input type="checkbox"/> Siblings already in the school        |
| <input type="checkbox"/> Quality of school buildings and resources | <input type="checkbox"/> I / family members went to the school |
| <input type="checkbox"/> Teaching staff                            | <input type="checkbox"/> Other (please tell us)                |
| <input type="checkbox"/> Educational attainment                    | _____  |
| <input type="checkbox"/> Good reputation                           | _____  |



#### 4. How many children do you have at primary school?

Nursery	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6

#### 5. Do you agree with the proposal?

Yes  Yes, if certain concerns can be addressed  No

What are your concerns and how can they be addressed?  
Please give your reasons and suggest alternatives

#### 6. Please let us have any additional comments or views regarding the proposal. Please tell us why you feel this way

Name \_\_\_\_\_

Address \_\_\_\_\_

Post Code \_\_\_\_\_

Consultation responses will not be counted as objections to the proposal. Objections can only be registered following publication of a statutory notice. If you wish to be notified of publication of the Consultation report please provide an email address. If you do not provide an email address we cannot keep you up to date

**Thank you for your comments**

**Please return this form to School Organisation Planning, Room 422, County Hall, CF10 4UW by no later than 22 October 2018.**

The information you have provided above will be processed by Cardiff Council in line with the Data Protection Act 2018 and General Data Protection Regulation. The information provided to us in relation to this consultation will be treated as confidential but it may be used by the Council or disclosed to others when required by law. The purpose of processing the personal data is required to perform a specific task in the public interest. Any responses received can be requested under the Freedom of Information Act and may have to be made public, however any information that would identify an individual such as name and address would be removed.

For further information on how Cardiff Council manages personal information, see our full Privacy Policy on the Council's website [https://www.cardiff.gov.uk/ENG/Home/New\\_Disclaimer/Pages/default.aspx](https://www.cardiff.gov.uk/ENG/Home/New_Disclaimer/Pages/default.aspx)

# 21st Century Schools Summary Document 2018

## CONSULTATION ON THE PROVISION OF ENGLISH-MEDIUM PRIMARY SCHOOL PLACES IN THE LLANRUMNEY AREA

10 September – 22 October 2018



This summary document can be made available in Braille  
This is not the Consultation Document. The Consultation Document  
is available at: [www.cardiff.gov.uk/ glanyrafonschool](http://www.cardiff.gov.uk/glanyrafonschool)



# English-Medium Primary School Places in the Llanrumney Area

Cardiff Council is suggesting changes to primary school places in Llanrumney.

In the Llanrumney area there is a much greater number of places in primary schools than pupils who wish to attend those schools. This has been the case for a number of years. Even though the number of children living in Llanrumney has increased, there are still many more places than are needed.

The Council is therefore proposing to remove some of the surplus (empty) school places in schools in Llanrumney.

## What are we proposing to do?

- Close Glan yr Afon Primary School from 31 August 2019

## How can I find out more?

This document gives a summary of the changes we are suggesting. It explains the reasons for the proposal and what would happen if the decision were made to close.

## Where can I find more information?

Full details can be found in the Consultation Document here:  
[www.cardiff.gov.uk/glanyrafonschool](http://www.cardiff.gov.uk/glanyrafonschool)

We have organised a public meeting and drop-in sessions that you can attend if you would like us to explain the suggested changes to you and for you to ask us questions. These are listed below:

Type of Consultation	Date/Time	Venue
Drop in session for Glan Yr Afon parents	To be arranged with school	Glan Yr Afon Primary School
Drop in session for all parents	Wednesday 19 September 10.00am - 12.00	Llanrumney Hub, Countisbury Av
Staff Meeting	To be arranged with school	Glan Yr Afon Primary School
Governing Body meeting	To be arranged with school	Glan Yr Afon Primary School
Public Meeting	Thursday 4th October 5.30pm – 7.00 pm	The John Reynolds Centre, Shaw Close
Drop in session for Glan Yr Afon parents	To be arranged with school	Glan Yr Afon Primary School
Admissions advice session for Glan Yr Afon parents	To be arranged with school	Glan Yr Afon Primary School

## How can I give my views?

You can provide your views at [www.cardiff.gov.uk/glanyrafonschool](http://www.cardiff.gov.uk/glanyrafonschool)

A response form for you to provide your views is also enclosed on pages 7 and 8.



## What does primary education look like in Llanrumney now?

Primary school places in the Llanrumney area are currently provided at several schools.

- There are three English-medium community primary schools in Llanrumney: - Bryn Hafod Primary, Glan yr Afon Primary and Pen y Bryn Primary.
- There are two voluntary aided faith schools, St Mellon's Church in Wales Primary School and St Cadoc's Catholic Primary School that also serve the area.
- Welsh-medium education is available at Ysgol Bro Eirwg and Ysgol Pen y Pil, which serve parts of Llanrumney, Rumney, Trowbridge and Old St Mellons.

Of the 1,342 places available in these schools 1,073 are taken up and 269 are unfilled.

## Will pupil numbers in Llanrumney increase?

There is no big growth in pupil numbers expected in the area from within the current local population.

Several new housing sites are being built in Llanrumney. However, the total increase in pupils from the known sites would be fewer than four in each year group. This is not expected to have much effect on the number of pupils needing places at primary schools in Llanrumney.

## Why are we proposing to close Glan Yr Afon and not the other English-medium primary schools?

The aim of the proposed change is to reduce the number of unfilled English-medium primary places in the Llanrumney area. There are a number of reasons why the proposal to close Glan Yr Afon Primary School has been recommended as the best way to achieve this.

The number of families choosing to take up place at Glan Yr Afon Primary School is low in all year groups. Most of the families that live in the catchment area request places at other schools. This has been happening for a number of years.

There were 151 pupils at the school during the 2018 spring term (Reception – Year 6). There were 141 spare places at the school. Almost half (48%) of the spaces were unfilled.

Much of the funding schools receive is based on the number of pupils they have. The low number of pupils at Glan Yr Afon Primary School means the school gets less funding to provide education than a school with more pupils and they are unable to pay for unforeseen issues such as problems with the condition of the building.

The school has a deficit budget of £130,000 for 2018/19. This means that the school plans to spend £130,000 more than it has. Small schools find it very difficult to recover from a deficit of this size.

It is unlikely that the number of pupils at the school will increase greatly and there are still spare places in other schools in the Llanrumney area.

## Condition and Suitability

The condition of the Glan Yr Afon Primary School building is poor. The suitability of the building has also been assessed as poor. With low pupil numbers it is likely the school will continue to have financial problems. The school would then find it difficult to manage the school building issues.

## Admission Arrangements and transfer of Glan Yr Afon pupils

If Glan yr Afon Primary School is closed, demand for English-medium primary school places in the area could be met in other ways.

The Governing Body of St Cadoc's Catholic Primary School is also deciding how to use the space in the school in the future. Changing the use of existing rooms at St Cadoc's Catholic Primary School could create more places

They may decide to increase the number of places in each year group from 45 to 60. It is up to the school to decide whether to increase school places. If they did decide to increase the number of places they would have to consult on this with parents at the school and others.

If Glan-yr-Afon Primary School closed in August 2019, pupils in the school at that time would need to transfer to places at other schools.

In 2017-18 there were 113 pupils enrolled in the Reception – Year 4 classes at Glan Yr Afon Primary School. If the school closed and St Cadoc's Catholic Primary School also increased their places, there would be 156 places available in the schools in Llanrumney.

Pupils from Glan Yr Afon Primary School could move to other schools in Llanrumney. They could also access places in schools outside the area if preferred. Alternative options are available locally if St Cadoc's Primary School decided not to consult on increasing its places.

If Glan yr Afon Primary School were to close, Admissions Officers would work with parents to provide details on available places and information on schools so that families could make a well informed decision about their child's transfer.

More information about admission arrangements is in the Council's Admission to Schools booklet at [www.cardiff.gov.uk/schooladmissions](http://www.cardiff.gov.uk/schooladmissions)

### Nursery Places

There are enough nursery places in other Llanrumney schools, and it is possible to increase places in some schools if required.

### How would secondary school places be affected?

The proposal would have no impact on secondary school places.

### Wellbeing Class and Flying Start

There are Flying Start facilities and a Wellbeing Class and Flying Start Facilities at Glan yr Afon Primary School. If the school closed the Council would make arrangements to move the Flying Start provision and it would stay in the local area.

The Wellbeing Class serves children from across Cardiff, children attend this class for a maximum of 6 months before returning to their usual school. The Council is planning to open more classes in other schools.

## Quality and Standards

Every school in Wales is inspected by Estyn to ensure that they are providing a good quality of education to their pupils and all children are supported to learn by excellent teaching and learning staff. Schools are also placed in one of the four colour-coded support categories (green, yellow, amber and red) as part of the Welsh Government's National School Categorisation System. Amber and Red schools are a serious cause for concern and require the most support.

Standards of schools in the Llanrumney area are set out in the table below. The table also indicates Estyn's assessment of each school's prospects of improvement. The colours used show the most recent categorisation using the Welsh Government's Categorisation in January 2018.

School	Inspection Date	Standards	Prospects for Improvement	Language medium and Category of School
Bryn Hafod	Nov 2015	Adequate - required monitoring	Adequate	Removed from monitoring March 2017
Glan Yr Afon	Jan 2015	Adequate - required monitoring	Good	Removed from monitoring July 2018
Pen Y Bryn	Jul 2018	Good	Good	
St Cadocs	Jan 2017	Good	Good	
St Mellons	Oct 2016	Good	Good	
Ysgol Bro Eirwg	Jan 2016	Good	Good	
Ysgol Pen Y Pil	May 2012	Good	Good	

### How would support for Glan Yr Afon pupils be affected?

All schools in Cardiff would continue to provide support that is appropriate to the individual needs of each pupil.

There is no information to suggest that the needs of any of the below groups of pupils would be negatively affected:

- pupils with Additional Learning Needs
- pupils with English as an Additional Language
- pupils receiving Free School Meals
- Minority Ethnic pupils

### What are the benefits of the proposal?

- A better match between the number of pupils and school places in Llanrumney.
- One less school site and building to maintain would mean that more of the funding for schools could be used for teaching and learning.
- The Council believes the proposal would improve standards, or at least keep the current standards of education the same
- More chances for children to learn with others of the same age
- Larger schools have more staff and could better share their workload
- Money saved could be invested in school buildings and facilities.

## What are the possible disadvantages of the proposal?

- Pupils at Glan yr Afon Primary School have to move to other schools. However the quality of teaching and learning at other schools in the area has been judged to be of an equal or higher standard.
- The proposal would reduce the number of school places available in the area. However more of the funding available could be used for teaching and learning.
- Some pupils would have to travel further to school.

## Risks associated with the proposal

- If St Cadoc's Primary School decides not to increase the number of places at the school from 45 to 60 the Council would need to look at other changes to schools.
- The Council could consult on changes to catchment areas and school capacities at a later date. This would be across a wider area including Llanrumney, Old St Mellons, Rumney and Trowbridge. This would still mean that there are enough places in each area for the pupils to attend a nearby school.

## Why can't the closure be phased over a longer time?

The Council thinks that a phased closure is more of a risk to the teaching and learning at the school than a full closure in August 2019. A phased closure would cause a number of difficulties:

- Fewer pupils would mean that the Governing Body would get less funding.
- The school would therefore need to reduce the number of staff every year.
- A smaller school may have difficulties in retaining the best staff and attracting new staff.
- Less funding would make it difficult to improve the learning environment.

Teaching and learning at other schools in the area has been judged to be of a better or similar standard at present.

## How would Glan Yr Afon staff be affected?

The Council has worked with Headteachers, Governors, unions and others to produce a Human Resources SOP Framework

This supports governing bodies and staff working in schools through a variety of strategies. It aims to minimise compulsory redundancies across schools in Cardiff.

Most schools in Cardiff have adopted a School Redeployment and Redundancy policy. Where possible, the Council aims to redeploy staff to other roles rather than staff leave their role through voluntary or forced means.

## What happens next?

The Council will collect and summarise the feedback from this consultation. Council officers will then report this to the Council's Cabinet.

If the Cabinet decides to continue with the changes it must publish a document called a 'statutory notice'. This is an official statement saying that the changes will go ahead.

The statutory notice sets out the details of the proposals and asks anyone who wants to object to do so. Objections must be written. They must be sent to the Council within the dates given on the notice.

The Cabinet may decide to approve or reject the proposal, or they may approve the proposal with some changes (modifications). The Cabinet would take any objections received in the Objection Period into account when making their decision.

## Where can I find more information?

Full details of the proposal can be found at [www.cardiff.gov.uk/glanyrafonschool](http://www.cardiff.gov.uk/glanyrafonschool).

# Have Your Say!

## What is proposed?

The Council is proposing to close Glan Yr Afon Primary School from 31st August 2019

- There are not enough pupils attending the school. Glan yr Afon currently has 141 spaces free – almost half of all spaces.
- Fewer spaces means less funding for the school. The school currently has a deficit budget of £130,000. It is extremely unlikely that this situation will change.
- The school building is in need of major repair and provides poor suitability for purpose.
- Spaces are available to accommodate existing pupils across other schools in the local area. The quality of the education and buildings at these schools is of a higher or equal standard.

### 1. Are you responding as: Please tick all that apply

- |  |  |
|--|--|
| <input type="checkbox"/> Parent of a child at Glan yr Afon                           | <input type="checkbox"/> School Employee (Which school?) |
| <input type="checkbox"/> Parent of a child at another primary school (which school?) | <input type="checkbox"/> Pupil (Which School)            |
| <input type="checkbox"/> School Governor (which school?)                             | <input type="checkbox"/> Interested Member of the Public |

### 2. Do you understand the reasons for the proposal to close Glan yr Afon Primary?

Yes  No

### 3. Which of the following do you believe are most important when choosing a primary school for your child/ren? (Tick 3)

- |  |  |
|--|--|
| <input type="checkbox"/> Size of the school                        | <input type="checkbox"/> Proximity to home                     |
| <input type="checkbox"/> Class sizes                               | <input type="checkbox"/> Siblings already in the school        |
| <input type="checkbox"/> Quality of school buildings and resources | <input type="checkbox"/> I / family members went to the school |
| <input type="checkbox"/> Teaching staff                            | <input type="checkbox"/> Other (please tell us)                |
| <input type="checkbox"/> Educational attainment                    |  |
| <input type="checkbox"/> Good reputation                           |  |
- \_\_\_\_\_
- \_\_\_\_\_



#### 4. How many children do you have at primary school?

Nursery	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6

#### 5. Do you agree with the proposal?

Yes  Yes, if certain concerns can be addressed  No

What are your concerns and how can they be addressed?  
Please give your reasons and suggest alternatives

#### 6. Please let us have any additional comments or views regarding the proposal. Please tell us why you feel this way

Name \_\_\_\_\_

Address \_\_\_\_\_

Post Code \_\_\_\_\_

Consultation responses will not be counted as objections to the proposal. Objections can only be registered following publication of a statutory notice. If you wish to be notified of publication of the Consultation report please provide an email address. If you do not provide an email address we cannot keep you up to date

**Thank you for your comments**

**Please return this form to School Organisation Planning, Room 422, County Hall, CF10 4UW by no later than 22 October 2018.**

The information you have provided above will be processed by Cardiff Council in line with the Data Protection Act 2018 and General Data Protection Regulation. The information provided to us in relation to this consultation will be treated as confidential but it may be used by the Council or disclosed to others when required by law. The purpose of processing the personal data is required to perform a specific tasks in the public interest. Any responses received can be requested under the Freedom of Information Act and may have to be made public, however any information that would identify an individual such as name and address would be removed.

For further information on how Cardiff Council manages Personal Information, see our full Privacy Policy on the Council's website [https://www.cardiff.gov.uk/ENG/Home/New\\_Disclaimer/Pages/default.aspx](https://www.cardiff.gov.uk/ENG/Home/New_Disclaimer/Pages/default.aspx)

**Present:** Nick Batchelar (Director), Jackie Turner (Assistant Director), Janine Nightingale (SOP), Michele Duddridge Hossain (SOP), Rosalie Phillips (SOP) Beverley Bailey (SOP). There were c60 parents/children, members of the public.

*Please note: The following is not a transcript but a contemporaneous note of the meeting.*

No	Heading	Action
	<p>Nick Batchelar (NB) opened the meeting, welcomed those present and introduced officers.</p> <p>The meeting was part of the public consultation on a proposal to close Glan yr Afon Primary School which was approved for consultation by Cabinet (elected members) in July. No decision had been made and key questions and views would be recorded and reported to the Council Cabinet who will make a decision on whether to progress the proposal.</p> <p>There was a presentation from Michele Duddridge Hossain setting out details of the proposal:</p> <ul style="list-style-type: none"> <li>• Background</li> <li>• What is being proposed</li> <li>• Where do children live and where do they go to school</li> <li>• St Cadoc’s Catholic Primary School</li> <li>• Future housing</li> <li>• Condition and suitability</li> <li>• Quality and Standards</li> <li>• Finance</li> <li>• Why Glan yr Afon Primary School</li> <li>• Benefits, disadvantages and risks</li> <li>• Admissions/catchment areas</li> <li>• Key Dates/What happens next</li> </ul> <p>The following points/queries were made/raised.</p> <p><b>Former parent – why not reduce the capacity of the school and retain it for future generations.</b>            NB – there would still be surplus places to manage and Cabinet will want to consider the implications of this.</p> <p><b>Parent – the money that has been spent on consultation could have been invested in the school instead.</b></p> <p><b>Parent – why were parents told to take their children out of the school; the staff at the school are like parents to the children</b></p>	

	<p><b>and cannot understand why the Council want to close a great school.</b> NB advised that he was aware that a complaint had been submitted and the matter was being looked into.</p> <p><b>Parent – closing the school would be wrong; the school provides excellent development for pupils who have great relationships with staff.</b></p> <p><b>Pupil – why close a school which has been open for a long time. Currently in Y5 and concerned about losing friends and having to move twice in a short period of time – first for Y6 and then for Y7.</b></p> <p><b>Parent – why wasn't the school invested in? Will not be sending child to St Cadoc's</b> NB advised that for parents who do not want places at St Cadoc's, there would be place at other community schools.</p>	
	<p><b>Parent – how many children have moved since January? How many spaces are there available?</b></p> <p><b>Resident – have other schools been considered for closure? There are already problems with parking; increasing class sizes will not help and there is no guarantee that St Cadoc's will offer places to local children; children could end up going out of the area.</b> NB advised that transport issues are important and would need to be considered as part of the report to Cabinet.</p> <p><b>Grandparent – concerned for grandchild who suffers with asthma. Who will be responsible for H&amp;S; staff at the school know how to manage children and how to treat asthma.</b> <b>Parent – will have to get children up an hour earlier; don't drive and may have children going to different schools; the Council should be finding places for children in other schools. Concerned about the distance to other schools, disruption to education, attendance and logistics. The previous Headteacher is responsible for the difficulties and should be sued.</b> NB acknowledged the potential disruption arising out of the proposed change</p> <p><b>Staff – is this the right time for this to happen? Prior to the suspension of the substantive Headteacher, the school had been in a good place with good prospects for improvement and a balanced budget. The school hasn't made as much progress and has a deficit of £130k however this has been against the backdrop of there being no full time Headteacher.</b></p>	



NB advised that the deficit budget position was not related to covering for the absent Headteacher post and the issues considered by the Council Cabinet in July were not related to the Headteacher. MDH advised that there would be a meeting with pupils to record their views which would form part of the report to Cabinet.

**Cllr Bridgeman – primary schools can suffer because of the associated secondary school provision and this has influenced choices. Eastern High numbers have increased and people may opt back into the English-medium community places.**

NB - this is a matter which would need to be considered.

**Parent – a traffic officer told the school crossing lady that traffic will be worse once the school closes**

NB - this was a genuine consultation and no decision has been made; a previous school closure proposal elsewhere in the city was not progressed. A decision would be made by the Cabinet

**Former parent / grandparent – why can't the closure be phased? Allow those children already at the school to remain. Brilliant teachers and support staff who make an effort to engage with everyone.**

NB - that there were advantage and disadvantages to this and would need to consider.

**Parent – I have been on the GB and qualified in the school, it has been a big part of my life. Why can't the pupils complete their education before it closes.**

NB acknowledged the suggestion of a phased closure

**Staff – the school had been inspected and can only continue to improve; have waited two and a half years for a decision and now being denied opportunity to consolidate and improve.**

NB advised that the consultation document refers to CSC and Estyn judgements.

**Pupil – children could lose their friends and focus before going to high school.**

**Parent – the school supports children with difficulties and has been with these children since Reception. Will not be able to get children to different schools. Invest in Glan yr Afon not St Cadoc's.**

**Parent – concerned that children will be separated and in different schools because there is no rule for siblings Are**

<p>MDH explained catchment, routes etc</p> <p><b>Previous parent – why is Glan yr Afon not being given a chance? In 2011 you proposed to close Pen y Bryn, then put money in and it is now full to capacity. You did the same to Cefn Onn Primary School. Why haven't we had the same chance. Now there are not enough school places; no allowance has been made for new housing</b></p> <p><b>Parent – why were parents told the school was closing and no more children were being admitted.</b> MDH – parents have to be made aware of the proposal and have spoken to officers to ensure the information provided to parents is correct.</p> <p><b>Parent – parents have been told the school is closing.</b></p> <p><b>Staff – concerned for the emotional wellbeing of children and the impact on lateness and attendance if the school closes.</b></p> <p>Staff – Pupils are vulnerable and this is being used as a judgement on teachers when they have high level needs</p> <p><b>Staff – the school has the highest percentage of FSM children and the Council is saying that it is ok to move these children around like chess pieces.</b></p> <p><b>Pupil – why is the Council giving money to Pen y Bryn and not to Glan yr Afon?</b></p> <p><b>Parent – why can't S106 monies be invested in Glan-yr-Afon?</b> JN advised that the Council receives S106 monies for new housing developments and can report this suggestion back to Cabinet.</p> <p><b>Cllr Joyce – both children and grandchildren have attended the school, received a good education and have thrived. The school is in a deprived area and there are issues around parents not wanting to send children to St Cadoc's, 50% FSM and concerns around parents being able to afford transport for children to alternative schools. Potential issue around people having to vacate family homes and larger families moving into the area as a result of changes to the benefits system.</b></p> <p><b>Parent – how can the Council say there are issues with achievement when pupils are improving and making progress.</b></p> <p><b>Resident – the school seems to care for children with difficulties with the school have the highest percentage of</b></p>
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	<p><b>Staff – have been told by the local councillors and the governing body that they did not know about the proposal until the day before it was made public.</b></p> <p>JN – the issue around the number of pupils at the school falling has been known for some time. Officers have looked at schools in the area and advised Cabinet Members of the issues at which point they asked for a public consultation to be undertaken. No decision has been made at this point.</p> <p><b>Grandparent – Not letting teachers build back up their reputation</b></p> <p><b>Parent – only allowing a year for the closure; give the school an opportunity or at least phase the closure.</b></p> <p><b>Parent – opportunity to have £1m to make the local area better but Llanrumney was not mentioned. Will pupils have priority for admission to other schools. The Council does not understand what it is putting everyone through.</b></p> <p><b>Staff – children went to the school; standard of education of the highest quality.</b></p> <p><b>Parent – when child had difficulties, other schools did not want to know. The staff at the school do an amazing job with challenging children. There is no Flying Start provision in St Mellons.</b> NB – the point about early years provision is noted.</p> <p><b>Parent – 45 minute travel time to other schools; how are children going to get to school. Parents will be fined for not getting children to school on time.</b> NB – Cabinet would want clear evidence of places being available in the area.</p> <p><b>Parent – child currently in Y5; doesn't like change and will have to move twice within a short period of time; what support will be available for these children.</b></p> <p><b>Grandparent – have phoned around all of the school making enquiries about spaces in different age groups and was told that there are big waiting lists; do not believe that places will be available.</b> NB – the Cabinet will want to see of evidence of places being available in the area.</p>	
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<p><b>Staff – where will these places be? In St Cadoc’s?</b></p> <p><b>Parent – we live at the bottom of Llanrumney not the top.</b></p> <p><b>Parent – what is going to happen with traffic if St Cadoc’s is expanded.</b></p> <p><b>Parent – why is the bottom end of Llanrumney being targeted; have already lost lots of services.</b></p> <p><b>Parent – my child can walk home from school, who is going to guarantee their safety if they have to go to St Mellons.</b></p> <p><b>Parent – the proposal is based on the number of pupils over the last two years when there has been a number of issues at the school; what about the pupils numbers over the last 30 years not when there has been bad publicity.</b>          JT advised that all of the views/issues raised had been recorded and would be included in the report to be considered by the Council Cabinet.</p> <p>The issues raised at the meeting were summarised and included:</p> <ul style="list-style-type: none"> <li>• transport and traffic</li> <li>• the geography of the area</li> <li>• logistics – children attending different schools</li> <li>• pride in Glan yr Afon and community links to the school</li> <li>• legacy of the school</li> <li>• learning needs are being met very well at the school</li> <li>• concerns around having to move</li> <li>• phased closure</li> <li>• wellbeing/care/friendships</li> <li>• housing developments – use monies to invest in the community</li> <li>• high number of FSM children</li> <li>• spaces/numbers in other schools</li> <li>• admissions – how to ensure children are admitted to school of choice</li> <li>• traffic</li> <li>• opportunity for school to thrive following recent issues</li> <li>• community facilities being taken from the school</li> <li>• a Church school is not everyone’s choice</li> </ul> <p><b>Parent – what about home tutoring.</b>          JT – this is always an option for parents and the LA has to support parents to exercise this right.</p> <p><b>Parent – a number of community facilities have been taken from the area.</b></p>	
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	<p><b>Cllr Bridgeman – if the school closes, would like to see priority for children at other schools.</b></p> <p><b>Pupil – what about the kids</b></p> <p><b>Parent – why are rights being taken away</b></p> <p><b>Parent - what about teachers being able to go into other jobs</b></p>	
	<p>NB – officers will prepare a report including all comments raised at the meeting. The report will be published before the Cabinet meeting which is likely to be in December. Cabinet Members can also be contacted directly.</p> <p>NB thanked all those present and asked that they submit responses in writing.</p> <p>The meeting closed at 7pm</p>	

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Schools Programme  
Record of Drop in session  
Glan yr Afon Primary School – Tuesday 18 September 2018



**Present:** Brett Andrewartha (SOP Team Manger), Rosalie Phillips (SOP Project Officer) and Shirley Kaseras (SOP Project Officer)

*Please note: The following is not a transcript but a contemporaneous note of the meeting.*

No	Heading	Action
	<p>The session was attended by a number of parents/grandparents of children currently at the school with the following points raised.</p> <p><b>What is going to happen to the site if the school closes?</b> Officers advised that in the event of the school closing, consideration would be given to options for the site at that stage. The site sits within the floodplain and the options for development are limited.</p> <p><b>Why is the Council telling everyone that the school is closing?</b> Officers set out that the Council is consulting on a proposal to close the school and is seeking the views of a wide range of people. At the school to get feedback from parents however at the end of the process the decision may be to close the school.</p> <p><b>What will happen if St Cadoc's RC Primary School does not expand?</b> Officers advised that any proposal to expand St Cadoc's RC Primary would be a matter for the Governing Body of the School and would be subject to public consultation. If the decision was taken for St Cadoc's to remain at its current size, the Council would need to look at admission arrangements including catchment areas across the area.</p> <p><b>What are the options for those who did not wish their child to attend a faith school (namely St Cadoc's RC Primary School or St Mellons (CiW) Primary School given that there won't be sufficient places at the local community schools of Pen y Bryn or Bryn Hafod.</b> Officers advised that there are places available in other community schools and the expectation was that these would be taken up in the first instance followed by available alternatives.</p> <p><b>What about the additional cost to parents? The Council is depriving children further.</b> Officers set out the reasons behind the proposal. The low number of pupils at the school limits the level of funding available to the school and impacts on the school buildings, staffing, standards and outcomes for children.</p>	

	<p>The school has been categorised as amber by the CSC and continues to receive a significant level of support.</p> <p><b>How will transferring children from a class of 20 to a class of 60 help?</b> Officers advised that if children were to transfer to other schools the maximum class size would be 30.</p> <p><b>There was concern that the next nearest community school was too far away to make walking to school practicably possible and not everyone has access to a vehicle. It was estimated by the parents that it could take them circa 45 minutes per trip.</b> Officers noted the point.</p> <p><b>The logistical issues of attending several schools further away would be compounded as there is currently a level of support provided locally amongst parents in relation to the school commute.</b> Officers noted the point.</p>	
	<p><b>There were concerns that siblings would not be offered places at the same school and parents queried whether their children would have priority for admission to alternative schools.</b> Officer advised that any application to attend an alternative school would be processed in line with current admissions criteria.</p> <p><b>There were concerns about the road infrastructure and traffic issues along Ball Road and the impact that removing the school crossing patrol personnel employed by the school would have on this area.</b> Officers noted the point.</p> <p><b>The community felt that the school had not had adequate support to enable them to build a good reputation which has contributed to the low numbers applying for the school. It was felt that this had been compounded by the numerous changes in leadership.</b> Officers noted the point.</p> <p><b>Parents felt that the children are being well catered for by the staff at the school and that they are getting a good standard of education. It was felt that by being educated in a smaller school, the staff have good relationships with the children and a good understanding of the children's individual needs. There was a worry that the children's progress could regress if they had to move to a new environment away from their friends.</b></p>	



	<p>Officers advised that there would be a meeting with pupils to record their views which would form part of the report to Cabinet.</p> <p><b>Parents were unhappy about having to purchase new school uniform if children have to move school, especially if this was only for a year.</b> Officer advised that under previous school organisation proposals funding had been made available to help with this but not in a position to confirm this at present.</p> <p><b>It was suggested that Pen y Bryn Primary School which shares facilities with St Mellons CiW Primary School and Bryn Hafod Primary School could be closed and moved to a larger site along with Glan yr Afon Primary School to form a new primary school to serve the area.</b> Officers advised that there were no proposals relating to Pen y Bryn or Bryn Hafod Primary Schools and the point was noted.</p> <p><b>It was suggested that the onsite Flying Start accommodation could be amalgamated with a smaller Glan yr Afon Primary School as part of a phased closure. A closure over a longer period e.g. three years would be more favourable to the community than the proposed closure at 31 August 2019 as it would allow parents more time to apply for places elsewhere.</b> Officers noted the point.</p> <p><b>Parents queried what would happen in the event of there being more children than expected from housing developments in the local area.</b> Officers advised that developments are assessed on the basis of the number of children likely to result from these developments.</p> <p><b>Parents queried why regeneration projects were being afforded and new schools were being built if proposing to close Glan yr Afon.</b> Officers noted the point</p> <p><b>Parents queried what would happen in the event that they refused places at an alternative school.</b> Offices advised that all options should be considered. Admissions to St Cadoc's are managed by the school.</p> <p><b>It was suggested that parents would opt to home school their children.</b> Officers advised that parents had the right to do so however this is not supported and the advice is that children are better off within a school. The number one priority is to support children.</p>	
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<p><b>Parents queried whether in cases where children would be required to travel a bus pass would be provided.</b>          Officers advised that if parents made a decision to take up a school place out of the area and places were available within two miles, transport costs would not be met. Individual circumstances would be discussed with parents.</p> <p><b>Parents queried what the chances were of the school closing.</b>          Officers advised that this was a consultation and wanted as many views as possible. No decision has been made.</p> <p><b>Parents queried how the criticism of staff can be justified?</b>          Offices advised that the information in the consultation document regarding standards had been taken from Estyn and CSC.</p> <p><b>Parents queried whether children with SEN would have the same 1:1 support at another school.</b>          Officers advised that support would be provided in-line with any statement of need.</p> <p><b>Parents queried why additional ALN units are not established at the school.</b>          Officers advised than SEN provision is city wide and the funding allocated is for the children in the unit only.</p> <p><b>The view that St Cadoc's should only take in catholic children was expressed.</b>          Officer advised that c50% of the children at St Cadoc's were not baptised catholic but that parent had chosen to send their children to the school.</p> <p><b>Parents felt that other schools had had different support; children had suffered; the school had had a series of different Headteachers during a period of upheaval for staff who have done their best for the children.</b>          Officers outlined the support available to schools. The school has been supported as a Red school (the highest level of support) in recognition of the challenges. Estyn identified the most important issues and the school has been supported to make progress however the pace of change has been slow. Schools in other area of Cardiff facing similar challenges are performing better e.g. Herbert Thompson.</p> <p><b>Parents queried how they can help the school to improve.</b>          Officers advised that parents helping a school is always a positive thing. Falling numbers impact on the ability of schools to sustain standards; low pupils number compound difficulties.</p>
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	<p><b>Parents expressed the view that they were fighting a losing cause.</b> Officers advised that they were at the school to explain the process. This is a consultation and no decision had been made.</p> <p><b>It was suggested that half of the building be closed off and children accommodated in the infant buildings.</b> Officers noted the point.</p> <p>Officers advised that the views expressed would be reported to Cabinet, thanked those present and the drop in session closed.</p>	
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**Present:** Beverly Bailey (SOP Project Manger), Rosalie Phillips (SOP Project Officer) and Ian Warburton (SOP Project Officer)

*Please note: The following is not a transcript but a contemporaneous note of the meeting.*

No	Heading	Action
1	<p>A parent of a child currently in Y4 at the school attended the session. He did believe the proposal to close the school was fair and expressed concern about the impact on children who would be split up from their friends, staff who would lose their jobs and parents who would have to find new school places for their children further away which was not being considered.</p> <p>He advised that his family had not applied for a place at St Cadoc's as they had not wanted a catholic education and were still of the same view.</p> <p>He felt that a decision to close the school had already been made and was concerned that there would not be sufficient places available at other schools in the area with the potential for siblings to be split up.</p> <p>He asked what would happen to children with additional learning needs as there are a significant number of children at the school with needs.</p> <p>The alternative schools are a significant walk from Glan yr Afon and there is likely to be issues with attendance and lateness as parents struggle to get children to school.</p> <p>He queried why the Council is not investing in the school?</p> <p>Officers explained the reasons for the proposed closure, assured the parent that no decision had been made at this point, provided details of the remaining drop in sessions and public meeting and outlined the next stages.</p>	





**Schools Programme  
Record of Drop In Session  
Glan Yr Afon Primary School – Tuesday 9<sup>th</sup> October 2018  
10am-12pm**



**Present:**

Michele Duddridge Hossain (Operational Manager, SOAP)

Rachel Burgess-Willis (Project Officer, SOAP)

Jo Phillips (Project Officer, SOAP)

*Please note: The following is not a transcript but a contemporaneous note of the meeting.*

No	Heading	Action
	<p><b>9 people in total attended the Drop In session:</b></p> <p><b>1 parent:</b></p> <p>Parent with English as an additional language (EAL) spoke to MDH regarding explanation of the proposal and what consequences would be.</p> <p>MDH explained that no decision had been made, that it is still a proposal at this stage and that the Council are seeking views from the community and other stakeholders.</p> <p>MDH assisted parent to fill in the form, writing down his words &amp; then reading back to ensure he understood. Asked if he understood the reasons for the proposal – yes.</p> <p>Parent explained that Glan Yr Afon help his family to understand letters etc and provide them with support. They chose Glan Yr Afon as it is close to their home and neither he or his wife drive. Children in Reception, year 1 and a pre-nursery child attending the Flying Start provision on the school site. Concerned that his family may have to move schools and lose the support network of the school. Transport cost concerns as on very low income.</p> <p><b>Group of 5 parents:</b></p> <p>MDH explained process. Cabinet decision and then revised proposal or proceeding to statutory notice. MDH explained what “mitigation” means e.g. means of providing free transport to everyone – stressed this was not going to happen but was an example.</p> <p>1 parent: Spoke to JP – help filling in form</p> <p>1 parent: Spoke to RBW – added additional info to her response</p> <p>1 parent: Spoke to MDH who assisted with filling in form. Little or no English (Syrian refugee) so was assisted by another EAL</p>	



Schools Programme  
Record of Drop In Session  
Glan Yr Afon Primary School – Tuesday 9<sup>th</sup> October 2018  
10am-12pm



No	Heading	Action
	parent.	



# 21st Century Schools Consultation Document 2018

## THE PROVISION OF ENGLISH-MEDIUM PRIMARY SCHOOL PLACES IN THE LLANRUMNEY AREA

### Proposed Closure of Glan Yr Afon

#### Background to the Proposals

- There are fewer pupils attending the school. Glan yr Afon currently has 141 spaces free – almost half of all spaces.
- Fewer pupils means less funding for the school. The school currently has a deficit budget of £130,000. It is extremely unlikely that this situation will change.
- The school building is in need of repair and provides poor suitability for purpose.
- Spaces are available to accommodate existing pupils across other schools in the local area.
- The quality of the education and buildings at these schools is of a higher standard.
- It is proposed that Glan Yr Afon Primary School be closed from August 2019 and that all existing pupils be reallocated to neighbouring schools.
- All parents have received detailed information regarding the proposals. They have been invited to participate in group meetings and complete a copy of the associated consultation document response form.
- It was also considered important that the consultation took into account the views of Glan Yr Afon pupils themselves.
- Cardiff Research Centre (CRC) were commissioned by Education Services to undertake engagement with pupils of Glan yr Afon. CRC designed and facilitated classroom based activities with pupils at the school. Twenty-one pupils took part in the engagement exercise ranging from year 2 to year 6.

## Methodology

Lesson Plan	
Introduction	<ul style="list-style-type: none"> <li>• Who we are</li> <li>• Why we are at the school today</li> <li>• What the lesson will be like (group work, lots of moving around etc.)</li> <li>• Rules</li> </ul>
Getting to know a little about you – a game of “Simon” says.  If the answer is ‘yes’ you need to be on your feet, if the answer is no you sit down.	<p>Simon says:</p> <ul style="list-style-type: none"> <li>• Stand up if you are in year...</li> <li>• Stand up if your favourite subject is ...</li> <li>• Stand up if you can play a musical instrument</li> <li>• Stand up if you have brothers or sisters/one than 1/more than 2/at Glan yr Afon</li> <li>• Stand up if you have heard rumours about the school closing?</li> <li>• Stay standing up if you have any questions or concerns about that</li> </ul>
Identifying questions/fears and concerns	<ul style="list-style-type: none"> <li>• Pupils work in groups of two or three. They are all given post-its and pens</li> <li>• Pupils are asked to discuss in their small groups what they think could be a fear, a concern or a question about the school closing and moving to a different primary. The concerns could be their own but they could also be ones that they think could belong to their friends, other pupils in the school or other family members.</li> <li>• Post-it notes are then stuck onto ‘the brain’ (Drawn outline of a head/brain) at the front of the class.</li> <li>• A member of the team works on arranging these into themes.</li> <li>• Themes are fed back to the class. Pupils encouraged to elaborate on who said what and why.</li> </ul>
What concerns you?	<ul style="list-style-type: none"> <li>• Themes are transferred onto posters and placed around the room. e.g. bullying, not being placed with my friends, not getting a place at the school I want, finding my way around?)</li> <li>• Pupils sticker anything that is a <u>concern to them personally</u>.</li> <li>• Pupils also use on one jewelled sticker to mark their No1 concern or fear about the proposed changes.</li> </ul>
Can you think of anything that could make this easier/less of a worry?	<p>Open discussion with the pupils. Prompts could include:</p> <ul style="list-style-type: none"> <li>• A trip to the new school?</li> <li>• A chance to meet the pupils at the school?</li> <li>• A change to meet teachers at the school?</li> <li>• More information about what will happen to us?</li> <li>• Frequent updates from the school to tell you how things are going?</li> </ul>
Feedback to the class	<p>What we have found:</p> <ul style="list-style-type: none"> <li>• A/B/C are all the things that you are concerned about.</li> <li>• You have questions about D.</li> <li>• The number 1 concern for people in the class today is X.</li> <li>• You think that things could be made easier by...</li> </ul> <p>What we will do next Thank you for your time</p>

## Results

The pupils participating in the exercise were well informed and all had prior knowledge regarding proposals to close the school.

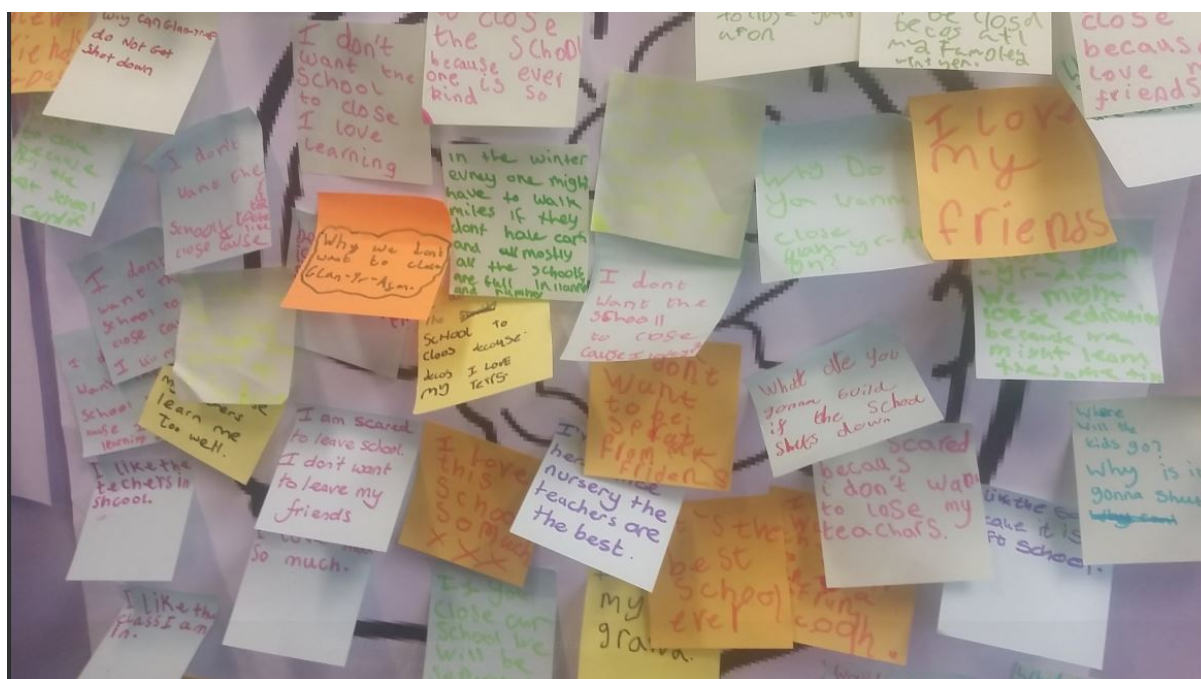
Four of the twenty-one pupils were wearing 'save our school' t-shirts.

Pupils ranged from year 2 (aged 6) to year 6 (aged 11).

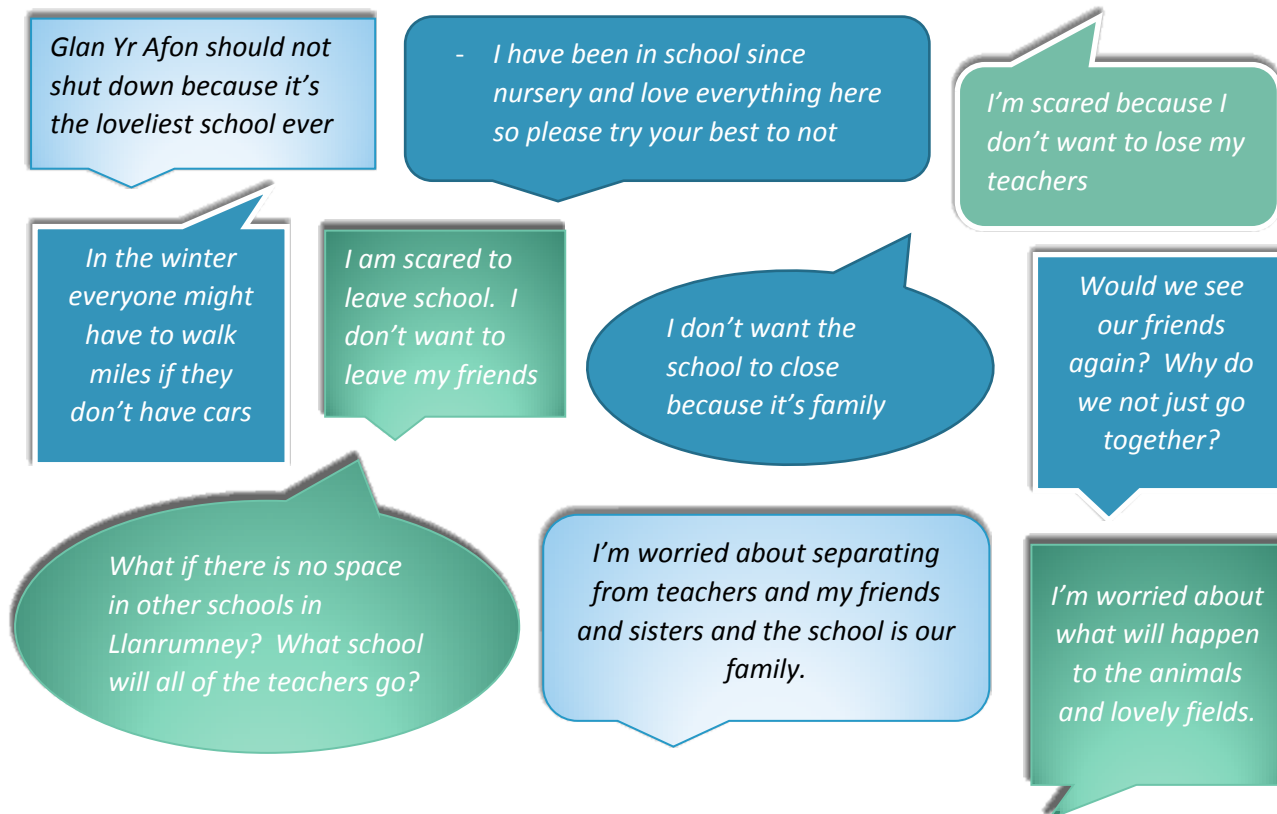
Many of the pupils also had older or younger siblings in the school.

A number of key themes were revealed though the engagement exercise (a full list of the comments is provided in appendix 1). These included:

- |  |                                     |
|--|-------------------------------------|
| Love for Glan Yr Afon (15)                   | What will go on the site? (3)       |
| Don't want the school to close (14)          | Why is this happening? (3)          |
| Concerns/care for teachers (14)              | Distance to the other schools (2)   |
| Don't want to be separated from friends (12) | Phased closure needed (2)           |
| Where will we go (4)                         | Need to move twice (2)              |
| Family (3)                                   | Give more money to Glan Yr Afon (2) |



A selection of the comments made included:



The number one concern for the pupils taking part in the engagement exercise focused on changing teachers.

Pupils were worried not only from the perspective of fitting into a new classroom but were also thinking about what would happen to their existing teachers should Glan Yr Afon close.

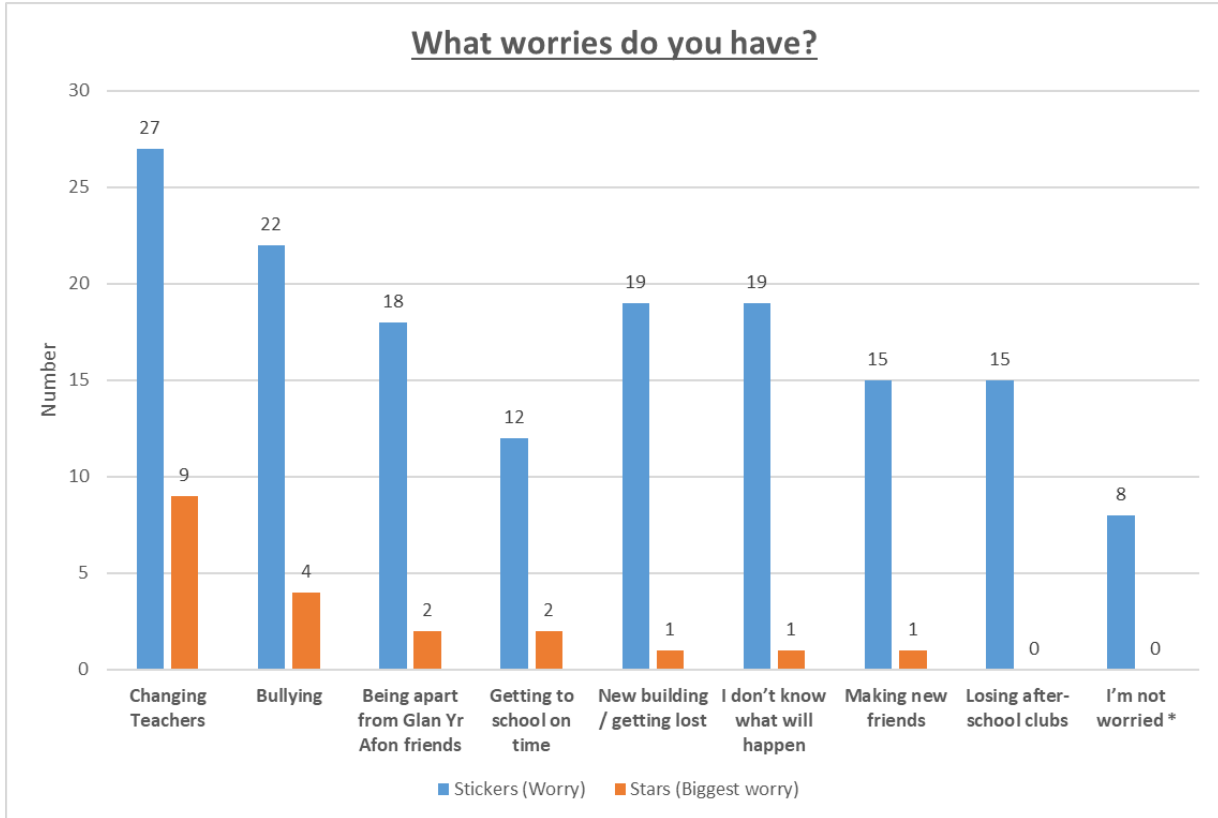
Pupils clearly expressed how much they love their current teachers and how much they would miss them should they have to move.

Whilst bullying was not raised initially as a particular concern it was scored highly as part of this follow on exercise. Similarly, making new friends, getting to know a new building and uncertainty around what will eventually happen, were all also recorded as a cause for concern by a large number of pupils.

Some pupils commented that they didn't want to have to go to St Cadoc's (one of the local schools that would take Glan Yr Afon pupils should the proposed closure go ahead) as they weren't Catholics, and so wouldn't fit in – this echoes comments made by parents in a previous public meeting.

The role of selecting primary schools to determine which secondary school pupils would ultimately attend was also raised with some pupils concerned that their future choices could be affected<sup>1</sup>.

<sup>1</sup> Eastern High, formed by an amalgamation of Llanrumney and Rumney High Schools in 2013, fell into special measures in December 2014, apparently prompting parents to send their children to St Cadoc's with the aim of increasing their chances of getting a place in St Illtyd's Catholic High school. Year-on-year improvements at Eastern High (coming out of special measures in 2017, and almost trebling the



\*Some of the younger year 2 pupils mistakenly read this as “I’m worried”.

Pupils also verbally expressed concern about what would happen to forest school. This was clearly an aspect of the school that the children enjoyed and gained a lot from. Pupils were concerned that this facility may not be available to them at a new school. They were also mindful as to what would happen to the trees, animals etc. of this space if there were to be future developments on the current school site.



percentage of pupils gaining 5 A\*-C grades at GCSE from 2016 to 2018) mean this school is now seen as more desirable, and parents prefer their children to go to Eastern High rather than St Illtyd’s.

## **What could make things easier/less of a worry?**

- Pupils felt that an opportunity to visit any new school, to meet teachers, pupils and get some familiarity with a new setting could help to allay concerns that they may have.
- The current 'not knowing' was a source of significant concern. Pupils asked to be 'just told straight' what was happening so that they could try to get used to the idea.
- Pupils were keen to have information provided to them via an official channel, with a visit from a council officer to provide direct updates the preferred choice. It was clear that information is currently coming to pupils from a variety of sources including the school, parents and the playground. Pupils wanted to feel informed and be updated directly regarding any developments.
- Knowledge that they would be transferring with classmates and siblings would also reduce concerns significantly





## Appendix 1

Love Glan Yr Afon	15
<ul style="list-style-type: none"> <li>- <i>Glan Yr Afon has school clubs and the best people in the school</i></li> <li>- <i>I don't want you to close my school I love my school defos</i></li> <li>- <i>Do not close Glan Yr Afon it's the best</i></li> <li>- <i>I don't want the school to close because they let me play</i></li> <li>- <i>Glan Yr Afon should not shut down because it's the loveliest school ever</i></li> <li>- <i>I love this school so much x x x</i></li> <li>- <i>I don't want it to close because it's the best school in Cardiff</i></li> <li>- <i>I love school so much</i></li> <li>- <i>I like the class I am in</i></li> <li>- <i>I think Glan Yr Afon is the best school in Wales</i></li> <li>- <i>I love my play ground</i></li> <li>- <i>It's the best school ever</i></li> <li>- <i>I like the school because it is my first school</i></li> <li>- <i>Because it is the best school ever</i></li> <li>- <i>I don't want the school to shut down because it's the best</i></li> </ul>	
Don't want the school to close	14
<ul style="list-style-type: none"> <li>- <i>I don't want the school to close because it's family</i></li> <li>- <i>I have been in school since nursery and love everything here so please try your best to not</i></li> <li>- <i>I don't want Glan Yr Afon to close because we've already achieved so much</i></li> <li>- <i>I don't want the school to close because everyone is kind</i></li> <li>- <i>Why we don't want to close Glan Yr Afon</i></li> <li>- <i>I don't want to close the school because everyone is so kind</i></li> <li>- <i>What can Glan Yr Afon do not get shut down</i></li> <li>- <i>Save our school</i></li> <li>- <i>I don't want the school to close because I like learning</i></li> <li>- <i>Try to keep the school open</i></li> <li>- <i>I don't want my school to close because I love to play</i></li> <li>- <i>I don't want the school to close because I love year 2</i></li> <li>- <i>I don't want the school to close I love learning</i></li> <li>- <i>I don't want the school to close because [no reason given]</i></li> </ul>	
Teachers	14
<ul style="list-style-type: none"> <li>- <i>I don't want Glan Yr Afon to close because I like my teachers</i></li> <li>- <i>I've been here since nursery, the teachers are the best</i></li> <li>- <i>I don't want the school to close because I like the teachers</i></li> <li>- <i>We are not happy because we love Glan Yr Afon and we love the teachers</i></li> <li>- <i>I don't want the teachers to work in a different school</i></li> <li>- <i>I like the teachers in the school</i></li> <li>- <i>All of my teachers are my family to me they have teach me a lot</i></li> <li>- <i>All the teachers won't have a job</i></li> <li>- <i>Kids don't want to be separated from the teachers</i></li> <li>- <i>I don't want my school to close because my teachers learn me too well</i></li> <li>- <i>I'm scared because I don't want to lose my teachers</i></li> <li>- <i>I don't want Glan Yr Afon to close because I love my teachers</i></li> <li>- <i>I love Glan Yr Afon because I love all of my class mates and teachers</i></li> <li>- <i>I'm worried about separating from teachers and my friends and sisters and the school is our family</i></li> </ul>	
Leaving friends	12
<ul style="list-style-type: none"> <li>- <i>I don't want the school to close cause I will miss my friends</i></li> <li>- <i>If I go to a new school it will make me sad and I will have no friends</i></li> <li>- <i>If you close our school we will be separated from our friends</i></li> </ul>	



<ul style="list-style-type: none"> <li>- <i>Making new friends every day</i></li> <li>- <i>I don't want my school to close because I love the children in my class</i></li> <li>- <i>We don't want to close the school down because we could get separated from friends and brothers</i></li> <li>- <i>I love my friends</i></li> <li>- <i>I don't want to be separated from my friends</i></li> <li>- <i>I am scared to leave school. I don't want to leave my friends</i></li> <li>- <i>I don't want the school to close because I love my friends</i></li> <li>- <i>If the school close down it's going to be sad to leave our friends and to make new ones</i></li> <li>- <i>Would we see our friends again? Why do we not just go together?</i></li> </ul>	
Where will we go when the school closes?	4
<ul style="list-style-type: none"> <li>- <i>What if there's not enough space in other schools?</i></li> <li>- <i>What if there is no space in other schools in Llanrumney? What school will all of the teachers go to?</i></li> <li>- <i>I don't want the school to close because there's not many other schools to go to</i></li> <li>- <i>Where will the kids go? Why is it gonna shut down?</i></li> </ul>	
Family	3
<ul style="list-style-type: none"> <li>- <i>Most of my family came here and it will be really sad to see it get knocked down</i></li> <li>- <i>I don't want Glan Yr Afon to be closed because all my family went here</i></li> <li>- <i>Glan Yr Afon is important to me and my family because all of us went there</i></li> </ul>	
What will go on the site?	3
<ul style="list-style-type: none"> <li>- <i>Are you going to build houses when the school is closed?</i></li> <li>- <i>If houses get put here where are all the kids in the houses gonna go?</i></li> <li>- <i>What are you gonna build if the school shuts down?</i></li> </ul>	
Why do you want to close Glan Yr Afon?	3
<ul style="list-style-type: none"> <li>- <i>Why do you want to close Glan Yr Afon?</i></li> <li>- <i>Why are you thinking to close Glan Yr Afon?</i></li> <li>- <i>Why do you need to close Glan Yr Afon?&gt;</i></li> </ul>	
Other schools too far away	2
<ul style="list-style-type: none"> <li>- <i>What if Glan Yr Afon children's parents don't drive and schools are too far away?</i></li> <li>- <i>In the winter everyone might have to walk miles if they don't have cars and mostly all the schools are full in Llanrumney and Rumney</i></li> </ul>	
Phased closure	2
<ul style="list-style-type: none"> <li>- <i>If you do close the school can you at least phase the school out</i></li> <li>- <i>Why can't they knock half of the school down so the kids have a school? I don't want it to shut because I have brothers contact</i></li> </ul>	
Moving schools too often	2
<ul style="list-style-type: none"> <li>- <i>Kids in Year 5 will have spend years and will spend their last year in Year 6</i></li> <li>- <i>I will have to move twice in a short time</i></li> </ul>	
Give more money to Glan Yr Afon	2
<ul style="list-style-type: none"> <li>- <i>Why do you give other schools a lot of money and can not give us any?</i></li> <li>- <i>Why can you give Glan Yr Afon money because you are just giving them to August 2019</i></li> </ul>	
Don't want to move schools	2
<ul style="list-style-type: none"> <li>- <i>I don't want to move school!</i></li> <li>- <i>I'm not going to a different school because I've been here for 4 years and I'll be home school if you do</i></li> </ul>	
Miscellaneous	7
<ul style="list-style-type: none"> <li>- <i>I wonder what my new school will be like</i></li> <li>- <i>If you close Glan Yr Afon we might lose education because we might learn the same again</i></li> <li>- <i>I'm worried about what will happen to the animals and lovely fields</i></li> <li>- <i>Do they want to close Glan Yr Afon because Health &amp; Safety?</i></li> <li>- <i>If I move school I will have to move house an no one will look after my animals</i></li> <li>- <i>I don't want it to close because we don't want to go to St Cadocs because we're not Catholic</i></li> <li>- <i>My nan has worked here for over 20 years and I don't want her to lose her job</i></li> </ul>	



## GLAN-YR-AFON CONSULTATION



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22 October 2018

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Dear Director of Education,

Please accept this as the formal response from us as local ward members to the consultation: '21st Century Schools Consultation Document 2018. THE PROVISION OF ENGLISH-MEDIUM PRIMARY SCHOOL PLACES IN THE LLANRUMNEY AREA'.

**We OBJECT to the proposal to close Glan-Yr-Afon Primary School from 31.08.19.**

We ask that the Cabinet reject the proposal and come back with a comprehensive spelt out plan for how the provision of English medium primary school places in the Llanrumney area can be addressed for future years.

Glan-yr-Afon Primary School serves an area of high economic deprivation within Llanrumney, which is itself a very poor community. Approximately half of Glan-yr-Afon's children are eligible for free school meals (46%) with many of its children identified as possessing additional learning needs with many pupils on 'School Action' and 'School Action Plus' statuses. The school also encompasses a 'Wellbeing Class' and 'Flying Start' provision.

The Council seems to primarily be focusing on the low intake at the school. This it seems to us is unfair as it does not take into account the unique set of circumstances that the school has had to endure over recent years. Circumstances that the Council has clearly aggravated.

### GWEITHIO DROS GAERDYDD, GWEITHIO DROSOCH CHI

Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg, Saesneg neu'n ddwyieithog. Byddwn yn cyfathrebu â chi yn ôl eich dewis, dim ond i chi roi gwybod i ni pa un sydd well gennych. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

### WORKING FOR CARDIFF, WORKING FOR YOU

The Council welcomes correspondence in Welsh, English or bilingually. We will ensure that we communicate with you in the language of your choice, as long as you let us know which you prefer. Corresponding in Welsh will not lead to delay.

Glan-yr-Afon has had a torrid period with the long term suspension of its head teacher. Mr. Kevin Thomas was appointed Headteacher of Glan yr Afon in 2012 and was suspended from his post in March 2016. Two and a half years after his suspension Mr. Kevin Thomas was convicted, by a jury at Newport Crown Court, of sexually assaulting a woman. According to media reports, Mr. Kevin Thomas is due to be sentenced on 22.10.18, the date that the consultation to close Glan-yr-Afon Primary formally closes. As of 22.10.18 Mr. Kevin Thomas remains, albeit it suspended, in post as Headteacher of the school. Whilst we totally understand legal restrictions limit what can be stated by the authority there is no mention of these extraordinary circumstances in the consultation documentation whatsoever. The school has been served by a succession of interim headteachers. We believe there have been three at the last count. This has dramatically undermined the running of the school.

As Llanrumney ward councillors we take our responsibilities to listen to our constituents diligently. We have listened closely as the consultation has proceeded. We have attended meetings with staff, parents and the public meeting where the Director of Education addressed the community. Our inboxes and the Llanrumney Labour Facebook account have received length pleas from our constituents for the council to re-consider its desire to close Glan-yr-Afon. The overriding call has been to **“Give us a chance.”** Indeed it was a repeated cry directed at the Director of Education at the public meeting. It is a message that has resonated with us.

We fully understand the arguments that have been propagated for why Glan-yr-Afon should be immediately closed in the summer of 2019. It would facilitate a closing of the 269 spare places across primary provision in Llanrumney. Currently 1,342 places are available whilst 1,073 are taken across Llanrumney. Glan-yr-Afon has to run a deficit budget, in a building of deteriorating quality whilst its educational standards are not currently as high as those available in neighbouring primary schools on the Llanrumney estate.

However, we question what vision there is for education in the poorest parts of society if we close Glan-yr-Afon forever when it clearly has been handicapped by the suspension of its headteacher and a chronic historic lack of investment in its infrastructure. Parents have a basic desire to want to serve their children’s best



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interests by ensuring they have the best education possible. It is a commendable and universal desire. Cardiff County Council should see it as its moral obligation not to walk away from those areas of our communities where poverty is so deeply ingrained.

The number of pupils on roll at Glan-yr-Afon has increased every year from 2013 – 2017. However, in Glan-yr-Afon's catchment area only 133 pupils (27.8%) attend the school. This is clearly a low number and underlines the inherent problems. More pupils from Glan-yr-Afon's catchment area attend St. Cadoc's Catholic Primary School (157 pupils). These startling statistics merely go to display that parents will shop around for what they perceive to be a better education for their child. This is highlighted as only 47% of St. Cadoc's pupil population are actually baptised Catholics, a minority.

The local education authority's principle solution for the education of the pupils of Glan-yr-Afon, if their English medium school closes, is for the majority to be schooled at an expanded St. Cadoc's. Presumably greatly increasing the majority percentage of non-baptised Catholic children within the Catholic Primary School. It seems a rather odd thing to do irrespective of how good the quality of education that is on offer.

The odd solution becomes, potentially, even more incoherent to parents of Glan-yr-Afon children when they read that the local authority offer no guarantees that St. Cadoc's will actually expand at all.

The consultation documents state: "If the Published Admission Number at St. Cadoc's Primary School was not permanently increased the council could consult on changes to catchment areas and school capacity at a later date. This would be across a larger area including Llanrumney, Old. St. Mellons, Rumney and Trowbridge."

It would be completely unacceptable to us for Glan-yr-Afon school to be closed and for its children to be scattered across wider east Cardiff.

The logic underpinning the consultation seems to be a numbers exercise that pays little heed to any deeper cultural or educational obligation to one of the most economically deprived communities in the capital city of Wales.

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Cardiff Council postulate that Glan-yr-Afon pupils could, hopefully, go to a Catholic Primary School if St. Cadoc's "decide to increase the number of pupils in each group from 45 to 60." St. Cadoc's is situated on Shaw Close off Ball Road. As the consultation documents admit St. Cadoc's is beset by access issues for pupils and staff as they enter and exit the school. The situation is so chaotic that St. Cadoc's staff feel unsafe to use the entrance and exit to the school's car park because of intense anti-social behaviour they experience on Boswell Close. This has resulted in the vast majority of school staff feeling unable to use the school's car park but parking in the public car park for the adjacent Llanrumney Medical Centre. This in turn ensures limited capacity for parents who are dropping and picking children up. To add to this ongoing problem a large influx of children from Glan-yr-Afon hardly seems attractive. The council's only action has to been to seek to change a traffic order for Shaw Close to ensure that no vehicle can stop in Shaw Close. How this new traffic order will be enforced is an obvious question. The inevitable reality is that beyond a few sporadic visits by one of the council's civil enforcement cars there will be none. Indeed on a site visit in 2017 with civil enforcement officers on Shaw Close local Councillors were informed officers do not issue penalties on foot as to not get into confrontation with parents.

Ball Road, which St. Cadoc's is accessed by via Shaw Close, is a road with serious speeding issues which Cardiff Council and the police have so far been unable to curb. The Department of Highways have instructed the council to remove obsolete road calming measures in Ball Road but on present timescales the council will not be in a financial position to do this for another fifteen years. Currently GO Safe are periodically sending a mobile speed unit to Ball Road as the road is a hotspot for speeding vehicles. To place the children of Glan-yr-Afon into this already dangerous environment would make a mockery of the council's avowed aim that children should seek to walk and cycle to school. How children access safely to and from any school must never be compromised by an accountants' exercise in saving money.

The council state that the condition of the physical infrastructure of Glan-yr-Afon necessitates the school's closure, "The Glan-yr-Afon Primary School building is in poor condition." It is rated on the A-D classification scale as being designated within Band C. Yet, only one other of the Llanrumney Primary schools has a better



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rating for the state of the physical building. The other primary stock in Llanrumney all have a C rating:

Bryn Hafod is rated C

Pen-y-Bryn is rated C

St. Mellons, CIW, Primary is rated C

Ysgol Bro Eirwyg is rated C

The parents of Glan-yr-Afon have passionately advocated that there has been a historic substantial lack of investment in their school building. Whilst surplus places within the school may make managing this problematic it is clear that the situation is replicated across the Llanrumney estate with primary schools in a poor physical condition. If this consultation has shown anything is that one of Cardiff's poorest communities is crying out for radical investment in its school stock. We ask that the Director of Education and Education Cabinet Member urgently address how Llanrumney can benefit from 21st Century School investment from the Welsh Government as soon as funding streams permit.

The issues of surplus places, poor physical buildings and moderate educational outcomes encapsulated in this consultation echo the same themes that hung over the demise of Llanrumney and Rumney High Schools and the new build of Eastern High. The removal of Llanrumney High School from the estate still casts a shadow for many and has been referenced throughout this consultation. Residents are not even guaranteed that places for their children will remain on the estate of Llanrumney. As Eastern High School shows a well-run school in a modern purpose built environment will attract parents and pupils in numbers. The same is true of the primary sector.

There is a strong sentiment, which we share, that Cardiff Council needs to demonstrate it is committed to education on the estate in Llanrumney with radical investment in bricks and mortar. Residents told the Director of Education to his face that lower Llanrumney has had community assets taken away from it and these resources have not been replaced. Even the impressive Eastern High is still not fully functioning as a community campus almost a year into its opening. We have every

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sympathy with Llanrumney residents who appear frustrated at the wait for Eastern High to be fully accessible to all communities of east Cardiff continues..

Glan-yr-Afon stands on the brink of closure. In 2006 so did Pen-y-Bryn Primary School and St. Mellons, CIW, Primary School. Those two Llanrumney Primary schools were slated for closure by Cardiff Council. Fast forward twelve years on, less than a child's full career of schooling, and both schools in Llanrumney are categorised as Green and experience high parental demand notwithstanding that both school buildings are a C category. The consultation report even notes: "There were more applications for Pen-y-Bryn Primary School in September 2018 than places available."

Cardiff Council could close Glan-yr-Afon Primary School on the premise that it is the only logical option to improve standards and use educational monies efficiently. Both Pen-y-Bryn and St. Mellons, CIW., Primary Schools stand as testimony to the fallacy of that argument. Where there is a political will there is a way. How much political will is there to make a stand? To say that actually Cardiff Council should not retreat from the most economically deprived streets in one of the poorest communities in Cardiff but rather plant a flag and make statement about the value of education to arrest the inequality of the southern arch that disfigures this city.

We reiterate our formal objection to the proposal to close Glan-yr-Afon Primary School in the summer of 2019. This is a piecemeal piece of work that has arisen because of the end of the criminal proceedings against the school's Headteacher. It is wasted opportunity to systemically address the provision of English medium primary school places in Llanrumney. The consultation asks more questions than it answers including what will be done to address the poor quality of school buildings across Llanrumney and what is the long term future for each of Llanrumney's current stock of primary schools.

Cardiff Council emphasise the rights of parents and children to have choice in their education. This often takes the form of highly educated middle class parents in more affluent parts of the city shaping their childrens' educational destiny through strong advocacy skills. Parents in Llanrumney do not always engage in this way. In the past this has led to disparities in services, it can be no coincidence that the poorest parts of the City are without sixth forms and were not removed in more





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affluent parts. We would urge the Cabinet to bear in mind such past mistakes and on this occasion listen to Llanrumney parents when they speak.

We ask that Cardiff Council and its Cabinet listen, as we have to the consultation and to the people of lower Llanrumney. As their councillors we cannot stand by and not give them a voice. They are working class people desperate for their school and their community to be given a chance. The sense of great pride this community feels in lower Llanrumney must not be ignored by their council.

Please give them the chance they crave.

Yours faithfully

**LEE BRIDGEMAN, KEITH JONES & HEATHER JOYCE**  
**CYNGHORYDD I LLANRHYMNI**  
**COUNCILLORS FOR LLANRUMNEY**

**GWEITHIO DROS GAERDYDD, GWEITHIO DROSOCH CHI**

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**Estyn's response to the proposal to provide English-medium primary school places in the Llanrumney area of Cardiff. Cardiff City Council intends to hold a consultation on arrangements to reduce the number of surplus places in schools in the Llanrumney area of the capital through closing Glan yr Afon Primary School from September 2019.**

Under the terms of the School Standards and Organisation (Wales) Act 2013 and its associated Code, proposers are required to send consultation documents to Estyn. However Estyn is not a body which is required to act in accordance with the Code and the Act places no statutory requirements on Estyn in respect of school organisation matters. Therefore as a body being consulted, Estyn will provide their opinion only on the overall merits of school organisation proposals.

Estyn has considered the educational aspects of the proposal and has produced the following response to the information provided by the proposer and other additional information such as data from Welsh Government and the views of the Regional Consortia, which deliver school improvement services to the schools within the proposal.

### **Introduction**

The proposal is by Cardiff City Council. The proposal was submitted as a result of the fact that there are many more school places available in English-medium schools in the Llanrumney area than the number of pupils who wish to attend those schools. This has been consistent over a number of years. Cardiff City Council proposes to discontinue some of the surplus school places in schools in the Llanrumney area through closing Glan yr Afon Primary School from September 2019. As long as there are additional places available in other local schools, it is Estyn's view that closing Glan yr Afon Primary School would not have a detrimental effect on the standard of English-medium education in the Llanrumney area.

### **Summary/Conclusion**

The proposal outlines the Local Authority's plans to reduce the number of surplus places in schools in the area of Llanrumney through closing Glan yr Afon Primary School from the end of August 2019. Detailed attention has been given to scrutinising the current number of schools in the area, and the current and historical surplus places, along with projections for the next few years. Appropriate attention is

given within the proposal to the reduction in the demand for English-medium education in the area, and to the possible impact of closing Glan yr Afon Primary School on the school's pupils. The proposal focusses on the impact of the possible increase in numbers in other schools in the area, and needs in terms of admission numbers in those schools.

The proposal identifies suitable opportunities to consult with stakeholders through drop-in sessions, formal meetings and through online forms and questionnaires, all within reasonable timescales.

### **Description and benefits**

The proposal gives background information about the schools affected, or the schools that could be affected, namely Bryn Hafod Primary School, Glan yr Afon Primary School, Pen y Bryn Primary School, St. Mellons Church in Wales Primary School, and St. Cadoc's RC Primary School.

The consultation identifies a number of factors, such as surplus places in every school, the total number of children currently attending the schools, and historical information of trends in numbers and surplus places, location of the school pupils' homes and projections about the demand for places in the schools over the next few years.

The proposal identifies in detail the numbers of pupils attending different schools from different catchment areas. Currently, there are 269 surplus places between the five schools, but this includes 125 surplus places in Glan yr Afon Primary School, places which will not be available if the school were to close. With St. Mellons Church in Wales Primary School oversubscribed by 11 pupils, the total number of surplus places without Glan yr Afon Primary School is 144, with 167 pupils currently attending Glan yr Afon Primary School. The consultation also notes that St. Mellons Church in Wales Primary School is currently oversubscribed by 11 pupils.

By taking into account that places would be needed for the 167 pupils currently attending Glan yr Afon Primary School, the consultation notes that there is not a sufficient number of places for these pupils without making alternative arrangements in the nearby schools. There is a possibility of extending the admission numbers of St. Cadoc's RC Primary School to up to 60 pupils in every year, which would increase the school to 420 pupil places. As St. Cadoc's RC Primary School is a voluntary aided school, decisions about pupil admissions are in the hands of the Governing Body. The consultation notes that there is additional space which could be adapted for use as a learning space, but it is the school's Governing Body that will make decisions about use of the building. The Governing Body would need to consult on any changes in terms of the school admission number, in accordance with the School Organisation Code.

The consultation notes that 157 pupils from the catchment area of Glan yr Afon Primary School already attend St. Cadoc's RC Primary School. Currently, 133 of 167 pupils at Glan yr Afon Primary School living in its catchment area. There are

478 who live in the catchment area of Glan yr Afon Primary School, therefore, the majority of pupils already attend schools outside its catchment area.



The proposal gives due attention to projections about pupils numbers in the local schools in the next few years. It is anticipated that numbers will remain reasonably steady over the next three years. According to Cardiff City Council's conclusion in the consultation, there will be a sufficient number of places for all pupils in the Llanrumney area in future if Glan yr Afon Primary School were to close.

The consultation considers house building developments in the area, but they do not predict a significant impact on the number of pupils as flats will be demolished and new houses will be built.

The consultation identifies the current situation in terms of school buildings in the catchment area. It gives suitable attention to pupils' standards of achievement in the schools, along with the standard of provision and leadership.

Appropriate attention is given to the reasons as to why Glan yr Afon Primary School should be closed, including the reduction in numbers and the financial deficit of £130,000 in the current financial year. Consideration is given to the increasing demand for Welsh-medium education locally, and the possible impact of the increase in that demand as a result of closing Glan yr Afon Primary School.

Appropriate consideration is given to a wide number of factors, such as the numbers of children entitled to free school meals, numbers of pupils with additional learning needs, and the provision for English as an additional language in the area.

The consultation considers the impact of closing Glan yr Afon Primary School on providing a well-being class and the Flying Start service which is located in the school, and identifies that these services would have to be established in alternative placements locally, although there are no details about the possible alternative placements.

The advantages and disadvantages of closing Glan yr Afon are identified, along with the potential risks of closing the school. One critical risk is if St. Cadoc's RC Primary School's Governing Body were unwilling to extend the school's admission numbers from 45 to 60.

The consultation takes into account the impact on secondary schools locally, and also considers the potential impact on the staff of Glan yr Afon Primary School.

The consultation gives all of the stakeholders a fair opportunity to share their views in a suitable range of ways within fair and reasonable timescales.



**Governing Body of Glan yr Afon Primary School’s response to the consultation regarding Proposal for The Provision of English-Medium Primary School Places in the Llanrumney area.**

Glan yr Afon is a school in the area of Llanrumney which is recognised as being in the 5% of the most deprived areas in Wales. Its FSM is higher than any other school in the area and its ALN also generally higher. It is therefore a school and community which should be supported not devastated by actions of a Council and Welsh Government which should care for the people living here and not be prepared to tear the community apart. The importance of retaining a community school on the Glan yr Afon site has become increasingly evident to the governors as the consultation process has taken place. The school and its staff services a particularly vulnerable population for whom Glan yr Afon is a vital community resource that goes beyond teaching their children. Removing that support from the immediate locality would have negative social implications for many children and their families.

The governors of the school, along with the staff, work tirelessly to support a very difficult situation. Why were the governors not involved in a discussion about this proposal in order to contribute to the process and maybe avoid it by suggesting alternatives as we do so later in this response? The very last minute communication that the paper was going into the public domain and then to the Cabinet was a shock to all.

The title of the Consultation Document is disingenuous. It is NOT about “The provision of English-Medium Primary School places in the Llanrumney area” it is all about the proposed closure of Glan yr Afon Primary School therefore it should say so.

Why were hard copies of either the main or summary documents not supplied to the governors, as they were to staff and parents? Governors have had to read the documents online, which many of us find difficult, or run them off ourselves at our expense. It is clear that whatever happens the governors, who have such serious responsibilities in law, will be expected to deal with the fall-out from this consultation, as they are doing whilst the process is in place.

We understand that the dates of the consultation process were decided at a meeting of the parents and the LA with governors and staff not being consulted, why was this?

## The Document

The whole tenor of the proposal document is denigrating Glan yr Afon Primary School in the comparison with other schools in the area. The issues raised are fourfold namely: school rolls, surplus and capacity: condition and suitability of the buildings: financial situation: standards of education.

On the issue of **surplus places**, **Table 4 PLASC 2017** shows that none of the schools in the area are full in every year group. If Bryn Hafod was closed Glan yr Afon and other schools could be filled. It is fatuous to argue for closure of Glan yr Afon because parents are sending their children to other schools in Reception when it is stated that the number of pupils on roll at Glan yr Afon has increased every year from 2013-17. How do you account for this? The argument is non-sequitur. It is also not recognised that falling rolls have been adversely influenced by reputation in the local area damaged by the circumstances relating to the school over which it has no control. Indeed, because people believe that this is not a consultation but a fait accompli with Glan yr Afon going to close, the school lost 25 pupils LAST week!

Why in **Table 5** have you conveniently left out the details for St Cadoc's? Does it not have a catchment area?

On Page 13 **Table 6** shows that the projected demand for places at GYA are generally GREATER than Bryn Hafod and Pen y Bryn. The statements on Page 14 regarding demand for places are based on NHS projections which are notoriously inaccurate. Developments in housing in excess of the current planned ones and immigration into the area can change the demand significantly, as other areas in the UK have found. Cardiff is a growing city! If the demography of the area changes where will the pupils of the future go if Glan yr Afon closes?

The numbers in St Cadoc's school should be based on people of the Catholic faith not on the expectations that other pupils will be forced into faith school education. A too significant part of these proposals rest on the determination of the governors of St Cadoc's to increase their intake number. St Cadoc's is a Voluntary Aided school and their numbers should not be arbitrarily decided by their governors but by the Council School Organisation Plan. No other school can determine their own intake apart from other faith schools! The school is undersubscribed now. Why are they proposing to increase their places?

It is appalling that the **condition and suitability** of the school buildings be used as a reason to close the school. Historic and current failure of the Council and the Welsh Government to maintain the school at a suitable standard is **their** failure, not that of the school. The Government's "21<sup>st</sup> Century Schools" programme is spending millions of pounds on other schools, why not Glan yr Afon?

The **financial situation** of the school which is being used as a reason to close the school is fatuous and unfair. The falling rolls which determine size of the school budget is not as a result of the failure of the school but of a damaged reputation as a consequence of media focus on issues over which the school has no control. The failure of services to deal expeditiously with the continuing suspension of the substantive headteacher (2 and a 1/2 Years) has meant that the school has not been consistently led and managed. The current temporary headteacher is the THIRD since the suspension in 2015. Because of the uncertainty of the situation a major restructure of staffing which would have dramatically readjusted the budget demands to deal with falling rolls has not taken place as being judged and advised that it would be inappropriate during this uncertain time of management. It can be seen by looking at the school budget accounts that so many of those problems have emanated from early 2015.

Page 18. The governors did not CHOOSE to set a deficit budget, it was advised to apply by the Local Authority. Had the situation been "normal" i.e. stable and consistent permanent leadership, radical staffing restructure, and proper capital financial expenditure by the LA and Welsh Government's "21st Century Schools programme", then the school would have a better reputation in the area and parents would send their children to the school. Indeed, because of recent staff changes the agreed potential requirements for £130k overspend has already been significantly reduced.

With regard to **educational standards**, in the Estyn report of January 2015 the school's performance was judged as ADEQUATE (Strengths outweigh areas for improvement. ESTYN definition) and the school's prospect for improvement was judged as GOOD (Many strengths and no important areas requiring significant improvement. ESTYN definition). This report was at least as good as, and better, than other similar schools in the area when they were inspected by Estyn. This judgement and the prospects for improvement since that date have been damaged by the circumstances in the school over which it had no real control. As a consequence the intake into the school has suffered with the consequent effect on adverse perceptions in the community.

The standards of education in the school have been adversely affected by the emotional stress on the staff. Despite this, the progress of the school has meant that in June of this year it was taken out of Estyn Monitoring. This has been accomplished in ONE YEAR as a result of a temporary but more effective management and leadership being in place.

Additionally, should these proposals go ahead, it is appalling to suggest that parents and children may have to travel significant distances to get their children to school. To suggest that children of all ages could walk two miles to school or be carried by car (assuming that parents have their own transport and the money to use it) shows the lack of consideration or understanding of parents in a highly socially deprived area. Nor should it be regarded as a way of dealing with this that children could be shoehorned into a voluntary aided school being the closest to the area Glan yr Afon serves.

The whole tenor of this paper has been written to denigrate Glan yr Afon School by comparing it constantly unfavourably with other schools in the area. It is unfair, unfeeling and the Council should consider these proposals unfavourably and reject them whole heartedly. We recommend that alternatives to these proposals be explored, such as:

1. **Phased review** over 5 years to enable families of pupils to complete their education in Glan Yr Afon without the massive disruption to them and their families.
2. **Amalgamate** with another local community school to reduce the demands on each on Glan Yr Afon's site because of the size of its buildings and its playing areas.
3. Reduce to a one form entry school and **Federate** Glan Yr Afon with another school in the City with the consequent reduction in budget demands and the advantage of consistent leadership, management and training across both schools. We already have had a suggestion from another school.
4. **Reduce to a one form entry and consolidate** in the Foundation Phase part of the building. Refurbish thoroughly and either demolish the junior building or place a council facility such as the Court School on the site. This would require a significant input within the "21<sup>st</sup> Century Schools" Demolition and a new build could resolve a variety of issues.

We trust that you will give this response and these suggestions, which we would be pleased to discuss with you, serious consideration and reject the proposal for closure.



L.A. Maxim  
Chair of Governors  
Glan Yr Afon Primary School

Responding on behalf of all the governors of the school



Karen Brown LLB (Hons), P.G.C.E., N.P.Q.H.

Interim Executive Headteacher 1<sup>st</sup> Sept 2018 – 31<sup>st</sup> August 2019

I am writing in response to the proposal to close Glan-yr-Afon Primary School. The children at the Glan-yr-Afon part of Llanrumney deserve an outstanding education – and with the right investment and visionary leadership, this could be accomplished at Glan-yr-Afon within three years. The improvement journey has begun in earnest in 2018, with ESTYN recognising the progress made against the original recommendations.

The consultation has quite possibly been one of the best things to happen for Glan-yr-Afon – as it has driven the school community to show what it can do when everyone comes together with a shared purpose and vision. The collective response of the parents, and the many activities and actions they have organised, has shown the pride, passion and potential in the school. What has been accomplished just in the 6 weeks of the consultation has made me very proud of the school community – and I believe the voice of this community needs to be listened to.

The proposal expects children to either attend a faith school or walk a significant distance, along busy roads and up significant inclines. The proposal does not begin to show any understanding of the distance needed to be walked, up steep inclines, by children as young as 3 years, if they have to attend one of the other community schools in the area. It also shows no understanding of the community – Llanrumney is a large estate and there are some distinct smaller localities/communities within it. The lower end of Llanrumney, and the children in the area, now and in the future, need a local community school.

The proposal is based on money and figures – but not on what is best for the children and the community.

The school must continue on its improvement journey – the current position of the school is clearly not financially viable and sustainable, and standards are not yet outstanding. The pace of this improvement needs to continue to be rapid and intense. But that does not mean it needs to be closed and the families of lower Llanrumney left without a community school and with distinct barriers to accessing education. It needs new, strong leadership, investment in the building, a significant review of staffing and structure, and a vision, belief and commitment to make it the outstanding school the children in Llanrumney need.

The main issues with the proposal are:

1. The impact on many of the poorest families in Cardiff – making education so inaccessible to many. The proposal suggests PUTTING BARRIERS in the way of pupil-progress and is in direct conflict with the Closing the Gap priority the LA and Welsh Government has.
2. Maintaining good attendance at school will be very difficult for many children from the lower end of Llanrumney. E.g. A single parent with 2-4 children and no car will not be able to get his/her children all the way to Pen-y-Bryn in poor weather. If one child is ill, all may have to stay home. Parents would be penalised for poor attendance – poor attendance created by a council decision.
3. Glan-yr-Afon has the highest eFSM percentage and ALN percentage in Llanrumney. There is extensive evidence that the biggest group advantaged by smaller schools are children in areas of deprivation and disadvantage.
4. The discrimination against non-Catholic families – who will have no choice but to choose a faith school due to the practicalities of physical access and space, not because it is what they want for their children. We would not expect parents to happily accept an education within other faiths, so how can the LA expect parents to accept a Catholic education? This will be an education that will teach the Catholic tenets of faith as fact; spending 2.5 hours a week studying religious education; spending time every day worshipping and praying to God, Mary and the Saints. The right to freedom of thought, conscience and religion in Article 14 of the UNCRC is for all children, including children living in Lower Llanrumney.

5. Several year groups are already in both Bryn Hafod and Penybryn Primary Schools. This is a trend which will continue – maybe not for every year – but for many years. Parents’ right to choose a school for their children will not exist for parents of children in these year groups – and this will be repeated in subsequent years. There are not enough spaces for all children in all year groups for families wishing to choose a community school.
6. The consultation shows it is wholly reliant on St Cadoc’s Catholic Primary School extending its admission numbers. This proves that whilst there are surplus places, there are not enough places for all children in Community schools.
7. The rising numbers of families returning to choosing English medium community schools in Llanrumney has been evidenced this year, with an over-subscribed Eastern High School. In the past decade, one of the reasons parents have selected Welsh-medium primary schools and faith schools is the quality of the secondary education provided by the former High Schools, and they wanted to maximise their chances of accessing a better secondary education.
8. The geography/topography of Llanrumney, which means accessing another community school (non-faith) will be very, very difficult for many families.
9. It is unjust that the faith schools in the area cannot be considered in the discussion, as the main purpose is to save the money associated with surplus spaces. The Church in Wales primary school is a restricted site, in C-graded condition, and with a tiny admission number. It is therefore a huge financial burden on the LA. It could merge with the catholic primary school as an ecumenical school. Or it could be closed – which will mean less surplus places.

## **ALTERNATIVE OPTIONS DESERVING OF CAREFUL CONSIDERATION**

1. Reducing the admissions number of Glan-yr-Afon to 1-form entry, and federating the school with another primary school, to improve teaching and leadership and assist in the financial sustainability of both schools.
2. The site of Glan-yr-Afon is extensive and could easily house two schools – such as a school specialising in pupils with emotional, social and wellbeing difficulties, alongside a mainstream school. There would be plenty of land (such as where the current top yard is) to ensure parking and access, and vehicular movement around the site. Likewise, there are options for alternative or extra road entry/exit (access) through another road, such as Kipling Close or Dryden Close.

These schools could be a federation and share many costs. Or the mainstream school could be federated with another single-form entry in the area, such as Pen-y-Bryn.

How could this be funded?

- Selling off other Council assets, such as the site of The Court School – another school not fit for purpose.
  - Money ring-fenced for community purposes from Housing Developers
  - 21<sup>st</sup> century schools Band B funding
3. Re-modelling/modernising the Infant section of the school and demolishing the junior section. Allowing the school to move forward as a one-form entry school.
  4. Amalgamating Pen-y-Bryn and Glan-yr-Afon on the bigger Glan-yr-Afon site and completely changing the catchment areas of Llanrumney to suit this amalgamation and pupil-distribution. Access to Glan-yr-Afon could easily be improved by a one-way system and separate exit/entry for traffic, using other streets which also back onto the grounds of the site.

5. Making Glan-yr-Afon a 2-form entry school and closing Penybryn Primary School, as this is only 1 form entry. This would mean a much more realistic and sustainable situation of 2 community schools in Llanrumney, both with 2-form entry. The selling of the Penybryn site would be much easier and more profitable than selling the Glan-yr-Afon site, and the profits from this could be used towards modernising and remodelling (or rebuilding) Glan-yr-Afon.

### **SURPLUS PLACES and SPACE FOR ALL LLANRUMNEY CHILDREN?**

The consultation document is not convincing that there will remain enough spaces in community schools for all pupils of Glan-yr-Afon (present and future).

- It only considers the new/proposed new housing developments in Llanrumney. However, there are many families from Llanrumney currently attending schools outside Llanrumney. With the wider housing developments in Rumney, St Mellon's and further afield, there will be less option for families to choose education out of Llanrumney and the schools will begin to fill up for this reason as well.
- Now that the area has a better-quality high school facility, more families will opt for English-medium community schools, instead of faith schools and welsh-medium schools.
- The data the LA uses is notoriously inaccurate and has been proved totally incorrect and inaccurate in other attempts to close schools due to surplus spaces. Or indeed to open schools. The already-oversubscribed Eastern High shows this.

### **Children's Rights and the need for the best, LOCAL education for children most at risk of disengagement**

Cardiff is committed to becoming a UNICEF Child-Friendly City. **Yet the greatest impact, if this proposal were to go ahead, would be on some of the most vulnerable children and families in our city.** The "closing the gap" aims for the Council and Government are seriously negated by this proposal. Children have a right to attend primary school – this should be a local school which is part of their community and is easily accessible. Articles 28 and 29

Glan-yr-Afon has the highest FSM level and highest ALN level of the Llanrumney schools – therefore some of the most vulnerable children would have a long distance to walk to school. There are many single-parent families and many without a car at their disposal. The distance and difficulty of the walk will prevent good parent-engagement – one of the proven factors in increasing aspirations and life-chances for more vulnerable pupils.

### **QUALITY IMPACT?**

Who will be most (and disproportionately) disadvantaged by the closure of Glan-yr-AFon?

- Parents and pupils with disabilities
- Single parents, especially the many single mothers – unmarried people
- Young children
- Non-Catholic families who follow a different faith or do not have a faith.

5 protected characteristics – age, gender, marital status, religion and disability – are seriously disadvantaged and prejudiced by this proposal.

The initial Equality Impact Assessment presented to the cabinet fails to address the discrimination created by forcing families in Glan yr Afon catchment to have to attend a faith school - St Cadoc's. Whilst the LA may say that parents aren't forced to opt for faith education, in practical terms they will be forced. The proposal removes parent choice in this part of Llanrumney.

### **Conclusion**

A closure of Glan-yr-Afon would soon be proven to be short-sighted in that it would leave Llanrumney families short of places for primary school pupils and will be detrimental to the education to many very vulnerable pupils.

Just as the area of Llanrumney, Rumney and St Mellon's is beginning to be provided with a good quality secondary education, reducing spaces in community primary schools would be a grave and costly mistake. The proposal is based on a false economy.

There are many other alternatives and options which are plausible and need to be considered – options which can provide the education and learning environment all children in Cardiff deserve, in a location which is accessible to the community, and which is non-discriminatory. Glan-y-Afon's community deserves the chance to have a local, outstanding school.

# Have Your Say!

## What is proposed?

The Council is proposing to close Glan Yr Afon Primary School from 31st August 2019

- There are not enough pupils attending the school. Glan yr Afon currently has 141 spaces free – almost half of all spaces.
- Fewer spaces means less funding for the school. The school currently has a deficit budget of £130,000. It is extremely unlikely that this situation will change.
- The school building is in need of major repair and provides poor suitability for purpose.
- Spaces are available to accommodate existing pupils across other schools in the local area. The quality of the education and buildings at these schools is of a higher or equal standard.

Are you responding as: Please tick all that apply

- |  |  |
|--|--|
| <input type="checkbox"/> Parent of a child at Glan yr Afon                           | <input checked="" type="checkbox"/> School Employee (Which school?) <i>GYA</i> |
| <input type="checkbox"/> Parent of a child at another primary school (which school?) | <input type="checkbox"/> Pupil (Which School)                                  |
| <input type="checkbox"/> School Governor (which school?)                             | <input type="checkbox"/> Interested Member of the Public                       |

2. Do you understand the reasons for the proposal to close Glan yr Afon Primary?

Yes  No

3. Which of the following do you believe are most important when choosing a primary school for your child/ren? (Tick 3)

- |   |  |
|---|--|
| <input type="checkbox"/> Size of the school                                   | <input type="checkbox"/> Proximity to home                     |
| <input checked="" type="checkbox"/> Class sizes                               | <input type="checkbox"/> Siblings already in the school        |
| <input checked="" type="checkbox"/> Quality of school buildings and resources | <input type="checkbox"/> I / family members went to the school |
| <input checked="" type="checkbox"/> Teaching staff                            | <input type="checkbox"/> Other (please tell us)                |
| <input checked="" type="checkbox"/> Educational attainment                    |  |
| <input type="checkbox"/> Good reputation                                      |  |
- \_\_\_\_\_
- \_\_\_\_\_

### Response to the consultation document

We are writing as the staff of Glan Yr Afon Primary School in response to the consultation document regarding the proposed closure of our school. In order to understand the position the school is in it is vital to understand what has happened to the school in the last three years.

Glan Yr Afon was inspected by Estyn in January 2015. The school's performance was judged to be adequate and its prospects for improvement were judged to be good.

Estyn stated in their report that the school's prospects for improvement are good because:

- The head teacher, senior management team and governors have a clear vision and aims and are strongly committed to raising standards
- Monitoring is effective in identifying the school's strengths and areas for improvement
- The development plan has appropriate priorities that link well to the outcomes of self-evaluation
- Recent initiatives, which focus on raising standards in literacy and numeracy, are starting to have a positive impact on pupils' standards
- There are effective partnerships that contribute significantly to pupils' wellbeing

These statements prove that the school was in a good position moving forward.

This put Glan Yr Afon in a stronger position than the other local non-faith schools in our area. Bryn Hafod and Pen Y Bryn were both judged as having adequate prospects for improvement at this time.

Glan Yr Afon was put into local authority monitoring following this inspection. Bryn Hafod and Pen Y Bryn were put into Estyn monitoring. This has not been explained accurately in the consultation document.

### So what went wrong?

Initially the school made good progress against the recommendations – reports by challenge advisor confirm this and the staff were told by the headteacher and challenge advisor that the recommendations were on track and there was a strong likelihood the school would be removed from monitoring. Categorisation was also going to improve.

However in March 2016 the headteacher Kevin Thomas was suspended. It cannot be underestimated how damaging his suspension and the subsequent court case has been on the whole school- staff and pupils alike. We have been told on many occasions that this is something we should not raise as a concern or even talk about but it has been life changing for many of the staff.

Following his suspension a deputy head from another school was drafted in to take over. She had very little experience as a head and during this time changes were made which

were detrimental to the school. The strengths which Estyn had identified were not acknowledged. The staff tried to take action seeking help from their unions and governing body as they were concerned with the direction the school was going in but this did not result in any positive support at that time. It was perceived as the staff being difficult –this was not the case –the staff had genuine concerns for the school. At times the acting head, the deputy head the ALNCO, the site superintendent, all admin staff and several teachers were absent on sick leave directly or indirectly due to the stress of the situation.

Two senior teachers were asked to take over the day to day running of the school. They asked Challenge Advisor several times about recommendation and told not to worry – this was a crisis management situation. There was little support at that time when the school could have avoided Estyn monitoring. If that had happened we would be in a very different situation now.

Despite this, and due to the hard-work and commitment of the staff, the school has come out of Estyn monitoring in June 2018.

### Teaching and Learning

However, one of the key arguments to now shut Glan-yr-Afon is that teaching and learning in the school is judged not to be as good as in other local schools. .

The consultation document is again misleading. This seems to be based on school categorisation. However as already stated Glan Yr Afon was in the strongest position for improvement. It would have been very hard if not impossible for our school to improve considering the number of headteachers and changes of governing body we have had during the last three years.

Teaching and Learning has never been an issue at Glan Yr Afon. All staff regularly exceed their Performance Management targets and no staff member has ever been involved in the compability process.

As a staff we firmly believe that every child has the right to an excellent standard of education. This can be provided at Glan Yr Afon. Estyn acknowledged that our children make good progress from a very low starting point in 2015. Progress data is vital to us with such a high percentage of children with additional needs.

In 2017/18 our progress data showed that our pupils had made excellent progress. All children in Foundation Phase made expected progress and most made higher than expected progress.

In Key Stage 2 all children with one exception made expected progress and many made more than expected progress.

This data was not included in the consultation document but we feel that if this was compared with other schools locally it would give a truer picture of achievement.

Where are Glan-yr Afon pupils going to go?

### Article 3

The best interests of the child must be a top priority in all decisions and actions that affect children.

There are not enough places in the local schools on the estate to accommodate all of the Glan-yr-Afon pupils. Pen-y-Bryn and Bryn Hafod currently have some of our pupils on a waiting list; they are certainly in no position to accept all of our pupils. Equally, there are currently doubts over whether St Cadoc's will be prepared to increase their intake, in order to accommodate Glan-yr-Afon pupils. Regardless of whether they do decide to increase their intake, parents should not feel compelled to send their children to a Catholic school. They chose an English medium, non-faith education for their child and now that choice is being taken away from them. We believe that expecting parents to send their children to a faith school is against Article 14

Article 14 (freedom of thought, belief and religion) Every child has the right to think and believe what they choose and also to practise their religion, as long as they are not stopping other people from enjoying their rights. Governments must respect the rights and responsibilities of parents to guide their child as they grow up.

Even if they could all be found places in Pen-y-Bryn and Bryn Hafod (this is not possible unless the local authority have already agreed to Bryn Hafod increasing their numbers), these two schools are at the top of the Llanrumney estate. We are talking about families who already struggle to get their children to school on time, without the additional demand of the extra distance. Glan-yr-Afon staff, have worked hard to ensure that regular attendance by all pupils is a priority, but this is inevitably going to be impacted upon negatively if they have to travel further to school. Some of our families have three or four children in the school. How can it be ensured that all of their children are placed in the same school?

The geography of the local area with a large hill on each side of the estate means access to the other schools would be extremely difficult for parents without transport.

Consideration needs to be given to the Active Travel Legislation. Within the report there is a section on active journeys. Active Journeys is a programme to encourage and promote walking and cycling in schools across Wales. As a school we support this but this proposal would make it very difficult to implement this scheme. Safety is also a concern. Many of our older children walk to and from school alone – they would face many dangers walking for up to 45 minutes alone.

#### Damaging effect on some of the most disadvantaged pupils in Wales

Glan-yr-Afon has one of the highest percentages of Free School Meals across the whole of Cardiff. As a school, we are judged on the impact that we make in particular to FSM pupils, as it is widely acknowledged that these pupils are the most vulnerable, and most at risk of not making the progress that they should. However, these are now the very children who are being expected to settle in a new school and continue making progress, with no negative impact on them. For many of the pupils at the school, the relationships that they have built with the staff at the school are one of the few certainties in their life and the impact of the



closing of the school on these pupils cannot be underestimated. Indeed, it feels like the least consideration is being given to the children most in need. We feel that barriers are being put in the way of our most vulnerable children learning and this is not acceptable.

The Well – Being of Future Generations Act(Wales 2015) makes reference to well being goals.

A more equal Wales - A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).

A Wales of cohesive communities –attractive, safe, viable and well connected communities.

Has the local authority considered this Act as there is no reference to it in the consultation document,

The report states the importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs. We feel that not enough consideration has been given to the long term impact on these children of losing their primary school.

#### Deficit budget

One of the key reasons given for the proposed closure of Glan-yr-Afon is its current deficit budget of £130000. When Kevin Thomas was suspended, we had a balanced budget. The deficit has dramatically increased in the last two years from £60,00 in 2017/18 to £130,000 in 2018/19.

This raises two main questions. Why was the governing body allowed to set a deficit budget in 2017/18 and why have they set a deficit budget of such a large sum for 2018/19 on the recommendation of the local authority. This deficit could be reduced significantly now but the Governing Body are not being given the opportunity to do this. The school is being denied the opportunity to improve the situation.

In a document obtained under the Freedom of Information act, the cost on the school, local authority and ultimately the public purse was given as £190,817.77. This is despite us being told that the school has incurred no cost to its budget due to the suspension of the headteacher. This must have had an impact on the budget. It can't be a coincidence that the deficit has suddenly appeared since the suspension of the head.

It has been stated that the school would require 'significant investment' – Kevin Thomas has been suspended on full pay for two and a half years, yet the pupils of one of the most deprived areas of Wales are apparently not worth 'significant investment'.

#### Number of pupils on roll

Another key reason given for the proposed closure is the falling number on roll and excess places in the school. Points to consider in regards to this

Glan-yr-Afon used to be three separate schools, which have been amalgamated about twenty years ago. This in itself has led to there being excess classrooms

Due to the bad reputation of the former Llanrumney High and the amalgamated Eastern High, some parents in recent years have opted to send their children to St Cadoc's in order to send them to a Catholic high school instead. Since the opening of the new school campus, Eastern High is now an over-subscribed school, which may well lead to an increase in demand for a non-faith, English medium primary in the bottom end of Llanrumney.

The suspension of the headteacher Kevin Thomas, and subsequent conviction for sexual assault, has led to the school receiving a lot of negative publicity which will have impacted on pupil numbers. This is entirely not the fault of the Glan-yr-Afon school community.

Following his conviction for sexual assault Kevin Thomas is still in post, still being paid – this money should be being used to improve our school.

### Fair Consultation

Since the announcement of the proposed school closure, one of the local councillors (Lee Bridgeman) and an employee from the local authority (Brett Arthur) have both advised parents to move their children now. This is despite this only being at the consultation period. In the week following the parents meeting where Brett Arthur advised this, we had 13 pupils apply to move schools

### Planned new housing in Llanrumney

In terms of new housing, there are many new homes planned in Llanrumney and Rumney. There are 106 houses planned for the site near Countisbury Avenue. The forecast number of primary age pupils is 17 for these houses. I would question if the statistical model that is used to predict that figure is based on areas such as Llanrumney, where many families have 3+ children.

In addition, the consultation states (on p15) "If additional housing was planned on the former Llanrumney High School site.....". However, housing is planned there; the plans are available online to view. There are 98 houses being built with 28 being affordable housing. These houses will increase the demand for primary education in the bottom of Llanrumney.

Two hundred houses are being built on Newport Road. This will put pressure on Bryn Hafod and Pen Y Bryn who already do not have enough spaces for the children of Glan Yr Afon.

With so much building going on in the local area this is not the right time to be considering closing a school!

### Levels of support

On page 17 of the consultation document, it states that Glan-yr-Afon is an amber school, and as such would receive support, and that the school has received more support than a school of this category would normally receive. We would like to question what that support consists of as I don't believe being given a deputy headteacher on a secondment (when we requested a full time, experienced head to help us through such a difficult situation), who then subsequently spent lengthy periods of time on sick leave, leaving us with no headteacher, can be considered as adequate support. We also had a change of challenge

advisor during this time. We were told to 'crisis manage'. With adequate support, maybe the school would have made the progress expected.

#### Risks of proposal

On page 24 of the consultation document, it states the risks associated with the proposal. It does not list the impact on pupil and staff wellbeing as a risk. With regards to the Wellbeing and Future Generations Act (2015), it would have to be questioned as to whether sufficient consideration has been given to the long term impact on the pupils of Glan-yr-Afon.

In addition, the loss of jobs has not been included as a risk. However, the effect on staff wellbeing and the cost of compulsory redundancies should be included as risks. The cost of redundancy payments alone would be a significant sum .

#### Building

There has been no significant investment in the school building for many years – Why not ? The school was not considered for 21 st Century Schools Funding – Why not?

It is the responsibility of the landlord to provide a dry, safe and warm building. Yet again the Glan Yr Afon community have been let down by factors over which they have no control.

#### Alternative plans for school

There are other uses for the existing school and site that could be considered.

The school used to be three separate schools- what consideration has been given to moving Key Stage Two provision into the Foundation Phase side of the school, and demolishing the unused part of the school (which is the part in the worst state of repair)? This would ensure that the education of the pupils of Glan-yr-Afon would not be disrupted and maintain a non-faith, English medium primary school at the bottom end of Llanrumney. It would also allow scope for potential rebuilding and extension of provision, if numbers were to rise due to the planned housing developments in the area.

Alternatively consideration could be given to moving some of the behaviour support provision in Cardiff to occupy half of the school. The school would be ideal for this sort of provision due to the extensive woodland and fields. This is something that is not available at many schools in Cardiff.

Glan Yr Afon could federate with another local school. This was successful in some ways when the school worked with Meadowlane enabling the staff to access joint training and share expertise. Problems encountered at that time were due to the school needing a full time head while facing the court case. This should now be resolved.

Glan Yr Afon could reduce to a one form entry enabling children to have continuity of education in their local school.

Thank you for considering our views. In conclusion the staff feel that finally the school is in a very strong position to move forward –

The situation with Kevin Thomas substantive headteacher, should soon come to an end,

leadership in the school is strong and consistent with a clear vision moving forward  
the Governing Body is taking an active part in the school and is continuing to develop  
Estyn have stated that the school needs no further monitoring

The staff are able to access training – something they have been denied for many years.

Our pupils made excellent progress in the last academic year

Parental support is very strong

The parents should be given the opportunity to engage in their children's education in a local school and barriers should not be put in their way.

The area is currently being regenerated with new housing which will require a community base. The area has already lost the High School, Youth Centre and community Football Pitches,

This is not the right time to close our school when there is so much potential for growth and change.

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This raises two main questions. Why was the governing body allowed to set a deficit budget in 2017/18 and why have they set a deficit budget of such a large sum for 2018/19 on the recommendation of the local authority. This deficit could be reduced significantly now but the Governing Body are not being given the opportunity to do this. The school is being denied the opportunity to improve the situation.

In a document obtained under the Freedom of Information act, the cost on the school, local authority and ultimately the public purse was given as £190,817.77. This is despite us being told that the school has incurred no cost to its budget due to the suspension of the headteacher. This must have had an impact on the budget. It can't be a coincidence that the deficit has suddenly appeared since the suspension of the head.

It has been stated that the school would require 'significant investment' – Kevin Thomas has been suspended on full pay for two and a half years, yet the pupils of one of the most deprived areas of Wales are apparently not worth 'significant investment'.

#### Number of pupils on roll

Another key reason given for the proposed closure is the falling number on roll and excess places in the school. Points to consider in regards to this

Glan-yr-Afon used to be three separate schools, which have been amalgamated about twenty years ago. This in itself has led to there being excess classrooms



Due to the bad reputation of the former Llanrumney High and the amalgamated Eastern High, some parents in recent years have opted to send their children to St Cadoc's in order to send them to a Catholic high school instead. Since the opening of the new school campus, Eastern High is now an over-subscribed school, which may well lead to an increase in demand for a non-faith, English medium primary in the bottom end of Llanrumney.

The suspension of the headteacher Kevin Thomas, and subsequent conviction for sexual assault, has led to the school receiving a lot of negative publicity which will have impacted on pupil numbers. This is entirely not the fault of the Glan-yr-Afon school community.

Following his conviction for sexual assault Kevin Thomas is still in post , still being paid – this money should be being used to improve our school.

### Fair Consultation

Since the announcement of the proposed school closure, one of the local councillors (Lee Bridgeman ) and an employee from the local authority (Brett Arthur) have both advised parents to move their children now. This is despite this only being at the consultation period. In the week following the parents meeting where Brett Arthur advised this, we had 13 pupils apply to move schools

### Planned new housing in Llanrumney

In terms of new housing, there are many new homes planned in Llanrumney and Rumney. There are 106 houses planned for the site near Countisbury Avenue. The forecast number of primary age pupils is 17 for these houses. I would question if the statistical model that is used to predict that figure is based on areas such as Llanrumney, where many families have 3+ children.

In addition, the consultation states (on p15) "If additional housing was planned on the former Llanrumney High School site.....". However, housing is planned there; the plans are available online to view. There are 98 houses being built with 28 being affordable housing. These houses will increase the demand for primary education in the bottom of Llanrumney.

Two hundred houses are being built on Newport Road. This will put pressure on Bryn Hafod and Pen Y Bryn who already do not have enough spaces for the children of Glan Yr Afon.

With so much building going on in the local area this is not the right time to be considering closing a school!

### Levels of support

On page 17 of the consultation document, it states that Glan-yr-Afon is an amber school, and as such would receive support, and that the school has received more support than a school of this category would normally receive. We would like to question what that support consists of as I don't believe being given a deputy headteacher on a secondment (when we requested a full time, experienced head to help us through such a difficult situation), who then subsequently spent lengthy periods of time on sick leave, leaving us with no headteacher, can be considered as adequate support. We also had a change of challenge

advisor during this time. We were told to 'crisis manage'. With adequate support, maybe the school would have made the progress expected.

#### Risks of proposal

On page 24 of the consultation document, it states the risks associated with the proposal. It does not list the impact on pupil and staff wellbeing as a risk. With regards to the Wellbeing and Future Generations Act (2015), it would have to be questioned as to whether sufficient consideration has been given to the long term impact on the pupils of Glan-yr-Afon.

In addition, the loss of jobs has not been included as a risk. However, the effect on staff wellbeing and the cost of compulsory redundancies should be included as risks. The cost of redundancy payments alone would be a significant sum .

#### Building

There has been no significant investment in the school building for many years – Why not ? The school was not considered for 21 st Century Schools Funding – Why not?

It is the responsibility of the landlord to provide a dry, safe and warm building. Yet again the Glan Yr Afon community have been let down by factors over which they have no control.

#### Alternative plans for school

There are other uses for the existing school and site that could be considered.

The school used to be three separate schools- what consideration has been given to moving Key Stage Two provision into the Foundation Phase side of the school, and demolishing the unused part of the school (which is the part in the worst state of repair)? This would ensure that the education of the pupils of Glan-yr-Afon would not be disrupted and maintain a non-faith, English medium primary school at the bottom end of Llanrumney. It would also allow scope for potential rebuilding and extension of provision, if numbers were to rise due to the planned housing developments in the area.

Alternatively consideration could be given to moving some of the behaviour support provision in Cardiff to occupy half of the school. The school would be ideal for this sort of provision due to the extensive woodland and fields. This is something that is not available at many schools in Cardiff.

Glan Yr Afon could federate with another local school. This was successful in some ways when the school worked with Meadowlane enabling the staff to access joint training and share expertise. Problems encountered at that time were due to the school needing a full time head while facing the court case. This should now be resolved.

Glan Yr Afon could reduce to a one form entry enabling children to have continuity of education in their local school.

Thank you for considering our views. In conclusion the staff feel that finally the school is in a very strong position to move forward –

The situation with Kevin Thomas substantive headteacher, should soon come to an end,

leadership in the school is strong and consistent with a clear vision moving forward  
the Governing Body is taking an active part in the school and is continuing to develop  
Estyn have stated that the school needs no further monitoring  
The staff are able to access training – something they have been denied for many years.  
Our pupils made excellent progress in the last academic year

Parental support is very strong

The parents should be given the opportunity to engage in their children's education in a local school and barriers should not be put in their way.

The area is currently being regenerated with new housing which will require a community base. The area has already lost the High School, Youth Centre and community Football Pitches,

This is not the right time to close our school when there is so much potential for growth and change.

Flying Start Health Visitors  
Glan Yr Afon Primary School  
Browning Close  
Cardiff  
CF3 5NJ  
10/10/18

To whom it may concern

We are Flying Start Health Visitors based at Glan Yr Afon (GYA) Primary School and are collectively responding to the proposed closure of GYA.

Whilst, we agree with the proposal set out by Cardiff Council on page 3 of the Summary Document we would like to articulate the benefits of our Flying Start Team being based locally and within GYA school and the wider community.

We realise that creating a strong economy which delivers prosperity and security for all individuals, families and communities in Wales is a key priority for Welsh Government (WG 2017). As Flying Start Health visitors we make a huge contribution to positively changing the lives of children and their families within the local area- Llanrumney. Pivotal to this is the fact that we are based at GYA, having high visibility with parents and children attending the school. The Flying Start Health Visitors are seen as part of the community of Llanrumney having strong links with the GYA school, local schools, Nurseries, GP surgery and wider community. This has strengthened our relationships with teachers, GP's, Community nurses, police and other professionals. This has provided us with excellent communication channels as we are seen to be part of the community and a great resource to other professionals and families. Also, our engagement with the wider multi-disciplinary agencies is crucial to safeguarding children in the local area. We also identify and refer children to Flying Start childcare which is offered to parents within the local area. Being based at the school allows us to maintain close links with parents and children particularly as we work closely with local nurseries.

The primary function of the Flying Start health visitor is to support the family in the home within an intensive structured home visiting programme. We offer an enhanced service to our families and help and support can be provided on a range of issues which may affect our families. We are supported by the Community Nursery Nurse (CNN) service and Karen (based at GYA) is invaluable to supporting us with the referral process for caring for newborn babies and giving advice and support with breastfeeding, feeding, weaning and nutrition, sleep routines, potty training and behavioral issues such as sleep. We provide additional home visits from the ante natal period through to 3 years and 11 months. This is to support our local families with parenting and to provide them with any help and advice which they might need. This enables us to build up secure trusting relationships with our family which is crucial in developing a partnership with our families, enabling them to draw out their values and beliefs and enabling us to identify health needs to determine appropriate interventions and early referrals. This contributes to health promotion, improved education, enhanced wellbeing and improved outcomes for all children and families living within the GYA flying start catchment area.

As Flying Start Health Visitors we have an excellent working knowledge and profile of the local area and as a result are able to sign post and refer our families to other agencies within and outside Flying Start if required. This is a crucial part of our role as we are at the forefront of delivering a robust Flying Start Service and we are the first point of contact with our families. Given the fact we spend lengthy periods of time with our families /clients we are able to identify early detection within the levels of provision offered, such as dental health, immunisation, smoking and substance misuse, prevention of SIDS, breastfeeding, nutrition, obesity, baby safety and accident prevention, promotion of secure attachment and bonding, involving dads and safeguarding children which are vital to the principles underpinning WG initiatives and also health visiting practice.

In order to facilitate health enhancing activities, it is necessary for us to work collaboratively with schools and health professionals within the local area to establish support networks in the community as well as individually planned home-based programmes. We continually assess our families identified as medium and high risk, and make appropriate referrals. Therefore being based at Glan Yr Afon has

enabled us to identify and work closely with families and relatives attending the school.

Our group sessions include baby massage, weaning parties and baby clinic. We also take part in delivering the Parenting programme. Evidence shows that speech, language and communication ability is an important predictor of later progress in literacy and has an impact on social skills as well as behaviour of children (WG 2017). Every family in our area has on-going access to an appropriate language and play group which is held at GYA primary school. From this, a more targeted approach based on assessment and referral can be taken when there is evidence of additional need

Looking forward, we will continue to strive towards improving outcomes for children and families and are committed to enabling our parents and families to find enjoyment and enrichment in parenthood. The government recognises that Health Visitors are in a key position to lead and influence change (DOH 1997). Therefore, in order for this to continue, it is vital that we have a profile and remain locally in order to continue to arrest this challenge of delivering a robust F/S programme with the enthusiasm and commitment that we have practiced since being based at Glan Yr Afon for the past 10 years.

Yours Faithfully

Helen Swann (HV)

Stephanie Cotton (HV)

Margaret Davies (HV)

Vicky Forsey (HV)

Karen Parker (CNN)

Julie Hugo (Clerk)

## Summary of the responses received an appraisal of views expressed

1. The points of view received as part of the consultation are set out in *italics* below and have been grouped according to the points raised where appropriate.
2. The Council's response to each point can be seen underneath, under the heading "*Appraisal of views expressed.*"
3. The following responses were received in favour of keeping Glan-yr-Afon Primary School open:

### Local Ward Members response

4. Councillors Lee Bridgeman, Keith Jones and Heather Joyce submitted a joint response objecting to the proposal to close Glan-yr-Afon Primary School. The response included the following points: (a copy of the full response can be seen at Appendix 6)
  - *We ask that the Cabinet reject the proposal and come back with a comprehensive spelt out plan for how the provision of English medium primary school places in the Llanrumney area can be addressed for future years;*
  - *Glan-yr-Afon Primary School serves an area of high economic deprivation within Llanrumney; approximately half of the children are eligible for free school meals (46%) with many pupils identified as possessing additional learning needs. The school also has a 'Wellbeing Class' and 'Flying Start Provision'.*
  - *There has been a historic substantial lack of investment in the school building;*
  - *The school has had a torrid period with the long term suspension of its head teacher - there is no mention of these extraordinary circumstances in the consultation document;*
  - *The school has been served by a succession of interim headteachers which has dramatically undermined the running of the school;*
  - *The school has been handicapped by the suspension of its headteacher and a chronic historic lack of investment in its infrastructure;*
  - *Greatly increasing the majority percentage of non-baptised Catholic children within St Cadoc's RC Primary School seems a rather odd thing to do irrespective of how good the quality of education that is on offer;*
  - *The St Cadoc's RC Primary School site is accessed via Shaw Close, a road with serious speeding issues which would make a mockery of the council's avowed aim that children should seek to walk and cycle to school;*
  - *The council state that the condition of the physical infrastructure of Glan-yr-Afon necessitates the school's closure. It is rated on the A-D classification scale as being designated within Band C. Yet, only one other of the Llanrumney Primary Schools has a better rating for the state of the physical building;*

- *Llanrumney has had community assets taken away and these resources have not been replaced;*
- *Residents are not even guaranteed that places for their children will remain on the estate of Llanrumney.*

### **Appraisal of views expressed**

5. The Council notes the views expressed by Local Ward Members.
6. It is acknowledged that the catchment of the school includes a Lower Super Output Area (LSOA) identified as one of the most deprived areas in Wales, within the first 5% in the 2014 Welsh Government Index of Multiple Deprivation for Wales. In 2016/17, 46% of learners were registered as entitle to free school meals, significantly above the national average of 18.9% and the Cardiff average of 22.3%.
7. Investment in school buildings is carried out in line with identified priorities including sufficiency and condition issues. As part of the Welsh Government 21<sup>st</sup> Century Schools Programme, the Council has invested in schools throughout the city. In these areas demand for places has been more than the number of places available. The proposal to close Glan yr Afon Primary School relates to the need to remove surplus places. There are a greater number of places in primary schools in the Llanrumney area than pupils who wish to attend these schools and whilst the number of children living in the area has increased there are still many more places than needed and the aim of the proposed change is to reduce the numbers of unfilled English-medium primary places.
8. There have been interim leadership arrangements at the school to cover the absence of the substantive Headteacher since March 2016. An experienced Headteacher has been seconded full time to the school with effect from September 2018.
9. The proposal to increase the number of places available at St Cadoc's Catholic Primary School is a separate proposal, and subject to consultation which is being carried out by the Governing Body of the school. In the event that the proposal to close Glan-yr-Afon Primary School is not progressed, the proposed change to the admission number at St Cadoc's Catholic Primary School would be withdrawn.
10. The Council had originally proposed to locate the new build Eastern High School on the Eastern Leisure Centre site within the Llanrumney ward, however, following prolonged public engagement with the local communities it was agreed that the new school be built on the former Cardiff and Vale College site on Trowbridge Road.
11. Additionally following public consultation it was agreed to maintain library provision in the area and the new Llanrumney Hub was established.
12. The Governing Body of St Cadoc's RC Primary School are consulting on a proposal to increase the admission number of the school across all age groups



to 60 utilising existing accommodation. Pupils from Glan-yr-Afon could move to St Cadoc's RC Primary School, other community primary schools in the immediate area or alternatively access places in schools within two miles of their home address if preferred. Additionally parents would have the option of transferring to Welsh-medium which the Council would support in line with the Welsh Government 1m Welsh speakers aspirations. It is however acknowledged that accessing school places outside of the local area may present challenges for some families.

### **Estyn**

13. A response from Estyn included the following (a copy of the full response can be seen at Appendix 6)
- *The proposal is by Cardiff City Council. The proposal was submitted as a result of the fact that there are many more school places available in English-medium schools in the Llanrumney area than the number of pupils who wish to attend those schools. This has been consistent over a number of years. Cardiff City Council proposes to discontinue some of the surplus school places in schools in the Llanrumney area through closing Glan yr Afon Primary School from September 2019. As long as there are additional places available in other local schools, it is Estyn's view that closing Glan yr Afon Primary School would not have a detrimental effect on the standard of English-medium education in the Llanrumney area.*
14. The Council notes the views expressed.

### **Glan-yr-Afon Primary School Governing Body response**

15. A response was received from the Chair of Governors on behalf of all the governors of the school. The responses raised the following points (a copy of the full response can be seen at Appendix 6)
- *Llanrumney is recognised as being in the 5% of the most deprived areas in Wales and its FSM is higher than any other school in the area;*
  - *Glan-yr-Afon Primary School services a particularly vulnerable population for whom Glan-yr-Afon is a vital community resource that goes beyond teaching;*
  - *It is not recognised that falling rolls have been adversely influenced by reputation in the local area damaged by the circumstances of the school over which it has no control;*
  - *The title of the Consultation Document is disingenuous. It is about the proposed closure of Glan-yr-Afon Primary School therefore it should say so;*
  - *People believe that this is not a consultation but a fait accompli with Glan-yr-Afon going to close and the school lost 25 pupils last week;*
  - *It is appalling that the condition and suitability of the school buildings can be used as a reason to close the school;*
  - *The numbers in St Cadoc's RC Primary School should be based on people of the Catholic faith not on the expectations that other pupils will be forced into faith school education;*

- *The financial situation of the school is not as a result of the failure of the school but of a damaged reputation. Because of the uncertainty of the situation a major restructure of staffing which would have dramatically readjusted the budget demands to deal with falling rolls has not taken place as being judged and advised that it would be inappropriate during this uncertain time of management.*
- *To suggest that children of all ages could walk up to two miles to school or be carried by car shows the lack of consideration of understanding of parents in a highly socially deprived area.*
- *Alternatives to these proposals should be explored e.g. phased review over 5 years; amalgamate with another local community school; reduce to one form entry school and federate with another school; reduce to one form entry and consolidate in the Foundation Phase part of the building and demolish the junior building or place a council facility such as The Court School on the site.*

16. The Governors response also included the following questions:

- *None of the schools in the area are full in every year group. If Bryn Hafod Primary School was closed Glan-yr-Afon and other schools could be filled. It is fatuous to argue for closure of Glan yr Afon because parents are sending their children to other schools in Reception when it is stated that the number of pupils on roll at Glan- yr-Afon has increased every year from 2013-17. How do you account for this?*
- *St Cadoc's RC Primary School is currently undersubscribed so why are they proposing to increase their places?*
- *Why were the governors not involved in a discussion about this proposal in order to contribute to the process and maybe avoid it by suggesting alternatives as we do so later in this response?*
- *Why were hard copies of either the main or summary documents not supplied to the governors, as they were to staff and parents?*
- *We understand that the dates of the consultation process were decided at a meeting of the parents and the LA with governors and staff not being consulted, why was this?*
- *The Government's "21<sup>st</sup> Century Schools" programme is spending millions of pounds on other schools, why not Glan-yr-Afon?*
- *If the demography of the area changes where will the pupils go if Glan- Yr-Afon Primary School closes?*
- *On Page 31 of the Consultation Document what the Local Authority has printed is very misleading. It is true that 'the school is facing a number of challenges'. However, it is definitely not true to print that 'these challenges are having an impact on the ability of the school to deliver a high standard of education'.*

### **Appraisal of views expressed**

17. See paragraph 6.

18. The absence of the substantive Headteacher and the issues arising out of this were beyond the control of the Local Authority however it is acknowledged that this may have impacted on the decision of parents not to place children at the school.
19. As set out at the meeting with staff and governors, the public meeting and drop in sessions the proposal is at the consultation stage and no decision has been made to close the school. Any decision by parents to transfer children out of the school is a personal matter and does not indicate a decision on the part of the Council to close the school.
20. Information regarding the condition and suitability of school buildings is included in consultation documents as required by the Welsh Government's School Organisation Code.
21. There is no expectation that pupils will be forced into faith school education. See paragraphs 9 and 12.
22. A large proportion of the budget deficit relates to a reduction in formula funding arising out of the falling number of pupils on roll at the school. The budget has not been directly affected by the absence of the substantive Headteacher and employment of temporary Headteachers as this has been covered by Mutual Supply Funding throughout.
23. In line with Welsh Government guidance, children living over two miles from their primary school may be eligible for free home to school transport. Children living less than two miles from their primary school are not eligible for transport. It is however acknowledged that accessing provision which is further away may cause difficulties for some families particularly given the topography of the local area.
24. The alternative suggestions put forward by the Governing Body are noted. Consideration of these suggestions is subject to additional work being undertaken to establish the viability of any/all of these.
25. The number of pupils on roll on Glan yr Afon increased every year from 2013-17 however in the spring term 2018 there were only 151 pupils (Reception to Year 6) at the school resulting in 141 spare places at the school, almost half (48%) of the available places. The low number of pupils at Glan yr Afon Primary School resulted in the school setting a deficit budget of £130,000 for 2018/19.
26. See paragraph 9.
27. The proposal was brought forward in response to the need to address the issue of surplus places in the local area. The consultation has provided the opportunity for governors to be involved and to put forward alternative options for consideration.
28. Governors were provided with a link to the document however hard copies could have been made available if requested.

29. At a meeting with parents requested by the school following the July Cabinet meeting officers advised that the consultation would begin in September. This information was also shared with senior leaders at the school.
30. See paragraph 7.
31. Demand for English-medium community school places in each of the primary school catchment areas in Llanrumney varies.
32. Table 1 below shows the recent and future (projected) demand for places at entry to Reception year in the English-medium community primary school catchment areas in Llanrumney. These are the children resident in each catchment area, who may be attending any English-medium school.
33. This takes account of information provided by the NHS for children in the area who would attend school in future. It also considers how many attend an English-medium, Welsh-medium or faith school at present, and how many may wish to attend in future.

**Table 1:** Recent and projected demand for places at entry to Reception in English-medium community primary schools within each catchment area

Catchment area	Published Admission Number	PLASC (school census) data in January		Projection data			
		2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Bryn Hafod Primary School Catchment	60	51	42	36	44	34	35
Glan-Yr-Afon Primary School catchment	41	37	41	39	35	40	38
Pen-Y-Bryn Primary School catchment	30	15	27	23	25	27	28
Total within combined catchments	131	103	110	98	104	101	101

34. In total there are more school places available in Reception at Bryn Hafod, Glan-yr-Afon and Pen y Bryn Primary Schools than are needed for the future demand. Although there are 131 places available, the number of local pupils expected to take up places in future years does not exceed 104.
35. The most recent update from the NHS suggests that there will be fewer Reception-age pupils in the Llanrumney area in 2021-22 than in earlier years.
36. In the most recent Welsh Government School Categorisation at January 2018, the school was categorised as Amber (a school in need of improvement which needs help to identify the steps to improve or to make change happen more quickly). Teaching standards are improving, however the rate of change has not yet been significant enough to attain 'good' level across the school.

### **Interim Headteacher of Glan-Yr-Afon response**

37. The interim Headteacher raised the following points (a copy of the full response can be seen at Appendix 6) :
  - *The proposal to close Glan-Yr-Afon Primary School expects children to either attend a faith school or walk a significant distance, along busy roads and up significant inclines;*
  - *The proposal does not begin to show any understanding of the distance needed to be walked by children as young as 3 years, if they have to attend one of the other community schools in the area;*
  - *The school must not continue with the status quo established over the past 10 years, but that does not mean it needs to be closed and the families of lower Llanrumney left without a community school and with distinct barriers to accessing education;*
  - *Glan-Yr-Afon Primary School needs new, strong leadership, investment in the building, a significant review of staffing and structure, and a real belief and commitment to make it the outstanding school the children in Llanrumney need;*
  - *The initial Equality Impact Assessment fails to address the discrimination created by forcing families in Glan-yr-Afon catchment to have to attend a faith school - St Cadoc's RC Primary School;*
  - *There are not enough spaces for all children in all year groups at Bryn Hafod and Pen-y-bryn Primary Schools for families wishing to choose a community school;*
  - *The consultation shows it is wholly reliant on St Cadoc's Catholic Primary School extending its admission numbers. This proves that whilst there are surplus places, there are not enough places for all children. The summary*

*document shows this clearly: "In 2017-18 there were 113 pupils enrolled in the Reception – Year 4 classes at Glan-yr-Afon Primary School. If the school closed and St Cadoc's Catholic Primary School also increased their places, there would be 156 places available in the schools in Llanrumney";*

- *The geography/topography of Llanrumney means accessing another community school (non-faith) will be very, very difficult for many families;*
- *The discrimination against many of the poorest families in Cardiff – making education so inaccessible to many. The proposal suggests putting barriers in the way of pupil-progress and is in direct conflict with the Closing the Gap priority the LA and Welsh Government has;*
- *Maintaining good attendance at school will be very difficult for many children from the lower end of Llanrumney;*
- *The discrimination against non-Catholic families – who will have no choice but to choose a faith school due to the practicalities of physical access and space, not because it is what they want for their children;*
- *Glan-yr-Afon has the highest FSM percentage and ALN percentage in Llanrumney. There is extensive evidence that the biggest group advantaged by smaller schools are children in areas of deprivation and disadvantage;*
- *The rising numbers of families returning to choosing English medium community schools in Llanrumney has been evidenced this year, with an over-subscribed Eastern High School. In the past decade, one of the reasons parents have selected Welsh-medium primary schools and faith schools is that the former Llanrumney and Rumney High Schools both provided a poor quality of education, and they wanted to maximise their chances of accessing a better secondary education;*
- *It is highly unjust that the faith schools in the area cannot be considered in this. St Mellon's CW Primary School has a poor building, a tiny admission number and is therefore a huge financial burden on the LA. Why does it not merge with St Cadoc's and become an ecumenical school?*

### **Appraisal of views expressed**

38. See paragraph 12.
39. See paragraphs 9 and 12.
40. If Glan yr Afon Primary school were to close, Admissions Officers would work with parents to provide details on available places and information on school so that families could make a well informed decision about their child's transfer. In the event of there being more demand for community places than places available in Llanrumney either because the proposal to increase the admission number at St Cadoc's did not go ahead or parents did not wish to access

catholic provision, it may be necessary for children to transfer to schools outside of the Llanrumney area.

41. It is acknowledged that the geography/topography of the Llanrumney area may cause difficulties for some families.
42. The concern regarding the maintenance of good attendance is acknowledged. All schools have processes in place to maintain/improve attendance and work with the families of any/all children whose attendance is a cause for concern.
43. The potential for an increasing number of families to opt for English-medium primary school provision given the improving profile of Eastern High School is acknowledged. Admissions to community high schools are based on residence within catchment and attendance at a faith or Welsh-medium primary school would not prejudice any application for a place at Eastern High.
44. The reorganisation of faith schools serving the area is a matter for the Church in Wales Diocese and the Catholic Arch Diocese.

#### **Staff of Glan-Yr-Afon Primary School**

45. A joint response was received from the staff of Glan-yr-Afon Primary School. It included the following points (a copy of the full response can be seen at Appendix 6):
  - *The performance and prospects for improvement of Glan-Yr-Afon Primary School have not been explained accurately or acknowledged within the Consultation Document;*
  - *The suspension in March 2016 of the Headteacher and the subsequent court case has had a damaging effect on the whole school- staff and pupils alike;*
  - *At times the acting head, the deputy head, the ALNCO, site superintendent, all admin staff and several teachers were absent on sick leave directly or indirectly due to the stress of the situation;*
  - *There was little support at that time when the school could have avoided Estyn monitoring;*
  - *In 2017/18 our progress data showed that our pupils had made excellent progress. This data was not included in the consultation document but we feel that if this was compared with other schools locally it would give a truer picture of achievement;*
  - *The best interests of the child must be a top priority in all decisions and actions that affect children;*
  - *Has the local authority considered the Well-being of Future Generations Act (Wales 2015) as there is no reference to it in the consultation documents;*
  - *Glan-yr-Afon Primary School had a balanced budget when the headteacher was suspended. The deficit has dramatically increased in the last two years;*
  - *Why was the governing body allowed to set a deficit budget in 2017/18 and why have they set a deficit budget of such a large sum for 2018/19 on the recommendation of the local authority?*

- *Glan-yr-Afon used to be three separate schools, which have been amalgamated about twenty years ago. This in itself has led to there being excess classrooms;*
- *Some parents in recent years opted to send their children to faith provision due to the bad reputation of the former Llanrumney High School. The new school Eastern High is now an over-subscribed school, which may well lead to an increase in demand for a non-faith, English medium primary school in the bottom end of Llanrumney;*
- *Following his conviction Kevin Thomas is still in post, still being paid- this money should be used to improve our school;*
- *Local councillor and an employee from the local authority both advised parents to move their children to other schools during the consultation;*
- *There are many new homes planned in Llanrumney and Rumney. With so much building going on in the local area this is not the right time to be considering closing a school;*
- *We would like to question what support Glan-yr-Afon Primary School has received (as mentioned on page 17 of the Consultation Document);*
- *Why was the Glan-yr-Afon Primary School building not considered for 21<sup>st</sup> Century Schools funding?*

### **Appraisal of views expressed**

46. The consultation document reflects the judgements made by the Central South Consortium and Estyn.
47. See paragraph 18.
48. Cardiff Council has to consider the Well-being of Future Generations (Wales) Act 2015 and how this strategy may improve the social, economic, environmental and cultural well-being of Wales. The proposal to close Glan-yr-Afon relates to the need to remove surplus places in the Llanrumney area and would allow for funding currently being used to maintain these places being used to support teaching and learning.
49. See paragraph 22.
50. Part of the surplus accommodation at the school has been used to accommodate Flying Start Provision. The remaining surplus arises out of the low number of children attending the school.
51. See paragraph 43.
52. Matters related to the absence of the substantive Headteacher have been/continue to be subject to legal and HR processes.
53. See paragraph 19.
54. As set out in the consultation document, several new housing development are being built in Llanrumney through the Cardiff Housing Partnership Programme. The number of pupils from these developments is not expected to have a



significant impact on the number of pupils needing places at primary schools in Llanrumney with the total increase in pupils from the known housing developments being fewer than four in each year group.

55. The school is 'Amber' in the national categorisation model however the level of support provided to Glan yr Afon Primary School by the Education Consortium, the Council and by other schools has been greater than would normally have been given to a school in this category.
56. The school will continue to be categorised as Amber this year and will continue to be given extensive external support in order to improve.
57. See paragraph 7.

### **Flying Start Provision at Glan yr Afon Primary School**

58. Flying Start Health Visitors based at Glan yr Afon Primary School collectively responded to the consultation. Their response included the following points: (a copy of the full response can be seen at Appendix 6)
  - *As Flying Start Health Visitors we make a huge contribution to positively changing the lives of children and their families within the Llanrumney area. Based on site at Glan yr Afon Primary School we have high visibility with parents and children attending the school;*
  - *Our engagement with local families and the wider multi-disciplinary agencies is crucial to safeguarding children in the local area. Being based at Glan yr Afon Primary School has enabled us to identify and work closely with families attending the school;*
  - *In order for our support to continue, it is vital that we have a profile and remain locally in order to continue to deliver a robust Flying Start programme.*
59. The Council notes the views expressed. If Glan yr Afon Primary School closed the Council would make arrangements to move the Flying Start provision and it would stay in the local area.

### **Consultation with the pupils of Glan yr Afon Primary School**

60. Cardiff Research Centre (CRC) were commissioned by the School Organisation, Access and Planning team to undertake engagement with pupils of Glan yr Afon. CRC designed and facilitated classroom based activities with pupils at the school. Twenty-one pupils took part in the engagement exercise ranging from year 2 to year 6. ( A full copy of the methodology can be seen at Appendix 5)
61. *The number one concern for the pupils taking part in the engagement exercise focused on changing teachers. Pupils were worried not only from the perspective of fitting into a new classroom but were also thinking about what would happen to their existing teachers should Glan yr Afon close.*

62. *Whilst bullying was not raised initially as a particular concern it was scored highly as part of this follow on exercise. Similarly, making new friends, getting to know a new building and uncertainty around what will eventually happen, were all also recorded as a cause for concern by a large number of pupils.*
63. *Some pupils commented that they didn't want to have to go to St Cadoc's RC Primary School should the proposed closure go ahead as they weren't Catholics, and so wouldn't fit in.*
64. *Pupils also verbally expressed concern about what would happen to forest school. This was clearly an aspect of the school that the children enjoyed and gained a lot from. Pupils were concerned that this facility may not be available to them at a new school. They were also mindful as to what would happen to the trees, animals etc. of this space if there were to be future developments on the current school site.*
65. *The role of selecting primary schools to determine which secondary school pupils would ultimately attend was also raised with some pupils concerned that their future choices could be affected.*
66. *Pupils felt that an opportunity to visit any new school, to meet teachers, pupils and get some familiarity with a new setting could help to allay concerns that they may have.*
67. *The current 'not knowing' was a source of significant concern. Pupils asked to be 'just told straight' what was happening so that they could try to get used to the idea.*
68. *Pupils were keen to have information provided to them via an official channel, with a visit from a council officer to provide direct updates the preferred choice. It was clear that information is currently coming to pupils from a variety of sources including the school, parents and the playground. Pupils wanted to feel informed and be updated directly regarding any developments.*
69. *Knowledge that they would be transferring with classmates and siblings would also reduce concerns significantly.*
70. *In addition to these comments pupils currently in Y5 who attended the public meeting and who submitted individual responses expressed concerns about having to transfer schools twice within a short space of time, once for Y6 and secondly for Y7.*

### **Appraisal of views expressed**

71. A school closure places school staff at a potential risk of redundancy and this will need to be managed in line with the School Redeployment and Redundancy Policy which has been adopted by the Governing Body.
72. The concerns regarding bullying, transferring to a new building and the uncertainty around what will happen are acknowledged. All primary schools in

Cardiff are able to meet the needs of pupils and Council Officer would work with the school and parent to move children to alternative schools in the event of the school closing.

73. There would be no requirement for children to transfer to St Cadoc's RC Primary School.
74. Should there be a decision to dispose of all or part of the Glan yr Afon Primary School site it would be necessary to consider the future use of the site including the forest school area.
75. Admissions to community high schools are based on residence within catchment and attendance at a faith or Welsh-medium primary school would not prejudice any application for a place at Eastern High.
76. The wish for pupils to be updated directly is noted.
77. It is not possible to guarantee that classmates and siblings could transfer to another school together in the event of Glan yr Afon Primary School closing.
78. The concerns expressed by Y5 pupils are noted.

### **Other responses received**

#### **Lack of appropriate support from the Local Education Authority**

79. Glan yr Afon Primary School has faced a number of challenges following the absence of the substantive Headteacher. Responses included the following points.
80. *Having to survive and carry on during this time was very difficult for staff, parents and pupils' alike, as none or very little help was given by the Local Authority. On numerous occasions, the school asked for help to run/manage the school, but no help was forthcoming.*
81. *For 1 whole term, two members of the senior leadership ran the school, in the absence of the Head and Deputy, who was on the sick with stress.*
82. *The Local Authority's decision to appoint an inexperienced Deputy Head as Headteacher of Glan-Yr-Afon Primary School was detrimental to the school, but no one has ever been held to account.*
83. *The focus on the budget deficit of £130,000 does not take into consideration the savings that the school has already made towards removing that deficit, nor does it take into consideration the fact that until our substantive head was suspended our budget had not had this level of deficit.*

#### **Appraisal of views expressed**

84. See paragraphs 8, 55 and 56.

85. See paragraph 22.

### **Quality and Standards**

86. *The proposal fails to mention that the schools prospect for improvement was Good when the Inspection was undertaken in 2015. This was a more positive judgement than that received for Pen y Bryn . It suggests that the school has needed more support than any other Amber schools in the area but fails to mention the absence of a consistent and substantive head for the last 2 and a half years and the fact that the school has had a turbulent time of management during this period.*
87. *Since the Estyn inspection in 2015, the standards of teaching and learning at Glan yr Afon Primary School have been never been in doubt or even questioned.*
88. *Glan yr Afon Primary School was in the strongest position for improvement. It would have been very hard if not impossible for our school to improve considering the number of headteachers and changes of governing body we have had during the last three years.*
89. *Last year our pupils made excellent progress. All our Foundation children made expected progress and most better than expected progress. All our Key Stage 2 pupils (except 1) made expected progress and many made better than expected progress. This data has not been included in the consultation report- I believe this would compare very favourably with other schools!*
90. *Teaching and learning has never been an issue at Glan yr Afon. All staff regularly exceed their Performance Management targets and no staff member has ever been involved in the capability process.*
91. *The Consultation Document states that the school had made sufficient progress in all areas but fails to mention that in 3 areas the progress was rated as strong. The report does not show how the school is positively moving forward and providing strong learning opportunities for the pupils.*
92. *The number of inaccuracies and misleading statements that the '21st Century Schools Consultation Document 2018' contains are many and the current position of Glan yr Afon, with regards to its standards of Teaching have been totally misrepresented.*
93. *The school could now be in a position with the legal proceedings concluded to move forward but the opportunity is being denied to show what Glan yr Afon Primary School could be like with a full time head and proactive management.*
94. See paragraphs 46, 55 and 56.

### **Loss of friendship groups and being parted from siblings**

95. *Many children are already displaying signs of heightened anxiety at the prospect of school closure, worrying about being split from their siblings, friends and the safety of familiar buildings.*

#### **Appraisal of views expressed**

96. It is acknowledged that the proposal to close the school impacts on those children at the school. All primary schools in Cardiff are able to meet the needs of pupils. In the event of the school closing, Council Officers would work with the school and parents to move children to alternative schools.

#### **Cardiff Council has taken so much from the Llanrumney community**

97. *We as a community have lost so much from the bottom end of Llanrumney. We have lost the Community Centre (Barn), Llanrumney High School and now Glan yr Afon Primary School as the only non Faith or Welsh school*
98. *Generations of local families have attended Glan yr Afon Primary School.*
99. *If you close the school there will be no community left because Glan yr Afon Primary School is where local families meet up and socialise.*
100. *Glan yr Afon Primary School is the only community facility left in Llanrumney. It can be the heart of lower Llanrumney, a much needed resource.*

#### **Appraisal of views expressed**

101. See paragraphs 10 and 11.

#### **Home to school proximity and transport costs**

The views expressed included the following:

102. *The Consultation Document suggests that children may have to travel further to school. It does not take into consideration the Cardiff Walk to School initiative if it is actively promoting the need to be driven to school and will have a detrimental effect on safer routes to school and on parking.*
103. *I'm concerned that my four children might not be able to attend the same school. I don't drive and can't afford bus fare everyday. Will I get help with this?*

#### **Appraisal of views expressed**

104. See paragraphs 12 and 23.

#### **Well-being class at Glan yr Afon**

105. *The city may be looking to establish further classes in other schools but this is not an easy prospect. There has been a limited number of schools who have shown a willingness to develop these classes on their sites. Where is it proposed that these children should be accommodated?*

106. *Many parents from Llanrumney and across the city have valued the school's inclusive input and our class for how it has given transformational help to children with significant social, emotional and behavioural needs. In recent years when county provision has been insufficient to meet growing needs Glan yr Afon has made a major long term contribution.*

#### **Appraisal of views expressed**

107. There are currently five Wellbeing classes across the city. The Council is also planning to open more classes in other schools.
108. If the school closes, the Council would be able to close the Wellbeing class with no impact on pupils.

#### **Closing the school will have a detrimental effect on the educational attainment and well-being of pupils**

109. *A single mother with 2-4 children and no car will not be able to get her children all the way to Pen Y Bryn Primary School in bad weather. Also if one child is ill, all will likely remain at home due to difficulties in managing the longer distance to and from school.*
110. *The "closing the gap" aims for the Council and Government are seriously negated by this proposal. Children have a right to attend primary school- this should be a local school which is part of their community.*

#### **Appraisal of views expressed**

111. It is acknowledged that the closure of the school may result in difficulties for some families.
112. 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.
113. The Council does not expect this proposal to have any negative impact on the quality and standards of education or the delivery of the Foundation Phase and Key Stage 2.
114. Other schools in the local area have been judged by Estyn to have standards that are as good or better than Glan yr Afon Primary School.

#### **Families with English as an additional language (EAL)**

115. Several families with English as an additional language who have settled in the local area responded to the consultation to explain that they currently receive support from Glan yr Afon Primary School in terms of staff reading letters for them and taking time to explain things.

116. The close proximity of Glan yr Afon to their home address has made this support very accessible for them, and they are concerned that they may lose this support and feel cut off from the local community if the school closes and they have to attend school further away.
117. The views expressed included the following:
118. *My family and I are Refugees so value the security and stability that we currently experience at Glan yr Afon. I am concerned that my children may not settle if they have to change schools.*
119. *It would not be possible for my wife or I to take our children to more than one school as we do not drive and have no spare money for transport costs.*

### **Appraisal of views expressed**

120. The views expressed are noted.
121. Pupils with English as an Additional Language can be supported in any school in Cardiff.
122. There is no information available that suggests that the proposal would have a negative effect on how children with English as an additional language are supported. All schools in Cardiff would continue to provide support that is appropriate to the individual needs of each pupil.

### **Do not want to choose a faith school**

123. Responses were received raising concerns that the alternative school mentioned in the consultation document (St Cadoc's Catholic Primary School) is a faith school and not a community school. The views expressed included the following:
124. *Promoting St Cadoc's RC Primary School to the parents of Glan yr Afon Primary School as an alternative is removing the parents right to decide if they want their children raised in a faith school and their choice of religion or not. This is in direct contravention of the UNCRC convention 14 allowing children to express and follow their own choice of religion.*
125. *There does not appear to have been any consideration that parents may not wish their child/children to have a Catholic Education.*
126. *The numbers in St Cadoc's Catholic Primary School should be based on people of the Catholic faith not on the expectations that other pupils will be forced into faith school education.*
127. *St Cadoc's is a Voluntary Aided school and their numbers should not be arbitrarily decided by their governors but by the Council School Organisation plan. No other school can determine their own intake apart from other faith*

*schools. The school is undersubscribed now. Why are they proposing to increase their places?*

#### **Appraisal of views expressed**

128. The views expressed are noted and the Council acknowledges that not all families will chose faith provision.
129. See paragraph 12.

#### **St Cadocs RC Primary School will be overcrowded**

130. *My grandchildren attend St Cadoc's RC Primary School and I feel it will be overcrowded with Glan yr Afon children. The proposal is not fair on both schools.*
131. *Would there be more teachers or assistants to help with larger classes?*

#### **Appraisal of views expressed**

132. Changing the use of existing rooms at St Cadoc's Primary School would allow for additional children to be admitted to the school and would not result in overcrowding.
133. The staffing structure and allocation of classes is a matter for the governing body of the school.

#### **Safety needs to be considered if St Cadocs R C Primary School takes on more pupils**

134. *More cars outside St Cadoc's RC Primary School is not feasible. Parking needs to be provided for children's safety.*
135. *St Cadoc's RC Primary School site is accessed via Shaw Close, a road with serious speeding issues which would make a mockery of the council's avowed aim that children should seek to walk and cycle to school.*

#### **Appraisal of views expressed**

136. Around 30% of car journeys made during the morning rush hour are trips to schools or colleges. Travel to school by car can add to traffic on main roads and lead to congestion and problems with parking on residential streets near to schools.
137. St Cadocs' RC Primary School is currently part of the Sustrans Active School Programme which encourages children to walk, scooter and cycle to school.
138. The school is aware that there are already problems with traffic and parking around St Cadoc's school in the mornings and evenings. It is also aware that



speeding traffic along Ball Road is a problem. It has been liaising with the Council on improving this.

### **The Glan yr Afon site**

139. *What is going to happen to the Glan yr Afon site? If it is houses, it means more children with no school places.*
140. Should there be a decision to close the school and to dispose of all or part of the school site it would be necessary to consider the future use of the site. Any funds that the school receives for the site would be expected to be used for funding for the School Organisation Plan Programme, minus any costs for demolition, security etc.

### **Those with mobility issues and health conditions will suffer having to travel to a school further away**

141. *I am a disabled woman who looks after my grandson. Some days when I am really not well I will ring the school and the teacher will walk him out for me or I can ring another one of the parents and they will walk him down.*
142. *My children suffer with asthma, which is made worse by travelling longer distances and is affected by colder weather.*

### **Appraisal of views expressed**

143. It is acknowledged that the closure of the school may result in difficulties for some families.

### **Conservation**

144. *The grounds of Glan yr Afon are hugely valuable for learning opportunities such as Forest School and these are invaluable for the children of Glan yr Afon.*
145. *I am concerned about the natural habitat of the foxes, squirrels and bats that are living around the school. There are bats on the roof – I have seen them flying around for years as I live next door to the school and was born here.*

### **Appraisal of views expressed**

146. See paragraph 140.

### **Planned new housing in Llanrumney**

147. *Housing developments- the majority of houses being 2 or 3 bedroom then that would surely increase more than 1 pupil per year group as is suggested. The old Llanrumney High school site has also been earmarked for Phase 2 building in order to meet the requirements of a 10,000 housing list. When this is undertaken in the near future there will be the need for further school places.*

### **Appraisal of view expressed**

148. See paragraph 54.

### **Alternative Options**

149. A number of alternatives to the proposed closure of Glan yr Afon Primary School have been suggested during the public consultation. These are listed below:

- *Reduce the admission number to 1-form entry and federate the school with another primary school to improve teaching and leadership and assist in the financial sustainability of both schools;*
- *Reduce the size of the school building by locating the whole school in the Infant /Flying Start part of the building making it more efficient.*
- *Invest in the Glan yr Afon site buildings and change the name of the school, as some within the community see it as having a negative reputation and to bring it up to 21<sup>st</sup> Century standards.*
- *Amalgamate Pen-y Bryn Primary School on the bigger Glan yr Afon site and changing the catchment area of Llanrumney to suit this amalgamation and pupil distribution. Access to Glan yr Afon could easily be improved by a one-way system and separate exit/entry for traffic, using other streets which also back onto the grounds of the school. The sale of the Pen y Bryn site would be more profitable than selling the Glan yr Afon site, and the profits from this could be used towards modernising and remodelling (or rebuilding) Glan yr Afon.*
- *Create mixed age classes to save money such as putting nursery and reception pupils together;*
- *Phased review over 5 years to enable pupils to complete their education at Glan yr Afon Primary School.*

### **Appraisal of views expressed**

150. The alternative suggestions put forward are noted. Consideration of these suggestions is subject to additional work being undertaken to establish the viability of any/all of these.

### **Views of those in support of the proposal**

151. Of the 9 responses received in favour of the proposal, one parent expressed concerns about child safety at the school. Two responses supported the proposed closure of Glan-yr-Afon Primary School, but only if certain concerns can be addressed.

152. The 9 responses included the following points:

- *There are too many schools in the Llanrumney area. Whilst the Council has provided different types of schools .i.e Faith and Welsh-medium they have not considered the financial cost to the rate payer many of whom do not have children attending school. If the closure is done in a way that does not impact on the children then all should be ok.*
- *When all the housing developments in the area are complete we may not have enough spaces in not just primary but also the secondary schools in the area. I believe a better solution would be to temporarily rehouse the pupils in other schools then demolish and rebuild a new school on the Glan-yr-Afon site which can then can house the pupils from Glan-yr-Afon and Bryn Hafod amalgamating the two schools thus saving money on two heads, cleaners, caretakers cooks etc.*
- *There is an assumption that additional places will be made available at St Cadoc's. The statement that if the Admission Number at St Cadoc's is not increased, the Council could consult at a later date on other changes, is quite remarkable, given that the proposed closure date for Glan-yr Afon is 31/8/19. There will be no time for an alternative plan.*
- *St Cadoc's is the only community school within reasonable walking distance for children from the bottom end of Burnham Avenue. This is, however, a faith school which presumably parents would have already chosen if they so wished. The only feasible alternative non-faith community school with capacity appears to be Bryn Hafod, which is a considerable walk for parents/children along Ball Road.*
- *The old Llanrumney High School site is at the pre-planning consultation stage for 98 dwellings of which no mention is made in the Consultation. Where will these children go?*
- *The Consultation Document states that the Council would consult at a later date on changes to catchment areas. If no changes are made, would there not be 146 children from Glan-yr-Afon in 2019/20 who would need to transfer to other schools?*
- *I understand that Trowbridge Primary/Greenway Primary are to become federated with one Head. Has this model been considered for Glan-yr-Afon and either Bryn Hafod or Pen-yr-Bryn as a cost saving measure?*

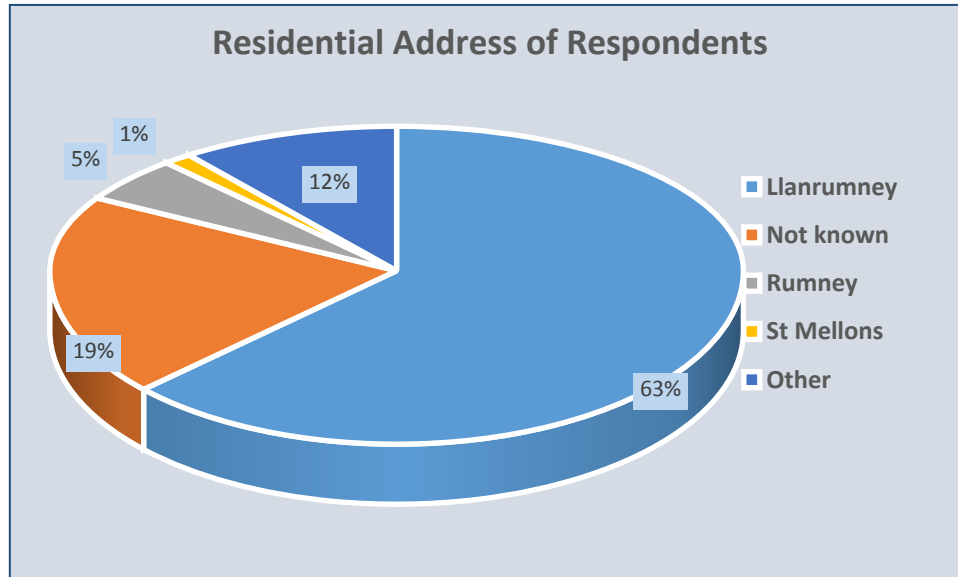
### **Appraisal of views expressed**

153. The views expressed are noted.

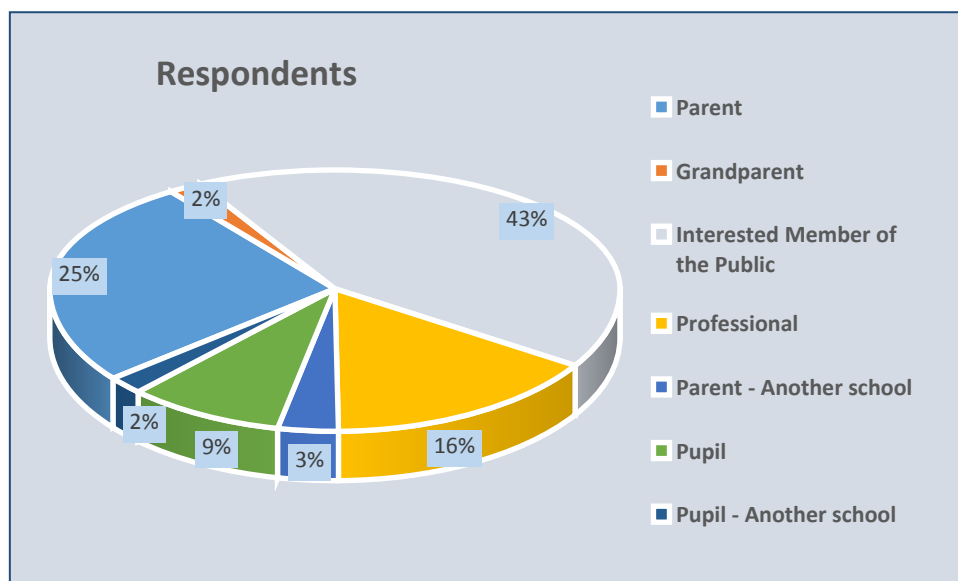
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Summary analysis of consultation responses

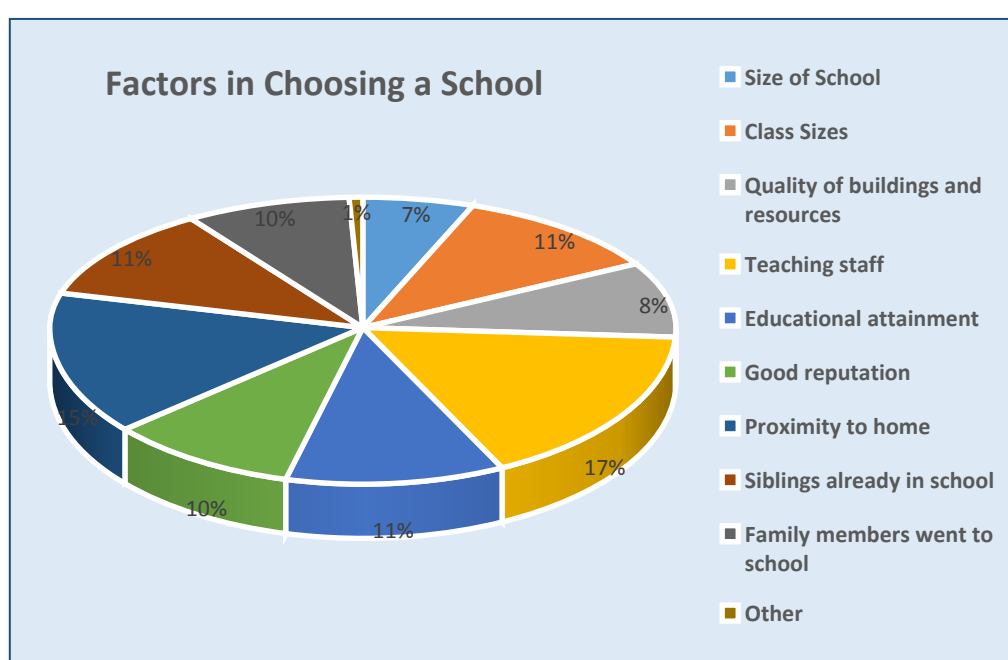
- A total of 146 responses were received and logged. The majority (63%) of respondents reside in Llanrumney. Of the responses that did not specify an address, 61% stated that they were professionally involved with the school.



- The majority of responses (43%) were from people who identified themselves as an Interested Member of the public. Parents of pupils enrolled at Glan Yr Afon, account for a quarter of all responses.
- 39% of the parents responding had more than one child at the school. The category of Professional interested parties included teachers, employees of the school, Governors, Flying Start staff and Ward members.



- The majority of responses (93%) stated that they did not agree with the proposal; 6% stated that they did agree and 1% did not answer this question but did make comment elsewhere in their response that they wanted the school to remain open.
- Of the nine responses that agreed with the proposal, two caveated that certain concerns would need to be addressed.
- Respondents were asked to name their top three priorities when picking a primary school place for their children.<sup>1</sup> The chart below shows that the most important factors were quite evenly distributed with teaching staff the most important element, closely followed by the proximity to home. Equal emphasis was put upon class sizes, educational attainment and having siblings already in the school.



- The additional factors that people identified under the 'other' section included an ethos of well-being, safety and learning, and being part of a community.
- Proximity to home becomes the most significant criteria in picking a school (at 19%) when looking specifically at the responses from parents with children at Glan Yr Afon. Teaching staff and educational attainment were the next most important factors for this demographic.

<sup>1</sup> Some responses ticked more than the required 3 options



**CARDIFF COUNCIL**  
**Equality Impact Assessment**  
**Corporate Assessment Template**

<b>Policy/Strategy/Project/Procedure/Service/Function Title:</b>
<b>New/Existing/Updating/Amending:</b>

<b>Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?</b>	
Name: Janine Nightingale	Job Title: Head of School Organisation, Access and Planning
Service Team: SOAP	Service Area: Education
Assessment Date: November 2018	

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

This report is to inform the Cabinet of responses received following consultation on proposals to rationalise English-medium primary school places in the Llanrumney area, including a proposal to close Glan-yr-Afon Primary School in August 2019.

The report recommends that Cabinet authorises officers to explore the viability of modified proposals to the closure of Glan-yr-Afon Primary School; and to bring a further report to Cabinet for consideration setting out details of how the provision of community English medium primary school places in the Llanrumney area can be addressed.

As a temporary measure, it is proposed to reduce the capacity of Glan-yr-Afon Primary School from 292 places (1.4 forms of entry) to 210 places (1 form of entry) from September 2020. Consultation on the 2020/21 admission arrangements for community schools will take place in December 2018 – January 2019 in accordance with the requirements of the Admissions Code. This consultation will include a proposed Published Admission Number of 30 places for Glan-yr-Afon Primary School.

Any new proposals to reorganise English-medium primary school places in the area would be subject to further consultation.

**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.]**

**CARDIFF COUNCIL**  
**Equality Impact Assessment**  
**Corporate Assessment Template**

The Llanrumney area is served by Bryn Hafod, Glan-yr-Afon, Pen-y-Bryn, St Cadoc's Catholic and St Mellon's CiW English-medium Primary Schools. Welsh medium provision is available at Ysgol Bro Eirwg and Ysgol Pen y Pil, which serve parts of Llanrumney, Rumney, Trowbridge and Old St Mellons.

Current English-medium primary school capacity in the Llanrumney area can accommodate up to 1,342 pupils (age 4-11). In January 2017, the number of primary aged pupils on roll (excluding nursery) was 1073, resulting in an overall surplus capacity of 269 places (20%).

The consultation on the provision of English-medium primary school places in the Llanrumney area invited comments on proposals, which included the closure of Glan-yr-Afon Primary School from 31 August 2019 and all pupils on roll at the school transferring to other schools in Llanrumney, or elsewhere depending on parental preference.

A clear majority of stakeholders in the Llanrumney community who responded to the consultation expressed opposition to the proposal to close Glan-yr-Afon Primary School.

Concerns expressed by stakeholders in respect of the proposal relate to:

- The removal of English-medium community primary school places in 'lower Llanrumney'. For parents of children at Glan-yr-Afon Primary School, home to school proximity is an important criterion when choosing a school and logistical issues associated with having to travel further to an alternative primary school is a major concern;
- The geography/topography of the local area and the distance needed to be walked by those families wanting to access English-medium community provision;
- The impact of closure on current pupils of the school, families of those children and school staff. There were particular concerns around those children in Year 5 who would have to make two transitions within a short period of time;
- Concerns that current sibling and friendship groups would be separated in particular for those families who would not want their children to transfer to a catholic school;
- The perception that the area has experienced a sequence of loss of educational and wider social provision, including Llanrumney High School, the closure of Rumney High School and the location of the new Eastern High some distance from the community;
- The potential for an increasing number of families to opt for English-medium primary school provision given the improving profile of Eastern High School;
- Uncertainty around the proposal to increase the admission number of St Cadoc's RC Primary School not being progressed;
- The limited community education options available to parents not wishing



**CARDIFF COUNCIL**  
**Equality Impact Assessment**  
**Corporate Assessment Template**

to take up places at a catholic school;

- Recent challenges faced by the school which in the view of those who responded to the consultation, have been a catalyst for the decline in pupil numbers;
- A desire from a number of respondents for the school to be provided with an opportunity to build on the recent progress in improving the standard of education;
- The impact of planned, and potential, housing developments in the local and wider area that would result in the need for additional places;
- The co-location of Flying Start provision and the benefits associated with such provision in this area;
- The future use of the site.

Respondents submitted a number of alternatives to closure which included:

- Amalgamation with another local community school;
- A reduction in the size of the school to one form of entry and federation with another school;
- A reduction in the size of the school to one form of entry and consolidation of accommodation in the Foundation Phase;
- Utilising part of the building for other educational purposes, or the transfer of another school onto the site.

The Council acknowledges the concerns raised by stakeholders. However the issue of surplus capacity in the Llanrumney area, with a greater number of places in primary schools than children who wish to attend those schools remains.

Where there is a higher than necessary number of school places, resources that are being deployed inefficiently could be better used to improve the quality of education for all learners. Whilst the report recommends not progressing a proposal for closure at this stage, there still remains significant HR implications for the Governing Body of Glan-yr-Afon Primary School to consider. The Governing Body will need to consider addressing their budget deficit position whilst reviewing their staffing establishment alongside the decline of the number of pupils currently on roll.

This will require full staff and trade union consultation and support will be provided by HR People Services.

### **3 Assess Impact on the Protected Characteristics**

**CARDIFF COUNCIL**  
**Equality Impact Assessment**  
**Corporate Assessment Template**

**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			

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

The Council's aim is to improve the match between the supply of and demand for English-medium schools places within the Llanrumney area.

The proposal to reduce the capacity of Glan-yr-Afon Primary School is not expected to have any differential impact as demand for places at the school is projected to be less than 30 per year group.

The report recommends not progressing the closure of Glan-yr-Afon Primary School and consulting on a proposed reduction in the school capacity as part of the 2020/21 admission arrangements.

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

Any future proposals would need to ensure an appropriate balance of places and provide the opportunity for children to attend schools with good quality accommodation and a high standard of education provision.

**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.**

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**Corporate Assessment Template**

The proposal to reduce the capacity of Glan-yr-Afon Primary School will not have a differential impact as the school will continue to be able to meet the needs of any children with a disability.

Any future proposals would include an assessment on the accessibility of any changes to school accommodation. This would take into account policies such as the Equality Act 2010, TAN12: Design June 20019 as well as building regulations such as BS8300, Part M and relevant Building Bulletins.

**What action(s) can you take to address the 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
<b>Transgender People</b> (People who are proposing to undergo, are undergoing, or have undergone a process [or part of a process] to reassign their sex by changing physiological or other attributes of sex)		X	

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

The proposal to reduce the capacity of Glan-yr-Afon Primary School will not have a differential impact as the school will continue to apply the Council's policies on equal opportunities.

Any future proposals proposal would need to ensure compliance with the Council's policies on equal opportunities.

**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?

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**Corporate Assessment Template**

	Yes	No	N/A
Marriage			
Civil Partnership			

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

The proposal to reduce the capacity of Glan-yr-Afon Primary School will not have a differential impact as the school will continue to be apply the Council's policies on equal opportunities.

**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		X	
Maternity		X	

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

The proposal to reduce the capacity of Glan-yr-Afon Primary School will not have a differential impact as the school will continue to be apply the Council's policies on equal opportunities.

Any future proposals would include an assessment on the accessibility of any changes to school accommodation. This would take into account policies such at the Equality Act 2010, TAN12: Design June 20019 as well as building regulations such as BS8300, Part M and relevant Building Bulletins.

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

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**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 proposal to reduce the capacity of Glan-yr-Afon Primary School will not have a differential impact as the school will continue to apply the Council's policies on equal opportunities.

Any future proposals would not have a differential impact upon one particular ethnic group as the provision would be available to all.

**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.**

The proposal to reduce the capacity of Glan-yr-Afon Primary School will not have a differential impact as the school will continue to apply the Council's policies on equal opportunities.

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Any future proposals proposal would need to ensure compliance with the Council's policies on equal opportunities.

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

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### 3.8 Sex

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

	Yes	No	N/A
Men		<b>X</b>	
Women		<b>X</b>	

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

The proposal to reduce the capacity of Glan-yr-Afon Primary School will not have a differential impact as the school will continue to admit children of both sexes.

Maintained primary school provision admits pupils of both sexes and any future proposals would be developed on this basis.

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

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### 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		<b>X</b>	
Gay Men		<b>X</b>	
Gay Women/Lesbians		<b>X</b>	
Heterosexual/Straight		<b>X</b>	

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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?

### 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 proposal to reduce the capacity of Glan-yr-Afon Primary School will not have a differential impact on the Welsh language.

Welsh-medium education is available at Ysgol Bro Eirwg and Ysgol Pen y Pil, which service parts of Llanrumney, Rumney, Trowbridge and Old St Mellons.

Council officers monitor birth rates, the number of extra pupils that may come from new housing and how many pupils wish to attend Welsh-medium schools. This allows the Council to bring forward suitable plans to deal with any increase in demand.

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 proposed reduction in the capacity of Glan-yr-Afon Primary from September

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2020 will be included as part of the consultation on the 2020/21 admission arrangements for community schools will take place in December 2018 – January 2019 in accordance with the requirements of the Admissions Code.

Any future proposals would be subject to full consultation with stakeholders including:

- Members
- School governing bodies and staff
- Parents
- Children
- AMs and MPs
- Council service areas
- Future Generations Commissioner
- Welsh Language Commissioner
- Community groups

#### 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 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

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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 : Rosalie Phillips	Date: November 2018
Designation: School Organisation Planning	
Approved By: Brett Andrewartha	
Designation: SOP Team Manager	
Service Area: Education	

- 7.1 On completion of this Assessment, please ensure that the Form is posted on your Directorate's Page on CIS - *Council Wide/Management Systems/Equality Impact Assessments* - so that there is a record of all assessments undertaken in the Council.

For further information or assistance, please contact the Citizen Focus Team on 029 2087 2536 / 3262 or email [equalityteam@cardiff.gov.uk](mailto:equalityteam@cardiff.gov.uk)

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**21<sup>ST</sup> CENTURY SCHOOLS, Band B: REDEVELOPMENT OF CANTONIAN, WOODLANDS AND RIVERBANK SCHOOLS.**

**EDUCATION, EMPLOYMENT & SKILLS (COUNCILLOR SARAH MERRY)**

**AGENDA ITEM: 4**

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**Reason for this Report**

1. To enable the Cabinet to consider a recommendation to hold public consultation on proposals for developing the Doyle Avenue site, where the existing Cantonian High School is located, in line with Band B 21<sup>st</sup> Century Schools priority schemes.
2. It is proposed from September 2023 to:
  - Replace the Cantonian High School buildings with new build accommodation on the same site expanding the school from six forms of entry (6FE) to eight forms of entry (8FE), with sixth form provision for up to 250 pupils; and expanding the current Specialist Resource Base (SRB) for learners with an Autism Spectrum Condition (ASC from 20 to 30 places in purpose-built accommodation in the new school buildings;
  - Maximise the opportunities afforded by one of the largest educational sites in Cardiff (Doyle Avenue) to locate other new school provision on the same site, in addition to Cantonian High School but organised as separate entities, to:
  - Transfer Woodlands Special School, part of the Western Learning Federation, to the Doyle Avenue site and increase the capacity from 140 places to 240 places in new build accommodation;
  - Transfer Riverbank Special School, part of the Western Learning Federation, to the Doyle Avenue site and increase the capacity from 70 to 140 places in new build accommodation.

**Background**

3. At its meeting on 14 December 2017, the Cabinet approved the prioritised scheme under Band B of the Cardiff's Band B 21<sup>st</sup> Century Schools Programme.

4. The Band B Programme seeks to address the most acute sufficiency and condition issues in Cardiff.
5. A copy of the 14 December 2017 Cabinet Report is included at Appendix 1.

## **Issues**

6. There has been an increased demand for places at entry to secondary education city wide in the past five years. City-wide projections indicate that the demand for places in English-medium secondary schools will exceed the combined capacity of such schools in future years.
7. The number of pupils in each of the Year 2 to Year 6 cohorts in English-medium primary schools exceeds the combined Admission Numbers of 3,431 places at entry to English-medium secondary schools.
8. Intakes to the Year 7 year group are projected to exceed the number of places available from September 2020.
9. Projections, based upon the most recent school census data (PLASC) received in 2018, indicate that the number of pupils entering Year 7 in English-medium community schools city-wide will continue to increase and will exceed the number of places currently available until at least September 2023.
10. The 2018 PLASC data indicates a projected reduction in demand for places from existing housing in September 2024. However, it is anticipated that, as a result of the yield of pupils from the new housing developments including those within the Local Development Plan, and changes to pupil preferences, there will continue to be a shortfall of places beyond 2024
11. The areas that are presenting as having the most acute shortage of places requiring a strategic solution, taking account of neighbouring catchment capacity, are those concentrated in the central area of the city. These are primarily focused in the areas that serve the catchment for Fitzalan High School, Cantonian High School, Willows High School, Cathays High School and Cardiff High School.
12. As the city's population has grown, so has the number of children with Special Educational Needs. In the future, these children will be referred to as having Additional Learning Needs (ALN). At present, 23.4% of children and young people in Cardiff schools have an Additional Learning Need (ALN) and there are currently approximately 1,800 statements of SEN across the authority. As the population grows so will the number of children and young people with Additional Learning Needs. Cardiff Council is committed to the principles of inclusion and recognises that the majority of children and young people with additional

needs are best supported in their local mainstream schools. The Council will continue to provide support, training and resources to schools, promote the sharing of best inclusive practice and ensure that learners with ALN access effective support in their local school.

13. However, it is recognised that in order to thrive and fulfil their potential, children and young people with the most complex Additional Learning Needs require access to the specialist environments and expertise of a special school. Whilst there are a number of existing specialist settings across Cardiff, the projected future needs will significantly exceed the number of specialist places currently available. The number of special school and specialist resource bases have increased steadily every year for the last 5 years. Current projections show the number of places will continue to grow over the next 5 to 10 years.

### **Condition & Suitability**

14. Cardiff has a very large education estate, with over 127 school properties. Many sites comprise of multiple blocks, constructed during different decades. A large number of primary, secondary and special schools are in a poor state of repair.
15. Approximately £17m, or 14%, of maintenance and condition issues of the estate have been addressed through Band A of the 21<sup>st</sup> Century Schools investment programme. There has been significant investment in the construction of two new high schools in the East and West of the City, new primary school provision and suitability works undertaken in primary schools.
16. This nonetheless leaves a significant maintenance backlog of approximately £68m, of which circa £8m is Equality Act 2010 compliance. The Local Authority's current spend on school asset renewal has been circa £4.7m per annum. In 2018-2019, the Council allocated an additional £25 million of funding over the next 5 years to the school's asset renewal budget. This resource is allocated on a priority basis and is predominantly limited to keeping properties safe and watertight.
17. As part of the prioritisation of schools within the Band B programme, all properties across the school estate were given a rating from A to D for the following issues, with D being the worst category:
  - Sufficiency of places available;
  - Condition of the school buildings;
  - Suitability of the environment for teaching.
18. Cantonian High School is rated as a "D" category, which means the buildings are life-expired. The Welsh Government is committed to removing all "D" condition schools from Wales. As a result, Cantonian High School is automatically prioritised for investment under Band B.

19. The Doyle Avenue site on which the current Cantonian High School building is located measures c11Ha. This is one of the largest school sites in Cardiff. As such, it presents an opportunity to locate other school provision on the same site, in addition to a new Cantonian High School but organised as separate educational provision.
20. Woodlands Special School and Riverbank Special School are both rated 'D' for suitability, with 'unsuitable' learning environments, which seriously inhibit the school's capacity to deliver the curriculum.
21. Replacing and significantly expanding these schools is therefore essential if the Council is to fulfil its statutory responsibility to provide appropriate education for children with Additional Learning Needs.

### **Sufficiency in Mainstream Provision**

22. When considering likely demand for places across the area, a number of factors have been used to inform projections and forecasts, including:
  - Recent and historic numbers on roll taken from verified PLASC (Pupil Level Annual Census) for Cardiff schools;
  - Recent and historic populations known to be living in each area utilising NHS data;
  - Recent and historic numbers and percentages of children attending English-medium and Welsh-medium community and faith places in Cardiff;
  - Recent and historic numbers and percentages of children transferring from primary schools in Cardiff to secondary schools elsewhere.
23. Forecasts have been prepared based on:
  - Current residential populations;
  - Likely child populations from the future residential developments currently in construction and proposed;
  - Likely demand if parental take-up patterns were to remain consistent with the most recent years applying these trends to the relevant populations in future years;
  - Likely demand if parental take-up patterns at entry to secondary schools were consistent with the type of primary school (English-medium community, Welsh-medium community or Faith) attended, applying this information to the relevant populations in future years.
24. Additional information, regarding projections and forecasts prepared relevant to the area, and the methodologies used to establish likely demand are set out in Appendix 2.

## **Summary forecasts of recent and forecast demand for places at entry to secondary education**

### **Cantonian High School Catchment Area**

25. The recent parental take-up of primary school places by children who are resident within the existing Cantonian High School catchment area has averaged 204 per year group. This has fluctuated between 187 and 225 pupils in the period 2012-2018. A similar number of children are projected in future years from the existing housing.
26. On average, 82 children per year group have transferred to English-medium community secondary schools and 52 children per year group have transferred to English-medium faith-based secondary schools in recent years. The remaining young people transfer to Welsh-medium secondary schools.
27. There is no significant difference in the number of children in Year 6 cohorts and in the following year's Year 7 cohorts in this area - i.e. almost all children resident in the area continue to attend community or faith schools in Cardiff when they transfer to secondary education.
28. Forecasts indicate that, in the Band B investment period, 165-210 English-medium secondary school places (community and faith) will be required to serve the existing Cantonian High School catchment area. Approximately 54 places would be taken-up within faith-based schools by children resident in the area. The remaining 111-156 children would take-up places within English-medium community secondary schools.
29. There are a number of planned residential developments within, or in close proximity to, the Cantonian High School catchment area, including those with outline or full planning permission which would significantly increase the child population.
30. The yield of children from the proposed development at BBC Llantrisant Road (predominantly apartments) would increase the child population in the catchment area of Cantonian High School, taking up approximately five of the projected surplus places per year group.
31. The development North and South of Llantrisant Road (689 dwellings) overlaps the boundary between the catchment areas of Cantonian High School and Radyr Comprehensive School, but is in closer proximity to Radyr Comprehensive School. The yield of children from this development would increase the pupil population in the catchment areas of Cantonian High School and Radyr Comprehensive School and take up approximately 19 projected surplus places between these schools.
32. Taking the above information into account, an English-medium community secondary school of four to five forms of entry, providing 120-150 places per year group, would be sufficient to serve the existing Cantonian High School catchment area alone.

## Other areas

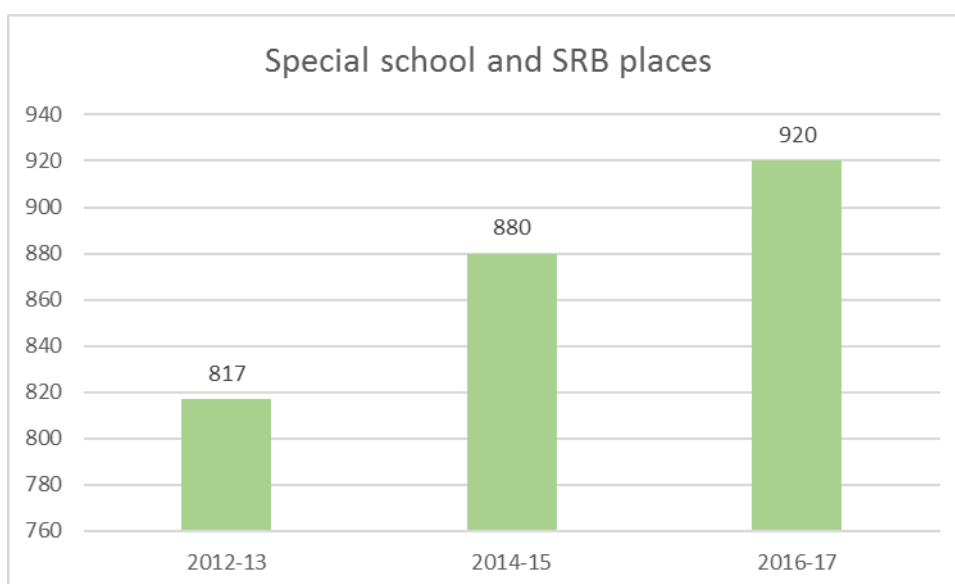
33. The five secondary schools included in Cardiff's Band B 21<sup>st</sup> Century schools programme, including Cantonian High School are proposed to expand from a combined capacity of c35.5 forms of entry to c44 forms of entry. These proposals take account of the projected increasing demand for places in a number of areas of Cardiff.
34. Cardiff's expected level of growth in this period, in existing communities, is significant.
35. As detailed in Appendix 2, the city-wide forecast demand for places at entry to secondary education from existing housing will increase by approximately 200 children per year group within the Band B investment period.
36. Dwelling completions in Cardiff have averaged 733 per year in the past 5 years and this level of growth is expected to continue. Whilst much of Cardiff's future growth will be in new communities on greenfield developments, with new schools proposed, housing completions on Brownfield land have exceeded completions on Greenfield land for the nineteen consecutive years.
37. The 2018 landbank for housing in Cardiff numbers 26,203 dwellings, including 10289 on Brownfield sites. Approximately 4,300 additional dwellings in Butetown, 1,600 in Grangetown, 750 in Canton and 600 in Llandaff have planning permission or are on sites allocated in the LDP. Each of these communities lie within the catchment areas of the schools included within the Band B programme.
38. It is evident that, separate to pupil forecasts based on existing housing, additional secondary school places will be required to accommodate children from new housing developments in the catchment areas of existing schools.
39. The replacement of Cantonian High School would provide an opportunity to meet the projected demand for places from within its catchment area and to ensure that a sufficient margin of surplus places is created to accommodate the excess demand for places from other catchment areas.
40. Consultation on changes to English-medium community secondary school catchment areas would be required at the appropriate time in order to provide a suitable balance in the supply of and take-up of places. Catchment areas are only part of the school admission oversubscription criteria and being resident within a catchment area is not a guarantee of admission. The Council has to ensure sufficient place in the secondary sector regardless of catchment boundaries



## Additional Learning Needs (ALN) Provision

### Sufficiency in the Special Sector

41. An analysis of additional learning needs (ALN) trends since 2012 shows that there has been significant growth in specialist placements in Cardiff over this period. The growth is largely the result of the general population growth in Cardiff, but is also considered to be the result of improved survival rates for children with complex disabilities, and increased incidence/identification of autism spectrum conditions and of complex medical conditions. Inward migration is also a significant factor: the benefits of the Children's Hospital for Wales, and a wide range of special schools, can be a factor, both for families moving to Cardiff from other areas of Wales, and families newly arrived in the UK.
42. As illustrated in the graph below, the number of funded special school or specialist resource base places in Cardiff schools has increased by 103 places over a five-year period. (The graph does not include places funded in other local authorities or the independent sector.)



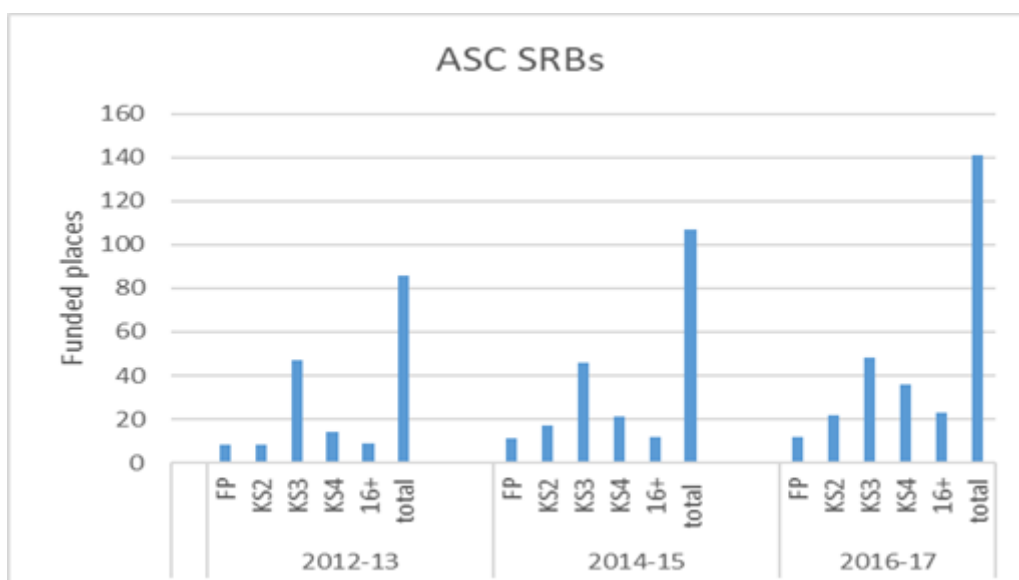
43. The additional specialist places have been secured by increasing the numbers at special schools and specialist resource bases where current accommodation allows, through the additional capacity afforded by the relocation and expansion of Ty Gwyn Special School in 2010 and the establishment of The Marion Centre in 2011.
44. The demand for specialist places over the last 5-10 years has nevertheless exceeded the original projections and over the last 2 years, the council-maintained special sector has been unable to meet current need.
45. Cardiff has therefore become increasingly reliant on to the independent sector in order to comply with statutory duties. In 2018-19, Cardiff is

funding 118 pupils in independent special school places, at a total cost of £2.8M.

46. Further expansion in special school and SRB places will therefore be needed, both to respond to projected demand and to reduce reliance on the independent sector.
47. The expansion of special school and SRB places will have implications for health provision, making it essential to work closely with Cardiff and the Vale Health Board, to audit current need, project further health needs and plan in partnership to ensure specialist settings have access to support, training and provision to meet the identified needs of learners.

### **Autism Spectrum Condition Specialist Resource Base**

48. At present both secondary and primary schools in Cardiff host Specialist Resource Bases (SRB). The purpose of an SRB is to enable learners with additional learning needs to succeed in a mainstream learning environment. Pupils are supported to attend mainstream lessons and benefit from the full range of educational opportunities available to all pupils at the school.
49. Cantonian High School has a Specialist Resource Base (SRB) for learners with an Autism Spectrum Condition (ASC). Admissions to the all SRBs in Cardiff are managed by the Council, in line with the SEN Code of Practice for Wales, and are subject to an assessment of need.
50. The admission number for the current SRB at Cantonian High School is 20. However, due to increased demand, and a shortage of specialist ASC places in Cardiff, the base is currently over number and includes 25 pupils.
51. The majority of children with an autism spectrum condition do not require a special school place in order to learn and thrive. Young people attend a local mainstream school and access additional support through the specialist resource base.
52. The graph below shows the increase in places between 2012 and 2017, from 82 to 140. It is anticipated that demand for ASC SRB places will continue to grow over the next 5-10 years.



53. The specialist SRB staff provide additional pastoral and teaching support to the pupils, and provide training and information to main school staff to support the inclusion of young people. The SRB has designated accommodation where the pupils may access small group or individual teaching. The base also provides a nurturing and 'safe' environment for young people when it is required. The provision provided to the young people is tailored, according to need. Young people experience short or prolonged periods where they are taught mainly or solely in the SRB, because of anxiety or sensory challenges, or as part of a transition from a more specialist environment.
54. It is proposed to retain the SRB at Cantonian High school, as part of the future school, to ensure continued provision for current and future pupils. The current expertise and inclusive practice of the school would be maintained. Additional places would help to ensure there are sufficient places to meet increased demand arising out of a growing pupil population and a growing incidence and identification of ASC in Cardiff.
55. The location of Woodlands High School on the same site will also enable links to be established between the SRB and the special school, with opportunities for sharing expertise and professional development for staff.

### **Riverbank and Woodlands Special Schools**

56. Riverbank Special School is a 70-place school for learners aged 4-11; Woodlands Special School is a 140 place school for learners aged 11-19. Both schools form part of the Western Learning Federation. All of the children have a severe general learning difficulty and have a statement of special educational needs. The statutory assessment process for these young people has identified that their additional learning needs cannot be met in a less specialised environment. . Most of the young people also have a range of secondary needs, such as

speech and language, medical needs, physical disabilities, or an autism spectrum condition.

57. Many pupils will be achieving at National Curriculum Level 1 or lower throughout their education and require access to a highly differentiated specialist curriculum. The purpose of Riverbank and Woodlands Schools is therefore to provide a highly specialist learning environment and curriculum, where learners with complex learning needs can fulfil their potential.
58. Admission to the schools is subject to a statement of special educational need and is managed by the local authority, in line with the SEN Code of Practice for Wales, which will be replaced by the ALN Code of Practice from September 2020.
59. Both schools are citywide provisions and are federated with Ty Gwyn Special School. Collectively the three schools are known as the 'Western Learning Federation'. The three schools are currently located together on a site adjacent to Trelai Park in the West of Cardiff. The relocation of both schools onto the Doyle Avenue site will not change the organisation of the Federation.
60. As outlined above in paragraphs 41-47, the number of specialist places in Cardiff has been insufficient to meet the demand for places over the last few years, despite the expansion of places at some settings.
61. Riverbank School and Woodlands High School have historically specialised in meeting the needs of learners with complex learning disabilities, but have also admitted a growing number of young people with ASC over the last few years. Projections show that the need for ASC special school places is growing more rapidly than for complex learning disabilities. The ASC places available at Ty Gwyn, The Hollies and Ysgol y Deri (in the Vale of Glamorgan) will not be sufficient to meet future demand for ASC special school places. In order to meet statutory responsibilities, the council will therefore need to increase the number of special school places at Riverbank and Woodlands High School, and support both schools to develop further their expertise in relation to ASC.
62. The Doyle Avenue site is large enough to accommodate two of the special schools that form the Western Learning Federation, in addition to Cantonian High Schools. The site is within a short traveling distance from the Trelai site, where Ty Gwyn School is situated. The relocation of these two schools will not affect Western Learning Federation, which will continue to be governed by one federated governing body. The three schools, which form the Western Learning Federation, will continue to deliver the vision of the Federation, which is to become a centre of excellence in special education.
63. Whilst organised as separate entities, the location of the two special schools on the same site as Cantonian High School will provide

opportunities for collaboration including access to specialist facilities located on the Cantonian High School site.

### **Health provision**

64. The proposals to expand specialist provision on the site will have implications for health and other specialist services, working in partnership with schools to meet Additional Learning Needs. An additional factor is the ALN Reform Act 2018, which will introduce new responsibilities for health, education and social care to work together to coordinate assessment and provision. The Act 2018 will be implemented over a three-year period, beginning in September 2020.
65. In order to address these challenges together, the local authority and Cardiff and the Vale University Health Board are undertaking a joint review of health and specialist provision in Cardiff special schools and pupil referral unit. The findings of the review, overseen by a project group of representatives from health, education, social services, schools, and parents, will inform the design of the specialist provision to be located on the Doyle Avenue site.

### **Admissions and Catchment areas**

66. There are no plans to change the Council's policy on the admission of children to schools, as a result of this proposal except for catchment areas.
67. Detailed information regarding admission arrangements is contained in the Council's Admission to Schools booklet, and this information can be viewed on the Council's website ([www.cardiff.gov.uk](http://www.cardiff.gov.uk)).
68. Consultation on changes to English-medium community secondary school catchment areas would be required at the appropriate time, in order to provide a suitable balance in the supply of and take up of places.
69. The Local Authority will manage admissions to the ASC provision at Cantonian High School, Woodlands Special School and Riverbank School, in accordance with the SEN Code of Practice. Admissions will be city-wide which will be replaced by the ALN Code of Practice from September 2020.

### **Partnerships**

70. The 'Cardiff Commitment' is the Council's youth engagement and progression strategy. The Cardiff Commitment sets out how the council, together with a wide range of public, private and third sector partners, will work together to ensure a positive destination for every young person in Cardiff after they finish school, either in employment or further education and training.

71. To date over 120 businesses have pledged to support Cardiff Commitment and provide opportunities to schools and young people, better preparing them for the world of work, contributing to the future economic growth of the city.
72. The Council's proposals for Band B of the 21<sup>st</sup> Century Schools Programme, and the Cardiff 2020 strategy, clearly state the link between improving the environment for learning and raising standards of achievement.
73. The Council is keen to assist with the development of opportunities between schools and businesses, to help create a sustainable pool of talent for future workforce needs, and spread skills across the city. An example of this is the Creative Education Partnership that has been established between Cardiff West Community High School and partners from the creative industries to provide opportunities for young people to leave education with skills and competences and to be work ready
74. The significant school developments proposed would provide opportunities for strong partnerships with businesses and employers from a range of sectors in the Cardiff economy. Opportunities for further partnerships are being explored and will be progressed in line with the priorities set out in the Cardiff Commitment

#### **Impact of the proposal on the Welsh Language**

75. It is not anticipated that there will be any negative impact on the Welsh Language, as a result of this proposal.
76. The teaching of Welsh within an English medium setting is subject to the requirements of the National Curriculum. This would not change with the expansion of the school. This proposal does not seek to change the number of Welsh-medium primary or secondary school places available in the area.
77. The Council works closely and constructively with partners on its Welsh Education Forum, which includes representatives of nursery, primary, secondary and further education, childcare, RhAG and the Welsh Government. The Forum actively informs the planning of Welsh-medium places, to continue to drive the Council's plan to sustainably increase the number of learners within Welsh-medium schools and those learning Welsh in English-medium schools.
78. The council monitors 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.
79. Whilst forecasts, based on the number of children in the Welsh-medium primary, indicate that additional capacity will be required to meet the demand for places in Welsh-medium secondary schools, separate

proposals will be brought forward at the appropriate time to ensure there are sufficient places available.

80. The Council, and its partners on the Welsh Education Forum, are committed to driving the increase in number of pupils educated through the medium of Welsh, to meet the targets within Cardiff's WESP, and to meet the targets set out in the Welsh Government's Cymraeg 2050 strategy.
81. The Council must ensure that the expansion of school provision is brought forward in a strategic and timely manner, which does not compromise existing provision. Expanding Welsh-medium secondary school provision would, inevitably, have an impact on the take-up of places in other schools, and in turn on the ability of schools to balance budgets and to attract or retain staff.
82. The proposals for the Doyle Avenue site do not include opportunities for developing Welsh medium ALN provision. Steps to expand specialist ALN provision in the Welsh medium sector are being taken forward separately through the Welsh Education Strategic Plan (WESP), the Educational Tribunal (ALNET) Act Regional Implementation Plan and through the Cardiff ALN Strategy.

Actions taken so far include:

- A new primary SRB at Ysgol Pwll Coch opening January 2019 for up to 20 pupils. The SRB will open with three pupils, and will have capacity to expand to 20 places. This development is in addition to the well-established SRB at Ysgol Coed y Gof for 10 pupils;
  - Improvements in secondary SRB accommodation at Ysgol Glantaf, and an increase in the published number from 10 to 30 places. In 2018-19, there are 14 young people in the SRB, with scope to expand in future years;
  - A primary 'wellbeing class' was established in 2016-17, offering 6 month placements for up to 8 pupils (per cohort) with significant emotional health and wellbeing needs. The class is currently hosted at Ysgol Pen y Groes;
  - A secondary 'virtual PRU' offering specialist support to up to 18 pupils (per cohort) at risk of exclusion in the three WM secondary schools. The provision was established January 2018.
83. Since 2016 and, because of the actions described in paragraph 79, the number of specialist places available to learners in the Welsh medium sector have increased from 20 SRB places in 2015-16 (10 places at Ysgol Coed y Gof SRB; 10 places at Ysgol Glantaf SRB) to 60 SRB places and 26 assessment/ 'PRU-type' places in 2018-19. At January 2019, approximately 25 SRB places will be taken-up, with capacity for growth of up to 35 places. Numbers accessing the wellbeing class and the virtual PRU fluctuates: the local authority is keeping capacity under review and will take steps to extend places in response to pupil needs.

84. The ALNET Regional Implementation Plan, Priority 7, is to 'Review and improve Welsh medium provision and specialist support to increase regional capacity to support ALN'. Cardiff Council are leading on this priority.
85. The objectives are to
- Conduct an analysis of the prevalence of ALN and level of need in the Welsh medium sector in each LA across the region (Cardiff, Vale of Glamorgan, Bridgend, Rhondda Cynon Taf, Merthyr) ;
  - Map Welsh medium provision and support available across the region;
  - Increase sharing of good practice for ALN in the Welsh medium sector;
  - Ensure that the ALNET Regional Implementation Plan supports and complements regional WESP priorities.

### **Learner Travel Arrangements**

86. There are no plans to change the Council's transport policy for school children.
87. Any pupils affected by the proposals would be offered the same support with transport as is provided throughout Cardiff in line with the same criteria that apply across Cardiff.
88. The Council's transport policy for school children can be viewed on the Council's website [www.cardiff.gov.uk/schooltransport](http://www.cardiff.gov.uk/schooltransport).

### **Community Impact**

89. The following are taken into account when considering a proposal: Public Open Space, parkland, noise and traffic congestion. Officers will work with schools and any community group to make sure that the proposal avoids negative impacts if possible.
90. The schools that might be affected by the proposals are existing schools. Some offer after school activities and some have community organisations offering services from the school. It is not thought that there would be a negative impact on any of these activities.
91. With significant sports and wider leisure provision now established, or being developed, in many schools a key objective is to enable third party to access the sports facilities at schools, on a sustainable financial basis. Welsh Government's aim for shared facilities in community-focussed school are to:
- Provide opportunities for the local community and sports organisations to participate in sport and physical activity for health improvement and development of their skills, particularly amongst low participant groups;



- Operate in line with the national agenda for sport taking into account nationally adopted strategies;
  - Generate positive attitudes in sport and physical activity by young people and reducing the dropout rate in sports participation with age;
  - Increase the number of people of all ages and abilities participating in sport and physical activity including people with disabilities;
  - Use the facilities to encourage the range, quality and number of school sports club links and to stimulate competition that is inclusive of young people and adults;
  - Provide affordable access to the facilities and to be self-financing and cost neutral in the first instance, generating sustainable income for the school in the future.
92. The development of a viable model for all schools across the city to be accessed by the communities which they serve is needed.

### **Wellbeing of Future Generations**

93. In line with the Well-being of Future Generations Act Cardiff's Band B programme is committed to providing Local Schools for Local Children, together with encouraging use of sustainable modes to travel to schools, such as walking and cycling. Each School project takes into account key transport issues when they are being designed and the firm need to provide safer routes to encourage walking, cycling and other active travel modes to schools.
94. With the current investments in ICT across the city, student movements may be further reduced as mobile technology develops further allowing for flexible teaching methods. These have the potential to result in a more efficient Travel Plan and further contribute to the Council's targets to reduce its carbon emissions.
95. In order to maximise the long-term impact of this significant investment, any design taken forward for each school included in this proposal would be developed to ensure the delivery of high quality modern facilities that are able to respond to the current pupil populations needs and support the delivery of effective teaching and learning methods. They would also incorporate the flexibility to take account of changes depending on need as time progresses; such as changing demographics and pupil numbers, changing curriculum and changing types of pupil needs.

### **Financial Implications**

96. The recommendations to this report request approval for a consultation process to be undertaken in relation to the proposed scheme at the Doyle Avenue site. A decision to initiate a consultation process does not, in itself, commit the Council to any capital expenditure commitments and, therefore, there are no capital financial implications directly arising from this report. However, as per the report approved by Cabinet in December 2017, these proposals form part of the Council's outline 21<sup>st</sup> Century Schools Band B Programme. Whilst the final financial envelope,

or nature of the funding, for Band B has not been finalised by Welsh Government, it is anticipated that the total cost of the five-year programme will be in the region of £284 million, with this particular scheme being met from within that envelope. At the point of developing the outline programme, this particular scheme was estimated at a cost of £67.3 million. However, should the scheme be taken forward, it will be necessary for a full financial evaluation to be undertaken. The aim of this will be to provide assurance that the scheme remains affordable within the overall envelope, once all relevant costs and contingencies for potential changes in delivery timescales have been incorporated. Following that, a business case, seeking approval of funding, will need to be developed for submission to Welsh Government.

97. As per the Council's 2018/19 Budget Report, the funding required for the Council to meet its share of the potential £284 million has been identified. This funding will take the form of external borrowing and capital receipts, with the funding for the eventual repayment of the external borrowing having also been confirmed as part of the Budget Report. As well as the capital expenditure commitments, there would also be significant revenue expenditure implications, both connected to the project delivery and on an ongoing basis, once the new facility is operational. Any revenue expenditure implications connected to the project itself would need to be funded from within the SOP Revenue Reserve, including any costs that will be incurred in advance of the scheme commencing. Any additional operational costs would be met from within the delegated school budget, including those relating to the projected increase in pupil numbers. Any additional revenue funding required as a result of increased pupil and place numbers would need to be considered as part of the Council's annual budget setting process. Similar consideration would need to be given to the impact upon school transport budgets, particularly in light of the proposed changes to ALN provision as part of this scheme.

### **Legal Implications**

98. Under the Education Act 1996, the Council has a general statutory obligation to promote high standards of education and to provide sufficient school places for pupils of compulsory school age.
99. Parents have a right to express a preference for the school they wish their child to attend under section 86 of the School Standards and Framework Act 1998. This does not provide a right to attend a certain school, as applications can still be refused for admission where this would prejudice the provision of efficient education or the efficient use of resources.
100. A local authority can make proposals to alter a community school under section 42 of the Schools Standards and Organisation (Wales) Act 2013. The Council is required prior to publishing its proposals to undertake a consultation on those proposals in accordance with section 48 of that

Act and the School Organisation Code 2018. All four proposals are regulated alterations under paragraph 2.3 of the School Organisation Code 2018. The recommendations seek authority to carry out that statutory consultation. Any proposals must be the subject of full and fair consultation and due regard must be had by the Cabinet to the responses before a final decision is taken. As these proposals affect sixth form provision, they will require the approval of Welsh Ministers in accordance with section 50 of the Schools Standards and Organisation (Wales) Act 2013 and paragraph 5.2 of the School Organisation Code 2018.

101. Catchment areas and published admission numbers of schools are part of the Council's admission arrangements and therefore the statutory consultation within the School Admission Code and the Education (Determination of Admission Arrangements) Regulations 2006 would need to be followed if following consultation these proposals are taken forward.
102. The Council also has obligations under the Education Act 1996 to ensure appropriate provision for pupils with special educational needs. The Additional Learning Needs and Educational Tribunal (Wales) Act 2018 ("ALN (Wales) Act") received royal assent earlier this year and from 2020 the Council legal obligations will be under this act and the term special educational needs will become additional learning needs. Similarly, the current SEN Code of Practice for Wales will be replaced by the ALN Code of Practice for Wales. The legal obligation to make provision for these pupils will not change under the new legislation, although the procedures will change. In particular, the duty to favour maintained mainstream provision for pupils will continue under the new legislation.
103. An area that will be affected by the new ALN (Wales) Act is the legal obligation to assess and make provision for pupils over 16. Under the current legislation, the Learning and Skills Act 2000, Welsh Government are responsible for assessing and funding provision for pupils who do not have statements of special educational needs and who have been assessed as having special educational needs. Under the new ALN (Wales) Act, the Council will have new legal obligations to make provision for pupils over 16.
104. The decision about these recommendations has to be made in the context of the Council's public sector equality duties. 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  
If the recommendations in the report are accepted and statutory notices are published, the Council will have to consider further the equalities implications and an Equality Impact Assessment may need to be completed.

105. The Council also has to consider its obligation under section 88 and schedule 10 of the Equality Act 2010 to prepare and implement an accessibility strategy. The strategy should increase disabled pupils' access to the curriculum and improve the physical environment and the provision of information.
106. 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.
107. The Council has to consider the Well-being of Future Generations (Wales) Act 2015 and how this strategy may improve the social, economic, environmental and cultural *well-being* of Wales.

### **HR Implications**

108. There are significant HR implications arising from the proposals. Firstly, the proposed increase in pupil numbers for each of the three schools will require the Governing Bodies of Cantonian High School and the Western Learning Federation to plan for the workforce requirements in readiness for their respective expansions. The Governing Bodies will be encouraged to undertake this work in line with the SOP HR Framework
109. HR People Services will provide advice, support and guidance for to the Governing Bodies for the workforce planning and consequential recruitment processes. Where the Governing Bodies have adopted the Council's School Redeployment and Redundancy Policy, any new vacancies arising as a consequence of an increase in numbers on the role will provide opportunities for school based staff on the school redeployment register.
110. Secondly, the proposals include the relocation of Riverbank and Woodlands special schools which will require high levels of staff and trade union consultation; clear communication plans regarding the arrangements for the transition from one school site to another; in addition to staff involvement in the development of building specifications or designs.
111. There may also be HR implications arising from the potential for the three schools to be co-located on one school site, for example, governance arrangements for shared service contracts such as cleaning and estates management arrangements. The full implications of this will need to be assessed as the proposal progresses, and the Governing

Bodies will need to ensure full consultation with staff and trade union colleagues.

### **Traffic and Transport implications**

112. The Council's policy is to increase the overall share of daily journeys that are made by sustainable modes of transport – walking, cycling and public transport. Many journeys to school are very short. 75% of journeys to education in Cardiff are within 3km of people's homes. More of these journeys could be made by active modes if improvements could be made to the safety of roads and routes for walking and cycling within school catchment areas. The health and wellbeing benefits of enabling children to travel actively and independently to school, as opposed to being escorted by car, are well documented and evidenced.
113. These proposals will increase educational activity on this site through the expansion of mainstream places, the Specialist Resource Base (SRB) and accommodation of expanded capacity relocated from Woodlands Special School and Riverbank Special School. The expanded provision will result in additional trips to the site, which have the potential to add/alter existing pressures on the local highway network.
114. The current target for journeys by sustainable modes of transport (contained in the adopted Local Development Plan) is to achieve a 50:50 split between journeys by car and journeys made by foot, cycle and/or use of public transport by 2026. This will be achieved by ensuring that new developments are fully integrated with transport infrastructure which mitigates the transport impacts and maximises opportunities for travel by sustainable modes. It is important that this new school facility fully reflects the Council's transport policies and makes a positive contribution to modal shift.
115. This can be achieved by ensuring that the design and layout of buildings and the site access arrangements prioritise travel by active and sustainable modes. Other critical elements will be the location of access points in positions which take account of the alignment surrounding network of roads and pathways and which serve to minimise walking and cycling distances and avoid unnecessary detours for people travelling on foot and by bicycle. The provision of on-site facilities, such as secure cycle parking spaces will also be essential.
116. Access to the site by private car needs to be carefully managed, particularly given the relationship of the site to residential streets. On-site parking should be in accordance with the Council's Managing Transport Impacts Supplementary Planning Guidance (2018). The parking requirements for schools within the SPG is one parking space per 30 pupils and this would apply to the mainstream school provision at the site.

117. The SPG does not specifically refer to provision for special schools. However, there is generally a higher ratio of staff to pupils within special education settings, together with the additional site access requirements (e.g. the quantity of minibus based pupil transport). To reflect this, it is recommended that the following statement from the SPG be applied to consideration of parking requirements for the special education element of this development “any proposed land use or development not specifically mentioned will be considered on a site specific basis and on its individual merits” (6.3, p.22).
118. Transport mitigation for the development will be identified through the Transport Assessment process, which will inform the proposals submitted for planning permission. The first stage of transport assessment was undertaken in October 2018. This provided an initial assessment of the traffic and transport implications of implementing the scheme.
119. The assessment identifies works associated with improving vehicular access and off-site highway measures including a school safety zone, traffic calming and pedestrian crossing facilities. Further transport assessment work will be required to support the detailed proposals for the new school site and to inform the future planning application for the development.
120. In addition to highways measures within the immediate vicinity of the school gates, this work will need to identify other off-site improvements which can help to maximise opportunities for pupils to travel to school by walking and cycling.
121. The Council is committed to ensuring that every school in Cardiff has an Active Travel Plan by 2020. All schools developed under Band B will need to have such a plan in place from the outset of their operation and therefore, in the event the proposed development proceeds, it would need to be supported by a travel plan, which should be informed by the Transport Assessment.

### **Equality Impact Assessment**

122. An initial Equality Impact Assessments has been carried out. It concluded that the proposed changes would not negatively affect a particular group in society. This assessment will be reviewed after the consultation. Further equality impact assessments would also be carried out if the proposal goes ahead.

### **RECOMMENDATIONS**

1. The Cabinet is recommended to authorise officers to consult on proposals to:

- Replace the Cantonian High School buildings with new build accommodation on the same site expanding the school from six forms of entry (6FE) to eight forms of entry (8FE) with sixth form provision for up to 250 pupils;
  - Expand the Specialist Resource Base (SRB) for learners with an Autism Spectrum Condition (ASC), hosted at Cantonian High School from 20 to 30 places in purpose built accommodation in the new school buildings;
  - Transfer Woodlands Special School to the Doyle Avenue site and increase the capacity from 140 places to 240 places in new build accommodation;
  - Transfer Riverbank Special School to the Doyle Avenue site and increase the capacity from 70 to 140 places in new build accommodation.
2. Note that officers will bring a report on the outcome of the consultation to a future meeting to seek authorisation as to whether to proceed to publish proposals in accordance with section 48 of The School Standards and Organisation (Wales) Act 2013.

<b>SENIOR RESPONSIBLE OFFICER</b>	<b>NICK BATCHELAR</b> Director of Education & Lifelong
	7 December 2018

*The following appendices are attached:*

Appendix 1: Cabinet Report, 14 December 2017

Appendix 2: Projected availability of and demand for secondary school places

Appendix 3: Statutory Screening Tool

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**CABINET MEETING: 14 DECEMBER 2017**

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**21<sup>ST</sup> CENTURY SCHOOLS CARDIFF COUNCIL'S BAND B  
PRIORITIES**

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

**AGENDA ITEM: 4**

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**PORTFOLIO: EDUCATION, EMPLOYMENT & SKILLS (COUNCILLOR  
SARAH MERRY)**

**Reason for this Report**

1. To seek Cabinet approval for the priority schemes to be undertaken as part of Cardiff's Band B 21st Century Schools Programme.
2. To note the approval in principle by Welsh Government of the Strategic Outline Case submitted by Cardiff Council for Band B of the 21<sup>st</sup> Century Schools Programme and to authorise discussion with the Welsh Government to secure business case approval for individual schemes.

**Background**

3. At its meeting on the 12<sup>th</sup> of October 2017, the Cabinet received a report which outlined the challenges and opportunities facing Cardiff in the development of the education estate. This included:-
  - Sufficiency needs resulting from population growth.
  - Condition of the current school estate;
  - Suitability of the current estate to meet the demands of 21<sup>st</sup> century learning.
4. That report set out the Council's proposed vision for its Band B 21<sup>st</sup> Century School Strategy in that it was to deliver:

*"Inspiring, sustainable, community-focused schools in which children and young people can achieve their potential"*

5. This vision was to be realised through the achievement of four key educational aims that directly link to the Welsh Government's national programme objectives:-
  - Aim 1: To provide a sufficiency of school places across the city that are in the right place and are at the right size to enable the delivery of excellent education provision.
  - Aim 2: To provide high quality educational facilities that will meet the diverse requirements of the 21st Century.
  - Aim 3: To optimise the use of education infrastructure for the benefit of the wider community across Cardiff.
  - Aim 4: To ensure that Cardiff achieves best value from its resources to improve the efficiency and cost effectiveness of the education estate.
6. The report outlined the sufficiency, suitability and condition issues in Cardiff which provide the basis of the funding request from Cardiff to Welsh Government under the Band B programme. The Band B phase of the 21st Century Schools Programme will commence in April 2019 and is scheduled to run until 2024.
7. Funding was therefore required to enable the Council to address the following priorities:-
  - Remove all "D" condition, end of life, school properties;
  - Address the eight form of entry sufficiency issue in the English medium secondary sector in the central area of the city;
  - Address the sufficiency, condition and suitability issues in the special sector, in both primary & secondary settings;
  - Address local sufficiency issues in welsh medium primary schools in the east and west of the city;
  - Address local sufficiency issues in english medium primary schools in Cardiff Bay and west of the city.
8. It was agreed at this meeting that the proposed schemes for Cardiff under the Band B phase of the 21<sup>st</sup> Century School Programme would be the subject of a Cabinet report, once the budget allocation from Welsh Government was known.
9. The Cabinet Secretary for Education, Kirsty Williams, announced on 10 November 2017 that £2.3bn had been earmarked to modernise education infrastructure in Wales. The announcement confirmed that Welsh Government is committed to supporting projects submitted in the Outline Strategic Business Cases by local authorities and further education institutions, subject to the approval of business cases for specific schemes.
10. The value of the programme submitted by Cardiff Council was £284 million, of which half would be funded by Welsh Government, and half by the Council. Welsh Government have subsequently confirmed approval in principle of the programme envelope for this sum, subject to the

approval of individual project business cases. This report outlines the proposed schemes in Cardiff under this programme.

### **Proposed Band B Schemes**

11. The Band B submission for 21<sup>st</sup> Century funding can only seek to address the most acute sufficiency and condition issues in Cardiff. Using a detailed and robust methodology that was directly aligned to Welsh Government's Strategic Objectives for its 21<sup>st</sup> Century School Programme, a prioritisation matrix was developed to identify those schools in the most need of investment. All properties across the school estate were given a rating from A to D for the following issues, with D being the worst category:
  - Sufficiency of places available;
  - Condition of the school buildings;
  - Suitability of the environment for teaching.
12. The sufficiency ratings for all schools were prepared using the corporate population database and projection methodology used for the planning of school places. The condition and suitability rating were prepared independently, using Welsh Government approved methodology via independent specialist.
13. Welsh Government is committed to removing all "D" condition schools from Wales. Any schools that are classified as "D" category for condition should be automatically prioritised for investment under Band B.
14. Any project to increase the size of a school establishment, change its configuration or location will require statutory consultation and Cabinet determination. The statutory consultation would set out the detailed proposals and proposed location for each scheme. It would also indicate whether there were any proposed co-locations with other educational establishments. It is important that these are considered in full, alongside any collaborative opportunities, in order to optimise the economies and educational benefits that can be delivered from the projects. It is anticipated that any statutory consultation on the matters in this report this would commence during the spring of 2018.
15. It should be noted that because of the scale and number of proposed projects in the Band B investment programme, the delivery of the schemes will be undertaken in batches over the timespan of the programme commencing in 2019. As a result of the phasing, it may be necessary to put interim measures in place where sufficiency issues arise before new schools with increased capacity can be delivered.

### **Secondary schools - proposed Band B schemes**

16. To address the eight form of entry sufficiency issue that is forecast in the central area of the city from 2019, schemes affecting five English medium schools are proposed. Three of these secondary schools are also

catergorised as being in “D” Condition, ie. at the limit of planned lifespan. The schemes are as follows:

### **Cantonian High School**

17. It is proposed that Cantonian High School is rebuilt and expanded to provide a new 11-18 high school, with eight forms of entry (8FE). This is a two form of entry expansion, or 60 places per year (+2FE). This will address “D” condition categorisation and address the “D” rated sufficiency issues within the local catchment. It includes an expansion of post 16 by 55 places to 150 places.

### **Fitzalan High School**

18. It is proposed that Fitzalan High School is rebuilt as a new 11-18 high school, with ten forms of entry (10FE). This will address the “D” condition categorisation and “D” categorised sufficiency issues in the local area.

### **Willows High School**

19. It is proposed that Willows High School is rebuilt and expanded to provide a new 11-16 high school, with eight forms of entry (8FE). This is a two form of entry expansion, or 60 places per year (+2FE). This will address “D” condition categorisation and address the “D” rated sufficiency issues within the local catchment.

### **Cathays High School**

20. It is proposed that Cathays High School is rebuilt and expanded to provide a new 11-18 high school, with eight forms of entry (8FE). This is a two form of entry expansion, or 60 places per year (+2FE). This will address “C” condition categorisation and address the “D” rated sufficiency issues within the local catchment.

### **Cardiff High School**

21. It is proposed that Cardiff High School is expanded and remodelled to provide an 11-18 high school, with ten forms of entry (10FE). This is a two form of entry expansion, or 60 places per year (+2FE). It will address a “D” category sufficiency issue and remodelling and refurbishment works will address the “C” condition rating.

### **Special Schools - proposed Band B schemes**

22. Four special schools have been ‘D’ rated for suitability and are in need of replacement:
  - Riverbank School, for children aged 4-11 with severe and complex learning disabilities
  - Woodlands School, for pupils aged 11-19 with severe and complex learning disabilities

- The Court School for children aged 4-11 with emotional health and wellbeing needs also commonly referred to as 'behavior emotional and social needs.
  - Greenhill School for pupils aged 11-16 with emotional health and wellbeing needs.
23. However, the sufficiency issues in relation to additional learning needs (ALN) are not limited to the areas of need currently served by these four schools. Cardiff is anticipating a significant increase in the need for special school places for children and young people with:
- profound and multiple learning disabilities
  - autism spectrum conditions
  - severe and complex learning disabilities
  - emotional health and wellbeing needs
24. Sufficiency issues are also not limited to the populations currently served by the special schools. Cardiff lacks:
- suitable provision for secondary aged girls with emotional health and wellbeing needs
  - suitable provision for post-16 pupils with emotional health and wellbeing needs, who are not yet ready for transition to college or employment
25. The Council recognises that special schools are more than providers of education: at their best, they provide a locus for multi-agency assessment, planning and support. The multidisciplinary potential of special schools is of increasing importance in light of the Social Services and Wellbeing Act (date) and the Additional Learning Needs and Education and Tribunal Bill, both of which set out statutory responsibilities for agencies to follow a person-centred approach, with the child and their family at the heart of the process, and to implement a single unified plan to promote positive outcomes in relation to health, social care and education.
26. Special schools also play an important role in providing support, information and training for families and for mainstream schools.
27. Band B special sector schemes will therefore be required to deliver on several interconnected goals:
- to replace the 'D' rated accommodation at the four schools named in paragraph 22;
  - to increase capacity across the four areas of need identified in paragraph 23;
  - to address the gaps in provision identified in paragraph 24;
  - to enhance opportunities for multi-agency support and provision;
  - to enhance the role of special schools as a source of support for families and for mainstream schools.

28. The four capital schemes described below will provide a number of different options for re-shaping special school provision in Cardiff in line with these goals. They should not be regarded as 'rebuild and replace' projects, affecting only the four named schools, but as opportunities to review the pattern of provision across the seven special schools in Cardiff.
29. The Council will therefore work with our stakeholders including schools, health, and social services, to shape and appraise the options for reshaping special school provision in Cardiff.

**Primary special school: complex learning disabilities and autism spectrum conditions**

30. It is proposed to build a new 140 place primary special school, for children with severe and complex learning disabilities and children with autism spectrum conditions.
31. This project will enable the council to address the unsuitable accommodation currently used by Riverbank School, and to address sufficiency issues in relation to severe and complex leaning needs and autism spectrum conditions at primary phase.
32. In shaping options for this project, the implications for the respective roles and remit of Ty Gwyn, Riverbank and The Hollies Schools, and for health services that work with the schools, will need to be considered.

**Secondary special school: complex learning disabilities and autism spectrum conditions**

33. It is proposed to build a new 240 place secondary special school for pupils with severe and complex learning disabilities and pupils with autism spectrum conditions.
34. This project will enable the council to address the unsuitable accommodation currently used by Woodlands School, and to address sufficiency issues in relation to severe and complex leaning needs and autism spectrum conditions at secondary phase.
35. In shaping options for this project, the implications for the respective roles and remit of Ty Gwyn, Woodlands, the Marion Centre and for health services that work with the schools, will need to be considered.

**Primary special schools: emotional health and wellbeing needs**

36. It is proposed to build a new primary special school, for children with emotional health and wellbeing needs.
37. This project will enable the council to address the unsuitable accommodation currently used by The Court School, and to address sufficiency issues in relation to emotional health and wellbeing needs at primary phase.

38. The planned place number for this project is 48, but it is yet to be determined whether all of these places should be on a single discrete, special school site, or whether some classes should be based on mainstream school sites, operating as special school 'outreach classes', to enhance the opportunities for children with emotional health and wellbeing needs to maintain links with mainstream education, and to make a successful reintegration if appropriate.

### **Secondary special school: emotional health and wellbeing needs**

39. It is proposed to build a new secondary special school, for pupils with emotional health and wellbeing needs. This project will enable the council to address the unsuitable accommodation currently used by Greenhill School, and to address sufficiency issues in relation to emotional health and wellbeing needs at secondary phase.
40. The planned place number for this project is 112, but these places will be provided on 2 separate sites to ensure the number of vulnerable young people educated on one site does not exceed 56. The project will address the need for designated provision for girls, and for young people post-16 who are not yet ready to transfer to college or employment.
41. The Council will continue to develop collaboration between education and social services, and with Cardiff and the Vale University Health Board, to develop a more holistic approach to therapeutic support for vulnerable learners and their families.

### **Primary Schools - proposed Band B schemes**

42. Four primary schemes that have been prioritised for investment within Band B. These include two English medium and two Welsh medium schools. This will address localised sufficiency issues that will present within the catchment areas within the timescale of the Band B investment. These four primary schools are:

#### **St Mary the Virgin Primary School**

43. It is proposed that St Mary the Virgin Primary School is replaced with a new school and its capacity increased by 30 places per year to a two form of entry school (2FE). This will address projected English-medium sufficiency issues in Grangetown/Butetown area, along with addressing additional pupil yield generated from a number of new housing developments that have gained approval. This scheme was deferred from the Band A Investment programme.

#### **Fairwater Primary School**

44. It is proposed that Fairwater Primary School is enlarged and its capacity increased by 30 places per year to establish a two form of entry school (2FE). This will address projected English-medium sufficiency issues in its catchment area, along with addressing additional pupil yield

generated from a number of new housing developments that have gained approval.

### **Ysgol Pen y Pil**

45. It is proposed that Ysgol Pen y Pil is enlarged and its capacity increased by 30 places per year to a two form of entry school (2FE). This will address projected shortfall in Welsh-medium primary school places in the east of Cardiff.

### **Ysgol Gymraeg Nant Caerau**

46. It is proposed that Ysgol Gymraeg Nant Caerau is enlarged and its capacity increased by 30 places per year to a two form of entry school (2FE). This will address projected shortfall in Welsh-medium primary school places in the south west of Cardiff.

### **Maximising investment for community benefit**

47. Educational assets are a vital investment into the heart of a community. Significant investment in school should actively contribute a wide variety of benefits to the local area.
48. To date, the Council has ensured that all its new facilities are accessible to the local community. New facilities are designed in such a way to allow extended use of all the facilities, whether internal such as main hall, dance or recording studios or external facilities such as MUGA's and 3G sports pitches.
49. The Council seeks to maximise community benefits wherever possible, including benefits for children and young people, through its procurement practices. The Council has explicitly identified this as one aspect of its programme to promote children's rights, as a participating member of the UNICEF Child Rights Partner Programme. This commitment will be reflected in any tender documentation, on a project-by-project basis.
50. In line with Welsh Government guidelines on Community Benefits, the Council will strive to meet the benchmark targets through the delivery of Band B 21st Century Schools programme. These will build stronger communities and in turn develop the local economy to reduce social exclusion and poverty in deprived areas.
51. Delivery of Community Benefits is overseen by a Community Benefits Board, which was established in January 2017. The role of the Board is to co-ordinate the social value agenda across Cardiff Council and maximise the community benefits delivered. The Board includes senior managers from across the Council and meets on a quarterly basis.

### **Indicative Cost of Programme and Funding Options**

52. The indicative cost of the Council's outline Band B programme is £284 million, based on standardised construction cost rates as provided by



Welsh Government. This total cost represents the full “rolled-up” cost of all schemes within the preferred programme. External cost consultants have confirmed that delivering the programme should be possible within the overall envelope identified. As schemes progress, it is felt that it will be possible to identify further efficiencies and various cost-saving measures to ensure that the overall cost envelope is not exceeded.

53. The Welsh Government’s funding model requires the Council to match fund 50% of the total capital cost, with the Welsh Government contributing the other 50% in the form of capital grant. Therefore, the Council will be required to identify capital funding totalling £142 million. In line with the approach taken to Band A, this funding will predominantly take the form of external prudential borrowing and any available capital receipts. External borrowing will give rise to revenue expenditure in the form of capital financing costs and, therefore, the Council will be required to identify revenue funding sources to meet those costs.
54. In addition to the traditional funding model that Band A was predicated on, the Welsh Government made an additional option available to local authorities as part of Band B, known as the Mutual Investment Model (MIM). MIM is a revenue funded option and is based on a 75:25 cost sharing arrangement in the favour of local authorities. The basic premise of the model is that any new schools created would be funded through the private sector through Special Purpose Vehicles, in which Welsh Government would be represented, and local authorities would lease the assets created over a period of 25 years. As such, local authorities would pay an annual lease payment for use of the new school facilities, rather than incurring the up front capital costs associated with constructing and then owning the facilities. The Welsh Government’s proposal would be to provide revenue funding towards 75% of the annual lease payments for the 25 year period. At the end of the 25-year period, the assets would transfer over to the respective local authorities.
55. The Council reviewed the options available, particularly the MIM option, using example information provided by Welsh Government. In doing so, the Council decided to express an interest in the traditional capital funding model only, when submitting its Strategic Outline Business Case. This followed consideration of the overall cost of MIM, the Welsh Government’s proposed contribution rate and the overall level of risk exposure. As such, the intention is that the £284 million programme, if fully approved, will be funded on the traditional capital grant model basis. The final confirmation of funding anticipated from Welsh Government is expected to be on the basis of the traditional model.

### **Local Member Consultation**

56. Any proposals to increase the size of an educational establishment, change its configuration or its location would require statutory consultation. Such consultation would include local members, and would follow publication of detailed proposals and proposed locations.

## **Reason for Recommendations**

57. To approve the schemes that have been prioritised for investment under the Band B phase of the 21<sup>st</sup> Century School programme/

## **Financial Implications**

58. The recommendations to this report do not themselves commit the Council to any capital expenditure commitments and, therefore, there are no capital financial implications directly arising from this report. However, the report outlines a potential capital programme totalling £284 million, the financial implications of which will be significant. External borrowing totalling a maximum of £142 million would result in significant annual revenue capital financing costs and funding sources would need to be identified in order to meet the expenditure commitments resulting. The significance of these commitments necessitate the need for consideration as part of the wider Council budget process and, therefore, the preferred funding solution will form part of the annual budget report presented to Cabinet and Council in February 2018.
59. In addition to the capital, and consequent revenue, funding implications arising from the Band B programme, revenue expenditure in relation to programme management, school transition and business case development will also arise. These costs will also form part of the funding considerations made as part of the Council's annual budget process. However, Recommendation 2 to this report, which highlights the need to progress initial business case development, may result in the need to incur revenue costs in the form of external advice prior to February 2018. It is anticipated that it will be possible to fund these costs from within the current SOP Revenue Reserve, set aside for revenue costs arising from the current 21<sup>st</sup> Century Schools Band A programme and other school organisation projects.

## **Legal Implications**

60. 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. The Council also has obligations under the School Standards and Framework Act 1998 and School Funding Regulations 2010 to provide capital funding for maintained schools.
61. 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).
62. 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

63. The Council also has to consider its obligation under section 88 and schedule 10 of the Equality Act 2010 to prepare and implement an accessibility strategy. The strategy should increase disabled pupils' access to the curriculum and improve the physical environment and the provision of information.
64. The report identifies that the Equality Impact Assessment has been completed. 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.

### **HR Implications**

65. HR People Services will work with the Governing Body of all schools within Band B on any HR matters arising from the expansion of individual schools. In line with the SOP HR Framework, the Headteacher and the Governing Body of the schools concerned will be encouraged in to undertake a review of their staffing structure and assess the workforce requirements required for the increase in pupil numbers. This will have to be balanced against the forecasted school budget. However, it is likely that the permanent expansion schools within Band B will result in the creation of new posts in each of the schools concerned.
66. HR People Services will also provide support for the additional recruitment. This will take into account the School Redeployment and Redundancy Policy and Procedure whereby new posts may provide opportunities for any school based staff on the school redeployment register at that particular time.

### **Equality Impact Assessment**

67. An Equality Impact Assessment for the 21<sup>st</sup> Century Schools Band B Programme has been carried out. The assessment concluded that the programme would not adversely affect a particular group in society. Any proposals brought forward following this report would be subject to

further equality impact assessments including an assessment on any changes to accommodation. (Details of the Equality Impact Assessment can be seen at Appendix 1).

### **Sustainability Assessment**

68. 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 Council's 'What Matters' strategy which seeks to deliver 7 strategic outcomes. Any proposals brought forward following this report would be subject to an environmental assessment which would be carried out as part of the planning application process. (Details of the Sustainability Assessment can be seen at Appendix 2).

### **Transport Matters**

69. High level transportation issues have been reviewed for the sites in question to ensure that consideration is given to the ability of the potential locations to support Active Travel, in terms of pedestrian and cycle access to the sites.
70. All new developments will require a Transport Assessment to be undertaken, this will determine whether any changes are deemed necessary to the immediate highway network to enable pupils and staff to access the schools using Active Travel modes. All schools within Cardiff are also encouraged to develop robust Travel Plans which will help them address issues relating to how their staff and pupils travel to school, with the emphasis on encouraging and promoting Active Travel such as walking and cycling.
71. Any highway improvement works identified from the Transport Assessments will have to be funded and delivered as part of the 21<sup>st</sup> Century Schools Programme.

### **Community Impact**

72. The Welsh Assembly Government School Organisation Code 2013 requires local authorities to conduct a Community Impact Assessment and a Welsh Language Impact Assessment when proposing changes to school organisation.
73. The following are taken into account when developing proposals
- Public Open Place/parkland
  - Noise and traffic congestion
  - School designation
  - School links to the local community
  - Impact on parents and families
  - Travelling implications for pupils/families
  - Impact on community activities, impact on community facilities

74. Any proposals brought forward following this report which would be subject to public consultation would include a full assessment of any community impact.

**RECOMMENDATIONS:**

The Cabinet is recommended to:

1. Approve the prioritised schemes under Band B of the 21<sup>st</sup> Century Schools Programme.
2. note the approval in principle of Cardiff Council's Band B Strategic Outline Case by Welsh Government and to authorise the Director of Education and Lifelong Learning to secure Welsh Government approval in principle for the schemes within the programme.
3. note that a subsequent report to Cabinet will propose arrangements to secure sufficient capacity and appropriate governance in order to deliver the Cardiff Band B 21<sup>st</sup> Century Schools Programme.

**NICK BATCHELAR**

Director of Education & Lifelong Learning

8 December 2017

*The following Appendices are attached*

Appendix 1 - Equality Impact Assessment

Appendix 2 - Sustainability Assessment

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### **Projected availability of and demand for secondary school places**

#### **Projection and forecasting methodology**

Cardiff employs a robust projection methodology for planning school places which takes account of NHS GP registration data and school census data submitted by and verified by all Cardiff schools. As projections can only take account of historic and current information the Council also identifies trends within projections, and analyses school preference data and other contextual information to produce forecasts on a city wide basis and in each locality.

Data analysis allows projections to be prepared based on localised patterns at primary school catchment area level, by secondary school catchment and on a city-wide basis. Each of these provide differing contextual information to inform the forecasting on the number of places that may be needed to meet the requirements of each area and of Cardiff as a whole.

The geographical units that are most suitable to analyse the recent and future demand for primary school places in each area are primary school catchment areas. A wider range of geographical information including aggregated primary school catchment areas, secondary school catchment areas, city-wide information and outflow to other admissions authorities informs planning for meeting the demand for secondary school places.

School catchment areas in Cardiff are not coterminous with ward boundaries and often serve all or part of several ward areas.

Separate to forecasts for existing housing in Cardiff, projections are prepared for new housing planned on large scale housing developments, including the strategic greenfield and brownfield housing sites identified in the Local Development Plan. These projections take account of census and housing information in Cardiff and allow a calculation of average numbers of pupils in each type of property.

The Education Supplementary Planning Guidance adopted in 2017 sets out the following average yields in each type of property, taking account of the most recent census data.

Year group	Yields from Flats / Apartments					Yields from Houses / Bungalows				
	1 bed	2 bed	3 bed	4 bed	5+ bed	1 bed	2 bed	3 bed	4 bed	5+ bed
Nursery	0.0102	0.0390	0.0567	0.0470	0.0102	0.0210	0.0507	0.0579	0.0610	0.0555
Primary	0.0155	0.0749	0.1793	0.2329	0.0649	0.0501	0.1247	0.2290	0.2947	0.3059
Secondary	0.0058	0.0287	0.1125	0.1179	0.0373	0.0336	0.0604	0.1666	0.2553	0.2806
6th Form	0.0007	0.0079	0.0345	0.0280	0.0116	0.0092	0.0165	0.0513	0.0864	0.1049

Projection data based on average yields cannot, however, be used to accurately forecast the impact of new housing on the demand for places in each year group.

As a significant proportion of families moving to new housing developments are moving within their local area, the increase in the number of school places required locally and city-wide may be less than would be the case if families have moved into Cardiff. Families moving a short distance to a new development may not wish to transfer their child(ren) to a new school. Consequently, families moving into established housing may therefore have greater difficulty in accessing a local place in an established school.

The rate at which housing on planned new developments is built and occupied depends on a number of market-related factors.



## Capacity of existing secondary schools

Table 2 sets out the number of places available in each secondary school in Cardiff in, and the most recent Number on roll data at PLASC (Pupil Level Annual School Census) date in January 2018 for the entry year (Year 7).

<b>Table 2: title</b>						
<b>School Name</b>	<b>Type of School</b>	<b>Age Range</b>	<b>Total Capacity (including sixth form)</b>	<b>Capacity - Years 7 -11</b>	<b>Published Admission Number (2018/19)</b>	<b>Number On Roll – Year 7 (January 2018)</b>
Cantonian High School	Community - English-medium	11-18	1,046	905	181	139
Cardiff High School	Community - English-medium	11-18	1,635	1,200	240	240
Cardiff West Community High School	Community - English-medium	11-18	1,520	1,200	240	95
Cathays High School	Community - English-medium	11-18	1,072	825	165	139
Corpus Christi Catholic High School	Voluntary Aided - faith	11-16	1,061	930	186	225
Eastern High	Community - English-medium	11-16	1,200	1,200	240	188
Fitzalan High School	Community - English-medium	11-18	1,725	1,500	300	300
Llanishen High School	Community - English-medium	11-18	1,800	1,500	300	288
Mary Immaculate High School	Voluntary Aided - faith	11-16	795	795	159	167
Radyr Comprehensive School	Community - English-medium	11-18	1,365	1,050	210	181
St Illtyd's Catholic High School	Voluntary Aided - faith	11-16	879	879	176	176
St Teilo's C.W High School	Voluntary Aided - faith	11-18	1,440	1,200	240	247
The Bishop Of Llandaff C.W High School	Voluntary Aided - faith	11-18	1,085	900	180	191
Whitchurch High School	Foundation – English-medium	11-18	2,400	1,950	390	406
Willows High School	Community - English-medium	11-18	1,121	1,121	224	138
Ysgol Gyfun Gymraeg Bro Eder	Community- Welsh-medium	11-18	1,114	900	180	136
Ysgol Gyfun Gymraeg Glantaf	Community- Welsh-medium	11-18	1,500	1,200	240	224
Ysgol Gyfun Gymraeg Plasmawr	Community- Welsh-medium	11-18	1,140	900	180	190
<b>English-medium community places/ pupils</b>					<b>2,100</b>	<b>1,708</b>
<b>Foundation places/ pupils</b>					<b>390</b>	<b>406</b>
<b>Faith School places/ pupils</b>					<b>941</b>	<b>1006</b>
<b>Welsh-medium community places/ pupils</b>					<b>600</b>	<b>550</b>
<b>Total places</b>					<b>4,031</b>	

## Recent city-wide take up of places in primary and secondary schools

Tables 3 and 4 (below/ overleaf) set out the most recent verified PLASC (Pupil Level Annual School Census) data as supplied by primary schools in January 2017 and by secondary schools in January 2018. This confirm the number of pupils in each of the English-medium secondary school catchment areas who were enrolled in English-medium, Welsh-medium and faith-based primary and secondary schools in Cardiff.

<b>Table 3: Year 6 pupils enrolled in English-medium, Welsh-medium and Faith-based primary schools in each English-medium secondary school catchment area (data source: PLASC January 2017)</b>				
Catchment area	English-medium Community school pupils	Welsh-medium Community school pupils	Faith-based school pupils	Total pupils
Cantonian High School	88 (51.5%)	39 (22.8%)	44 (25.7%)	171
Cardiff High School	263 (78.7%)	33 (9.9%)	38 (11.4%)	334
Cardiff West Community High School	288 (68.6%)	59 (14.0%)	73 (17.4%)	420
Cathays High School	89 (62.7%)	18 (12.7%)	35 (24.6%)	142
Eastern High	354 (65.1%)	61 (11.2%)	129 (23.7%)	544
Fitzalan High School	362 (58.9%)	122 (19.8%)	131 (21.3%)	615
Llanishen High School	411 (63.2%)	74 (11.4%)	165 (25.4%)	650
Radyr Comprehensive School	157 (77.0%)	43 (21.1%)	4 (2.0%)	204
Whitchurch High School	318 (75.9%)	83 (19.8%)	18 (4.3%)	419
Willows High School	166 (59.9%)	21 (7.6%)	90 (32.5%)	277
<b>Total number of pupils</b>	<b>2496 (66.1%)</b>	<b>553 (14.6%)</b>	<b>727 (19.3%)</b>	<b>3776</b>

**Table 4: Year 6 pupils enrolled in English-medium, Welsh-medium and Faith-based secondary schools in each English-medium secondary school catchment area (data source: PLASC 2018)**

Catchment area	English-medium Community and Foundation school pupils	Welsh-medium Community school pupils	Faith-based school pupils	Total pupils	Net increase/loss
Cantonian High School	78 (45.6%)	38 (22.2%)	55 (32.2%)	171	0
Cardiff High School	250 (77.2%)	31 (9.6%)	43 (13.3%)	324	-10
Cardiff West Community High School	201 (49.4%)	59 (14.5%)	147 (36.1%)	407	-13
Cathays High School	89 (67.4%)	17 (12.9%)	26 (19.7%)	132	-10
Eastern High	214 (39.3%)	61 (11.2%)	269 (49.4%)	544	0
Fitzalan High School	331 (61.0%)	120 (22.1%)	92 (16.9%)	543	-72
Llanishen High School	324 (52.0%)	72 (11.6%)	227 (36.4%)	623	-27
Radyr Comprehensive School	141 (70.9%)	43 (21.6%)	15 (7.5%)	199	-5
Whitchurch High School	310 (74.9%)	77 (18.6%)	27 (6.5%)	414	-5
Willows High School	158 (60.8%)	21 (8.1%)	81 (31.2%)	260	-17
Combined Published Admission Number	<b>2,490</b>	<b>600</b>	<b>941</b>	<b>4,031</b>	
Total Number or pupils	<b>2096 (57.9%)</b>	<b>539 (14.9%)</b>	<b>982 (27.1%)</b>	<b>3617</b>	
Surplus places	<b>394</b>	<b>61</b>	<b>-41</b>	<b>414</b>	
Difference: Year 6 / 7	<b>-400</b>	<b>-14</b>	<b>+255</b>	<b>-159</b>	

Comparing Table 3 and Table 4 it is evident in table that:

- The proportionate take up of English-medium, Welsh-medium and faith-based primary and secondary school places varies significantly across Cardiff
- There is a significant difference between the number of pupils enrolled in Year 6 in primary education, and the number of pupils enrolled in Year 7 the following year in some areas
- The proportionate (%) take up of English-medium community and faith-based primary and secondary school places varies significantly between Year 6 and Year 7 in some areas
- The proportionate (%) take up of Welsh-medium community primary and secondary school places varies little between Year 6 and Year 7
- Faith-based secondary schools, for which the Council is not the admissions authority, admitted 65 pupils in excess of their Published Admission Number in 2018

The parental preference for and take-up of places in each type of school is dependent on number of variables including, but not limited to, the number of places

available in each school type relative to the local population, the admission arrangements for that school, and parental perception.

### Forecast city-wide demand for places – existing housing

Each of the faith-based and Foundation secondary schools has been fully-subscribed or over-subscribed at entry to Year 7 in recent years. The number of pupils promoting from primary education to secondary education has increased in this time and, based on the number of pupils within each primary school cohort, is projected to increase further in coming years.

As there are no proposals to increase the number of places available in faith-based secondary schools, the relative proportion of the population able to gain admission to faith-based schools will fall as the overall population increases. Consequently, the proportionate take-up of places in English-medium community and Foundation secondary schools would increase, in order to accommodate all pupils requiring a place.

The number of pupils resident in Cardiff taking up places in faith-based secondary schools in years 2015-16, 2016-17 and 2017-18 totalled 965, 1009 and 982 respectively. In each of these years, the faith –based secondary schools were fully subscribed, and there was little fluctuation in the number of pupils allocated places in each area of Cardiff.

Taking into account the number of average number of places allocated at faith-based secondary schools in recent years, to pupils from each area of the city, it is reasonable to forecast the number of pupils who may gain admission from each area in future years. This, in turn, allows forecasting of the number of pupils who may require English-medium community places.

Table 5 – forecast take up of places at entry to Year 7 in faith-based secondary schools in each English-medium secondary school catchment area	
Catchment area	Approximate forecast take up of places at faith school places within area
Cantonian High School	54
Cardiff High School	32
Cardiff West Community High School	144
Cathays High School	31
Eastern High	271
Fitzalan High School	105
Llanishen High School	230
Radyr Comprehensive School	10
Whitchurch High School	25
Willows High School	83
<b>Total projected demand</b>	<b>985</b>

In some areas of Cardiff there is a significant difference between the number of pupils enrolled in Year 6 in primary education and the number of pupils enrolled in Year 7 the following year as some families opt for secondary schools outside of Cardiff, private education, or education at home. Parental preference data indicates that some of these pupils had stated a preference for Cardiff schools but having failed to gain admission to their preferred school opted for alternatives at a later date. It would therefore be reasonable to conclude that, to accommodate the latent demand for English-medium community school places, additional places would be required.

Although the highest oversubscription criteria for admissions to faith-based and foundation secondary schools are not geographical based, the number of pupils admitted from each area in recent years allows approximate forecasting of the number of pupils who may gain admission in future.

Table 6 therefore sets out the net number of places that may be required to meet the demand for English-medium community and foundation places in each secondary school catchment area of the city (existing housing only).

Table 6: Forecast demand for places at any English-medium community secondary school in each English-medium secondary school catchment area								
Catchment area	Forecasts based on PLASC data – pupils enrolled in primary education							Forecast – NHS data
	2019	2020	2021	2022	2023	2024	2025	2026
Cantonian High School	111-115	142-143	107-111	130-136	113-116	132-136	141-156	164-178
Cardiff High School	251-255	255-259	272-296	264-279	272-274	291-327	287-306	266-301
Cardiff West Community High School	212-225	249-282	279-294	235-241	301-311	252-289	217-239	194-211
Cathays High School	101-104	87-87	79-84	78-78	85-92	62-66	79-80	78-80
Eastern High	203-205	232-235	216-223	212-220	202-214	<b>228-249</b>	177-187	204-213
Fitzalan High School	314-318	360-364	367-368	337-346	360-369	346-356	286-295	342-353
Llanishen High School	344-351	367-376	367-375	339-350	355-382	343-375	296-323	312-337
Radyr Comprehensive School	139-146	149-168	180-189	175-220	162-196	160-184	168-194	156-192
Whitchurch High School	328-350	302-319	317-323	305-311	329-348	348-358	313-318	296-314
Willows High School	171-172	166-166	171-171	182-184	185-194	201-205	192-196	171-182
Total demand for English-medium Community/ Foundation places	<b>2205-2212</b>	<b>2350-2358</b>	<b>2380-2409</b>	<b>2290-2334</b>	<b>2416-2443</b>	<b>2415-2494</b>	<b>2212-2241</b>	<b>2243-2301</b>

### **Forecast demand for places – existing housing in the Cantonian High School catchment area**

Tables 5 and 6 indicate that, in the Band B investment period, 165-210 English-medium secondary school places (community and faith-based) will be required to serve the existing Cantonian High School catchment area. Approximately 54 places would be taken up within faith-based schools by pupils resident in the area, and the remaining 111-156 pupils would take up places within English-medium community secondary schools.

This suggests that capacity of four to five forms of entry (120 - 150 places) would be required to meet the demand for places from within the existing catchment area of Cantonian High School in the Band B period.

Forecasts for demand for places from existing housing beyond the Band B period would be based solely on NHS data and would not take account of parental preferences for type of primary school. Whilst this makes forecasting beyond 2025 difficult, there is no evidence at this time of a significant change in the size of cohorts in the pre-school population to those recently enrolled in primary education.

### **Forecast demand for places – planned/ proposed housing including strategic LDP sites within/ in close proximity to the Cantonian High School catchment area**

There are a number of planned residential developments within or in close proximity to the Cantonian High School catchment area, including those with outline or full planning permission which would significantly increase the pupil population :

- North West Cardiff (Plasdwr)
- North and South of Llantrisant Road
- South of Pentreban Road
- Goitre Fach Farm, Llantrisant Road
- BBC, Llantrisant Road

Developer contributions have been secured via s106 agreement to accommodate the secondary school age pupil yield from much of this residential development.

Developer contributions, to provide additional secondary school places, were not due for the BBC Llantrisant Road development as there were sufficient surplus places projected at Cantonian High School to accommodate all pupils.

The yield of pupils from the proposed development at BBC Llantrisant Road (predominantly apartments) would increase the pupil population in the catchment area of Cantonian High School, taking up approximately 5 of the projected surplus places per year group.

The development North and South of Llantrisant Road (689 dwellings) overlaps the boundary between the catchment areas of Cantonian High School and Radyr Comprehensive School, but is in closer proximity to Radyr Comprehensive School.

The yield of pupils from this development would increase the pupil population in the catchment areas of Cantonian High School and Radyr Comprehensive School and take up approximately 19 projected surplus places between these schools.

### **Summary**

In summary, the above information suggests that capacity of four to five forms of entry (120 - 150 places) would be broadly sufficient to meet the demand for places from within the existing catchment area of Cantonian High School in the Band B period.

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### Cardiff Council Statutory Screening Tool Guidance

If you are developing a strategy, policy or activity that is likely to impact people, communities or land use in any way then there are a number of statutory requirements that apply. Failure to comply with these requirements, or demonstrate due regard, can expose the Council to legal challenge or other forms of reproach.

For instance, this will apply to strategies (i.e. Housing Strategy or Disabled Play Strategy), policies (i.e. Procurement Policy) or activity (i.e. developing new play area).

Completing the Statutory Screening Tool will ensure that all Cardiff Council strategies, policies and activities comply with relevant statutory obligations and responsibilities. Where a more detailed consideration of an issue is required, the Screening Tool will identify if there is a need for a full impact assessment, as relevant.

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The main statutory requirements that strategies, policies or activities must reflect include:

- **Equality Act 2010 - [Equality Impact Assessment](#)**
- **Welsh Government's [Sustainable Development Bill](#)**
- **Welsh Government's Statutory Guidance - [Shared Purpose Shared Delivery](#)**
- **[United Nations Convention on the Rights of the Child](#)**
- **[United Nations Principles for Older Persons](#)**
- **[Welsh Language Measure 2011](#)**
- **[Health Impact Assessment](#)**
- **[Habitats Regulations Assessment](#)**
- **[Strategic Environmental Assessment](#)**

This Statutory Screening Tool allows us to meet all the requirements of all these pieces of legislation as part of an integrated screening method that usually taken no longer than an hour.

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The Screening Tool can be completed as a self assessment or as part of a facilitated session, should further support be needed. For further information or if you require a facilitated session please contact the Policy, Partnerships and Citizen Focus Team on 2078 8563 e-mail: [siadavies@cardiff.gov.uk](mailto:siadavies@cardiff.gov.uk). Please note:

- **The completed Screening Tool must be submitted as an appendix with the Cabinet report.**
- **The completed screening tool will be published on the intranet.**

## Statutory Screening Tool

<b>Name of Strategy / Policy / Activity:</b>	<b>Date of Screening:</b>
<b>SCHOOL ORGANISATION PLANNING: THE EXPANSION OF DOYLE AVENUE SITE (THE EXISTING CANTONIAN HIGH SCHOOL SITE)</b>	<b>NOVEMBER 2018</b>
<b>Service Area/Section:</b> Education & Lifelong Learning, Schools Organisation Planning	<b>Lead Officer:</b> Jennie Hughes
<b>Attendees:</b> Self assessment	

<b>What are the objectives of the Policy/Strategy/Project/Procedure/ Service/Function</b>	<b>Please provide background information on the Policy/Strategy/Project/Procedure/Service/Function and any research done [e.g. service users data against demographic statistics, similar EIAs done etc.]</b>
<p>Proposal:</p> <p>Replace the Cantonian High School buildings with new build accommodation on the same site expanding the school from six forms of entry (6FE) to eight forms of entry (8FE) with sixth form provision for up to 250 pupils; and expanding the current Specialist Resource Base (SRB) for learners with an Autism Spectrum Condition (ASC), hosted at Cantonian High School from 20 to 30 places in purpose built accommodation in the new school buildings</p> <ul style="list-style-type: none"> <li>Maximise the opportunities afforded by one of the largest educational sites in Cardiff (Doyle Avenue) to locate other new school provision on the same site, in addition to Cantonian High School but organised as separate entities, to:</li> <li>Transfer Woodlands Special School, part of the Western Learning Federation, to the Doyle Avenue site and increase the capacity from 140 places to 240 places in new build accommodation;</li> </ul>	<p>At its meeting on 14 December 2017 the Cabinet approved the prioritised scheme under Band B of the Cardiff's Band B 21st Century Schools Programme.</p> <p>The Band B Programme seeks to address the most acute sufficiency and condition issues in Cardiff.</p> <p>There has been an increased demand for places at entry to secondary education city wide in the past five years. City-wide projections indicate that the demand for places in English-medium secondary schools will exceed the combined capacity of such schools in future years.</p> <p>The number of pupils in each of the Year 2 to Year 6 cohorts in English-medium primary schools exceeds the combined Admission Numbers of 3,431 places at entry to English-medium secondary schools.</p> <p>Intakes to the Year 7 year group are projected to exceed the number of places available from September 2020.</p> <p>Projections based upon the most recent school census data (PLASC)</p>

- Transfer Riverbank Special School, part of the Western Learning Federation, to the Doyle Avenue site and increase the capacity from 70 to 140 places in new build accommodation.

received in 2018, indicate that the number of pupils entering Year 7 in English-medium community schools city-wide will continue to increase and will exceed the number of places currently available until at least September 2023.

The 2018 PLASC data indicates a projected reduction in demand for places from existing housing in September 2024. However, it is anticipated that, as a result of the yield of pupils from the new housing developments including those within the Local Development Plan, and changes to pupil preferences, there will continue to be a shortfall of places beyond 2024.

The areas that are presenting as having the most acute shortage of places and require a strategic solution taking account of neighbouring catchment capacity are those concentrated in the central area of the city. These are primarily focused in the areas that serve the catchment for Fitzalan High School, Cantonian High School, Willows High School, Cathays High School and Cardiff High School.

As the City's population has grown, so has the number of children with Special Educational Needs – which will in the future be referred to as Additional Learning Needs. At present, 23.4% of pupils in Cardiff schools have an Additional Learning Need (ALN) and there are currently approximately 1,800 statements of SEN across the authority. As the pupil population grows, so will the number of children and young people with additional learning needs. Cardiff Council is committed to the principles of inclusion and recognises that the majority of children and young people with additional needs are best supported in their local mainstream schools. The Council will continue to provide support, training and resources to schools, and to promote the sharing of best inclusive practice, to ensure that learners with ALN access effective support in their local school.

However, it is recognised that in order to thrive and fulfil their potential,

children and young people with the most complex additional needs require access to the specialist environments and expertise of a special school. Whilst there are a number of specialist settings across Cardiff, the projected future needs will significantly exceed the number of specialist places currently available. The number of special school and specialist resource base placements has increased steadily every year for the last 5 years and current projections show the number of places will continue to grow over the next 5 to 10 years.

### **Condition & Suitability**

Cardiff has a very large education estate, with over 127 school properties. Many sites comprise of multiple blocks, constructed during different decades. A large number of primary, secondary and special schools are in a poor state of repair.

Approximately £17m, or 14%, of maintenance and condition issues of the estate have been addressed through Band A of the 21<sup>st</sup> Century Schools investment programme. There has been significant investment in the construction of two new high schools in the East and West of the City, new primary school provision and suitability works undertaken in primary schools.

This nonetheless leaves a significant maintenance backlog of approximately £68m, of which circa £8m is Equality Act 2010 compliance. The Local Authority's current spend on school asset renewal has been circa £3m per annum. This resource is allocated on a priority basis and is predominantly limited to keeping properties safe and watertight.

As part of the prioritisation of schools within the Band B programme, all properties across the school estate were given a rating from A to D for the following issues, with D being the worst category:

- Sufficiency of places available; Condition of the school buildings;
- Suitability of the environment for teaching.

Cantonian High School is rated “D” category, which means the buildings are life expired. The Welsh Government is committed to removing all “D” condition schools from Wales so Cantonian High School should be automatically prioritised for investment under Band B.

The Doyle Avenue site on which the current Cantonian High School building is located measures c11Ha. This is one of the largest school sites in Cardiff. As such, it presents an opportunity to locate other school provision on the same site, in addition to a new Cantonian High School but organised as separate education provision.

Woodlands Special School and Riverbank Special School are both rated ‘D’ for suitability, with ‘unsuitable’ environments which seriously inhibit the school’s capacity to deliver the curriculum.

Replacing and significantly expanding these schools is therefore essential if the Council is to fulfil statutory responsibility to provide appropriate education for children with additional learning needs.

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

Please use the following scale when considering what contribution the activity makes:		
<b>+</b>	Positive	Positive contribution to the outcome
<b>-</b>	Negative	Negative contribution to the outcome
<b>ntrl</b>	Neutral	Neutral contribution to the outcome
<b>Uncertain</b>	Not Sure	Uncertain if any contribution is made to the outcome

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	-	Ntrl	Un-Crtn	
Page 238	<b>1.1 People in Cardiff are healthy;</b> <i>Consider the potential impact on</i> <ul style="list-style-type: none"> <li>the promotion of good health, prevention of damaging behaviour, promote healthy eating/active lifestyles etc,</li> <li>vulnerable citizens and areas of multiple deprivation</li> <li>Addressing instances of inequality in health</li> </ul>	x				- See 1.2 below – encouraging walking, cycling and use of public transport
	<b>1.2 People in Cardiff have a clean, attractive and sustainable environment;</b> <i>Consider the potential impact on</i> <ul style="list-style-type: none"> <li>the causes and consequences of Climate Change and creating a carbon lite city</li> </ul>	x				- This proposal would result in pupils from the existing schools namely Cantonian, Riverbank and Woodlands being accommodated in new buildings fit for the 21 <sup>st</sup> Century. It is proposed to provide cost effective sustainable buildings that will reduce ongoing revenue costs in turn reducing the Council's carbon footprint in line Cardiff's Carbon Reduction Strategy (May 2015).
	<ul style="list-style-type: none"> <li>encouraging walking, cycling, and use of public transport and improving access to countryside and open space</li> </ul>			x		<ul style="list-style-type: none"> <li>In line with the Well-being of Future Generations Act Cardiff's Band B programme is committed to providing Local Schools for Local Children, to encourage use of sustainable modes to travel to schools, such as walking and cycling. School projects take into account transport issues when they are being designed and the need to provide safer routes to encourage walking to schools</li> <li>It is acknowledged that pupils from Riverbank and Woodlands are likely to need transport to school as the</li> </ul>

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	-	Ntrl	Un-Crtn	
						schools are city wide provisions and pupils may have mobility/access issues. There are no plans to change the Council's transport policy for school children.
	<ul style="list-style-type: none"> <li>reducing environmental pollution (land, air, noise and water)</li> </ul>			x		- The schools would be designed to be in compliance with the BREEAM Excellent specification, minimising running costs, construction costs and detrimental environmental impact.
	<ul style="list-style-type: none"> <li>reducing consumption and encouraging waste reduction, reuse, recycling and recovery</li> </ul>	x				- Proposals are progressed in line with Welsh Government Community Benefit Measurement Tool which encourages reduced consumption, waste reduction and recycling.
	<ul style="list-style-type: none"> <li>encouraging biodiversity</li> </ul>			x		- Site surveys will be undertaken to establish levels of biodiversity and will explore opportunities to develop appropriate initiatives.
<b>1.3</b>	<b>People in Cardiff are safe and feel safe;</b> <i>Consider the potential impact on</i> <ul style="list-style-type: none"> <li>reducing crime, fear of crime and increasing safety of individuals</li> <li>addressing anti-social behaviour</li> <li>protecting vulnerable adults and children in Cardiff from harm or abuse</li> </ul>			x		- All schools in Cardiff have policies in place to ensure safeguarding and the wellbeing of staff, children and young people.
<b>1.4</b>	<b>Cardiff has a thriving and prosperous economy;</b> <i>Consider the potential impact on</i> <ul style="list-style-type: none"> <li>economic competitiveness (enterprise activity, social enterprises, average earnings, improve productivity)</li> <li>Assisting those Not in Education, Employment or Training</li> <li>attracting and retaining workers (new employment and training opportunities, increase the value of employment,)</li> <li>promoting local procurement opportunities or enhancing the capacity of local companies to compete</li> </ul>	x		x	x	- The schools provide employment. - Consideration would be given to using local contractors and suppliers.
<b>1.5</b>	<b>People in Cardiff achieve their full potential;</b> <i>Consider the potential impact on</i>	x				- The Council's proposals for Band B of the 21 <sup>st</sup> Century Schools Programme, and the Cardiff 2020 strategy,

Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
	+	-	Ntrl	Un-Crtn	
<ul style="list-style-type: none"> <li>• <i>promoting and improving access to life-long learning in Cardiff</i></li> <li>• <i>raising levels of skills and qualifications</i></li> <li>• <i>giving children the best start</i></li> <li>• <i>improving the understanding of sustainability</i></li> <li>• <i>addressing child poverty (financial poverty, access poverty, participation poverty)</i></li> <li>• <i>the United Nations Convention on the Rights of a Child and Principles for Older persons</i></li> </ul>				<p>x</p> <p>x</p>	<p>clearly state the link between improving the environment for learning and raising standards of achievement.</p> <ul style="list-style-type: none"> <li>- Whilst organised as separate entities, the location of the two special schools on the same site as Cantonian High School will provide opportunities for collaboration including access to specialist facilities located on the Cantonian High School site.</li> <li>- With significant sports and wider leisure provision now established, or being developed, in many schools a key objective is to enable third party to access the sports facilities at schools, on a sustainable financial basis. The development of a viable model for all schools across the city to be accessed by the communities which they serve is needed.</li> <li>- Cardiff's Child Friendly City strategy places the rights and voices of children and young people at the heart of Cardiff's policies, strategies and services; involving them in decision making and addressing the barriers which limit their life chances. As such the public consultation on the proposal will include representation from children and young people.</li> <li>- Subject to approval any future design work would also include representation from children and young people.</li> </ul>



	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	-	Ntrl	Un-Crtn	
Page 241	<b>1.6 Cardiff is a Great Place to Live, Work and Play</b> Consider the potential impact on <ul style="list-style-type: none"> <li>• promoting the cultural diversity of Cardiff</li> <li>• encouraging participation and access for all to physical activity, leisure &amp; culture</li> <li>• play opportunities for Children and Young People</li> <li>• protecting and enhancing the landscape and historic heritage of Cardiff</li> <li>• promoting the City's international links</li> </ul>			x		<ul style="list-style-type: none"> <li>- With significant sports and wider leisure provision now established, or being developed, in many schools a key objective is to enable third party to access the sports facilities at schools, on a sustainable financial basis. The development of a viable model for all schools across the city to be accessed by the communities which they serve is needed.</li> </ul>
	<b>1.7 Cardiff is a fair, just and inclusive society.</b> Consider the potential impact on <ul style="list-style-type: none"> <li>• the elimination of discrimination, harassment or victimisation for equality groups</li> </ul>			x		<ul style="list-style-type: none"> <li>- See Equality Impact Assessment below and attached.</li> <li>- The Council's recruitment process would ensure that good practice is followed, including the application of the Council's policies on equal opportunities.</li> </ul>
	<ul style="list-style-type: none"> <li>• has the community or stakeholders been engaged in developing the strategy/policy/activity?</li> <li>• how will citizen participation be encouraged (encouraging actions that consider different forms of consultation, through more in depth engagement to full participation in service development and delivery)?</li> </ul>			x		<ul style="list-style-type: none"> <li>- Subject to authorisation the public consultation will include engagement with all relevant stakeholders.</li> </ul>
	<b>EQUALITY IMPACT ASSESSMENT (This is attached on page 13)</b> Will this Policy/Strategy/Project have a <b>differential impact</b> on any of the following:					
<b>1.8 The Council delivers positive outcomes for the city and its citizens through strong partnerships</b> Consider the potential impact on <ul style="list-style-type: none"> <li>• strengthening partnerships with business and voluntary sectors</li> <li>• the collaboration agenda and the potential for shared services, cross-boundary working and efficiency savings</li> </ul>			x		The 'Cardiff Commitment' is the Council's youth engagement and progression strategy. The Cardiff Commitment sets out how the council, together with a wide range of public, private and third sector partners, will work together to ensure a positive destination for every young person in Cardiff after they finish school, either in employment or further education and training.	

Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
	+	-	Ntrl	Un-Crtn	
					<p>To date over 120 businesses have pledged to support Cardiff Commitment and provide opportunities to schools and young people, better preparing them for the world of work, contributing to the future economic growth of the city.</p> <p>The Council's proposals for Band B of the 21<sup>st</sup> Century Schools Programme, and the Cardiff 2020 strategy, clearly state the link between improving the environment for learning and raising standards of achievement.</p> <p>The Council is keen to assist with the development of opportunities between schools and businesses, to help create a sustainable pool of talent for future workforce needs, and spread skills across the city. An example of this is the Creative Education Partnership that has been established between Cardiff West Community High School and partners from the creative industries to provide opportunities for young people to leave education with skills and competences and to be work ready</p> <p>The significant school developments proposed would provide opportunities for strong partnerships with businesses and employers from a range of sectors in the Cardiff economy. Opportunities for further partnerships are being explored and will be progressed in line with the priorities set out in the Cardiff Commitment</p>

**SUMMARY OF APPRAISAL (highlight positive and negative effects of the policy / plan / project being assessed, demonstrating how it contributes to the economic, social and environmental sustainability of the city):**

**Economic**

- Investment in new build facilities that would support the delivery of a broad and balanced curriculum.
- The new accommodation and expansion of provision would provide employment opportunities.
- Consideration would be given to using local contractors and suppliers.

**Social**

- There could be the potential for community use of school facilities outside of school hours.

**Environmental sustainability**

- This proposal would result in the pupils attending a new build, fit for purpose 21<sup>st</sup> Century schools. The schools would be designed to be in compliance with the BREEAM Excellent specification, minimising running costs and detrimental environmental impact.

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

If the proposal were to proceed, an equality impact assessment would be carried out to identify accessibility to the new build high school site. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design 2014 as well as building regulations such as, BS8300, Part M and relevant Building Bulletins.

## Part 2: Strategic Environmental Assessment Screening

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

Is a Full Strategic Environmental Assessment Screening Needed?	Yes	No
<ul style="list-style-type: none"> <li>▪ If yes has been ticked to both questions 2.1 and 2.2 then the answer is yes</li> <li>▪ If a full SEA Screening is required then please contact the Sustainable Development Unit to arrange (details below)</li> </ul>		X An SEA has been undertaken (attached)

Page 2/4

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 or email [sustainabledevelopment@cardiff.gov.uk](mailto:sustainabledevelopment@cardiff.gov.uk)

## Part 3: Habitat Regulation Assessment (HRA)

		Yes	No	Unsure
3.1	Will the plan, project or programme results in an activity which is known to affect a European site, such as the Severn Estuary or the Cardiff Beech Woods?		x	
3.2	Will the plan, project or programme which steers development towards an area that includes a European site, such as the Severn Estuary or the Cardiff Beech Woods or may indirectly affect a European site?		x	
3.3	Is a full HRA needed?		x	

Details of the strategy will be sent to the County Ecologist on completion of the process to determine if a Habitat Regulation Assessment is needed. For further information please phone 2087 3215 or email [biodiversity@cardiff.gov.uk](mailto:biodiversity@cardiff.gov.uk)

## Appendix 1 – Statutory Requirements

It is possible that the Impact Screening Tool will identify the need to undertake specific statutory assessments:

- **Equality Impact Assessment:** *This assessment is required by the Equality Act 2010 and Welsh Government’s Equality Regulations 2011.*
- **Sustainable Development Bill:** *The Bill, when it comes into effect, will require sustainable development (SD) to be a central organising principle for the organisation. This means that there is a duty to consider SD in the strategic decision making processes.*
- **Shared Purpose Shared Delivery-** *The Welsh Government requires local authorities to produce a single integrated plan to meet statutory requirements under a range of legislation. Cardiff Council must therefore demonstrate its contribution towards Cardiff’s own integrated plan; “What Matters”.*
- **United Nations Convention on the Rights of the Child:** *The Children Act 2004 guidance for Wales requires local authorities and their partners to have regard to the United Nations Convention on the Rights of a Child.*
- **United Nations Principles for Older Persons:** *The principles require a consideration of independence, participation, care, self-fulfillment and dignity.*
- **The Welsh Language Measure 2011:** *The measure sets out official status for the Welsh language, a Welsh language Commissioner, and the freedom to speak Welsh.*
- **Health Impact Assessment:** *(HIA) considers policies, programmes or projects for their potential effects on the health of a population*
- **Strategic Environmental Impact Assessment:** *A Strategic Environmental Assessment (SEA) is an European Directive for plans, programmes and policies with land use implications and significant environmental effects.*
- **Habitats Regulations Assessment:** *The Conservation (Natural Habitats, &c.) (Amendment) Regulations 2007 provides a requirement to undertake Habitats Regulations Assessment (HRA) of land use plans.*



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

**Proposal to:**

- Replace the Cantonian High School buildings with new build accommodation on the same site expanding the school from six forms of entry (6FE) to eight forms of entry (8FE) with sixth form provision for up to 250 pupils; and expanding the current Specialist Resource Base (SRB) for learners with an Autism Spectrum Condition (ASC), hosted at Cantonian High School from 20 to 30 places in purpose built accommodation in the new school buildings
- Maximise the opportunities afforded by one of the largest educational sites in Cardiff (Doyle Avenue) to locate other new school provision on the same site, in addition to Cantonian High School but organised as separate entities, to:
- Transfer Woodlands Special School, part of the Western Learning Federation, to the Doyle Avenue site and increase the capacity from 140 places to 240 places in new build accommodation;
- Transfer Riverbank Special School, part of the Western Learning Federation, to the Doyle Avenue site and increase the capacity from 70 to 140 places in new build accommodation.

**New**

**Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?**

Name: Jennie Hughes	Job Title: Senior Achievement Leader Inclusion
Service Team:	Service Area: Education

Assessment Date: November 2018

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

To address sufficiency and building condition issues by developing the existing Cantonian High School site located at Doyle Avenue, Fairwater in line with Band B priority schemes.

**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.]**

At its meeting on 14 December 2017 the Cabinet approved the prioritised scheme under Band B of the Cardiff's Band B 21st Century Schools Programme.

The Band B Programme seeks to address the most acute sufficiency and condition issues in Cardiff.

There has been an increased demand for places at entry to secondary education city wide in the past five years. City-wide projections indicate that the demand for places in English-medium secondary schools will exceed the combined capacity of such schools in future years.

The number of pupils in each of the Year 2 to Year 6 cohorts in English-medium primary schools exceeds the combined Admission Numbers of 3,431 places at entry to English-medium secondary schools.

Intakes to the Year 7 year group are projected to exceed the number of places available from September 2020.

Projections based upon the most recent school census data (PLASC) received in 2018, indicate that the number of pupils entering Year 7 in English-medium community schools city-wide will continue to increase and will exceed the number of places currently available until at least September 2023.

The 2018 PLASC data indicates a projected reduction in demand for places from existing housing in September 2024. However, it is anticipated that, as a result of the yield of pupils from the new housing developments including those within the Local Development Plan, and changes to pupil preferences, there will continue to be a shortfall of places beyond 2024.

The areas that are presenting as having the most acute shortage of places and require a strategic solution taking account of neighbouring catchment capacity are those concentrated in the central area of the city. These are primarily focused in the areas that serve the catchment for Fitzalan High School, Cantonian High School, Willows High School, Cathays High School and Cardiff High School.

As the City's population has grown, so has the number of children with Special Educational Needs – which will in the future be referred to as Additional Learning Needs. At present, 23.4% of pupils in Cardiff schools have an Additional Learning Need (ALN) and there are currently approximately 1,800 statements of SEN across the authority. As the pupil population grows, so will the number of children and young people with additional learning needs. Cardiff Council is committed to the principles of inclusion and recognises that the majority of children and young people with additional needs are best supported in their local mainstream schools. The council will continue to provide support, training and resources to schools, and to promote the sharing of best inclusive practice, to ensure that learners with ALN access effective support in their local school.

However, it is recognised that in order to thrive and fulfil their potential, children and young people with the most complex additional needs require access to the specialist environments and expertise of a special school. Whilst there are a number of specialist settings across Cardiff, the projected future needs will significantly exceed the number of specialist places currently available. The number of special school and specialist resource base placements has increased steadily every year for the last 5 years and current projections show the number of places will continue to grow over the next 5 to 10 years.



## Condition & Suitability

Cardiff has a very large education estate, with over 127 school properties. Many sites comprise of multiple blocks, constructed during different decades. A large number of primary, secondary and special schools are in a poor state of repair.

Approximately £17m, or 14%, of maintenance and condition issues of the estate have been addressed through Band A of the 21st Century Schools investment programme. There has been significant investment in the construction of two new high schools in the East and West of the City, new primary school provision and suitability works undertaken in primary schools.

This nonetheless leaves a significant maintenance backlog of approximately £68m, of which circa £8m is Equality Act 2010 compliance. The Local Authority's current spend on school asset renewal has been circa £3m per annum. This resource is allocated on a priority basis and is predominantly limited to keeping properties safe and watertight.

As part of the prioritisation of schools within the Band B programme, all properties across the school estate were given a rating from A to D for the following issues, with D being the worst category:

- Sufficiency of places available;
- Condition of the school buildings;
- Suitability of the environment for teaching.

Cantonian High School is rated "D" category, which means the buildings are life expired. The Welsh Government is committed to removing all "D" condition schools from Wales so Cantonian High School should be automatically prioritised for investment under Band B.

The Doyle Avenue site on which the current Cantonian High School building is located measures c11Ha. This is one of the largest school sites in Cardiff. As such,

it presents an opportunity to locate other school provision on the same site, in addition to a new Cantonian High School but organised as separate education provision.

Woodlands Special School and Riverbank Special School are both rated 'D' for suitability, with 'unsuitable' environments which seriously inhibit the school's capacity to deliver the curriculum.

Replacing and significantly expanding these schools is therefore essential if the Council is to fulfil statutory responsibility to provide appropriate education for children with additional learning needs.

### 3 Assess Impact on the Protected Characteristics

#### 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	<b>X</b>		
11 to 18 years	<b>X</b>		
18 - 65 years	<b>X</b>		
Over 65 years			

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

#### **Educational provision (age 4 -18)**

The impact will be positive as the proposals will support the sufficiency of places in high quality learning environments in both mainstream and special provision.

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

<b>If no differential impact, explain the reason(s) for this assessment:</b>

### 3.2 Disability and Access

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

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

<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
<b>What action(s) can you take to address the differential impact?</b>
<b>If no differential impact, explain the reason(s) for this assessment:</b>
<p><b>Accessibility of the accommodation</b></p> <p>If the proposal were to proceed, an equality impact assessment would be carried out to identify the accessibility of the new school building. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design 2014 as well as building regulations such as, BS8300, Part M and relevant Building Bulletins.</p>

### 3.3 Gender Reassignment

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

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

<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
<b>What action(s) can you take to address the differential impact?</b>
<b>If no differential impact, explain the reason(s) for this assessment:</b>
If the proposal were to proceed, an equality impact assessment would be carried out to identify the accessibility of the new school building. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design 2014 as well as building regulations such as, BS8300, Part M and relevant Building Bulletins.

### 3.4. Marriage and Civil Partnership

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

	Yes	No	N/A
Marriage			X
Civil Partnership			X

<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
<b>What action(s) can you take to address the differential impact?</b>
<b>If no differential impact, explain the reason(s) for this assessment:</b>

N/A

### 3.5 Pregnancy and Maternity

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

	Yes	No	N/A
Pregnancy			
Maternity			N/A

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

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

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

If the proposal were to proceed, an equality impact assessment would be carried out to identify the accessibility of the new school building. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design 2014 as well as building regulations such as, BS8300, Part M and relevant Building Bulletins.

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### 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	

<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
<b>What action(s) can you take to address the differential impact?</b>
<b>If no differential impact, explain the reason(s) for this assessment:</b>
The proposal would not have a differential impact upon one particular ethnic group as the provision would be available to all.
Special schools in Cardiff for children with complex learning disabilities or autism spectrum conditions have a higher than average BME population.
All pupils, of all ethnicities, will continue to have access to specialist provision, in all settings, on an equal basis.

**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	

<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
<b>What action(s) can you take to address the differential impact?</b>
<b>If no differential impact, explain the reason(s) for this assessment:</b>
The senior staff in a school would be best placed to manage diversity in terms of

belief. (e.g. provision of a space for prayer).

**3.8 Sex**

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

	Yes	No	N/A
Men		x	
Women		x	

<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
<b>What action(s) can you take to address the differential impact?</b>
<b>If no differential impact, explain the reason(s) for this assessment:</b>
Maintained school provision admits pupils of both sexes and this would continue to be the case.

**Sexual Orientation**

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

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

<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
<b>What action(s) can you take to address the differential impact?</b>
<b>If no differential impact, explain the reason(s) for this assessment:</b>

### 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	

<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
<b>What action(s) can you take to address the differential impact?</b>
<b>If no differential impact, explain the reason(s) for this assessment:</b>
<p><b>Language support</b></p> <p>The proposal will not directly impact on the level of support provided. The allocation of teachers and BTAs is usually in place for the period of the academic year but is liable to change throughout the year to meet fluctuations in demand.</p> <p><b>Welsh Language</b></p> <p>It is not anticipated that there will be any negative impact on the Welsh Language, as a result of this proposal.</p> <p>The teaching of Welsh within an English medium setting is subject to the requirements of the National Curriculum. This would not change with the expansion of the school. This proposal does not seek to change the number of Welsh-medium primary or secondary school places available in the area.</p> <p>The Council works closely and constructively with partners on its Welsh Education Forum, which includes representatives of nursery, primary, secondary and further education, childcare, RhAG and the Welsh Government. The Forum actively informs the planning of Welsh-medium places, to continue to drive the Council's plan to sustainably increase the number of learners within Welsh-medium schools and those learning Welsh in English-medium schools.</p>



The council monitors 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.

Whilst forecasts, based on the number of children in the Welsh-medium primary, indicate that additional capacity will be required to meet the demand for places in Welsh-medium secondary schools, separate proposals will be brought forward at the appropriate time to ensure there are sufficient places available.

The Council, and its partners on the Welsh Education Forum, are committed to driving the increase in number of pupils educated through the medium of Welsh, to meet the targets within Cardiff's WESP, and to meet the targets set out in the Welsh Government's Cymraeg 2050 strategy.

The Council must ensure that the expansion of school provision is brought forward in a strategic and timely manner, which does not compromise existing provision. Expanding Welsh-medium secondary school provision would, inevitably, have an impact on the take-up of places in other schools, and in turn on the ability of schools to balance budgets and to attract or retain staff.

The proposals for the Doyle Avenue site do not include opportunities for developing Welsh medium ALN provision. Steps to expand specialist ALN provision in the Welsh medium sector are being taken forward separately through the Welsh Education Strategic Plan (WESP), the Educational Tribunal (ALNET) Act Regional Implementation Plan and through the Cardiff ALN Strategy.

Actions taken so far include:

- A new primary SRB at Ysgol Pwll Coch opening January 2019 for up to 20 pupils. The SRB will open with three pupils, and will have capacity to expand to 20 places. This development is in addition to the well-established SRB at Ysgol Coed y Gof for 10 pupils;
- Improvements in secondary SRB accommodation at Ysgol Glantaf, and an

increase in the published number from 10 to 30 places. In 2018-19, there are 14 young people in the SRB, with scope to expand in future years;

- A primary 'wellbeing class' was established in 2016-17, offering 6 month placements for up to 8 pupils (per cohort) with significant emotional health and wellbeing needs. The class is currently hosted at Ysgol Pen y Groes;
- A secondary 'virtual PRU' offering specialist support to up to 18 pupils (per cohort) at risk of exclusion in the three WM secondary schools. The provision was established January 2018.

Since 2016 and, because of the actions described in paragraph 79, the number of specialist places available to learners in the Welsh medium sector have increased from 20 SRB places in 2015-16 (10 places at Ysgol Coed y Gof SRB; 10 places at Ysgol Glantaf SRB) to 60 SRB places and 26 assessment/ 'PRU-type' places in 2018-19. At January 2019, approximately 25 SRB places will be taken-up, with capacity for growth of up to 35 places. Numbers accessing the wellbeing class and the virtual PRU fluctuates: the local authority is keeping capacity under review and will take steps to extend places in response to pupil needs.

The ALNET Regional Implementation Plan, Priority 7, is to 'Review and improve Welsh medium provision and specialist support to increase regional capacity to support ALN'. Cardiff Council are leading on this priority.

The objectives are to

- Conduct an analysis of the prevalence of ALN and level of need in the Welsh medium sector in each LA across the region (Cardiff, Vale of Glamorgan, Bridgend, Rhondda Cynon Taf, Merthyr) ;
- Map Welsh medium provision and support available across the region;
- Increase sharing of good practice for ALN in the Welsh medium sector;
- Ensure that the ALNET Regional Implementation Plan supports and complements regional WESP priorities.

**4. Consultation and Engagement**

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

The Council's Accessibility Officer would be given the opportunity to comment on the scheme.

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

Groups	Actions
Age	See Generic over-arching actions below
Disability	
Gender	
Reassignment	
Marriage & Civil Partnership	
Pregnancy & Maternity	
Race	
Religion/Belief	
Sex	
Sexual Orientation	
Language	
Generic Over-Arching [applicable to all the above groups]	If the proposal were to proceed, an equality impact assessment would be carried out to identify the accessibility of the new school building. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design 2014 as well as building regulations such as, BS8300, Part M and relevant Building Bulletins.

**6. Further Action**

Any recommendations for action that you plan to take as a result of this Equality Impact Assessment (listed in Summary of Actions) should be included as part of your Service Area's Business Plan to be monitored on a regular basis.

## 7. Authorisation

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

Completed By: Rachel Burgess Willis	Date: November 2018
Designation: Policy, Equalities and Reports Officer	
Approved By:	
Designation:	
Service Area:	

- 7.1 On completion of this Assessment, please ensure that the Form is posted on your Directorate's Page on CIS - *Council Wide/Management Systems/Equality Impact Assessments* - so that there is a record of all assessments undertaken in the Council. For further information or assistance, please contact the Citizen Focus Team on 029 2087 3059 or email [citizenfocus@cardiff.gov.uk](mailto:citizenfocus@cardiff.gov.uk)

## Background

In 2008, a retrospective Strategic Environmental Assessment (SEA) of Cardiff's 21<sup>st</sup> Century: A Strategic Framework for a School Building Improvement Programme (published in 2006) was carried out based on the guidance that supports the European SEA Directive 2001/42/EC.

The retrospective approach to assessment was quality assured by an external consultant and their independent compliance review determined that the report detailing the assessment on the strategic framework met the key requirements set out for reporting the SEA process as required by the SEA Directive.

The retrospective assessment provides the basis for assessing current and future school organisation proposals at a strategic level.

If a proposal were to proceed, an environmental assessment would be carried out as part of the planning application process.

**To request a copy of the assessment on the Strategic Framework please contact Rachel Willis, 029 2087 3946, [RWillis@cardiff.gov.uk](mailto:RWillis@cardiff.gov.uk)**

## Proposal

### Condition of existing school buildings

### Quality and Standards

y:

xx	= very incompatible; very negative effect
x	= incompatible; negative effect
✓	= compatible; positive effect
✓✓	= very compatible; very positive effect
0	= no links; neutral effect
? and/or mitigation	= uncertain effects
DNA	= data not available

See table headers below: \* Comparison of the preferred option to a possible alternative option(s) are required in a SA/SEA.

SEA objective	Proposal to establish a new build high school in the West of the city from September 2018.		Do nothing	
	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective
1. Promote a greener economy by delivering a sustainable pattern of schools across Cardiff	✓	<p>The current school buildings for Cantonian High School, Riverbank and Woodland schools are rated D for sustainability. The buildings are also under-utilised due to the number of surplus places and therefore energy use is inefficient.</p> <p>This proposal would result in the pupils attending a new build, fit for purpose 21<sup>st</sup> Century school building which would be energy efficient and there would be high utilisation rates and therefore more efficient energy use.</p>	x	The current school buildings are not considered fit for the 21 <sup>st</sup> Century.
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	✓              X             Mitigation	<p>a)</p> <p>This proposal would result in the pupils attending a new build, fit for purpose 21<sup>st</sup> Century school. There would be high utilisation rates and therefore more efficient energy use.</p> <p>The schools would be designed to be in compliance with the BREEAM Excellent specification, minimising running costs, construction costs and detrimental environmental impact.</p> <p>Proposals are progressed in line with Welsh Government Community Benefit Measurement Tool which encourages reduced consumption, waste reduction and recycling.</p> <p>b)</p> <p>These proposals will increase educational activity on this site. The expanded provision will result in additional trips to the site, which have the potential to add/alter existing pressures on the local highway network.</p>	x	See comments next to SEA Objective 1 above

SEA objective	Proposal to establish a new build high school in the West of the city from September 2018.		Do nothing	
	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective
		<p>The current target for journeys by sustainable modes of transport (contained in the adopted Local Development Plan) is to achieve a 50:50 split between journeys by car and journeys by foot, cycle and/or use of public transport by 2026. This will be achieved by ensuring the new developments are fully integrated with transport infrastructure which mitigates the transport impacts and maximises opportunities for travel by sustainable modes</p> <p>This can be achieved by ensuring the design and layout of buildings and the site access arrangements priorities travel by active and sustainable modes. Other critical elements will be the location of access points in positions which take account of the alignment of surrounding network of roads and pathways which service to minimise walking and cycling distances and avoid unnecessary detours for people travelling on foot and by bicycle. The provision of on-site facilities such as secure cycle parking spaces will also be essential.</p> <p>Transport mitigation for the development will be identified through the Transport Assessment process, which will inform the proposals submitted for planning permission.</p> <ul style="list-style-type: none"> <li>- Cardiff's Supplementary Planning Guidance (Access, Circulation and Parking Standards 2010) sets out that all new or expanded schools are required to develop a Travel Plan for submission with a planning application. A Travel Plan is a policy and action plan to: <ul style="list-style-type: none"> <li>o manage transport efficiently</li> <li>o improve access by all means of travel for employees, visitors, patients and students</li> <li>o encourage sustainable transport – walking, cycling, public transport and car sharing</li> <li>o reduce car use.</li> </ul> </li> <li>- A School Travel Plan is specifically designed to address the transport needs of pupils and staff and will vary according to the nature of the education being provided and the catchment area of the school.</li> </ul>		

SEA objective	Proposal to establish a new build high school in the West of the city from September 2018.		Do nothing	
	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective
3. <i>Promote health and wellbeing</i> by protecting and enhancing Public Open Space (POS) and improving access to POS	0	As the open space in and around the school are not accessible to the public the only potential impact of the option on the open space would be loss of visual amenity value.	x	See comments next to SEA Objective 1 above
4. <i>Minimise</i> air, light and noise pollution associated with building development and traffic congestion	0  0	a) Those delivering the scheme would be encouraged to minimise air, light and noise pollution during any works.  b) To reduce congestion and associated pollution the following would be considered: <ul style="list-style-type: none"> <li>▪ Formalising the parking regime outside the school to discourage unsafe parking and help with enforcement.</li> <li>▪ The school agrees to a Travel Plan which includes schemes such as the Park Safe / Walk Safe scheme which encourage parents to park further away from the school.</li> </ul>	x	See comments next to SEA Objective 1 above
5. <i>Protect and enhance</i> biodiversity, flora and fauna	0	Site surveys will be undertaken to establish levels of biodiversity and will explore opportunities to develop appropriate initiatives.	x	See comments next to SEA Objective 1 above
6. <i>Protect and enhance</i> the landscape (habitats/visual amenities)	0	Site surveys will be undertaken to establish levels of biodiversity and will explore opportunities to develop appropriate initiatives.	x	See comments next to SEA Objective 1 above

SEA objective	Proposal to establish a new build high school in the West of the city from September 2018.		Do nothing	
	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective
7. Conserve water resources and increase water efficiency in new developments and promote sustainable urban drainage systems	0	The schools would be designed to be in compliance with the BREEAM Excellent specification, minimising running costs, construction costs and detrimental environmental impact.  Proposals are progressed in line with Welsh Government Community Benefit Measurement Tool which encourages reduced consumption, waste reduction and recycling.	x	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	Achieved by making schools community focused - opening facilities to the public.  If the proposal were to proceed, an equality impact assessment would be carried out to consider the accessibility of the new building site. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design 2014 as well as building regulations such as, BS8300, Part M and relevant Building Bulletins.	x	See comments next to SEA Objective 1 above
Protect and enhance designated historic assets	0	There are no registered historic assets on the proposed new school site.	x	See comments next to SEA Objective 1 above

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## Conclusion

The proposal has been assessed to be compatible with the environmental objectives used to assess the goal and principles of the "21st Century Schools: A Strategic Framework for A School Building Improvement Programme" that underpin school organisation proposals.

Where the assessment has identified a potential negative environmental impact in terms of an increase in the volume of traffic (Objective 4), measures to mitigate the effect are detailed.

It is proposed to:

- Replace the Cantonian High School buildings with new build accommodation on the same site expanding the school from six forms of entry (6FE) to eight forms of entry (8FE) with sixth form provision for up to 250 pupils; and expanding the current Specialist Resource



Base (SRB) for learners with an Autism Spectrum Condition (ASC), hosted at Cantonian High School from 20 to 30 places in purpose built accommodation in the new school buildings

- Maximise the opportunities afforded by one of the largest educational sites in Cardiff (Doyle Avenue) to locate other new school provision on the same site, in addition to Cantonian High School but organised as separate entities, to:
- Transfer Woodlands Special School, part of the Western Learning Federation, to the Doyle Avenue site and increase the capacity from 140 places to 240 places in new build accommodation;
- Transfer Riverbank Special School, part of the Western Learning Federation, to the Doyle Avenue site and increase the capacity from 70 to 140 places in new build accommodation.

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**SCHOOL ORGANISATION PLANNING: PROPOSAL TO MAKE A REGULATED ALTERNATION TO GREENHILL SPECIAL SCHOOL**

**EDUCATION, EMPLOYMENT & SKILLS (COUNCILLOR SARAH MERRY)**

**AGENDA ITEM: 5**

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**Reason for this Report**

1. This report is to inform the Cabinet of a modification to the proposal to make a regulated alternation to Greenhill Special School by extending the age range from 11-16 – 11–19 and to seek agreement for the modified date for implementation of the proposal from 01 September 2019.

**Background**

2. At its meeting on 05 July 2018 the Cabinet resolved that subject to approval by the Welsh Government, the proposal to extend the age range of Greenhill from 11-16 to 11-19 be approved (This change requires determination by Welsh Ministers). (A copy of the Cabinet Report (School Organisation Planning: Improving specialist provision for children and young people with additional learning needs 2018-19) can be seen at Appendix 1)

**Issues**

3. The Cabinet Secretary for Education (“the Cabinet Secretary”), one of the Welsh Ministers, has considered the proposal to extend the age range of Greenhill Special School from 11-16 to 11-19 and increase its capacity. Proposals that affect post-16 provision require the approval of Welsh Ministers under section 50 of the School Standards and Organisation (Wales) Act 2013 (“the 2013 Act”).
4. The Welsh Ministers exercise their school reorganisation functions in accordance with the 2013 Act and the School Organisation Code (“the Code”) made under it. Where proposals require their consideration, the Welsh Ministers must decide to approve the proposals, reject the proposals or following agreement of the local authority and having consulted with the governing body approve the proposal with modification.

5. In a letter dated 07 November 2018, the Welsh Government advised that the Cabinet Secretary for Education had decided to approve the proposal with modification to the effect that it will be implemented on 1 September 2019, a year later than the date proposed. (A copy of the letter can be seen at appendix 2).
6. The Cabinet Secretary considers that the extended provision at Greenhill Special School will increase opportunities for learners who attend the school but considers that modifying the implementation date to 1 September 2019 will provide the school and local authority with ample time to do this.
7. The Cabinet Secretary is satisfied that the proposal is likely to:
  - At least maintain current standards of education in the area;
  - Contribute towards meeting current and future demand for post-16 ALN provision;
  - Provide young people with emotional health and well-being needs the opportunity to transition to College or employment when they are emotionally ready and capable to do so at the end of Year 12; and
  - Lead to an improvement in educational achievements of pupils who are above compulsory school age but below the age of 19.
8. In accordance with the Schools Organisation Code, before making a modification, the Welsh Ministers must obtain agreement from the proposer in this case the local authority and consult with the governing body. Subject to this the proposal is approved with a modified implementation date of 1 September 2019.
9. At their meeting on 03 December 2018, the Governing Body of Greenhill Special School unanimously agreed with the proposals set out in the 07 November letter and the proposed implementation date of 01/09/19.

#### **Local Member consultation**

10. Greenhill Special School is a county wide provision and all members were consulted as part of the consultation on the proposal to establish post 16 provision at the school.

#### **Reason for Recommendations**

11. To improve outcomes for children and young people with additional learning needs, by extending the age range of Greenhill Special School.
12. The proposal forms a part of the wider ALN Strategy, to improve support and provision in all schools and settings, including a commitment to further developing the inclusive character of our mainstream schools.

## **Financial Implications**

13. This report recommends the extension of the age range for Greenhill Special School with effect from 1 September 2019. Any additional recurring revenue costs arising from an increase in pupil numbers will be met from within the overall schools budget and external post-16 grant funding. The capital expenditure required to modify the school buildings will be funded from within the existing allocations that form part of the Council's approved capital programme. The future redevelopment of the school will form part of the Council's 21<sup>st</sup> Century Schools Band B Programme and is independent of the proposed adaptations.

## **Legal Implications**

14. Under the Education Act 1996, the Council has a general statutory obligation to promote high standards of education and to provide sufficient school places for pupils of compulsory school age. The Council also currently has obligations under the Education Act 1996 to carry out statutory assessments, create, amend and maintain statements of Special Educational Needs and to provide for pupils with Special Educational Needs. From 2020, the Council will have to comply with the Additional Learning Needs and Educational Tribunal (Wales) Act 2018.
15. A local authority can make proposals to make regulated alterations to a community school which include enlargement of the premises to increase its capacity under section 42 and Schedule 2 of the Schools Standards and Organisation (Wales) Act 2013. The Council is required prior to publishing its proposals to undertake a consultation on those proposals in accordance with section 48 of that Act and the School Organisation Code. Any proposals must be the subject of full and fair consultation and due regard must be had by the Cabinet to the responses before a final decision is taken. This report seeks approval to modify a proposal that has already been published.
16. The decision about these recommendations has to be made in the context of the Council's public sector equality duties. 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. If the recommendations in the report are accepted and when any alternative options are considered, the Council will have to consider further the equalities implication and an Equality Impact Assessment may need to be completed.
17. The Council also has to consider its obligation under section 88 and schedule 10 of the Equality Act 2010 to prepare and implement an

accessibility strategy. The strategy should increase disabled pupils' access to the curriculum and improve the physical environment and the provision of information. 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).

18. 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 original cabinet report and Equality Impact Assessment deals with all these obligations. The Council has to consider the Well-being of Future Generations (Wales) Act 2015 and how this strategy may improve the social, economic, environmental and cultural *well-being* of Wales.

### **HR Implications**

19. The Council has a Human Resource Framework which was produced in consultation with key stakeholders, including headteachers, governors, and trade unions. It provides the basis for managing the human resources issues associated with School Organisation and Planning and its purpose is to support governing bodies and staff working in schools.
20. HR People Services will work with the governing body of Greenhill School to assess the workforce requirements and under the Framework will encourage governors to consider the requirements of their staffing structure in light of the expansion. Where this results in a requirement for additional staffing, this will create redeployment opportunities under the School Redeployment and Redundancy Policy.
21. The Education director will need to consider supporting the governing body with undertaking an assessment of training and development needs for existing staff so that they are able, wherever possible, to fulfil the requirements of the extended age range.

### **Traffic and Transport**

22. Traffic and Transport implications for the proposal were set out in the Cabinet Report of 05 July 2018. There are no changes to the implications arising from this proposed change in the implementation date.

## **RECOMMENDATIONS**

The Cabinet is recommended to:

1. Note Welsh Government approval of the proposal subject to agreement of the modified date for implementation.

2. Agree the modified date for implementation of the proposal to extend the age range of Greenhill Special School from 11-16 – 11-19 and to increase its capacity with effect from 01 September 2019.

<b>SENIOR RESPONSIBLE OFFICER</b>	<b>NICK BATCHELAR</b> Director of Education & Lifelong
	7 December 2018

*The following appendices are attached:*

- Appendix 1 - Cabinet Report (School Organisation Planning: Improving specialist provision for children and young people with additional learning needs 2018-19)
- Appendix 2 – Welsh Government letter
- Appendix 3 Letter from Chair of Governing Body

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**CABINET MEETING: 5 JULY 2018**

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**SCHOOL ORGANISATION PROPOSALS: IMPROVING  
PROVISION FOR CHILDREN AND YOUNG PEOPLE WITH  
ADDITIONAL LEARNING NEEDS (ALN) 2018-22 (POST-  
STATUTORY NOTICE)**

**EDUCATION, EMPLOYMENT & SKILLS (COUNCILLOR SARAH  
MERRY)**

**AGENDA ITEM: 4**

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**Reason for this Report**

1. This report is to inform the Cabinet of any objections received to the statutory notices to increase specialist provision for children and young people with additional learning needs 2018-19.

**Background**

2. At its meeting on 19<sup>th</sup> April 2018 the Cabinet, in accordance with the terms of the School Standards and Organisation (Wales) Act, approved a recommendation for the publication of the statutory notices to:
  - a) Increase the capacity of Ty Gwyn to allow for up to 198 places
  - b) Extend the age range of Greenhill from 11-16 to 11-19 and increase the capacity of the school to allow for up to 64 places.
  - c) Change the type of special educational need Meadowbank School provides for from: 'speech language and communication needs', to: 'speech language and communication needs and complex learning disabilities'
  - d) Phase out the Specialist Resource Base at Allensbank School, closing the class in July 2020, or when all current pupils have completed their primary placement, if earlier.
  - e) Open an eight-place early intervention class for children with speech and language needs at Allensbank School, admitting the first cohort in September 2019.
  - f) Subject to a decision by the Governing Body of St Mary the Virgin Church in Wales (CiW) Primary School, to proceed to statutory notice:

approve the inclusion of SRB accommodation in the Band B scheme for a new build St Mary the Virgin School.

g) Open a specialist resource base at Ysgol Pwll Coch, providing up to 10 places initially, but with scope to extend to 20 places in future, as demand grows.

h) Extend the place number of the SRB at Ysgol Glantaf to 30 places. Adapt and improve accommodation to cater for increased numbers.

3. Copies of the consultation document and the statutory notices can be found at Appendix 1.
4. The notices were published on the Council website and displayed in the local areas on 2<sup>nd</sup> May 2018. Additional stakeholders identified in the Welsh Government School Organisation Code as needing to receive either a hard copy of the notice or be emailed a link to the Council website were notified of publication of the notices.
5. Following the approval of the St Mary the Virgin CiW Primary School the relevant notice was published on the School website, the Council website and displayed at the school and the local area on 03<sup>rd</sup> May 2018. Additional stakeholders identified in the Welsh Government School Organisation Code as needing to receive either a hard copy of the notice or be emailed a link to the Council website were notified of publication of the notice.

### **Issues**

6. No objections to the statutory notices were received.
7. The School Organisation Code came into force in October 2013. Under the Code, the Council's Cabinet now has responsibility for the determination of school organisation proposals including those which receive objections (save for those that are required to be considered by the Welsh Government).
8. In accordance with the requirement of the Code the proposal to extend the age range of Greenhill from 11-16 to 11-19 requires determination by Welsh Ministers.
9. The proposal to establish SRB provision at St Mary the Virgin CiW Primary School requires determination by the Governing Body of the school.
10. The Cabinet must decide whether to approve, reject or approve with modifications, the proposal. As set out in the Code, the Local Authority must not approach the decision with a closed mind and any objections must be conscientiously considered.

### **Requirements of the School Organisation Code**

11. As set out in the School Organisation Code, the following factors should

be taken into account by relevant bodies when exercising their function of approving/determining proposals.

### **Quality and Standards**

12. 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 are strong.

### **Provision**

13. The proposals would help to address ALN sufficiency needs projected in 2018-21, ensuring children and young people can access high quality education in Cardiff special schools or specialist resource bases, in both English and Welsh medium sectors.

### **Leadership and Governance**

14. The Council would continue to work with the leadership of the schools subject to the proposals to continue to ensure a rigorous whole school approach to improvement planning and to secure good relationships with parents and other partners in order to ensure pupils receive a high quality education.

### **Educational Benefits of the eight proposed schemes**

15. The proposals would offer the following educational benefits:
  - Addressing ALN sufficiency needs projected in 2018-21, ensuring children and young people can access high quality education in Cardiff special schools or specialist resource bases, in both English and Welsh medium sectors.
  - Development of the Trelai Youth Centre will provide additional sports facilities for use across the Western Learning Campus Federation, access for community use, and opportunities to further develop multi-agency collaboration on site, including provision of outreach services, to the benefit of ALN learners aged 0-25.
  - A sustainable future for Meadowbank School, ensuring children with speech and language needs or complex learning disabilities can continue to benefit from the expertise and facilities offered by the school.
  - Improved post-16 opportunities for young people with severe emotional health and wellbeing needs.
  - Opening a new SRB in the South Central area of Cardiff will improve access to specialist provision for children in the area, and reduce the need for SEN transport.

- Increased capacity for early intervention to support children with speech and language needs.

### **Need for places and impact on accessibility of schools**

16. As set out in the report to Cabinet on 18 January 2018 Improving Provision for Children and Young People with Additional Learning Needs (ALN) 2018-22, Cardiff Council is committed to inclusion and recognises that increasing specialist places is not the only action needed to meet the needs of a grown ALN population.
17. It is equally important to ensure mainstream schools continue to develop as inclusive settings able to meet a wide range of complex needs. The Council has therefore adopted three strategic priorities for improving outcomes for children and young people with additional learning needs:

### **21<sup>st</sup> Century Schools Programme, 'Band B'**

18. In the medium to long term, Cardiff intends to meet the need for additional specialist places through the capital investment programme '21<sup>st</sup> Century Schools'.
19. The '21<sup>st</sup> Century Schools- Cardiff Council's Band B' priorities identify four capital schemes to re-shape Cardiff special school provision. The schemes would enable the Council:
  - to replace the 'D' rated accommodation at Riverbank, Woodlands, the Court and Greenhill Schools
  - to increase capacity to meet future projected need from 2022-27
  - address the gaps in provision such as places for girls and for post-16 pupils with emotional health and wellbeing needs
  - to enhance opportunities for multi-agency support and provision;
  - to enhance the role of special schools as a source of support for families and for mainstream schools.

### **ALN Provision Development Plan 2018-22**

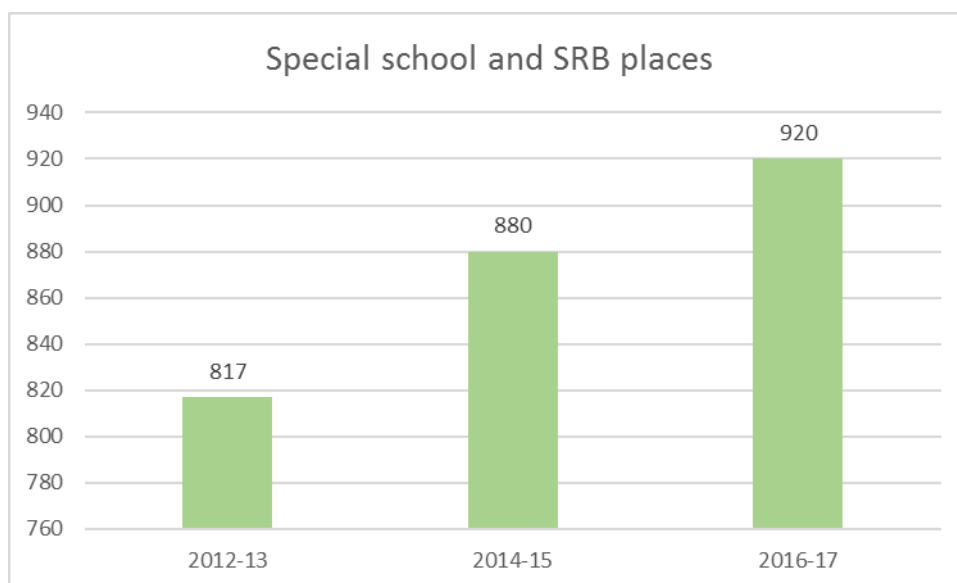
20. Band B schemes will not be completed until 2021 at the earliest. The Council will therefore need to take steps to extend the number of places to meet more immediate demands over the next three years.
21. The proposed schemes are separate and additional to the Band B schemes. They set out actions the Council is considering in order to meet demand for specialist places 2018-22.
22. Whilst the schemes proposed will not fully address sufficiency needs for the period 2018-22, the Council has taken, and will continue to take, a

range of steps to increase provision within existing accommodation and designated numbers wherever possible.

23. It is also anticipated that further schemes will need to be developed and proposed in 2019, to open additional specialist resource bases at both primary and secondary phase.

### Increased demand for specialist places

24. As illustrated in the graph below, the number of funded special school or specialist resource base places in Cardiff schools has increased by 103 places over a five year period.



25. Despite the growth in places, there is some evidence to suggest this has not been sufficient to meet existing need. For example, the cost of supporting mainstream statements has increased by 63% over the last 5 years, and there has been an increase in the number of pupils placed in independent schools ('out of county'). This suggests there are pupils in our mainstream schools and in 'out of county' settings who would benefit from access to a Cardiff special school or specialist resource base place.
26. Over the next 5-10 years, revenue and capital investment will be needed to ensure sufficient and suitable specialist support for the growing population of learners with additional learner needs, and to reduce reliance on the independent sector. Increased demand is anticipated for learners with:
- Emotional health and wellbeing needs
  - Complex learning disabilities
  - Autism spectrum conditions

## **Falling demand for speech and language specialist places**

27. In contrast, demand for specialist places designated for specific language impairment has fallen since 2010. Between 2010 and 2015, the collective pupil roll at Meadowbank Special School and Allensbank specialist resource base – both of which are designated for 'specific language impairments- fell from 58 to 34.
28. In 2015-16 the Council formally proposed closing both settings and re-allocating the resource to other areas of need where demand is growing. However, stakeholders raised a range of objections to this proposal and the Council decided not to proceed, but to engage further with stakeholders and to undertake a review of speech and language support.
29. A reference group was established to provide a forum for stakeholders, including parents, teaching staff, governors, the voluntary sector and the speech and language therapy service, to contribute to the evaluation of current services.
30. As a result of this work, the Council is taking a number of actions to further improve support for learners with speech and language needs, and is proposing to change, but not close, Meadowbank School and Allensbank Specialist Resources base, as set out in the proposals.
31. Actions being taken to improve support for speech and language needs include:
  - Further embedding the partnership and collaboration between Education and the NHS Speech and Language Therapy Service
  - Building on the success of Speech and Language Links in Foundation Phase (which is now used in 100% of Cardiff primary schools) by rolling out Junior Speech and Language Links to all schools.
  - Continuing to roll out training to both primary and secondary schools.
  - Introducing WellComm in early years settings, to screen for speech and language needs in nursery-aged pupils, and to provide early support.

## **Business case for an ALN Development Plan 2018-22**

32. As set out in the report to Cabinet on 18 January 2018 Improving Provision for Children and Young People with Additional Learning Needs (ALN) 2018-22 Cabinet report, failure to invest in Cardiff-maintained provision over the next 3-4 years will lead to the Council becoming increasingly reliant on independent special school providers in order to meet the Council's statutory responsibilities.
33. Over reliance on independent places would have the following implications and risks:
  - higher revenue costs to the Council
  - inability to offer places according to parental preference

34. The cost of independent special school places ranges from £39K to £77k per annum, compared to costs for Cardiff special schools of £14k to £25k per annum. It is rarely in a pupil's interest to transfer school mid-phase so once placed there is little prospect of pupils returning to maintained provision should places become available in future years. The costs would therefore continue over 7-8 years for placements beginning in Year 7, and potentially longer for primary placements.
35. The Council is therefore committed to the goal of developing sufficient high quality places in Cardiff-maintained schools for all pupils with additional learning needs. This represents a more efficient use of public resources than relying on Independent places, and also contributes to continued development of expertise within Cardiff's schools.
36. The majority of Cardiff parents express a preference for places in Cardiff special schools or specialist resource bases for their child. Offering places in independent schools could have negative reputational implications.
37. It should be noted that there is no guarantee the independent sector could offer sufficient special school places to meet Cardiff's sufficiency needs, especially for primary aged pupils. Over-reliance on the sector could therefore result in Cardiff being unable to fulfil statutory responsibilities.

#### **Local Member consultation**

38. Local Members were consulted as part of the consultation.

#### **Reason for Recommendations**

39. To improve outcomes for children and young people with additional learning needs, by extending the number of special school and SRB places available in the city.
40. The proposed schemes form a part of the wider ALN Strategy, to improve support and provision in all schools and settings, including a commitment to further developing the inclusive character of our mainstream schools.  
Financial

#### **Financial Implications**

41. This report recommends that a number of proposals for new and increased SRB provision, and increased special school provision, are taken forward. It will be necessary for all costs arising from these proposals to be funded from within either existing budgets or any budget allocations approved as part of future Council budget setting processes.
42. In terms of capital expenditure, costs will arise in respect of adaptations to existing buildings and new accommodation where required. These costs will need to be met from within the Council's Capital Programme, as approved by Council on 22 February 2018, and any external grant funding that becomes available during the period within which these schemes will

be implemented. Further to the ALN Strategy paper approved by Cabinet in January 2018, the five-year Capital Programme included additional asset renewal and suitability allocations totalling £25 million. These allocations will provide the main source of funding for these proposals, however they will also fund an enhanced general asset renewal programme and, therefore, it will be necessary to ensure that planned use of resources adequately reflects both priorities.

43. In terms of revenue expenditure, costs will arise in respect of the operational running costs of each type of provision. These costs will be incurred by the schools hosting the provision and, therefore, funding will be provided as part of the overall school budget and distributed to the relevant schools on the basis of projected costs. The profile of funding will need to be reviewed on an ongoing basis and considered as part of the Council's annual budget setting process. Further consideration will need to be given in relation to additional transport costs arising and any costs associated with the closure of existing provision.

### **Legal Implications**

44. Under the Education Act 1996, the Council has a responsibility for education and must provide sufficient school places for pupils of compulsory school age and to consider parental preference which includes preference for Welsh medium education. The Council also currently has obligations under the Education Act 1996 to carry out statutory assessments, create, amend and maintain statements of Special Educational Needs and to provide for pupils with Special Educational Needs. From 2020, the Council will have to comply with the Additional Learning Needs and Educational Tribunal (Wales) Act 2018.
45. A local authority can make proposals to make regulated alterations to a community school which include enlargement of the premises to increase its capacity under section 42 and Schedule 2 of the Schools Standards and Organisation (Wales) Act 2013. The Council is required prior to publishing its proposals to undertake a consultation on those proposals in accordance with section 48 of that Act and the School Organisation Code. Any proposals must be the subject of full and fair consultation and due regard must be had by the Cabinet to the responses before a final decision is taken.
46. The Council 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. 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
47. As such the decision on whether to proceed to implement these proposals has to be made in the context of the Council's public sector equality duties.



48. The report identifies that the Equality Impact Assessment has been updated to take into account the consultation and is included as an Appendix. 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 decision maker must have due regard to the Equality Impact Assessment in making its decision.
49. As such the decision on whether to proceed to publish intention to implement the proposal has to be made in the context of the Council's public sector equality duties.
50. In accordance with the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards included within the Council's Compliance Notice issued by the Welsh Language Commissioner, the Council must also consider the consultation must also consider (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.
51. The decision maker should also be mindful of the Council's obligations under the Wellbeing of Future Generations (Wales) Act 2015.

### **HR Implications**

52. The Council has a Human Resources Framework which was produced in consultation with key stakeholders, including headteachers, governors, representatives of the diocesan authorities and the trade unions. It provides the basis for managing the human resources issues associated with School Organisation Planning and its purpose is to support governing bodies and staff working in schools, through a variety of strategies and with the ultimate aim of minimising compulsory redundancies.
53. HR People services will work with the Education Directorate and school governing bodies to assess workforce requirements in light of each proposal to ensure that the human resources issues are properly planned for and managed during the period leading to the respective change.
54. A key aspiration for the Council is to achieve staff reductions (if required) as far as possible through redeployment rather than voluntary or compulsory means. Therefore the Council is committed to maximising opportunities for school staff to secure employment in other schools in Cardiff, and in particular, in new schools which are established as a result of the agreed proposals. The Staffing of Maintained Schools (Wales) Regulations 2006 delegate to school governing bodies all decisions in relation to the appointment and dismissal of staff, therefore, in order for redeployment to work effectively a partnership approach is required across all school governing bodies. In order to secure this a Redeployment and Redundancy Policy and Procedure has been commended to and adopted by around 97% of school governing bodies. This is an excellent indication of the commitment across Cardiff schools, both in the maintained and the

voluntary aided sectors to supporting each other through budget difficulties and school reorganisation.

55. Where proposals include a change in the nature of the provision in a school an assessment will be made of training and development needs for existing staff so that they are able, wherever possible, to fulfil the requirements of the new provision.
56. Dialogue with the trade unions will be required throughout the period of change for each of the proposals.

### **Traffic and Transport**

57. Transport Assessments have been completed on each proposal with the exception of St Mary the Virgin Church in Wales Primary School proposal which will be completed as part of the planning process of the 21st Century Schools Band B scheme to deliver a new school building.
58. A variety of recommendations have been made for each scheme as detailed by the individual Transport Assessments undertaken by Opus during the consultation period. Schools Organisation and Planning will look to work with Highways to consider the recommendations and implement where appropriate and necessary (transport assessments can be seen at Appendix 2).

### **Learner Travel Arrangements**

59. Under these proposals there are no plans to change the Council's policy on the transport of children to and from schools. Any pupils affected by this proposal would be offered the same support with transport as is provided throughout Cardiff and in accordance with the same criteria that apply across Cardiff. The Council's transport policy can be viewed on the Council's website ([www.cardiff.gov.uk](http://www.cardiff.gov.uk)).
60. There is a statutory legal obligation on the Council to provide free home to school transport to primary school pupils who live 2 miles or more from the nearest suitable school, as measured by the shortest available walking route.
61. When deciding which is the nearest suitable school, the local authority must consider any disability a child has and any special educational needs (SEN).

### **Equality Impact Assessment**

62. An Equality Impact Assessment on this proposal has been carried out (see Appendix 3). The assessment concluded that this proposal would not adversely affect a particular group in society. If the proposal were to proceed, further equality impact assessments would be undertaken including an assessment on any additional accommodation.

## Sustainability Assessment

63. A Strategic Environmental Assessment (SEA) of the proposal has been carried out in accordance with European Legislation. The proposals do not require development consent and will not have a significant positive or negative environmental effect.

## Community Impact

64. The following are taken into account when considering a proposal: Public Open Space, parkland, noise and traffic congestion. Officers will work with school and any community groups to ensure that any proposals brought forward would avoid negative impacts wherever possible.

## RECOMMENDATIONS

The Cabinet is recommended to:

1. Determine and approve the proposals as set out in paragraph 2 without modification.
2. Subject to approval by the Welsh Government, approve the proposal to extend the age range of Greenhill from 11-16 to 11-19. This change requires determination by Welsh Ministers.
3. Subject to approval by the Governing Body St Mary the Virgin CiW Primary School, approve the inclusion of SRB accommodation in the Band B scheme for a new build St Mary the Virgin CiW Primary School.
4. Authorise officers to take the appropriate actions to implement the proposals as set out in paragraph 2.
5. Authorise officers to publish the decision within 7 days of determination of the proposal.
6. Delegate the approval of any necessary contracts to the Director of Education and Lifelong Learning in consultation with the Corporate Director Resources & Section 151 Officer, Director of Legal Services and the Cabinet Members for Corporate Services & Performance and Education & Skills.

<b>SENIOR RESPONSIBLE OFFICER</b>	<b>NICK BATCHELAR</b>
	<b>29 June 2018</b>

*The following appendices are attached:*

- Appendix 1 – Consultation Document and Statutory Notices
- Appendix 2 – Transport Assessments
- Appendix 3 – Equality Impact Assessment
- Appendix 4 - Statutory Screening Tool

## **INTRODUCTION**

### **What is this booklet about?**

Cardiff Council wishes to seek the views of our stakeholders on proposed changes to some of our special schools and specialist resource bases. This booklet is aimed at parents/ carers, school staff, governing bodies, health and children's services, and anyone who has an interest in education in Cardiff. The booklet sets out to describe and explain the proposals so that our partners are informed and can tell us what they think.

### **What is being proposed?**

There are eight proposed schemes, listed below. You can read about each scheme in more detail on the page numbers indicated.

The aim of the proposed schemes is to respond to the growing number of children and young people with additional learning needs who need a place in a special school or specialist resource base in order to fulfil their educational potential, by:

- Increasing the number of special school places available in Cardiff;
- Establishing some new specialist resource bases in Cardiff schools;
- Changing the areas of specialism on offer in some of our special schools and specialist resource bases.

## GLOSSARY OF TERMS

**Foundation Phase:** The Foundation Phase is the statutory curriculum for all 3 to 7 year olds in Wales, in both maintained and non-maintained settings. The Foundation Phase has 7 areas of learning which are delivered through practical activities and active learning experiences both indoors and outdoors.

**Key Stages:** Following on from Foundation Phase the National Curriculum is divided into three Key Stages that children are taken through during their school life. Targets defined in the National Curriculum are assessed at the end of each Key Stage.

**Additional learning needs (ALN):** a child or young person is considered to have an additional learning needs (also known as special educational needs) if they have a learning difficulty or a medical condition or a disability, and they need additional support or special arrangements to be made for them to ensure they can access education and achieve their potential.

**Statement of special educational needs (SEN):** A small number of children and young people with significant additional learning needs (also called special educational needs) have a statement. This is an important document that describes their needs in detail and specifies the provision being made to support them. Every child in a special school or a specialist resource base has a statement.

**ALNET or the Additional Learning Needs and Educational Tribunal (Wales) Act:** This is a new piece of legislation that will transform the way Education and other services work together to support learners with additional learning needs. Under the Act, the term special educational needs (SEN) will be replaced by additional learning needs (ALN). Statements will be replaced by Individual Development Plans or IDPs. The new arrangements will be rolled out over a three year period, probably beginning in September 2019.

**Special school:** Special schools provide a highly specialised education for children and young people with the most complex additional needs. Class sizes are small and the curriculum is highly differentiated to pupils' needs. Staff are qualified and experienced to teach children and young people with complex needs. A range of specialist health services work with the special schools. Cardiff maintains 7 special schools, and funds up to 40 places for Cardiff pupils at Ysgol Y Deri which is maintained by The Vale of Glamorgan Council.

**Specialist resource base (SRB):** A specialist resource base is a small class in a mainstream school, taught by specialist staff. Although the SRBs are hosted by local mainstream schools, they admit pupils from across the authority, not just from their own local area. Pupils in a specialist resource base benefit from being taught in small classes with favourable pupil-staff ratios, but also benefit from being in a mainstream school and being included in many learning opportunities with their mainstream peers. A range of specialist health services support pupils in specialist resource bases. Cardiff funds 21 specialist resource bases, across primary and secondary, in Welsh and English medium schools.

**Wellbeing Classes:** Cardiff also funds several wellbeing classes which provide short term intensive support for children and young people displaying emotional health and wellbeing needs. The classes are very similar to specialist resource bases, but the pupils do not usually have a statement, the placement is temporary and the goal is to support the pupil to reintegrate successfully to a local school.

<b>Proposed scheme:</b>	<b>Find out more on pages:</b>
<p><b>Ty Gwyn Special School</b></p> <p>To meet demand for primary and secondary special school places for learners with complex learning disabilities or Autism Spectrum Conditions it is proposed to:</p> <ul style="list-style-type: none"> <li>to increase the capacity of Ty Gwyn to allow for up to 198 places</li> </ul> <p>In order to achieve this it is proposed to adapt part of the Trelai Youth Centre building, to provide three new classrooms for Ty Gwyn School and to connect the school and youth centre buildings.</p>	14-16
<p><b>The Hollies Special School</b></p> <p>To meet demand for primary and secondary special school places for learners with autism spectrum conditions it is proposed to:</p> <ul style="list-style-type: none"> <li>extend the age range of The Hollies School from 4-11 to 4-14</li> <li>increase the capacity of the school to allow for up to 138 places</li> </ul> <p>In order to achieve this it is proposed to provide additional accommodation for the school by refurbishing the school accommodation to be vacated by Ysgol Glan Morfa, Hinton Street, CF24 2EU</p>	17 - 21
<p><b>Greenhill Special School</b></p> <p>To meet the need for post-16 places for young people with emotional health and wellbeing needs it is proposed to:</p> <ul style="list-style-type: none"> <li>extend the age range of Greenhill from 11-16 to 11-19 and</li> <li>increase the capacity of the school to allow for up to 64 places.</li> </ul> <p>In order to achieve this it is proposed to adapt the unused caretaker house on the site.</p>	22 - 24
<p><b>Meadowbank Special School</b></p> <p>To meet demand for primary special school places for complex learning disabilities, it is proposed to:</p> <ul style="list-style-type: none"> <li>change the type of special educational need the school provides for <i>from</i>: 'speech language and communication needs', <i>to</i>: 'speech language and communication needs and complex learning disabilities'</li> </ul>	25- 28

<p><b>Allensbank Primary School</b></p> <p>To meet the need for early intervention places for speech and language needs, it is proposed to:</p> <ul style="list-style-type: none"> <li>• Phase out the Specialist Resource base at Allensbank School, closing the class in July 2020, or when all current pupils have completed their primary placement, if earlier.</li> <li>• Open an 8-place early intervention class for children with speech and language needs at Allensbank School, admitting the first cohort in September 2019.</li> </ul>	<p>29 - 33</p>
<p><b>St Mary the Virgin Church in Wales Primary School</b></p> <p>To meet the demand for primary specialist resource base places for complex learning disabilities, it is proposed to:</p> <ul style="list-style-type: none"> <li>• open a specialist resource base (SRB) at St Mary the Virgin CiW Primary School, for up to 20 places.</li> </ul>	<p>34 - 36</p>
<p><b>Ysgol Gymraeg Pwll Coch</b></p> <p>To meet the demand for primary SRB places for complex learning disabilities and autism spectrum conditions in the Welsh medium sector, it is proposed to</p> <ul style="list-style-type: none"> <li>• open a specialist resource base at Ysgol Pwll Coch, providing up to 10 places initially, but with scope to extend to 20 places in future, as demand grows.</li> </ul>	<p>37 - 39</p>
<p><b>Ysgol Gyfun Gymraeg Glantaf</b></p> <p>To meet the demand for secondary SRB places for complex learning disabilities and autism spectrum conditions in the Welsh medium sector it is proposed to:</p> <ul style="list-style-type: none"> <li>• extend the designated number at Ysgol Glantaf specialist resource base to up to 30 places</li> <li>• work with the school to extend and improve the current accommodation for the SRB</li> </ul>	<p>40 - 42</p>



## **Who will we consult with?**

Cardiff Council is seeking views from:

- Children and young people
- Parents/ carers
- School staff
- School Governing Bodies
- Local residents
- Local Members/ Assembly Members/ Regional Assembly Members/ Members of Parliament
- Diocesan Directors of Education
- Trade Unions
- Estyn
- Cardiff and Vale College
- St David's College
- All Cardiff schools
- Cardiff and the Vale University Health Board
- Voluntary Sector organisations
- Neighbouring Authorities
- Welsh Ministers
- Police and Crime Commissioner
- Children's Commissioner
- Future Generations Commissioner

## **What the consultation process will entail**

The feedback from this consultation will be collated and summarised, and a report presented to the Council's Cabinet. This consultation report will be available for all persons to view on the Council website and copies can be obtained on request by using the contact details in this document.

There are a number of further stages that the Council would have to go through before a final decision is made by the Council.

## **Consultation period**

The consultation period for these proposals starts on January 3<sup>1st</sup> 2018 and ends on March 13<sup>th</sup> 2018.

Within 13 weeks of 13 March 2018 a consultation report will be published on the Council website. Hard copies of the report will also be available on request. The report will summarise the issues raised by consultees during the consultation period and provide the Council's response to these issues. The report will also contain Estyn's view of the proposals.

The Council's Cabinet will consider the consultation report and decide whether or not to proceed with the proposals.

If the Cabinet decides to continue with the proposals, the Council must publish a statutory notice.

### **Statutory Notice**

The statutory notice would be published on the Council website and posted at or near the main entrance to the school/sites subject to the notice. Copies of the notice would be made available to schools identified in the notice to distribute to pupils, parents, guardians and staff members (the school may also distribute the notice by email). The notice sets out the details of the proposals and invites anyone who wishes to object to do so in writing within the period specified.

### **Determination of proposals**

The Council Cabinet will determine the proposals with the exception of the St Mary the Virgin proposal which would be determined by the School Governing Body. Cabinet may decide to approve, reject or approve the proposals with modifications. In doing so, Cabinet will take into account any statutory objections that it has received.

### **Decision notification**

Following determination of proposals, all interested parties will be informed of the decision which will be published electronically on the Council's website.

### **How you can find out more and give your views**

Copies of the consultation document will be made available to stakeholders and will also be available to view at all Cardiff maintained schools and at Community Hubs and Libraries throughout Cardiff and on the Council website.

Council officers will meet with the governing bodies of each of the schools named in the proposals. On behalf of the Local Authority, the Governing Bodies of the schools directly affected by the proposals will arrange meetings for staff and parents/carers of pupils attending their schools and put the dates on their school websites should any other interested party wish to attend. These dates will also be published on the Council's social media. These will be arranged during the consultation period to discuss how the changes will affect the school. A formal record will be kept of these meetings. Meeting dates and times will be communicated directly by the schools.

Council officers will work with the schools to provide an opportunity for pupils to share their views and experiences.

Public drop-in sessions have been arranged at Community Hubs as listed overleaf. These sessions provide an opportunity for members of the public and any other party interested in the content of the consultation document to ask questions and find out more about what is proposed and how this would change the current pattern of ALN provision in Cardiff. Senior Officers from the Inclusion Team will be present to outline the proposals and listen to any views or concerns you may have. Information provided at these sessions will be consistent with the document, but you can ask questions to

ensure you understand what it means for you and /or your child. Officers can also assist in filling out a response form should you wish to do so at the same time.

<b>Dates of meetings and drop in sessions</b>		
<b>Nature of consultation</b>	<b>Date/ time</b>	<b>Venue</b>
Governing Body, The Hollies School	Wednesday 7 <sup>th</sup> February, 5pm	The Hollies School
Governing Body, Ty Gwyn School	To be confirmed	Ty Gwyn School
Governing Body, Greenhill School	Thursday 08 <sup>th</sup> February 3:30pm	Greenhill School
Governing Body, Meadowbank School	Monday 5 <sup>th</sup> February 6pm	Meadowbank School
Governing Body, Allensbank School	Monday 12 <sup>th</sup> February 5:30pm	Allensbank Primary School
Governing Body, Ysgol Glantaf	Tuesday 13 <sup>th</sup> February 6:30pm	Ysgol Glantaf
Governing Body, St Mary the Virgin, Church in Wales School	To be confirmed	St Mary the Virgin Church in Wales Primary School
Governing Body, Ysgol Pwll Coch	Monday 05 <sup>th</sup> March 4:30pm	Ysgol Pwll Coch
Open drop-in session	Weds 7 <sup>th</sup> February 10am -12 noon	Llandaff North and Gabalfa Hub
Open drop-in session	Mon 12 <sup>th</sup> February 12 noon -2pm	STAR Hub
Open drop-in session	Fri 9 <sup>th</sup> February 10am-12 noon	Fairwater Hub
Open drop-in session	Thurs 15 <sup>th</sup> February 5pm-7pm	Central Library
Open drop-in session	Mon 19 <sup>th</sup> February 10am-12 noon	St Mellons Hub
Open drop-in session	Tues 20 <sup>th</sup> February 3pm-5pm	Penylan Library
Open drop-in session	Tues 27 <sup>th</sup> February 10am-12noon	Grangetown Hub
Open drop-in session	Mon 05 <sup>th</sup> March 10am – 12 noon	Ely and Caerau Hub
Open drop-in session	Wed 07 <sup>th</sup> March 10am – 12 noon	Llanishen Hub
Open drop-in session	Thurs 08 <sup>th</sup> March 2pm – 4pm	Llanedeyrn Hub at The Powerhouse

## **Your Views Matter**

Your views matter and we want you to tell us what you think about the proposals. At the end of the booklet is a questionnaire: this is your chance to let the Council know what you think about the proposals. You can give a response to all of the questions, or just respond to some of them, as you prefer.

You can send us your views in one of the following ways:

- Complete the form online at [www.cardiff.gov.uk/21stcenturySchools](http://www.cardiff.gov.uk/21stcenturySchools)
- Email your views to [schoolresponses@cardiff.gov.uk](mailto:schoolresponses@cardiff.gov.uk)
- Write to us at the following address: Room 422, County Hall, Atlantic Wharf, Cardiff, CF10 4UW.

The Council will consider everyone's views before deciding whether to go ahead with the proposed changes.

The closing date for responses to this proposal is 13<sup>th</sup> March 2018.

## **BACKGROUND TO THE PROPOSED SCHEMES**

### **Cardiff Strategic priorities for improving outcomes for children and young people with additional learning needs**

Cardiff Council is committed to inclusion and recognises that increasing specialist places is not the only action needed to meet the needs of a growing ALN population.

It is equally important to ensure mainstream schools continue to develop as inclusive settings able to meet a wide range of complex needs. The Council has therefore adopted three strategic priorities for improving outcomes for children and young people with additional learning needs:

#### **Priority One: To successfully implement the Additional Learning Needs and Educational Tribunal Act**

Under this priority the Council will undertake a range of actions to introduce a more unified approach to planning, with the views of children and young people at the heart of planning process. Effective collaboration with health and social services will be vital to achieve this goal.

#### **Priority Two: To strengthen our collective capacity to meet all needs**

The Council will work with schools, parents and other partners to further improve the quality of support for additional learning needs in all our schools and education settings. This will include developing opportunities for schools to develop and share best practice; improving the quality of information about additional learning needs support and provision; further improving the effectiveness of resources and support available to mainstream schools.

#### **Priority Three: To ensure sufficient, high quality additional learning provision**

This consultation paper is mainly concerned with Priority Three, to develop additional special school and specialist resource base places, but you can read more about all three strategic priorities by following the link:

<http://cardiff.moderngov.co.uk/documents/s19397/Cabinet%2018%20Jan%202018%20SOP%20Add%20Learning%20Needs%20App%201.pdf>

#### **21<sup>st</sup> Century Schools Programme, 'Band B'**

In the medium to long term, Cardiff intends to meet the need for additional specialist places through the capital investment programme '21<sup>st</sup> Century Schools'.

The '21<sup>st</sup> Century Schools- Cardiff Council's Band B' priorities identifies four capital schemes to re-shape Cardiff special school provision. The schemes would enable the Council:

- to replace the 'D' rated accommodation at Riverbank, Woodlands, the Court and Greenhill Schools
- to increase capacity to meet future projected need from 2022-27

- address the gaps in provision such as places for girls and for post-16 pupils with emotional health and wellbeing needs
- to enhance opportunities for multi-agency support and provision;
- to enhance the role of special schools as a source of support for families and for mainstream schools.

### **ALN Provision Development Plan 2018-22**

Band B schemes will not be completed until 2021 at the earliest. The Council will therefore need to take steps to extend the number of places to meet more immediate demands over the next three years.

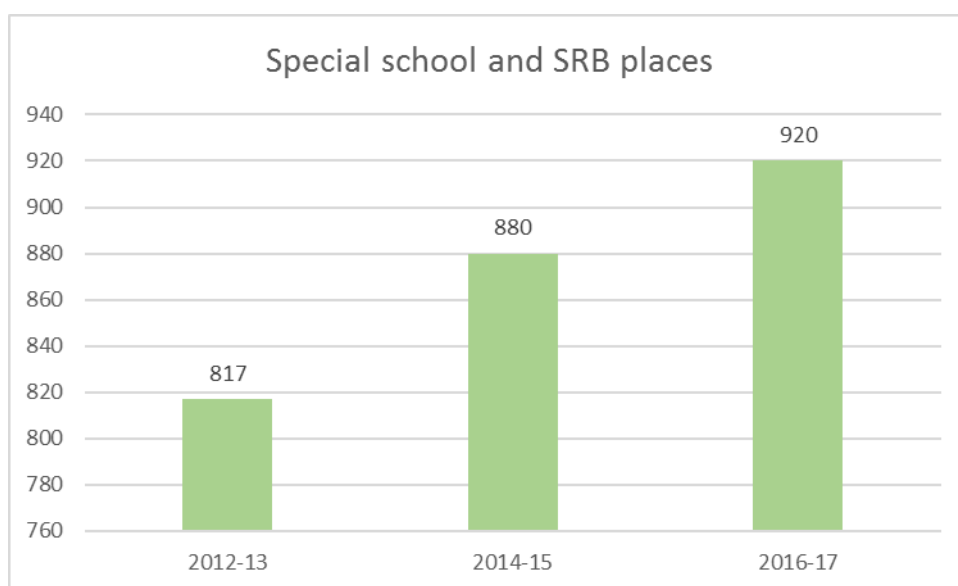
The proposed schemes in this booklet are separate and additional to the Band B schemes. They set out actions the Council is considering in order to meet demand for specialist places 2018-22.

The schemes proposed in this booklet will not fully address sufficiency needs for the period 2018-22. The Council has taken, and will continue to take, a range of steps to increase provision within existing accommodation and designated numbers wherever possible.

It is also anticipated that further schemes will need to be developed and proposed in 2019, to open additional specialist resource bases at both primary and secondary phase.

### **Increased demand for specialist places**

As illustrated in the graph below, the number of funded special school or specialist resource base places in Cardiff schools has increased by 103 places over a five year period.



Despite the growth in places, there is some evidence to suggest this has not been sufficient to meet existing need. For example, the cost of supporting mainstream statements has increased by 63% over the last 5 years, and there has been an

increase in the number of pupils placed in independent schools ('out of county'). This suggests there are pupils in our mainstream schools and in 'out of county' settings who would benefit from access to a Cardiff special school or specialist resource base place.

Over the next 5-10 years, revenue and capital investment will be needed to ensure sufficient and suitable specialist support for the growing population of learners with additional learner needs, and to reduce reliance on the independent sector. Increased demand is anticipated for learners with:

- Emotional health and wellbeing needs
- Complex learning disabilities
- Autism spectrum conditions

### **Falling demand for speech and language specialist places**

In contrast, demand for specialist places designated for specific language impairment has fallen since 2010. Between 2010 and 2015, the collective pupil roll at Meadowbank Special School and Allensbank specialist resource base – both of which are designated for 'specific language impairments- fell from 58 to 34.

In 2015-16 the Council formally proposed closing both settings and re-allocating the resource to other areas of need where demand is growing. However, stakeholders raised a range of objections to this proposal and the Council decided not to proceed, but to engage further with stakeholders and to undertake a review of speech and language support.

A reference group was established to provide a forum for stakeholders, including parents, teaching staff, governors, the voluntary sector and the speech and language therapy service, to contribute to the evaluation of current services.

As a result of this work, the Council is taking a number of actions to further improve support for learners with speech and language needs, and is proposing to change, but not close, Meadowbank School and Allensbank Specialist Resources base, as set out in the proposals.

Actions being taken to improve support for speech and language needs include:

- Further embedding the partnership and collaboration between Education and the NHS Speech and Language Therapy Service
- Building on the success of Speech and Language Links in Foundation Phase (which is now used in 100% of Cardiff primary schools) by rolling out Junior Speech and Language Links to all schools.
- Continuing to roll out training to both primary and secondary schools.
- Introducing WellComm in early years settings, to screen for speech and language needs in nursery-aged pupils, and to provide early support.

## **Business case for an ALN Development Plan 2018-22**

Failure to invest in Cardiff-maintained provision over the next 3-4 years will lead to the Council becoming increasingly reliant on independent special school providers in order to meet the Council's statutory responsibilities.

Over reliance on independent places would have the following implications and risks:

- higher revenue costs to the Council
- inability to offer places according to parental preference

The cost of independent special school places ranges from £39K to £77k per annum, compared to costs for Cardiff special schools of £14k to £25k per annum. It is rarely in a pupil's interest to transfer school mid-phase so once placed there is little prospect of pupils returning to maintained provision should places become available in future years. The costs would therefore continue over 7-8 years for placements beginning in Year 7, and potentially longer for primary placements.

The Council is therefore committed to the goal of developing sufficient high quality places in Cardiff-maintained schools for all pupils with additional learning needs. This represents a more efficient use of public resources than relying on Independent places, and also contributes to continued development of expertise within Cardiff's schools.

The majority of Cardiff parents express a preference for places in Cardiff special schools or specialist resource bases for their child. Offering places in independent schools could have negative reputational implications.

It should be noted that there is no guarantee the independent sector could offer sufficient special school places to meet Cardiff's sufficiency needs, especially for primary aged pupils. Over-reliance on the sector could therefore result in Cardiff being unable to fulfil statutory responsibilities.



## THE PROPOSED SCHEMES

### Ty Gwyn Special School

#### About the school

Ty Gwyn is a special school providing special school places for learners aged 3-19 with complex learning disabilities and autism spectrum conditions (ASC). There are 174 pupils currently on roll.

The school is located in Ely/ Caerau and from 8th January 2018 the school has been federated with Riverbank and Woodlands Special Schools, as the Western Learning Campus Federation.

The school was last inspected by ESTYN in 2012. The school's performance and the prospects for improvement were judged to be Excellent.

In 2017 the Welsh Government classified the school's support category as Green (a highly effective school which is well run, has a strong leadership and is clear about its priorities for improvement).

<b>Capacity, condition and suitability of Ty Gwyn School</b>				
Age Range	Language medium/ Category of school	Condition as identified by 21 <sup>st</sup> Century Survey	Category of Schools	Current Published Capacity (age 3-11)
3-19	English Medium Special School		B	150

<b>Recent and projected numbers on roll at TY Gwyn Special School</b>										
School	January 2014 (NOR)	January 2015 (NOR)	January 2016 (NOR)	January 2017 (NOR)	January 2018 (NOR)	2018/19 Projection	2019/2020 Projection	2020/2021 Projection	2021/2022 Projection	2022/2023 Projection
Ty Gwyn Special School	137	147	170	172	173	180	186	192	198	198

#### Proposed changes

To meet demand for primary and secondary special school places for learners with complex learning disabilities or Autism Spectrum Conditions it is proposed to

- to increase the capacity of Ty Gwyn to allow for up to 198 places

In order to achieve this it is proposed to adapt part of the Trelai Youth Centre building to provide three new classrooms for Ty Gwyn School and to connect the school and youth centre buildings via an enclosed corridor or covered walkway.

The scheme would form part of a multiagency project which has been established under the Disability Futures Programme, to redevelop the Trelai Youth Centre building as a multi-agency resource attached to the Western Learning Federation Campus. The project is exploring the potential to develop one side of the building as a hub for regional multi-agency services, and to increase the use of the existing sports and play facilities for children and young people with complex needs, in school hours, for holiday and after school provision.

### **Rationale for the proposed changes**

More places will be needed at the school over the next 3 years, for children with significant additional learning needs.

Since the new Ty Gwyn building opened in 2010, the number admitted to the school each year has exceeded the number of leavers by between 4 and 10 places. There are now 173 pupils on roll. The Council expects that more places will be needed over the next three years, until the last of the smaller cohorts have left the school. From 2021, the cohorts leaving the school will be larger in size, and more consistent with the annual admission number.

### **Alternative options considered**

A review of the current school accommodation established there is insufficient space for three extra classes.

### **How would the changes affect the school?**

The school would be bigger, with more accommodation, and with additional opportunities to develop multi -agency collaboration on the site.

### **How would the changes affect other schools in Cardiff?**

Ty Gwyn School is part of the Western Learning Federation, with Riverbank and Woodlands Special Schools, which are located nearby. They are separate schools but they are led by one governing body, enabling the schools to work in much closer partnership to the benefit of pupils in all three schools. It is anticipated that the multi-agency development of the Trelai Youth Centre would benefit the pupils at all three schools.

21<sup>st</sup> Century Schools Band B priorities sets out two schemes to build new special schools. If they proceed, the schemes will enable the Council to address the accommodation issues at Riverbank and Woodlands Schools and to increase the number of special school places in Cardiff, but these schemes would not be completed before 2021-22. This proposal is separate to the proposed Band B schemes.

## **What are the educational benefits of these proposals?**

The proposal would offer the following educational benefits:

- sufficient places at Ty Gwyn for children and young people with significant additional learning needs
- enlarging the accommodation for Ty Gwyn School
- additional sports, community and multi-agency facilities in Trelai Youth Centre would benefit the three schools in Western Learning Federation: Ty Gwyn, Woodlands and Riverbank

## **Potential disadvantages of the proposals**

The Council recognises that the proposal has implications for health services provided in partnership with the school. The Council will work with Cardiff and the Vale University Health Board, to continue to ensure children's assessed needs are met, and to further develop collaborative approaches to promote wellbeing and positive outcomes for pupils at the school.

## **Highways and transport implications**

An initial appraisal of highways and transport implications has been completed, however all options will be subject to a full transport assessment. The initial assessment indicates that staff parking adjacent to Trelai Park could be utilised for school staff in order to create a larger drop off/pick up and turning circle on the existing staff carpark for minibuses. Staggered start and finish times for Riverbank, Woodlands and Ty Gwyn would reduce site congestion. Active Travel/Sustainable Travel would be encouraged for all staff and visitors to the school.

## **Making your views known**

Your views matter and we want you to tell us what you think about the proposals. At the end of the booklet is a questionnaire: this is your chance to let the Council know what you think about the proposals. You can give a response to all of the questions, or just respond to some of them, as you prefer.

You can send us your views in one of the following ways:

- Complete the form online at [www.cardiff.gov.uk/21stcenturySchools](http://www.cardiff.gov.uk/21stcenturySchools)
- Email your views to [schoolresponses@cardiff.gov.uk](mailto:schoolresponses@cardiff.gov.uk)
- Write to us at the following address: Room 422, County Hall, Atlantic Wharf, Cardiff, CF10 4UW.

The Council will consider everyone's views before deciding whether to go ahead with the proposed changes.

The closing date for responses to this proposal is 13<sup>th</sup> March 2018.

## The Hollies Special School

### About the school

The Hollies is a special providing places for learners aged 4-11 with autism spectrum conditions and physical and medical needs. The school is located in Pentwyn.

The school was last inspected in 2013. The school's performance and prospects for improvement were judged to be Good.

In 2017 the Welsh Government classified the school's support category as Yellow (an effective school which is already doing well and knows the areas it needs to improve).

<b>Capacity, condition and suitability of The Hollies School</b>			
Age Range	Language medium/ Category of school	Condition Category as identified by 21 <sup>st</sup> Century Schools Survey	Current Published Capacity (age 4-11)
4-11	English medium Special School	C	90

<b>Recent and projected numbers on roll at The Hollies Special School</b>										
School	January 2014 (NOR)	January 2015 (NOR)	January 2016 (NOR)	January 2017 (NOR)	January 2018 (NOR)	2018/19 Projection	2019/2020 Projection	2020/2021 Projection	2021/2022 Projection	2022/2023 Projection
The Hollies Special School	85	89	83	90	90	102	110	118	126	134

### Proposed changes

To meet demand for primary and secondary special school places for learners with autism spectrum conditions it is proposed to:

- extend the age range of The Hollies School from 4-11 to 4-14
- increase the capacity of the school to allow for up to 138 places

In order to achieve this, it is proposed to provide additional accommodation for the school by refurbishing the school accommodation to be vacated by Ysgol Glan Morfa, Hinton Street, CF24 2EU

Three options are under consideration, for how the school could operate over two sites:

<b>Option</b>	<b>Pentwyn Site</b>	<b>Hinton Street Site</b>	<b>Benefits</b>	<b>Challenges</b>
Option 1 (preferred)	Extend and adapt accommodation to provide 12 additional places for primary aged pupils and improved facilities for current pupils.	Adapt accommodation to provide up to 36 Key Stage 3 places.	12 additional primary places. 36 additional KS3 places.  Improved accommodation on both sites.  No change of location for current pupils.	Managing adaptations at Pentwyn site.  Capital investment required on both sites.  Adapting a primary building for KS3 use.
Option 2	Extend and improve accommodation to provide up to 102 KS2 and KS3 places.	Adapt accommodation to provide up to 36 Foundation Phase places.	12 additional primary places.  36 additional KS3 places.  Improved accommodation on both sites.  Fewer adaptations required to Hinton Street site.	Managing adaptations at Pentwyn site.  Capital investment required on both sites.  Some current classes would be required to relocate.
Option 3	No change to current use: 90 places for primary aged pupils.	Adapt accommodation to provide 48 places: 12 upper KS2 and 36 KS3.	12 additional primary places.  36 additional KS3 places.  No disruption on current site.	No capital investment in Pentwyn site.  Primary provision split over two sites.

### **Rationale for the proposed changes**

The demand for places at the school for children with physical and medical needs has fallen over several years, while the autism section has grown. All pupils at the school are now pupils with autism spectrum conditions (ASC).

Over next few years, additional primary and secondary places for learners with autism spectrum conditions will be needed. Expanding the capacity and extending the age range of the school would provide the extra places needed at both primary and secondary phase.

The Hollies is a good school, highly regarded by parents/ carers. The staff and leadership team has significant experience of providing high quality education for primary-aged children with autism spectrum conditions, which would be a strong foundation on which to develop Key Stage 3 provision for children with ASC.

Ysgol Glan Morfa is due to transfer to new build premises in August 2018 (to accommodate the increased size of the school, from one-form entry to two-form entry). It is proposed that the vacated school accommodation on Hinton Street, Splott be converted to provide additional accommodation for The Hollies School.

The Ysgol Glan Morfa building is in generally good condition but would require refurbishment and adaptation for special school use.

### **Alternative options considered**

A review of the current school accommodation established there is some scope to develop additional classrooms on site, but insufficient space to develop a Key Stage 3 department.

The potential for adapting the upper floor was considered, but the cost of adding a fire escape is likely to be prohibitive and would compromise the ground floor accommodation. Any plan to create additional classrooms by displacing staff accommodation to the upper floor would be logistically complicated and involve building work in several phases over a number of years, with disruption to teaching and learning for existing pupils. In addition, the council do not consider that the site as a whole could provide sufficient outside space, catering and dining, therapeutic play areas, parking/ traffic access for 48 additional pupils, and the associated increase in staffing levels.

An initial appraisal of highways and transport implications was completed, which suggested that there would be significant implications from adding 48 places on the current site.

The option of establishing a new Key Stage 3 special school on the Hinton Street site was considered and dismissed. The Council wishes to work with an experienced and well-established special school with proven expertise in the field of ASC provision, to develop a setting which will initially be very small, but likely to grow rapidly over 3-5 years.

### **How would the changes affect the school?**

The school would be significantly bigger in size and would be operating across more than one site, with implications for the management structure of the school, the curriculum and facilities. If the proposal is taken forward, the local authority would support the Governing Body to determine a management and staffing structure to support the development of the school.

The development of a second site and a Key Stage 3 department, would provide professional development opportunities for existing staff and enable the governing body to appoint new staff, bringing new experience and expertise into the school.

### **How will the changes affect other schools in Cardiff?**

Currently the secondary options for pupils leaving The Hollies in Year 6, include:

- Specialist Resource Bases at Llanishen, Cathays or Cantonian High School;
- The Marion Centre, Bishop of Llandaff School
- Ty Gwyn Special School
- Ysgol y Deri Special School, Vale of Glamorgan

These options would continue to be available to Hollies Year 6 pupils, in addition to the option of continuing at The Hollies for KS3. Pupils who take up a KS3 place at The Hollies would have the opportunity transfer to one of the above listed schools for their Key Stage 4 placement.

The Key Stage 3 places would also be open to other pupils in Cardiff, who may need to transfer to a special school place from specialist resource bases or mainstream provision.

The local authority is anticipating that additional Key Stage 4 and post-16 special school and SRB places will be required within 2-3 years in order to provide for the larger cohorts now transferring from Primary to Secondary places. These places could be provided through the 21<sup>st</sup> Century Schools Band B schemes, or through the ALN Development Plan 2018-22

### **What are the educational benefits of these proposals?**

The proposal would offer the following educational benefits:

- Increasing the number of primary special school places for pupils with ASC
- Improved accommodation for The Hollies
- A new ASC Key Stage 3 department, developed by a well-established and experienced special school
- An increased range KS3 options for pupils with ASC

### **Potential disadvantages of the proposals**

The Council recognises that the proposal has implications for health services provided in partnership with the school. The Council will work with Cardiff and the Vale University Health Board, to continue to ensure children's assessed needs are met, and to further develop collaborative approaches to promote wellbeing and positive outcomes for pupils at the school.

### **Highways and transport implications**

An initial appraisal of highways and transport implications has been completed, however all options would be subject to a full transport assessment. The initial assessment indicates that additional staff parking, a turning circle for additional traffic would be required in order to reduce congestion and manage any additional traffic

better. Ensuring that start and finish times varied from those of Moorland Primary School, on Singleton Road, would be required to reduce congestion. Active Travel/Sustainable Travel would be encouraged for all staff and visitors to the school.

### **Making your views known**

Your views matter and we want you to tell us what you think about the proposals. At the end of the booklet is a questionnaire: this is your chance to let the Council know what you think about the proposals. You can give a response to all of the questions, or just respond to some of them, as you prefer.

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The Council will consider everyone's views before deciding whether to go ahead with the proposed changes.

The closing date for responses to this proposal is 13<sup>th</sup> March 2018.



## Greenhill Special School

### About the school

Greenhill School is a special school for pupils with emotional health and wellbeing needs aged 11-16. The school is located in Rhiwbina.

One of the prioritised schemes identified in the report '21st Century Schools- Cardiff Council's Band B priorities', is to build a new secondary special school for pupils with emotional health and wellbeing needs. The Band B scheme would enable the Council to replace the current 'D' rated accommodation occupied by Greenhill School.

The proposal set out in this booklet would be independent of the Band B scheme, although it would pave the way to deliver on one of the goals of the Band B scheme- to include provision for post-16 in a future new school.

The School was last inspected by ESTYN in 2013. The school's performance and prospects for improvement were judged to be Good.

In 2017 the Welsh Government has classified the school's support category as Green (a highly effective school which is well run, has a strong leadership and is clear about its priorities for improvement).

<b>Capacity, condition and suitability of Greenhill School</b>			
Age Range	Language medium/ Category of school	Condition Category as identified by 21 <sup>st</sup> Century Schools Survey	Current Published Capacity (age 4-11)
11-16	English medium Special School	D	56

<b>Recent and projected numbers on roll at Greenhill Special School</b>										
School	January 2014 (NOR)	January 2015 (NOR)	January 2016 (NOR)	January 2017 (NOR)	January 2018 (NOR)	2018/19 Projection	2019/2020 Projection	2020/2021 Projection	2021/2022 Projection	2022/2023 Projection
Greenhill Special School	50	54	47	56	55	64	64	64	64	64

## Proposed changes

To meet the need for post-16 places for emotional health and wellbeing needs it is proposed to:

- Extend the age range of Greenhill from 11-16 to 11-19
- Increase the capacity of the school to allow for up to 64 places

In order to achieve this it is proposed to adapt the unused caretaker house on the site. Post-16 pupils would attend some classes on site, but would also be supported to access appropriate educational opportunities off-site, as part of a supported transition to college or employment.

## Rationale for the proposed changes

Data for Cardiff shows that many Greenhill pupils struggle to make a successful transition to education, employment or training at the end of Year 11, despite significant support for transition.

2015-17 data shows that 50% or more of Greenhill leavers were not in education employment or training on 31<sup>st</sup> October.

Cohort	Cohort Size	NEET	%
2015	18	10	56
2016	6	3	50
2017	10	5	50

A post-16 class would provide a 'bridging year' for Greenhill pupils not yet ready for transition to college or employment at the end of Year 11. Pupils would be supported to make a successful transition to college, training or employment by the end of Year 12.

This proposal would require determination by Welsh Ministers to extend the age range of Greenhill School to include post-16 education.

## Alternative options considered

The option of waiting for the Band B scheme before making changes to the age range of Greenhill was considered, but this would not meet the needs of pupils leaving the school in the next few years.

## How would the changes affect the school?

The school has relevant expertise and experience to support pupils post-16 but there would be a need to develop a suitable post-16 curriculum focussed on supporting successful transition to college or employment by the end of Year 12.

## **How will the changes affect other schools in Cardiff?**

It is not anticipated that there would be any impact on other Cardiff Schools as result of this proposal. The post-16 pupils would be pupils admitted to the school in Keys Stage 3 or 4 however there would not be any capacity to offer places to pupils transferring from other schools.

## **What are the educational benefits of these proposals?**

The proposal would offer the following educational benefits:

- Improved provision for post-16 pupils with emotional health and wellbeing needs
- Professional development opportunities for existing Greenhill staff

## **Potential disadvantages of the proposals**

The Council recognises that the proposal has implications for health services provided in partnership with the school. The Council will work with Cardiff and the Vale University Health Board, to continue to ensure children's assessed needs are met, and to further develop collaborative approaches to promote wellbeing and positive outcomes for pupils at the school.

## **Highways and transport implications**

An initial appraisal of highways and transport implications has been completed, however all options would be subject to a full transport assessment. The initial assessment indicates that the existing arrangements are suitable for the site. Travel Training should be encouraged for all pupils to promote public transport where possible. Active Travel/Sustainable Travel would be encouraged for all staff and visitors to the school.

## **Making your views known**

Your views matter and we want you to tell us what you think about the proposals. At the end of the booklet is a questionnaire: this is your chance to let the Council know what you think about the proposals. You can give a response to all of the questions, or just respond to some of them, as you prefer.

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The Council will consider everyone's views before deciding whether to go ahead with the proposed changes.

The closing date for responses to this proposal is 13<sup>th</sup> March 2018.

## Meadowbank Special School

### About the school

Meadowbank is a special school for up to 40 pupils aged 4-11 with specific language impairments. The school is located in Gabalfa and admits pupils from across the authority. The number on roll at the school has fallen over several years and currently stands at 15.

The School was last inspected in 2013. The school's performance was judged to be Good, and the prospects for improvement were judged to be Adequate. The school was placed in ESTYN monitoring. A follow up visit in 2014 found the school to have made good progress in respect of key actions, and the school was removed from ESTYN monitoring.

In 2017 the Welsh Government classified the school's support category as Green (a highly effective school which is well run, has a strong leadership and is clear about its priorities for improvement).

<b>Capacity, condition and suitability of Meadowbank School</b>			
Age Range	Language medium/ Category of school	Condition Category as identified by 21 <sup>st</sup> Century Schools Survey	Current Published Capacity (age 4-11)
4-11	English medium Special School	B	40

<b>Recent and projected numbers on roll at Meadowbank Special School</b>										
School	January 2014 (NOR)	January 2015 (NOR)	January 2016 (NOR)	January 2017 (NOR)	January 2018 (NOR)	2018/19 Projection	2019/2020 Projection	2020/2021 Projection	2021/2022 Projection	2022/2023 Projection
Meadowbank Special School	30	29	22	17	15	25	35	40	40	40

## **Proposed changes**

To meet demand for primary special school places for complex learning disabilities, it is proposed to:

- change the type of special educational need the school provides for *from*: 'specific language impairments', *to*: 'speech language and communication needs and complex learning disabilities'

Whilst current accommodation at Meadowbank is in good condition, some adaptations to the building would be needed, including provision of a changing space and improvements to the accessibility of the building.

## **Rationale for the proposed changes**

The diagnosis of 'specific language impairment' is no longer used. It is therefore proposed to replace it in the school's designation with the commonly used term: 'speech language and communication needs'.

Under the current designation, the school admits pupils whose speech and language needs are specific, long term and severe. If the designation were changed as proposed, the school would continue to admit pupils whose speech and language needs are specific, long term and severe, but would also admit pupils with complex learning disabilities.

Changing the designation of the school is in line with one of the recommendations put forward by the speech and language reference group and would ensure:

- continued special school places for learners with the most severe and long term speech language and communication needs;
- additional places for complex learning disabilities;
- continued financial viability of Meadowbank School.

Children with complex learning disabilities frequently have associated speech language and communication difficulties, and would benefit from the specialist knowledge and experience of Meadowbank staff.

## **Alternative options considered**

Changing the designation to include either autism spectrum conditions or emotional health and wellbeing needs was considered. This was ruled out as the accommodation at the school is not considered appropriate for these groups.

The speech and language reference group recommended the Council give consideration to opening 'early intervention' classes. Classes of this type would offer time-limited placements to learners whose speech and language needs are not expected to be long term, but who are not making enough progress with mainstream support alone.

The group suggested an early intervention class could be hosted at either Meadowbank or Allensbank School.

The Council is not proposing to open early intervention classes at Meadowbank School for the following reasons:

- The majority of pupils with speech and language needs make more rapid progress when exposed to frequent, informal opportunities to interact, play and learn with peers who do not have speech or language difficulties. These mainstream opportunities are more easily and naturally available to pupils in a specialist resource base.
- Special schools can strive to offer similar opportunities through reintegration programmes and day placements, but these opportunities entail the extra costs of sending support assistants with the child, and making different travel arrangements on different days.
- Many parents of children with specific speech and language needs prefer their child to remain in mainstream. The local authority believes that early intervention classes should be based in a mainstream school, to take account of parental views, and to better facilitate early reintegration to a local school.

### **How will the changes affect the school?**

The proposed changes would ensure the school roll would rise over the next 3-4 years and that there would be a continued role for the school as part of the range of specialist provision in Cardiff. The Governing Body would need to work with the local authority to develop additional areas of expertise and facilities at the school.

There are other special schools in Cardiff that meet more than one type of additional learning need. The school would determine the best approach to supporting a range of needs. This could involve mixed classes, if the learning needs are similar, or separate classes to meet different needs.

The local authority commissions the school to provide an outreach service to support children with speech language and communication needs in early years settings. It is proposed to maintain this outreach service and, in partnership with the school, to consider scope to further develop their role in building capacity to support speech and language needs.

Training and professional development opportunities would be offered to staff, to further develop their skills and specialist knowledge to support complex learning disabilities.

### **How will the changes affect other schools in Cardiff?**

If taken forward, the changes would reduce pressure on places at Riverbank Special School, and the specialist resource bases at Bryn Hafod, Marlborough, Llanedeyrn and Llanishen Fach Primary Schools. If the proposal is not taken forward these settings will be under pressure to go over number to respond to demand for places.

## **What are the educational benefits of these proposals?**

The proposal would offer the following educational benefits:

- Additional places to meet the growing need for special school places for children with complex learning disabilities
- Continued special school places for children with severe, complex and long term speech language and communication needs
- Professional development opportunities for existing Meadowbank staff
- Opportunities for Meadowbank governing body to appoint new staff, as pupil numbers rise, and bring new expertise into the school

## **Potential disadvantages of the proposals**

The Council recognises that the proposal has implications for health services provided in partnership with the school. The Council will work with Cardiff and the Vale University Health Board, to continue to ensure children's assessed needs are met, and to further develop collaborative approaches to promote wellbeing and positive outcomes for pupils at the school.

## **Highways and transport implications**

An initial appraisal of highways and transport implications has been completed, however all options will be subject to a full transport assessment. The initial assessment indicates that the school has a turning circle which is suitable for the pupils who will be accessing the premises. A variety of highways improvements are already planned as part of the Ysgol Glan Ceubal and Gabalfa Primary new build. Active Travel/Sustainable Travel would be encouraged for all staff and visitors to the school.

## **Making your views known**

Your views matter and we want you to tell us what you think about the proposals. At the end of the booklet is a questionnaire: this is your chance to let the Council know what you think about the proposals. You can give a response to all of the questions, or just respond to some of them, as you prefer.

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- Write to us at the following address: Room 422, County Hall, Atlantic Wharf, Cardiff, CF10 4UW.

The Council will consider everyone's views before deciding whether to go ahead with the proposed changes.

The closing date for responses to this proposal is 13<sup>th</sup> March 2018.

## Allensbank Primary School

### About the school

Allensbank is a community primary school located in Cathays. The school hosts a 16-20 place specialist resource base (SRB) designated for pupils with speech language and communication needs.

A specialist resource base (SRB) is a small class in a mainstream school, taught by specialist staff. Although the SRBs are located in community schools, they admit pupils from across the authority, not just from their own local area. Pupils in a specialist resource base benefit from being taught in small classes with favourable pupil-staff ratios, taught by specialist staff. Pupils also benefit from opportunities to learn and play with their mainstream peers.

The school was last inspected in 2013. The school's performance and prospects for improvement were judged to be Adequate, and the school was considered to need significant improvement. A follow up visit in 2015 found the school to have made progress on the recommended actions, was no longer in need of significant improvement, and was therefore removed from ESTYN monitoring category.

In 2017 the Welsh Government has classified the school's support category as Amber (a School in need of improvement which needs help to identify the steps to improve or to make change happen more quickly).

<b>Capacity, condition and suitability of Allensbank School</b>					
Age Range	Language medium/ Category of school	Condition Category as identified by 21 <sup>st</sup> Century Schools Survey	Current Published Capacity (age 4-11)	Published Capacity (nursery part-time places)	Specialist resource base, designation
3-11	English medium Community School	C+	300	64	16-20 places for speech language and communication needs



<b>Recent and projected numbers on roll at Allensbank Primary School</b>										
<b>School</b>	January 2014 (NOR)	January 2015 (NOR)	January 2016 (NOR)	January 2017 (NOR)	January 2018 (NOR)	2018/19 Projection	2019/2020 Projection	2020/2021 Projection	2021/2022 Projection	2022/2023 Projection
Allensbank Primary School	242	252	246	233	210	230	217	198	192	192
Allensbank Primary School SRB	14	11	10	8	6	4	12	10	8	8

### **Proposed changes**

To meet the need for early intervention places for speech and language needs it is proposed to:

- Phase out the SRB at Allensbank Primary School, closing the class in July 2020, or when all current pupils have completed their primary placement, if earlier.
- Open an 8-place early intervention class for children with speech and language needs at Allensbank Primary School, admitting the first cohort in September 2019.

### **Rationale for the proposed changes**

Demand for places at the SRB have fallen over several years. There are now 6 pupils, all in Key Stage 2. The reason for this fall is believed to be linked to changes in how the education service and the therapy service work with mainstream schools to identify and meet needs early. Fewer statements are now issued for children with specific speech and language needs, and most are issued relatively late, when children are already in Key Stage 2. Issuing fewer statement is a measure of effective early intervention, but it is also having the unintended effect of delaying access to specialist provision for those children who may need it most.

The proposed solution is to open an early intervention class. Intensive support in a special class is most effective if provided as early as possible. Placements at the early intervention class would therefore be identified by the specialist speech and language panel and would not be dependent on a statement.

The early intervention class would open in September 2019. The criteria for admission, staffing, the curriculum and mode of operation would first be fully considered and agreed in partnership with the governing body and the therapy service, and in consultation with other schools.

Based on preliminary work to define the approach, it is anticipated that the class would admit up to 8 Foundation Phase children who were not making sufficient progress, but

who have good prospects for returning to their local mainstream school. Placements would last 1-3 years, depending on progress. Pupils would be dual registered at their local school, and supported to return at the end of the placement. Pupils would continue to attend their local school for at least one day a week, to maintain links with local friends and to prepare for a successful early reintegration to their local school.

Closure of the SRB would be phased, to allow for current pupils to complete their education in the base. No further pupils with statements would be admitted: pupils with severe and specific needs would either have mainstream statements or have the opportunity to attend Meadowbank Special School.

The Council has reviewed the caseloads for pupils known to the Joint Speech and Language Service in 2017 in order to predict the level of need for an early intervention class. Eight places in an English medium setting would be appropriate to meet current need. This will be monitored, and consideration given to opening a second class in future, as required.

There is insufficient demand for a Welsh medium class at present. This will be monitored, and consideration given to opening a class in future, as required. In the meantime, an intensive support package in mainstream can be developed if there are individual pupils in Welsh schools who are not making sufficient progress with school support.

The Speech and Language Therapy Service has indicated a willingness to work with the local authority on this development, and to provide ongoing support and input in line with children's assessed needs.

### **Alternative options considered**

The speech and language reference group recommended the Council give consideration to opening 'early intervention' classes at either Meadowbank Special or Allensbank Primary School.

The Council decided this sort of provision would be better hosted at a mainstream primary school for the following reasons:

- The majority of pupils with speech and language needs make more rapid progress when exposed to frequent, informal opportunities to interact, play and learn with peers who do not have speech or language difficulties. These mainstream opportunities are more easily and naturally available to pupils in a specialist resource base.
- Special schools can strive to offer similar opportunities through reintegration programmes and day placements, but these opportunities entail the extra costs of sending support assistants with the child, and making different travel arrangements on different days.
- Many parents of children with specific speech and language needs prefer their child to remain in mainstream. The local authority believes that early intervention

classes should be based in a mainstream school, to take account of parental views, and to better facilitate early reintegration to a local school.

### **How will the changes affect the school?**

The school has experience of hosting a specialist resource base for children with specific speech and language needs; hosting an early intervention class would have similar impact on the school. The age range of pupils would no longer be 4-11, but would be 4-7. Pupils would be dual registered, with a plan to return to their own schools. This would require close partnership working with the local school of each child, and support for the reintegration process.

The local authority would work with the Governing Body to support the development of new skills and ways of working, including provision of training and awareness raising.

### **How will the changes affect other schools in Cardiff?**

Other schools would benefit from the opportunity to work in partnership with the early intervention class to support pupils who are not making sufficient progress with support in their own school.

When children transfer to a specialist resource base (SRB) this is usually a permanent move, and the responsibility for the child's learning and wellbeing transfer to the SRB school. The proposal for an early intervention class is different because it would be a time limited placement and the child would be dual registered in their local school and Allensbank. The local school would remain involved, providing opportunities for the child to attend one day per week, maintaining local friendships and be well supported to return to their local school when sufficient progress has been made.

### **What are the educational benefits of these proposals?**

The proposal would offer the following educational benefits:

- Ensure that children with severe speech and language needs, who are not making enough progress through mainstream support alone, can continue to access specialist provision and are supported to achieve their potential
- Ensure that the focus of specialist provision is on early intervention, supporting children while they are in Foundation Phase
- Children in specialist provision will be able to maintain their links with a local school and return there with support, when they have made enough progress
- Allensbank Primary School will have opportunities to further develop the specialist skills and expertise they offer to children with speech and language needs

### **Highways and transport implications**

There would be no new implications for transport and highways.

## **Making your views known**

Your views matter and we want you to tell us what you think about the proposals. At the end of the booklet is a questionnaire: this is your chance to let the Council know what you think about the proposals. You can give a response to all of the questions, or just respond to some of them, as you prefer.

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- Email your views to [schoolresponses@cardiff.gov.uk](mailto:schoolresponses@cardiff.gov.uk)
- Write to us at the following address: Room 422, County Hall, Atlantic Wharf, Cardiff, CF10 4UW.

The Council will consider everyone's views before deciding whether to go ahead with the proposed changes.

The closing date for responses to this proposal is 13<sup>th</sup> March 2018.

## St Mary the Virgin Church in Wales Primary School

### About the school

St Mary the Virgin CiW is a Voluntary Aided school located in Butetown. There is no specialist provision at the school currently.

The school was last inspected in 2012. The school's performance and prospects for improvement were judged to be excellent.

In 2017 the Welsh Government has classified the school's support category as Amber (a School in need of improvement which needs help to identify the steps to improve or to make change happen more quickly).

<b>Capacity, condition and suitability of St Mary the Virgin CiW School</b>				
Age Range	Language medium/ Category of school	Condition Category as identified by 21 <sup>st</sup> Century Schools Survey	Current Published Capacity (age 4-11)	Published Capacity (nursery part-time places)
3 -11	English Medium Voluntary Aided School	C	*210	52

\* A proposal to expand the school to 420 places has been approved for implementation.

<b>Recent and projected numbers on roll at St Mary the Virgin CiW Primary School</b>										
School	January 2014 (NOR)	January 2015 (NOR)	January 2016 (NOR)	January 2017 (NOR)	January 2018 (NOR)	2018/19 Projection	2019/2020 Projection	2020/2021 Projection	2021/2022 Projection	2022/2023 Projection
St Mary the Virgin CiW Primary School	162	172	189	176	186	181	180	176	180	180

### Proposed changes

To meet the demand for primary specialist resource base places for complex learning disabilities, it is proposed to:

- open a specialist resource base (SRB) at St Mary the Virgin CiW Primary School, for up to 20 places.

Accommodation for the SRB would be provided as part of the 21st Century Schools Band B scheme to rebuild St Mary the Virgin School. The SRB would not open until the new build accommodation has been provided.

### **Rationale for the proposed change**

In 2015 the council consulted on proposals to build new school accommodation for St Mary the Virgin School. In their formal response the Governing Body requested the local authority to consider opening a specialist resource base at the school. Given the growing demand for SRB places, the local authority agreed in principle to consider this development, subject to a further statutory consultation.

As a voluntary aided school, the determination of the proposal would be made by the governing body of the school.

### **How will the changes affect the school?**

A specialist resource base (SRB) is a small class in a mainstream school, taught by specialist staff. The SRBs admit pupils from across the authority, not just from their own local area. Pupils in a specialist resource base benefit from being taught in small classes with favourable pupil-staff ratios, taught by specialist staff. Pupils also benefit from opportunities to learn and play with their mainstream peers.

Admissions to the SRB would be managed by the local authority, subject to a statement of special educational needs and would be open to pupils from across the authority.

The opportunity to employ specialist staff and to work more closely with specialist services in Cardiff will enhance the school's capacity for inclusion and benefit all pupils in the school.

### **How will the changes affect other schools in Cardiff?**

There are four Cardiff primary schools currently hosting SRBs for complex learning disabilities: Bryn Hafod; Llanedeyrn; Llanishen Fach and Marlborough Primary Schools. All SRBs are open to admission from across the authority, although as far as possible, pupils are offered places in the SRB closest to their home. Provision of an SRB at St Mary the Virgin would increase the number of places available to meet demand, and ensure that pupils living in the south central area of the city travel shorter distances to access specialist provision.

### **What are the educational benefits of these proposals?**

The proposal would offer the following educational benefits:

- additional places to meet the needs of children with significant additional learning needs
- children living in the south central area of Cardiff would be able to attend an SRB closer to where they live
- St Mary the Virgin School would benefit from the additional expertise of staff employed in the SRB

### **Highways and transport implications**

Transport and highways implications will be considered as part of the planning for the new build school.

### **Making your views known**

Your views matter and we want you to tell us what you think about the proposals. At the end of the booklet is a questionnaire: this is your chance to let the Council know what you think about the proposals. You can give a response to all of the questions, or just respond to some of them, as you prefer.

You can send us your views in one of the following ways:

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- Email your views to [schoolresponses@cardiff.gov.uk](mailto:schoolresponses@cardiff.gov.uk)
- Write to us at the following address: Room 422, County Hall, Atlantic Wharf, Cardiff, CF10 4UW.

The Council will consider everyone's views before deciding whether to go ahead with the proposed changes.

The closing date for responses to this proposal is 13th March 2018.

## Ysgol Gymraeg Pwll Coch

### About the school

Ysgol Gymraeg Pwll Coch is a community primary school located in Canton. There is no specialist provision at the school currently. The school was last inspected in 2011. The school's performance and prospects for improvement were judged to be Good .

In 2017 the Welsh Government has classified the school's support category as Yellow (an effective school which is already doing well and knows the areas it needs to improve).

<b>Capacity, condition and suitability of Ysgol Gymraeg Pwll Coch</b>				
Age Range	Language medium/ Category of school	Condition Category as identified by 21 <sup>st</sup> Century Schools Survey	Current Published Capacity (age 4-11)	Published Capacity (nursery part-time places)
3 -11	Welsh Medium Community School	A	420	64

<b>Recent and projected numbers on roll at Ysgol Pwll Coch</b>										
School	January 2014 (NOR)	January 2015 (NOR)	January 2016 (NOR)	January 2017 (NOR)	January 2018 (NOR)	2018/19 Projection	2019/2020 Projection	2020/2021 Projection	2021/2022 Projection	2022/2023 Projection
Ysgol Pwll Coch	441	449	441	442	422	430	406	409	405	405

### Proposed changes

To meet the demand for primary SRB places for with complex learning disabilities and autism spectrum conditions in the Welsh medium sector, it is proposed to:

- open a specialist resource base at Ysgol Pwll Coch, providing up to 10 places initially, but with scope to extend to 20 places in future, as demand grows.

Accommodation for the SRB would be established within current facilities however some refurbishment would be required.



## **Rationale for the proposed changes**

Demand for Welsh medium education is growing in Cardiff. One impact of this is the increased number of children and young people with additional learning needs in the sector, including a growing number who require specialist provision.

There is a long-established specialist resource base at Ysgol Coed y Gof, offering up to 10 places for all areas of additional learning need. This is not sufficient to meet current and future demand.

The Council has identified between 5 and 10 pupils in Welsh medium schools who might currently benefit from a place in an SRB, and it is anticipated this number will increase over the next 3-5 years.

The school is in the 'transition cluster' for Ysgol Glantaf, which hosts a secondary specialist resource base. The proposal would ensure pupils can maintain friendships when they transfer from the primary SRB to the secondary SRB.

## **Alternative options considered**

The option of opening a second SRB class at Ysgol Coed y Gof was considered, but dismissed due to lack of space in the school.

## **How will the changes affect the school?**

A specialist resource base (SRB) is a small class in a mainstream school, taught by specialist staff. Although the SRBs are located in community schools, they admit pupils from across the authority, not just from their own local area. Pupils in a specialist resource base benefit from being taught in small classes with favorable pupil-staff ratios, taught by specialist staff. Pupils also benefit from opportunities to learn and play with their mainstream peers.

Admissions to the SRB would be managed by the local authority, subject to a statement of special educational needs and would be open to pupils from across the authority.

The opportunity to employ specialist staff and to work more closely with specialist services in Cardiff will enhance the school's capacity for inclusion and benefit all pupils in the school.

## **How will the changes affect other schools in Cardiff?**

Schools in the Welsh medium sector will benefit from the availability of additional expertise and specialist places in the sector.

## **What are the educational benefits of these proposals?**

The proposal would offer the following educational benefits:

- additional SRB places to meet the needs of pupils in the Welsh medium sector
- Ysgol Pwll Coch would benefit from the expertise and experience of the SRB staff

- The Welsh medium sector would benefit from additional specialist staff and provision in the sector

### **Highways and transport implications**

An initial appraisal of highways and transport implications has been completed, however all options would be subject to a full transport assessment. The initial assessment indicates that a staggered start time and finish time for the SRB would need to be implemented to alleviate traffic and to reduce congestion at the beginning and end of the day on Lawrenny Avenue. Active Travel/Sustainable Travel would be encouraged for all staff and visitors to the school.

### **Making your views known**

Your views matter and we want you to tell us what you think about the proposals. At the end of the booklet is a questionnaire: this is your chance to let the Council know what you think about the proposals. You can give a response to all of the questions, or just respond to some of them, as you prefer.

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The Council will consider everyone's views before deciding whether to go ahead with the proposed changes.

The closing date for responses to this proposal is 13th March 2018.

## Ysgol Gyfun Gymraeg Glantaf

### About the school

Ysgol Gyfun Gymraeg Glantaf is a community high school located in Llandaff. The school hosts a specialist resource base for complex learning disabilities and autism spectrum conditions. There are currently 14 pupils on roll at the SRB.

The school was last inspected in 2017. The school's performance and prospects for improvement were judged to be Good.

In 2017 the Welsh Government has classified the school's support category as Amber (a school in need of improvement which needs help to identify the steps to improve or to make change happen more quickly).

<b>Capacity, condition and suitability of Ysgol Gymraeg Glantaf</b>			
Age Range	Language medium/ Category of school	Condition Category as identified by 21 <sup>st</sup> Century Schools Survey	Current Published Capacity
11-19	Welsh Medium Community School	C	1500

<b>Recent and projected numbers on roll at</b>										
School	January 2014 (NOR)	January 2015 (NOR)	January 2016 (NOR)	January 2017 (NOR)	January 2018 (NOR)	2018/19 Projection	2019/2020 Projection	2020/2021 Projection	2021/2022 Projection	2022/2023 Projection
Ysgol Glantaf	1276	1251	1165	1132	1178	1186	1269	1332	1395	1395
Ysgol Glantaf SRB	9	11	11	11	14	19	21	23	25	27

### Proposed changes

To meet the demand for secondary SRB places for complex learning disabilities and autism spectrum conditions in the Welsh medium sector it is proposed to:

- extend the designated number at Ysgol Glantaf specialist resource base to up to 30 places

The current SRB accommodation would be extended and improved to facilitate the additional numbers.

### **Rationale for the proposed changes**

Demand for places in the base has been increasing steadily for the last 5 years and there are currently 14 pupils on roll. Projections suggest the number will grow to 30 places over the next 3-5 years.

The local authority will continue to monitor and regularly audit the level of demand in the sector and bring forward further proposals to further extend provision in future as required.

### **How will the changes affect the school?**

A specialist resource base (SRB) is a small class in a mainstream school, taught by specialist staff. Although the SRBs are located in community schools, they admit pupils from across the authority, not just from their own local area. Pupils in a specialist resource base benefit from being taught in small classes with favorable pupil-staff ratios, taught by specialist staff. Pupils also benefit from opportunities to learn and play with their mainstream peers.

Admissions to the SRB are managed by the local authority, subject to a statement of special educational needs. The SRB offers places to pupils from across the city.

### **How will the changes affect other schools in Cardiff?**

Schools in the Welsh medium sector will continue to benefit from the availability of additional expertise and specialist places in the sector.

### **What are the educational benefits of these proposals?**

The proposal would offer the following educational benefits:

- additional SRB places to meet the needs of pupils in the Welsh medium sector
- Ysgol Glantaf would benefit from the opportunity to employ additional specialist staff at the SRB
- The Welsh medium sector would benefit from additional specialist staff and provision in the sector

### **Highways and transport implications**

There would be no new implications for transport and highways.

### **Making your views known**

Your views matter and we want you to tell us what you think about the proposals.

At the end of the booklet is a questionnaire: this is your chance to let the Council know what you think about the proposals. You can give a response to all of the questions, or just respond to some of them, as you prefer.

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- Write to us at the following address: Room 422, County Hall, Atlantic Wharf, Cardiff, CF10 4UW.

The Council will consider everyone's views before deciding whether to go ahead with the proposed changes.

The closing date for responses to this proposal is 13th March 2018.

## **IMPLICATIONS OF THE EIGHT PROPOSED SCHEMES**

### **Quality and Standards**

The Council works closely with the governing bodies of schools to ensure that standards in schools are high, that teaching is good and that leadership and governance is strong.

### **Standards**

The Council has in place policies to support school improvement 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 impact on the quality of standards of education or the delivery of the Foundation Phase and each Key Stage of education at any of the schools as a result of the proposed changes.

### **Provision**

The proposals would address ALN sufficiency needs projected in 2018-21, ensuring children and young people can access high quality education in Cardiff special schools or specialist resource bases, in both English and Welsh medium sectors.

### **Leadership and Governance**

The Council would continue to work with the leadership of the schools subject to the proposals 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.

### **Educational Benefits of the eight proposed schemes**

The proposals would offer the following educational benefits:

- Addressing ALN sufficiency needs projected in 2018-21, ensuring children and young people can access high quality education in Cardiff special schools or specialist resource bases, in both English and Welsh medium sectors.
- Development of the Trelai Youth Centre will provide additional sports facilities for use across the Western Learning Campus Federation, access for community use, and opportunities to further develop multi-agency collaboration on site, including provision of outreach services, to the benefit of ALN learners aged 0-25.
- A sustainable future for Meadowbank School, ensuring children with speech and language needs or complex learning disabilities can continue to benefit from the expertise and facilities offered by the school.
- Improved post-16 opportunities for young people with severe emotional health and wellbeing needs.

- Opening a new SRB in the South Central area of Cardiff will improve access to specialist provision for children in the area, and reduce the need for SEN transport.
- Increased capacity for early intervention to support children with speech and language needs.

### **Potential disadvantages of the proposals**

The following potential disadvantages have been identified:

- Extending numbers at Ty Gwyn, Hollies, Meadowbank and Greenhill Special Schools could impact on health provision at these schools however the Council will work with Cardiff and the Vale Health Board, to continue to ensure children's assessed needs are met, and to further develop collaborative approaches to promote wellbeing and positive outcomes for pupils at the schools.

### **Alternatives considered**

The alternative to extending special school and SRB places in Cardiff-maintained schools would be to seek places in the independent sector. The option has been dismissed as the revenue costs of this would be greater than the combined capital and revenue investment required by the proposed schemes.

### **Impact of proposals on the Welsh Language**

- The proposed schemes include extending and improving specialist provision for learners with autism spectrum conditions and complex learning disabilities, at Ysgol Gymraeg Pwll Coch and Ysgol Gyfun Gymraeg Glantaf.
- Additional work is underway to further develop the range of provision, including:
  - A review of the specialist resource base at Ysgol Coed y Gof
  - In 2017-18 the local authority is funding a pilot approach to supporting emotional health and wellbeing needs in the secondary phase.
  - An audit of speech and language needs to inform the development of early intervention for children in the Welsh sector.
- In partnership with Bridgend, RCT, Merthyr and the Vale of Glamorgan local authorities, a regional audit of ALN provision is being carried out, to identify opportunities for regional solutions and sharing of best practice. Across all five authorities, the number of ALN pupils is significantly lower than in English medium. The audit will consider the reasons for this and seek parental and school views. The audit will be completed by March 2018.
- It is anticipated that further schemes to develop provision in Welsh medium will be developed under the ALN Development Plan, and brought forward for Cabinet consideration.

## **Financial Implications**

In the case of the revenue costs, the delegated school budget, and any growth in that budget provided as part of future Council budgets, will need to provide the funding required.

In relation to capital costs, the existing allocations for School Suitability Works, as approved in the Council's Capital Programme for the five year period commencing 2017/18, will need to provide the funding required for works to buildings and other asset expenditure. However, this particular allocation is also used for non-ALN expenditure and, therefore, the scope for this allocation to meet all of the costs arising is potentially limited.

Should the current levels of funding be insufficient to fund the costs of all schemes, and additional funding not be provided as part of future Council budgets, it will be necessary for a re-prioritisation of schemes to be undertaken to ensure that only schemes that are affordable are delivered.

## **HR Implications**

Each individual proposal will broadly be about supporting schools with growth, which will include workforce planning and training. Trade union consultation will be required as part of that process.

## **Equality Impact Assessment**

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.

## **Learner travel arrangements**

Under these proposals there are no plans to change the Council's policy on the transport of children to and from schools. Any pupils affected by this proposal would be offered the same support with transport as is provided throughout Cardiff and in accordance with the same criteria that apply across Cardiff. The Council's transport policy can be viewed on the Council's website ([www.cardiff.gov.uk](http://www.cardiff.gov.uk)).

There is a statutory legal obligation on the Council to provide free home to school transport to primary school pupils who live 2 miles or more from the nearest suitable school, as measured by the shortest available walking route.

When deciding which is the nearest suitable school, the local authority must consider any disability a child has and any special educational needs (SEN).



## CONSULTATION RESPONSE FORM

Consultation on improving specialist provision for children and young people with additional learning needs 2018-19

Your views matter, please tell us what you think about the proposal by:

- Completing and returning the accompanying questionnaire to the address given at the bottom of the form.
- Completing the on line response form [www.cardiff.gov.uk/21stcenturyschools](http://www.cardiff.gov.uk/21stcenturyschools)
- Or if you prefer you can e-mail your views to: [schoolresponses@cardiff.gov.uk](mailto:schoolresponses@cardiff.gov.uk)

**Please note that all comments sent in writing or by e-mail must contain the full name and full postal address of the person making the comments.**

**The closing date for responses to this consultation is 13 March 2018. Unfortunately no responses received after this date can be considered by the Council.**

Consultation responses will **not** be counted as objections to the proposals. Objections could only be registered following publication of a **statutory notice**.

Any responses received can be requested under the Freedom of Information Act and may have to be made public, however any information that would identify an individual such as name and address would be removed.

Please see consultation response form below/over.

**1. Which of the following are you responding as?**

- Parent
- Teacher – Please specify your school.....
- School Governor - Please specify your school.....
- Other – Please specify.....

**2. Do you have a child/children enrolled at the following schools (tick all that apply):**

- Allensbank Primary School
- Greenhill School
- The Hollies Special School
- Meadowbank Special School
- St. Mary the Virgin Church in Wales Primary School
- Ty Gwyn Special School
- Ysgol Glantaf
- Ysgol Pwll Coch
- Other please specify.....

**3. What year are they in? (tick all that apply)**

- |     |     |           |
|-----|-----|-----------|
| • 1 | • 5 | • 9       |
| • 2 | • 6 | • 10      |
| • 3 | • 7 | • 11      |
| • 4 | • 8 | • Post 11 |

**4. Overall are you supportive of the plans put forward to improve the provision for Children and Young People with additional learning needs?**

- Yes
- No
- Don't know

**5. Do you support the plan proposed for each of the school sites? (full details of the proposals can be viewed here)**

School and proposal in brief	Yes	No	Don't know
<b>Allensbank Primary School</b> - Proposal to phase out the specialist resource base designated for pupils with specific language impairments and open an 8 place early intervention class (1 <sup>st</sup> cohort Sept 2019)			
<b>Greenhill School</b> - Currently age 11-16, proposal to extend age range to 19 to better aid transition into employment, college or training			
<b>The Hollies Special School</b> - increase in pupil number to 138. Move to a split site approach utilising the vacated Glan Morfa Site and introducing an option for pupils to remain at Hollies age 11-14			
<b>Meadowbank Special School</b> - Proposal to change the designation of the school from specific language difficulties to include complex learning disabilities			
<b>St. Mary the Virgin Church in Wales Primary School</b> - No specialist provision at present. Proposal to open a resource base for up to 20 pupils. (as part of a future new building)			
<b>Ty Gwyn Special School</b> – Proposal to increase the number of places to 198 by installation of 3 new classrooms including the redevelopment of Trelai youth centre.			
<b>Ysgol Glantaf</b> – The school hosts a specialist resource base. Proposal to increase the number of places to 30.			
<b>Ysgol Pwll Coch</b> - No specialist provision at present. Proposal to open a resource base (10 places initially with possibility of growing to 20) pupils in a Welsh medium setting.			

**6a. Do you have any specific concerns regarding the proposals?**

Yes

No

**6b. If yes please provide details and indicate which of the proposals you are referring to:**

- Allensbank Primary School
- Greenhill School
- The Hollies Special School
- Meadowbank Special School
- St. Mary the Virgin Church in Wales Primary School
- Ty Gwyn Special School
- Ysgol Glantaf
- Ysgol Pwll Coch
- General

**6c. Is there anything that could be done to help alleviate this concern?**

**7. Any further comments**

**If you would like to be contacted by a member of the ALN team to discuss this issue in more detail please provide contact details.**

**Name**

**Tel.**

**Email**

Please return this form to the School Organisation Planning Team, Room 422, County Hall, CF10 4UW by 13 March 2018

Thank you for your comments

Please tick the box below if you wish to be notified of publication of the consultation report

## CARDIFF COUNCIL

### SCHOOLS STANDARDS AND ORGANISATION (WALES) ACT 2013

#### ENGLISH MEDIUM PRIMARY SCHOOL PROVISION

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

- Phase out the Specialist Resource Base (SRB) at Allensbank Primary School, Llanishen Street, Heath, Cardiff CF14 3QE closing the class in July 2022, or when all current pupils have completed their primary placement, if earlier.

The school is currently maintained by Cardiff Council.

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

[www.cardiff.gov.uk/21stCenturySchools](http://www.cardiff.gov.uk/21stCenturySchools)

There are currently six pupils all in Key Stage 2.

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

There are no implications for school transport.

Within a period of 28 days after the date of publication of these proposals, that is to say by 29 May 2018 any person may object to these proposals.

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

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

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

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

Dated this 02 day of May 2018

Signed: Davina Fiore  
Director of Legal, Governance and Monitoring Officer  
For the Council of the City and County of Cardiff

## EXPLANATORY NOTE

Allensbank is a community primary school located in Cathays. The school hosts a 16-20 place specialist resource base (SRB) designated for pupils with speech language and communication needs.

Demand for places at the SRB have fallen over several years. There are now 6 pupils, all in Key Stage 2. The reason for this fall is believed to be linked to changes in how the education service and the therapy service work with mainstream schools to identify and meet needs early. Fewer statements are now issued for children with specific speech and language needs, and most are issued relatively late, when children are already in Key Stage 2. Issuing fewer statement is a measure of effective early intervention, but it is also having the unintended effect of delaying access to specialist provision for those children who may need it most.

The proposed solution is to open an early intervention class at the school. Intensive support in a special class is most effective if provided as early as possible. Placements at the early intervention class would therefore be identified by the specialist speech and language panel and would not be dependent on a statement.

The early intervention class would open in September 2019. The criteria for admission, staffing, the curriculum and mode of operation would first be fully considered and agreed in partnership with the governing body and the therapy service, and in consultation with other schools.

Based on preliminary work to define the approach, it is anticipated that the class would admit up to 8 Foundation Phase children who were not making sufficient progress, but who have good prospects for returning to their local mainstream school. Placements would last 1-3 years, depending on progress. Pupils would be dual registered at their local school, and supported to return at the end of the placement. Pupils would continue to attend their local school for at least one day a week, to maintain links with local friends and to prepare for a successful early reintegration to their local school.

Closure of the SRB would be phased, to allow for current pupils to complete their education in the base. No further pupils with statements would be admitted: pupils with severe and specific needs would either have mainstream statements or have the opportunity to attend Meadowbank Special School.

## CARDIFF COUNCIL

### SCHOOLS STANDARDS AND ORGANISATION (WALES) ACT 2013

#### ENGLISH MEDIUM PRIMARY SCHOOL PROVISION

**NOTICE IS HEREBY GIVEN** in accordance with Section 44 of the School Standards and Organisation (Wales) Act 2013 and the School Organisation Code, that Cardiff Council (herein after “the Authority”), having consulted such persons as appeared to them to be appropriate, propose to:

- Extend the age range of Greenhill Special School, Heol Brynglas, Rhiwbina, Cardiff CF14 6UJ from 11-16 to 11-19
- Increase the capacity of the school from 56 places to 64 places

It is proposed to implement the proposal in September 2018.

The school is currently maintained by Cardiff Council.

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

[www.cardiff.gov.uk/21stCenturySchools](http://www.cardiff.gov.uk/21stCenturySchools)

The current number of pupils at Greenhill Special School is 56 (11-16), the pupil capacity of the school is 56 and the proposed capacity once the proposal is implemented will be 64.

Admissions to the school are managed by the local authority. Placements are subject to a statement of Special Education Need in accordance with the Special Education Code of Practice for Wales 2002 and the new Additional Learning Needs and Education Tribunal (Wales) Act 2018.

The school will continue to provide places for learners with emotional health and wellbeing needs.

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

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

Within a period of 28 days after the date of publication of these proposals, that is to say by 29 May 2018 any person may object to these proposals.

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



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

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

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

Dated this 02 day of May 2018

Signed: Davina Fiore  
Director of Legal, Governance and Monitoring Officer  
For the Council of the City and County of Cardiff

### **EXPLANATORY NOTE**

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

Greenhill is a special school providing special school places for pupils with emotional health and wellbeing needs aged 11-16.

The school is located in Rhiwbina and admits pupils from across the authority.

Post 16 pupils would attend some classes on site, but would also be supported to access appropriate educational opportunities off site, as part of a supported transition to college or employment.

The school has relevant expertise and experience to support pupils post16 but there would be a need to develop a suitable post-16 curriculum focussed on supporting successful transition to college or employment by the end of Year 12.

## CARDIFF COUNCIL

### SCHOOLS STANDARDS AND ORGANISATION (WALES) ACT 2013

#### ENGLISH MEDIUM PRIMARY SCHOOL PROVISION

**NOTICE IS HEREBY GIVEN** in accordance with Section 44 of the School Standards and Organisation (Wales) Act 2013 and the School Organisation Code, that Cardiff Council (herein after “the Authority”), having consulted such persons as appeared to them to be appropriate, propose to:

- change the type of special education need Meadowbank Special School, Colwill Road, Gabalfa, Cardiff, CF14 2QQ provides for from ‘speech language and communication needs’ to ‘speech language and communication needs and complex learning disabilities’.

It is proposed to implement the proposal in September 2018.

The school is currently maintained by Cardiff Council.

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

[www.cardiff.gov.uk/21stCenturySchools](http://www.cardiff.gov.uk/21stCenturySchools)

The current number of pupils at Meadowbank Special School is 15 (4-11), the pupil capacity of the school is 40 and the proposed capacity once the proposal is implemented will be 40.

Children are taught in mixed classes and the number per age group may vary however the overall number would not exceed 40.

The school will continue to provide places for pupils with speech language and communication needs in addition to pupils with complex learning disabilities.

Admissions to the school are managed by the local authority. Placements are subject to a statement of Special Education Need in accordance with the Special Education Code of Practice for Wales 2002 and the new Additional Learning Needs and Education Tribunal (Wales) Act 2018.

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

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

Within a period of 28 days after the date of publication of these proposals, that is to say by 29 May 2018 any person may object to these proposals.

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

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

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

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

Dated this 02 day of May 2018

Signed: Davina Fiore  
Director of Legal, Governance and Monitoring Officer  
For the Council of the City and County of Cardiff

## **EXPLANATORY NOTE**

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

Meadowbank is special school providing school places for pupils with specific language impairments. The school is located in Gabalfa and admits pupils from across the authority.

The current accommodation at Meadowbank is in good condition however some adaptations to the building would be needed, including provision of a changing space and improvements to the accessibility of the building.

Additional Learning Needs provision has a city-wide catchment and therefore pupils may not live in the immediate vicinity of the site. Therefore, walking, cycle routes, bus services or rail services may not be suitable due to either distance or pupil needs. Furthermore, whilst some pupils are able to travel independently with support it is acknowledged that others are not and therefore Schools Transport will work with pupils, schools and parents/carers to look at the most appropriate form of transport for the pupil and their needs.

## CARDIFF COUNCIL

### SCHOOLS STANDARDS AND ORGANISATION (WALES) ACT 2013

#### ENGLISH MEDIUM PRIMARY SCHOOL PROVISION

**NOTICE IS HEREBY GIVEN** in accordance with Section 44 of the School Standards and Organisation (Wales) Act 2013 and the School Organisation Code, that Cardiff Council (herein after “the Authority”), having consulted such persons as appeared to them to be appropriate, propose to:

- Increase the capacity of Ty Gwyn Special School, Vincent Road, Caerau, Cardiff, CF5 5AQ from 150 places to 198 places

It is proposed to implement the proposal in September 2018.

The school is currently maintained by Cardiff Council.

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

[www.cardiff.gov.uk/21stCenturySchools](http://www.cardiff.gov.uk/21stCenturySchools)

The current number of pupils at Ty Gwyn Special School is 174 (3-19), the pupil capacity of the school is 150 and the proposed capacity once the proposal is implemented will be 198.

Children are taught in mixed classes and the numbers per age group may vary however the overall number would not exceed 198.

The school will continue to provide places for learners with complex learning disabilities and autism spectrum conditions (ASC).

Admissions to the school are managed by the local authority. Placements are subject to a statement of Special Education Need in accordance with the Special Education Code of Practice for Wales 2002 and the new Additional Learning Needs and Education Tribunal (Wales) Act 2018.

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

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

Within a period of 28 days after the date of publication of these proposals, that is to say by 29 May 2018 any person may object to these proposals.

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

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

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

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

Dated this 02 day of May 2018

Signed: Davina Fiore  
Director of Legal, Governance and Monitoring Officer  
For the Council of the City and County of Cardiff

### **EXPLANATORY NOTE**

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

Ty Gwyn is a special school providing special school places for learners aged 3-19 with complex learning disabilities and autism spectrum conditions (ASC).

The school is located in Caerau and admits pupils from across the authority.

From 08 January 2018 the school has been federated with Riverbank and Woodlands Special Schools, as the Western Learning Campus Federation.

It is proposed to adapt part of the Trelai Youth Centre building to provide three new classrooms for Ty Gwyn School and to connect the school and youth centre buildings via an enclosed corridor or covered walkway.

The scheme would form part of a multiagency project which has been established under the Disability Futures Programme, to redevelop the Trelai Youth Centre building as a multi-agency resource attached to the Western Learning Campus Federation. The project is exploring the potential to develop one side of the building as a hub for regional multi-agency services, and to increase the use of the existing sports and play facilities for children and young people with complex needs, in school hours, for holiday and after school provision.

Additional Learning Needs provision has a city-wide catchment and therefore pupils may not live in the immediate vicinity of the site. Therefore, walking, cycle routes, bus services or rail services may not be suitable due to either distance or pupil needs. Furthermore, whilst some pupils are able to travel independently with support it is acknowledged that others are not and therefore Schools Transport will work with pupils, schools and parents/carers to look at the most appropriate form of transport for the pupil and their needs.

## CARDIFF COUNCIL

### SCHOOLS STANDARDS AND ORGANISATION (WALES) ACT 2013

#### ENGLISH MEDIUM PRIMARY SCHOOL PROVISION

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

- establish a Specialist Resource Base (SRB) at Ysgol Gyfun Gymraeg Glantaf, Bridge Road, Llandaff North, Cardiff, CF14 2JL providing up to 30 places for children aged 11 – 19 with complex learning disabilities and autism spectrum conditions in the Welsh-medium sector

It is proposed to implement the proposal from September 2018.

The school is currently maintained by Cardiff Council.

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

[www.cardiff.gov.uk/21stCenturySchools](http://www.cardiff.gov.uk/21stCenturySchools)

The school is currently resourced for 14 pupils aged 11 – 19 with statements of special educational need specific to complex learning disabilities and autism spectrum conditions.

Admissions to the SRB would be managed by the local authority. Placements would be subject to a statement of Special Education Need in accordance with the Special Education Code of Practice for Wales 2002 and the new Additional Learning Needs and Education Tribunal (Wales) Act 2018.

Admissions to the SRB would be separate to admissions to the main school and would be in addition to the school Published Admission Number (PAN).

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

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

Within a period of 28 days after the date of publication of these proposals, that is to say by 29 May 2018 any person may object to these proposals.

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

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

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

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

Dated this 02 day of May 2018

Signed: Davina Fiore  
Director of Legal, Governance and Monitoring Officer  
For the Council of the City and County of Cardiff

### **EXPLANATORY NOTE**

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

Ysgol Gyfun Gymraeg Glantaf is a community high school located in Llandaff.

Existing accommodation would be extended and improved to facilitate the additional numbers.

Additional Learning Needs provision has a city-wide catchment and therefore pupils may not live in the immediate vicinity of the site. Therefore, walking, cycle routes, bus services or rail services may not be suitable due to either distance or pupil needs. Furthermore, whilst some pupils are able to travel independently with support it is acknowledged that others are not and therefore Schools Transport will work with pupils, schools and parents/carers to look at the most appropriate form of transport for the pupil and their needs.

## CARDIFF COUNCIL

### SCHOOLS STANDARDS AND ORGANISATION (WALES) ACT 2013

#### WELSH MEDIUM PRIMARY SCHOOL PROVISION

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

- establish a Specialist Resource Base (SRB) at Ysgol Gymraeg Pwll Coch, Lawrenny Avenue, Leckwith, Cardiff, CF11 8BR providing up to 20 places for children aged 4 – 11 with complex learning disabilities and autism spectrum conditions in the Welsh-medium sector from September 2018

The school is currently maintained by Cardiff Council.

The base will provide up to 10 places initially with scope to extend to 20 places as demand grows.

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

[www.cardiff.gov.uk/21stCenturySchools](http://www.cardiff.gov.uk/21stCenturySchools)

Admissions to the SRB would be managed by the local authority. Placements would be subject to a statement of Special Education Need in accordance with the Special Education Code of Practice for Wales 2002 and the new Additional Learning Needs and Education Tribunal (Wales) Act 2018.

Admissions to the SRB would be separate to admissions to the main school and would be in addition to the school Published Admission Number (PAN).

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

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

Within a period of 28 days after the date of publication of these proposals, that is to say by 29 May 2018 any person may object to these proposals.

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

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



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

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

Dated this 02 day of May 2018

Signed: Davina Fiore  
Director of Legal, Governance and Monitoring Officer  
For the Council of the City and County of Cardiff

### **EXPLANATORY NOTE**

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

Ysgol Gymraeg Pwll Coch is a community primary school located in Canton. There is no specialist provision at the school currently.

Accommodation for the SRB would be established within current facilities however some refurbishment would be required.

Additional Learning Needs provision has a city-wide catchment and therefore pupils may not live in the immediate vicinity of the site. Therefore, walking, cycle routes, bus services or rail services may not be suitable due to either distance or pupil needs. Furthermore, whilst some pupils are able to travel independently with support it is acknowledged that others are not and therefore Schools Transport will work with pupils, schools and parents/carers to look at the most appropriate form of transport for the pupil and their needs.



# Allensbank Primary School

Transport Assessment



## Contact Details

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Neil Buckman | Principal Transport Planner

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# 1. Introduction

## 1.1. Introduction

Opus International Consultants (UK) have been commissioned by Cardiff Council to produce a Transport Assessment (TA) for Allensbank Primary School, a community primary school located in Cathays, Cardiff. The school hosts a 16-20 place Specialist Resource Base (SRB) designated for pupils with speech and communication needs.

The proposal is to phase out the SRB and open an 8-place early intervention class for children with speech and language needs.

The TA has been prepared to take account of national planning policy including Planning Policy Wales, Edition 8 (2016). Local Planning Policy has also been taken into account, including the Cardiff Local Development Plan 2006-2026. The scope of the TA has been agreed with Cardiff Council through email correspondence and a meeting held at Cardiff County Hall on 7<sup>th</sup> February 2018.

The report has been prepared in response to a request by the client and the report will evaluate the impacts of the extension works on the surrounding highway network. The report has been based on Opus' understanding of Cardiff Council's requirements and our specialist experience of undertaking TAs for similar developments.

## 1.2. Report Structure

The TA investigates the highway and transportation issues associated with the proposed changes, the report will be structured in the following way:

- Chapter 2: will summarise the relevant national and local planning policy;
- Chapter 3: presents the existing site conditions;
- Chapter 4: focuses on the accessibility of the site by different travel modes;
- Chapter 5: presents the proposed changes to the school; and
- Chapter 6: summarises and concludes the report.

## 2. Planning and Policy Context

Relevant national and local planning policy documents have been reviewed and adopted within the Transport Assessment.

### 2.1. Legislation

#### 2.1.1. *Town and Country Planning Act, 1990*

The Town and Country Planning Act 1990 (TCPA 1990) and the Planning and Compulsory Purchase Act 2004 (PCPA 2004) establish the legislative basis for town planning in England and Wales. These Acts establish a plan-led system which requires Local Planning Authorities (LPAs) to determine planning applications in accordance with the development plan unless material considerations indicate otherwise.

### 2.2. National Planning Policy

#### 2.2.1. *Planning Policy Wales, Edition 8 (2016)*

Planning Policy Wales (PPW) sets out the land use planning policies of the Welsh Government, which is supplemented by a series of Technical Advice Notes (TANs). PPW sets out Wales' commitment to sustainable development, ensuring it plays an appropriate role in the planning system.

The Welsh Government aims to extend transportation choices in a way that supports sustainable development and helps tackle the causes of climate change. The Welsh Government is committed to enabling more people to undertake and enjoy the benefits of active travel.

It is stated that the proposed access to a development is likely to reflect the travel patterns that are involved. People should be able to reach the development by walking, cycling and public transport as well as by car. Walking and cycling should be promoted for shorter trips and as a substitute for shorter car journeys.

#### 2.2.2. *Planning Policy Wales Technical Advice Note 18: Transport (March 2007)*

Technical Advice Note 18 (TAN18) was published in March 2007 and is a supplement of Planning Policy Wales. TAN18 provides advice on transport related issues when planning for new development, such as the integration between land use planning and transport, parking and the design of the development.

The importance of new developments promoting walking is highlighted in TAN18. It is stated that new developments should be situated close to main footways, public transport stops and pedestrian desire lines. Cycling also has the potential to act as a substitute for shorter car journeys. Cycling can be encouraged through the provision of secure cycle parking that is easy to access for everyday use.

#### 2.2.3. *Active Travel (Wales) Act, 2013*

The Active Travel Act was adopted in 2013 and makes provision for maps of existing active travel routes and related facilities in a local authority's area. The Act requires Welsh Ministers and local authorities to take reasonable steps to enhance the provisions made for walking and cycling.

#### 2.2.4. *Wales National Transport Plan (March 2010)*

The Wales National Transport Plan was published in March 2010 and establishes a framework for the creation of an integrated transport system. By joining together proposals for road, rail and public transport, people will be able to move more efficiently and sustainably throughout the country.

## 2.3. Local Planning Policy

### 2.3.1. Cardiff Local Development Plan (LDP) 2006-2026

The adopted LDP provides the statutory framework for the development and use of land within Cardiff over the Plan period (2006-2026). This fulfils the requirements of The Planning and Compulsory Purchase Act 2004 which requires the Council to prepare a LDP. It replaces existing Structure Plans and Local Plans relating to Cardiff and will be used by the Council to guide and control development and provide the statutory local policy context for determining planning applications.

In terms of transport the LDP highlights the following key points and objectives:

- The overall approach seeks to minimise travel demand and provide a range of measures and opportunities which reduce reliance on the car.
- New development in Cardiff must be integrated with the provision of new transport infrastructure which can help contribute to this objective by putting in place sustainable transport solutions which also provide improved travel choices for the wider community.
- This approach is fully consistent with on-going work at a city-region scale which seeks to develop a more effective public transport network across the region as a whole, helping people travel from where they live to work and thereby helping to spread prosperity around the entire city-region.

The LDP also highlights the key transportation trends and issues, including the following:

- Traffic on Cardiff's roads grew by 9% between 2002 and 2012.
- 56% of Cardiff's residents travel to work by car.
- Nearly 77,900 people commute into Cardiff each day by all modes (37% of Cardiff's workforce). The 2001 Census indicates that approximately 80% of commuters travel to Cardiff by car.
- Travel on rail services has increased considerably - the use of Cardiff Central and Queen Street Stations has risen by 82% between 2001 and 2011.
- Cycle use has increased 10% between 2001 and 2011 but bus use has fallen slightly over the same period.

### 3. Existing Conditions

#### 3.1. Site Location

The site is located to the north of Llanishen Street, in the Cathays area of Cardiff. Llanishen Street and the other streets in the vicinity of the site are of residential nature. Whitchurch Road is located approximately 200m to the south of the site and provides access to a range of services and facilities. Cardiff City Centre is located approximately 2km to the south of the site and Cardiff Railway Station is approximately 3km to the south.

The location of the site is shown in Figure 1, and is also contained in **Appendix A**.

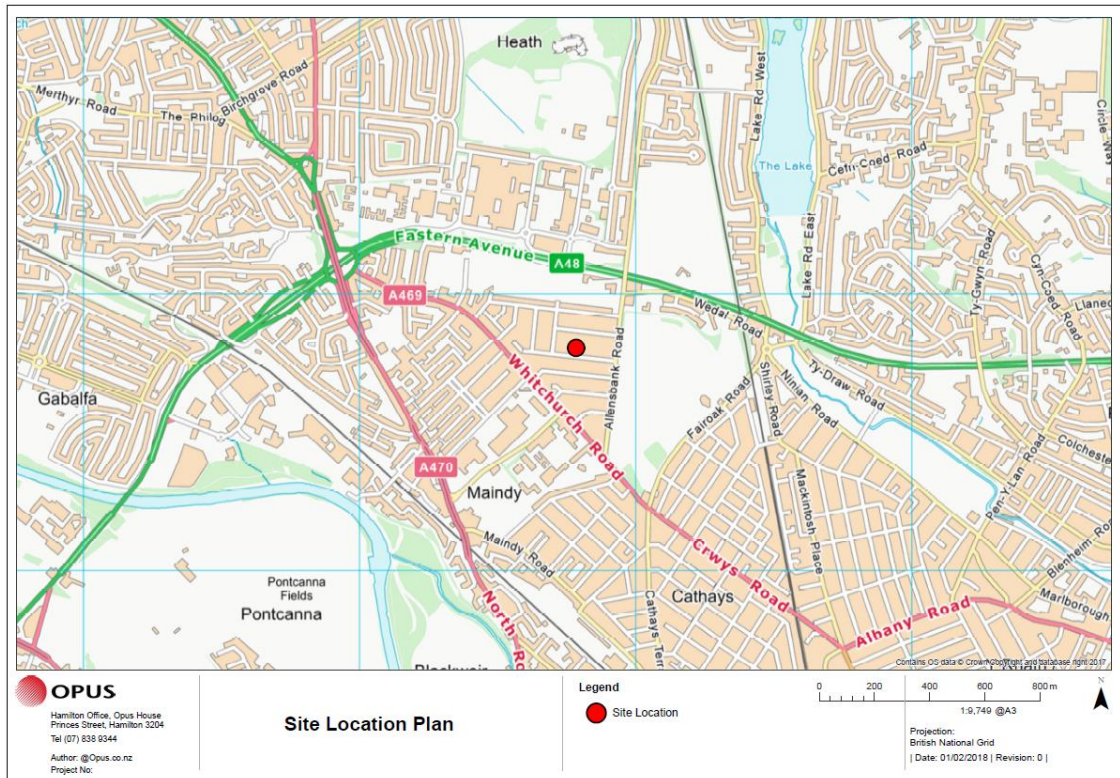


Figure 1 – Site Location Plan

#### 3.2. Existing Site

The existing school site covers an area of approximately 5,500m<sup>2</sup>. There are two separate school buildings, a single storey building to the west and a two-storey building to the east. There is a staff car park along the eastern border of the site which is accessed from Llanishen Street. The rear (north) of the site is allocated as an outdoor playing area for the pupils. There are currently 210 students enrolled at Allensbank Primary School.

Cardiff Council’s planning application portal has been interrogated to determine the relevant planning history of the site, a summary of the relevant planning applications is found in Table 1 below.

Table 1 – Planning History

Application Reference	Proposal	Decision	Date
99/01404/W	Removal of existing brickwork chimney / installation of new flue	Granted	15/10/1999
A/13/00187/DCI	Installation of 2 no. flagpoles	Granted	16/12/2013



### 3.3. Local Highway Network

#### 3.3.1. *Llanishen Street*

Llanishen Street runs along the southern boundary of the site from east to west for approximately 350m, it connects to Allensbank Road to the east via a non-signalised priority junction. It is a single carriageway road with an approximate width of 8.5m, however there is residential parking on both sides of the highway which significantly reduces width. The majority of this on-street parking provision is for permit holders only, however there are some sections of unrestricted parking and there is an area directly outside the school gate that is to be kept clear for school buses etc.

There are footways provided along both sides of Llanishen Street, with an approximate width of 2m, however the width is impacted in areas due to street clutter such as signage and bins. Street lighting is provided along both sides of the highway, dropped kerbs and tactile paving are provided at crossing points, however, some of the tactile paving is in need of upgrading. Llanishen Street provides the sole pedestrian and vehicular access to the site, a speed limit of 20mph has recently been introduced on Llanishen Street. The highway surface is in good condition generally, however, there were some defects noted in places, road markings and signage are also in reasonable condition.

## 4. Accessibility

The sustainability of a site is inherently linked to its location and access to facilities for active travel and public transport.

### 4.1.1. Walking

The aim of land use and transport policy is to promote and encourage the choice of walking and cycling above all else where the need to travel exists. Therefore, it is reasonable to assume that walking is a viable and growing means of transport, and that new development should be designed to promote and encourage it.

In practice, the distance that an individual is likely to choose to walk depends on the individual circumstances, but it is reasonable to assume that over time, given current policies to encourage active travel, the propensity for individuals to walk, and to walk further, will increase.

The Institution of Highways and Transportation in their document ‘Guidelines for Providing Journeys on Foot’ state that “walking accounts for over a quarter of all journeys and four fifths of journeys less than one mile”.

PPG13 ‘A Guide to Better Practice’ (2001) stated that people are prepared to walk up to 2 kilometres (1.24 miles). Whilst PPG13 has been superseded, it is considered that this distance is still relevant and appropriate as a guide to what is acceptable and reasonable to many people.

The isochrone shown in Figure 2 displays a 2km walking area from the site, this is also contained in **Appendix B**.

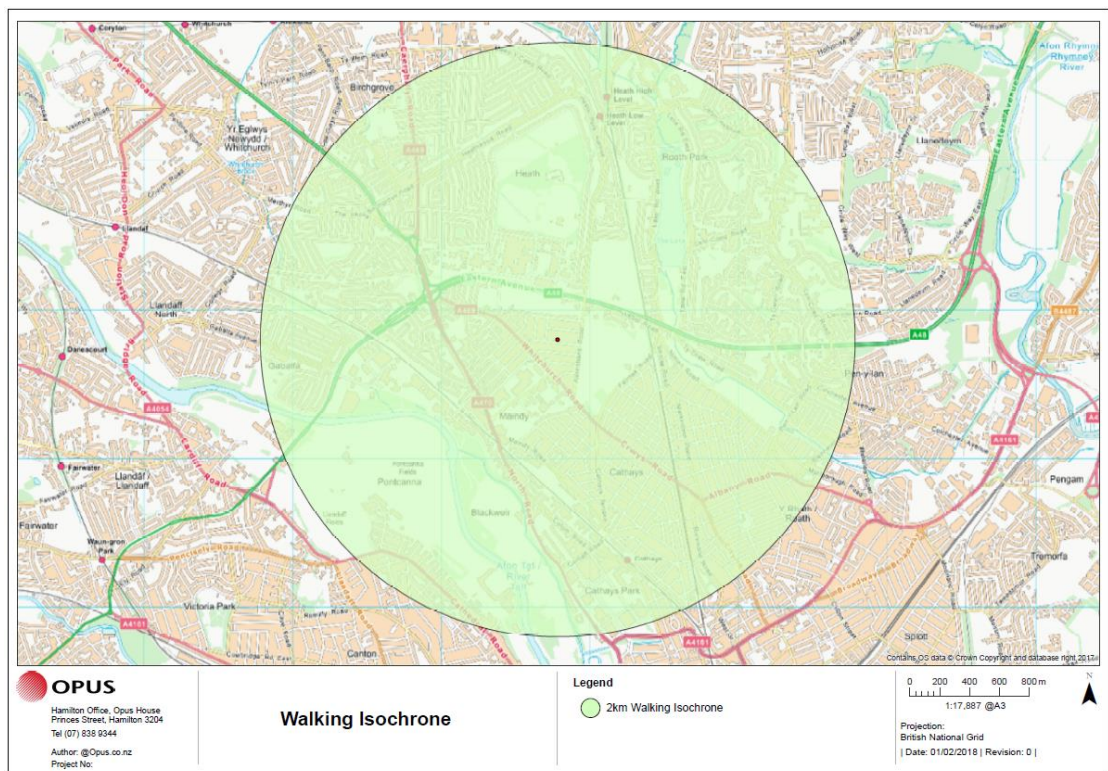


Figure 2 – Walking Isochrone

The isochrone shows that the site is within walking distance of nearby residential areas such as Maindy, Roath and Heath. Cardiff City Centre is also within walking distance and provides access to a range of services and facilities, Whitchurch Road to the south of the site also offers access to local services and facilities. Cardiff Railway Station is located just beyond the realistic walking distance; however, Cathays Railway Station is within the 2km distance.

In the vicinity of the site there are footways provided as well as pedestrian crossing facilities and street lighting, this along with factors such as the generally level gradient results in an environment which is conducive to walking.

A review has been undertaken of any Public Rights of Way (PROW) in the area surrounding the site, this revealed that there are no PROWs in the vicinity of the site.

4.1.2. **Cycling**

The DfT in their ‘Transport Statistics on Cycling in Great Britain’ state that the average length of a cycle journey is 3.84km (2.4 miles). PPG13 ‘A Better Guide to Practice’ (2001) identified that people were prepared to cycle up to 8km (5 miles); which, although the guidance has been superseded, is still considered appropriate. The DfT’s LTN 2/08 ‘Cycle Infrastructure Design’ (October 2008) states that “in common with other modes, many utility cycle journeys are over short distances under three miles (4.8km), although for commuter journeys, a trip distance of up to five miles (7.2km) is not uncommon”.

It is therefore considered that a distance of 4km (2.5 miles) represents a reasonable cycling distance and that 8km (5 miles) is a maximum realistic range for cycle trips. The isochrones shown in Figure 3 display a 4km, 6km and 8km cycling area from the site, this is also contained in **Appendix C**.

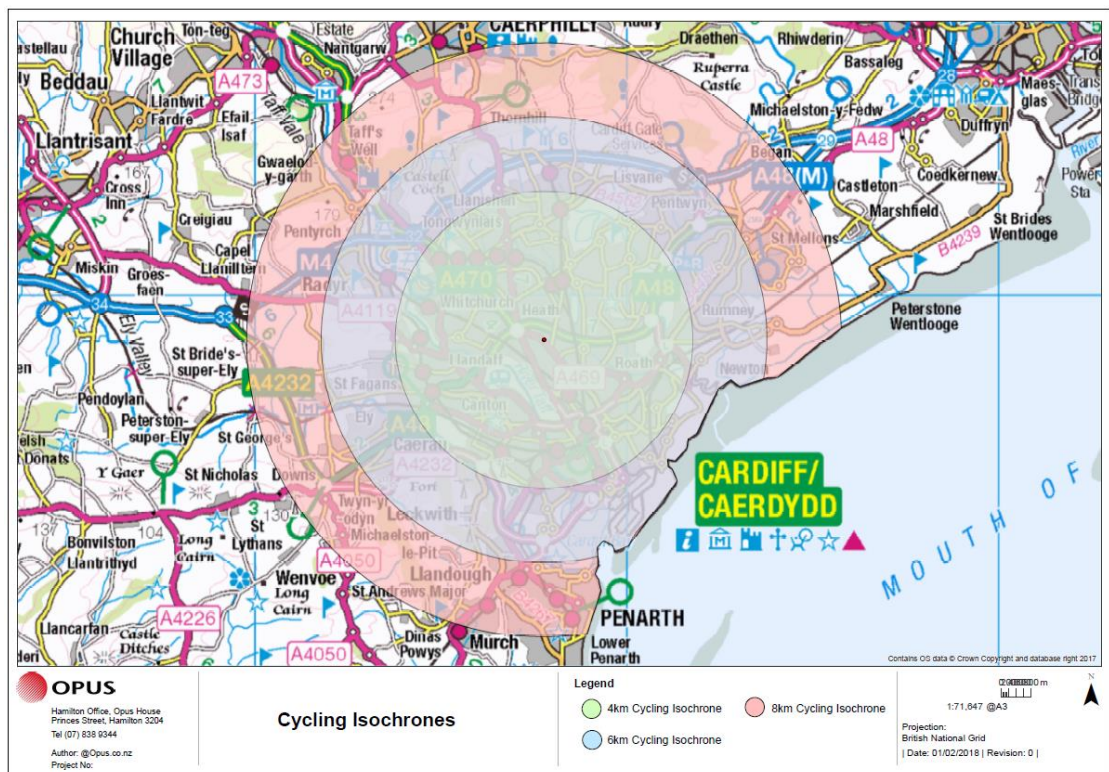


Figure 3 – Cycling Isochrones

The isochrones show that the entire city is accessible via bicycle, as well as commuter settlements located on the outskirts such as Caerphilly to the north, St Mellons to the east and Radyr to the west.

Due to the generally level gradient and factors such as the low traffic speeds associated with city streets and residential areas, the environment is deemed to be conducive to cycling.

National Cycle Network Route 8 is located approximately 1km to the south west of the site, the fully open and signed route connects Cardiff to Holyhead, via Brecon, Builth Wells, Machynlleth, Porthmadog and Bangor. The route is a combination of traffic-free and on-road sections.

4.1.3. **Public Transport – Bus Services**

The closest bus stops to the site are located on Allensbank Road east of the site, near its junctions with Llanishen Street and Inglefield Avenue. The route to the southbound stop is

190m (2-minute walk) and the stop consists of a shelter, flagpole, timetable and easy access kerbing. The route to the northbound stop is 260m (3-minute walk) and the stop consists of a flagpole, timetable and easy access kerbing.

Table 2 provides a summary of the services that can be accessed from these stops.

*Table 2 – Summary of Bus Services*

Service Number	Operator	Starts	Destination	Frequency Mon - Fri
<b>1 Clockwise</b>	Cardiff Bus	City Centre Canal Street	City Centre Canal Street (Circular)	2 per hour
<b>2 Anti-Clockwise</b>	Cardiff Bus	City Centre Canal Street	City Centre Canal Street (Circular)	2 per hour
<b>51</b>	Capital Links	Churchill Way	Pentwyn	Less than 1 per hour
<b>53</b>	Capital Links	Greyfriars Road	Pentwyn	Less than 1 per hour
<b>86</b>	Capital Links	Greyfriars Road	Lisvane	Less than 1 per hour
<b>95</b>	Cardiff Bus	Winston Square	Heath Hospital	2 per hour
<b>M1</b>	Cardiff Bus	Cardiff MET Cyncoed Campus	Plas Gwyn	1 per hour

Table 2 shows that there are a variety of regular services available from these stops which provide access throughout the city.

**4.1.4. Public Transport – Rail Services**

Cardiff Central Railway Station is located to the south of the site, the quickest route is approximately 4km (44-minute walk or 13-minute cycle). The station includes facilities such as a shop, café, toilets, waiting rooms and cycle parking. The station is managed by Arriva Trains Wales and provides regular services to popular destinations such as London to the east and Swansea to the west. There are 2 direct services per hour to London Paddington (calling at other popular destinations such as Bristol Parkway) and up to 3 direct services per hour to Swansea.

Cathays Railway Station is located closer to the site, the route is approximately 1.7km (21-minute walk or 6-minute cycle). This station provides regular services to Cardiff Central via Cardiff Queen Street, as well as residential areas such as Llandaff and Radyr. It is also managed by Arriva Trains Wales and includes facilities such as a shelter and cycle parking.

It is acknowledged that specialist Additional Learning Needs provision has a city-wide catchment and therefore pupils may not live in the immediate vicinity of the school. Therefore walking, cycle routes, bus services or rail services may not be suitable either due to distance or pupil needs. Furthermore, whilst some pupils are able to travel independently with support it is acknowledged that others are not and therefore Schools Transport will work with pupils, schools and parents/carers to look at the most appropriate form of transport for the pupil and their needs.

**4.1.5. Conclusion**

Based on the above, it is evident that the public transport provision is adequate and provides a variety of regular services throughout Cardiff and beyond. The site is considered to be in a sustainable location as there are bus stops located nearby on Allensbank Road within comfortable walking distance, Cathays Railway Station is also within a comfortable walking distance and Cardiff Central Railway Station is within a comfortable cycling distance. There are no PROW in the vicinity of the site.

#### 4.2. Collision Data

A review of [www.crashmap.co.uk](http://www.crashmap.co.uk) has been undertaken to identify any collisions within the vicinity of the site within the last five years. No collisions have been reported on Llanishen Street or within the immediate vicinity of the site. A number of incidents have been reported along Whitchurch Road, however, these are all slight in severity. There were no obvious trends or clusters of incidents which suggests that there aren't any fundamental issues with the highway network. No serious or fatal incidents have been reported within the vicinity of the site.

## 5. Proposed Changes

This chapter aims to summarise the proposed changes to Allensbank Primary School, as well as its impact on the highway network.

### 5.1. Proposed Changes to Allensbank Primary School

To meet the need for early intervention places for speech and language needs it is proposed to:

- Phase out the Specialist Resource Base (SRB) at Allensbank Primary School, closing the class in July 2020, or when all current pupils have completed their primary placement, if earlier.
- Open an 8-place early intervention class for children with speech and language needs at Allensbank Primary School, admitting the first cohort in September 2019.

### 5.2. Impact on Highway Network

Due to the proposed reduction in pupil numbers, from a 16-20 place SRB to an 8-place early intervention class, it is considered that the proposals will not have a material impact on the operation of the local highway network.

### 5.3. Recommendations

This section aims to provide high-level recommendations that promote active travel and sustainable transport options. The recommendations are as follows:

- Promote active travel as a viable means of transport to the school, by implementing measures such as providing secure cycle parking and lockers to store walking / cycling equipment.
- If the school does not currently have an adopted Travel Plan, one should be produced with the aim of minimising single occupancy vehicle trips to the school.

## 6. Summary

Opus International Consultants (UK) have been commissioned by Cardiff Council to produce a Transport Assessment (TA) for the proposed changes to the provision at Allensbank Primary School, a community primary school located in Cathays, Cardiff.

The proposal is to phase out the SRB and open an 8-place early intervention class for children with speech and language needs.

A review of relevant local and national planning policy documents has been carried out, including PPW Edition 8 (2016), TAN 18: Transport (March 2007), the Active Travel (Wales) Act (2013) and the Wales National Transport Plan (March 2010), as well as Cardiff LDP (2006-2026).

The site location is described as well as an assessment of the existing site conditions and Llanishen Street. The planning history of the site is also summarised, only two planning applications have been made on the site, both were for minor works.

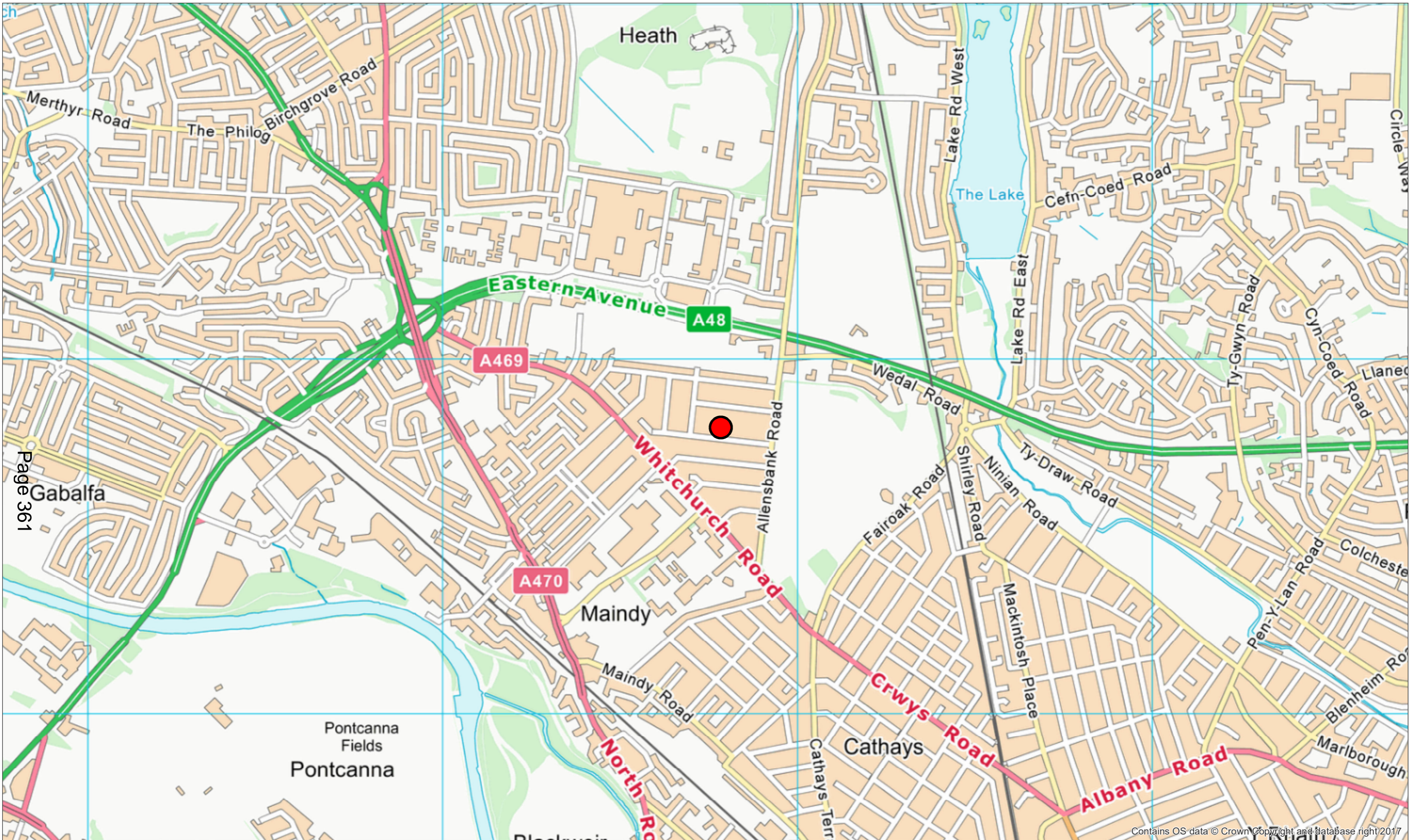
The accessibility of the site has been assessed by sustainable travel modes, including walking, cycling and public transport. It is evident that the public transport provision is adequate and provides a variety of regular services from the site to destinations throughout Cardiff and beyond. The site is considered to be in a sustainable location as there are bus stops and railway stations within comfortable walking and cycling distances, the environment is also conducive to walking and cycling.

A review of [www.crashmap.co.uk](http://www.crashmap.co.uk) has been undertaken to identify any collisions within the vicinity of the site within the last five years. No collisions have been reported on Llanishen Street or within the immediate vicinity of the site. No obvious trends or clusters of incidents were observed.

It is the view of the TA that, in highway and transportation terms, the proposed changes to Allensbank Primary School will not impact on the surrounding highway network. The uptake of sustainable travel can be monitored and encouraged through the measures set out in Section 5.

# Appendix A – Site Location Plan






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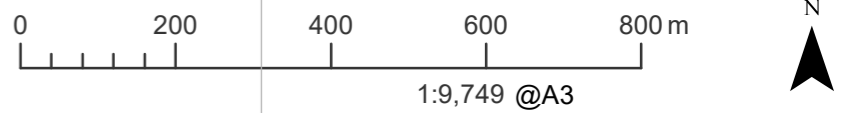


Hamilton Office, Opus House  
 Princes Street, Hamilton 3204  
 Tel (07) 838 9344  
 Author: @Opus.co.nz  
 Project No:

### Site Location Plan

**Legend**

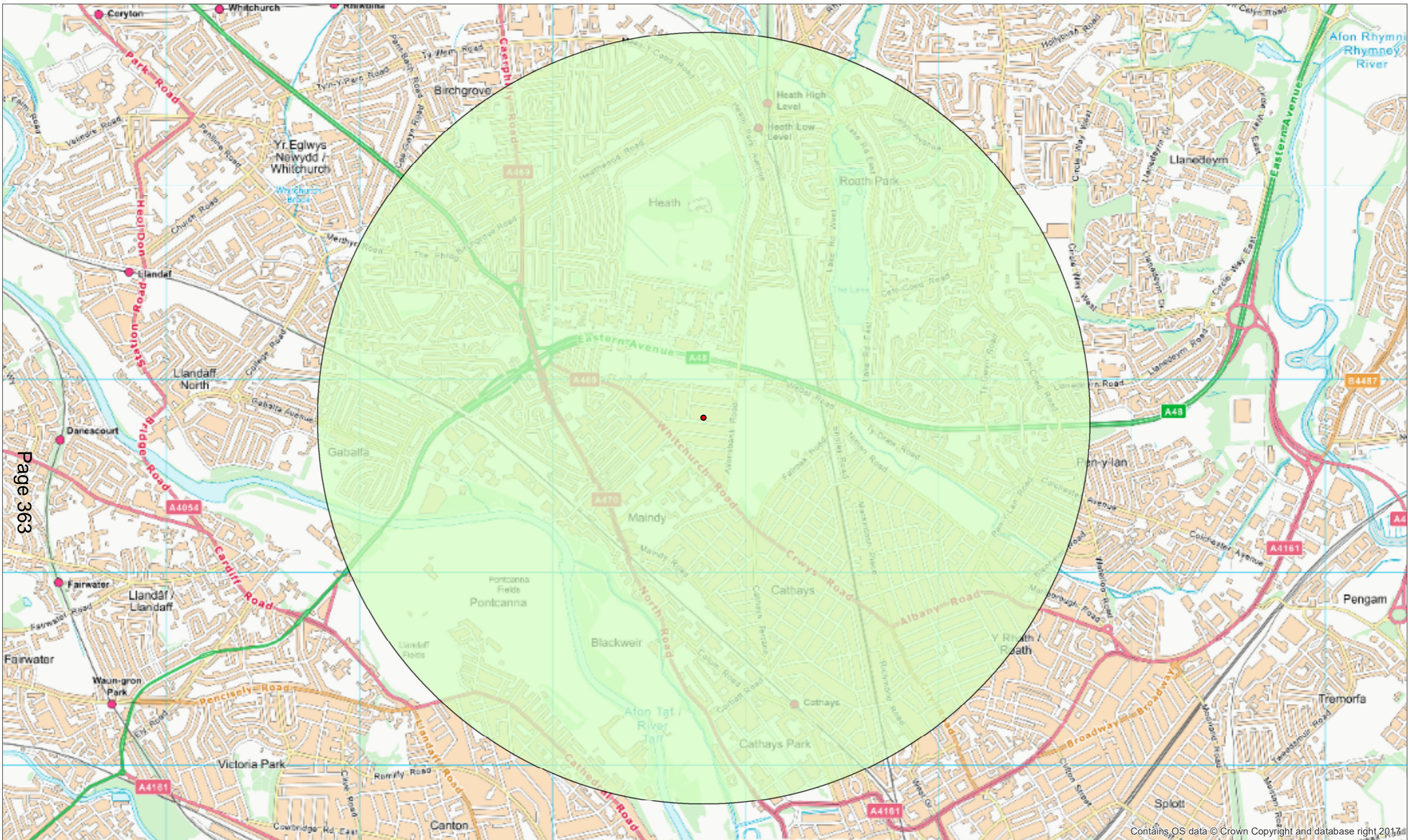
-  Site Location



1:9,749 @A3

Projection:  
 British National Grid  
 | Date: 01/02/2018 | Revision: 0 |

## Appendix B – Walking Isochrone



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Princes Street, Hamilton 3204  
Tel (07) 838 9344

Author: @Opus.co.nz  
Project No:

## Walking Isochrone

### Legend

 2km Walking Isochrone

0 200 400 600 800 m

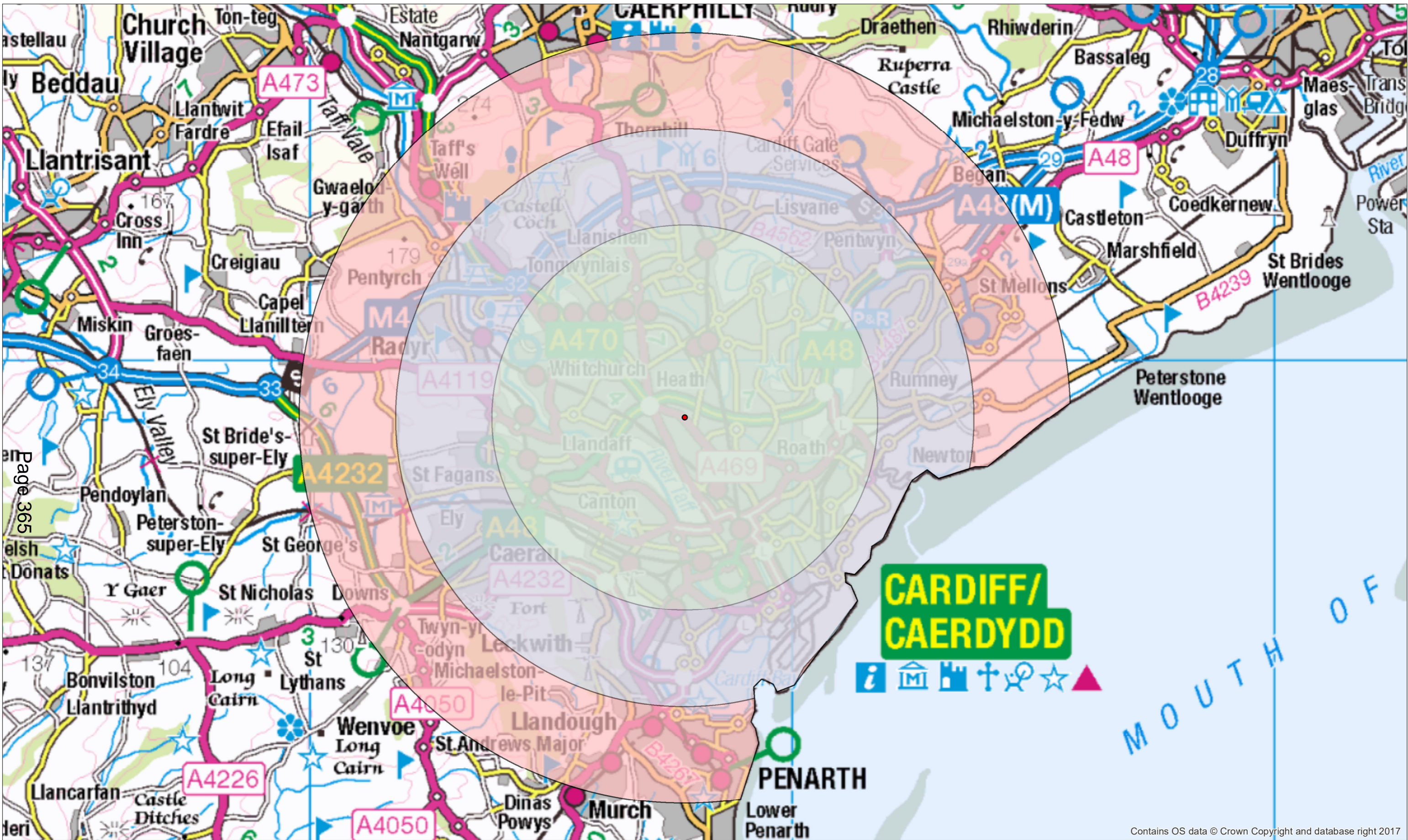
1:17,887 @A3



Projection:  
British National Grid

| Date: 01/02/2018 | Revision: 0 |

## Appendix C – Cycling Isochrones



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**OPUS**  
 Hamilton Office, Opus House  
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 Tel (07) 838 9344  
 Author: @Opus.co.nz  
 Project No:

### Cycling Isochrones

- Legend**
- 4km Cycling Isochrone
  - 6km Cycling Isochrone
  - 8km Cycling Isochrone

0 2000 4000 6000 8000 10000 m  
 1:71,647 @A3  
 Projection:  
 British National Grid  
 | Date: 01/02/2018 | Revision: 0 |



[www.opusinternational.co.uk](http://www.opusinternational.co.uk)



# Greenhill Special School

Transport Assessment



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*Approved for Release by:*



Neil Buckman | Principal Transport Planner



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# 1. Introduction

## 1.1. Introduction

Opus International Consultants (UK) have been commissioned by Cardiff Council to produce a Transport Assessment (TA) for Greenhill Special School, located in Rhiwbina, Cardiff. It is a school for pupils with emotional, health and wellbeing needs aged 11-16.

The proposal is to extend the age range of the school from 11-16 to 11-19 and increase its capacity to allow for a maximum of 8 additional students.

The TA has been prepared to take account of national planning policy including Planning Policy Wales, Edition 8 (2016). Local Planning Policy has also been taken into account, including the Cardiff Local Development Plan 2006-2026. The scope of the TA has been agreed with Cardiff Council through email correspondence and a meeting held at Cardiff County Hall on 7<sup>th</sup> February 2018.

The report has been prepared in response to a request by the client and the report will evaluate the impacts of the extension works on the surrounding highway network. The report has been based on Opus' understanding of Cardiff Council's requirements and our specialist experience of undertaking TAs for similar developments.

## 1.2. Report Structure

The TA investigates the highway and transportation issues associated with the development proposals, the report will be structured in the following way:

- Chapter 2: will summarise the relevant national and local planning policy;
- Chapter 3: presents the existing site conditions;
- Chapter 4: focuses on the accessibility of the site by different travel modes;
- Chapter 5: presents the proposed changes to the school; and
- Chapter 6: summarises and concludes the report.

## 2. Planning and Policy Context

Relevant national and local planning policy documents have been reviewed and adopted within the Transport Assessment.

### 2.1. Legislation

#### 2.1.1. *Town and Country Planning Act, 1990*

The Town and Country Planning Act 1990 (TCPA 1990) and the Planning and Compulsory Purchase Act 2004 (PCPA 2004) establish the legislative basis for town planning in England and Wales. These Acts establish a plan-led system which requires Local Planning Authorities (LPAs) to determine planning applications in accordance with the development plan unless material considerations indicate otherwise.

### 2.2. National Planning Policy

#### 2.2.1. *Planning Policy Wales, Edition 8 (2016)*

Planning Policy Wales (PPW) sets out the land use planning policies of the Welsh Government, which is supplemented by a series of Technical Advice Notes (TANs). PPW sets out Wales' commitment to sustainable development, ensuring it plays an appropriate role in the planning system.

The Welsh Government aims to extend transportation choices in a way that supports sustainable development and helps tackle the causes of climate change. The Welsh Government is committed to enabling more people to undertake and enjoy the benefits of active travel.

It is stated that the proposed access to a development is likely to reflect the travel patterns that are involved. People should be able to reach the development by walking, cycling and public transport as well as by car. Walking and cycling should be promoted for shorter trips and as a substitute for shorter car journeys.

#### 2.2.2. *Planning Policy Wales Technical Advice Note 18: Transport (March 2007)*

Technical Advice Note 18 (TAN18) was published in March 2007 and is a supplement of Planning Policy Wales. TAN18 provides advice on transport related issues when planning for new development, such as the integration between land use planning and transport, parking and the design of the development.

The importance of new developments promoting walking is highlighted in TAN18. It is stated that new developments should be situated close to main footways, public transport stops and pedestrian desire lines. Cycling also has the potential to act as a substitute for shorter car journeys. Cycling can be encouraged through the provision of secure cycle parking that is easy to access for everyday use.

#### 2.2.3. *Active Travel (Wales) Act, 2013*

The Active Travel Act was adopted in 2013 and makes provision for maps of existing active travel routes and related facilities in a local authority's area. The Act requires Welsh Ministers and local authorities to take reasonable steps to enhance the provisions made for walking and cycling.

#### 2.2.4. *Wales National Transport Plan (March 2010)*

The Wales National Transport Plan was published in March 2010 and establishes a framework for the creation of an integrated transport system. By joining together proposals for road, rail and public transport, people will be able to move more efficiently and sustainably throughout the country.

## 2.3. Local Planning Policy

### 2.3.1. Cardiff Local Development Plan (LDP) 2006-2026

The adopted LDP provides the statutory framework for the development and use of land within Cardiff over the Plan period (2006-2026). This fulfils the requirements of The Planning and Compulsory Purchase Act 2004 which requires the Council to prepare a LDP. It replaces existing Structure Plans and Local Plans relating to Cardiff and will be used by the Council to guide and control development and provide the statutory local policy context for determining planning applications.

In terms of transport the LDP highlights the following key points and objectives:

- The overall approach seeks to minimise travel demand and provide a range of measures and opportunities which reduce reliance on the car.
- New development in Cardiff must be integrated with the provision of new transport infrastructure which can help contribute to this objective by putting in place sustainable transport solutions which also provide improved travel choices for the wider community.
- This approach is fully consistent with on-going work at a city-region scale which seeks to develop a more effective public transport network across the region as a whole, helping people travel from where they live to work and thereby helping to spread prosperity around the entire city-region.

The LDP also highlights the key transportation trends and issues, including the following:

- Traffic on Cardiff's roads grew by 9% between 2002 and 2012.
- 56% of Cardiff's residents travel to work by car.
- Nearly 77,900 people commute into Cardiff each day by all modes (37% of Cardiff's workforce). The 2001 Census indicates that approximately 80% of commuters travel to Cardiff by car.
- Travel on rail services has increased considerably - the use of Cardiff Central and Queen Street Stations has risen by 82% between 2001 and 2011.
- Cycle use has increased 10% between 2001 and 2011 but bus use has fallen slightly over the same period.

### 3. Existing Conditions

#### 3.1. Site Location

The site is located to the west of Rhiwbina Hill / Heol-y-Deri, in the Rhiwbina area of Cardiff. Rhiwbina Hill / Heol-y-Deri and the other streets in the vicinity of the site are of residential nature. There are a range of local services and facilities available on Heol-y-Deri approximately 800m to the south of the site. Cardiff City Centre is located approximately 5km to the south of the site and Cardiff Central Railway Station is approximately 6km to the south.

The location of the site is shown in Figure 1, and is also contained in **Appendix A**.

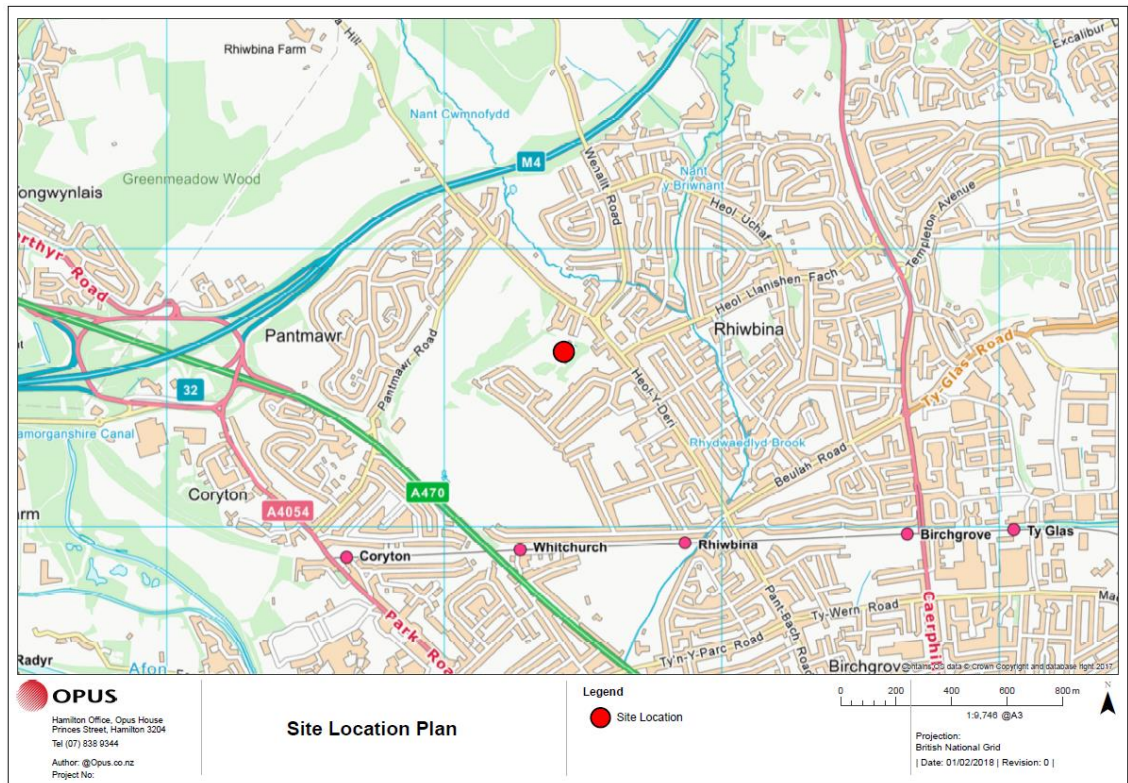


Figure 1 – Site Location Plan

#### 3.2. Existing Site

The existing school site covers an area of approximately 23,800m<sup>2</sup>. The school consists of one single storey building with two additional cabins located at the south and the caretaker’s house at the north of the site. There is a small car park north of the main school building and a taxi pick up / drop off point to the south, immediately adjacent the main school building. The land west of the site is allocated as playing fields and there is also a concrete football and basketball court. There are currently 56 students enrolled at Greenhill Special School.

Cardiff Council’s planning application portal has been interrogated to determine the relevant planning history of the site, a summary of the relevant planning applications is found in Table 1 below.

Table 1 – Planning History

Application Reference	Proposal	Decision	Date
96/00041/N	Change of use from residential to social work team base	Granted	13/02/1996
96/00575/N	Change of use from residential to mental health team base	Withdrawn	07/05/1996
08/01721/W	Replacement of existing metal framed windows with new UPVC units	Granted	29/08/2008

### 3.3. Local Highway Network

#### 3.3.1. Heol Brynglas

Heol Brynglas provides the sole vehicular and pedestrian entrance to the school, it runs north to south for approximately 90m and connects to Rhiwbina Hill / Heol-y-Deri to the north via a non-signalised priority junction. As well as providing access to the school, it provides access for four residential units. It is a narrow lane with a width of approximately 5m, some residential parking was also noted along the lane, further impacting its width in places. There are no parking restrictions in place along Heol Brynglas.

There are no footways along Heol Brynglas, and at the crossing point at its connection with Rhiwbina Hill / Heol-y-Deri there are dropped kerbs and tactile paving, however, the tactile paving is in need of upgrading. A speed limit of 30mph is in place and street lighting is also provided. The highway surface is in good condition generally, as are the road markings and signage. The gradient is steep in places which makes Heol Brynglas less suitable for some users with mobility issues.

#### 3.3.2. Rhiwbina Hill / Heol-y-Deri

Rhiwbina Hill becomes Heol-y-Deri at its junction with Heol Brynglas. It is a single carriageway road with an approximate width of 7m. There are footways provided along both sides of the highway, with an approximate width of 2m. Pedestrian refuse islands are located near to the junction with Heol Brynglas, these are complete with dropped kerbs and tactile paving, the tactile paving requires upgrading. Street lighting is provided along both sides of the highway and a speed limit of 30mph is in place. The highway surface is in good condition generally; however, there were some defects noted in places, road markings and signage are also in reasonable condition. The gradient is steep in places, particularly near Heol Brynglas, making it less suitable for some users with mobility issues.

## 4. Accessibility

The sustainability of a site is inherently linked to its location and access to facilities for active travel and public transport.

### 4.1.1. Walking

The aim of land use and transport policy is to promote and encourage the choice of walking and cycling above all else where the need to travel exists. Therefore, it is reasonable to assume that walking is a viable and growing means of transport, and that new development should be designed to promote and encourage it.

In practice, the distance that an individual is likely to choose to walk depends on the individual circumstances, but it is reasonable to assume that over time, given current policies to encourage active travel, the propensity for individuals to walk, and to walk further, will increase.

The Institution of Highways and Transportation in their document ‘Guidelines for Providing Journeys on Foot’ state that “walking accounts for over a quarter of all journeys and four fifths of journeys less than one mile”.

PPG13 ‘A Guide to Better Practice’ (2001) stated that people are prepared to walk up to 2 kilometres (1.24 miles). Whilst PPG13 has been superseded, it is considered that this distance is still relevant and appropriate as a guide to what is acceptable and reasonable to many people.

The isochrone shown in Figure 2 displays a 2km walking area from the site, this is also contained in **Appendix B**.

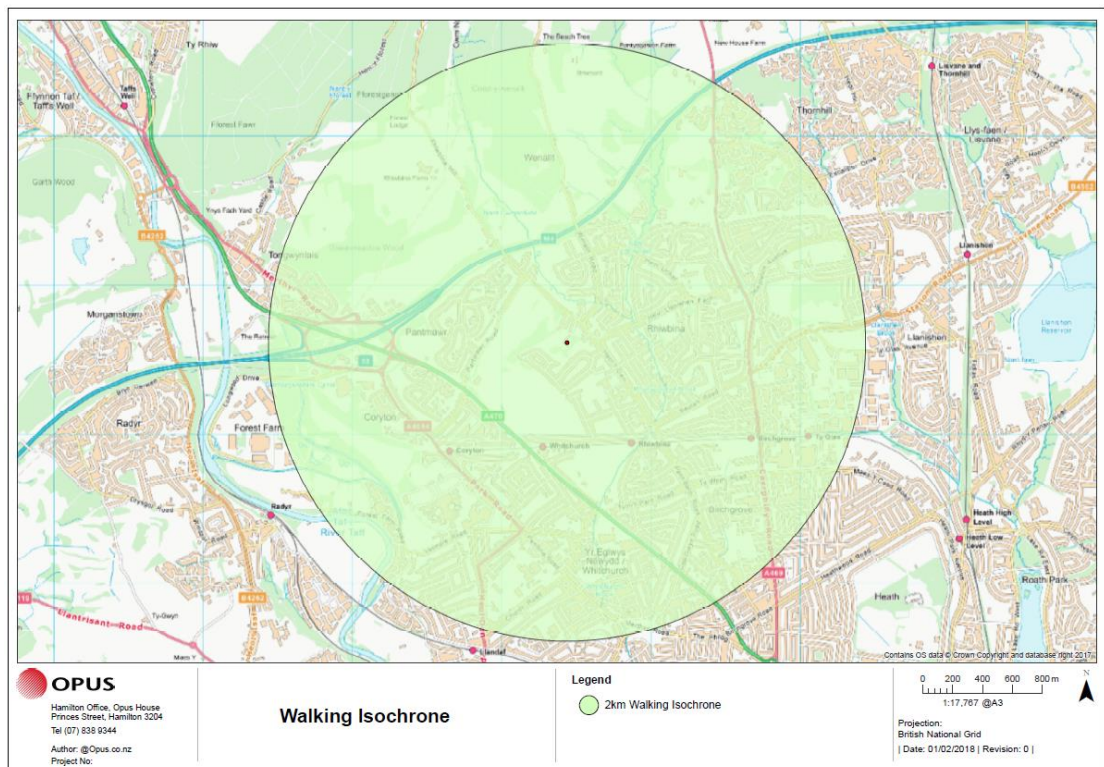


Figure 2 – Walking Isochrone

The isochrone shows that the site is within walking distance of residential areas such as Whitchurch and Coryton. Cardiff city centre is located beyond the recommended walking distance, as is Cardiff Central Railway Station. However, more local centres, in Rhiwbina and Whitchurch for example, are within comfortable walking distance and provide access to a range of services and facilities. A number of smaller, local railway stations are also within walking distance and can be used to provide access to Cardiff Central Railway Station.

In the vicinity of the site there are footways provided as well as pedestrian crossing facilities, this along with factors such as street lighting and an overlooked, residential environment, results in a network which is conducive to walking. There is, however, a steep gradient in places, making it less suitable for some users with mobility issues.

A review has been undertaken of any Public Rights of Way (PROW) in the area surrounding the site, this revealed that there is a footpath which runs near the northern boundary of the site and connects to Northern Avenue through Whitchurch Golf Club, which is allocated as a PROW.

4.1.2. **Cycling**

The DfT in their ‘Transport Statistics on Cycling in Great Britain’ state that the average length of a cycle journey is 3.84km (2.4 miles). PPG13 ‘A Better Guide to Practice’ (2001) identified that people were prepared to cycle up to 8km (5 miles); which, although the guidance has been superseded, is still considered appropriate. The DfT’s LTN 2/08 ‘Cycle Infrastructure Design’ (October 2008) states that “in common with other modes, many utility cycle journeys are over short distances under three miles (4.8km), although for commuter journeys, a trip distance of up to five miles (7.2km) is not uncommon”.

It is therefore considered that a distance of 4km (2.5 miles) represents a reasonable cycling distance and that 8km (5 miles) is a maximum realistic range for cycle trips. The isochrones shown in Figure 3 display a 4km, 6km and 8km cycling area from the site, this is also contained in **Appendix C**.

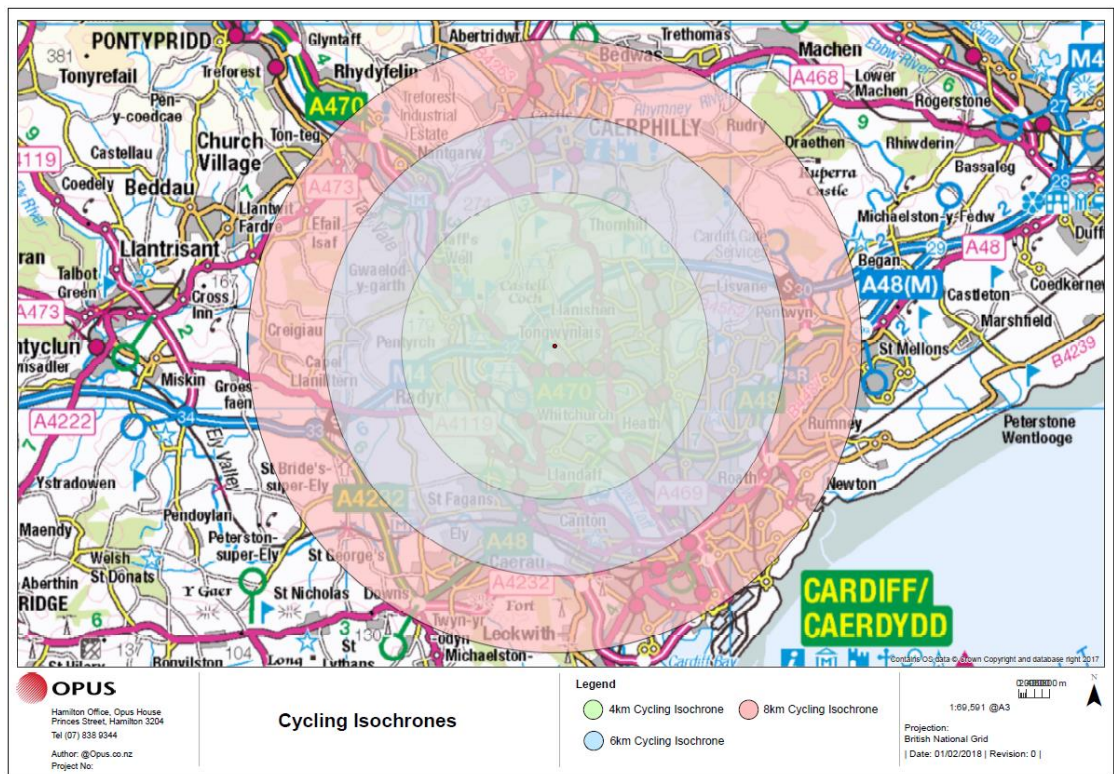


Figure 3 – Cycling Isochrones

The isochrones show that the entire city is accessible via bicycle, as well as commuter settlements located on the outskirts such as Caerphilly to the north, Rumney to the east and Radyr to the west.

Due to the generally level gradient and factors such as the low traffic speeds associated with city streets and residential areas, the environment is deemed to be conducive to cycling.

National Cycle Network Route 8 is located approximately 2km to the west of the site, the fully open and signed route connects Cardiff to Holyhead, via Brecon, Builth Wells, Machynlleth, Porthmadog and Bangor. The route is a combination of traffic-free and on-road sections.



**4.1.3. Public Transport – Bus Services**

The closest bus stops to the site are located on Heol Llanishen Fach. The route to these stops is 300m (3-minute walk) via Heol-y-Deri. Both the eastbound and westbound stops consist of a flagpole, timetable and easy access kerbing.

Table 2 provides a summary of the services that can be accessed from these stops.

*Table 2 – Summary of Bus Services*

Service Number	Operator	Starts	Destination	Frequency Mon - Fri
21	Cardiff Bus	City Centre	Rhiwbina	3 per hour
23	Cardiff Bus	City Centre	Rhiwbina	3 per hour
801	NAT Group	Llanishen	Bishop of Llandaff School	1 per day
804	NAT Group	Gabalfa	Corpus Christi High School	1 per day
813	NAT Group	Llanishen	Ysgol Glantaf	1 per day

Table 2 shows that there are a variety of regular services available from these stops which provide access throughout the city.

**4.1.4. Public Transport – Rail Services**

Cardiff Central Railway Station is located to the south of the site, the quickest route is approximately 7km (22-minute cycle). The station includes facilities such as a shop, café, toilets, waiting rooms and cycle parking. The station is managed by Arriva Trains Wales and provides regular services to popular destinations such as London to the east and Swansea to the west. There are 2 direct services per hour to London Paddington (calling at other popular destinations such as Bristol Parkway) and up to 3 direct services per hour to Swansea.

Rhiwbina Railway Station is located closer to the site, the route is approximately 1km (14-minute walk or 4-minute cycle), this station provides regular services to Cardiff Central via Cardiff Queen Street, as well as residential areas such as Coryton and Heath. It is also managed by Arriva Trains Wales and includes facilities such as a shelter.

It is acknowledged that specialist Additional Learning Needs provision has a city-wide catchment and therefore pupils may not live in the immediate vicinity of the school. Therefore walking, cycle routes, bus services or rail services may not be suitable either due to distance or pupil needs. Furthermore, whilst some pupils are able to travel independently with support it is acknowledged that others are not and therefore Schools Transport will work with pupils, schools and parents/carers to look at the most appropriate form of transport for the pupil and their needs.

**4.1.5. Conclusion**

Based on the above, it is evident that the public transport provision is adequate and provides a variety of regular services throughout Cardiff and beyond. The site is considered to be in a sustainable location as there are bus stops located nearby on Heol Llanishen Fach within comfortable walking distance, Rhiwbina Railway Station is also within a comfortable walking distance and provides access to Cardiff Central Railway Station. There is a PROW footpath towards the northern boundary of the site which connects to Northern Avenue through Whitchurch Golf Club.

**4.2. Collision Data**

A review of [www.crashmap.co.uk](http://www.crashmap.co.uk) has been undertaken to identify any collisions within the vicinity of the site within the last five years. No collisions have been reported on Heol Brynglas or within the immediate vicinity of the site. A number of incidents have been reported along Rhiwbina Hill / Heol-y-Deri, however, the majority are slight in severity. Table 3 summarises the three serious incidents which have been reported on Rhiwbina Hill / Heol-

y-Deri, none of the three occurred within a 750m radius of the school. No fatal injuries have occurred on Rhiwbina Hill / Heol-y-Deri in the past five years.

*Table 3 – Summary of Serious Incidents*

<b>Date</b>	<b>Number of Vehicles</b>	<b>Number of Casualties</b>
26/09/2016	2	1
14/10/2016	1	1
04/02/2017	2	1

## 5. Proposed Changes

This chapter aims to summarise the proposed changes to Greenhill Special School, as well as its impact on the highway network.

### 5.1. Proposed Changes to Greenhill Special School

To meet the need for post-16 places for emotional health and wellbeing needs it is proposed to:

- Extend the age range of the school from 11-16 to 11-19.
- Increase the capacity of the school to allow for up to 64 places.

In order to achieve this, it is proposed to adapt the unused caretaker house on the site. Post-16 pupils would attend some classes on-site, but would also be supported to access appropriate educational opportunities off-site, as part of a supported transition to college or employment. The increase in pupils could result in a worst-case scenario of 8 additional trips assuming all pupils travel individually by private vehicle.

The existing internal site layout and access arrangements, including the drop-off / pick-up space and turning area is expected to comfortably accommodate the additional pupils and the associated increase in vehicles accessing the site.

### 5.2. Impact on Highway Network

Due to the scale of the proposed increase in pupil numbers from 56 to 64, it is considered that the proposals will not have a material impact on the operation of the local highway network. In the context of existing operations at Greenhill Special School, the increase in vehicle movements is expected to have a negligible impact.

### 5.3. Limitations

This section will summarise the limitations of the school site in terms of transport and accessibility, and these are as follows:

- Access to public transport facilities on foot or by bicycle is poor, there are no footways alongside Heol Brynglas and there is a steep gradient in places along Heol Brynglas and Heol-y-Deri.
- Limited bus services available from the closest stops on Heol Llanishen Fach, in terms of their regularity.

### 5.4. Recommendations

This section aims to provide high-level recommendations to counteract some of the site's limitations and promote active travel and sustainable transport options. This will help mitigate the limited impact which is expected to arise as a result of the proposals. The recommendations are as follows:

- Promote the use of Rhiwbina Railway Station as a viable means of transport to the city centre and neighbouring residential areas. The station can be reached comfortably on foot and will allow pupils to develop their life skills.
- Investigate the possibility of implementing supported travel training with pupils arriving at a central meeting point before being transported to the school.
- Promote active travel as a viable means of transport to the school, by implementing measures such as providing secure cycle parking and lockers to store walking / cycling equipment.
- If the school does not currently have an adopted Travel Plan, one should be produced with the aim of minimising single occupancy vehicle trips to the school.

## 6. Summary

Opus International Consultants (UK) have been commissioned by Cardiff Council to produce a Transport Assessment (TA) for the proposed changes to the provision at Greenhill Special School, located in Rhiwbina, Cardiff.

The proposal is to extend the age range of the school and increase the capacity to allow for up to 64 pupils.

A review of relevant local and national planning policy documents has been carried out, including PPW Edition 8 (2016), TAN 18: Transport (March 2007), the Active Travel (Wales) Act (2013) and the Wales National Transport Plan (March 2010), as well as Cardiff LDP (2006-2026).

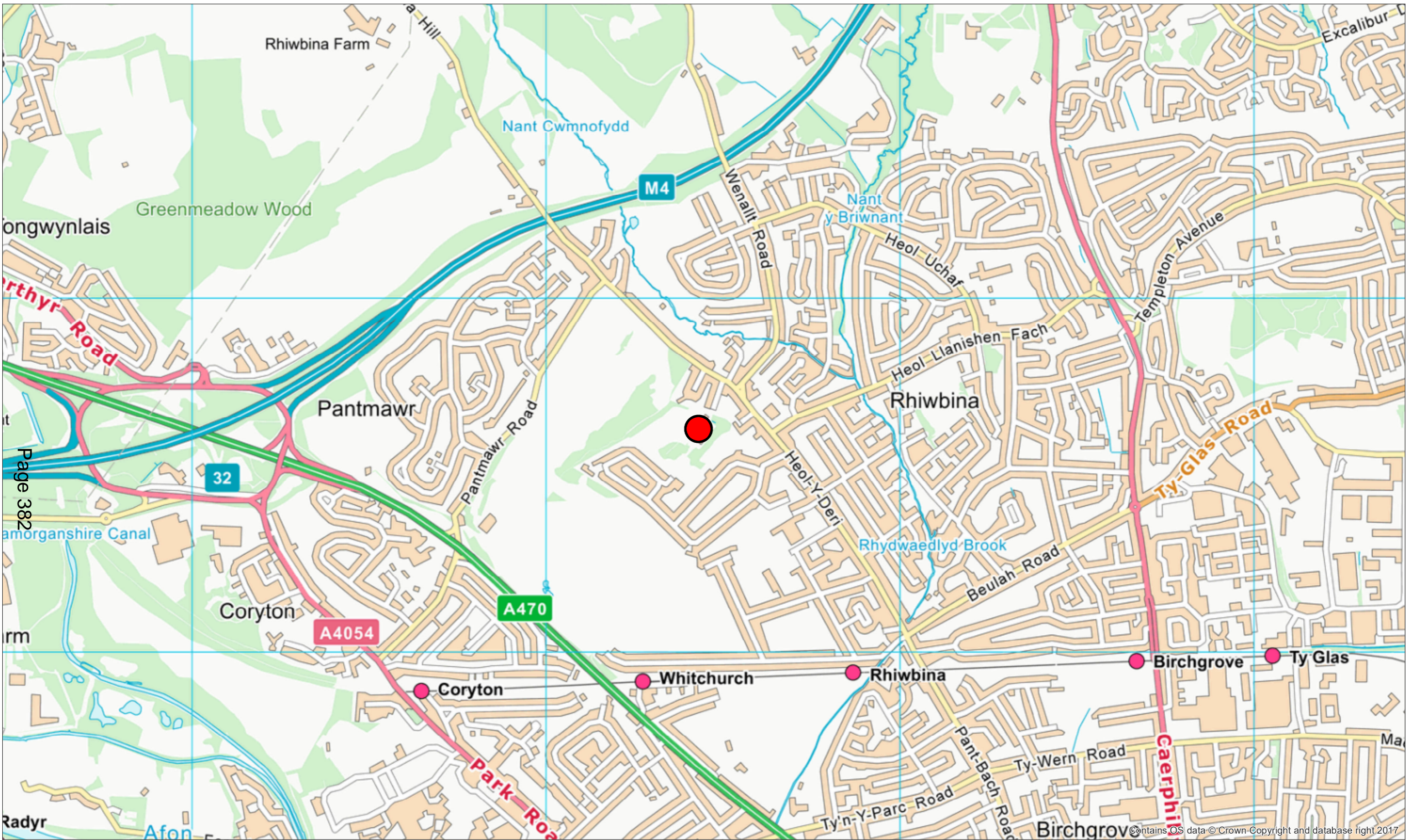
The site location is described as well as an assessment of the existing site conditions and Heol Brynglas and Rhiwbina Hill / Heol-y-Deri. The planning history of the site is also summarised, three planning applications have been made on the site, two for changes of use and one for upgrading windows.

The accessibility of the site has been assessed by sustainable travel modes, including walking, cycling and public transport. It is evident that the public transport provision is adequate and provides a variety of regular services from the site to destinations throughout Cardiff and beyond. The site is considered to be in a sustainable location as there are bus stops and railway stations within comfortable walking and cycling distances.

A review of [www.crashmap.co.uk](http://www.crashmap.co.uk) has been undertaken to identify any collisions within the vicinity of the site within the last five years. No collisions have been reported on Heol Brynglas or within the immediate vicinity of the site. A number of incidents have been reported along Rhiwbina Hill / Heol-y-Deri, however, the majority are slight in severity. No obvious trends or clusters of incidents were observed.


It is the view of the TA that, in highway and transportation terms, the proposed changes at Greenhill Special School will not have a severe impact on the surrounding highway network. This is due mainly to the minimal increase in pupil numbers. The uptake of sustainable travel can be encouraged and monitored through the recommendations set out in Chapter 5.

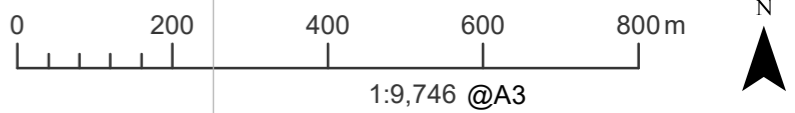
# Appendix A – Site Location Plan



**OPUS**  
 Hamilton Office, Opus House  
 Princes Street, Hamilton 3204  
 Tel (07) 838 9344  
 Author: @Opus.co.nz  
 Project No:

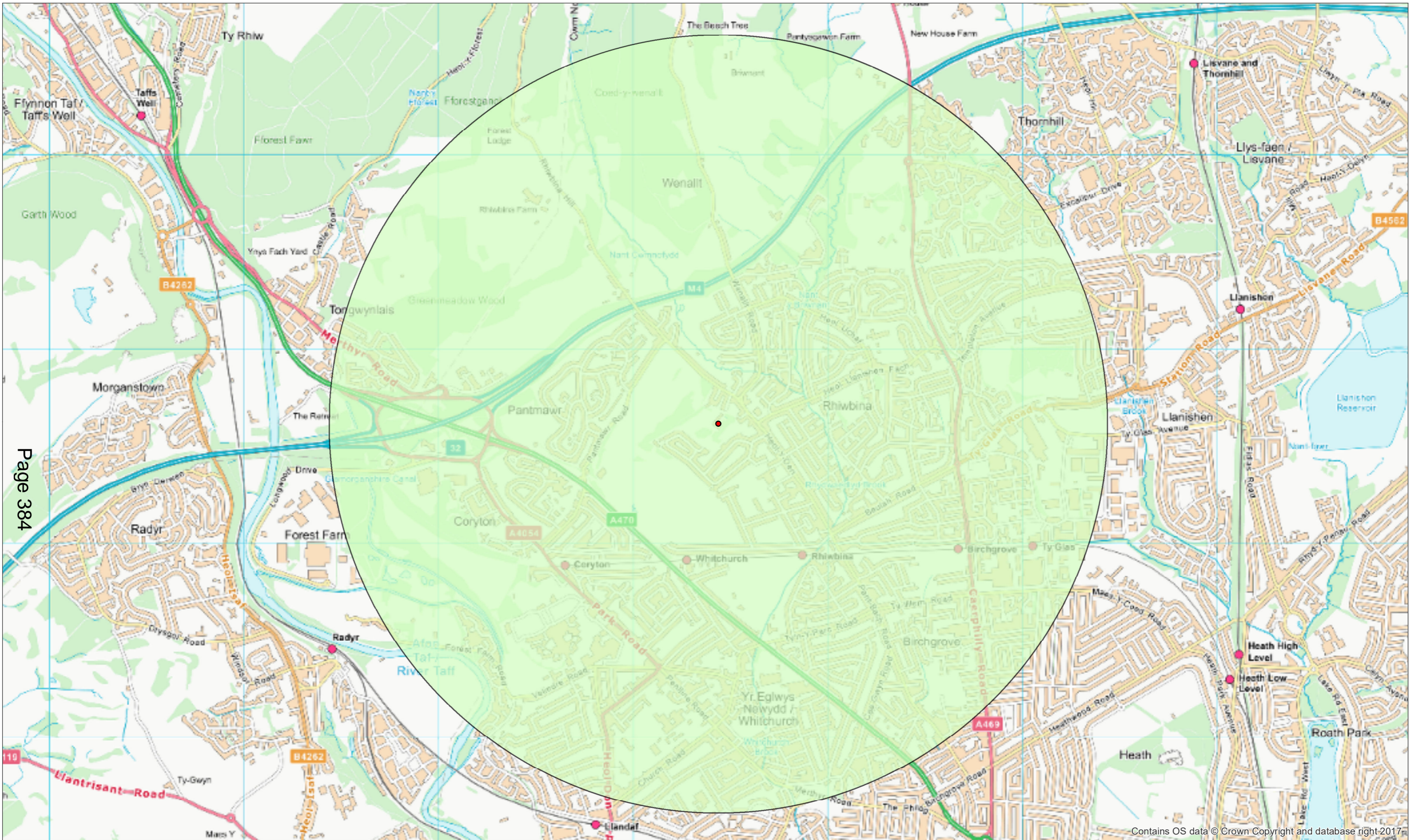
### Site Location Plan

**Legend**  
 Site Location



Projection:  
 British National Grid  
 | Date: 01/02/2018 | Revision: 0 |

## Appendix B – Walking Isochrone




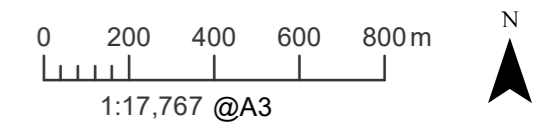
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 Tel (07) 838 9344  
 Author: @Opus.co.nz  
 Project No:

## Walking Isochrone

### Legend

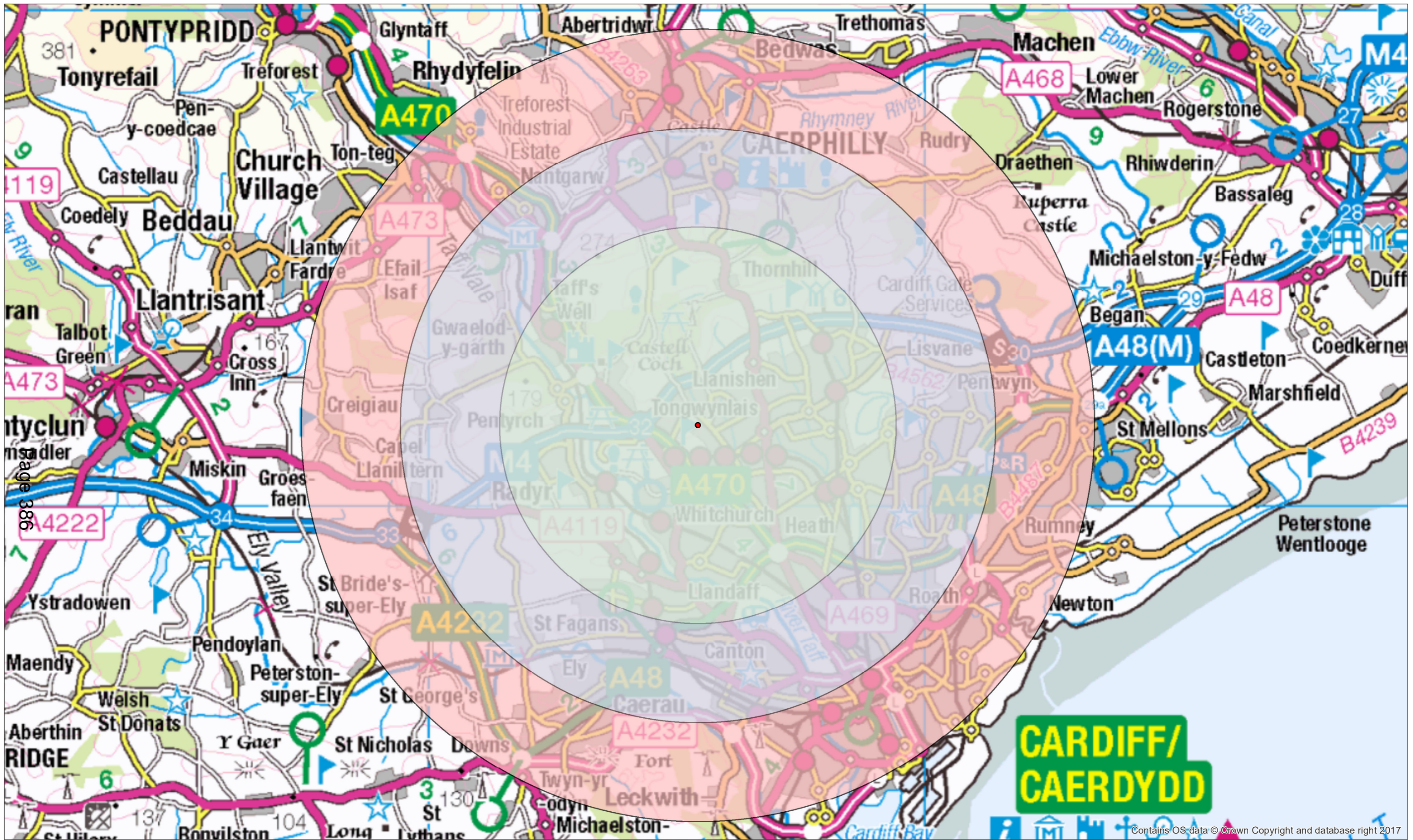
 2km Walking Isochrone



Projection:  
 British National Grid  
 | Date: 01/02/2018 | Revision: 0 |



## Appendix C – Cycling Isochrones



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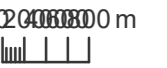
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Author: @Opus.co.nz  
Project No:

## Cycling Isochrones

### Legend

- 4km Cycling Isochrone
- 6km Cycling Isochrone
- 8km Cycling Isochrone



1:69,591 @A3



Projection:  
British National Grid  
| Date: 01/02/2018 | Revision: 0 |



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# Meadowbank Special School

Transport Assessment



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# 1. Introduction

## 1.1. Introduction

Opus International Consultants (UK) Ltd have been commissioned by Cardiff Council to produce a Transport Assessment (TA) for Meadowbank Special School, which is a special school for pupils with specific language impairments. The school is located in Gabalfa, Cardiff. Meadowbank Special School has capacity for 40 pupils aged between 4 and 11 years, however there are currently 15 pupils enrolled at the school.

It is proposed that the type of special educational need that the school provides is changed from 'specific language impairments' to 'speech language and communication needs and complex learning disabilities'. To accommodate the change in learning provision, some adaptations to the existing school buildings and its accessibility are required. The proposals seek to bring the number of pupils enrolled at the school up to its capacity of 40.

The TA has been prepared to take account of national planning policy including Planning Policy Wales, Edition 8 (2016). Local Planning Policy has also been taken into account, including the Cardiff Local Development Plan 2006-2026. The scope of the TA has been agreed with Cardiff Council through email correspondence and a meeting held at Cardiff County Hall on 7<sup>th</sup> February 2018.

The report has been prepared in response to a request by the client and the report will evaluate the impacts of the extension works on the surrounding highway network. The report has been based on Opus' understanding of Cardiff Council's requirements and our specialist experience of undertaking TAs for similar developments.

## 1.2. Report Structure

The TA investigates the highway and transportation issues associated with the development proposals, the report will be structured in the following way:

- Chapter 2: will summarise the relevant national and local planning policy;
- Chapter 3: discusses the existing site conditions;
- Chapter 4: focuses on the accessibility of the site by different travel modes;
- Chapter 5: presents the proposed changes to the school; and
- Chapter 6: summarises and concludes the TA.

## 2. Planning and Policy Context

Relevant national and local planning policy documents have been reviewed and adopted within the Transport Assessment.

### 2.1.1. *Town and Country Planning Act, 1990*

The Town and Country Planning Act 1990 (TCPA 1990) and the Planning and Compulsory Purchase Act 2004 (PCPA 2004) establish the legislative basis for town planning in England and Wales. These Acts establish a plan-led system which requires Local Planning Authorities (LPAs) to determine planning applications in accordance with the development plan unless material considerations indicate otherwise.

## 2.2. National Planning Policy

### 2.2.1. *Planning Policy Wales, Edition 8 (2016)*

Planning Policy Wales (PPW) sets out the land use planning policies of the Welsh Government, which is supplemented by a series of Technical Advice Notes (TANs). PPW sets out Wales' commitment to sustainable development, ensuring it plays an appropriate role in the planning system.

The Welsh Government aims to extend transportation choices in a way that supports sustainable development and helps tackle the causes of climate change. The Welsh Government is committed to enabling more people to undertake and enjoy the benefits of active travel.

It is stated that the proposed access to a development is likely to reflect the travel patterns that are involved. People should be able to reach the development by walking, cycling and public transport as well as by car. Walking and cycling should be promoted for shorter trips and as a substitute for shorter car journeys.

### 2.2.2. *Planning Policy Wales Technical Advice Note 18: Transport (March 2007)*

Technical Advice Note 18 (TAN18) was published in March 2007 and is a supplement of Planning Policy Wales. TAN18 provides advice on transport related issues when planning for new development, such as the integration between land use planning and transport, parking and the design of the development.

The importance of new developments promoting walking is highlighted in TAN18. It is stated that new developments should be situated close to main footways, public transport stops and pedestrian desire lines. Cycling also has the potential to act as a substitute for shorter car journeys. Cycling can be encouraged through the provision of secure cycle parking that is easy to access for everyday use.

### 2.2.3. *Active Travel (Wales) Act, 2013*

The Active Travel Act was adopted in 2013 and makes provision for maps of existing active travel routes and related facilities in a local authority's area. The Act requires Welsh Ministers and local authorities to take reasonable steps to enhance the provisions made for walking and cycling.

### 2.2.4. *Wales National Transport Plan (March 2010)*

The Wales National Transport Plan was published in March 2010 and establishes a framework for the creation of an integrated transport system. By joining together proposals for road, rail and public transport, people will be able to move more efficiently and sustainably throughout the country.



## 2.3. Local Planning Policy

### 2.3.1. Cardiff Local Development Plan (LDP) 2006-2026

The adopted LDP provides the statutory framework for the development and use of land within Cardiff over the Plan period (2006-2026). This fulfils the requirements of The Planning and Compulsory Purchase Act 2004 which requires the Council to prepare a LDP. It replaces existing Structure Plans and Local Plans relating to Cardiff and will be used by the Council to guide and control development and provide the statutory local policy context for determining planning applications.

In terms of transport the LDP highlights the following key points and objectives:

- The overall approach seeks to minimise travel demand and provide a range of measures and opportunities which reduce reliance on the car.
- New development in Cardiff must be integrated with the provision of new transport infrastructure which can help contribute to this objective by putting in place sustainable transport solutions which also provide improved travel choices for the wider community.
- This approach is fully consistent with on-going work at a city-region scale which seeks to develop a more effective public transport network across the region as a whole, helping people travel from where they live to work and thereby helping to spread prosperity around the entire city-region.

The LDP also highlights the key transportation trends and issues, including the following:

- Traffic on Cardiff's roads grew by 9% between 2002 and 2012.
- 56% of Cardiff's residents travel to work by car.
- Nearly 77,900 people commute into Cardiff each day by all modes (37% of Cardiff's workforce). The 2001 Census indicates that approximately 80% of commuters travel to Cardiff by car.
- Travel on rail services has increased considerably - the use of Cardiff Central and Queen Street Stations has risen by 82% between 2001 and 2011.
- Cycle use has increased 10% between 2001 and 2011 but bus use has fallen slightly over the same period.

### 3. Existing Conditions

#### 3.1. Site Location

Meadowbank Special School is located to the east of Colwill Road, in the Gabalfa area of Cardiff. While Colwill Road is predominantly residential in nature, it also provides access to Gabalfa Primary School and Ysgol Glan Ceubal, which share a site to the north of Meadowbank Special School. Cardiff City Centre is located approximately 3.8km to the south-east of the site and Llandaff Railway Station is approximately 1km to the north west.

The location of the site is shown in Figure 1, which is also contained in **Appendix A**.

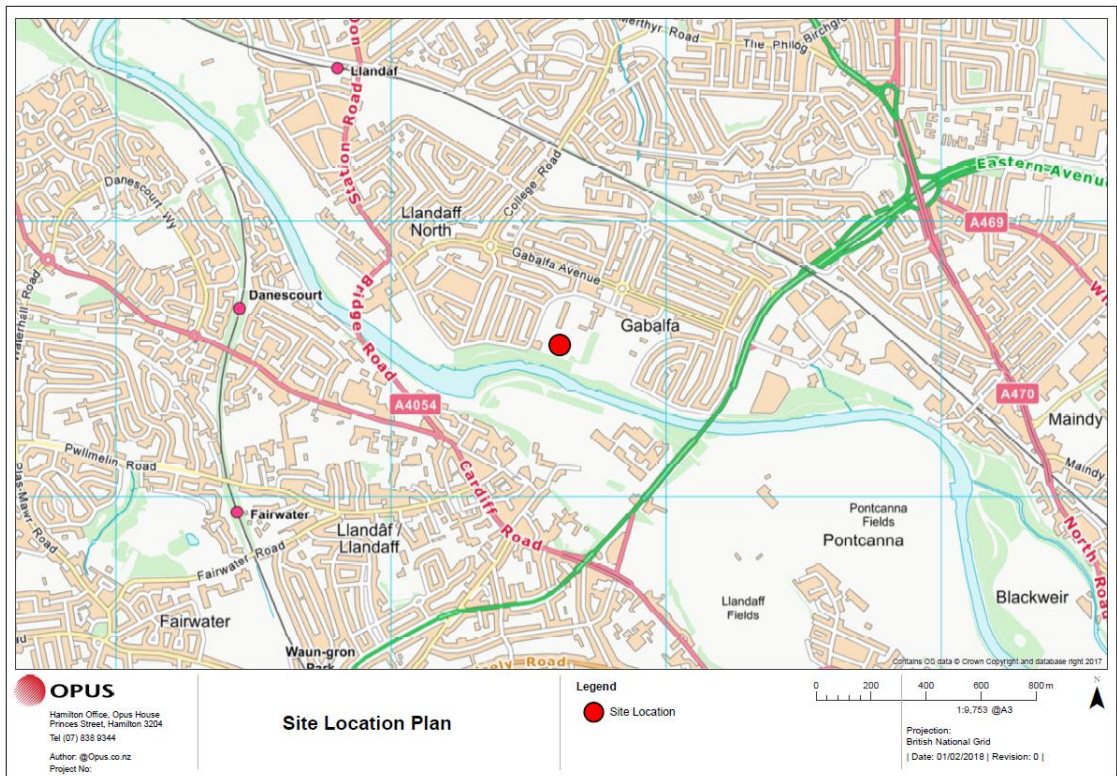


Figure 1 – Site Location Plan

#### 3.2. Existing Site

The existing school site covers an area of approximately 16,684m<sup>2</sup> which comprises the main school building, car park, access road and playing field. The car park is located to the immediate east of the vehicular entrance to the school on Colwill Road. A gated pedestrian access point is located to the immediate south of the vehicular access. A one-way circulatory road is provided within the school grounds, which enables pupils to be dropped off and picked up adjacent to the main entrance.

There are currently 15 pupils enrolled at Meadowbank Special School, however the school has capacity for up to 40 pupils.

Meadowbank Special School is located within close proximity of two other primary schools, namely Ysgol Gan Ceubal and Gabalfa Primary School. The two schools share a site, which is located to the immediate north of Meadowbank Special School. The vehicular access point to the schools is located approximately 43 metres north of the access to Meadowbank Special School on Colwill Road. The playing fields associated with the three schools are connected. The Gabalfa Primary School foundation phase building is located north-east of Meadowbank Special School and is accessed from Llanidloes Road.

Cardiff Council’s planning application portal has been interrogated to determine the relevant planning history of the site, a summary of the relevant planning applications is found in Table 1 below.

Table 1 - Planning History

Application Reference	Proposal	Decision	Date
02/00094/W	New access, terrace and hard play area to the rear of the school	Granted	25/02/2002

### 3.3. Local Highway Network

#### 3.3.1. Colwill Road

Colwill Road runs along the western boundary of the site from north to south for approximately 281 metres. At the Colwill Road / Heol Pencareg junction, Colwill Road becomes Llanidloes Road which continues in a south-eastbound direction. Colwill Road is a single highway road with an approximate width of 5.6 metres, however there is residential parking on the west side of the highway which reduces the available width. The speed limit along Colwill Road in the vicinity of the school is 20mph. 'Keep clear' road markings are provided across the access to Meadowbank Special School. Signage is provided stating that there is no stopping on the keep clear markings between 08:00 and 16:30 from Monday to Friday.

Footways are provided along both sides Colwill Road with an approximate width of 3 metres, the available width of the footways is reduced in places by trees. Street lighting is provided on both sides of the highway. There are no formal crossing facilities along Colwill Road, however dropped kerbs are provided intermittently along the footways. The highway surface was observed to be in a poor condition and significant defects were noted along both the highway and footways.

Highway improvements are due to be delivered as part of the redevelopment of the adjacent Gabalfa Primary School and Ysgol Glan Ceubal. These improvements will include the provision of two new tabled zebra crossings on Colwill Road.

## 4. Accessibility

The sustainability of a site is inherently linked to its location and access to facilities for active travel and public transport.

### 4.1.1. Walking

The aim of land use and transport policy is to promote and encourage the choice of walking and cycling above all else where the need to travel exists. Therefore, it is reasonable to assume that walking is a viable and growing means of transport, and that new development should be designed to promote and encourage it.

In practice, the distance that an individual is likely to choose to walk depends on the individual circumstances, but it is reasonable to assume that over time, given current policies to encourage active travel, the propensity for individuals to walk, and to walk further, will increase.

The Institution of Highways and Transportation in their document ‘Guidelines for Providing Journeys on Foot’ state that “walking accounts for over a quarter of all journeys and four fifths of journeys less than one mile”.

PPG13 ‘A Guide to Better Practice’ (2001) stated that people are prepared to walk up to 2 kilometres (1.24 miles). Whilst PPG13 has been superseded, it is considered that this distance is still relevant and appropriate as a guide to what is acceptable and reasonable to many people.

The isochrone shown in Figure 2 displays a 2km walking area from the site, this is also contained in **Appendix B**.

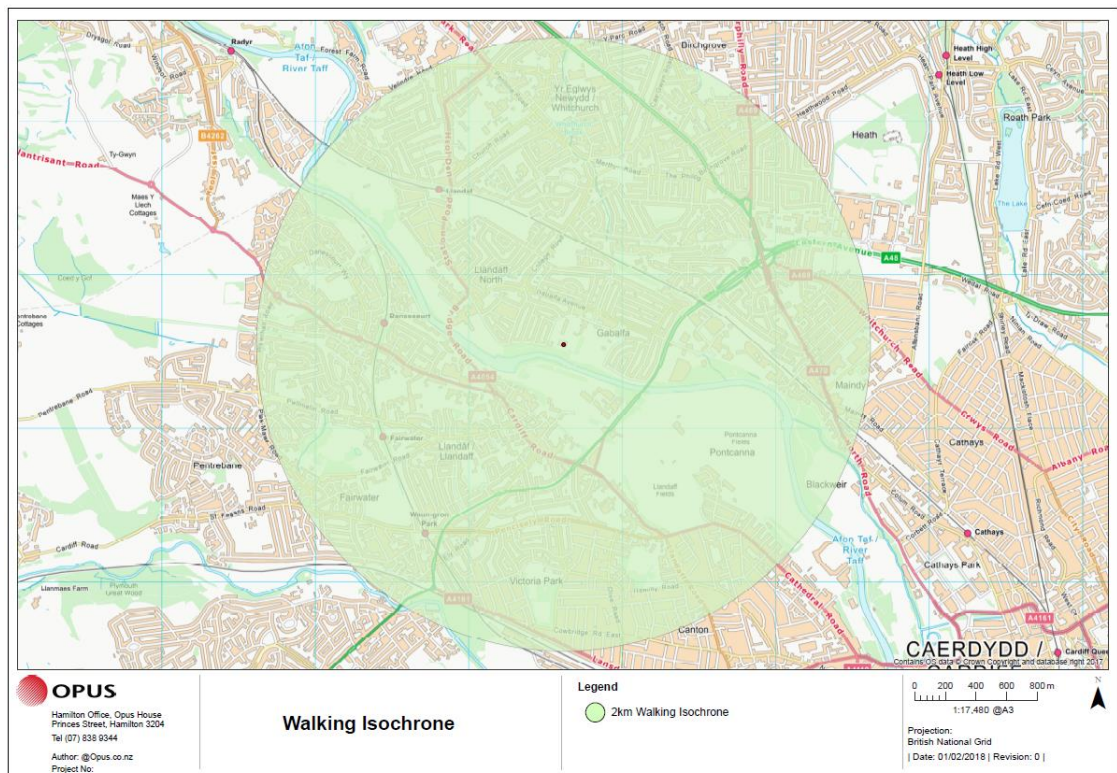


Figure 2 – Walking Isochrone

The isochrone shows that Meadowbank Special School is within walking distance of several residential areas, including Gabalfa, Llandaff and Llandaff North. Several services and facilities are provided along High Street, which is located to the south of the school and is within walking distance. The site is also within walking distance of Llandaff Railway Station.

Footways are provided within the vicinity of the site. The gradient is generally level in the area, which is conducive to walking.

A review has been undertaken of any Public Rights of Way (PROW) in the area surrounding the site, this revealed that there are no PROW in the vicinity of the site.

4.1.2. **Cycling**

The DfT in their ‘Transport Statistics on Cycling in Great Britain’ state that the average length of a cycle journey is 3.84km (2.4 miles). PPG13 ‘A Better Guide to Practice’ (2001) identified that people were prepared to cycle up to 8km (5 miles); which, although the guidance has been superseded, is still considered appropriate. The DfT’s LTN 2/08 ‘Cycle Infrastructure Design’ (October 2008) states that “in common with other modes, many utility cycle journeys are over short distances under three miles (4.8km), although for commuter journeys, a trip distance of up to five miles (7.2km) is not uncommon”.

It is therefore considered that a distance of 4km (2.5 miles) represents a reasonable cycling distance and that 8km (5 miles) is a maximum realistic range for cycle trips. The isochrones shown in Figure 3 display a 4km, 6km and 8km cycling area from the site, this is also contained in **Appendix C**.

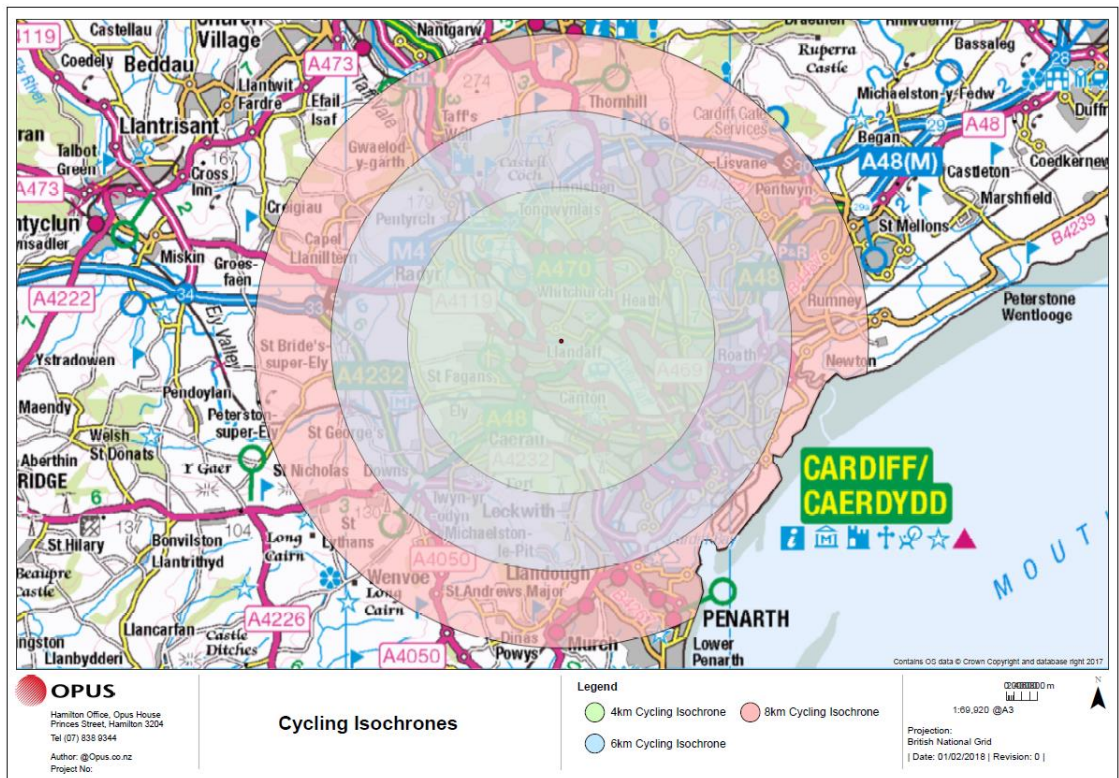


Figure 3 – Cycling Isochrones

The isochrones show that the entire city is accessible via bicycle, as well as commuter settlements located on the outskirts of Cardiff including Llandough to the south and Fairwater to the west.

Due to the generally level gradient and factors such as the low traffic speeds associated with city streets and residential areas, the environment is deemed to be conducive to cycling.

National Cycle Network Route 8 can be accessed from approximately 53 metres south of the access to the school on Colwill Road. Route 8 runs in an east – west direction along the banks of the River Taff. The route is predominantly traffic free in the vicinity of the site and can be used to reach Cardiff city centre. The route is also known as ‘Lôn Las Cymru’ and is fully signed between Cardiff and Holyhead.

**4.1.3. Public Transport – Bus Services**

The closest bus stops to the site are located on Gabalfa Avenue, approximately 300m north of the site, this equates to a four-minute walk. Both the eastbound and westbound bus stops comprise a flagpole and timetable information.

Table 2 provides a summary of the bus services that are available from these stops.

*Table 2 - Summary of Bus Services*

Service Number	Operator	Starts	Destination	Frequency Mon - Fri
8	Cardiff Bus	Cardiff Bay	UHW Heath Hospital	Every 20 minutes
35	Cardiff Bus	Cardiff City Centre	Gabalfa Estate	Every 30 minutes
823	NAT Group	Newport Road	Ysgol Glantaf	One service daily

Table 2 shows that services 8 and 35 provide a regular service throughout the day, which can be used to reach Cardiff city centre and other local areas.

**4.1.4. Public Transport – Rail Services**

Cardiff Central Railway Station is located to the south of the site, the quickest route is approximately 4km. This equates to a 44-minute walk or 13-minute cycle. The station includes facilities such as a shop, café, toilets, waiting rooms and cycle parking. The station is managed by Arriva Trains Wales and provides regular services to popular destinations such as London to the east and Swansea to the west. There are 2 direct services per hour to London Paddington (calling at other popular destinations such as Bristol Parkway) and up to 3 direct services per hour to Swansea.

Llandaff Railway Station is located within closer proximity of Meadowbank Special School. The station is located approximately 1km to the north west of the school, which equates to a 19-minute walk. The Station is managed by Arriva Trains Wales and has a limited range of facilities, however ticket machines and step free access is available. Two services per hour to Cardiff Queen Street Railway Station and Radyr Railway Station are available from Llandaff Railway Station.

It is acknowledged that specialist Additional Learning Needs provision has a city-wide catchment and therefore pupils may not live in the immediate vicinity of the school. Therefore walking, cycle routes, bus services or rail services may not be suitable either due to distance or pupil needs. Furthermore, whilst some pupils are able to travel independently with support it is acknowledged that others are not and therefore Schools Transport will work with pupils, schools and parents/carers to look at the most appropriate form of transport for the pupil and their needs.

**4.1.5. Conclusion**

Based on the above, it is evident that a good range of public transport services are available in the vicinity of Meadowbank Special School. These services can be used to reach Cardiff and beyond. The site is within walking distance of the bus stops on Gabalfa Avenue and Llandaff Railway Station is also located within a reasonable distance. While there are no PROW within the vicinity of the site, it is within close proximity of National Cycle Network Route 8.

**4.2. Collision Data**

A review of [www.crashmap.co.uk](http://www.crashmap.co.uk) has been undertaken to identify any collisions within the vicinity of the site within the last five years. One collision of slight severity occurred on Colwill Road, approximately 40m south of the Meadowbank Special School access. No other collisions have occurred in the vicinity of the school.

There were no obvious trends or clusters of incidents which suggests that there aren't any fundamental issues with the highway network. No fatal incidents have been reported within the vicinity of the site.

## 5. Proposed Changes

This chapter aims to summarise the proposed changes to Meadowbank Special School, as well as its impact on the highway network.

### 5.1. Proposed Changes to Meadowbank Special School

To meet demand for primary school places for complex learning disabilities, it is proposed to:

- Change the type of special educational need that the school provides for from ‘specific language impairments’ to ‘speech language and communication needs and complex learning disabilities’.

The existing infrastructure at Meadowbank Special School is considered to be in a good condition. As a result, significant changes would not be required in order for the development to proceed. Some adaptations to the existing school building would be necessary, including improvements to the building’s accessibility and the provision of a changing space.

The proposals do not seek to increase the capacity of the school; however, the existing school has a current enrolment of 15 pupils, despite its capacity of 40. The proposals aim to facilitate an increase in the number of pupils enrolled, which will ultimately bring the school up to capacity. This may bring about opportunities to appoint new staff at the school.

The existing internal site layout and access arrangements, including space for pick-up / drop-off and one-way system, is expected to comfortably accommodate any increase in pupils and vehicles accessing the site. The car park near the site entrance was observed as operating well under its capacity and could comfortably accommodate any additional staff parking requirements.

### 5.2. Impact on Highway Network

It is anticipated that the resultant increase in trips to and from the site can be accommodated and will not have a material impact on the operation of the surrounding highway network. The existing turning area and one-way system within the school grounds will be retained, which aides to reduce the impact of drop offs and pickups on Colwill Road. In the context of existing operations at Meadowbank Special School and neighbouring sites, the increase in vehicle movements is expected to have a negligible impact.

### 5.3. Limitations

This section will summarise the limitations of the school site in terms of transport and accessibility and these are as follows:

- There are a number of schools located within close proximity; Meadowbank Special School, Ysgol Glan Ceubal and Gabalfa Primary School. All of which are accessed from Colwill Road / Llanidloes Road. This results in a large concentration of movements within the area around the start and end of the school day.

### 5.4. Recommendations

This section aims to provide high-level recommendations to counteract some of the site’s limitations and promote active travel and sustainable transport options. This will help mitigate the limited impact which is expected to arise as a result of the proposals. The recommendations are as follows:

- Consult other schools in the vicinity of the site and stagger the start times for pupils in order to minimise stress on the highway during peak times.
- Promote active travel as a viable means of transport to the school, by implementing measures such as providing secure cycle parking and lockers to store walking / cycling equipment.
- If the school does not currently have an adopted Travel Plan, one should be produced with the aim of minimising single occupancy vehicle trips to the school.



## 6. Summary

Opus International Consultants (UK) Ltd have been commissioned by Cardiff Council to produce a Transport Assessment (TA) for the proposed changes to the provision at Meadowbank Special School, which is a special school for pupils with specific language impairments.

The proposals are to change the type of special educational needs the school provides from 'specific language impairments' to 'speech language and communication needs and complex learning disabilities'. While the proposals do not seek to increase the capacity of the school, the current enrolment is low and the aim is to increase enrolment up to the capacity of 40 pupils. This will result in up to 25 additional pupils at Meadowbank Special School.

A review of relevant local and national planning policy documents has been carried out, including PPW Edition 8 (2016), TAN 18: Transport (March 2007), the Active Travel (Wales) Act (2013) and the Wales National Transport Plan (March 2010), as well as Cardiff LDP (2006-2026).

The site location has been described as well as an assessment of the existing site conditions and highway conditions, including Colwill Road. The planning history of the site has also been reviewed. Several planning applications have been submitted and granted for the site, the most notable being from 2002 when the construction of the access point was permitted. The consented redevelopment of the adjacent Ysgol Gan Ceubal and Gabalfa Primary School has also been considered.

The accessibility of the site has been assessed by sustainable travel modes, including walking, cycling and public transport. It is evident that the public transport provision is adequate and provides a variety of regular services from the site to destinations throughout Cardiff and beyond. The site is considered to be in a sustainable location as there are bus stops and railway stations within comfortable walking and cycling distances, the environment is also conducive to walking and cycling.

A review of [www.crashmap.co.uk](http://www.crashmap.co.uk) has been undertaken to identify any collisions within the vicinity of the site over the last five years. One collision of slight severity occurred approximately 42 metres south of the Meadowbank Special School access. No other collisions have occurred in the vicinity of the school. No obvious trends or clusters of incidents were observed.

It is the view of the TA that, in highway and transportation terms, the proposed changes to Meadowbank Special School will not have a severe impact on the surrounding highway network. This is due mainly to the minimal increase in pupil numbers. The uptake of sustainable travel can be encouraged and monitored through the recommendations set out in Chapter 5.

# Appendix A – Site Location Plan



**OPUS**  
 Hamilton Office, Opus House  
 Princes Street, Hamilton 3204  
 Tel (07) 838 9344  
 Author: @Opus.co.nz  
 Project No:

## Site Location Plan

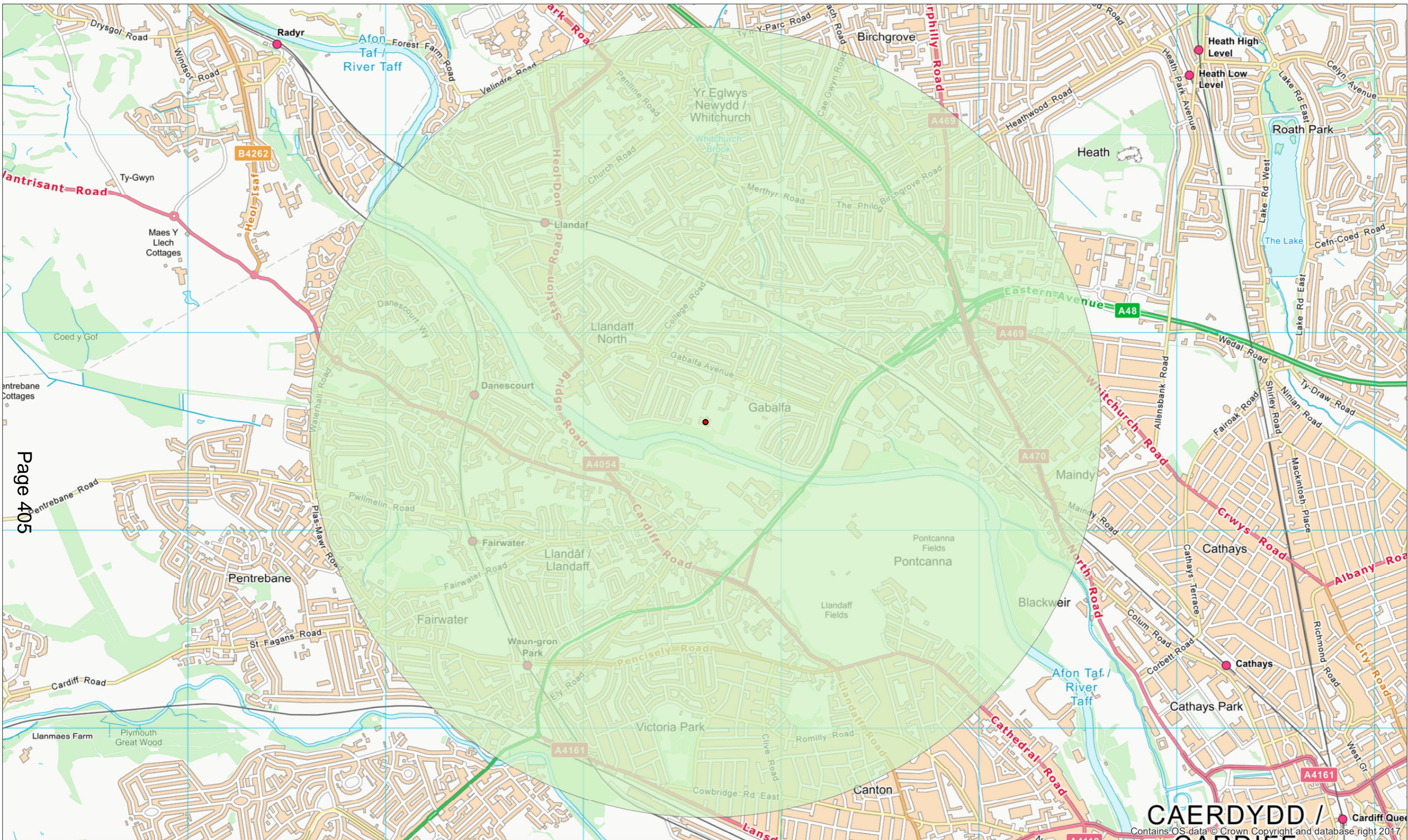
**Legend**  
 Site Location

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Projection:  
 British National Grid  
 | Date: 01/02/2018 | Revision: 0 |

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## Appendix B – Walking Isochrone



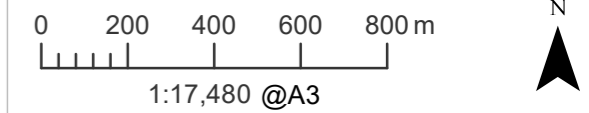
**OPUS**  
 Hamilton Office, Opus House  
 Princes Street, Hamilton 3204  
 Tel (07) 838 9344  
 Author: @Opus.co.nz  
 Project No:

## Walking Isochrone

### Legend

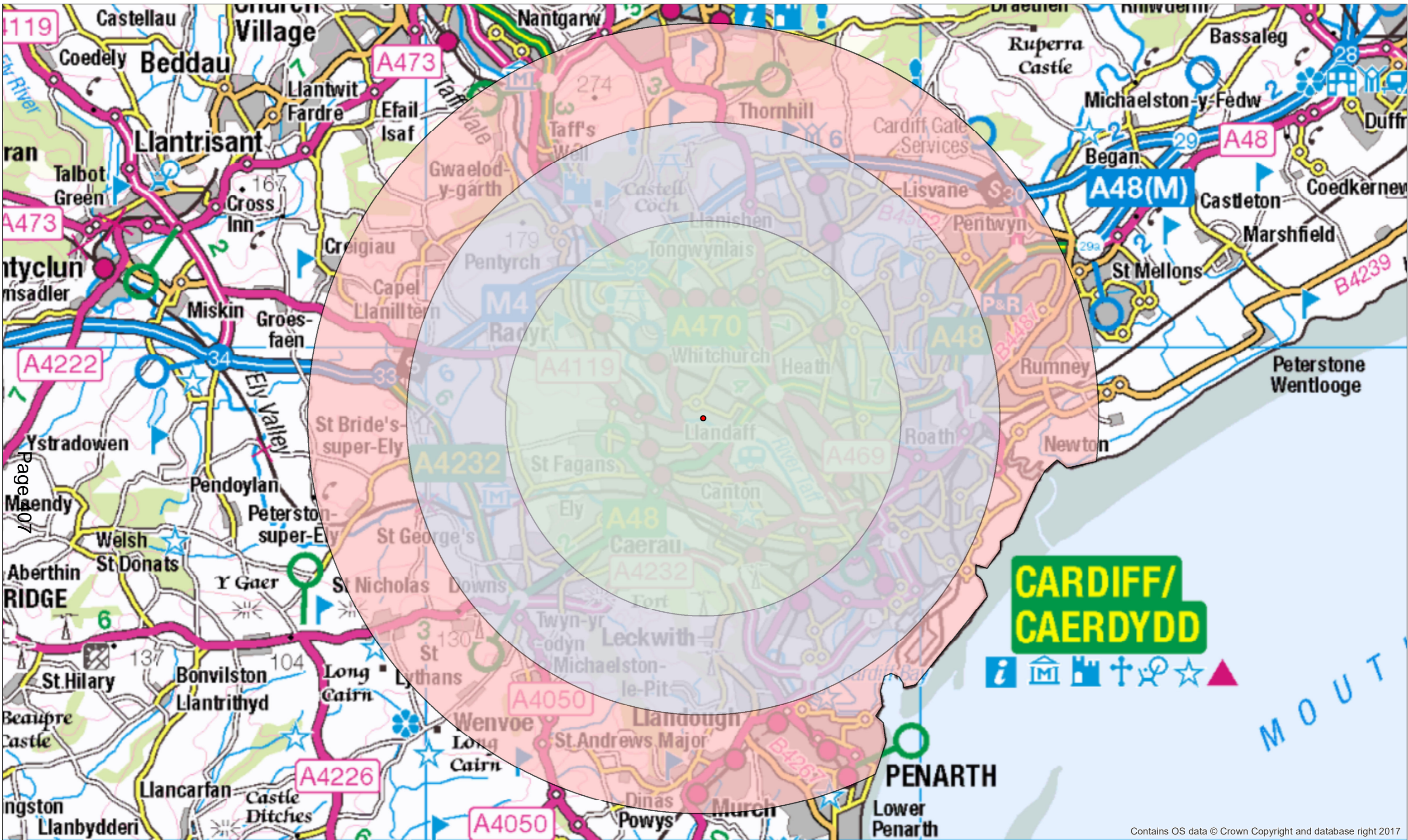
 2km Walking Isochrone

**CAERDYDD /**  
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 British National Grid  
 | Date: 01/02/2018 | Revision: 0 |

## Appendix C – Cycling Isochrones



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 Tel (07) 838 9344  
 Author: @Opus.co.nz  
 Project No:

### Cycling Isochrones

- Legend**
- 4km Cycling Isochrone
  - 6km Cycling Isochrone
  - 8km Cycling Isochrone

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 Projection:  
 British National Grid  
 | Date: 01/02/2018 | Revision: 0 |



[www.opusinternational.co.uk](http://www.opusinternational.co.uk)





# Tŷ Gwyn Special School

Transport Assessment



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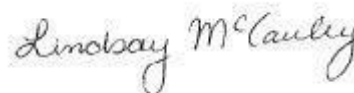
Date: February 2018  
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Status: Final

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# 1. Introduction

## 1.1. Introduction

Opus International Consultants (UK) have been commissioned by Cardiff Council to produce a Transport Assessment (TA) for Tŷ Gwyn Special School, located in Ely, Cardiff. It provides special school places for learners aged 3-19 with complex learning disabilities and autism spectrum conditions (ASC).

The proposal is to increase the capacity of the school from 173 to 198 in order to meet demand for primary and secondary special school places for learners with complex learning disabilities or ASC.

The TA has been prepared to take account of national planning policy including Planning Policy Wales, Edition 8 (2016). Local Planning Policy has also been taken into account, including the Cardiff Local Development Plan 2006-2026. The scope of the TA has been agreed with Cardiff Council through email correspondence and a meeting held at Cardiff County Hall on 7<sup>th</sup> February 2018.

The report has been prepared in response to a request by the client and the report will evaluate the impacts of the extension works on the surrounding highway network. The report has been based on Opus' understanding of Cardiff Council's requirements and our specialist experience of undertaking TAs for similar developments.

## 1.2. Report Structure

The TA investigates the highway and transportation issues associated with the development proposals, the report will be structured in the following way:

- Chapter 2: will summarise the relevant national and local planning policy;
- Chapter 3: presents the existing site conditions;
- Chapter 4: focuses on the accessibility of the site by different travel modes;
- Chapter 5: presents the proposed changes to the school; and
- Chapter 6: summarises and concludes the report.

## 2. Planning and Policy Context

Relevant national and local planning policy documents have been reviewed and adopted within the Transport Assessment.

### 2.1. Legislation

#### 2.1.1. *Town and Country Planning Act, 1990*

The Town and Country Planning Act 1990 (TCPA 1990) and the Planning and Compulsory Purchase Act 2004 (PCPA 2004) establish the legislative basis for town planning in England and Wales. These Acts establish a plan-led system which requires Local Planning Authorities (LPAs) to determine planning applications in accordance with the development plan unless material considerations indicate otherwise.

### 2.2. National Planning Policy

#### 2.2.1. *Planning Policy Wales, Edition 8 (2016)*

Planning Policy Wales (PPW) sets out the land use planning policies of the Welsh Government, which is supplemented by a series of Technical Advice Notes (TANs). PPW sets out Wales' commitment to sustainable development, ensuring it plays an appropriate role in the planning system.

The Welsh Government aims to extend transportation choices in a way that supports sustainable development and helps tackle the causes of climate change. The Welsh Government is committed to enabling more people to undertake and enjoy the benefits of active travel.

It is stated that the proposed access to a development is likely to reflect the travel patterns that are involved. People should be able to reach the development by walking, cycling and public transport as well as by car. Walking and cycling should be promoted for shorter trips and as a substitute for shorter car journeys.

#### 2.2.2. *Planning Policy Wales Technical Advice Note 18: Transport (March 2007)*

Technical Advice Note 18 (TAN18) was published in March 2007 and is a supplement of Planning Policy Wales. TAN18 provides advice on transport related issues when planning for new development, such as the integration between land use planning and transport, parking and the design of the development.

The importance of new developments promoting walking is highlighted in TAN18. It is stated that new developments should be situated close to main footways, public transport stops and pedestrian desire lines. Cycling also has the potential to act as a substitute for shorter car journeys. Cycling can be encouraged through the provision of secure cycle parking that is easy to access for everyday use.

#### 2.2.3. *Active Travel (Wales) Act, 2013*

The Active Travel Act was adopted in 2013 and makes provision for maps of existing active travel routes and related facilities in a local authority's area. The Act requires Welsh Ministers and local authorities to take reasonable steps to enhance the provisions made for walking and cycling.

#### 2.2.4. *Wales National Transport Plan (March 2010)*

The Wales National Transport Plan was published in March 2010 and establishes a framework for the creation of an integrated transport system. By joining together proposals for road, rail and public transport, people will be able to move more efficiently and sustainably throughout the country.

## 2.3. Local Planning Policy

### 2.3.1. Cardiff Local Development Plan (LDP) 2006-2026

The adopted LDP provides the statutory framework for the development and use of land within Cardiff over the Plan period (2006-2026). This fulfils the requirements of The Planning and Compulsory Purchase Act 2004 which requires the Council to prepare a LDP. It replaces existing Structure Plans and Local Plans relating to Cardiff and will be used by the Council to guide and control development and provide the statutory local policy context for determining planning applications.

In terms of transport the LDP highlights the following key points and objectives:

- The overall approach seeks to minimise travel demand and provide a range of measures and opportunities which reduce reliance on the car.
- New development in Cardiff must be integrated with the provision of new transport infrastructure which can help contribute to this objective by putting in place sustainable transport solutions which also provide improved travel choices for the wider community.
- This approach is fully consistent with on-going work at a city-region scale which seeks to develop a more effective public transport network across the region as a whole, helping people travel from where they live to work and thereby helping to spread prosperity around the entire city-region.

The LDP also highlights the key transportation trends and issues, including the following:

- Traffic on Cardiff's roads grew by 9% between 2002 and 2012.
- 56% of Cardiff's residents travel to work by car.
- Nearly 77,900 people commute into Cardiff each day by all modes (37% of Cardiff's workforce). The 2001 Census indicates that approximately 80% of commuters travel to Cardiff by car.
- Travel on rail services has increased considerably - the use of Cardiff Central and Queen Street Stations has risen by 82% between 2001 and 2011.
- Cycle use has increased 10% between 2001 and 2011 but bus use has fallen slightly over the same period.

### 3. Existing Conditions

#### 3.1. Site Location

The site is located to the west of Vincent Road, in the Ely area of Cardiff. Vincent Road and the other streets in the vicinity of the site are of residential nature. Cowbridge Road West is located approximately 350m to the north of the site and provides access to a range of services and facilities. Cardiff City Centre is located approximately 3.5km to the east of the site and Cardiff Central Railway Station is approximately 4km to the east.

The location of the site is shown in Figure 1, and is also contained in **Appendix A**.

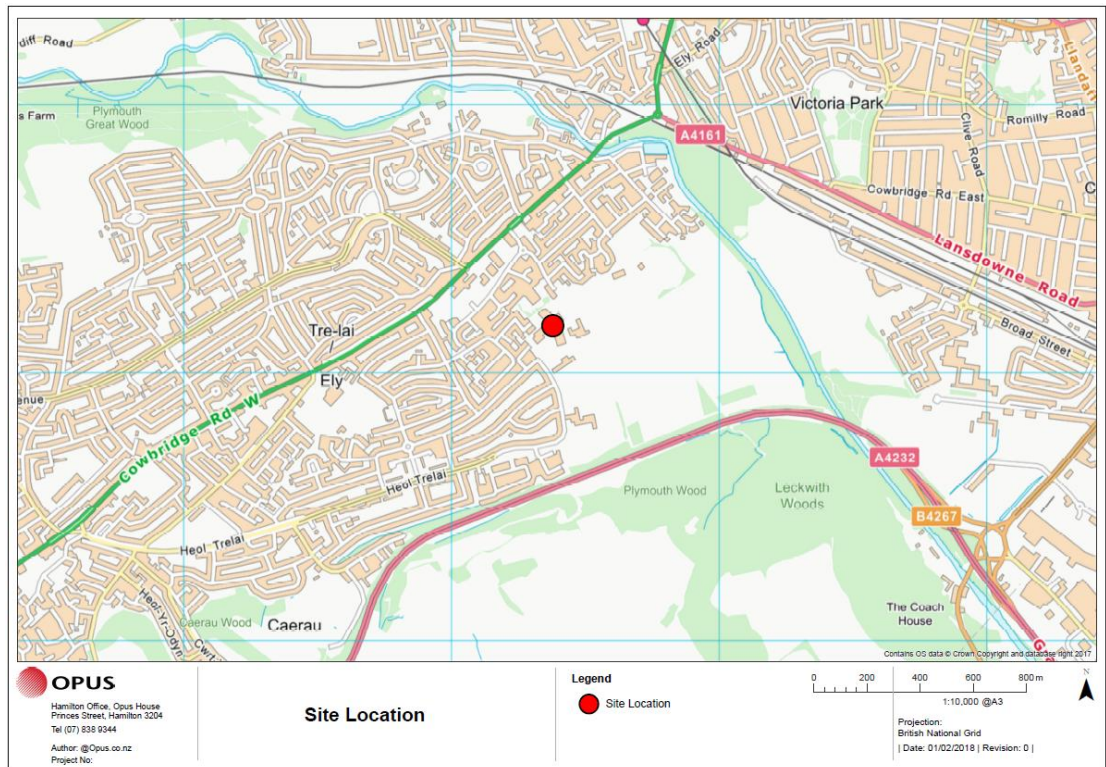


Figure 1 – Site Location Plan

#### 3.2. Existing Site

The existing school site covers an area of approximately 23,800m<sup>2</sup>. The main school building is located in the centre of the site and extends from the northern to the southern boundary. There are outdoor playing areas at the north west and south west of the site. The south east of the site consists of smaller school buildings and cabins and the north east of the site is allocated as a car park at present. There are currently 173 students enrolled at Tŷ Gwyn Special School.

Cardiff Council’s planning application portal has been interrogated to determine the relevant planning history of the site, a summary of the relevant planning applications is found in Table 1 below.

Table 1 – Planning History

Application Reference	Proposal	Decision	Date
07/02715/W	New special school and respite care accommodation including minibus garage with modifications to access	Granted	27/03/2008
11/00206/DCO	Demolition of two demountable units and installation of three units and retention of one existing unit	Granted	25/03/2011
17/02621/MNR	Retention of 4 no. single storey portacabin buildings to be used as replacement classroom accommodation. To be hired for a period of 156 weeks	Granted	27/12/2017

### 3.3. Local Highway Network

#### 3.3.1. Vincent Road

Vincent Road provides the sole vehicular access to the school at the north-eastern boundary of the site, Vincent Road runs from north to south for approximately 300m and connects to Cowbridge Road West to the north via a signal controlled junction. It is a single carriageway road with an approximate width of 5.5m. There are parking restrictions along the majority of its length in the form of double yellow lines. A section of the highway adjacent to Riverbank School is identified as a no stopping zone for the purposes of discouraging pick-up / drop-off at the school. The residential streets with access from Vincent Road, such as Morris Finer Close, have unrestricted on-street parking.

There are footways provided along both sides of Vincent Road, with an approximate width of 2m. Street lighting is provided along both sides of the highway. Dropped kerbs and tactile paving are provided at crossing points; however, the tactile paving is in need of upgrading. A speed limit of 30mph is in place on Vincent Road. The highway and footway provisions are in a reasonable condition, with some defects noted in places. Road markings and signage are also in reasonable condition.



## 4. Accessibility

The sustainability of a site is inherently linked to its location and access to facilities for active travel and public transport.

### 4.1.1. Walking

The aim of land use and transport policy is to promote and encourage the choice of walking and cycling above all else where the need to travel exists. Therefore, it is reasonable to assume that walking is a viable and growing means of transport, and that new development should be designed to promote and encourage it.

In practice, the distance that an individual is likely to choose to walk depends on the individual circumstances, but it is reasonable to assume that over time, given current policies to encourage active travel, the propensity for individuals to walk, and to walk further, will increase.

The Institution of Highways and Transportation in their document 'Guidelines for Providing Journeys on Foot' state that "walking accounts for over a quarter of all journeys and four fifths of journeys less than one mile".

PPG13 'A Guide to Better Practice' (2001) stated that people are prepared to walk up to 2 kilometres (1.24 miles). Whilst PPG13 has been superseded, it is considered that this distance is still relevant and appropriate as a guide to what is acceptable and reasonable to many people.

The isochrone shown in Figure 2 displays a 2km walking area from the site, this is also contained in **Appendix B**.

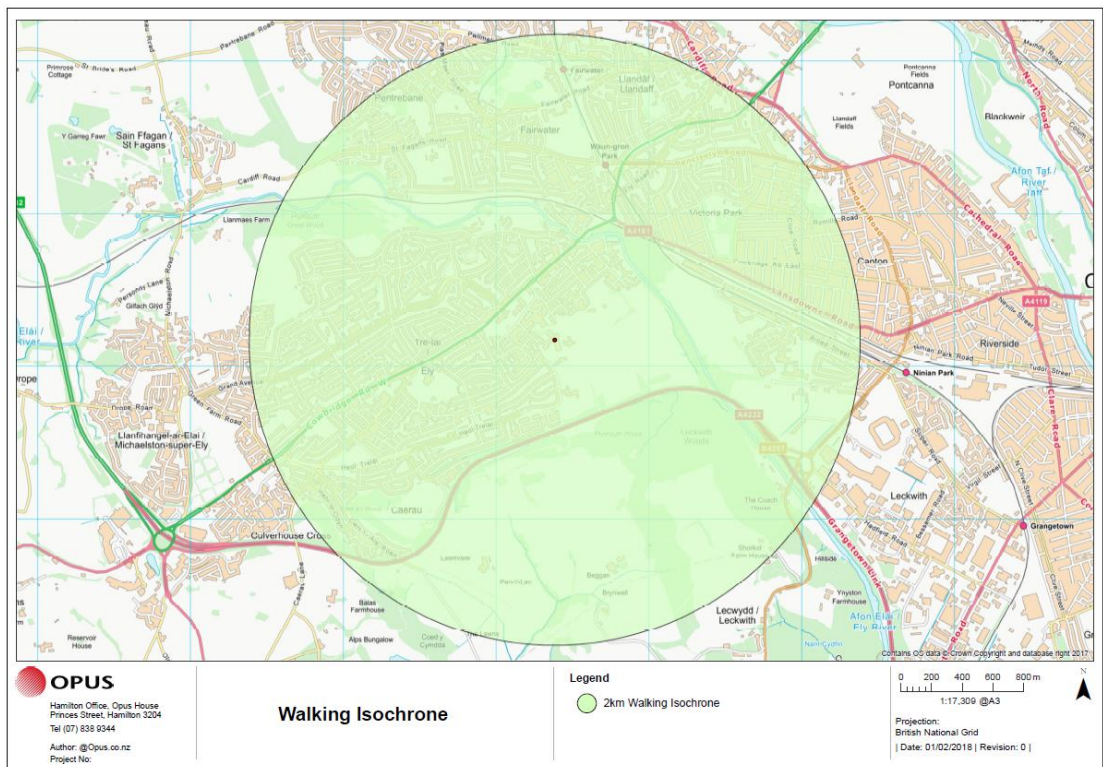


Figure 2 – Walking Isochrone

The isochrone shows that the site is within walking distance of nearby residential areas such as Caerau, Fairwater and Llandaff. Cardiff City Centre is located beyond the 2km recommended walking distance; however, local centres such as Ely provide access to a range of services and facilities. Cardiff Central Railway is located outside the 2km walking distance; however, Waun-gron Park Railway Station is located comfortably within the 2km walking distance.

In the vicinity of the site there are footways provided as well as pedestrian crossing facilities and street lighting, this along with factors such as the generally level gradient results in an environment which is conducive to walking.

A review has been undertaken of any Public Rights of Way (PROW) in the area surrounding the site, this revealed that there are no PROWs in the vicinity of the site.

4.1.2. **Cycling**

The DfT in their ‘Transport Statistics on Cycling in Great Britain’ state that the average length of a cycle journey is 3.84km (2.4 miles). PPG13 ‘A Better Guide to Practice’ (2001) identified that people were prepared to cycle up to 8km (5 miles); which, although the guidance has been superseded, is still considered appropriate. The DfT’s LTN 2/08 ‘Cycle Infrastructure Design’ (October 2008) states that “in common with other modes, many utility cycle journeys are over short distances under three miles (4.8km), although for commuter journeys, a trip distance of up to five miles (7.2km) is not uncommon”.

It is therefore considered that a distance of 4km (2.5 miles) represents a reasonable cycling distance and that 8km (5 miles) is a maximum realistic range for cycle trips. The isochrones shown in Figure 3 display a 4km, 6km and 8km cycling area from the site, this is also contained in **Appendix C**.

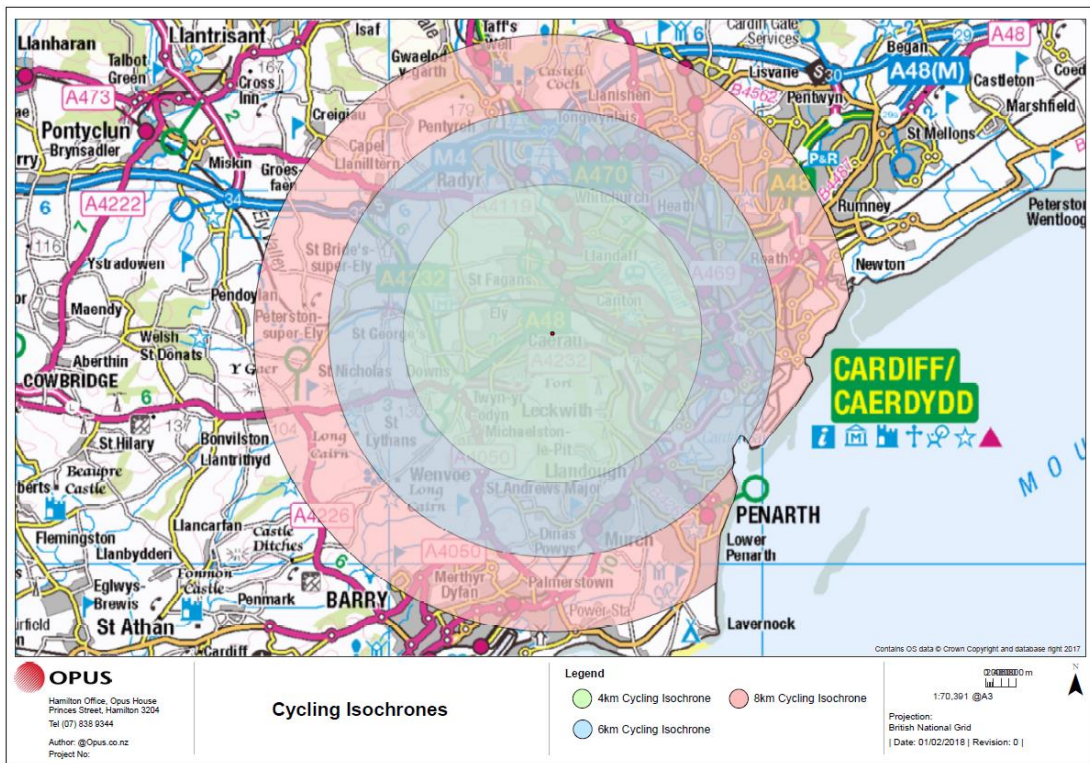


Figure 3 – Cycling Isochrones

The isochrones show that the majority of the city is accessible via bicycle, as well as commuter settlements located on the outskirts such as Radyr to the north, and Dinas Powys to the south.

Due to the generally level gradient and factors such as the low traffic speeds associated with city streets and residential areas, the environment is deemed to be conducive to cycling.

National Cycle Network Route 8 is located approximately 3km to the east of the site, the fully open and signed route connects Cardiff to Holyhead, via Brecon, Builth Wells, Machynlleth, Porthmadog and Bangor. The route is a combination of traffic-free and on-road sections.

#### 4.1.3. Public Transport – Bus Services

The closest bus stops to the school are located approximately 100m south west of the site on Bishopston Road. However, these stops only provide access to service number 15 which connects the city centre to Heath Hospital via Ely, there are 6 services per day.

The closest stops which provide access to a number of services are located on Cowbridge Road West north of the site. The route to these stops is 500m (6-minute walk), the eastbound and westbound stops both consist of a shelter, flagpole and timetable. The westbound stop also features easy access kerbing.

Table 2 provides a summary of the services that can be accessed from these stops.

Table 2 – Summary of Bus Services

Service Number	Operator	Starts	Destination	Frequency Mon - Fri
12	Cardiff Bus	Leckwith Retail Park	Drope	1 per hour
15	Cardiff Bus	City Centre	Heath Hospital	6 per day
17/18	Cardiff Bus	City Centre	Ely	12 per hour
96/96A/96S	Cardiff Bus	City Centre	Barry	2 per hour
802	NAT Group	Ely	Bishop of Llandaff and Ysgol Plasmawr	1 per day
807	NAT Group	Ely	Bishop of Llandaff and Ysgol Plasmawr	1 per day
809	NAT Group	Ely	Bishop of Llandaff and Ysgol Plasmawr	1 per day
X1	NAT Group	Culverhouse Cross	Pontprennau	4 per hour
X2	First	Porthcawl	City Centre	2 per hour

Table 2 shows that there are a variety of regular services available from these stops which provide access throughout the city and beyond.

#### 4.1.4. Public Transport – Rail Services

Cardiff Central Railway Station is located to the east of the site, the quickest route is approximately 5km (19-minute cycle). The station includes facilities such as a shop, café, toilets, waiting rooms and cycle parking. The station is managed by Arriva Trains Wales and provides regular services to popular destinations such as London to the east and Swansea to the west. There are 2 direct services per hour to London Paddington (calling at other popular destinations such as Bristol Parkway) and up to 3 direct services per hour to Swansea.

Waun-gron Park Railway Station is located to the north and is closer to the site than Cardiff Central Railway Station. The route from the site to the station is approximately 1.6km (20-minute walk or 5-minute cycle). This station provides regular services to Cardiff Central, as well as residential areas such as Fairwater and Danescourt. It is also managed by Arriva Trains Wales and includes facilities such as a shelter and cycle parking.

It is acknowledged that specialist Additional Learning Needs provision has a city-wide catchment and therefore pupils may not live in the immediate vicinity of the school. Therefore walking, cycle routes, bus services or rail services may not be suitable either due to distance or pupil needs. Furthermore, whilst some pupils are able to travel independently with support it is acknowledged that others are not and therefore Schools Transport will work with pupils, schools and parents/carers to look at the most appropriate form of transport for the pupil and their needs.

#### 4.1.5. Conclusion

Based on the above, it is evident that the public transport provision is adequate and provides a variety of regular services throughout Cardiff and beyond. The site is considered to be in a sustainable location as there are bus stops located nearby on Cowbridge Road West within comfortable walking distance, Waun-gron Park Railway Station is also within a comfortable walking distance and Cardiff Central Railway Station is within a comfortable cycling distance. There are no PROW in the vicinity of the site.

#### 4.2. Collision Data

A review of [www.crashmap.co.uk](http://www.crashmap.co.uk) has been undertaken to identify any collisions within the vicinity of the site within the last five years. One collision has been reported on Vincent Road; however, it was slight in nature and included one vehicle and one casualty. Four serious incidents have occurred in the vicinity of the site. Table 3 provides a summary of the serious incidents.

*Table 3 – Summary of Serious Incidents*

Date	Location	Number of Vehicles	Number of Casualties
14/09/2013	Amroth Road	1	1
11/06/2014	Cowbridge Road West	1	1
04/08/2014	Bromley Drive	1	1
04/08/2015	Cowbridge Road West	1	1

There were no obvious trends or clusters of incidents which suggests that there aren't any fundamental issues with the highway network. No fatal incidents have been reported within the vicinity of the site.

## 5. Proposed Changes

This chapter aims to summarise the proposed changes to Tŷ Gwyn Special School, as well as its impact on the highway network.

### 5.1. Proposed Changes to Tŷ Gwyn Special School

To meet the demand for primary and secondary special school places for learners with complex learning disabilities or Autism Spectrum Conditions, it is proposed to increase the capacity of Tŷ Gwyn to allow for up to 198 places.

In order to achieve this, it is proposed to adapt part of the Trelai Youth Centre building to provide three new classrooms for Tŷ Gwyn School and to connect the school and youth centre buildings via an enclosed corridor, or covered walkway. There would be around eight pupils per class in the three new classrooms, as well as around fifteen extra staff. Resulting in a worst-case scenario of 39 additional trips assuming all pupils and staff travel individually by private vehicle.

### 5.2. Impact on Highway Network

Due to the proposed minimal increase in pupil numbers from 173 to 198, it is considered that the proposals will not have a material impact on the operation of the local highway network. In the context of existing operations at Tŷ Gwyn and neighbouring sites, the increase in vehicle movements which may be expected as a result of the proposals will be negligible.

### 5.3. Limitations

This section will summarise the limitations of the school site in terms of transport and accessibility and these are as follows:

- There are a number of schools and community facilities located within close proximity; Tŷ Gwyn Special School, Riverbank School, Woodlands High School, Trelai Youth Centre. Many of which are accessed from Vincent Road. This results in a large concentration of movements within the area around the start and end of the school day.
- The majority of students arrive via private taxi, meaning transport arrangements are not efficient.
- The signal controlled junction connecting Vincent Road to Cowbridge Road West delays traffic and taxis serving the school use the residential streets to the east to 'ratrun' and avoid any delay.

### 5.4. Recommendations

This section aims to provide high-level recommendations to counteract some of the site's limitations and promote active travel and sustainable transport options. This will help mitigate the limited impact which is expected to arise as a result of the proposals. The recommendations are as follows:

- Relocate staff parking to existing Trelai car park to the east of the school, in order to amend the internal site layout and clear space for a vehicle drop-off and turning area. The additional number of pupils will result in an increase in minibuses serving the site, the amended parking provision and internal site layout are expected to comfortably accommodate this minor increase. Pedestrian links between the Trelai car park and the school will need to be assessed, including lighting, security and crossing points.
- Consult the other schools in the vicinity of the site and stagger the start / end times for pupils in order to minimise stress on the highway during peak hours.
- Additional access to the school could be provided at the south west of the site near Trelai Youth Centre. This additional access could reduce stress on Vincent Road and provide a convenient point of access for pupils arriving from the Caerau area to the west.

- Promote active travel as a viable means of transport to the school, by implementing measures such as providing secure cycle parking and lockers to store walking / cycling equipment.
- If the school does not currently have an adopted Travel Plan, one should be produced with the aim of minimising single occupancy vehicle trips to the school.

## 6. Summary

Opus International Consultants (UK) have been commissioned by Cardiff Council to produce a Transport Assessment (TA) for the proposed expansion of Tŷ Gwyn Special School, located in Ely, Cardiff, to accommodate additional pupils.

The proposal is to increase the capacity of Tŷ Gwyn Special School to allow for up to 198 places by adapting part of the Trelai Youth Centre building to provide three new classrooms.

A review of relevant local and national planning policy documents has been carried out, including PPW Edition 8 (2016), TAN 18: Transport (March 2007), the Active Travel (Wales) Act (2013) and the Wales National Transport Plan (March 2010), as well as Cardiff LDP (2006-2026).

The site location is described as well as an assessment of the existing site conditions and Vincent Road. The planning history of the site is also summarised.

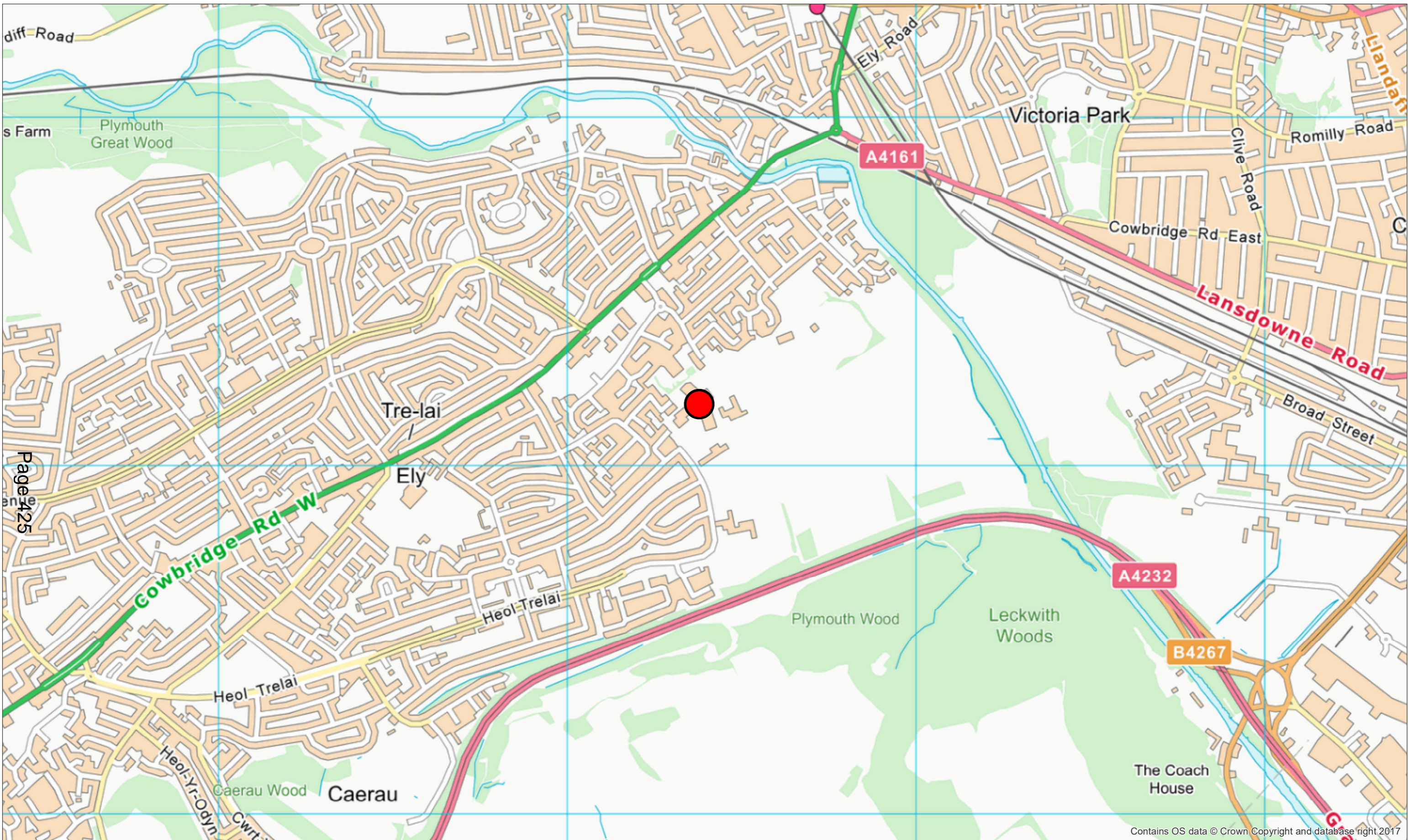
The accessibility of the site has been assessed by sustainable travel modes, including walking, cycling and public transport. It is evident that the public transport provision is adequate and provides a variety of regular services from the site to destinations throughout Cardiff and beyond. The site is considered to be in a sustainable location as there are bus stops and railway stations within comfortable walking and cycling distances, the environment is also conducive to walking and cycling.

A review of [www.crashmap.co.uk](http://www.crashmap.co.uk) has been undertaken to identify any collisions within the vicinity of the site within the last five years. One collision was reported on Vincent Road that was slight in nature and four serious collisions have been reported in the vicinity of the site. No obvious trends or clusters of incidents were observed.

It is the view of the TA that, in highway and transportation terms, the proposed extension to Tŷ Gwyn Special School will not have a severe impact on the surrounding highway network. This is due mainly to the minimal increase in pupil numbers. The uptake of sustainable travel can be encouraged and monitored through the recommendations set out in Chapter 5.

# Appendix A – Site Location Plan





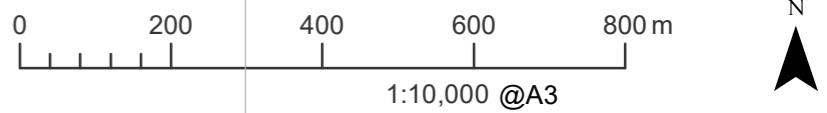
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**OPUS**  
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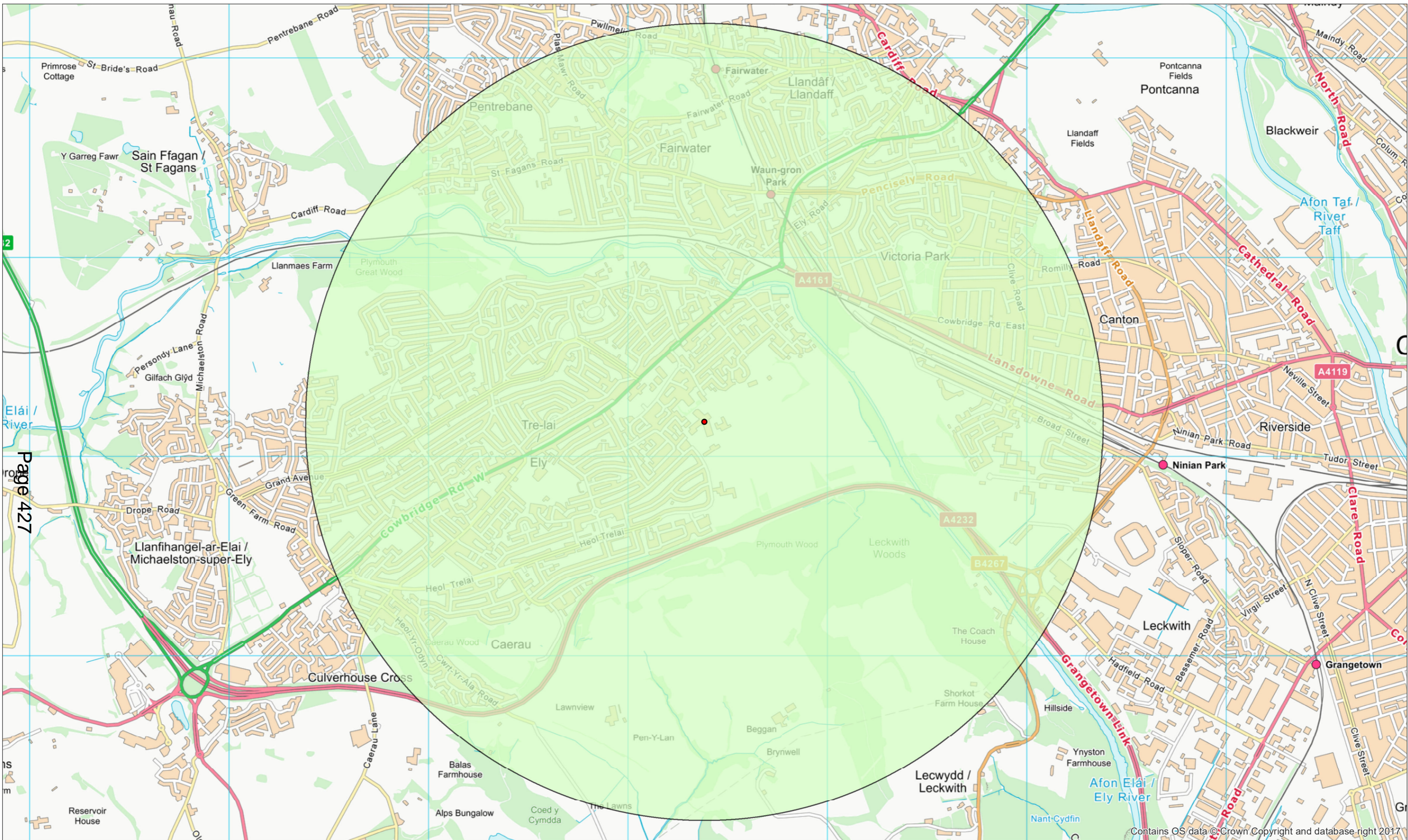
### Site Location

**Legend**  
 Site Location



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## Appendix B – Walking Isochrone



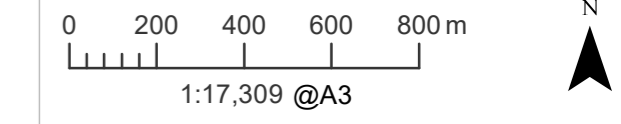
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 Project No:

## Walking Isochrone

### Legend

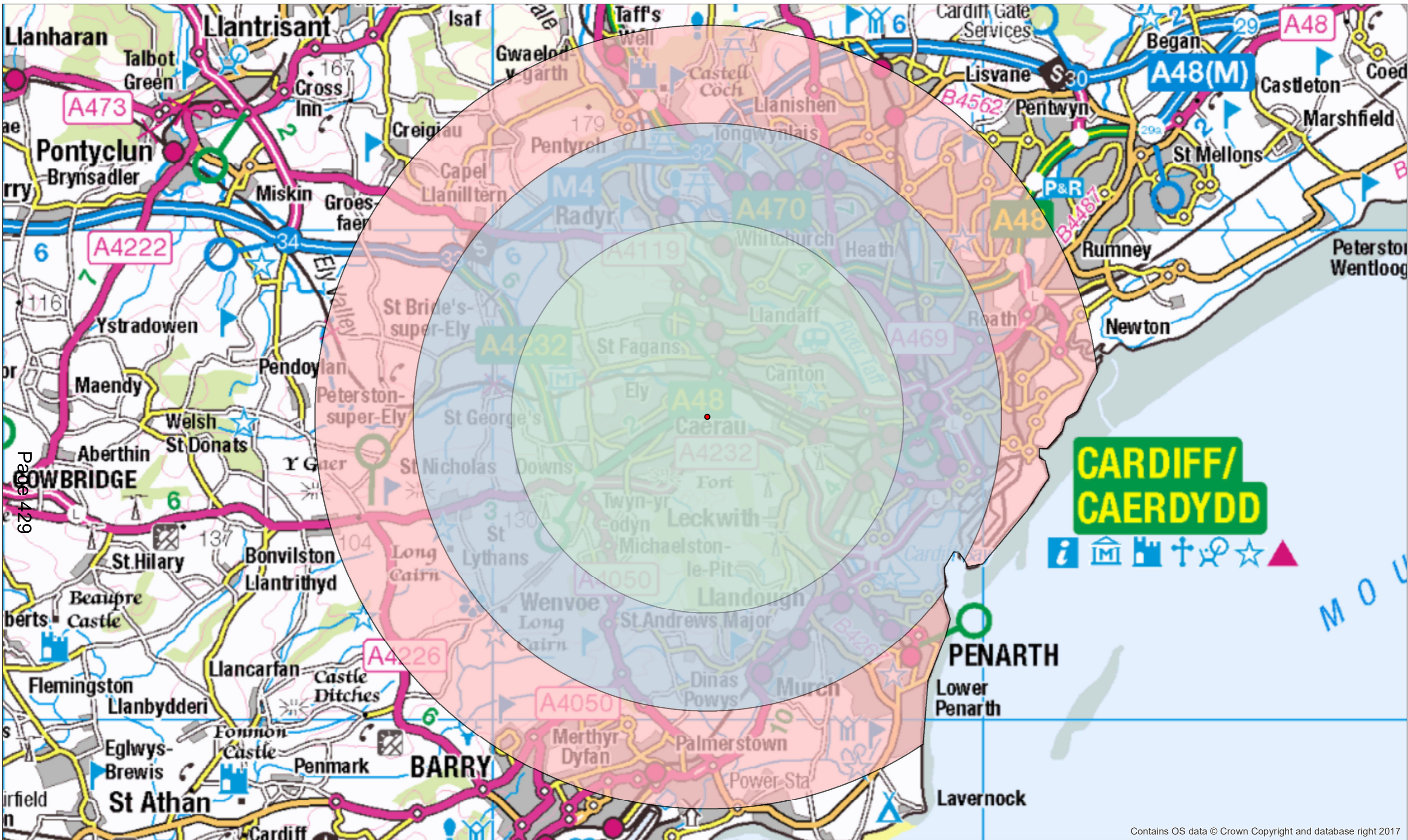
 2km Walking Isochrone



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 British National Grid  
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## Appendix C – Cycling Isochrones



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### Cycling Isochrones

- Legend**
- 4km Cycling Isochrone
  - 6km Cycling Isochrone
  - 8km Cycling Isochrone

0 2000 4000 6000 8000 10000 m  
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 British National Grid  
 | Date: 01/02/2018 | Revision: 0 |



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# Ysgol Glan Morfa

Transport Assessment



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# 1. Introduction

## 1.1. Introduction

Opus International Consultants (UK) Ltd have been commissioned by Cardiff Council to produce a Transport Assessment (TA) for the refurbishment of Ysgol Glan Morfa to increase the capacity of The Hollies Special School from 90 pupils to 138. The age range of the school will also be extended from 4-11 to 4-14. The operation of The Hollies Special School will be split over the existing Hollies Special School Site and the refurbished Ysgol Glan Morfa. The existing operations of Ysgol Glan Morfa is due to transfer to a new build in August 2018.

The TA has been prepared to take account of national planning policy including Planning Policy Wales, Edition 8 (2016). Local Planning Policy has also been taken into account, including the Cardiff Local Development Plan 2006-2026. The scope of the TA has been agreed with Cardiff Council through email correspondence and a meeting held at Cardiff County Hall on 7<sup>th</sup> February 2018.

The report has been prepared in response to a request by the client and the report will evaluate the impacts of the proposed changes on the surrounding highway network. The report has been based on Opus' understanding of Cardiff Council's requirements and our specialist experience of undertaking TAs for similar developments.

## 1.2. Report Structure

The TA investigates the highway and transportation issues associated with the proposed changes, the report will be structured in the following way:

- Chapter 2: will summarise the relevant national and local planning policy;
- Chapter 3: presents the existing site conditions;
- Chapter 4: focuses on the accessibility of the site by different travel modes;
- Chapter 5: presents the proposed changes to the school; and
- Chapter 6: summarises and concludes the report.

## 2. Planning and Policy Context

Relevant national and local planning policy documents have been reviewed and adopted within the Transport Assessment.

### 2.1. Legislation

#### 2.1.1. *Town and Country Planning Act, 1990*

The Town and Country Planning Act 1990 (TCPA 1990) and the Planning and Compulsory Purchase Act 2004 (PCPA 2004) establish the legislative basis for town planning in England and Wales. These Acts establish a plan-led system which requires Local Planning Authorities (LPAs) to determine planning applications in accordance with the development plan unless material considerations indicate otherwise.

### 2.2. National Planning Policy

#### 2.2.1. *Planning Policy Wales, Edition 8 (2016)*

Planning Policy Wales (PPW) sets out the land use planning policies of the Welsh Government, which is supplemented by a series of Technical Advice Notes (TANs). PPW sets out Wales' commitment to sustainable development, ensuring it plays an appropriate role in the planning system.

The Welsh Government aims to extend transportation choices in a way that supports sustainable development and helps tackle the causes of climate change. The Welsh Government is committed to enabling more people to undertake and enjoy the benefits of active travel.

It is stated that the proposed access to a development is likely to reflect the travel patterns that are involved. People should be able to reach the development by walking, cycling and public transport as well as by car. Walking and cycling should be promoted for shorter trips and as a substitute for shorter car journeys.

#### 2.2.2. *Planning Policy Wales Technical Advice Note 18: Transport (March 2007)*

Technical Advice Note 18 (TAN18) was published in March 2007 and is a supplement of Planning Policy Wales. TAN18 provides advice on transport related issues when planning for new development, such as the integration between land use planning and transport, parking and the design of the development.

The importance of new developments promoting walking is highlighted in TAN18. It is stated that new developments should be situated close to main footways, public transport stops and pedestrian desire lines. Cycling also has the potential to act as a substitute for shorter car journeys. Cycling can be encouraged through the provision of secure cycle parking that is easy to access for everyday use.

#### 2.2.3. *Active Travel (Wales) Act, 2013*

The Active Travel Act was adopted in 2013 and makes provision for maps of existing active travel routes and related facilities in a local authority's area. The Act requires Welsh Ministers and local authorities to take reasonable steps to enhance the provisions made for walking and cycling.

#### 2.2.4. *Wales National Transport Plan (March 2010)*

The Wales National Transport Plan was published in March 2010 and establishes a framework for the creation of an integrated transport system. By joining together proposals for road, rail and public transport, people will be able to move more efficiently and sustainably throughout the country.

## 2.3. Local Planning Policy

### 2.3.1. Cardiff Local Development Plan (LDP) 2006-2026

The adopted LDP provides the statutory framework for the development and use of land within Cardiff over the Plan period (2006-2026). This fulfils the requirements of The Planning and Compulsory Purchase Act 2004 which requires the Council to prepare a LDP. It replaces existing Structure Plans and Local Plans relating to Cardiff and will be used by the Council to guide and control development and provide the statutory local policy context for determining planning applications.

In terms of transport the LDP highlights the following key points and objectives:

- The overall approach seeks to minimise travel demand and provide a range of measures and opportunities which reduce reliance on the car.
- New development in Cardiff must be integrated with the provision of new transport infrastructure which can help contribute to this objective by putting in place sustainable transport solutions which also provide improved travel choices for the wider community.
- This approach is fully consistent with on-going work at a city-region scale which seeks to develop a more effective public transport network across the region as a whole, helping people travel from where they live to work and thereby helping to spread prosperity around the entire city-region.

The LDP also highlights the key transportation trends and issues, including the following:

- Traffic on Cardiff's roads grew by 9% between 2002 and 2012.
- 56% of Cardiff's residents travel to work by car.
- Nearly 77,900 people commute into Cardiff each day by all modes (37% of Cardiff's workforce). The 2001 Census indicates that approximately 80% of commuters travel to Cardiff by car.
- Travel on rail services has increased considerably - the use of Cardiff Central and Queen Street Stations has risen by 82% between 2001 and 2011.
- Cycle use has increased 10% between 2001 and 2011 but bus use has fallen slightly over the same period.

### 3. Existing Conditions

#### 3.1. Site Location

The existing Ysgol Glan Morfa site is located south of Hinton Street in the Splott area of Cardiff, approximately 2km east of Cardiff City Centre. The site is bordered by Hinton Street to the north, the ‘Old Library’ to the west, Moorland Street to the east and Moorland Primary School to the south. The surrounding roads and other streets are residential in nature with a large recreational area provided to the west of the site by ‘Moorland Park’. The location of Ysgol Glan Morfa is shown in Figure 1 and is also provided in **Appendix A**.

The existing site of The Hollies Special School is approximately 5km north of Ysgol Glan Morfa.

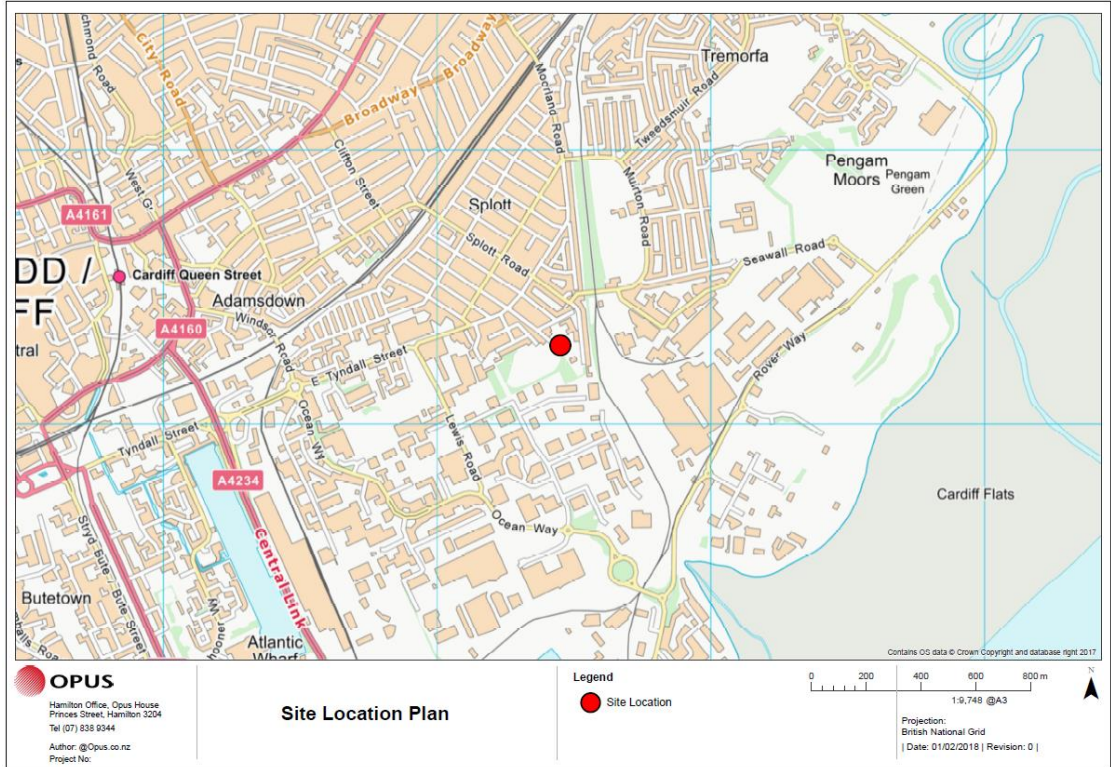


Figure 1 – Site Location Plan

#### 3.2. Existing Site

Ysgol Glan Morfa is a single school building with pedestrian access from Hinton Street to the north. Separate access points are provided to the site, one access provides access directly to the school reception with the other located to the west providing access to the school playground. As of September 2017, the school had 230 children enrolled including 32 part-time nursery pupils. A total of 31 members of staff are employed at the school including support staff and caretakers.

Cardiff Council’s planning application portal has been interrogated to determine the relevant planning history of the site, a summary of the relevant planning applications is found in Table 1 below.

Table 1 - Planning History

Application Reference	Proposal	Decision	Date
09/00613/E	Single Storey Extension	Granted	April 2009
10/011296/DCI	Flat to Pitch roof conversion	Granted	July 2010

The existing Hollies Special School site is located off Bryn Heulog in the Perntwyn Cardiff. Parking is provided on site. The school currently has 90 pupils aged 3-11.

### 3.3. Local Highway Network

#### 3.3.1. *Hinton Street*

Hinton Street is a local access road subject to a 30mph speed limit. Hinton Street is a no through road with no access provided to Moorland Road to the east, bollards are in place to prevent vehicles driving over the footway to access Moorlands Road. Hinton Street forms a junction with Singleton Road to the west. Hinton Street has an approximate width of 7.5m and has no parking restrictions with the exception of a keep clear section marked outside the school and double yellow lines at the Hinton Street / Moorland Street and Hinton Street / Singleton Road junctions. The keep clear marking outside of the school prevent stopping between the hours of 08:00 and 16:30. A disabled / ambulance bay is provided opposite to the pedestrian access to Ysgol Glan Morfa reception.

Footways are provided on both sides of the carriageway and have a width of approximately 2m in most locations. The footways are of a good condition and lighting is provided for the extent of the street. Pedestrian access through to Moorland Street is available from the east end of the street.

## 4. Accessibility

The sustainability of a site is inherently linked to its location and access to facilities for active travel and public transport.

### 4.1.1. Walking

The aim of land use and transport policy is to promote and encourage the choice of walking and cycling above all else where the need to travel exists. Therefore, it is reasonable to assume that walking is a viable and growing means of transport, and that new development should be designed to promote and encourage it.

In practice, the distance that an individual is likely to choose to walk depends on the individual circumstances, but it is reasonable to assume that over time, given current policies to encourage active travel, the propensity for individuals to walk, and to walk further, will increase.

The Institution of Highways and Transportation in their document ‘Guidelines for Providing Journeys on Foot’ state that “walking accounts for over a quarter of all journeys and four fifths of journeys less than one mile”.

PPG13 ‘A Guide to Better Practice’ (2001) stated that people are prepared to walk up to 2km (1.24 miles). Whilst PPG13 has been superseded, it is considered that this distance is still relevant and appropriate as a guide to what is acceptable and reasonable to many people.

The isochrone shown in Figure 2 displays a 2km walking area from the site, this is also contained in **Appendix B**.

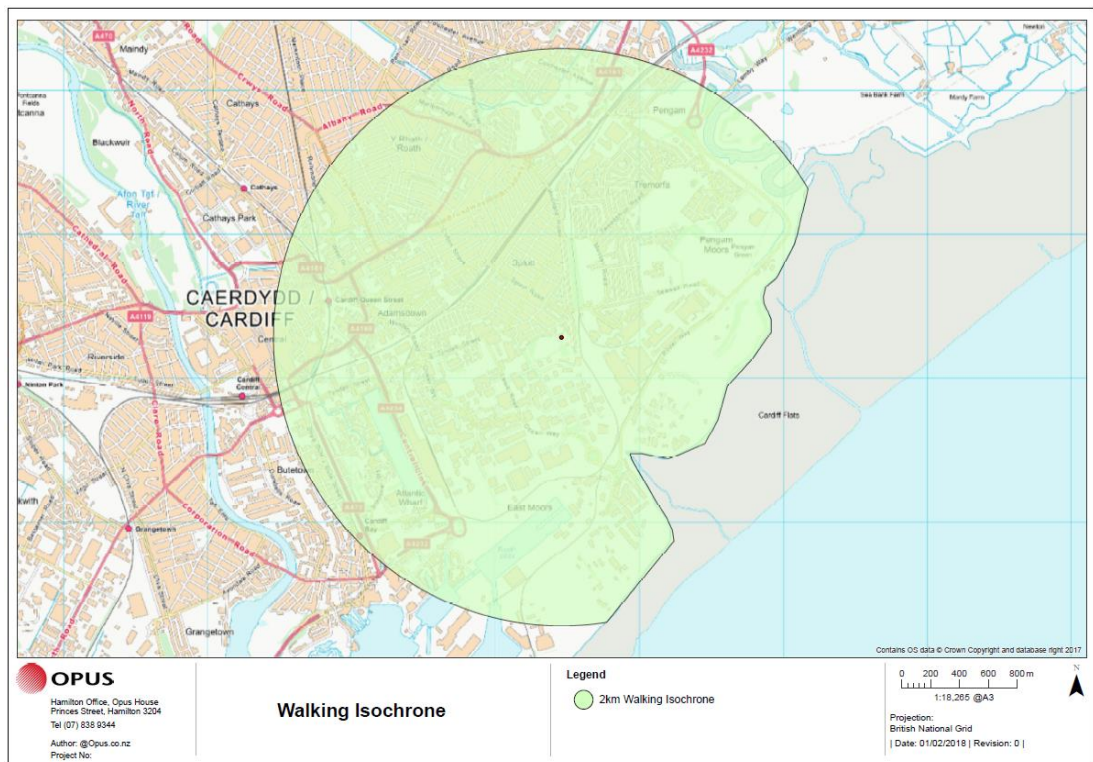


Figure 2 – Walking Isochrone

The isochrone shows that the site is within walking distance of nearby residential areas such as Splott, Tremorfa and Plasnewydd. Ysgol Glan Morfa is also within walking distance of Cardiff City Centre and the associated services and amenities. Cardiff Central Railway Station and Bus Station are slightly beyond comfortable walking distance of the site however the school is within walking distance of Cardiff Queen Street Railway Station.

Good quality footways are provided in the vicinity of the site with a dedicated pedestrian route provided through to Moorland Road. Footpaths are also provided through Moorland Park to the south west of the site. The surrounding area is also of a generally level gradient which along with the pedestrian infrastructure results in an environment which is conducive to walking.

A review has been undertaken of any Public Rights of Way (PROW) in the area surrounding the site. This revealed that there are no PROW in the vicinity of the site.

4.1.2. **Cycling**

The DfT in their ‘Transport Statistics on Cycling in Great Britain’ state that the average length of a cycle journey is 3.84km (2.4 miles). PPG13 ‘A Better Guide to Practice’ (2001) identified that people were prepared to cycle up to 8km (5 miles); which, although the guidance has been superseded, is still considered appropriate. The DfT’s LTN 2/08 ‘Cycle Infrastructure Design’ (October 2008) states that “in common with other modes, many utility cycle journeys are over short distances under three miles (4.8km), although for commuter journeys, a trip distance of up to five miles (7.2km) is not uncommon”.

It is therefore considered that a distance of 4km (2.5 miles) represents a reasonable cycling distance and that 8km (5 miles) is a maximum realistic range for cycle trips. The isochrones shown in Figure 3 display a 4km, 6km and 8km cycling area from the site, this is also contained in **Appendix C**.

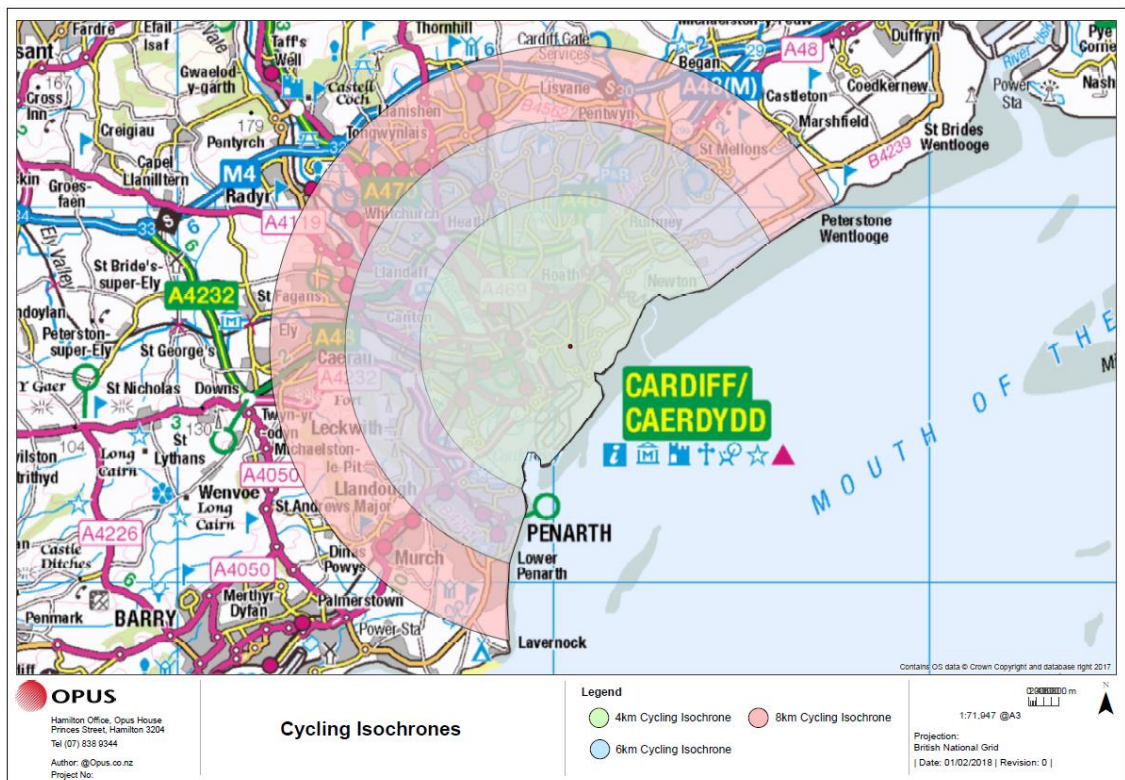


Figure 3 – Cycling Isochrones

The isochrones show that the entire city is accessible via bicycle, this included residential areas of Cardiff on the outskirts of the city such as Pontprennau and Llanrumney. The existing Hollies Special School site is also within walking distance of the proposed second site at Ysgol Glan Morfa.

Due to the generally level gradient and factors such as the low traffic speeds associated with city streets and residential areas, the environment is deemed to be conducive to cycling.

The nearest National Cycle Route to the site is Route 8 approximately 2.5km to the west. The fully open and signed route connects Cardiff to Holyhead, via Brecon, Builth Wells, Machynlleth, Porthmadog and Bangor. The route is a combination of traffic-free and on-road sections.

4.1.3. **Public Transport – Bus Services**

The nearest bus stops to the site are located to the north of the site on Splott Road and South Park Road. The northbound stop is situated on Splott Road a 170m (1-minute) walk and consists of flagpole and timetable information and easy access kerbing. The stop on South Park Road provides east bound services and is a 150m (2-minute) walk from the site. The stop



consists of a flagpole, timetable information and easy access kerbing. Additional stops are available along Splott Road and Habershon Street to the north.

Table 2 provides a summary of the services that can be access from stops in the vicinity of the site.

*Table 2 – Summary of Bus Services*

Service Number	Operator	Starts	Destination	Frequency Mon - Fri
<b>1 Clockwise</b>	Cardiff Bus	City Centre Canal Street	City Centre Canal Street (Circular)	2 per hour
<b>2 Anti-Clockwise</b>	Cardiff Bus	City Centre Canal Street	City Centre Canal Street (Circular)	2 per hour
<b>612</b>	Cardiff Bus	Virgil Street	St Teilo's High School	Commences 07:39 from Virgil Street.  Commences 15:05 from St Teilo's High School
<b>613</b>	Cardiff Bus	Adamsdown Square	St Teilo's High School	Commences 08:00 from Adamsdown Square  Commences 15:05 from St Teilo's High School
<b>61</b>	Cardiff Bus	Pengham Green Tesco	Fors Avenue, Pentrebane	Approximately every 10 minutes. More regular buses are provided at peak times.
<b>805</b>	NAT Group	Sanquhar Street	St Illtyds School	Commences at 07:35 from Sanquhar Street  Commences at 14:55 from St Illtyds School

Table 2 shows that there are a variety of bus routes provided throughout Cardiff, accessible from stops in the vicinity of the site. Services are provided throughout the day with additional services available during peak times.

Services are provided to Cardiff City Centre in the vicinity of the existing Hollies Special School site. This would ensure that the proposed second site at Ysgol Glan Morfa is easily accessible for students and staff who may live in the vicinity of the existing Hollies Special School.

#### **4.1.4. Public Transport – Rail Services**

Cardiff Queen Street Railway Station is located to the west of the site. The station is an approximate 2km (28-minute) walk from the site or a 2.4km (9-minute) cycle from Ysgol Glan Morfa. The station includes facilities such as a shop, café, toilets, waiting rooms as well as cycle parking. The station is managed by Arriva Trains Wales and provides regular services to local destinations such as Barry Island, Penarth and Pontypridd.

Cardiff Central Railway Station is slightly further away from the site at an approximate 32-minute walk or 11-minute cycle. The station is also managed by Arriva Train Wales and provides services to popular destinations such as London and Swansea. There are 2 direct services per hour to London Paddington (calling at other popular destinations such as Bristol Parkway) and up to 3 direct services per hour to Swansea.

It is acknowledged that specialist Additional Learning Needs provision has a city-wide catchment and therefore pupils may not live in the immediate vicinity of the school. Therefore walking, cycle routes, bus services or rail services may not be suitable either due to distance

or pupil needs. Furthermore, whilst some pupils are able to travel independently with support it is acknowledged that others are not and therefore Schools Transport will work with pupils, schools and parents/carers to look at the most appropriate form of transport for the pupil and their needs.

#### 4.1.5. *Conclusion*

Based on the above, it is evident that the public transport provision in the vicinity of the site is of a good standard and provides a variety of regular services throughout Cardiff and beyond. The site is considered to be in a sustainable location as there are bus stops located on Splott Road, South Park Road and Habershon Street within comfortable walking distance. Cardiff Queen Street Station is also within a comfortable walking distance and Cardiff Central Railway Station is within a comfortable cycling distance. There are no PROW in the vicinity of the site.

#### 4.1.6. *Collision Data*

A review of [www.crashmap.co.uk](http://www.crashmap.co.uk) has been undertaken to identify any collisions within the vicinity of the site. The only collision along Hinton Street is at the Hinton Street / Singleton Road junction. The collision was slight in severity and involved one vehicle resulting in one collision. Four collisions occurred on Splott Road in the vicinity of the Splott Road / South Park Road Junction. Three of these collisions were slight in severity and one serious. The serious collision involved one vehicle and resulted in one casualty.

There were no obvious trends or clusters of incidents which suggests that there aren't any fundamental issues with the highway network that would be exacerbated by The Hollies Special School establishing a second site at Ysgol Glan Morfa.

## 5. Proposed Changes

This chapter aims to summarise the proposed changes to Ysgol Glan Morfa and The Hollies Special School, as well as its impact on the highway network.

### 5.1. Proposed Changes to Ysgol Glan Morfa

To meet the demand for primary and secondary school special school places for learners with Autism Spectrum Conditions, it is proposed to:

- Extend the age range of The Hollies School from 4-11 to 4-14; and,
- Increase the capacity of the school to allow for up to 138 places.

In order to achieve this, it is proposed that an additional site is provided for the school through the refurbishment of Ysgol Glan Morfa which is due to be vacated by the current school in August 2018. The additional 48 pupils are expected to travel by minibus with 4/5 pupils per vehicle, resulting in a worst-case scenario of 12 vehicle trips.

### 5.2. Impacts on Highway Network

Due to the proposed minimal increase in pupil numbers from 90 to 138, it is considered that the proposals will not have a material impact on the operation of the local highway network. In the context of existing operations at Ysgol Glan Morfa and neighbouring sites, the increase in vehicle movements is expected to have a negligible impact.

### 5.3. Limitations

This section will summarise the limitations of the school site in terms of transport and accessibility and these are as follows:

- There are two schools located within close proximity, both of which are accessed from Singleton Road / Marion Street. This results in a large concentration of movements within the area around the start and end of the school day.
- Currently, to drop-off at the school gate on Hinton Street would require a u-turn to be performed on a street which has on-street parking along both sides.
- Lack of designated staff parking, staff currently required to park on residential streets in the vicinity of the school.

### 5.4. Recommendations

This section aims to provide high-level recommendations to counteract some of the site's limitations and promote active travel and sustainable transport options. This will help mitigate the limited impact which is expected to arise as a result of the proposals. The recommendations are as follows:

- New through-road between Hinton Street and Singleton Road close to the existing Moorland Primary School access. This one-way system would allow drop-off / pick-up within the school site and relieve pressure along Hinton Street. The increase in pupil numbers would result in additional minibuses serving the site, the amended internal site layout and access arrangements would help to accommodate this increase.
- Utilise the existing drop-off zone and turning area for Moorland Primary School which is located to the south west of the site on Singleton Road. A secure pedestrian walkway would need to be provided connecting the drop-off point to the school entrance.
- Some staff parking provision could be provided at the north of the site near the school gate.
- Consult Moorland Primary School and stagger the start times for pupils in order to minimise stress on the highway during peak times.

- Promote active travel as a viable means of transport to the school, by implementing measures such as providing secure cycle parking and lockers to store walking / cycling equipment.
- If the school does not currently have an adopted Travel Plan, one should be produced with the aim of minimising single occupancy vehicle trips to the school.

## 6. Summary

Opus International Consultants (UK) Ltd. have been commissioned by Cardiff Council to produce a Transport Assessment (TA) for the proposed development of a second site for The Hollies High School at the existing Ysgol Glan Morfa site located in Splott, Cardiff.

The proposal is to increase the capacity of the school to allow for up to 138 places through the refurbishment of Ysgol Glan Morfa which is due to be vacated by the current school in August 2018.

A review of relevant local and national planning policy documents has been carried out, including PPW Edition 8 (2016), TAN 18: Transport (March 2007), the Active Travel (Wales) Act (2013) and the Wales National Transport Plan (March 2010), as well as Cardiff LDP (2006-2026).

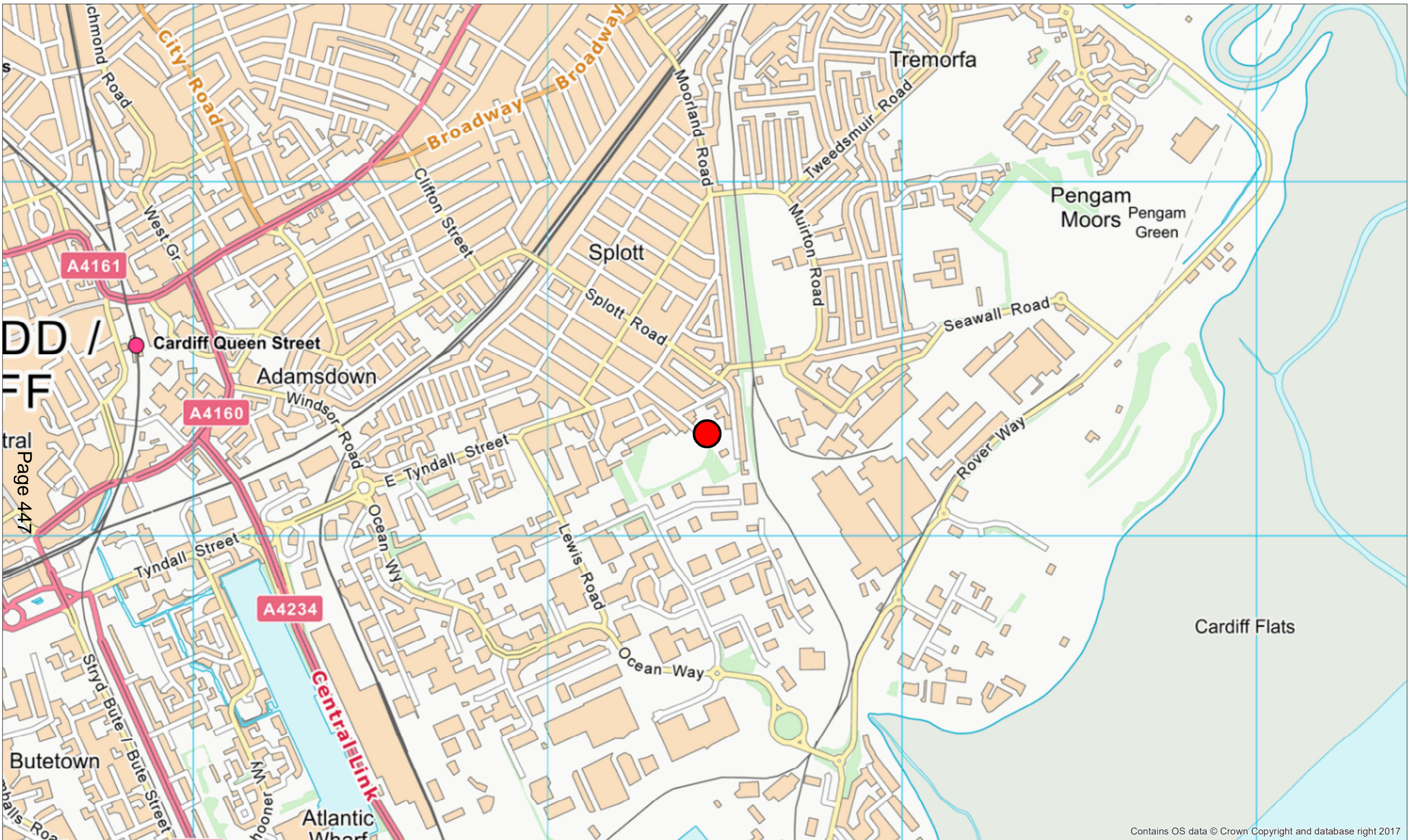
The site location is described as well as an assessment of the existing site conditions and surrounding highway conditions. The planning history of the site is also summarised, only two planning applications have been made on the site, both were for minor works.

The accessibility of the site has been assessed by sustainable travel modes, including walking, cycling and public transport. It is evident that the public transport provision is adequate and provides a variety of regular services from the site to destinations throughout Cardiff and beyond. The site is considered to be in a sustainable location as there are bus stops and railway stations within comfortable walking and cycling distances, the environment is also conducive to walking and cycling.

A review of [www.crashmap.co.uk](http://www.crashmap.co.uk) has been undertaken to identify any collisions within the vicinity of the site within the last five years. A total of five collisions have occurred, with one on Hinton Street. All of the collisions were slight in severity with the exception of one serious collision. No obvious trends or clusters of incidents were observed.

It is the view of the TA that, in highway and transportation terms, the proposed changes to Ysgol Glan Morfa and The Hollies Special School will not have a severe impact on the surrounding highway network. This is due mainly to the minimal increase in pupil numbers. The uptake of sustainable travel can be encouraged and monitored through the recommendations set out in Chapter 5.


# Appendix A – Site Location Plan

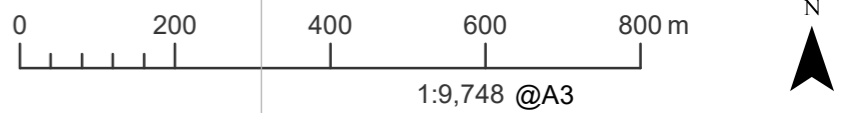


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## Site Location Plan

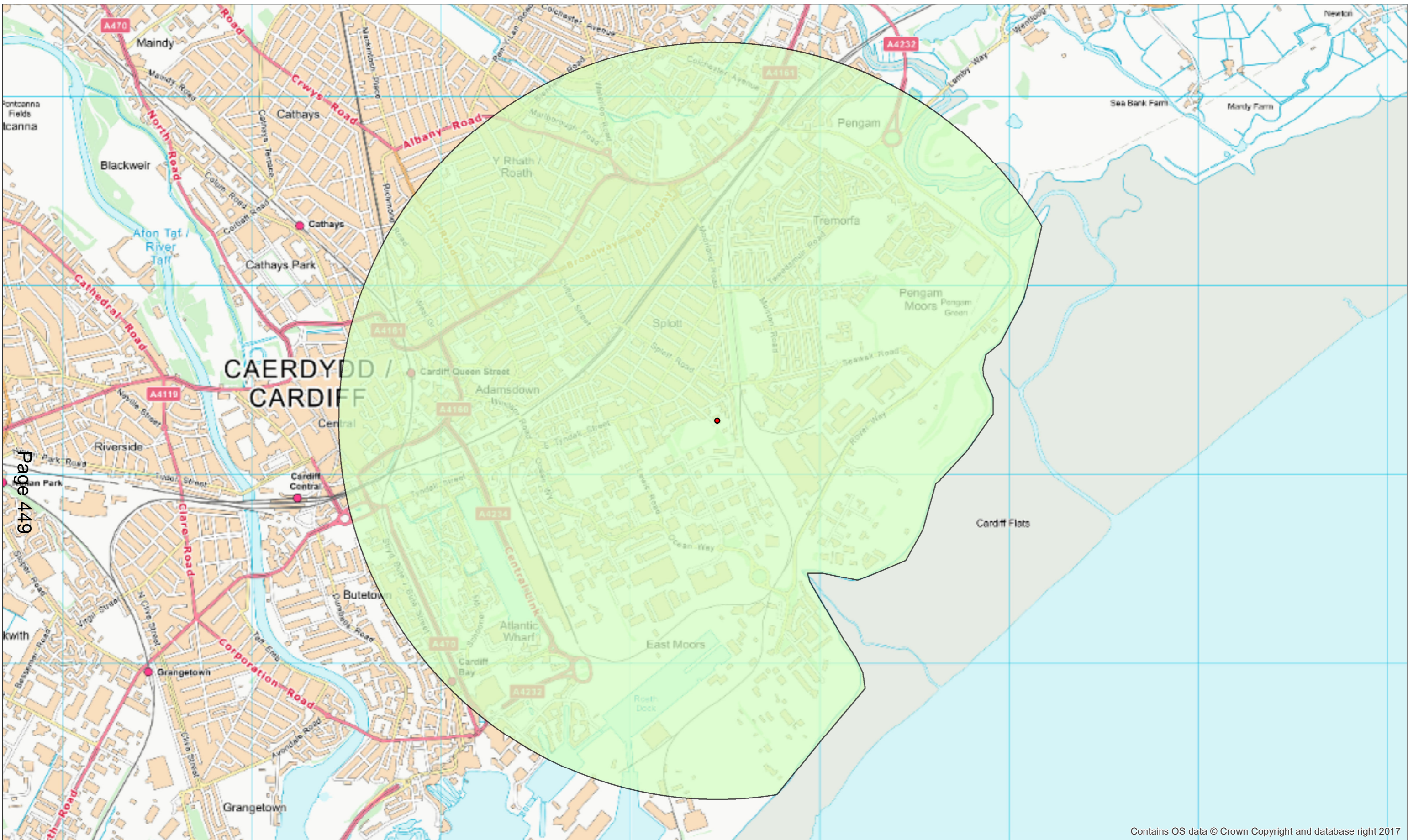
**Legend**  
 Site Location



1:9,748 @A3  
 Projection:  
 British National Grid  
 | Date: 01/02/2018 | Revision: 0 |

## Appendix B – Walking Isochrone



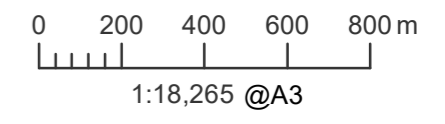


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## Walking Isochrone

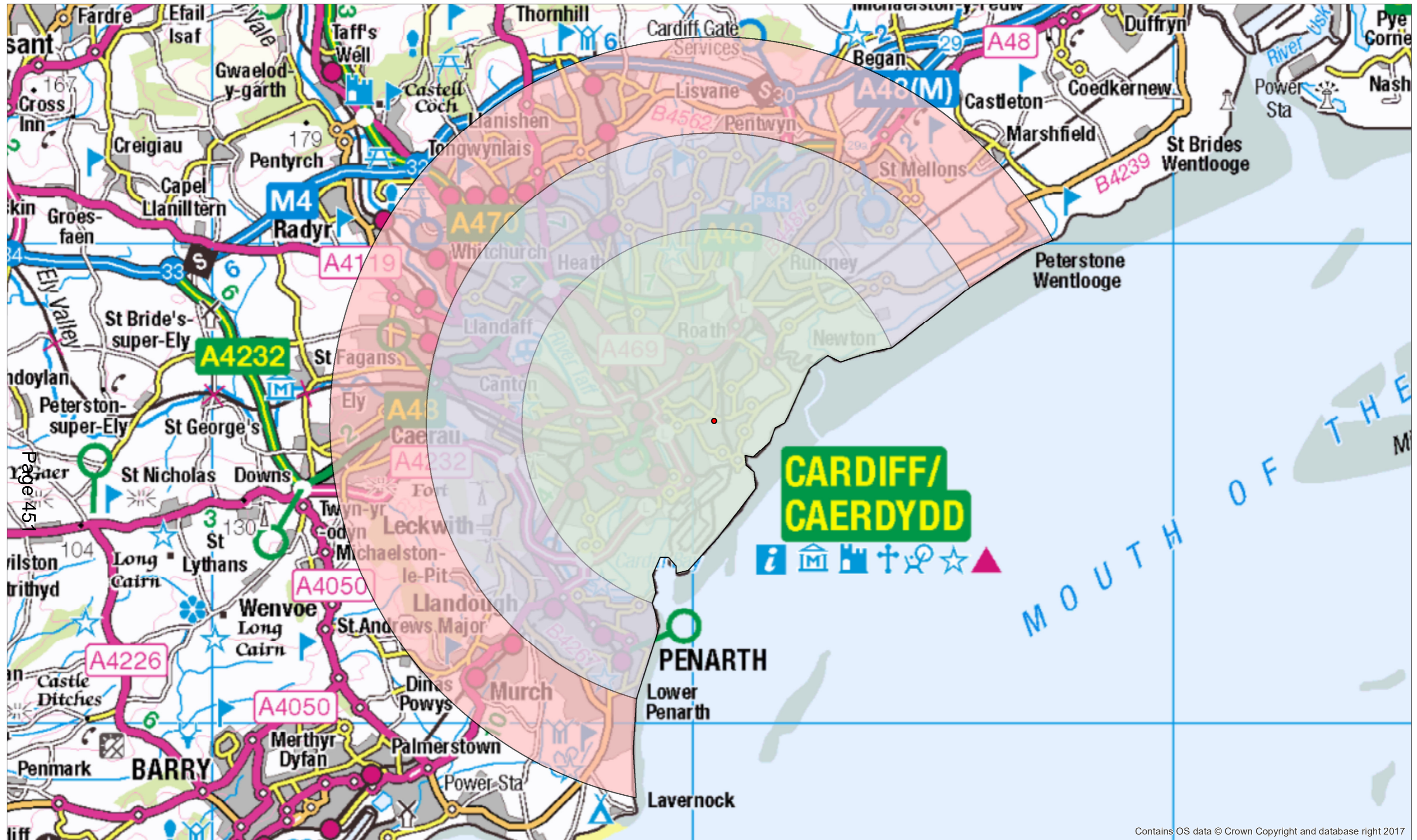
### Legend

-  2km Walking Isochrone



Projection:  
 British National Grid  
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## Appendix C – Cycling Isochrones



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## Cycling Isochrones

### Legend

- 4km Cycling Isochrone
- 6km Cycling Isochrone
- 8km Cycling Isochrone

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0 2000 4000 6000 8000 10000 12000 14000 16000 18000 20000 m  
 1:71,947 @A3

Projection:  
 British National Grid  
 | Date: 01/02/2018 | Revision: 0 |



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# Ysgol Gymraeg Glantaf

Transport Assessment



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# 1. Introduction

## 1.1. Introduction

Opus International Consultants (UK) Ltd have been commissioned by Cardiff Council to produce a Transport Assessment for the Specialist Resource Base (SRB) within Ysgol Gymraeg Glantaf, a community high school located in Llandaff, Cardiff. The SRB is attended by pupils with complex learning disabilities and autism spectrum conditions.

There are currently 14 students enrolled at the Ysgol Gymraeg Glantaf SRB. The proposal is to extend the designated number of pupils at the SRB up to 30 places. It is proposed that the accommodation is extended and improved to facilitate the additional pupils.

The TA has been prepared to take account of national planning policy including Planning Policy Wales, Edition 8 (2016). Local Planning Policy has also been taken into account, including the Cardiff Local Development Plan 2006-2026. The scope of the TA has been agreed with Cardiff Council through email correspondence and a meeting held at Cardiff County Hall on 7<sup>th</sup> February 2018.

The report has been prepared in response to a request by the client and the report will evaluate the impacts of the proposed changes on the surrounding highway network. The report has been based on Opus' understanding of Cardiff Council's requirements and our specialist experience of undertaking TAs for similar developments.

## 1.2. Report Structure

The TA investigates the highway and transportation issues associated with the development proposals, the report will be structured in the following way:

- Chapter 2: will summarise the relevant national and local planning policy;
- Chapter 3: presents the existing site conditions;
- Chapter 4: focuses on the accessibility of the site by different travel modes;
- Chapter 5: presents the proposed changes to the school; and
- Chapter 6: summarises and concludes the report.



## 2. Planning and Policy Context

Relevant national and local planning policy documents have been reviewed and adopted within the Transport Assessment.

### 2.1. Legislation

#### 2.1.1. *Town and Country Planning Act, 1990*

The Town and Country Planning Act 1990 (TCPA 1990) and the Planning and Compulsory Purchase Act 2004 (PCPA 2004) establish the legislative basis for town planning in England and Wales. These Acts establish a plan-led system which requires Local Planning Authorities (LPAs) to determine planning applications in accordance with the development plan unless material considerations indicate otherwise.

### 2.2. National Planning Policy

#### 2.2.1. *Planning Policy Wales, Edition 8 (2016)*

Planning Policy Wales (PPW) sets out the land use planning policies of the Welsh Government, which is supplemented by a series of Technical Advice Notes (TANs). PPW sets out Wales' commitment to sustainable development, ensuring it plays an appropriate role in the planning system.

The Welsh Government aims to extend transportation choices in a way that supports sustainable development and helps tackle the causes of climate change. The Welsh Government is committed to enabling more people to undertake and enjoy the benefits of active travel.

It is stated that the proposed access to a development is likely to reflect the travel patterns that are involved. People should be able to reach the development by walking, cycling and public transport as well as by car. Walking and cycling should be promoted for shorter trips and as a substitute for shorter car journeys.

#### 2.2.2. *Planning Policy Wales Technical Advice Note 18: Transport (March 2007)*

Technical Advice Note 18 (TAN18) was published in March 2007 and is a supplement of Planning Policy Wales. TAN18 provides advice on transport related issues when planning for new development, such as the integration between land use planning and transport, parking and the design of the development.

The importance of new developments promoting walking is highlighted in TAN18. It is stated that new developments should be situated close to main footways, public transport stops and pedestrian desire lines. Cycling also has the potential to act as a substitute for shorter car journeys. Cycling can be encouraged through the provision of secure cycle parking that is easy to access for everyday use.

#### 2.2.3. *Active Travel (Wales) Act, 2013*

The Active Travel Act was adopted in 2013 and makes provision for maps of existing active travel routes and related facilities in a local authority's area. The Act requires Welsh Ministers and local authorities to take reasonable steps to enhance the provisions made for walking and cycling.

#### 2.2.4. *Wales National Transport Plan (March 2010)*

The Wales National Transport Plan was published in March 2010 and establishes a framework for the creation of an integrated transport system. By joining together proposals for road, rail and public transport, people will be able to move more efficiently and sustainably throughout the country.

## 2.3. Local Planning Policy

### 2.3.1. Cardiff Local Development Plan (LDP) 2006-2026

The adopted LDP provides the statutory framework for the development and use of land within Cardiff over the Plan period (2006-2026). This fulfils the requirements of The Planning and Compulsory Purchase Act 2004 which requires the Council to prepare a LDP. It replaces existing Structure Plans and Local Plans relating to Cardiff and will be used by the Council to guide and control development and provide the statutory local policy context for determining planning applications.

In terms of transport the LDP highlights the following key points and objectives:

- The overall approach seeks to minimise travel demand and provide a range of measures and opportunities which reduce reliance on the car.
- New development in Cardiff must be integrated with the provision of new transport infrastructure which can help contribute to this objective by putting in place sustainable transport solutions which also provide improved travel choices for the wider community.
- This approach is fully consistent with on-going work at a city-region scale which seeks to develop a more effective public transport network across the region as a whole, helping people travel from where they live to work and thereby helping to spread prosperity around the entire city-region.

The LDP also highlights the key transportation trends and issues, including the following:

- Traffic on Cardiff's roads grew by 9% between 2002 and 2012.
- 56% of Cardiff's residents travel to work by car.
- Nearly 77,900 people commute into Cardiff each day by all modes (37% of Cardiff's workforce). The 2001 Census indicates that approximately 80% of commuters travel to Cardiff by car.
- Travel on rail services has increased considerably - the use of Cardiff Central and Queen Street Stations has risen by 82% between 2001 and 2011.
- Cycle use has increased 10% between 2001 and 2011 but bus use has fallen slightly over the same period.

### 3. Existing Conditions

#### 3.1. Site Location

Ysgol Gymraeg Glantaf is located to the east of Bridge Road, in the Llandaff area of Cardiff. The site has two vehicular access points on Gabalfa Road and one vehicular access point on the A4054 Bridge Road. The streets surrounding the school are of a residential nature. Cardiff City Centre is located approximately 4km south-east of the site and Cardiff Railway Station is approximately 4.3km to the south-east.

The location of the site is shown in Figure 1, which is also contained in **Appendix A**.

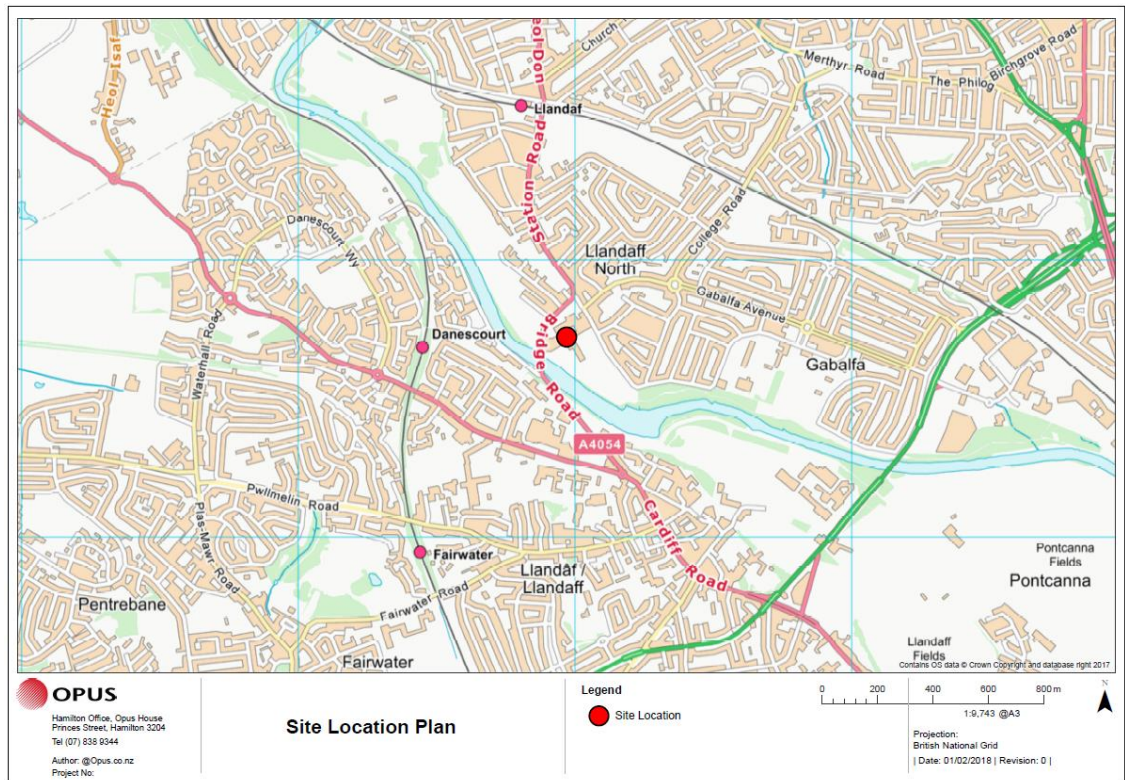


Figure 1 – Site Location Plan

#### 3.2. Existing Site

The existing high school site which the SRB is located within covers an area of approximately an area of approximately 54,255m<sup>2</sup>. The high school is made up of several two-storey school buildings and ancillary buildings, playing fields and a sports court. There are currently 1178 pupils enrolled at the high school. There are 14 pupils enrolled at the SRB.

There are currently three vehicular access points to the site. The south-west arm of the Gabalfa Road / Gabalfa Avenue mini-roundabout provides direct access to the school. The access is gated and is used for access to staff parking only. Approximately 74 metres south-east of the mini-roundabout, a simple priority junction on the west side of the highway also provides access to the school. This access is used for reception, visitors and deliveries. Vehicular access to the site is also available from the A4054 Bridge Road. The access point is gated and provides access into the car parking area on the north side of the school.

Cardiff Council’s planning application portal has been interrogated to determine the relevant planning history of the site, a summary of the relevant planning applications is found in Table 1 below.

Table 1 - Planning History

Application Reference	Proposal	Decision	Date
97/00130/W	New science block – two storey extension	Granted	09/05/1997
97/01426/W	New two storey classroom block/extension providing performing arts accommodation	Granted	03/10/1997
98/01684/W	Two storey science block, additional parking	Granted	15/01/1999
01/02004/W	Extensions to school 'gymnasium 1' to provide additional changing room accommodation, a school mini bus garage and equipment store	Granted	15/11/2001
09/01221/W	Construction of new sports hall	Granted	27/11/2009
09/01932/W	Construction of extension block providing improved facilities for sixth form, classrooms and dining	Granted	08/03/2010
10/00459/W	Construction of a new synthetic turf pitched together with associated fencing and floodlights	Granted	10/06/2010

### 3.3. Local Highway Network

#### 3.3.1. A4054 Bridge Road

The A4054 Bridge Road runs along the western boundary of the site from north to south. It is a single highway road with an approximate width of 7.5m. A vehicular access to the site is available from the A4054 Bridge Road, which is gated and has signage stating, 'no access to site traffic'. The access connects to the car park on the north side of Ysgol Gymraeg Glantaf.

To the immediate north-east of the school, the A4054 Bridge Road forms a mini-roundabout with Station Road and Gabalfa Road. Approximately 85 metres south-east of the mini-roundabout, a lay-by is provided on the southbound side of the highway. The lay-by is approximately 76 metres long and is not subject to any parking or waiting restrictions. There are no parking restrictions along the A4054 Bridge Road.

Footways are provided on both sides of the A4054 Bridge Road with an approximate width of 2m. Approximately 18 metres south-west of the A4054 Bridge Road / Station Road / Gabalfa Road mini-roundabout, a zebra crossing is provided on the A4054 Bridge Road. Street lighting is provided along both sides of the highway, with dropped kerbs and tactile paving provided at crossing points, the tactile paving is in need of upgrading in places. The highway surface is generally in a good condition.

#### 3.3.2. Gabalfa Road

Gabalfa Road runs along the north-east boundary of the site for approximately 398 metres. There are two vehicular access points to the site from Gabalfa Road. The school can be

accessed from the Gabalfa Road / Gabalfa Avenue mini-roundabout and from a simple priority junction that is 74 metres south along Gabalfa Road.

Gabalfa Road is a single highway road with an approximate width of 7 metres, however vehicles were observed to park along both sides of the highway which significantly reduces the available width. There are no parking restrictions along Gabalfa Road. 'Keep clear' markings are provided along the southernmost vehicular access to the school.

Footways are provided on both sides of the highway with an approximate width of 2 metres. Approximately 50 metres south-east of the southernmost vehicular access to the school on Gabalfa Road, a pedestrian access point is provided. The access is gated and provides access to the playground at the school. Street lighting is provided on both sides of the highway. The highway surface is generally in a good condition.

## 4. Accessibility

The sustainability of a site is inherently linked to its location and access to facilities for active travel and public transport.

### 4.1.1. Walking

The aim of land use and transport policy is to promote and encourage the choice of walking and cycling above all else where the need to travel exists. Therefore, it is reasonable to assume that walking is a viable and growing means of transport, and that new development should be designed to promote and encourage it.

In practice, the distance that an individual is likely to choose to walk depends on the individual circumstances, but it is reasonable to assume that over time, given current policies to encourage active travel, the propensity for individuals to walk, and to walk further, will increase.

The Institution of Highways and Transportation in their document ‘Guidelines for Providing Journeys on Foot’ state that “walking accounts for over a quarter of all journeys and four fifths of journeys less than one mile”.

PPG13 ‘A Guide to Better Practice’ (2001) stated that people are prepared to walk up to 2 kilometres (1.24 miles). Whilst PPG13 has been superseded, it is considered that this distance is still relevant and appropriate as a guide to what is acceptable and reasonable to many people.

The isochrone shown in Figure 2 displays a 2km walking area from the site, this is also contained in **Appendix B**.

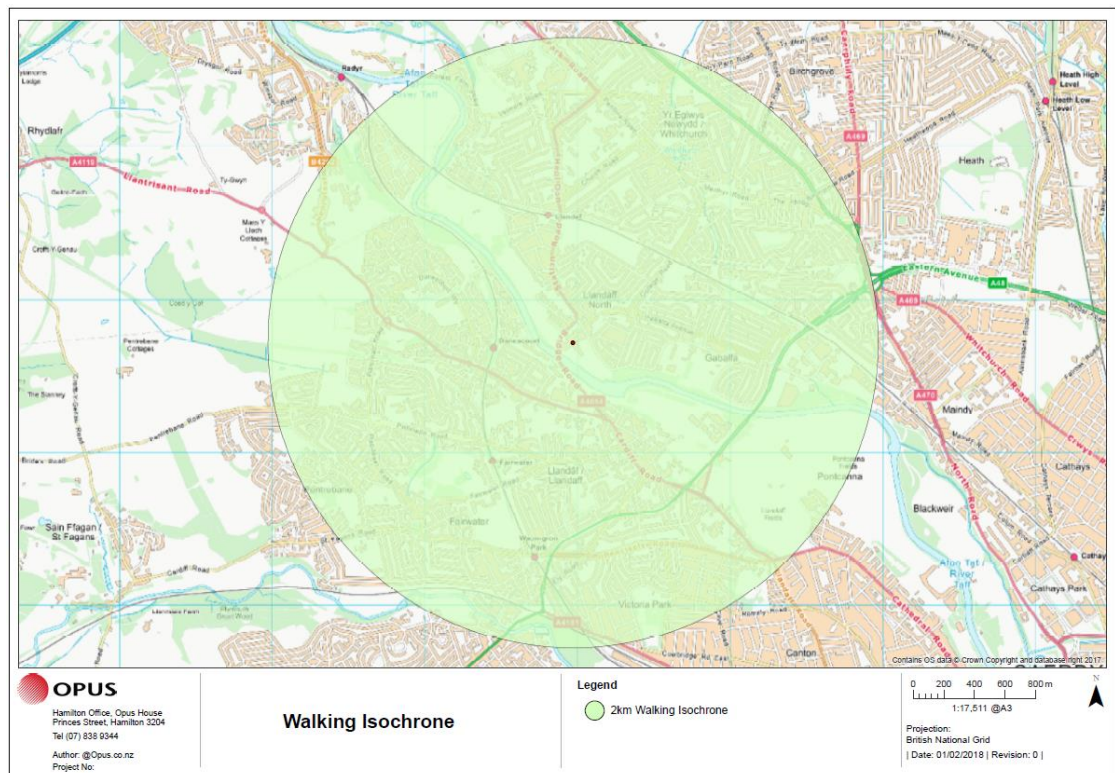


Figure 2 – Walking Isochrone

The isochrones show that the site is within walking distance of several nearby residential areas, including Llandaff, Llandaff North and Gabalfa. The A4054 Station Road to the north-west of the site offers access to local services and facilities, including a supermarket and petrol station. Cardiff Central Railway Station is located just beyond the realistic walking distance; however, Llandaff Railway Station is within the 2km distance.

Footways are provided along both sides of the highway in the vicinity of the site as well as pedestrian crossing facilities. A zebra crossing is provided near the site on the A4054 Bridge Road. The gradient is generally level in the area surrounding the site, which results in an environment which is conducive to walking.

A review has been undertaken of any Public Rights of Way (PROW) in the area surrounding the site, this revealed that there are no PROW in the vicinity of the site.

4.1.2. **Cycling**

The DfT in their ‘Transport Statistics on Cycling in Great Britain’ state that the average length of a cycle journey is 3.84km (2.4 miles). PPG13 ‘A Better Guide to Practice’ (2001) identified that people were prepared to cycle up to 8km (5 miles); which, although the guidance has been superseded, is still considered appropriate. The DfT’s LTN 2/08 ‘Cycle Infrastructure Design’ (October 2008) states that “in common with other modes, many utility cycle journeys are over short distances under three miles (4.8km), although for commuter journeys, a trip distance of up to five miles (7.2km) is not uncommon”.

It is therefore considered that a distance of 4km (2.5 miles) represents a reasonable cycling distance and that 8km (5 miles) is a maximum realistic range for cycle trips. The isochrones shown in Figure 3 display a 4km, 6km and 8km cycling area from the site, this is also contained in **Appendix C**.

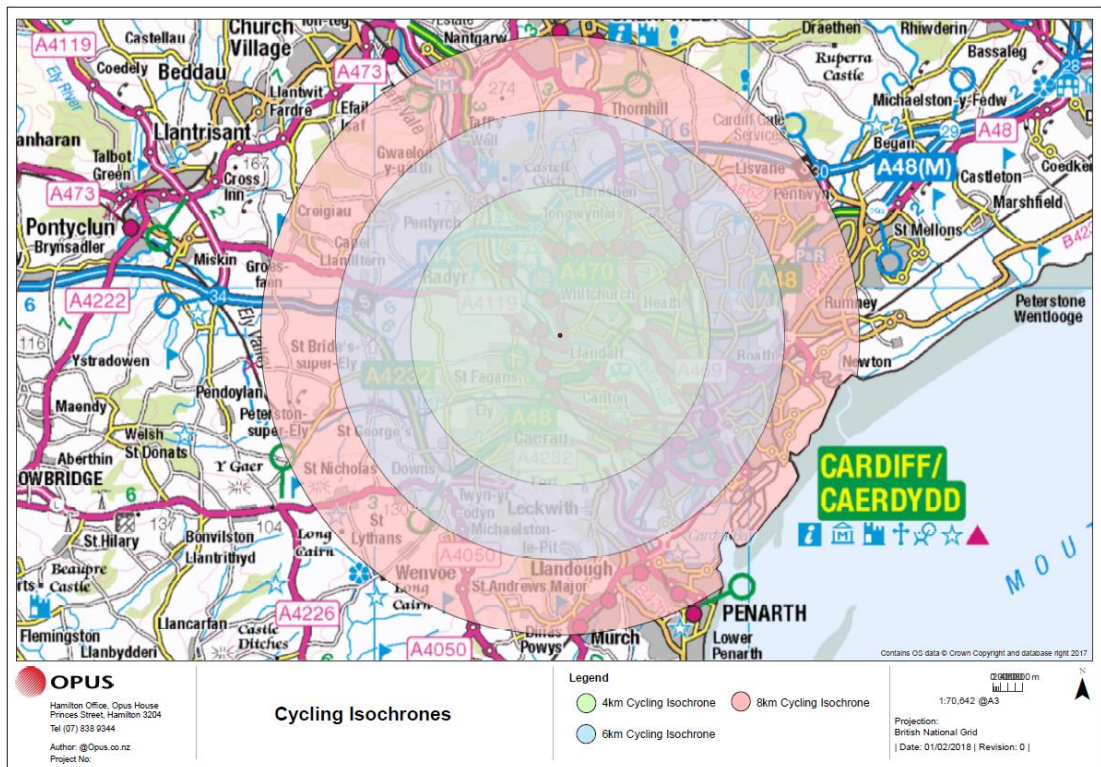


Figure 3 – Cycling Isochrones

The isochrones show that the majority of the city is accessible via bicycle, including commuter settlements on the outskirts of Cardiff such as Llandough to the south-east/

Due to the generally level gradient and factors such as the low traffic speeds associated with city streets and residential areas, the environment is deemed to be conducive to cycling.

National Cycle Network Route 8 can be accessed from approximately 300 metres south-east of the site along Gabalfa Road. Route 8 runs in an east – west direction along the banks of the River Taff. The route is predominantly traffic free in the vicinity of the site and can be used to reach Cardiff city centre. The route is also known as ‘Lôn Las Cymru’ and is fully signed between Cardiff and Holyhead.

**4.1.3. Public Transport – Bus Services**

The closest bus stops to the site area located on the A4054 Bridge Road, approximately 240 metres north-west of the site. The north-eastbound bus stop comprises of easy access kerbing, a flagpole and timetable information. Buses pull into the lay-by for the south-westbound bus stop, which is located directly opposite. This bus stop does not have a flag pole or timetable.

Table 2 provides a summary of the bus services that are available from these stops.

*Table 2 - Summary of Bus Services*

Service Number	Operator	Starts	Destination	Frequency Mon - Fri
25 (north-eastbound only)	Cardiff Bus	Cardiff City Centre	Whitchurch	Every 20 minutes
24 (south-westbound only)	Cardiff Bus	Cardiff City Centre	Llandaff	Every 20 minutes
64	Cardiff Bus	Cardiff City Centre	Llanrumney	Every 2 hours
65	Cardiff Bus	Llanrumney	Cardiff City Centre	Every 2 hours
615	Cardiff Bus	Roath	Ysgol Glantaf	One service daily in each direction
806	New Adventure Travel	Llanishen	Ysgol Glantaf	One service daily in each direction
813	New Adventure Travel	Lisvane	Ysgol Glantaf	One service daily in each direction
823	New Adventure Travel	Newport Road	Ysgol Glantaf	One service daily in each direction

Table 2 shows that there are a variety of regular services available from these stops which provide access throughout the city. A number of school bus services are also provided.

**4.1.4. Public Transport – Rail Services**

Cardiff Central Station is located approximately 5km to the south-east of the site. This equates to a 60-minute walk or 18-minute cycle via National Cycle Route 8. The station includes facilities such as a shop, café, toilets, waiting rooms and cycle parking. The station is managed by Arriva Trains Wales and provides regular services to popular destinations such as London to the east and Swansea to the west. There are 2 direct services per hour to London Paddington (calling at other popular destinations such as Bristol Parkway) and up to 3 direct services per hour to Swansea.

Llandaff Railway Station is located within closer proximity of Ysgol Gymraeg Glantaf than Cardiff Central Railway Station. The station is located approximately 850m to the north of the school, which equates to an 11-minute walk. The Station is managed by Arriva Trains Wales and has a limited range of facilities, however ticket machines and step free access are available. Five services per hour to Cardiff Queen Street Railway Station and Radyr Railway Station are available from Llandaff Railway Station.

It is acknowledged that specialist Additional Learning Needs provision has a city-wide catchment and therefore pupils may not live in the immediate vicinity of the school. Therefore walking, cycle routes, bus services or rail services may not be suitable either due to distance or pupil needs. Furthermore, whilst some pupils are able to travel independently with support it is acknowledged that others are not and therefore Schools Transport will work with pupils, schools and parents/carers to look at the most appropriate form of transport for the pupil and their needs.



#### 4.1.5. Conclusion

Based on the above, it is evident that a good range of public transport services are available in the vicinity of Ysgol Gymraeg Glantaf. These services can be used to reach Cardiff and beyond. The site is within walking distance of the bus stops on the A4054 Bridge Road and Llandaff Railway Station. While there are no PROW within the vicinity of the site, it is within close proximity of National Cycle Network Route 8.

#### 4.2. Collision Data

A review of [www.crashmap.co.uk](http://www.crashmap.co.uk) has been undertaken to identify any collisions within the vicinity of the site within the last five years. A total of five collisions have occurred, one of which was serious in severity. The other four collisions were slight in severity.

Table 3 summarises the collisions that have occurred in the vicinity of the site in the latest five-year period.

Date	Location	Severity	Number of Vehicles	Number of Casualties
16/04/2016	A4054 Bridge Road / Radyr Court Road junction	Slight	3	1
28/11/2013	Gabalfa Road / Gabalfa Avenue roundabout	Slight	2	1
04/04/2017	Gabalfa Road / Gabalfa Avenue roundabout	Slight	2	1
13/01/2016	Station Road	Slight	1	1
03/08/2013	Station Road	Serious	1	1

There were no obvious trends or clusters of incidents which suggests that there aren't any fundamental issues with the highway network. No fatal incidents have been reported within the vicinity of the site.

## 5. Proposed Changes

This chapter aims to summarise the proposed changes to the SRB at Ysgol Gymraeg Glantaf, as well as its impact on the highway network.

### 5.1. Proposed Changes to Ysgol Gymraeg Glantaf

To meet the demand for secondary SRB places for complex learning disabilities and autism spectrum conditions in the Welsh medium sector, it is proposed to extend the designated number at Ysgol Glantaf SRB up to 30 places.

The current SRB accommodation would be extended and improved to facilitate the additional pupil numbers. The increase in pupil numbers could, in a worst-case scenario, result in an increase of 16 additional trips assuming that all pupils are travelling individually by private vehicle.

In the context of the school as a whole, an increase of 16 pupils is considered minimal and it is expected that the existing internal site layout and access arrangements, including extensive staff parking to the north and a pick-up / drop-off area on Gabalfa Road will comfortably accommodate this minor increase.

### 5.2. Impact on the Highway Network

There are currently 14 pupils enrolled at the SRB. The proposals would extend the designated number at the SRB to 30, which is an increase of 16 pupils. Due to the small increase in pupil numbers, the proposals are not expected to have a material impact on the operation of the surrounding highway network. Any additional trips generated by the increase in pupil numbers could be accommodated on the roads surrounding the site. In the context of existing operations at Ysgol Gymraeg Glantaf, the increase in vehicle movements is expected to have a negligible impact.

### 5.3. Recommendations

This section aims to provide high-level recommendations that promote active travel and sustainable transport options. This will help mitigate the limited impact which is expected to arise as a result of the proposals. The recommendations are as follows:

- Promote active travel as a viable means of transport to the school, by implementing measures such as providing secure cycle parking and lockers to store walking / cycling equipment.
- If the school does not currently have an adopted Travel Plan, one should be produced with the aim of minimising single occupancy vehicle trips to the school.

## 6. Summary

Opus International Consultants (UK) Ltd have been commissioned by Cardiff Council to produce a Transport Assessment (TA) for the proposed changes to the SRB within Ysgol Gymraeg Glantaf, a community high school located in Llandaff, Cardiff.

The proposal is to increase the designated number at the SRB to 30 places. Given that 14 pupils are currently enrolled, this would result in a maximum increase of 16 pupils. This is not expected to have an impact on the operation of the surrounding highway network.

A review of relevant local and national planning policy documents has been carried out, including PPW Edition 8 (2016), TAN 18: Transport (March 2007), the Active Travel (Wales) Act (2013) and the Wales National Transport Plan (March 2010), as well as Cardiff LDP (2006-2026).

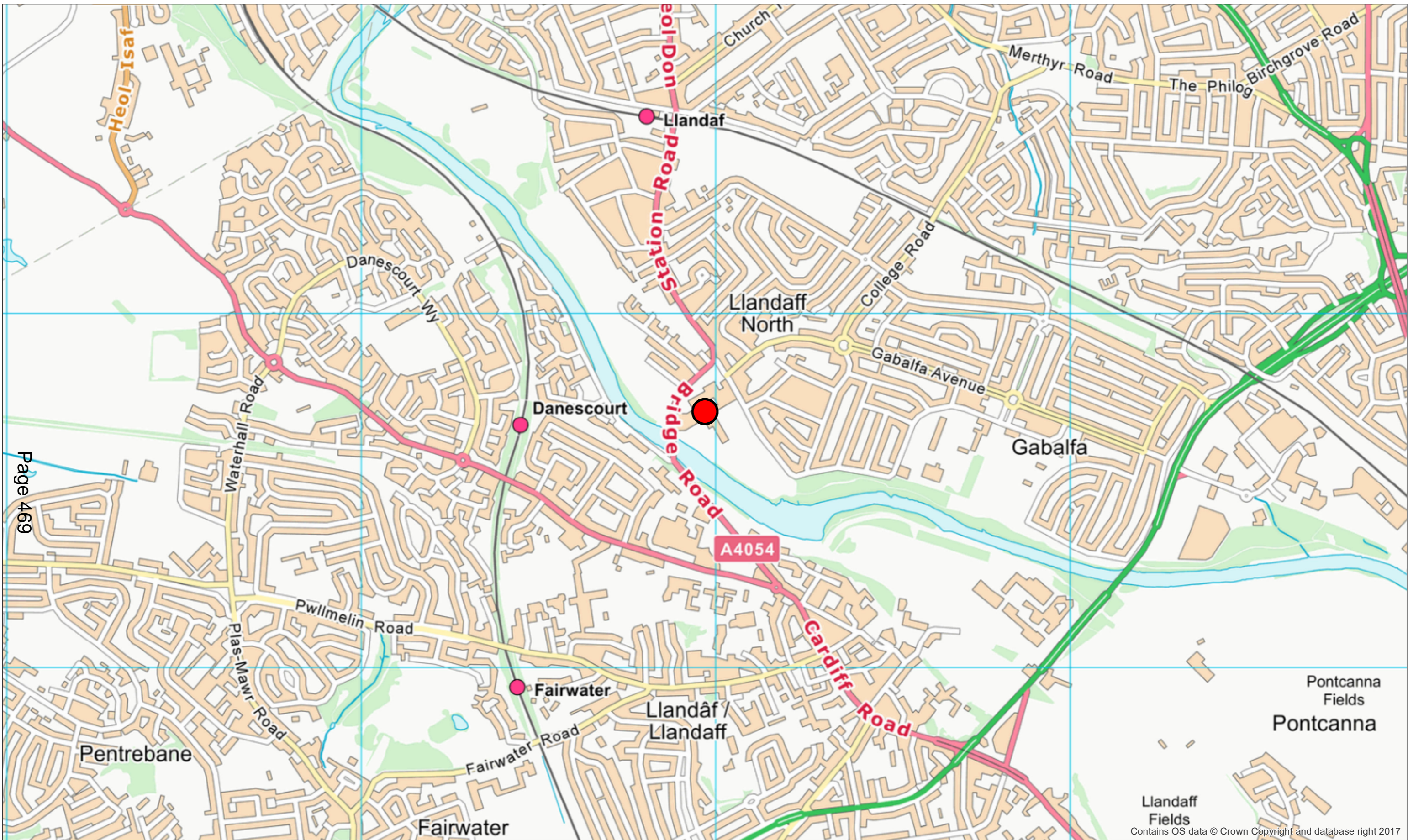
The site location has been described as well as an assessment of the existing conditions on the A4054 Bridge Road and Gabalfa Road. The planning history of the site has also been summarised. A number of planning applications have been submitted for the school over the past 30 years, notably the construction of a new science block and changes to the car parking provision.

The accessibility of the site has been assessed by sustainable travel modes, including walking, cycling and public transport. It is evident that the public transport provision is adequate and provides a variety of regular services from the site to destinations throughout Cardiff and beyond. The site is considered to be in a sustainable location as there are bus stops and railway stations within comfortable walking and cycling distances, the environment is also conducive to walking and cycling.

A review of [www.crashmap.co.uk](http://www.crashmap.co.uk) has been undertaken to identify any collisions within the vicinity of the site within the last five years. A total of five collisions have occurred within the latest five-year period, four of which were slight in severity and one of which was serious in severity. No obvious trends or clusters of incidents were observed.

It is the view of the TA that, in highway and transportation terms, the proposed changes to Ysgol Gymraeg Glantaf will not have a severe impact on the surrounding highway network. This is due mainly to the minimal increase in pupil numbers. The uptake of sustainable travel can be encouraged and monitored through the recommendations set out in Chapter 5.

# Appendix A – Site Location Plan

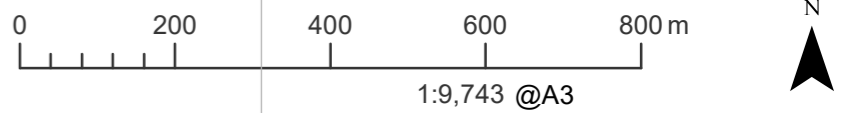


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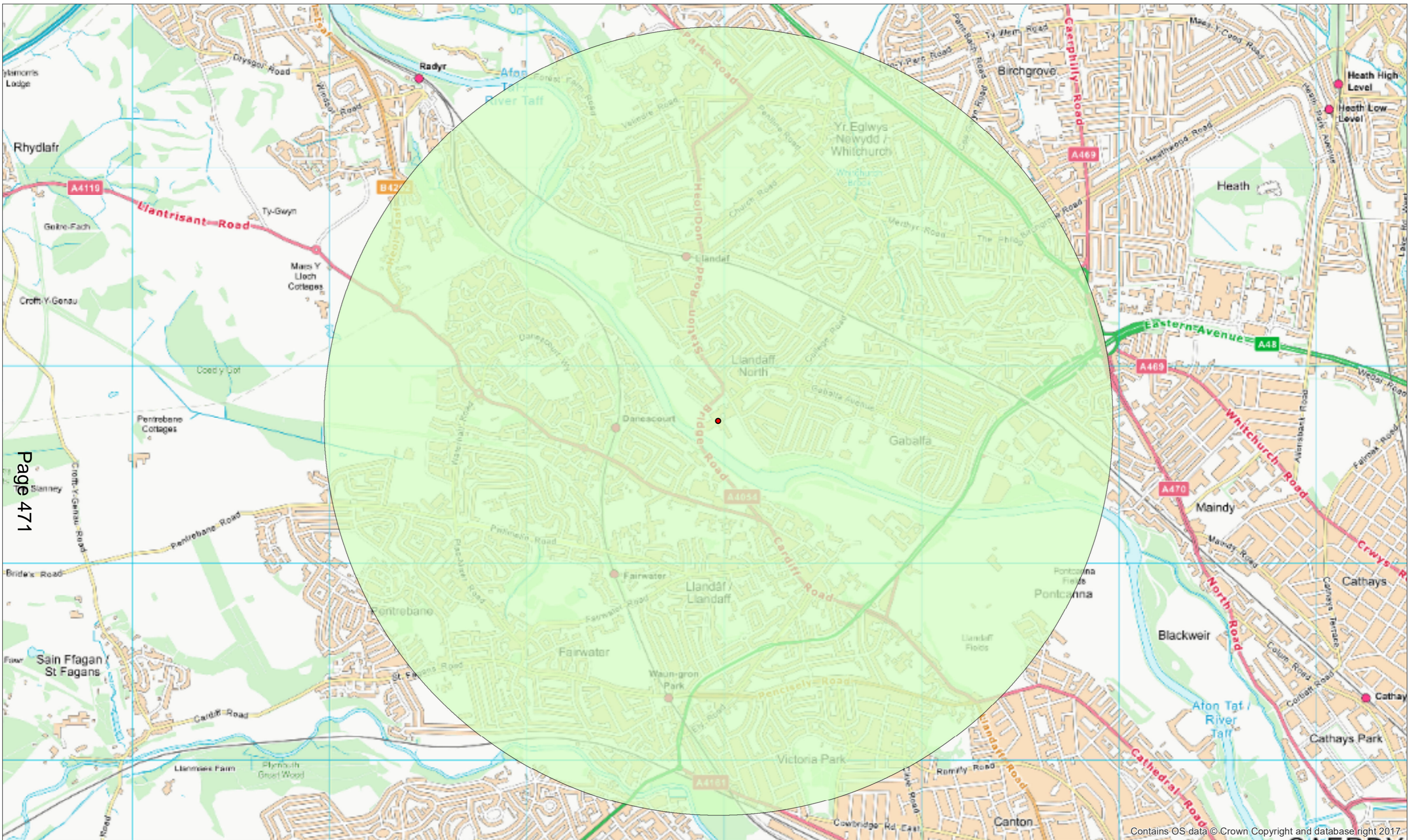
### Site Location Plan

**Legend**  
 Site Location



1:9,743 @A3  
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 British National Grid  
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## Appendix B – Walking Isochrone



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 Author: @Opus.co.nz  
 Project No:

## Walking Isochrone

### Legend

 2km Walking Isochrone

0 200 400 600 800 m

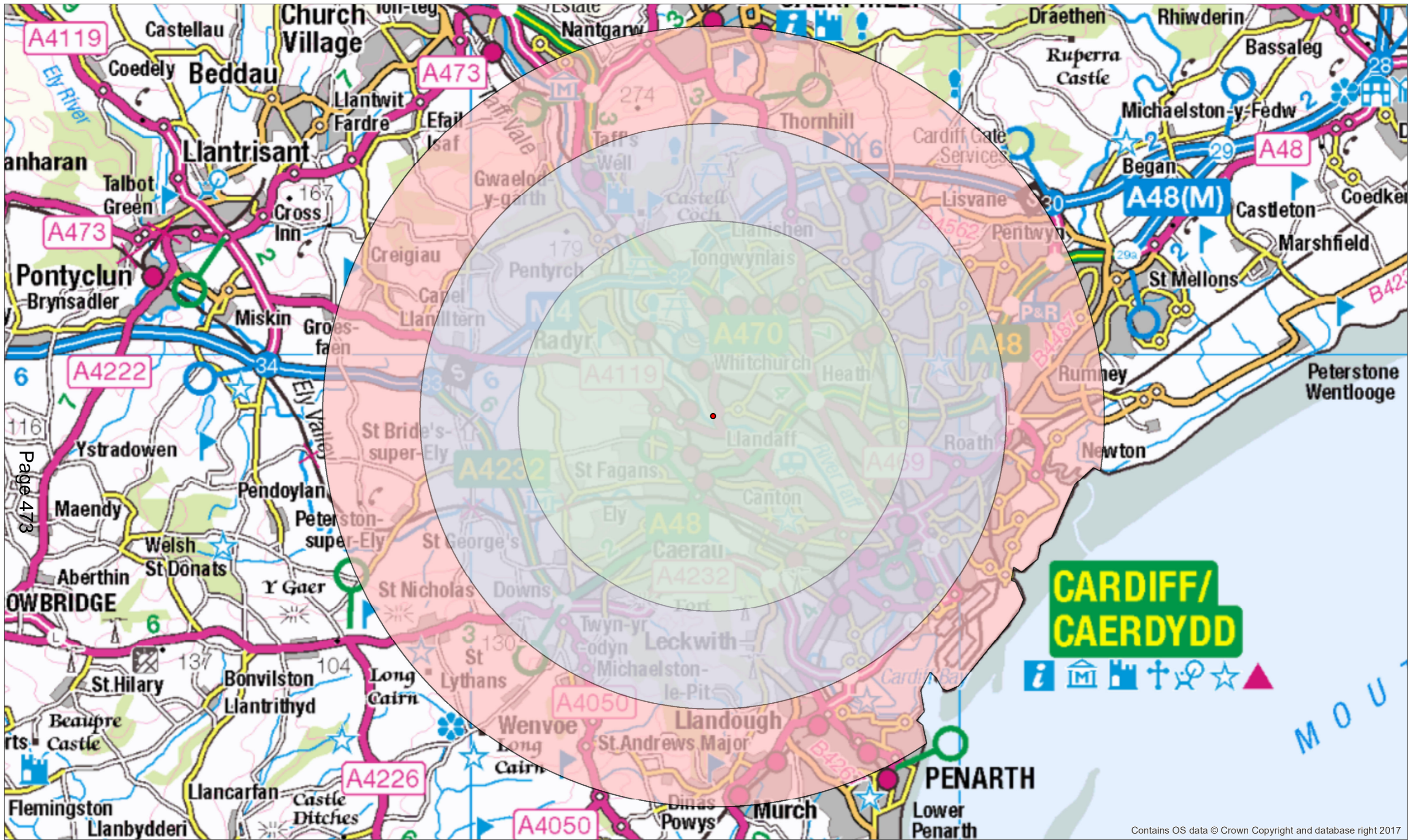
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## Appendix C – Cycling Isochrones





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### Cycling Isochrones

**Legend**

- 4km Cycling Isochrone
- 6km Cycling Isochrone
- 8km Cycling Isochrone



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# Ysgol Gymraeg Pwll Coch

Transport Assessment



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Date: February 2018  
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Status: Final

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# 1. Introduction

## 1.1. Introduction

Opus International Consultants (UK) Ltd. have been commissioned by Cardiff Council to produce a Transport Assessment (TA) for Ysgol Gymraeg Pwll Coch a community primary school located in the Canton area of Cardiff. The school currently has 430 pupils enrolled aged 4-11. There is no existing specialist provision at the school.

The proposal is to open a Specialist Resource Base at (SRB) at Ysgol Gymraeg Pwll Coch initially providing up to 10 places to pupils with complex learning disabilities and autism spectrum conditions. The SRB would have the scope to provide up to 20 places in the future.

The TA has been prepared to take account of national planning policy including Planning Policy Wales, Edition 8 (2016). Local Planning Policy has also been taken into account, including the Cardiff Local Development Plan 2006-2026. The scope of the TA has been agreed with Cardiff Council through email correspondence and a meeting held at Cardiff County Hall on 7<sup>th</sup> February 2018.

The report has been prepared in response to a request by the client and the report will evaluate the impacts of the extension works on the surrounding highway network. The report has been based on Opus' understanding of Cardiff Council's requirements and our specialist experience of undertaking TAs for similar developments.

## 1.2. Report Structure

The TA investigates the highway and transportation issues associated with the development proposals, the report will be structured in the following way:

- Chapter 2: will summarise the relevant national and local planning policy;
- Chapter 3: presents the existing site conditions;
- Chapter 4: focuses on the accessibility of the site by different travel modes;
- Chapter 5: presents the proposed changes to the school; and
- Chapter 6: summarises and concludes the report.

## 2. Planning and Policy Context

Relevant national and local planning policy documents have been reviewed and adopted within the Transport Assessment.

### 2.1. Legislation

#### 2.1.1. *Town and Country Planning Act, 1990*

The Town and Country Planning Act 1990 (TCPA 1990) and the Planning and Compulsory Purchase Act 2004 (PCPA 2004) establish the legislative basis for town planning in England and Wales. These Acts establish a plan-led system which requires Local Planning Authorities (LPAs) to determine planning applications in accordance with the development plan unless material considerations indicate otherwise.

### 2.2. National Planning Policy

#### 2.2.1. *Planning Policy Wales, Edition 8 (2016)*

Planning Policy Wales (PPW) sets out the land use planning policies of the Welsh Government, which is supplemented by a series of Technical Advice Notes (TANs). PPW sets out Wales' commitment to sustainable development, ensuring it plays an appropriate role in the planning system.

The Welsh Government aims to extend transportation choices in a way that supports sustainable development and helps tackle the causes of climate change. The Welsh Government is committed to enabling more people to undertake and enjoy the benefits of active travel.

It is stated that the proposed access to a development is likely to reflect the travel patterns that are involved. People should be able to reach the development by walking, cycling and public transport as well as by car. Walking and cycling should be promoted for shorter trips and as a substitute for shorter car journeys.

#### 2.2.2. *Planning Policy Wales Technical Advice Note 18: Transport (March 2007)*

Technical Advice Note 18 (TAN18) was published in March 2007 and is a supplement of Planning Policy Wales. TAN18 provides advice on transport related issues when planning for new development, such as the integration between land use planning and transport, parking and the design of the development.

The importance of new developments promoting walking is highlighted in TAN18. It is stated that new developments should be situated close to main footways, public transport stops and pedestrian desire lines. Cycling also has the potential to act as a substitute for shorter car journeys. Cycling can be encouraged through the provision of secure cycle parking that is easy to access for everyday use.

#### 2.2.3. *Active Travel (Wales) Act, 2013*

The Active Travel Act was adopted in 2013 and makes provision for maps of existing active travel routes and related facilities in a local authority's area. The Act requires Welsh Ministers and local authorities to take reasonable steps to enhance the provisions made for walking and cycling.

#### 2.2.4. *Wales National Transport Plan (March 2010)*

The Wales National Transport Plan was published in March 2010 and establishes a framework for the creation of an integrated transport system. By joining together proposals for road, rail and public transport, people will be able to move more efficiently and sustainably throughout the country.

## 2.3. Local Planning Policy

### 2.3.1. Cardiff Local Development Plan (LDP) 2006-2026

The adopted LDP provides the statutory framework for the development and use of land within Cardiff over the Plan period (2006-2026). This fulfils the requirements of The Planning and Compulsory Purchase Act 2004 which requires the Council to prepare a LDP. It replaces existing Structure Plans and Local Plans relating to Cardiff and will be used by the Council to guide and control development and provide the statutory local policy context for determining planning applications.

In terms of transport the LDP highlights the following key points and objectives:

- The overall approach seeks to minimise travel demand and provide a range of measures and opportunities which reduce reliance on the car.
- New development in Cardiff must be integrated with the provision of new transport infrastructure which can help contribute to this objective by putting in place sustainable transport solutions which also provide improved travel choices for the wider community.
- This approach is fully consistent with on-going work at a city-region scale which seeks to develop a more effective public transport network across the region as a whole, helping people travel from where they live to work and thereby helping to spread prosperity around the entire city-region.

The LDP also highlights the key transportation trends and issues, including the following:

- Traffic on Cardiff's roads grew by 9% between 2002 and 2012.
- 56% of Cardiff's residents travel to work by car.
- Nearly 77,900 people commute into Cardiff each day by all modes (37% of Cardiff's workforce). The 2001 Census indicates that approximately 80% of commuters travel to Cardiff by car.
- Travel on rail services has increased considerably - the use of Cardiff Central and Queen Street Stations has risen by 82% between 2001 and 2011.
- Cycle use has increased 10% between 2001 and 2011 but bus use has fallen slightly over the same period.



### 3. Existing Conditions

#### 3.1. Site Location

The site is located south of Lawrenny Avenue, towards the south of the Canton Area of Cardiff, approximately 2.3km west of Cardiff City Centre. The site is situated north of the Cardiff Internationals Sports Campus and the A432 and west of Cardiff City Football Stadium and the associated amenities. West of the site is a Goals Football Centre and Sanatorium Park. Residential developments and Fitzalan High School are north of the site.

The location of the site is shown in Figure 1, which is also contained in **Appendix A**.

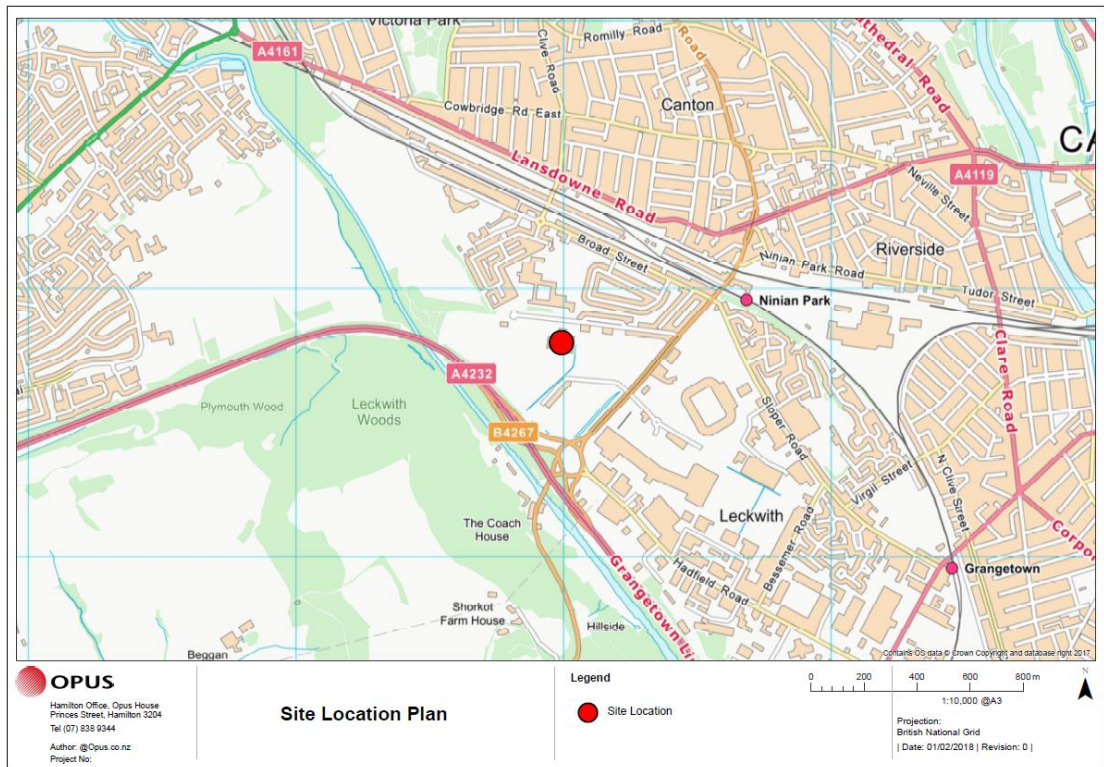


Figure 1 – Site Location Plan

#### 3.2. Existing Site

The existing school is accessed from Lawrenny Avenue, a designated pedestrian access point is located at the northwest of the site, this access point is also conveniently located opposite a bus stop. A second vehicular access point is located to the northeast of the site which provides access to the staff car park. Footways are also provided at this crossing point and pedestrian crossing points are provided in the staff car park to ensure the safe movement of pedestrians.

The main school building is located at the centre and southeast of the site with the playground located to the south. Additional outbuildings are situated at the southwest of the site.

Cardiff Council’s planning application portal has been interrogated to determine the relevant planning history of the site, a summary of the relevant planning applications is found in Table 1 below.

Table 1 – Planning History

Application Reference	Proposal	Decision	Date
03/01414/R	Provision of a demountable classroom	Granted	June 2003
98/00840/R	New Single Storey School	Granted	July 1998
03/02957/R	De-mountable classroom	Granted	December 2003
04/00688/R	Single Storey Extension to east of school	Granted	March 2005
05/00033/W	Provision of single demountable classroom for short term hire	Granted	May 2005
11/00724/DCO	Installation of 2 double demountable classroom units	Granted	April 2011

### 3.3. Local Highway Network

#### 3.3.1. Lawrenny Avenue

Lawrenny Avenue borders the north of site with no through road to the west and junction with Leckwith Road B4267 to the east. The road is subject to 20mph and there are many measures in place to increase pedestrian safety. Signage provided approximately 110m east of the site to warn motorists that they are entering a school safety zone, a speed hump and road narrowing feature is also provided at this point. Speed humps are provided at intervals within the school safety zone. A zebra crossing is also provided in the school safety zone approximately 10m west of the vehicular access point to the school. A 115m long stretch of the eastbound lane of the highway is occupied by a bus stop. A layby for bus stops is also provided on the south side of the highway. A roundabout is provided to the west of Lawrenny Avenue which acts as a turning point for buses and other vehicles dropping off and picking up pupils. There are two separate areas where cycle lanes are provided, the cycle lanes are provided for a length of approximately 40m in both locations.

The pedestrian infrastructure in the vicinity of the site is of good quality. Footways of approximately 2m are provided on both sides of the highway and are set back from the highway by grass verges. As previously mentioned a zebra crossing is provided to the north of the site, this crossing comprises a raised table and tactile paving. Street lighting is provided along the entirety of Lawrenny Avenue and the gradient is level.

## 4. Accessibility

The sustainability of a site is inherently linked to its location and access to facilities for active travel and public transport.

### 4.1.1. Walking

The aim of land use and transport policy is to promote and encourage the choice of walking and cycling above all else where the need to travel exists. Therefore, it is reasonable to assume that walking is a viable and growing means of transport, and that new development should be designed to promote and encourage it.

In practice, the distance that an individual is likely to choose to walk depends on the individual circumstances, but it is reasonable to assume that over time, given current policies to encourage active travel, the propensity for individuals to walk, and to walk further, will increase.

The Institution of Highways and Transportation in their document ‘Guidelines for Providing Journeys on Foot’ state that “walking accounts for over a quarter of all journeys and four fifths of journeys less than one mile”.

PPG13 ‘A Guide to Better Practice’ (2001) stated that people are prepared to walk up to 2km. Whilst PPG13 has been superseded, it is considered that this distance is still relevant and appropriate as a guide to what is acceptable and reasonable to many people.

The isochrone shown in Figure 2 displays a 2km walking area from the site, this is also contained in **Appendix B**.

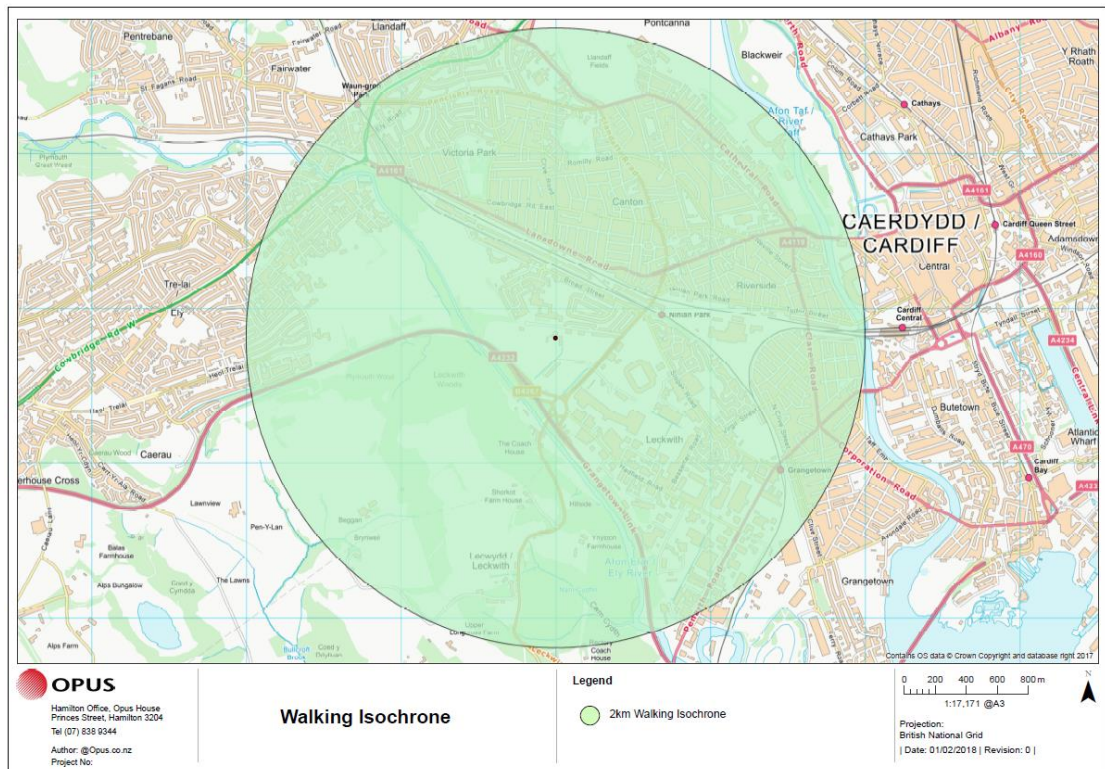


Figure 2 – Walking Isochrone

The isochrones shows that Ysgol Gymraeg Pwll Coch is within walking distance of several residential areas of Cardiff such as Saltmead, Taffs Mead and Riverside. Cardiff City Football Stadium and the surrounding amenities and services such as Asda superstore, Costco and Lidl are all within comfortable walking distance of the site. Cardiff Central Railway Station is slightly beyond comfortable walking distance of Ysgol Gymraeg Pwll Coch; however, Ninian Park Railway Station is located just 600m north east of the site.

In the vicinity of the site there are footways provided as well as pedestrian crossing facilities, this along with factors such as the generally level gradient results in an environment which is conducive to walking.

A review has been undertaken of any Public Rights of Way (PROW) in the area surrounding the site, this revealed that there are no PROW in the vicinity of the site.

4.1.2. **Cycling**

The DfT in their ‘Transport Statistics on Cycling in Great Britain’ state that the average length of a cycle journey is 3.84km (2.4 miles). PPG13 ‘A Better Guide to Practice’ (2001) identified that people were prepared to cycle up to 8km (5 miles); which, although the guidance has been superseded, is still considered appropriate. The DfT’s LTN 2/08 ‘Cycle Infrastructure Design’ (October 2008) states that “in common with other modes, many utility cycle journeys are over short distances under three miles (4.8km), although for commuter journeys, a trip distance of up to five miles (7.2km) is not uncommon”.

It is therefore considered that a distance of 4km (2.5 miles) represents a reasonable cycling distance and that 8km (5 miles) is a maximum realistic range for cycle trips. The isochrones shown in Figure 3 display a 4km, 6km and 8km cycling area from the site, this is also contained in **Appendix C**.

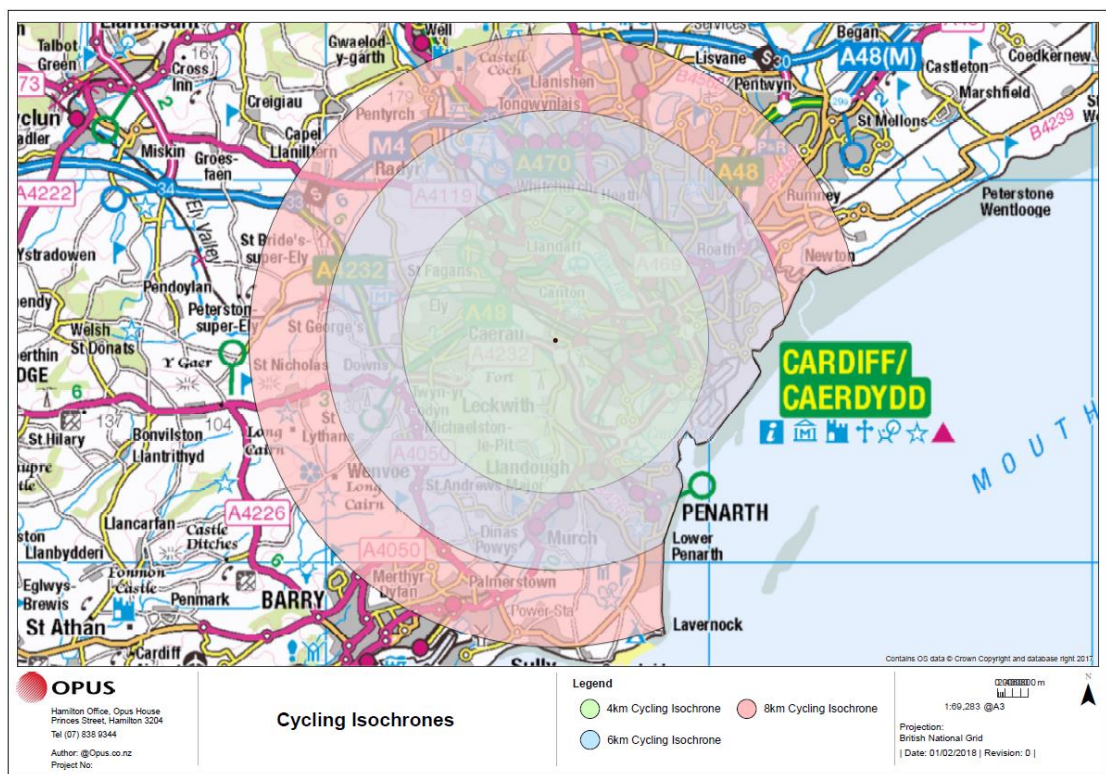


Figure 3 – Cycling Isochrones

The isochrones shows that the entire city is accessible via bicycle, as well as other settlements such as Penarth, Dinas Powys and the outskirts of Barry.

Due to the generally level gradient and factors such as the low traffic speeds associated with city streets and residential areas, the environment is deemed to be conducive to cycling. Cycle lanes are also provided in some locations of Lawrenny Avenue.

National Cycle Network Route 8 is located approximately 2km east of the site. The fully open and signed route connects Cardiff to Holyhead, via Brecon, Builth Wells, Machynlleth, Porthmadog and Bangor. The route is a combination of traffic-free and on-road sections.

4.1.3. **Public Transport – Bus Services**

Bus stops are provided outside of the school which are utilised by the 627 school bus for Ysgol Gymraeg Pwll Coch. The public bus stops are provided approximately 550m (7-minute) walk from the school. Both the northbound and southbound stops comprise of a shelter, seating, timetable information and easy access kerbing. Additional bus stops are provided on Broad Street north of the site and Sloper Road to the east. A summary of the services available from

the stops in the vicinity of the site is provided in Table 2. Other services shown in Table 2 do utilise the bus stops on Lawrenny Avenue; however, these services are intended primarily for students at Fitzalan High School.

Table 2 – Summary of Bus Services

Service Number	Operator	Starts	Destination	Frequency Mon - Fri
627	Wheadon's Coaches	Llandaff Road	Ysgol Gymraeg Pwll Coch	Commences from Llandaff Road 08:05  Commences from Ysgol Gymraeg Pwll Coch at 15:25
1 Clockwise	Cardiff Bus	City Centre Canal Street	City Centre Canal Street (Circular)	2 per hour
2 Anti-Clockwise	Cardiff Bus	City Centre Canal Street	City Centre Canal Street (Circular)	2 per hour
12	Cardiff Bus	Leckwith Retail Park	Mansell Avenue	6 daily services between 08:44 and 14:02
95	Cardiff Bus	Heath Hospital	Barry Island	2 per hour
95a	Cardiff Bus	City Centre Canal Street	City Centre Canal Street (Circular)	1 per hour
95b	Cardiff Bus	City Centre Canal Street	City Centre Canal Street (Circular)	1 per hour
95C	Cardiff Bus	City Centre Canal Street	Cardiff City Stadium	2 per hour
X91	Cardiff Bus	Customhouse Street JL	Llantwit major Bus Station	Approximately every 2 hours
4	Cardiff Bus	Wood Street	Bus Depot (SE)	Services every 20 minutes between 05:20 – 07:20 and 18:30 – 21:10

Table 2 shows that there are a variety of regular services available from these stops which provide access throughout the city throughout the day with additional services provided during peak times.

#### 4.1.4. Public Transport – Rail Services

The closest station to the site is Ninian Park Railway Station a 750m (10 minute) walk from the site. The station has facilities such as cycle parking and ticket machines. Access to the station is available via ramps however, the ramps are steeper than the maximum recommended gradient of 1:20 for wheelchair users. The station is managed by Arriva Trains Wales and provides regular services to local destinations such as Cardiff Central, Coryton and Radyr.

Cardiff Central Railway Station is slightly beyond the maximum recommended walking distance of 2km. The station is a 2.4km (30-minute) walk from Ysgol Gymraeg Pwll Coch or alternatively a 2.4km (9-minute) cycle. The station includes facilities such as a shop, café, toilets, waiting rooms as well as cycle parking. The station is managed by Arriva Trains Wales and provides regular services to popular destinations such as London to the east and Swansea to the west. There are 2 direct services per hour to London Paddington (calling at other popular destinations such as Bristol Parkway) and up to 3 direct services per hour to Swansea.

It is acknowledged that specialist Additional Learning Needs provision has a city-wide catchment and therefore pupils may not live in the immediate vicinity of the school. Therefore walking, cycle routes, bus services or rail services may not be suitable either due to distance or pupil needs. Furthermore, whilst some pupils are able to travel independently with support it is acknowledged that others are not and therefore Schools Transport will work with pupils, schools and parents/carers to look at the most appropriate form of transport for the pupil and their needs.

#### 4.1.5. *Conclusion*

Based on the above, it is evident that the public transport provision is adequate and provides a variety of regular services throughout Cardiff and beyond. The site is considered to be in a sustainable location as there is a dedicated school bus provided for Ysgol Gymraeg Pwll Coch as well as bus stops available on Leckwith Road, Broad Street and Sloper Road. Ninian Park Railway Station is within a comfortable walking distance and Cardiff Central Railway Station is within a comfortable cycling distance. There are no PROW in the vicinity of the site.

#### 4.2. **Collision Data**

A review of [www.crashmap.co.uk](http://www.crashmap.co.uk) has been undertaken to identify any collisions within the vicinity of the site within the last five years. A total of three collisions have been recorded on Lawrenny Avenue including one at the Lawrenny Avenue / Leckwith Road junction. All three of the recorded collisions are slight in severity. There were no obvious trends or clusters of incidents which suggests that there aren't any fundamental issues with the highway network. No fatal incidents have been reported within the vicinity of the site.

## 5. Proposed Changes

This chapter aims to summarise the proposed changes to Ysgol Gymraeg Pwll Coch, as well as its impact on the highway network.

### 5.1. Proposed Changes to Ysgol Gymraeg Pwll Coch

To meet the demand for primary SRB places for pupils with complex learning disabilities and autism spectrum conditions in the Welsh medium sector, it is proposed to:

- Open a specialist resource base at Ysgol Pwll Coch, providing up to 10 places initially, but with scope to extend to 20 places in future, as demand grows.

Accommodation for the SRB would be established within current facilities however some refurbishment would be required. The increase in pupil numbers could result, in a worst-case scenario, in 10 additional trips assuming all pupils travel individually by private vehicle.

In the context of existing operations at the school and neighbouring sites, the existing internal site layout and access arrangements will comfortably accommodate the minor increase in pupils and vehicles accessing the site.

### 5.2. Impacts on the Highway Network

The increase in student numbers proposed as part of the changes to Ysgol Gymraeg Pwll Coch is considered to be negligible when compared to the number already attending the school. It is anticipated that the proposals will not have a material impact on the operation of the surrounding network. In the context of existing operations at Ysgol Gymraeg Pwll Coch and neighbouring sites, the increase in vehicle movements is expected to have a negligible impact.

### 5.3. Limitations

This section will summarise the limitations of the school site in terms of transport and accessibility and these are as follows:

- There are two schools located within close proximity, both of which are accessed from Lawrenny Avenue. This results in a large concentration of movements within the area around the start and end of the school day.

### 5.4. Recommendations

This section aims to provide high-level recommendations to counteract some of the site's limitations and promote active travel and sustainable transport options. This will help mitigate the limited impact which is expected to arise as a result of the proposals. The recommendations are as follows:

- Aim to stagger the start times for SRB pupils so that they differ from the rest of the school in order to minimise stress on the highway during peak times.
- Promote active travel as a viable means of transport to the school, by implementing measures such as providing secure cycle parking and lockers to store walking / cycling equipment.
- If the school does not currently have an adopted Travel Plan, one should be produced with the aim of minimising single occupancy vehicle trips to the school.

## 6. Summary

Opus International Consultants (UK) Ltd. have been commissioned by Cardiff Council to produce a Transport Assessment (TA) for the proposed development of an SRB at Ysgol Gymraeg Pwll Coch, a community primary school located in the Canton area of Cardiff.

The proposals are for the provision of an SRB at Ysgol Gymraeg Pwll Coch with an initial 10 places for pupils with complex learning disabilities and autism spectrum conditions. The SRB would have the scope to extend to 20 places in the futures. The start and finish time of the SRB will be staggered to minimise congestion on Lawrenny Avenue.

A review of relevant local and national planning policy documents has been carried out, including PPW Edition 8 (2016), TAN 18: Transport (March 2007), the Active Travel (Wales) Act (2013) and the Wales National Transport Plan (March 2010), as well as Cardiff LDP (2006-2026).

The site location is described as well as an assessment of the existing site conditions and surrounding highway conditions. The planning history of the site is also summarised, six planning application have been made on the site including extension works and provisions of demountable buildings.

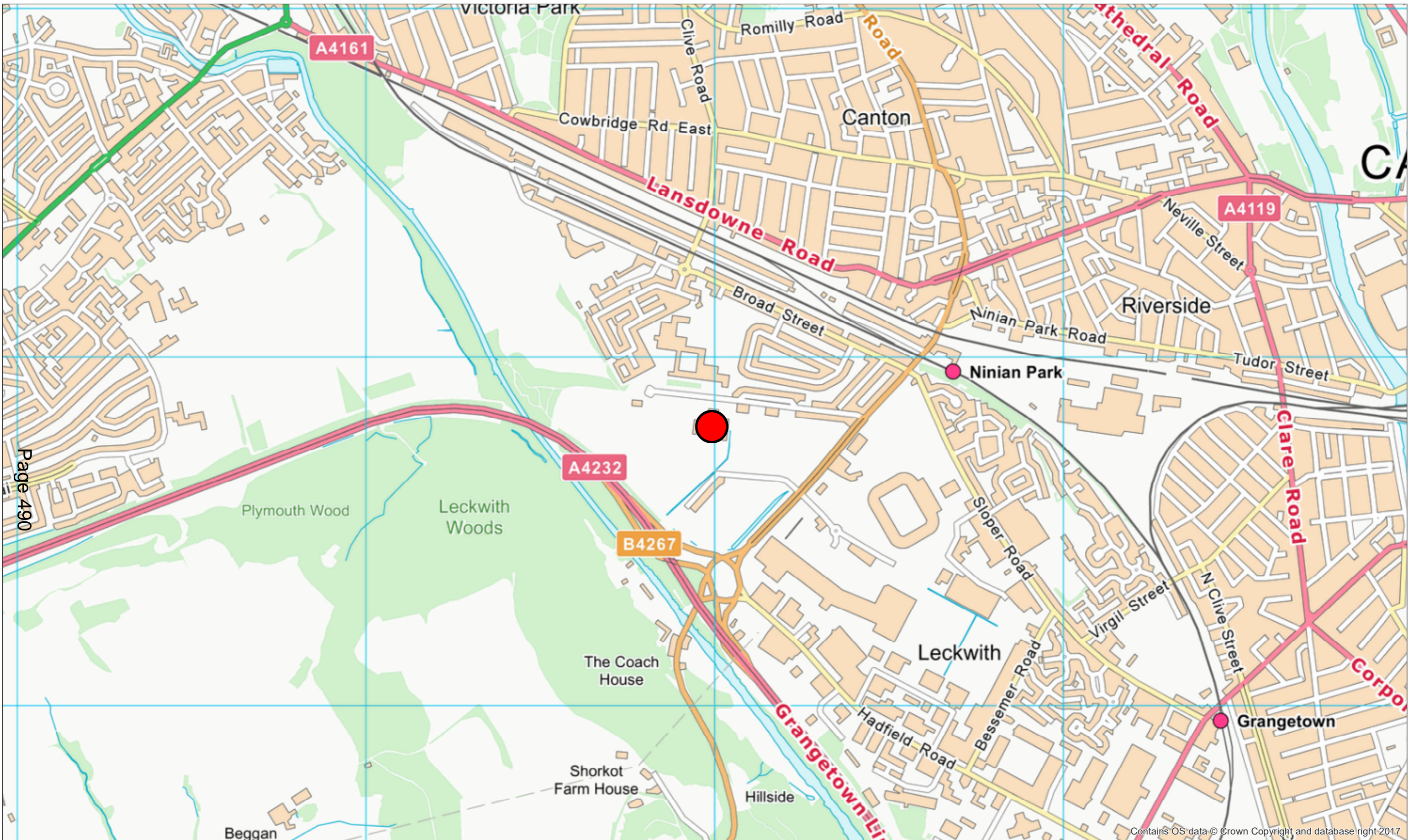
The accessibility of the site has been assessed by sustainable travel modes, including walking, cycling and public transport. It is evident that the public transport provision is adequate and provides a variety of regular services from the site to destinations throughout Cardiff and beyond. The site is considered to be in a sustainable location as there are bus stops and railway stations within comfortable walking and cycling distances, the environment is also conducive to walking and cycling.

A review of [www.crashmap.co.uk](http://www.crashmap.co.uk) has been undertaken to identify any collisions within the vicinity of the site within the last five years. A total of three collision have been recorded on Lawrenny Avenue all of which are slight in severity. No obvious trends or clusters of incidents were observed.

It is the view of the TA that, in highway and transportation terms, the proposed changes to Ysgol Gymraeg Pwll Coch will not have a severe impact on the surrounding highway network. This is due mainly to the minimal increase in pupil numbers. The uptake of sustainable travel can be encouraged and monitored through the recommendations set out in Chapter 5.



# Appendix A – Site Location Plan



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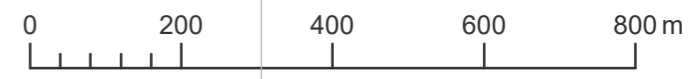


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Tel (07) 838 9344  
Author: @Opus.co.nz  
Project No:

### Site Location Plan

**Legend**

 Site Location

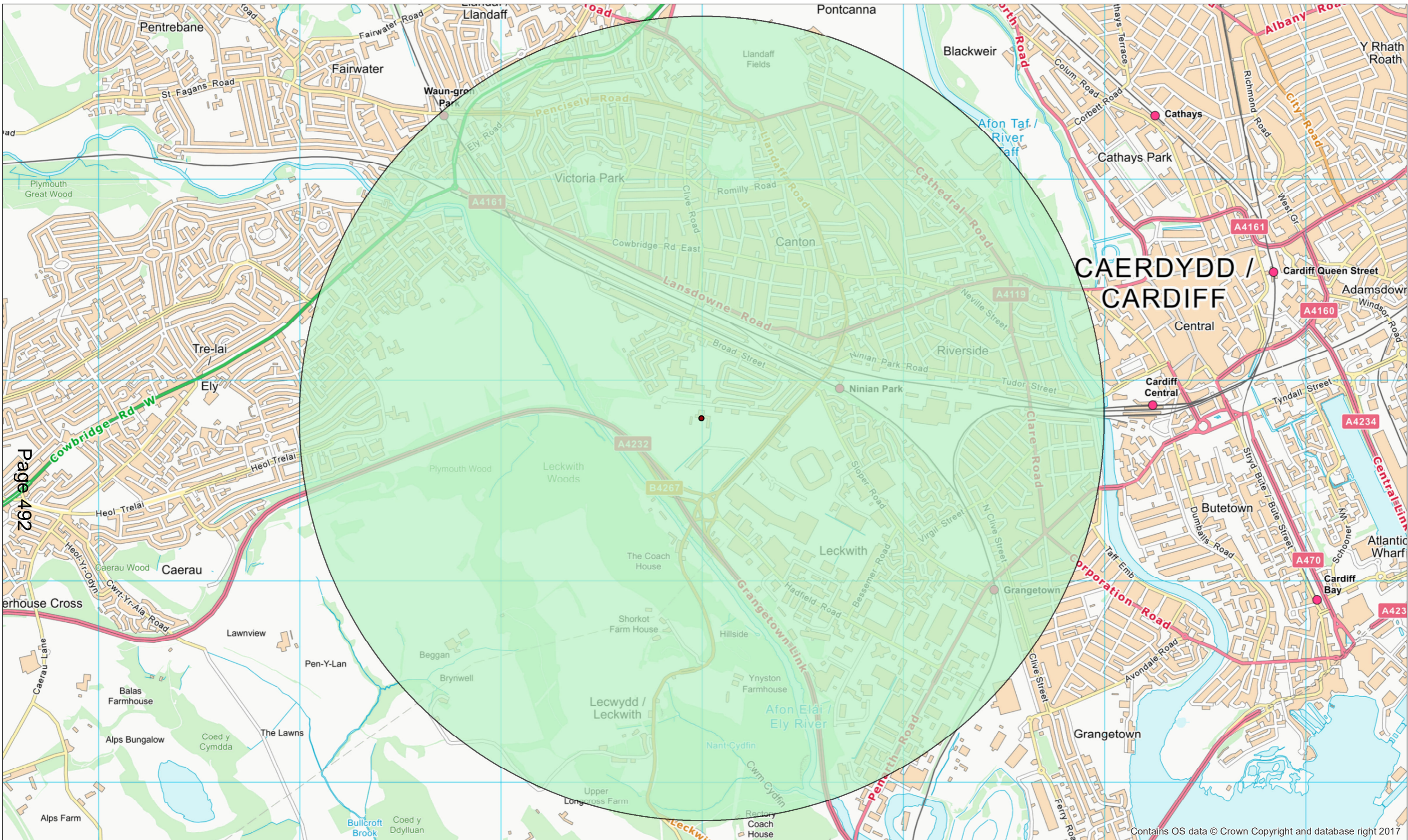


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## Appendix B – Walking Isochrone




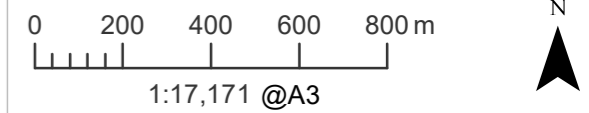
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 Project No:

## Walking Isochrone

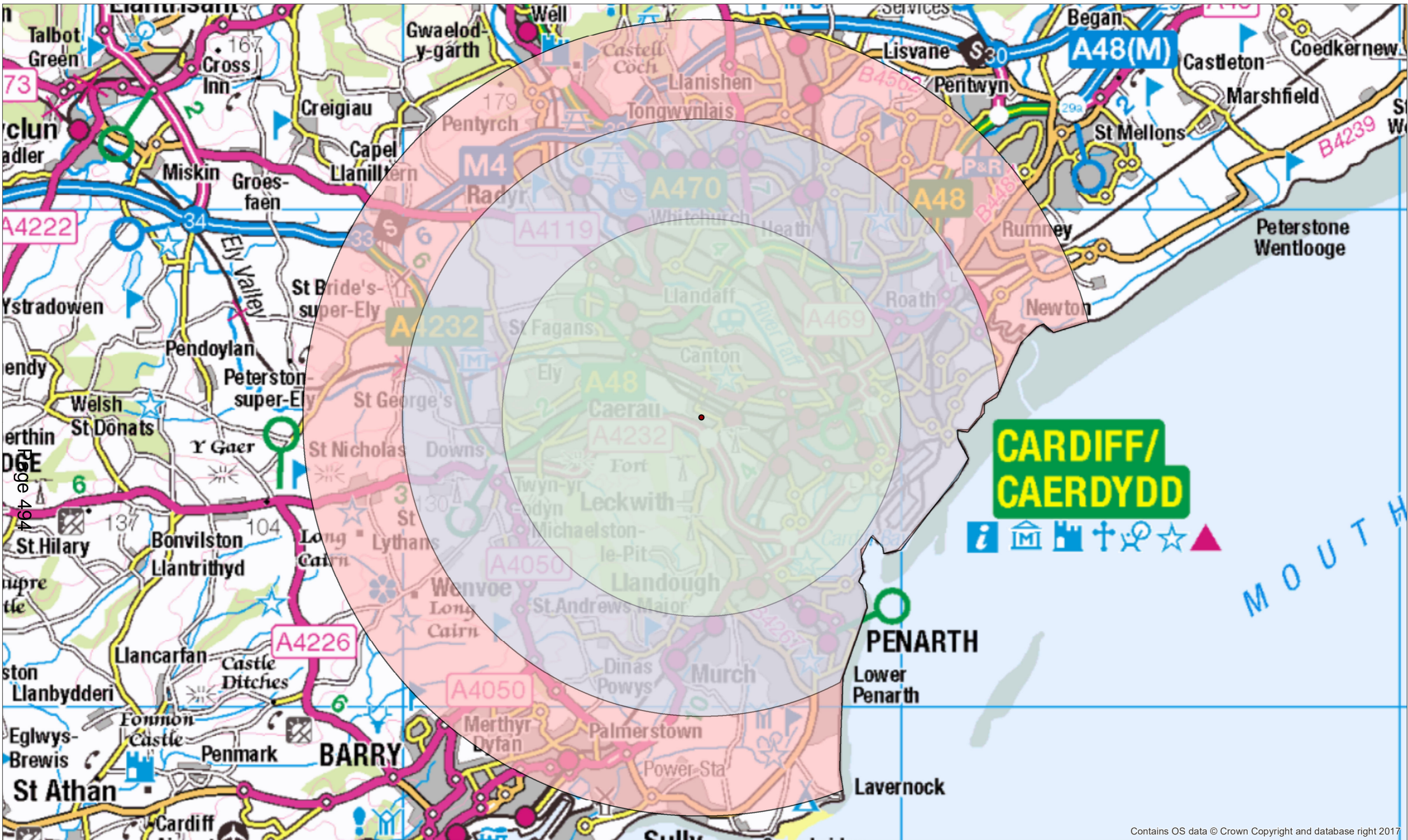
### Legend

 2km Walking Isochrone



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## Appendix C – Cycling Isochrones



**CARDIFF/  
CAERDYDD**



MOUTH

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Project No:

### Cycling Isochrones

**Legend**

- 4km Cycling Isochrone
- 8km Cycling Isochrone
- 6km Cycling Isochrone



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<b>Policy/Strategy/Project/Procedure/Service/Function Title:</b>
<b>Improving provision for children and young people with additional learning needs (ALN) 2018-22</b>
<b>New/Existing/Updating/Amending</b>

<b>Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?</b>	
Name: Nick Batchelar	Job Title: Director
Service Team: Education and Lifelong Learning	Directorate: Education and Lifelong Learning
Assessment Date: July 2018	

## 1. Aims and Objectives

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

To improve outcomes for children and young people with ALN by ensuring sufficient and suitable special school and specialist resource base places.
--

## 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.]**

<p>The number of funded special school or specialist resource base places in Cardiff schools has increased by 103 places over a five year period.</p> <p>Despite the growth in places, there is evidence to suggest this has not been sufficient to meet existing need. For example, the 63% rise in the cost of supporting mainstream statements, and increased reliance on places in the</p>
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**CARDIFF COUNCIL**  
**Equality Impact Assessment**  
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independent sector suggests there are pupils in our mainstream schools and in 'out of county' settings who would benefit from access to a Cardiff special school or specialist resource base place.

Over the next 5-10 years, revenue and capital investment will be needed to ensure sufficient and suitable specialist support for the growing population of learners with additional learner needs, and to reduce reliance on the independent sector. Increased demand is anticipated for learners with:

- Emotional health and wellbeing needs
- Complex learning disabilities
- Autism spectrum conditions

Failure to invest in Cardiff-maintained provision over the next 3-4 years will lead to the Council becoming increasingly reliant on independent special school providers in order to meet the Council's statutory responsibilities.

Over reliance on independent places would have the following implications and risks:

- higher revenue costs to the Council
- inability to offer places according to parental preference

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### **3 Assess Impact on the Protected Characteristics**

#### **3.1 Age**

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

	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Up to 18 years			N/A
18 - 65 years			N/A
Over 65 years			N/A

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

The ALN strategic priorities are concerned with provision of education for school-aged children and young people, and would only be expected to impact this age group. There are no differential impacts from an equality perspective.

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

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### 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	Yes		
Physical Impairment	Yes		
Visual Impairment	Yes		
Learning Disability	Yes		
Long-Standing Illness or Health Condition	Yes		
Mental Health	Yes		
Substance Dependence		No	
Other	Yes (autism spectrum conditions)		

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

The impact will be positive: the goal is to ensure that any child or young person with a disability or long-standing health condition can access appropriate specialist provision if required.

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

The majority of children and young people with disabilities do not require specialist placement in order to access education and fulfil their potential. A range of support services and systems, and funding streams are in place to ensure all Cardiff schools can identify and meet the additional needs of all learners in their schools. The ALN Strategic priorities include objectives to further develop and strengthen these systems.

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### 3.3 Gender Reassignment

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

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

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

N/A

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

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### 3.4. Marriage and Civil Partnership

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

	Yes	No	N/A
Marriage			N/A
Civil Partnership			N/A

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

N/A

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

N/A

### 3.5 Pregnancy and Maternity

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

	Yes	No	N/A
Pregnancy			
Maternity			

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

N/A

**What action(s) can you take to address the 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		No	

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Mixed / Multiple Ethnic Groups		No	
Asian / Asian British		No	
Black / African / Caribbean / Black British		No	
Other Ethnic Groups		No	

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

Special schools in Cardiff for children with complex learning disabilities or autism spectrum conditions have a higher than average BME population.

All pupils, of all ethnicities, will continue to have access to specialist provision, in all settings, on an equal basis.

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

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**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?

	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Buddhist		No	
Christian		No	
Hindu		No	
Humanist		No	
Jewish		No	
Muslim		No	
Sikh		No	
Other		No	

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

All special school and specialist resource base places are community places. Admission is managed by the local authority in accordance with the statutory framework for special educational needs.

One proposal in the report is to open an SRB at St Mary the Virgin Church in Wales School. Although the SRB would be hosted in a voluntary aided school, admissions would be managed by the local authority on the same basis as for all SRBs.

All pupils, of whatever religious or non-religious backgrounds, will continue to have access to specialist provision, in all settings, on an equal basis.

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

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**3.8 Sex**

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

	Yes	No	N/A
Men			N/A
Women			N/A

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

N/A

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



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**3.9 Sexual Orientation**

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

	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Bisexual			N/A
Gay Men			N/A
Gay Women/Lesbians			N/A
Heterosexual/Straight			N/A

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

N/A

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

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**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	Yes		

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

The proposed actions include expanding specialist resource base places for children and young people in the Welsh medium sector.

The incidence of additional learning needs, and demand for specialist places is lower in the Welsh medium sector than in English medium schools. However, demand is rising, and is expected to rise further.

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

The impact will be positive and will help to ensure that children and young people with additional learning needs will have an equal opportunity to choose education in the medium of Welsh.

Work will also be done to improve the quality and availability of information for parents/ carers and others about the range of specialist support, resources and specialist provision available in the medium of Welsh.

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#### **4. Consultation and Engagement**

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

A full public consultation has been undertaken. Details of this can be seen in the Cabinet Report Improving Provision for Children and Young People with Additional Learning Needs (ALN) 2018-22 – Post Consultation Report (April 2018)
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## 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]	

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## 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

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## 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 : Jennie Hughes	Date: July 2018
Designation: Senior Achievement Leader Inclusion	
Approved By: Nick Batchelar	
Designation: Director	
Service Area: Education and Lifelong Learning Service	

7.1 On completion of this Assessment, please send it to [equalityteam@cardiff.gov.uk](mailto: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](mailto:equalityteam@cardiff.gov.uk).

## 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.

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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.

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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](mailto: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

<b>Name of Strategy / Policy / Activity: Improving Provision for Children and Young People with Additional Learning Needs (ALN) 2018-2022</b>	<b>Date of Screening: 19/6/18</b>
<b>Service Area/Section: Education</b>	<b>Lead Officer: Jennie Hughes</b>
<b>Attendees:</b> Jennie Hughes, Carly Davies	

<b>What are the objectives of the Policy/Strategy/Project/Procedure/ Service/Function</b>	<b>Please provide background information on the Policy/Strategy/Project/Procedure/Service/Function and any research done [e.g. service users data against demographic statistics, similar EIAs done etc.]</b>
<p>ALN provision within Cardiff needs to increase in response to a growing number of learners requiring Special School or Specialist Resource Base places as referenced in the ALN Development Plan 2018 – 2022.</p> <p>A range of schemes to achieve this objective have been consulted upon in accordance with section 44/48 or the Schools Standards and Organisation (Wales) Act 2013 as they require “regulated alterations”.</p> <p>Note the outlined proposals will not fully address sufficiency needs for the period 2018 – 2022 and the council has taken and will continue to take a range of steps to increase provision according to needs.</p> <p>At its meeting on 19<sup>th</sup> April 2018 the Cabinet, in accordance with the terms of the School Standards and Organisation (Wales) Act, approved a recommendation for the publication of the statutory notices to:</p> <p>a) Increase the capacity of Ty Gwyn to allow for up to 198 places</p> <p>b) Extend the age range of Greenhill from 11-16 to 11-19 and increase the capacity of the school to allow for up to 64 places.</p>	<p><b>Business Case for ALN Proposal Investment</b></p> <p>Failure to invest in Cardiff-maintained provision over the next 3-4 years will lead to the Council becoming increasingly reliant on independent special school providers in order to meet the Council’s statutory responsibilities. Over reliance on independent places would have the following implications and risks:</p> <ul style="list-style-type: none"> <li>• Higher revenue costs to the Council</li> <li>• Inability to offer places according to parental preference</li> </ul> <p>The cost of independent special school places ranges from £39K to £77k per annum, compared to costs for Cardiff special schools of £14k to £25k per annum. It is rarely in a pupil’s interest to transfer school mid-phase so once placed there is little prospect of pupils returning to maintained provision should places become available in future years. The costs would therefore continue over 7-8 years for placements beginning in Year 7, and potentially longer for primary placements.</p> <p>The majority of Cardiff parents express a preference for places in Cardiff special schools or specialist resource bases for their child. Offering places in independent schools could have negative reputational implications. It should be noted that there is no guarantee the independent sector could offer sufficient special school places to meet Cardiff’s sufficiency needs,</p>

c) Change the type of special educational need Meadowbank School provides for from: 'speech language and communication needs', to: 'speech language and communication needs and complex learning disabilities'

d) Phase out the Specialist Resource Base at Allensbank School, closing the class in July 2020, or when all current pupils have completed their primary placement, if earlier.

e) Open an eight-place early intervention class for children with speech and language needs at Allensbank School, admitting the first cohort in September 2019.

f) Subject to a decision by the Governing Body of St Mary the Virgin Church in Wales (CiW) Primary School, to proceed to statutory notice: approve the inclusion of SRB accommodation in the Band B scheme for a new build St Mary the Virgin School.

g) Open a specialist resource base at Ysgol Pwll Coch, providing up to 10 places initially, but with scope to extend to 20 places in future, as demand grows.

h) Extend the place number of the SRB at Ysgol Glantaf to 30 places. Adapt and improve accommodation to cater for increased numbers.

Copies of the consultation document and the statutory notices can be found at Appendix 1.

The notices were published on the Council website and displayed in the local areas on 2<sup>nd</sup> May 2018. Additional stakeholders identified in the Welsh Government School Organisation Code as needing to receive either a hard copy of the notice or be emailed a link to the Council website were notified of publication of the notices.

especially for primary aged pupils. Over-reliance on the sector could therefore result in Cardiff being unable to fulfil statutory responsibilities.

#### **Additional Learning Needs and Educational Tribunal (Wales) Act (ALNET)**

The Additional Learning Needs and Educational Tribunal (Wales) Act (ALNET) was passed by the Welsh Assembly in December 2017. The legislation will transform the statutory framework for this area of responsibility, and introduce significant changes to how local authorities must work with learners, families and partners to support children and young people with additional learning needs.

#### **ALN Development Plan 2018 – 2022**

The ALN Working Group was established in 2016 with representatives from schools, officers, health, children and adult services, parents and Cardiff and the Vale College. The group met throughout the academic year 2016-17, to identify the strategic priorities to improve outcomes for learners with additional learning needs. The working group identified three strategic priorities:

- Priority One: To improve outcomes for learners with additional needs by successfully implementing the ALN and Educational Tribunal Act
- Priority Two: To improve outcomes for learners with additional needs by strengthening our collective capacity to meet all needs
- Priority Three: To improve outcomes for learners with additional needs by ensuring sufficient, high quality additional learning provision

#### **Consultation on Proposals - Summary of overall responses received**

The proposals were consulted on from 31 January – 13 March 2018. Details of the consultation and the responses received are set out in the report Improving Provision for Children and Young People with Additional Learning Needs (ALN) 2018-2022

Specific work has also been undertaken with a variety of stakeholders to inform proposals. Groups include ALN Working Group, Speech and Language reference Group as well as Governing Bodies, Head Teachers, staff,



Following the approval of the St Mary the Virgin CiW Primary School the relevant notice was published on the School website, the Council website and displayed at the school and the local area on 03<sup>rd</sup> May 2018. Additional stakeholders identified in the Welsh Government School Organisation Code as needing to receive either a hard copy of the notice or be emailed a link to the Council website were notified of publication of the notice.

parents/carers and Specialist Teachers. Furthermore, Cardiff Research Centre undertook a pupil consultation in order to engage children and young people in the process. Further reflecting educations commitments of Partners to the United Nations Convention of the Rights of the Child. All Stakeholder consultation has informed which proposals are progressed and which are not and the process has ensured full representation and opportunity for stakeholders to participate.

Other references:

**Speech and Language Reference Group**

**Welsh in Education Strategic Plan**

**Welsh Education Forum**

**ALN Strategy Group**

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

Please use the following scale when considering what contribution the activity makes:		
<b>+</b>	Positive	Positive contribution to the outcome
<b>-</b>	Negative	Negative contribution to the outcome
<b>ntrl</b>	Neutral	Neutral contribution to the outcome
<b>Uncertain</b>	Not Sure	Uncertain if any contribution is made to the outcome

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	-	Ntrl	Un-Crtn	
Page 514	<b>1.1 People in Cardiff are healthy;</b> <i>Consider the potential impact on</i> <ul style="list-style-type: none"> <li>• <i>the promotion of good health, prevention of damaging behaviour, promote healthy eating/active lifestyles etc,</i></li> <li>• <i>vulnerable citizens and areas of multiple deprivation</i></li> <li>• <i>Addressing instances of inequality in health</i></li> </ul>	✓  ✓ ✓				<p>The Council acknowledges any concerns raised regarding health provision in the consultation exercise, and is in discussion with the Health Board to address this. The Council will consider funding some developmental work, to enable Cardiff special schools to secure improved access to training and consultative advice from health services.</p> <p>In addition, it is acknowledged that the number of pupils with Additional Learning Needs is increasing in Cardiff and failure to take proposals forward would therefore not be a solution in terms of health provision, for existing or prospective pupils. However, would have an adverse impact on prospective pupils, who would not be able to gain admission to ALN Provision.</p> <p>Furthermore, following the work of the ALN Working Group, the ALN Strategic Group was established To oversee implementation of and promote stakeholder awareness and engagement with the ALN Strategy. This improved level of engagement with Cardiff and Vale University Health Board and Education Officers will ensure better alignment of services moving forward.</p>
	<b>1.2 People in Cardiff have a clean, attractive and sustainable environment;</b> <i>Consider the potential impact on</i>					<p>Transport Assessments have been completed on each proposal and accessibility of the sites has been assessed. It is evident that the public transport provision is adequate and sites are</p>

2.C.PPCF.002	Issue: 3	Date: Mar 16	Process Owner: Gareth Newell	Authorisation: Head of Performance and Partnerships	Page 5 of 8
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	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	-	Ntrl	Un-Crtn	
	<ul style="list-style-type: none"> <li>the causes and consequences of Climate Change and creating a carbon lite city</li> <li>encouraging walking, cycling, and use of public transport and improving access to countryside and open space</li> <li>reducing environmental pollution (land, air, noise and water)</li> <li>reducing consumption and encouraging waste reduction, reuse, recycling and recovery</li> <li>encouraging biodiversity</li> </ul>	✓ ✓ ✓ ✓ ✓				<p>considered to be in sustainable locations as they are near bus stops and railway stations within comfortable walking and cycling distances and the environment is also conducive to walking and cycling. It is the view of the Transport Assessments overall that, in highway and transportation terms, the proposals will not have a severe impact on the surrounding highway network. This is due mainly to the minimal increase in pupil numbers.</p> <p>However, it is acknowledged that specialist Additional Learning Needs provision has a city-wide catchment and therefore pupils may not live in the immediate vicinity of the site. Therefore, walking, cycle routes, bus services or rail services may not be suitable due to either distance or pupil needs. Furthermore, whilst some pupils are able to travel independently with support it is acknowledged that others are not and therefore Schools Transport will work with pupils, schools and parents/carers to look at the most appropriate form of transport for the pupil and their needs.</p>
1.3	<p><b>People in Cardiff are safe and feel safe;</b> Consider the potential impact on</p> <ul style="list-style-type: none"> <li>reducing crime, fear of crime and increasing safety of individuals</li> <li>addressing anti-social behaviour</li> <li>protecting vulnerable adults and children in Cardiff from harm or abuse</li> </ul>	✓ ✓ ✓				<p>Greenhill Special School has designation for those Pupils with Emotional Health and Wellbeing needs.</p> <p>Data for Cardiff shows that the majority of Greenhill pupils struggle to make a successful transition to education, employment or training at the end of Year 11, despite significant support for transition. 2015-17 data shows that 50% or more of Greenhill leavers were not in education employment or training on 31st October. Pupils whilst at Greenhill and on leaving Greenhill are more likely to be engaged with Youth Offending Services and as such this proposal looks to reduce NEETs by extending provision to pupils after 16 years.</p> <p>A post-16 class will provide a 'bridging year' for Greenhill pupils</p>
2.C.PPCF.002	Issue: 3	Date: Mar 16	Process Owner: Gareth Newell	Authorisation: Head of Performance and Partnerships	Page 6 of 8	

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	-	Ntrl	Un-Crtn	
						<p>not yet ready for transition to college or employment at the end of Year 11. Pupils will be supported to make a successful transition to college, training or employment by the end of Year 12.</p> <p>This is proposed as an interim step towards the development of a more comprehensive post-16 department as part of the Band B scheme to establish a larger secondary school for young people with emotional health and wellbeing needs.</p>
Page 516	<b>1.4 Cardiff has a thriving and prosperous economy;</b> <i>Consider the potential impact on</i> <ul style="list-style-type: none"> <li><i>economic competitiveness (enterprise activity, social enterprises, average earnings, improve productivity)</i></li> <li><i>Assisting those Not in Education, Employment or Training</i></li> <li><i>attracting and retaining workers (new employment and training opportunities, increase the value of employment,)</i></li> <li><i>promoting local procurement opportunities or enhancing the capacity of local companies to compete</i></li> </ul>	✓		✓  ✓  ✓		As above.
	<b>1.5 People in Cardiff achieve their full potential;</b> <i>Consider the potential impact on</i> <ul style="list-style-type: none"> <li><i>promoting and improving access to life-long learning in Cardiff</i></li> <li><i>raising levels of skills and qualifications</i></li> <li><i>giving children the best start</i></li> <li><i>improving the understanding of sustainability</i></li> <li><i>addressing child poverty (financial poverty, access poverty, participation poverty)</i></li> <li><i>the United Nations Convention on the Rights of a Child and Principles for Older persons</i></li> </ul>	✓  ✓		✓  ✓  ✓		<p>The purpose of the ALN proposals are to increase provision for those with ALN, therefore improving their life chances and opportunities via Early Intervention Provision, increased Specialist Resource Base provision, increased Special School Provision and increased Post 16 Provision. Furthermore, Welsh Medium ALN provision is being increased in response to need and anticipated needs as outlined in the Welsh in Education Strategic Plan and by the Welsh Education Forum.</p> <p>A United Nations Convention on the Rights of a Child (UNRC) Assessment has been undertaken and the proposals meet all, bar x8 of the UNRC Articles ensuring that the proposals address the majority of rights children and young people have in order to be safe, healthy and happy.</p>
2.C.PPCF.002	Issue: 3	Date: Mar 16	Process Owner: Gareth Newell		Authorisation: Head of Performance and Partnerships	Page 7 of 8

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	-	Ntrl	Un-Crtn	
Page 517	<b>1.6 Cardiff is a Great Place to Live, Work and Play</b> <i>Consider the potential impact on</i> <ul style="list-style-type: none"> <li>• promoting the cultural diversity of Cardiff</li> <li>• encouraging participation and access for all to physical activity, leisure &amp; culture</li> <li>• play opportunities for Children and Young People</li> <li>• protecting and enhancing the landscape and historic heritage of Cardiff</li> <li>• promoting the City's international links</li> </ul>			<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		Not applicable to the proposals
	<b>1.7 Cardiff is a fair, just and inclusive society.</b> <i>Consider the potential impact on</i> <ul style="list-style-type: none"> <li>• the elimination of discrimination, harassment or victimisation for equality groups</li> <li>• has the community or stakeholders been engaged in developing the strategy/policy/activity?</li> <li>• how will citizen participation be encouraged (encouraging actions that consider different forms of consultation, through more in depth engagement to full participation in service development and delivery)?</li> </ul>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<p>Specific work has been undertaken with a variety of stakeholders to inform the proposals put forward to increase ALN provision. Groups include ALN Working Group, Speech and Language reference Group as well as Governing Bodies, Head Teachers, staff, parents/carers and Specialist Teachers. Furthermore, Cardiff Research Centre undertook a pupil consultation in order to engage children and young people in the process. Further reflecting educations commitments of Partners to the United Nations Convention of the Rights of the Child.</p> <p>All Stakeholder consultation has informed which proposals are progressed and which are not and the process has ensured full representation and opportunity for stakeholders to participate.</p>
	<i>Will this Policy/Strategy/Project have a <b>differential impact</b> on any of the following:</i>					<i>Please give details/consequences of the differential impact (positive and negative), and what action(s) can you take to address any negative implications?</i>
	<ul style="list-style-type: none"> <li>• <b>Age</b> (including children and young people aged 0-25 and older people over 65 in line with the United Nations Conventions)</li> </ul>	<input checked="" type="checkbox"/>				<i>The proposals put forward increase ALN Provision for children and young people throughout Cardiff in response to needs identified via the ALN Working Group.</i>
	<ul style="list-style-type: none"> <li>• <b>Disability</b></li> <li>• <b>Gender Reassignment</b></li> </ul>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>				The proposals will have a positive impact on specific groups which have been identified as requiring additional support.

	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	
	• Marriage & Civil Partnership	✓				<i>Consideration has been given to ALN identified in Welsh Medium and provision will be increased accordingly.</i>
	• Pregnancy & Maternity	✓				
	• Race	✓				
	• Religion/Belief	✓				
	• Sex	✓				
	• Sexual Orientation	✓				
	• Welsh Language	✓				
		Yes	No			
	Is a full <a href="#">Equality Impact Assessment</a> required?	✓				An EQIA is used to establish whether there are any adverse impacts on groups. As proposals put forward are increasing ALN provision for children and young people and there is no change to service or budget cut it has been concluded that an EQIA is not required.
	Is a full <a href="#">Child Rights Impact Assessment</a> required?		✓			
	<b>The Council delivers positive outcomes for the city and its citizens through strong partnerships</b> <i>Consider the potential impact on</i>					Not applicable
	<ul style="list-style-type: none"> <li><i>strengthening partnerships with business &amp; voluntary sectors</i></li> <li><i>the collaboration agenda and the potential for shared services, cross-boundary working and efficiency savings</i></li> </ul>					

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**SUMMARY OF APPRAISAL (highlight positive and negative effects of the policy / plan / project being assessed, demonstrating how it contributes to the economic, social and environmental sustainability of the city):**

There has been a significant growth in the numbers of young people with Additional Learning Needs (ALN) since 2012, as reflected in the growing need for special school and specialist resource base places over the last five years. This trend is expected to continue for the next 5-10 years.

While the 21st Century Schools Band B Programme will provide opportunities to address special school sufficiency issues from 2021 or 2022, there will be a need to take steps to extend provision to meet demand in the intervening period, 2018-22.

Failure to invest in Cardiff-maintained provision over the next 3-4 years will lead to the Council becoming increasingly reliant on independent special school providers in order to meet the Council's statutory responsibilities.

Over reliance on independent places would have the following implications and risks:  higher revenue costs to the Council  inability to offer places according to parental preference

The cost of independent special school places ranges from £39K to £77k per annum, compared to costs for Cardiff special schools of £14k to £25k per annum. It is rarely in a pupil's interest to transfer school mid-phase so once placed there is little prospect of pupils returning to maintained provision should places become available in future years. The costs would therefore continue over 7-8 years for placements beginning in Year 7, and potentially longer for primary placements.

The majority of Cardiff parents express a preference for places in Cardiff special schools or specialist resource bases for their child. Offering places in independent schools could have negative reputational implications. It should be noted that there is no guarantee the independent sector could offer sufficient special school places to meet Cardiff's sufficiency needs, especially for primary aged pupils. Over-reliance on the sector could therefore result in Cardiff being unable to fulfil statutory responsibilities.

The schemes proposed will not fully address sufficiency needs for the period 2018-22. The Council has taken, and will continue to take, a range of steps to increase provision within existing accommodation and designated numbers wherever possible. Such actions do not require formal consultation unless they require a 'regulated alteration'. It is also anticipated that further schemes will need to be developed and proposed in 2019, to open additional specialist resource bases at both primary and secondary phase.

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

A full EIQA may be required in order to suggest more detailed suggestions or actions on the paper.

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## Part 2: Strategic Environmental Assessment (SEA)

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

Is a Full Strategic Environmental Assessment Screening Needed?		Yes	No
<ul style="list-style-type: none"> <li>▪ If Yes has been ticked to both questions 2.1 and 2.2 above then the answer is Yes</li> <li>▪ If a full SEA screening is required then please contact the Sustainable Development Unit to arrange (details below)</li> </ul>			✓

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](mailto:sustainabledevelopment@cardiff.gov.uk)

## Part 3: Habitat Regulation Assessment (HRA)

		Yes	No	Unsure
3.1	Will the plan, project or programme result in an activity which is known to affect a European site, such as the Severn Estuary or the Cardiff Beech Woods?		✓	
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?		✓	
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](mailto: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?	✓		
4.2	Does the policy ensure that the Welsh language is treated no less favourably than the English language?	✓		

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](mailto: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.*

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Eich cyf/Your ref  
Ein cyf/Our ref qA1359603

Nick Batchelar  
Director of Education and Learning  
Cardiff County Council  
County Hall  
Atlantic Wharf  
Cardiff  
CF10 4UW  
[Nick.Batchelar@cardiff.gov.uk](mailto:Nick.Batchelar@cardiff.gov.uk)

Chair of the Governing Body  
Greenhill Special School  
Heol Brynglas  
Cardiff  
CF14 6JJ  
[greenhillsp@cardiff.gov.uk](mailto:greenhillsp@cardiff.gov.uk)

7 November 2018

Dear Mr Batchelar

**SCHOOL STANDARDS AND ORGANISATION (WALES) ACT 2013 - PROPOSAL TO  
MAKE A REGULATED ALTERATION TO GREENHILL SPECIAL SCHOOL BY  
EXTENDING THE AGE RANGE FROM 11-16 TO 11-19**

1. Kirsty Williams AM, the Cabinet Secretary for Education (“the Cabinet Secretary”), one of the Welsh Ministers, has considered Cardiff Council’s (“the local authority”) proposal to extend the age range of Greenhill Special School from 11-16 to 11-19 and increase its capacity. Proposals that affect post-16 provision require the approval of Welsh Ministers under section 50 of the *School Standards and Organisation (Wales) Act 2013* (“the 2013 Act”).
2. The Welsh Ministers exercise their school reorganisation functions in accordance with the 2013 Act and the *School Organisation Code* (“the Code”) made under it. Where proposals require their consideration, the Welsh Ministers must decide to approve the proposals, reject the proposals or following agreement of the local authority and having consulted with the governing body approve the proposal with modification.

Rydym yn croesawu derbyn gohebiaeth yn Gymraeg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

We welcome receiving correspondence in Welsh. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.

3. I am directed by the Cabinet Secretary to say that she has considered the consultation document and the consultation report for the purposes of consideration of the relevant factors set out in the Code. She has noted that there were no statutory objections to the proposal. The Cabinet Secretary has noted that the proposed implementation date of 1 September 2018 has now passed.
4. In exercise of her powers under section 50 of the 2013 Act the Cabinet Secretary has decided to approve the proposal with a modification to the effect that it will be implemented on 1 September 2019, a year later than the date proposed. This letter seeks approval from the local authority and the views of the governing body of Greenhill Special School on the proposed implementation date of 1 September 2019. A response is requested by 3 December 2018.
5. In summary her reasons for approving the proposal are that it likely to:
  - at least maintain current standards of education provision in the area;
  - contribute towards meeting current and future demand for post-16 ALN provision;
  - provide young people with emotional health and well-being needs the opportunity to transition to College or employment when they are emotionally ready and capable to do so at the end of Year 12; and
  - lead to an improvement in the educational achievements of pupils who are above compulsory school age but below the age of 19.
6. Parts 1.3 to 1.14 of the Code set out the factors which should be taken into account by relevant bodies (the Welsh Ministers, local authorities, governing bodies and other promoters) when exercising their functions of preparing and publishing school organisation proposals, or approving/ determining them. The relevant factors for this type of proposal (1.3, to 1.6, 1.9, 1.13 and 1.14) are set out below and are followed by an analysis of how far the Cabinet Secretary believes the factors have been “satisfied”.

### **Section 1.3 Quality and Standards in Education**

7. The Cabinet Secretary considers that the extended provision at Greenhill Special School will increase opportunities for learners who attend the school. Although she notes that a suitable post-16 curriculum has yet to be established, she considers that modifying the implementation date to 1 September 2019 will provide the school and local authority with ample time to do this.
8. The Cabinet Secretary has noted that in its most recent inspection report in 2013 Estyn judged the school to be ‘Good’. She notes that Greenhill Special School has been categorised as ‘Green’ under the school categorisation system a highly effective school that is well run, has a strong leadership and is clear about its priorities for improvement. She is satisfied that outcomes are at least likely to be maintained at Greenhill Special School. She notes that Estyn also judged wellbeing to be good and considers that future sixth form pupils could be expected to enjoy similar standards of wellbeing.
9. The Cabinet Secretary notes that in its most recent inspection Estyn found provision to be good at Greenhill Special School. She sees no reason to suggest that this would not be the case for future sixth form pupils. She agrees that extending provision to sixth form pupils with emotional health and well-being needs will assist them in transitioning to college or employment with support.

10. The Cabinet Secretary has noted that the current school buildings are rated 'D' (Bad, life expired) by the 21<sup>st</sup> Century Schools Condition Survey. She notes that the caretaker's building will be adapted to accommodate the sixth form. She is assured that the local authority plans to address the condition of the wider school buildings as part of its 21<sup>st</sup> Century Schools Programme Band B proposal.
11. The Cabinet Secretary has noted that leadership and management at the school was judged by Estyn to be 'Good'. She considers that the proposal will have a neutral to positive impact on leadership and management at the school.

#### **Section 1.4 Need for places and the impact on accessibility of schools**

12. The Cabinet Secretary notes that this proposal forms part of the authority's wider strategic proposals for additional learning needs and is satisfied that there is current demand for sixth form specialist places in the area. She agrees with the authority that introducing sixth form provision in the school with support will assist learners with emotional health and wellbeing needs will assist their transition to the next stage, improving access to further education and employment opportunities for these learners.

#### **Section 1.5 Resourcing of education and other financial implications**

13. The Cabinet Secretary recognises that the proposal will not impact on the distribution of funding between mainstream schools in the authority. She is satisfied that the local authority has demonstrated the need for post-16 specialist provision and notes that the proposal will have no impact on surplus places in mainstream schools in the area.
14. The Cabinet Secretary notes that the costs of adapting the caretaker's house to accommodate the increase in age range are £100k which will be met from the authority's own Capital Programme and the recurrent costs met from post-16 funding. She notes that the proposal is independent of a 21<sup>st</sup> Century School Band B proposal to build a new secondary school for pupils with emotional health and well-being needs.
15. The Cabinet Secretary notes that as the local authority does not provide discretionary transport for students aged 16 years there will be no additional transport costs incurred as a result of the proposal. She has noted that the authority's Travel Training scheme will be encouraged for all pupils where possible.
16. On the basis of information provided by the authority the Cabinet Secretary is satisfied that the costs have been considered, that the necessary funding is available and that the proposal will not result in a budget deficit for the school.

#### **Section 1.6 Other General Factors**

17. The Cabinet Secretary notes that the school provides for learners with specific emotional health and well-being needs and as such the proposal will have a neutral impact on educational attainment among children from economically deprived backgrounds.
18. The Cabinet Secretary is satisfied that the authority has carried out an equality impact assessment which has identified a positive impact in relation to ensuring equality of provision for learners with emotional health and well-being needs.

#### **Section 1.9 Specific factors to be taken into account for proposals to add or remove sixth forms**

19. The Cabinet Secretary notes that around 50% of Greenhill pupils are not in education or employment (NEET) after leaving school at Year 11. She considers that introducing sixth form provision with support is likely to lead to an improvement in the educational achievements of learners over compulsory school age but below the age of 19.
20. The Cabinet Secretary notes that the school will develop an appropriate post-16 curriculum that meets the requirements of the Learning and Skills (Wales) Measure 2009. She agrees that providing for learners to continue their education at their current school with support will assist them in the transition to college or work.
21. The Cabinet Secretary considers that the proposal is likely to increase participation by learners post-16. She has noted that Travel Training will be encouraged for all learners to promote public transport.
22. Although the local authority has not referred to it specifically in its consultation document the Cabinet Secretary is satisfied that the proposal is likely to contribute to the 14-19 agenda by ensuring a wider range of sustainable provision for the learners at Greenhill Special School.
23. The Cabinet Secretary considers that the proposal is likely to have a neutral to positive effect on 11-16 provision at Greenhill. She notes that the proposal is specifically for learners who have been admitted to the school in Key Stages 3 and 4. The extended provision may provide those learners with the assurance that they have the extra time and expertise to transition to their next phase of development with support impacting on their outcomes during the ages of 11-16. The Cabinet Secretary recognises that this is a Special School for learners with specific additional needs and as such that other non special maintained schools or post-16 provision and institutions are unlikely to be significantly affected by the proposals.
24. The Cabinet Secretary notes that the local authority has considered Welsh medium provision for 14-19 years in ALN settings as part of its wider consultation and is satisfied that this proposal does not affect Welsh medium provision in the 14-19 network and wider area.
25. The Cabinet Secretary agrees that the status quo is not a tenable option given the current demand and need for additional learning provision in the authority. She agrees that the proposal will provide a sustainable provision for post-16 and help to address the number of learners who become NEET at Greenhill.
26. The Cabinet Secretary notes that the local authority has been phasing a withdrawal of free home to school transport via the Councils Passport to Travel Scheme for post-16 learners. She notes that learners will be encouraged to use the Travel Training Scheme.

### **Section 1.13 Additional factors to be taken into account in approving/ determining proposals for reorganisation of SEN provision**

27. The Cabinet Secretary is satisfied that the authority has demonstrated the need and identified the demand for the post-16 ALN provision at the school for learners with emotional health and well-being needs. She is satisfied that the standard of provision will be maintained and that the proposal will support the inclusion of post 16 learners. She notes that the adaptation to the caretaker's building will provide the necessary capacity to accommodate the extended provision.

28. The Cabinet Secretary is satisfied that the authority has considered the impact on all other services provided in the area. She has noted that there are some concerns regarding the financial implications for the Health Board and that the local authority is committed to working with them to ensure that the learner's needs are met.

#### **Section 1.14 Factors to be taken into account in approving/determining school organisation proposals**

29. The Cabinet Secretary is satisfied that there were no other related proposals to consider. She is satisfied that the consultation document was sent to those it should have been sent to, and that pupils affected by the proposals were consulted. She is also satisfied that the required amount of time (42 days of which at least 20 of which are school days) was provided to respond to the consultation. She notes that the consultation document contained the majority of the prescribed information set out in the Code, with the exception of the details relating to the capital costs of the proposal. The local authority subsequently provided this information on request and it has been taken into account as part of her consideration of the proposal. The Cabinet Secretary is satisfied that the omission would not have been a fundamental deciding factor for consultees in making an informed opinion on the proposal.

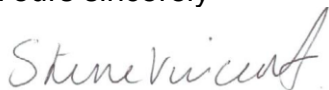
30. The Cabinet Secretary is satisfied that the timescales and content required have been complied with in relation to the consultation report. She is satisfied that the publication of the notice complied with the requirements of the Code and the notice contained all of the prescribed information. She notes that there were no objections to the proposal and therefore no objection report for her to consider.

31. In accordance with the Code, before making a modification, the Welsh Ministers must obtain agreement from the proposer in this case the local authority and consult with the governing body. The local authority and the governing body are asked to forward their response to [Ruth.Gittins@gov.wales](mailto:Ruth.Gittins@gov.wales) by **3 December 2018**. Subject to this the proposal is approved with a modified implementation date of 1 September 2019.

32. Once the proposal is implemented, the Cabinet Secretary will look to the local authority to ensure that appropriate arrangements are put in place. The local authority should inform Schools Management and Effectiveness Division, Education and Public Services Group within the Welsh Government when the proposal has been implemented.  
[Schoolsmanagementdivision3@gov.wales](mailto:Schoolsmanagementdivision3@gov.wales)

33. I am sending a copy of this letter to: Mr Paul Orders, Chief Executive of Cardiff Council; and Janine Nightingale, Head of School Organisation, Access and Planning.

Yours sincerely



**Steve Vincent**

**Deputy Director  
Schools Effectiveness Division**

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4 December 2018

**Steve Vincent**  
**Deputy Director**  
**Schools Effectiveness Division**  
**Welsh Government**  
**Cathays Park**  
**Cardiff**  
**CF10 3NQ**

Dear Mr Vincent

**SCHOOL STANDARDS AND ORGANISATION [WALES] ACT 2013 – PROPOSAL TO MAKE A REGULATED ALTERATION TO GREENHILL SPECIAL SCHOOL BY EXTENDING THE AGE RANGE FROM 11-16 TO 11-19**

The Governing Body of Greenhill Special School met on 3<sup>rd</sup> December 2018 to discuss the letter received from Steve Vincent dated 07/11/18.

Governors unanimously agreed with the proposals set out in the letter and the proposed implementation date of 01/09/19.

Yours sincerely

Councillor Jayne Cowan  
Chair of Governors

**CC**  
**Ruth.Gittins@wales.gov**  
**Paul Orders**  
**Nick Batchelar**  
**Janine Nightingale**



**Marc Gyrfa Cymru**  
**Careers Wales Mark**



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**MILLENNIUM STADIUM PLC – CHANGES TO ARTICLES OF ASSOCIATION AND ASSOCIATED FINANCIAL ARRANGEMENTS**

**FINANCE, MODERNISATION AND PERFORMANCE  
(COUNCILLOR CHRIS WEAVER)**

**AGENDA ITEM: 6**

*Appendix A to this report is exempt from publication pursuant to the Local Government Act 1972, Schedule 12a Part 4 Paragraph 14*

**Reason for this Report**

1. To enable the Council as the Special Shareholder in Millennium Stadium plc to consider granting its consent to proposed changes to the company's Articles of Association and associated financial arrangements.

**Background**

2. Millennium Stadium plc was set up in 1996 to develop and operate a stadium in Wales for the millennium, as a multipurpose national stadium to promote a variety of sporting and non-sporting events. The development of the stadium was supported by £46 million in grant funding from the Millennium Commission.
3. Cardiff Council was designated as the Special Shareholder in the company in order to safeguard the public interest and in recognition of the pivotal role played by the Council (and its predecessor authority, the former South Glamorgan County Council) in helping to secure the funding from the Millennium Commission.
4. Millennium Stadium plc is owned by the Welsh Rugby Union (WRU), but the Council holds one Special Share in the company and has a number of associated Special Shareholder rights, which are set out in Article 4.3 of the company's Articles of Association ('the Articles').

## **Issues**

5. In accordance with the Council's Special Shareholder rights contained within Article 4.3 of the Articles, the WRU is seeking the consent of Cardiff Council, as Special Shareholder, to proposed changes in the company's financial arrangements and associated amendments to the Articles to reflect these changes, as well as other minor updates and drafting improvements, in accordance with the requirements of Article 4.3(a).
6. There are two proposed amendments to the Articles that the Council, as Special Shareholder, needs to consider. These relate to two changes in the Council's consent rights. Firstly, under the existing Articles (Article 4.3(q)), the Council's consent, as Special Shareholder, is required if the company wishes to increase its indebtedness over a certain threshold. The WRU is proposing to increase this threshold. Secondly, the Council's consent, as Special Shareholder, is required if the company wishes to enter into a guarantee or debenture (Articles 4.3(l) and (m)) in the future. Further details relating to the financial arrangements are set out in the legal and financial implications contained in confidential Appendix A to this report (*exempt from publication*).
7. As Special Shareholder, the Council must consider whether the proposed changes are in the public interest and only grant consent if it is satisfied in this regard.

## **Reason for Recommendations**

8. To discharge the Council's responsibilities as the Special Shareholder of Millennium Stadium plc.

## **Financial Implications**

9. There are no outstanding financial matters of any monies owed between WRU and Cardiff Council. In addition, the Council's Special Share has a nominal value of £1, which means that the Council's liability for the company's debts is limited to £1. Further implications are set out in confidential Appendix A to this report (*exempt from publication*).

## **Legal Implications**

10. The Council's role as Special Shareholder is to protect the public interest in the maintenance and operation of the Millennium Stadium. Members will need to be satisfied, having regard to the financial advice, that the proposals are financially sound and do not represent undue financial risk to the company or the public interest in its continued operation. Further implications are set out in confidential Appendix A to this report (*exempt from publication*).

## RECOMMENDATION

Cabinet is recommended to approve the granting of consent on behalf of the Council, as the Special Shareholder of Millennium Stadium plc (as required under the company's Articles 4.3 (a), (l), (m) and (q)), to the proposed changes to the company's Articles of Association and associated financial arrangements. This includes consent for Millennium Stadium plc to have the ability to increase its indebtedness up to a revised threshold and for the company to enter into a guarantee and/or debenture in the future, subject to approval by the company's board.

<b>SENIOR RESPONSIBLE OFFICER</b>	<b>CHRISTINE SALTER</b> CORPORATE DIRECTOR RESOURCES
	7 December 2018

*The following appendix is attached:*

Confidential Appendix A: Financial Arrangements – Legal and Financial Implications (*exempt from publication*)

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

- Millennium Stadium plc Articles of Association – draft amendments
- Facilities Agreement – draft
- WRU Annual Report 2018

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

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**CORPORATE RISK MANAGEMENT – QUARTER 2 2018/19****FINANCE, MODERNISATION & PERFORMANCE (COUNCILLOR  
CHRIS WEAVER)****AGENDA ITEM: 7**

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1. To bring the risk management position at quarter 2 2018/19 to the attention of the Cabinet, for consideration of the key risks facing the Council.

**Background**

2. The Cabinet receives an update on the risk management position on a biannual basis, and an opportunity to raise comments. The last Cabinet review was on 12 July 2018, at which time the risk management position at quarter 4 2017/18 was presented.
3. Each Directorate holds a Directorate Risk Register (DRR), and the Senior Management Team (SMT) collectively own a Corporate Risk Register (CRR). The CRR records the main risks to the delivery of corporate objectives and priorities, whilst the DRRs record the key risks to the delivery of Directorate functions and priorities.
4. A risk escalation process is in place, whereby each Director is required to take ownership of all residual (current) risks rated as 'red/amber' and above on their DRR and, at a minimum, to escalate all 'red' residual risks to SMT for collective ownership and review.
5. SMT determine if any changes are required to the CRR each quarter as a result of this reporting process. The remaining escalated risks continue to be held on DRRs and reviewed by SMT each quarter until it is agreed that mitigation is sufficient for risk ownership to transfer back to the Directorate. The corporate risk management position is reported to, and considered by, the Audit Committee on a quarterly basis.
6. Cabinet approved the Council's Risk Management (RM) Strategy and Policy on 12 July 2018, which introduced a 4x5 Risk Matrix. The quarter 2 risk assessments have applied the 4x5 Risk Matrix, in which the assessment of 'Impact' follows the previous Matrix, but the 'Likelihood' assessment scale has expanded to include 'Possible'. The 'Likelihood'

scale now comprises 'Very Likely', 'Likely', 'Possible', 'Unlikely' and 'Very Unlikely'.

## Issues

7. Each Director has worked with their Risk Champion(s) to undertake their quarter 2 risk management review. The quarter 2 risk assessments are presented on the Corporate Risk Map (Appendix A), the Summary CRR (Appendix B) and the Detailed CRR (Appendix C).
8. The Risk Management Review process has two tiers (Directorate and Corporate) and the actions at each for quarter 2 are detailed as follows.

### Directorate Risks

9. At the end of quarter 2, 269 risks were reported from DRRs. All escalated risks and requests for de-escalation were considered by the SMT in October 2018.
10. It was agreed that 11 directorate risks would be carried forward as SMT escalated risks at the end of quarter 2.

Directorate	Resources	People and Communities	Planning, Transport and Environment	Economic Development	Education & Lifelong Learning	Social Services	Governance & Legal Services
Directorate Risks	118	38	29	26	33	17	8
Risks at SMT Escalation Point	4	1 (shared)	3	1 (shared)	2	1 (shared)	1 (shared)

### Corporate Risks

11. The SMT reviewed the escalated directorate risks and corporate risk updates from risk owners as at the end of quarter 2. In consideration of the potential impact on corporate priorities and objectives and the supporting mitigations, SMT has approved the following material CRR changes since the last Cabinet update on 12 July 2018.
12. **Waste Management** - The residual risk has increased (from C2 to B2) in recognition of the ongoing financial costs required to robustly service an ongoing investigation in the 'Waste' function whilst continuing to deliver services, and in anticipation of a potential material landfill tax liability. The potential landfill tax liability follows HM Revenue and Customs concerns over the Council's categorisation of soil deliveries to Lamby Way. A prudent valuation for the contingent liability together with other potential impacts on the Council's accounts are in the process of being quantified with the support of external consultants, senior and specialist officers in the Council's accountancy function.

13. **Health and Safety and Statutory Building Maintenance** - The 'Health and Safety' and 'Statutory Building Maintenance' residual risks have been reduced from B1 to B2. This is in recognition of improved conditional awareness of the Councils' estate achieved through the deployment of the RAMIS system, coupled with an educational programme for relevant officers in their responsibilities for supporting compliance and for consistent system use. The system now holds statutory obligations for the Council's estate and is the central system for uploading relevant certificates and identifying and closing down remedial actions. At a time when the system continues to be developed and implemented, there is increased understanding of statutory inspections required to maintain premises in line with legal requirements.
14. **Increase in Demand (Childrens' Services)** – This risk has replaced a corporate risk titled 'Social Services Provision', to more specifically focus on managing the impact of high demand in Childrens' Services. Following the recent changes to the Risk Management Strategy and Policy, Social Services have reassessed corporate risks in light of the addition of the "Possible" category in relation to the likelihood of the risk occurring. In the case of the risk re: "Increase in Demand (Children's Services)", the likelihood of "Possible - Not likely to occur, but a distinct possibility" is assessed as being more appropriate than "Unlikely – Not expected to happen, but there is the potential". This is based on the evidence that the number of looked after children is continuing to increase and reached the highest reported number of 869 at the end of Quarter 2. There is an associated increase in the number of looked after children who are placed outside Cardiff. Positive outcomes for children and financial position of the Council in are at risk particularly due to the increased number of residential placements.
15. **Promoting Independence** - Targeted control measures have addressed this strategic level risk, to satisfy its removal as a corporate risk for management at a subsidiary level. These include the implementation of a whole systems approach (including integration with Health in order to manage winter pressures); a Strategy to engage more proactively with the market (in order to support better sustainability in domiciliary care) and the implementation of a strengths-based approach.
16. **Schools Delegated Budgets** - The Residual risk increased from 'Red/Amber' to 'Red'. Whilst the Medium Term Financial Plan of the Council indicates a continued protection of school delegated budgets from general efficiency savings, it is highly likely that some of the proposals for savings on central Education budgets will have an impact on school delegated budgets. The impact of these proposals will be compounded by the increasing impact of the requirement to fund the revenue financing costs arising from the Band B and Asset Renewal capital Investment schemes from schools delegated budgets. Work has commenced through the School Budget Forum to improve medium term financial planning in schools this will not have an immediate impact on schools in the 2019/20 financial year.

17. **ICT Platforms Unsuitable / Outdated** – The impact of the residual risk has increased from Likely / Moderate Impact) to B2 (Likely / Significant Impact). Reviewing this risk against the new *Risk Matrix and Definitions* guide and considering the authority's increased appetite to consume cloud services, there is increased potential impact to service areas that are using incompatible technologies. There are also a significant number of end-user workstations, network switches and server infrastructure technologies that are coming to the end of their supported life en masse in the next couple of years which will require council significant resources, finance and effort to replace. An in depth review of this risk is currently being undertaken and recommendations on any mitigation actions as well as a schedule of prioritised investment to further reduce the risk will be an output of this review. The review is expected to complete by December.
18. **Asset Management** – The risk had been removed from the corporate risk register, as governance arrangements for the effective operation of the Council's Asset Management Board are now well established to deliver the 2015-20 Corporate Property Strategy. Management actions to control any residual risk will be addressed by the directorate at an operational level, for example, the implementation of a new technology platform to assist with managing the estate. The risk related to statutory building equipment maintenance compliance will remain on the CRR for discussion at SMT.

#### **Reason for recommendation**

19. To enable the Cabinet to monitor and consider the quarter 2 risk management position 2018/19.

#### **Legal Implications**

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

#### **Financial Implications**

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

#### **RECOMMENDATION**

Cabinet is recommended to consider the content of the Corporate Risk Register.

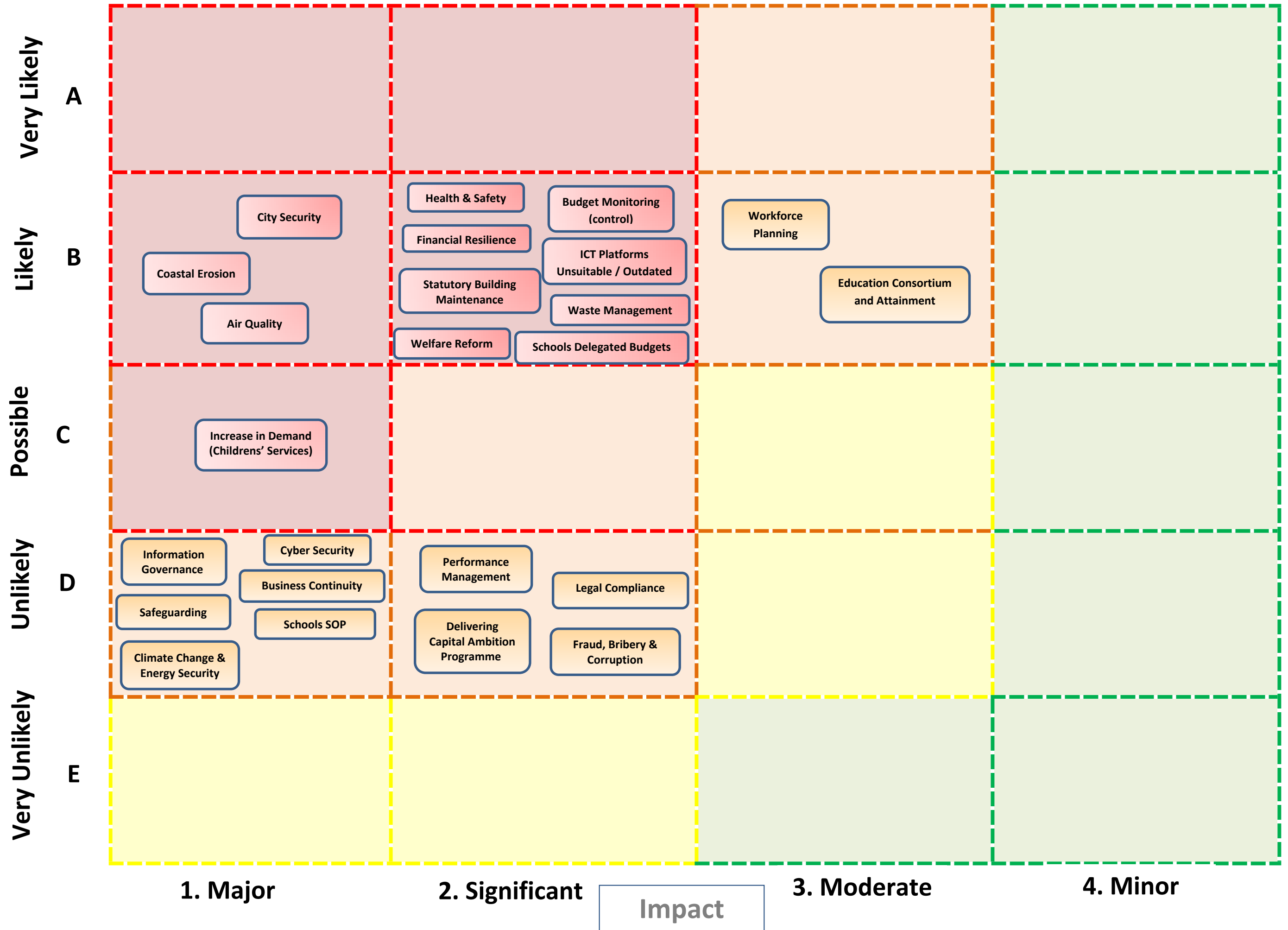
<b>SENIOR RESPONSIBLE OFFICER</b>	<b>CHRISTINE SALTER</b> Corporate Director Resources
	7 December 2018

*The following Appendices are attached:*

- Appendix A** - Corporate Risk Map - Q2 2018/19
- Appendix B** - Summary Corporate Risk Register - Q2 2018/19
- Appendix C** - Detailed Corporate Risk Register - Q2 2018/19

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# Corporate Risk Map – 2018/19 (Quarter 2 Position)



Impact

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Risk Description	Inherent Risk	Residual Risk	Risk Owner	Cabinet Member
<b>EVENT DRIVEN RISKS</b>				
<b>1. City Security</b> Major security-related incident in the city as a result of international or domestic terrorism.	High Priority A1	High Priority B1	Christine Salter (Joe Reay) Andrew Gregory	Councillor Huw Thomas Leader
<b>2. Welfare Reform</b> That the Council cannot meet its statutory obligations with the increased demands and reduced budgets placed upon it by the Welfare Reform including: Universal Credit, further reduction in Benefit Cap, size restrictions for social tenants, removal of automatic entitlement to housing costs for under 21s and changes to funded for supported housing. Lack of information, short timescales for implementation and the large number of citizens affected makes these changes a significant risk.	High Priority A2	High Priority B2	Sarah McGill (Jane Thomas)	Councillor Lynda Thorne Housing & Communities
<b>3. Cyber Security</b> Three of the eleven areas of a Cyber Security assessment underpinning the corporate risk have been identified as high risk as follows: <ul style="list-style-type: none"> <li>Unsecure Configuration - unauthorised access, changes and exploitation to systems.</li> <li>Monitoring - inability to assess how and when systems are being used, leading to an ineffective response to deliberate attacks or accidental user activity.</li> <li>Corporate Cloud Security - 2016 Internal Audit identified contract, SLA and service management weaknesses in externally hosted services.</li> </ul>	High Priority A1	Medium Priority (Red/Amber) D1	Christine Salter (Phil Bear)	Councillor Chris Weaver Finance Modernisation and Performance
<b>4. Waste Management</b> Failure to meet statutory recycling targets and deliver cost effective compliance with waste management legislation.	High Priority B1	High Priority B2	Andrew Gregory (Matt Wakelam)	Councillor Michael Michael Clean Streets, Recycling and Environment
<b>5. Schools Organisation Programme (Band B)</b> Very large scale Capital Programme – Band B (£284m) with tight timescales for delivery, in context of very rapidly growing primary age school population.	High Priority A1	Medium Priority (Red/Amber) D1	Nick Batchelar (Janine Nightingale)	Councillor Sarah Merry Deputy Leader & Education, Employment & Skills
<b>6. Business Continuity</b> Large scale incident/loss affecting the delivery of services.  The potential risk is that our most time sensitive activities are not sufficiently resilient and fail, following an incident which impacts on their delivery and that our incident management structure, used in response to internal incidents and external emergencies, also fails in response to an incident	High Priority B1	Medium Priority (Red/Amber) D1	Christine Salter	Councillor Huw Thomas Leader
<b>ONGOING RISKS</b>				
<b>7. Statutory (building, installation &amp; equipment) Maintenance</b>  RAMIS holds statutory obligations across the estate and is the central system for uploading of certificates and identifying and closing down remedial actions.  The risk from statutory inspections lies with the cost of the remedial works which are required to maintain the premises, installation, equipment in a safe and legally compliant condition. However, the visibility provided by RAMIS allows accurate evaluation of risk and targeting of funds available.	High Priority A1	High Priority B2	Neil Hanratty	Councillor Russell Goodway, Investment & Development
<b>8. Air Quality (&amp; Clean Air Strategy)</b>  Poor air quality is the most significant environmental determinant of health.  UK Government has placed the improvement of Air Quality very high on their agenda and it has been made clear that they consider the responsibility for addressing the issue is at the door of Local Authorities.	High Priority A1	High Priority B1	Andrew Gregory (Gary Brown)	Councillor Caro Wild, Strategic Planning & Transport
<b>9. Education Consortium &amp; Attainment</b>  The Central South Consortium does not deliver effective services that challenge and support Cardiff schools to improve and Educational Attainment does not improve at the required rate.	High Priority B2	Medium Priority (Red/Amber) B3	Nick Batchelar (Angela Kent)	Councillor Sarah Merry, Deputy Leader & Education, Employment & Skills
<b>10. ICT Platforms Unsuitable/ Outdated</b>  The ICT platforms (desktop, software, network, servers, and telephones) will not be able to support the technologies required by the corporate change programme and deliver effective service to the council, or will not provide a reliable service due to age and condition of equipment and systems.	High Priority A2	High Priority B2	Christine Salter (Phil Bear)	Councillor Chris Weaver Finance Modernisation and Performance
<b>11. Safeguarding</b>  Systemic failure in the effectiveness of the Council's safeguarding arrangements together with other statutory safeguarding partners. Failure to comply with Court Orders.	High Priority B1	Medium Priority (Red/Amber) D1	Sarah McGill & Claire Marchant & Davina Fiore	Councillor Huw Thomas Leader  Councillor Susan Elsmore Social Care, Health & Well-being  Councillor Graham Hinchey Children & Families  Councillor Chris Weaver Finance Modernisation and Performance
<b>12. Financial Resilience</b>  Failure to deliver a balanced annual budget and a fully informed Medium Term Financial Plan which would significantly weaken the financial resilience of the Council.  The current outlook is that there is a Budget Gap of £91 million for the period 2019/20 to 2021/22.	High Priority A1	High Priority B2	Christine Salter (Ian Allwood)	Councillor Chris Weaver Finance Modernisation and Performance
<b>13. Budget Monitoring (Control)</b>  Failure to achieve the budget set, inclusive of budgeted spend and savings across Directorates, with increased use of emergency finance measures and the drawdown of reserves.	High Priority A1	High Priority B2	Christine Salter (Allan Evans)	Councillor Chris Weaver Finance Modernisation and Performance
<b>14. Performance Management</b>  After considerable progress in both developing the way the organisation manages performance and in actual performance improvement, there is a need to focus on ensuring Performance Management practices are mature, embedded and consistently applied as the organisation looks to continue improving outcomes in the face of significant financial pressures.	High Priority B2	Medium Priority (Red/Amber) D2	Christine Salter (Joe Reay)	Councillor Chris Weaver Finance Modernisation and Performance

<b>15. Health and Safety</b> Ineffective health and safety management across the Council with poor application of health and safety policy and guidance.	High Priority A1	High Priority B2	Christine Salter (Donna Jones)	<b>Councillor Chris Weaver</b> Finance Modernisation and Performance
<b>16. Climate Change &amp; Energy Security</b> Un-preparedness to the effects of climate change due to lack of future proofing for key (social and civil) infrastructure and business development, and inability to secure consistent energy supply due to rising energy costs and insecurity of energy supply	High Priority B1	Medium Priority (Red/Amber) D1	Andrew Gregory	<b>Councillor Michael Michael</b> Clean Streets, Recycling and Environment
<b>17. Coastal Erosion</b> Breach of current defences resulting in widespread flooding.	High Priority B1	High Priority B1	Andrew Gregory	<b>Councillor Michael Michael</b> Clean Streets, Recycling and Environment
<b>18. Information Governance</b> Information handled inappropriately leaves the Council exposed to intervention and financial penalties issued by the Information Commissioner (ICO). This includes information held by Cardiff Schools.	High Priority A1	Medium Priority (Red/Amber) D1	Christine Salter (Vivienne Pearson)	<b>Councillor Chris Weaver</b> Finance Modernisation and Performance
<b>19. Increase in Demand (Childrens' Services)</b> Failure to effectively manage demand resulting in increase in number of looked after children and the service and financial pressures this presents.	High Priority B1	High Priority C1	Sarah McGill & Claire Marchant	<b>Councillor Susan Elsmore</b> Social Care, Health & Well-being  <b>Councillor Graham Hinchey</b> Children & Families
<b>20. Delivering Capital Ambition Programme</b> Projects within the Programme fail to deliver the change required to ensure the implementation of the Administration's agenda and to refocus services to meet the challenges faced by the Council and the city's wider public services	High Priority B1	Medium Priority (Red/Amber) D2	Christine Salter (Dean Thomas)	<b>Councillor Chris Weaver</b> Finance Modernisation and Performance
<b>21. Legal Compliance</b> Changes in services and staff roles across the Council resulting in: <ul style="list-style-type: none"> <li>gaps in Council wide knowledge of the local authority framework of responsibilities and duties within which we have to operate;</li> <li>inability to deliver the services in accordance with all duties and responsibilities due to lack of resource:</li> </ul> In each case leading to increased risk of challenges.  Reduction and changes in front-line services, discretionary and statutory, will lead to increased risks of challenge from users and other stakeholders affected.	High Priority B2	Medium Priority (Red/Amber) D2	Davina Fiore	<b>Councillor Huw Thomas</b> Leader
<b>22. Education – Schools Delegated Budgets</b> Secondary Schools with deficit budgets do not deliver agreed deficit recovery plans, impacting on the overall budgets for all schools	High Priority A2	High Priority B2	Nick Batchelar (Neil Hardee)	<b>Councillor Sarah Merry</b> Deputy Leader & Education, Employment & Skills
<b>23. Fraud, Bribery and Corruption</b> Fraud, financial impropriety or improper business practices increase as internal controls are weakened as resources become severely stretched.	High Priority B2	Medium Priority (Red/Amber) D2	Christine Salter (Ian Allwood)	<b>Councillor Chris Weaver</b> Finance Modernisation and Performance
<b>24. Workforce Planning</b> Importance of forecasting and planning to build capability and capacity for the future is not fully recognised and embedded.	High Priority B2	Medium Priority (Red/Amber) B3	Christine Salter (Philip Lenz)	<b>Councillor Chris Weaver</b> Finance Modernisation and Performance

Risk Description	Potential Consequence	L	C	Inherent Risk	Current/Existing Controls	L	C	Residual Risk	Proposed Management Action	Risk Owner
<b>EVENT DRIVEN RISKS</b>										
<b>1. City Security</b>  Major security-related incident in the city as a result of international or domestic terrorism.	Service Delivery / Reputation / Legal / Financial / Health & Safety / Financial / Partnership / Community & Environment / Stakeholders  Potential for: <ul style="list-style-type: none"> <li>Large numbers of fatalities, injuries to public in crowded place.</li> <li>Extensive structural damage and/or collapse of surrounding buildings.</li> <li>Major fire.</li> <li>Damage/disruption to utilities (gas, electricity, water etc.)</li> <li>Immediate impact to businesses in the Cardiff area.</li> <li>Media coverage affecting public perception, leading to a loss of public confidence directly resulting in reduced business, retail and tourism revenues generated in the city.</li> <li>Area to be viewed as a risk for potential future business investment.</li> <li>Inability to attract major future national and international events (political, sporting etc.)</li> <li>Increase in demand for council services/support for all affected.</li> <li>Current economic climate to reduce the effectiveness of any recovery/regeneration of the area.</li> </ul>	A	1	High Priority	<ul style="list-style-type: none"> <li>All existing identified high risk; crowded places have been formally assessed.</li> <li>Some crowded places have an extremely limited and in some cases 'third party managed' access control process to operate them; providing little/no challenge.</li> <li>Crowded places have varying standards of boundary treatments protecting them; providing a limited/cursory visual deterrent but little/no protection from a hostile vehicle.</li> <li>CONTEST Protect/Prepare Task &amp; Finish Group maintains the City Gateways Public Realm Enhancement Scheme, with agreed options for suitable PAS 68/69 mitigation for appropriate boundary locations; referred to as 'gateways'.</li> <li>19 (38%) of the identified 'gateways' into the crowded places already benefit from PAS 68/69 mitigation in place, implemented as a direct result of Home Office (Crowded Places) and Olympic Legacy funding.</li> <li>The estimated cost for the procurement and installation of the PAS 68/69 mitigation and ancillary services is £3.6 Million.</li> <li>Work is ongoing with City Operations to advise developers across the city in relation to appropriate mitigation required.</li> <li>The Cardiff City Centre Access Control Protocol is currently operating at the heightened response level, reflecting the UK National Threat Level; permitting vehicles onto the pedestrianised areas within Cardiff City Centre using strict parameters.</li> <li>The Tabernacle Access Control Document is fully operational and sits and as an annex document to the main City Centre Access Control Protocol. It enables the Urban Traffic Control Officers to better manage Tabernacle 'users', covering their requirements whilst adhering to the existing Traffic Regulation Order.</li> <li>Wales Extremism and Counter Terrorism Unit (WECTU) Counter Terrorist Security Advisor's (CTSA's), the Emergency Services &amp; Cardiff Council provide Project Argus and EVAC/Griffin training across the city to raise awareness for likely impacts associated with major incidents and in particular, terrorist attacks. The sessions also cover the support likely to be immediately available from the emergency services and Cardiff Council, the practical and simple preparations people/organisations can make prior to incident occurring to help themselves manage and recover from its impacts.</li> <li>As the above shows, the work done in the city to address security concerns has been predominantly focused on the provision of physical assets to mitigate against the threat of hostile vehicles. Although this area remains important, a more holistic approach is needed to develop the city's response to and management of a wider range of potential threats. • Construction /installation of the £1m of work to enhance the city's HVM scheme (match-funded by Welsh Government and Cardiff Council) has been completed, and will improve the protection of the City Centre public realm</li> <li>Improvement to Bay area partly completed (non PAS68 project)</li> </ul>	B	1	High Priority	<ul style="list-style-type: none"> <li>The CONTEST Protect/Prepare Group will continue to monitor and review the city's Hostile Vehicle Mitigation scheme to ensure it is fit for purpose until it is fully installed.</li> <li>The CONTEST Protect/Prepare Group will give a status report to the Cardiff CONTEST Board</li> <li>The CONTEST Board will continue to try to identify external funding sources/opportunities from Welsh Government and UK Central Government to conclude scheme and appropriately mitigate the risk.</li> <li>Protocol is currently being amended to cover further areas and HVM bollards are proposed to be fully operational by end October 2018</li> <li>The completed HVM scheme will improve the protection of the City Centre public realm but further funding will be required to conclude the protection of identified public realm.</li> <li>A holistic security strategy for the city is being developed through the city's CONTEST partnership mechanisms. This strategy will extend the perspective of the city's security beyond hostile vehicle mitigation to incorporate a range of security measures, including the continuing development and agglomeration of the city's CCTV and the deployment of new technological solutions</li> <li>Once the strategy has been completed it will provide a suite of costed business cases that will allow the continued incremental development of the city's security provision</li> <li>This in turn will allow partners to be more responsive to emerging funding opportunities</li> </ul>	Christine Salter (Joe Reay)  &  Andrew Gregory  Councillor Huw Thomas Leader
<b>2. Welfare Reform</b>  That the Council cannot meet its statutory obligations with the increased demands and reduced budgets placed upon it by the Welfare Reform including: Universal Credit, further reduction in Benefit Cap, size restrictions for social tenants, removal of automatic entitlement to housing costs for under 21s and changes to funded for supported housing. Lack of information, short timescales for implementation and the large number of citizens affected makes these changes a significant risk.	<ul style="list-style-type: none"> <li>Private landlords stop renting to benefit claimants</li> <li>Social housing rents become unaffordable to some claimants, in particular those with large families.</li> <li>Increased homelessness and demand for temporary accommodation</li> <li>Increased rent arrears, increased evictions</li> <li>Redeployment / Severance for 140 benefits staff</li> <li>Changing demands on Council stock resulting in increased voids and/or undersupply of smaller properties.</li> <li>Barriers to building additional affordable housing</li> <li>Supported accommodation becomes unaffordable impacting on social services and vulnerable homeless clients.</li> </ul>	A	2	High Priority	<ul style="list-style-type: none"> <li>Communities staff continue to work closely with private landlords and advice agencies to mitigate wherever possible the reduction in benefit.</li> <li>Discretionary Housing payments are being used to top up the benefit claims of those most affected by the changes and to pay rent in advance and bonds to help tenants to move accommodation where necessary.</li> <li>Timely information is being given to claimants to help them respond to the changes.</li> <li>A streamlined process is in place for re-housing tenants who need to downsize as a result of the social housing size restrictions. DHP is being used to pay removal costs and to cover shortfall while tenants are waiting to move.</li> <li>The Welfare Liaison team within the housing service is in place to assist tenants affected by the changes. Work has been carried out to identify those affected by the reduced Benefit Cap and to advise them accordingly and to identify the most vulnerable families and award DHP.</li> <li>Universal Credit full service has commenced in Cardiff. Despite additional resources put in place rent arrears for council tenants have risen significantly since the change was implemented.</li> <li>The council is currently providing face-to-face services on behalf of the DWP including digital inclusion and budgeting advice, however funding for this is being cut from March 2019 and will transfer to CAB.</li> <li>The Advice Hub in Central Library is providing comprehensive advice services for those affected by Welfare Reform and this is being rolled out across the city in Community Hubs and foodbanks.</li> <li>The Inclusive Growth Board and subgroups are working well in coordinating multi-agency activity and developing appropriate interventions during a difficult transition period for many people affected.</li> <li>Briefings continue to be provided to Members on Welfare Reform and further information is sent as appropriate.</li> <li>Digital inclusion training and banking support has been successfully implemented and will continue to be monitored.</li> <li>Into Work Services are providing services across the city and helping people get back to work with particular focus on those families affected by the benefit</li> </ul>	B	2	High Priority	<ul style="list-style-type: none"> <li>Further additional resource has been agreed for supporting council tenants following the implementation of Universal Credit Full Service as rent arrears have increased significantly, staff have been recruited to assist with this and the new team is working well. Rent arrears procedure has been reviewed to include a more preventative and flexible approach and more assistance for more vulnerable tenants. This will be monitored over the coming months.</li> <li>Work has been undertaken to cost the potential risks of Universal Credit and this will continue to be updated as the more information is known.</li> <li>Regular meetings are held with social housing providers to monitor and improve processes.</li> <li>DHP spend is being monitored carefully. Expenditure for 18/19 will continue focusing on the most vulnerable individuals, helping people with the transition into work and mitigating the risk of homelessness.</li> <li>Services for private landlords are being further developed to help prevent them withdrawing from the market.</li> </ul>	Sarah McGill (Jane Thomas)  Councillor Lynda Thorne Housing & Communities

Risk Description	Potential Consequence	L	C	Inherent Risk	Current/Existing Controls	L	C	Residual Risk	Proposed Management Action	Risk Owner
					cap.					
<p><b>3. Cyber Security</b></p> <p>Three of the eleven areas of a Cyber Security assessment underpinning the corporate risk have been identified as high risk as follows:</p> <ul style="list-style-type: none"> <li>Unsecure Configuration - unauthorised access, changes and exploitation to systems.</li> <li>Monitoring - inability to assess how and when systems are being used, leading to an ineffective response to deliberate attacks or accidental user activity.</li> <li>Corporate Cloud Security - 2016 Internal Audit identified contract, SLA and service management weaknesses in externally hosted services.</li> </ul>	<p>Reputational / Legal / Financial / Stakeholder / Service Delivery / Health &amp; safety</p> <p>The intent of cyber attackers includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>financial fraud;</li> <li>information theft or misuse,</li> <li>activist causes to render computer systems intolerable and to disrupt critical infrastructure and vital services.</li> </ul> <p>The impact of a cyber-attack / incident has the potential to involve the realisation of the risks associated with:</p> <ul style="list-style-type: none"> <li>An information governance breach (i.e. Stop Now Order, Information Notice, Enforcement Notice, Financial Penalty etc.)</li> <li>A business continuity incident – with a potential for major loss of service and legal, health and safety and financial implications.</li> <li>A financial / fraud related attack.</li> </ul> <p>A malicious attack could result in loss of confidence from those transacting with the Council (reputation), as well as legal, asset, system, operational and financial implications.</p>	A	1	High Priority	<p>The principal controls for the high risk areas are as follows:</p> <ul style="list-style-type: none"> <li>Secure Configuration - Established secure baseline and compliance standards with centralised policies to secure user environments.</li> <li>Monitoring - Minimal routine log analysis with incident reporting to ISB and discussed with IAO.</li> <li>Corporate Cloud Security - Maturing PIA &amp; CIA process used to assess risks to data and technology solutions.</li> </ul> <p>A cyber security maturity assessment is regularly reviewed against 11 risk factors following the National Cyber Security Centre approach (based on network security, user education and awareness, malware prevention, removable media controls, secure configuration, privileged accounts, incident management, monitoring, home and mobile working policy, risk management regime and corporate cloud security).</p> <p>The maturity self-assessment concludes that the Council has:</p> <ul style="list-style-type: none"> <li>strong malware prevention, user privileges and home and mobile working controls.</li> <li>adequate / mature risk management regime, network security, user education and awareness, removable media controls and incident management.</li> <li>a need for senior management team (SMT) to collectively assess the effectiveness of secure configuration, monitoring and corporate cloud security controls.</li> </ul> <ul style="list-style-type: none"> <li>The cyber security maturity assessment underpins this summary corporate risk and regular monitoring has commenced to drive risk-based prioritisation and actions.</li> <li>Escalated risks to SMT around secure configuration, monitoring and corporate cloud security controls to SMT and support for improvements agreed at the meeting.</li> <li>Risks monitored and escalated via Information Security Board as well as directorate management meetings and Senior Management Team (SMT).</li> <li>As part of improving user education and awareness, Information Asset Owners receive compliance reports relating to Bob's Business Data Protection training</li> <li>Privacy Impact Assessments which include Cloud Impact Assessments are in place.</li> </ul>	D	1	Medium Priority (Red/Amber)	<p>ICT and Information Governance (IG) Teams to continue to liaise with FM for physical security assurances and to promote an incident reporting culture.</p> <p>To enhance user education and awareness via Information Governance Seminars for each Directorate.</p> <p>To ensure strong ICT security, monitoring and cloud security controls:</p> <ul style="list-style-type: none"> <li>ICT lifecycle and notification targets are being monitored and managed through the 'ICT Platforms' risk actions.</li> <li>Collaboration between ICT and IG to develop and map current ICT system providers in phased development of an Information Asset Register.</li> <li>Privacy Impact Assessment / Cloud Impact Assessments to be reviewed to ensure compliance with the requirements of the General Data Protection Regulation (GDPR) Action Plan being managed by the Information Governance Team.</li> <li>Governance and management requirements to be formalised for periodic and systematic review of all ICT systems.</li> </ul> <p>SIRO to review / consider Cloud Infrastructure to ensure:</p> <ul style="list-style-type: none"> <li>Effective governance and management.</li> <li>Resource, risk appetite and outcomes required.</li> <li>Education of business systems owners in risk and management of cloud based services.</li> </ul> <p>Cyber Security Awareness training videos to be made available to council officers via e-learning portal. Key areas to be covered: GDPR; good password practice; internet security; scamming information and when to seek advice.cc</p>	<p><b>Christine Salter</b> (Phil Bear)</p> <p><b>Councillor Chris Weaver</b> Finance Modernisation and Performance</p>
<p><b>4. Waste Management</b></p> <p>Failure to meet statutory recycling targets and deliver cost effective compliance with waste management legislation.</p>	<p>Financial</p> <ul style="list-style-type: none"> <li>penalties and loss of grant support</li> <li>continuing financial costs to service due to ongoing investigation</li> <li>accurate measuring, and meeting landfill tax contingent liability</li> </ul> <p>Legal &amp; Regulatory</p> <ul style="list-style-type: none"> <li>failure to comply with EU recycling waste directive,</li> </ul>	B	1	High Priority	<p>The foundations of the current controls (as documented at Q4 17/18) are within the Recycling Waste Management Strategy 2015-2018, located on the council's website: <a href="https://www.cardiff.gov.uk/ENG/Your-Council/Strategies-plans-and-policies/Documents/CAB%20Appendix%201%20-%20Recycling%20Waste%20Management%20Strategy%202015%20Eng.pdf">https://www.cardiff.gov.uk/ENG/Your-Council/Strategies-plans-and-policies/Documents/CAB%20Appendix%201%20-%20Recycling%20Waste%20Management%20Strategy%202015%20Eng.pdf</a></p> <p><b>Recycling Development:</b></p>	B	2	High Priority	<p><b>Recycling Development:</b></p> <ul style="list-style-type: none"> <li>Consultation of Waste &amp; Recycling Strategy 2018-2021 to be completed and presented to Cabinet. Actions from strategy to be part of programme monitoring for meeting recycling targets.</li> <li>Completion of In-Cab technology implementation &amp; training</li> <li>Glass trial pilot underway - to be reviewed and rolled out (see detail under Street Scene Projects)</li> <li>A targeted approach to education that is aligned with</li> </ul>	<p><b>Andrew Gregory</b> (Matt Wakelam)</p> <p><b>Councillor Michael Michael</b></p>

Risk Description	Potential Consequence	L	C	Inherent Risk	Current/Existing Controls	L	C	Residual Risk	Proposed Management Action	Risk Owner
	<p>leading to sanctions, penalties or interventions</p> <p>Strategic/ Reputational</p> <ul style="list-style-type: none"> <li>reputational consequence with citizens and key stakeholders</li> </ul>				<ul style="list-style-type: none"> <li>The Cabinet has agreed a review of the Waste &amp; Recycling strategy 2015-2018 at its meeting on 15th May 2018, and the draft updated strategy for 2018-2021 has gone to consultation.</li> <li>Implementation of In-Cab and tachograph system has commenced, which will improve service delivery through real time technology, optimisation of routes and identification of waste contamination.</li> <li>The newly installed Auto Sorter for mixed plastics/ fibre products became operational (July 2018) and will improve processing efficiency, reduce rejects and increase recycling.</li> <li>Modelling has been undertaken on best option for managing co-mingled recycling issue, with twin stream concluded as best option</li> <li>Ongoing mgt of Cardiff Organic Waste Treatment contracts (Kelda/ Dwr Cymru) for an Anaerobic Digestion (AD) facility and Open Windrow Composting (OWC) facility to treat source-separated food and green/garden wastes respectively, over a 15 year period</li> <li>Education taking place across Cardiff with focus on key areas for recycling improvement.</li> </ul> <p><b>Wider Governance &amp; Compliance:</b></p> <ul style="list-style-type: none"> <li>Ongoing investigation in the Waste function has been robustly serviced, and is following a number of lines of enquiry, through which the governance process is being rigorously reviewed.</li> <li>A prudent valuation for a contingent landfill tax liability together with other potential impacts on the Council's accounts are in the process of being quantified with the support of external consultants (PWC), senior and specialist officers in the Council's accountancy function.</li> <li>Prosiect Gwyrdd (Cardiff Council in partnership with other L.A's) - ongoing mgt of contract over 25 years with Viridor, who will produce energy from the remaining 'black bag' waste which historically has gone to landfill, providing the best environmental, cost effective and practical solution for waste after recycling/ composting has been maximised (22% recycling from bottom ash)</li> </ul>				<p>enforcement to support the removal of contamination from the recycling stream. This may be in a blitz approach to target key areas of concern.</p> <ul style="list-style-type: none"> <li>Media campaign to promote/encourage removal of contamination from recycling material by citizens</li> </ul> <p><b>Wider Governance &amp; Compliance:</b></p> <ul style="list-style-type: none"> <li>Review the Waste Data Flow team resourcing to ensure it is sustainable and can provide information in a timely manner. Senior Management to work with WG on explaining the current position and the improvements being put in place</li> <li>Governance of Waste Data Flow to be reviewed and develop a senior management role within new structure, providing leadership in the area of Waste Data Flow.</li> <li>Introduction of improvements in weighbridge and data systems holding data on waste movements, to improve data management and ease collation of data.</li> <li>Senior Management to have regular engagement and discussions with WG on Cardiff's Waste Strategy and compliance with the WG Blueprint.</li> <li>Ongoing commitment to working with PWC and senior and specialist officers in the Council's accountancy function in relation to landfill tax contingent liability</li> </ul>	Clean Streets, Recycling and Environment
<p><b>5. Schools Organisation Programme (Band B)</b></p> <p>Very large scale Capital Programme – Band B (£284m) with tight timescales for delivery, in context of very rapidly growing primary age school population.</p>	<p>Reputational / Legal / Financial / Social / Stakeholder / Health &amp; safety.</p> <ul style="list-style-type: none"> <li>Insufficient secondary places in some central area of the City.</li> <li>Insufficient places in ALN settings across the City, leading to costly placement in out of county &amp; private settings.</li> <li>School Buildings that are not suitable for teaching and learning</li> <li>Further degeneration of school buildings &amp; rise in asset management backlog</li> <li>Three category "D" condition buildings, that are classed as end of life failing &amp; being closed with hundreds of displaced students across the City.</li> <li>Reducing educational standards.</li> <li>Risk that insufficient capacity in team to deliver the very large programme.</li> <li>Project cost and time overruns</li> <li>Risk that Welsh Government do not approve individual project funding if not satisfied with Business Cases.</li> </ul>	A	1	High Priority	<ul style="list-style-type: none"> <li>21st Century Schools Band B funding bid was submitted to Welsh Government in July 2017 and the Strategic Outline Case for £284m was approved in November 2017. Two Cabinet Reports in October and December 2018 outlined the priorities for this second phase of funding.</li> <li>Robust governance model, in line with Corporate Landlord being agreed.</li> <li>Arup report commissioned to look at Governance &amp; capacity issues within the SOP team, will report on recommendations to Cabinet in May 2018.</li> <li>Head Teachers &amp; Chairs of Governors of those schools involved in Band B briefed on process and timescales.</li> <li>Band B Delivery Group and School Development group formed internally to look corporately at issues including legal title, highways &amp; transportation and planning.</li> <li>Technical feasibility and design work underway with assistance from Mott McDonald and Stride Treglown architects.</li> <li>Finance preparing the capital profiles for submission to Welsh Government and to monitor draw down and spends.</li> <li>Strategic Estates Department commissioned to achieve capital receipts of £25m to assist in funding the capital programme.</li> <li>Developing an enhanced asset management regime for the three "D" category High Schools, Fitzalan, Cantonian and Willows, in order to ensure that they remain as safe teaching and learning environments until such time as the buildings are replaced.</li> <li>Developing a robust procurement strategy for this large scale programme.</li> </ul>	D	1	Medium Priority (Red/Amber)	<ul style="list-style-type: none"> <li>All risks are being monitored and reported to Band B Delivery Group.</li> <li>Formal Governance via a Schools Programme Board and Project Boards, being established.</li> <li>Strengthening of the capacity of the SOP team critical to ensuring effective delivery of the programme. This includes ensuring that corporate colleagues in departments including legal, strategic estates, ICT, planning and highways and transportation are available.</li> <li>Continued active dialogue with Welsh Government and other professional parties to support progress and development.</li> <li>Prioritise population data development to support accurate projections and forecasts for existing resident populations and to support effective s106 negotiations going forward.</li> <li>Ensure consistent monitoring and reporting of all risks to Schools Programme Board.</li> <li>All risks are being monitored and reported to Band B Delivery Group.</li> <li>Formal Governance via a Schools Programme Board and Project Boards, being established.</li> <li>Strengthening of the capacity of the SOP team critical to ensuring effective delivery of the programme. This includes ensuring that corporate colleagues in departments including legal, strategic estates, ICT, planning and highways and transportation are available.</li> <li>Continued active dialogue with Welsh Government and other professional parties to support progress and development.</li> <li>Prioritise population data development to support accurate projections and forecasts for existing resident populations and to support effective s106 negotiations going forward.</li> <li>Ensure consistent monitoring and reporting of all risks to Schools Programme Board.</li> </ul>	<p><b>Nick Batchelar</b> (Janine Nightingale)</p> <p><b>Councillor Sarah Merry</b> Deputy Leader &amp; Education, Employment &amp; Skills</p>
<p><b>6. Business Continuity</b></p> <p>Large scale incident/loss affecting the delivery of services.</p> <p>The potential risk is that our most time sensitive activities are not sufficiently resilient and fail, following an incident which impacts on their delivery and that our incident management structure, used in response to internal incidents and external</p>	<p>Reputational / Legal / Financial / Stakeholder / Service delivery / Health &amp; safety</p> <ul style="list-style-type: none"> <li><b>Health and Safety</b> – potential impact on staff and on the public relying on our most, time sensitive, critical services.</li> <li><b>Legal action</b> -Failure of key services could lead to Legal action against the council.</li> <li><b>Financial</b> - Failure of key services could led to significant financial cost both in terms of Ombudsman action and Enforcement action from regulatory bodies as well as individual legal action against the corporate body where service failure leads to legal action against us from private</li> </ul>	B	1	High Priority	<ul style="list-style-type: none"> <li>The Council has a BCM Champion who sponsors BCM at a strategic level and is actively supporting the BCM Programme.</li> <li>We have an approved Business Continuity Policy which is aligned to ISO22301.</li> <li>BCM Intranet web page.</li> <li>BCM toolkit is now available on CIS allowing all service managers to develop an appropriate BCM response for their services allowing future effective maintenance and audit. BCM workshops are available from the BC Officer on request.</li> <li>The Council has employed a Business Continuity Officer (appointed October 2010). The officer is a qualified ISO22301 lead auditor.</li> <li>The Emergency Management Unit has developed an Incident Management Plan (Cardiff Councils Emergency Management Plan) to ensure alignment with</li> </ul>	D	1	Medium Priority (Red/Amber)	<ul style="list-style-type: none"> <li>The BC Officer is working closely with Facilities Management to ensure they have effective plans in place to help manage possible business disruptions to our core buildings.</li> <li>Work with ICT to ensure our core infrastructure is as resilient as practical to support a resilient and effective delivery of essential ICT services and the effective planning for recovery of critical IT services after an incident that affects our IT.</li> <li>The Emergency Management Unit are planning a piece of partnership work with ICT to support areas that provide red activities in assessing the impact the loss of technical services, and ensuring suitable mitigation is in place to</li> </ul>	<p><b>Christine Salter</b></p> <p><b>Councillor Huw Thomas</b> Leader</p>

Risk Description	Potential Consequence	L	C	Inherent Risk	Current/Existing Controls	L	C	Residual Risk	Proposed Management Action	Risk Owner
emergencies, also fails in response to an incident	<p>claimants.</p> <ul style="list-style-type: none"> <li>• <b>Reputational</b> - Impact on key services to the public could lead to significant reputational damage to the organisation.</li> <li>• <b>Stakeholder</b> – Impact on key stakeholders as result of failure.</li> <li>• <b>Service delivery</b> – Potential significant impact on service delivery to the public, impact of key services could lead to significant impacts to the public and the corporate body un delivering its services.</li> </ul>				<p>ISO22301 this has been distributed to all Directorates.</p> <ul style="list-style-type: none"> <li>• The Council has a 24-hour Incident Management structure for Gold and Silver Officers.</li> <li>• The Red and Amber activities were last reviewed in July 2014. The BCM Champion presented a report to the SLT on the position on all the Red and Amber activities. Directors, Assistant Directors and Chief Officers were tasked with ensuring that their Red and Amber activities had business continuity plans produced and audited by the end of 2014/2015.</li> <li>• A partnership approach between the Emergency Management Unit and the Corporate Risk Steering Group is helping to raise awareness and drive forward the BCM programme.</li> <li>• 71 % of our most time sensitive activities (Reds) now have Business Continuity plans which have met, or are going through, audit. Work on the remaining plans is ongoing to close gaps and bring them up to date and in line with the corporate audit requirement</li> <li>• 26 % of our Amber activities now have business continuity plans which meet the business continuity audit requirement.</li> <li>• Cardiff Council is a member of the Core Cities Business Continuity Group and has been for the last 9 years. This membership allows the sharing of best practice and joint initiatives between group members.</li> <li>• The Business Continuity Officer has been working closely with the procurement section of Resources to ensure that the resilience of suppliers is considered carefully when procuring services which are important to our most time sensitive activities, our Red and Amber activities.</li> <li>• Internal Audit conducted an audit of the Business Continuity Risk in the first 2 quarters of 2015 / 2016 a briefing note has been issued to SLT on the current position and actions moving forward to further enhance our organisational resilience.</li> <li>• The BC Officer is actively supporting the development of an appropriate Threat and Response Policy to support council security arrangements.</li> <li>• The Business Continuity corporate risk has just gone through a further Internal Audit review and the BC Officer has worked closely with Internal Audit to provide them with the support, evidence, and guidance needed to allow them to review this risk.</li> <li>• The Corporate Emergency Management Plan was fully revised and updated in March 2017. The Corporate Incident Management structure and Emergency Management Plan, and the Corporate recovery plan were exercised and validated in a corporate wide exercise on the 29th of March 2017, this exercise also provided an opportunity for individual Business Continuity plans to be activated.</li> <li>• The Corporate Incident Management structure which is a critical piece of our business continuity work was successfully implemented during the Uefa Cup Final in 2017.</li> <li>• The Corporate Incident Management structure and many individual team Business Continuity Plans were tested in the two extreme snow events of March 2018, the value of the incident management structure and the business continuity work was recognised in the outcomes of the structured debrief following the two snow incidents.</li> </ul>				<p>make our red services more resilient, where this is possible.</p> <ul style="list-style-type: none"> <li>• Work with the teams involved with looking at the potential of using alternative delivery models for council services. Identifying risks associated with alternative delivery models for specific services and recommend potential risk management solutions for implementation, to protect the delivery of our most critical services.</li> <li>• The Business Continuity Officer is working to develop and enhance individual Directorate response capability to ensure Directorates are in a stronger position to respond to incidents which could impact on the Council and our most time sensitive activities.</li> <li>• The Business Continuity Officer is proposing working closely with Education and Life Long Learning to support them in developing a school specific Business Continuity Plan template to enhance schools resilience capability.</li> <li>• The Emergency Management Unit propose enhancing our wider Business Continuity and Resilience work through the development of a separate but council hosted and developed EVAC Cardiff website, building on the strength of our existing EVAC Cardiff work which will support our main resilience work streams, building on the success of the EVAC Cardiff APP. This will complement our existing work with partner agencies in this area and aims to support the wider public in being more aware and empowered around their own and their community's resilience. This work should be complete by end of Quarter 2 2018/2019.</li> <li>• The BC officer is leading a review of 4x4 resources across the council to support our response capability to future winter storms.</li> </ul>	
<b>ONGOING RISKS</b>										
<p><b>7. Statutory (building, installation &amp; equipment) Maintenance</b></p> <p>RAMIS holds statutory obligations across the estate and is the central system for uploading of certificates and identifying and closing down remedial actions.</p> <p>The risk from statutory inspections lies with the cost of the remedial works which are required to maintain the premises, installation, equipment in a safe and legally compliant condition. However, the visibility provided by RAMIS allows accurate evaluation of risk and targeting of funds available.</p>	<p>Potential consequences of non-compliance with statutory maintenance:</p> <ul style="list-style-type: none"> <li>• Fatalities or serious injuries</li> <li>• Closure of part or whole of facilities with major disruption to service delivery</li> <li>• HSE interventions and consequential actions including fines and prosecution;</li> <li>• Significant additional expenditure requiring realignment of Corporate budgets;</li> <li>• Temporary relocation of staff</li> <li>• Temporary loss of operational service</li> <li>• Invalidation of insurance policy</li> <li>• Serious adverse impact on reputation</li> <li>• Damage to fabric of building or other equipment</li> </ul>	<b>A</b>	<b>1</b>	<b>High Priority</b>	<p>Contractor</p> <ul style="list-style-type: none"> <li>• Statutory Planned Preventative Maintenance (PPM) undertaken by competent contractor. Consequential remedial work identified on test certificates.</li> <li>• Improved statutory maintenance contracting arrangements in place in Qtr 1 Inc. use of SFG 20 as specification for statutory obligations testing and new risk based specification for legionella management supported by RAMIS.</li> <li>• FM competent person(s) review all test certificates, remedial work captured and communicated to client as necessary/applicable.</li> </ul> <p>RAMIS IT Software</p> <ul style="list-style-type: none"> <li>• RAMIS implemented across the Council with bi-monthly reporting on statistics to SMT;</li> <li>• 200 Building Managers have received training in their responsibilities and use for the RAMIS system, including schools estates staff and Headteachers.</li> <li>• Full time officer Administrating RAMIS, providing training and issuing reports from the system to all service areas to push compliance ratings up to a minimum of 80% set by SMT.</li> <li>• RAMIS has been embraced by Service Areas and will ensure that the Council is aware of compliance position on any given asset to avoid any risks to building users and the organisation.</li> </ul> <p>Statutory Obligation Compliance</p> <ul style="list-style-type: none"> <li>• Electrical Safety Policy Implemented by H&amp;S.</li> <li>• Electrical testing and works monitored/supervised by qualified internal staff.</li> <li>• Electrical certificates received and reviewed by qualified internal staff.</li> <li>• C1/C2 electrical remedial works identified through testing dealt with appropriately and immediately by contractor undertaking electrical works.</li> <li>• PPM Certificates uploaded to RAMIS.</li> <li>• Spreadsheet database recording property holdings and the status of statutory</li> </ul>	<b>B</b>	<b>2</b>	<b>High Priority</b>	<p>Contractor</p> <ul style="list-style-type: none"> <li>• Strengthen monitoring and supervision of contractors undertaking statutory PPM and works. (David Lowe)</li> <li>• Train all statutory maintenance contractors in the use of RAMIS in order for test certs to be uploaded directly to the system by contractors. (Donna Jones)</li> <li>• Establish a contractor Forum for RAMIS to meet 6 monthly following training. (Donna Jones)</li> </ul> <p>Statutory Obligation Compliance</p> <ul style="list-style-type: none"> <li>• Continue to commission investigations / work to complete required compliance testing (and works required) in respect of 'gaps' in compliance identified by reports from RAMIS. (Donna Jones / David Lowe)</li> <li>• Implement new in-house Statutory Obligations Team to manage the undertaking of the statutory obligations surveys/work across the Council. (David Lowe)</li> <li>• Complete the mandatory Building Managers sessions to ensure that all Council building Duty Holders have a clear understanding of their statutory obligations compliance responsibilities (by end of Qtr 2) (Donna Jones)</li> <li>• Continue with the conditions surveys of the non-domestic buildings (complete 18/19). (Helen Thomas)</li> </ul> <p>Landlord / Occupancy Agreement</p> <ul style="list-style-type: none"> <li>• Complete Landlord/Occupancy Agreement template and roll out Qtr2/3 18/19. This will set out principle occupant and landlord permissions responsibilities and Permission for Works arrangements required. (Helen Thomas)</li> </ul>	<p><b>Neil Hanratty</b></p> <p><b>Councillor Russell Goodway Investment &amp; Development</b></p>

Risk Description	Potential Consequence	L	C	Inherent Risk	Current/Existing Controls	L	C	Residual Risk	Proposed Management Action	Risk Owner
				High Priority	<p>obligation compliance across entire Council estate integrated into RAMIS.</p> <ul style="list-style-type: none"> <li>Currently reporting on RAM comprises of compliance against 5 main high risk disciplines;</li> <li>Gas Safety</li> <li>Fire (all disciplines)</li> <li>Legionella (Risk Assessment and water quality checks)</li> <li>Fixed electrical systems</li> <li>Top slicing of schools budget to cover the five high-risk disciplines, under review to ensure sufficient funds are available.</li> </ul> <p>Corporate Landlord Programme</p> <ul style="list-style-type: none"> <li>Corporate Landlord Model Programme Brief approved by the Programme Board – objective to create one point of contact in the Council to lead on all property matters across the Council's estate.</li> <li>Implementation of the Corporate Landlord Programme commenced 2017/18.</li> </ul> <p>Conditions Survey of Non Domestic Buildings</p> <ul style="list-style-type: none"> <li>This work is ongoing through 2018/19.</li> </ul> <p>Client Liaison Officers</p> <ul style="list-style-type: none"> <li>Client Liaison Officers have impacted positively on building relationships between with schools and other customers/clients, in particular the management/commissioning of statutory obligations and PPM.</li> </ul>			High Priority	<p>Schools Building Maintenance</p> <ul style="list-style-type: none"> <li>Update handbook detailing roles and responsibilities for safe management and maintenance of school premises, plant and equipment has been consulted with schools and unions, revised draft to be issued in Quarter 2. (Donna Jones)</li> </ul> <p>Corporate Landlord Programme</p> <ul style="list-style-type: none"> <li>Development and implementation of the new corporate management structure to deliver a corporate Landlord</li> </ul>	
<p><b>8. Air Quality (&amp; Clean Air Strategy)</b></p> <p>Poor air quality is the most significant environmental determinant of health.</p> <p>UK Government has placed the improvement of Air Quality very high on their agenda and it has been made clear that they consider the responsibility for addressing the issue is at the door of Local Authorities.</p> <p><i>The UK and devolved governments have a legal obligation to achieve nitrogen dioxide (NO2) annual average limit value (40ug/m3 AA) as set out in the EU Ambient Air Quality Directive (2008/50/EC) in the shortest possible time, and their continued failure to meet this has been subject to a number of legal challenges.</i></p> <p><i>Cardiff does not comply with legal standards of NO2, and the primary source of the pollution is road transport emissions, particularly diesel vehicle emissions. Cardiff currently falls short of the required limits and although improvements are being seen, non-compliance of the legal limits is projected beyond 2020.)</i></p>	<ul style="list-style-type: none"> <li>Inability to secure funding to undertake full feasibility study through to implementation of mitigation measures</li> <li>The timescale for completing the technical work on compliance of nitrogen dioxide limits required under the direction from Welsh Government is extremely challenging</li> </ul> <p>Consequence: No improvement to air quality, leading to:</p> <ul style="list-style-type: none"> <li>Legal &amp; Regulatory / Financial <ul style="list-style-type: none"> <li>- breach of legal / statutory requirements</li> <li>- Potential significant financial penalty</li> </ul> </li> <li>Health &amp; Safety <ul style="list-style-type: none"> <li>- No improvement to health</li> <li>- Increased burden on health care</li> <li>- Further deterioration of related health conditions</li> </ul> </li> </ul>	A	1	High Priority	<p><b>Monitoring</b> - Cardiff have 4 existing declared 4 Air Quality Management Areas (AQMA's) all as a result of elevated NO2 concentrations resulting from road traffic emissions.</p> <p><b>Development of a Clean Air Strategy:</b> A draft strategy has been developed which outlines the strategic measures required to address the air quality issues in Cardiff, summarised as follows:</p> <ul style="list-style-type: none"> <li>LDP Policies adhered to (KP18, EN13), Develop and finalise relevant SPG to improve AQA, additional relevant SPGs</li> <li>Transport strategy- reducing congestion, Car clubs, 20mph zones, changing behaviours</li> <li>Active Travel Improvements - increase Cycling and Walking</li> <li>Public Transport Improvements - Buses, Metro, Trains, school travel plans, behaviours</li> <li>Increase EV infrastructure, alt fuels (H2), fleet changes (CCC to lead), industry change, influence behavioural change. Non idling zones, parking permit reform, taxi policy review.</li> </ul> <p>Cardiff's Transport &amp; Clean Air Green Paper 'Changing how we move around a growing city' has also been developed and consulted on.</p> <p><b>WG Direction:</b> Following the receipt of the Formal Direction from Welsh Government a Cabinet Report titled Air Quality – Welsh Government Direction was submitted and approved by Cabinet on 28th March 2018. The initial proposal setting out the case for change was submitted to Welsh Government on the 28th March 2018 to meet the requirement to submit before the 31st March 2018. This included the identification of governance, associated resource requirements, the scope of work, procurement approach, indicative costing's and timeline.</p> <p><b>A number of Active Travel and Transport mitigations have already been implemented:</b></p> <ul style="list-style-type: none"> <li>20 mph zones in Cathays, Gabalfa, Canton and Riverside</li> <li>Launch of bike hire scheme and installation of 250 Next Bikes in the city centre, with usage uptake extremely positive</li> <li>Car free day to promote active and alternative travel</li> <li>Active Travel improvement schemes at various locations, to enable and promote safe and sustainable travel to school etc</li> <li>A4119 Ph 2b Bus priority measures at Cathedral Rd</li> <li>Pilot of segregated cycle lane at Maes y Coed Rd</li> </ul>	B	1	High Priority	<ul style="list-style-type: none"> <li>The ANPR survey has been completed and data analysed.</li> <li>Consultants for both Air Quality and Traffic Modelling have been procured.</li> <li>Work is ongoing to establish the baseline position for Cardiff utilising the ANPR data and transport model - projected for completion by end July 18.</li> <li>Measures are being analysed and analysed to be utilised for air quality modelling and submission into the feasibility plan by the end of September / October 2018. – ongoing</li> <li>The outcomes of the Transport &amp; Clean Air Green Paper consultation will be used alongside the feasibility study outcomes to inform the development of a White Paper on Transport and Clean Air, to be published in the autumn.- ongoing winter</li> <li>ongoing development and implementation of programme of active travel and transport improvements</li> <li>further modelling of NS movements now required following base line modelling results</li> </ul>	<p><b>Andrew Gregory</b> (Gary Brown)</p> <p><b>Councillor Caro Wild</b> Strategic Planning &amp; Transport</p>
<p><b>9. Education Consortium &amp; Attainment</b></p> <p>The Central South Consortium does not deliver effective services that challenge and support Cardiff schools to improve and Educational Attainment does not improve at the required rate.</p>	<p>Reputational / Legal / Financial.</p> <ul style="list-style-type: none"> <li>Budget implications.</li> <li>Educational standards falling behind other LA's.</li> <li>Potential impact on Estyn judgement for LA.</li> <li>Intervention from WG</li> </ul>	B	2	High Priority	<p>There have been continuous improvements in nearly all the outcome indicators at all key stages, although the performance of a few of Cardiff secondary schools is still a significant concern. The work of the school improvement service commissioned from the regional consortium is now based on clear priorities and a good understanding of Cardiff schools. Cardiff schools are being challenged more rigorously and supported more effectively to improve.</p> <p>A Secondary Senior Challenge Adviser with well-developed knowledge and skills to build on the progress made to date has been appointed on an interim basis. There is a new Primary Senior Challenge Adviser in post.</p> <p>The Schools Causing Concern processes have been revised in partnership with the Consortium and the Local Authority. The systems and processes to secure improved joint service delivery is now in place, with regular meetings calendared</p>	B	3	Medium Priority (Red/Amber)	<ul style="list-style-type: none"> <li>Officers will continue to ensure the agreed commissioning arrangements are refreshed and delivered and impact positively on the performance of schools.</li> <li>A comprehensive review of the Local Authority annex is underway to ensure it is closely related with the priorities contained within the Education Directorate Delivery Plan 2018-2019.</li> <li>Local Authority officers and members of the Consortium have already identified the need to commission more comprehensive support for Governors and support for Federations.</li> </ul>	<p><b>Nick Batchelar</b> (Angela Kent)</p> <p><b>Councillor Sarah Merry</b> Deputy Leader &amp; Education, Employment &amp; Skills</p>

Risk Description	Potential Consequence	L	C	Inherent Risk	Current/Existing Controls	L	C	Residual Risk	Proposed Management Action	Risk Owner
					<p>with the Assistant Director and the Senior Challenge Advisers, Primary and Secondary.</p> <p>There is a strong working relationship between the local authority and the regional consortium. The local authority has moderated the outcomes of categorisation, in partnership with the regional consortium. This has led to a more accurate view of school performance, an improved model of differentiated support and challenge, and earlier intervention in schools causing concern. Through school improvement meetings, challenge advisers are developing a better understanding of the role that wider services in the local authority play in improving schools.</p> <p>A number of Cardiff schools have been appointed as Pioneer Schools to develop the new curriculum over the next three years in line with "Successful Futures".</p> <ul style="list-style-type: none"> <li>• The 2018/2019 delegated budget allocations were issued to schools in early March 2018 and monitoring arrangements put in place for those schools showing financial concern.</li> <li>• Officers from Education and Financial Services have started to work with individual schools through Headteachers and Governing Bodies to formulate Medium Term Financial Plans (MTFP) to seek to either balance individual school deficits within four financial years or to ensure that the accumulated deficits were frozen or slowed as much as possible.</li> <li>• The previous fall in pupil numbers for certain schools made it clear that a longer period than four years was needed in order to achieve a balanced medium term position</li> <li>• Officers continue to monitor and challenge those schools in deficit before allowing any additional financial commitments, both staffing and other expenditure.</li> <li>• Work ongoing with all schools but focussed targeting on specific secondary schools to continue to dampen the growth in deficits and ensure that those that do occur are recoverable.</li> <li>• Reviewing closely with Education Management Team and SOP in particular as to the opportunities available to address short medium term fall in pupil numbers for certain secondary schools</li> <li>• For each school in deficit, the Council has identified a monitoring officer to provide an independent challenge to the school. This is in addition to the LFM Officer currently supporting that school.</li> <li>• Individual school budget monitoring positions reported to Education Management Team on a quarterly basis</li> <li>• Officers have exercised the statutory powers of intervention in three secondary school governing bodies which is beginning to have a positive impact on the ability of the Council to ensure schools meet the targets set out in their deficit recovery plans.</li> <li>• School Budget Forum has agreed a revised protocol for responding to schools in deficit and this needs regular review with a tightening on the number of deficit budgets accepted. This has been reflected in the harder message contained within the 2018/19 school budget letters and the 2018/19 Budget Report.</li> <li>• Finance Officers continue to meet with Challenge Advisers to discuss individual schools in respect of their financial and school standard performance.</li> <li>• The Council has been able to protect school delegated budgets over and above the Welsh Government threshold and a smaller number of schools than in 17/18 have been identified as requiring meeting with S151 officer and senior education officers. These meetings took place in April and early May.</li> <li>• The Council will also introduce an increased level of scrutiny of school curriculum plans through support identified with the Central South Consortium.</li> </ul>					



Risk Description	Potential Consequence	L	C	Inherent Risk	Current/Existing Controls	L	C	Residual Risk	Proposed Management Action	Risk Owner
<p><b>10. ICT Platforms Unsuitable/Outdated</b></p> <p>The ICT platforms (desktop, software, network, servers, and telephones) will not be able to support the technologies required by the corporate change programme and deliver effective service to the council, or will not provide a reliable service due to age and condition of equipment and systems.</p>	<p>Reputational / Financial / Stakeholder / Service delivery</p> <ul style="list-style-type: none"> <li>Loss of PSN services.</li> <li>Service delivery impacts from unreliable/unavailable ICT systems</li> <li>Cardiff seen as unable to deliver on aspirations</li> <li>Poor morale from frustrations with inability to deliver services.</li> <li>Potential for income losses from revenue collection impacts.</li> <li>Unable to meet delivery deadlines on both business as usual and transformation projects.</li> </ul>	A	2	High Priority	<ul style="list-style-type: none"> <li>Spending complete for renewal/upgrade of highest risk items, in particular firewalls, core servers/switches and external bandwidth.</li> <li>New system down analysis process in place to ensure that key pressure points are rapidly identified and fixed at minimum cost until full programme can be initiated. Recent issues with telephony have resulted in retargeting of some resources to focus on weak points now identified.</li> <li>New deliveries are all being designed for a 99.99% minimum uptime, with critical systems targeted at 99.999% (equating to less than 6 minutes per year).</li> <li>Active projects underway and the current aged file storage solution have been replaced and cloud based storage for additional resilience and flexibility is being assessed. Other projects underway to replace many of the core older back end servers.</li> <li>Corporate file storage systems replaced and new disk to disk backup option installed to improve performance and resilience.</li> <li>Due to mitigation actions so far to reduce the risk, the risk of critical service downtime has been reduced.</li> <li>Additional load balancers to be purchased for application resilience in key systems.</li> <li>Full renewal programme for all desktop, software, network, servers, and telephones, appropriate to Cardiff's ambitions and resources.</li> <li>Continued assessment of priorities for replacement – applications infrastructure and servers are the next priority.</li> <li>Completed refresh of existing SAP, thin client and virtual server farms.</li> <li>Assessment of equipment required replacing to maintain PSN compliance.</li> <li>Further revenue and capital investment in 2018-20.</li> <li>Completed migration of VM infrastructure over to Pure Storage.</li> <li>Completed migration of users from old remote access service to new solution.</li> </ul>	B	2	High Priority	<ul style="list-style-type: none"> <li>Development of lifecycle monitoring and clearer customer engagement.</li> <li>Pilot leasing scheme within schools to be considered for corporate desktop estate.</li> <li>Breakdown of costs to remediate to be generated and reviewed. To include workstation replacement costs, supporting network infrastructure and server infrastructure.</li> <li>An in depth review of this risk is ongoing and the outcome will inform further mitigation.</li> </ul>	<p><b>Christine Salter</b> (Phil Bear)</p> <p><b>Councillor Chris Weaver</b> Finance Modernisation and Performance</p>
<p><b>11. Safeguarding</b></p> <p>Systemic failure in the effectiveness of the Council's safeguarding arrangements together with other statutory safeguarding partners. Failure to comply with Court Orders.</p>	<p>Reputation / Financial / Stakeholders / Service delivery / Legal / Partnership / Community</p> <ul style="list-style-type: none"> <li>A child/ren or adult/s suffers avoidable significant harm or death.</li> <li>Reputation of Council and partners.</li> <li>Severe adverse publicity.</li> <li>Potential regulator intervention.</li> <li>Loss of confidence by the community in the safety of children and adults.</li> <li>Loss of confidence of staff in the overall "safety" of the service, impacting on morale, recruitment and retention.</li> <li>Potential litigation with associated financial penalties</li> </ul> <p>In addition to the above:</p> <ul style="list-style-type: none"> <li>Being held in contempt of court</li> <li>Imprisonment</li> <li>Unlawful detention of persons</li> <li>Payment of costs/damages</li> <li>Professional reputation of staff</li> <li>Recruitment problems</li> </ul>	B	1	High Priority	<ul style="list-style-type: none"> <li>Embedding the Social Services &amp; Wellbeing (Wales) Act 2014 in relation to the strengthening of adult safeguarding.</li> <li>Strategic review of safeguarding governance across the region completed in partnership with the Vale of Glamorgan Council.</li> <li>Strategic review of the functioning of the Regional Safeguarding Adults Board completed.</li> <li>Ongoing implementation of the Child Sexual Exploitation Strategy.</li> <li>Implementation of the Corporate Safeguarding Board work programme.</li> <li>Growth proposals for operational safeguarding capacity included in 2017/18 budget.</li> <li>Cardiff Council hosting the All Wales Adult and Child Protection Procedure re-write.</li> <li>Raising profile of Adult Sexual Exploitation (ASE) in Adult Services in line with the Child Sexual Exploitation (CSE) Strategy.</li> <li>Draft Annual Plan for Regional Adults / Childrens Safeguarding Board.</li> <li>WG convened training for authorised officers to undertake APSO Training.</li> </ul>	D	1	Medium Priority (Red/Amber)	<ul style="list-style-type: none"> <li>Embedding the Social Services &amp; Wellbeing (Wales) Act 2014 in relation to the strengthening of adult safeguarding.</li> <li>Strategic review of safeguarding governance across the region completed in partnership with the Vale of Glamorgan Council.</li> <li>Strategic review of the functioning of the Regional Safeguarding Adults Board completed.</li> <li>Ongoing implementation of the Child Sexual Exploitation Strategy.</li> <li>Implementation of the Corporate Safeguarding Board work programme.</li> <li>Growth proposals for operational safeguarding capacity included in 2017/18 budget.</li> <li>Cardiff Council hosting the All Wales Adult and Child Protection Procedure re-write.</li> <li>Raising profile of Adult Sexual Exploitation (ASE) in Adult Services in line with the Child Sexual Exploitation (CSE) Strategy.</li> <li>Draft Annual Plan for Regional Adults / Childrens Safeguarding Board.</li> <li>WG convened training for authorised officers to undertake APSO Training.</li> <li>Regular performance monitoring meetings with Childrens' Social Services have been arranged. Process and escalation procedures agreed for Childrens work, to be agreed with adults.</li> </ul>	<p><b>Sarah McGill &amp; Claire Marchant &amp; Davina Fiore</b></p> <p><b>Councillor Huw Thomas</b> Leader</p> <p><b>Councillor Susan Elsmore</b> Social Care, Health &amp; Well-being</p> <p><b>Councillor Graham Hinchey</b> Children &amp; Families</p> <p><b>Councillor Chris Weaver</b> Finance Modernisation and Performance</p>
<p><b>12. Financial Resilience</b></p> <p>Failure to deliver a balanced annual budget and a fully informed Medium Term Financial Plan which would significantly weaken the financial resilience of the Council.</p> <p>The current outlook is that there is a Budget Gap of £91 million for the period 2019/20 to 2021/22.</p>	<p>Reputational / Financial / Legal / Service delivery / Stakeholder</p> <ul style="list-style-type: none"> <li>Risk of failing to meet statutory obligations.</li> <li>Risk that service delivery impacted due to uncertainty in the budget planning process resulting in decreasing resources or failure to effectively prioritise spend in line with Corporate Plan Objectives.</li> <li>Risk that settlement figures will not be as anticipated giving an element of uncertainty to any proposals from Cabinet during public consultation and beyond.</li> <li>Risk that savings identified as part of business as usual and efficiencies have not been robustly reviewed for achievability and will not deliver as planned.</li> <li>Risk that financial constraints and budget proposals result in unintended consequences such</li> </ul>	A	1	High Priority	<p><b>2019/20 and Medium Term</b></p> <ul style="list-style-type: none"> <li>The Council has a Financial Resilience Mechanism of £4m, which will be put into operation in the event of the Budget Settlement being 1% worse than expected. This mechanism avoids the need to identify additional directorate savings at short notice and allows time to be allocated for greater level of savings to be delivered.</li> <li>The final 2018/19 Budget was underpinned by Directorate Savings of £14.296m, Use of earmarked Reserves £2.35m and Council Tax at 5%. Robust Monitoring mechanism will consider Month 3 position in order to inform the first Cabinet report in September 2018.</li> <li>The MTFP set out in the 2018/19 Budget Report and now highlights an estimated Budget Reduction Requirement of £91.403m for the medium term (2019/20-2021/22)</li> <li>2019/20 Budget Strategy considered at Cabinet on 5 July 2018. Potential budget proposals being developed by Directors and being shared informally with Cabinet for further consideration over the summer period.</li> <li>Close working with Policy team in respect of alignment with Corporate Plan and duties under Wellbeing of Future Generations Act.</li> <li>Budget Proposals supplemented by work in partnership with Chief Digital</li> </ul>	B	2	High Priority	<p><b>2019/20 and Medium Term</b></p> <ul style="list-style-type: none"> <li>Work continues to ensure a set of proposals come forward for 2019/20 and the medium term, which provides a level of assurance that the budget gap for the medium term can be risk managed and bridged.</li> <li>Continue the work that has commenced in respect to developing proposals for 2019/20, 2020/21 and the Medium Term. This will include alignment with the Digital Board, Service Review board and Senior Management Team. Provisional Settlement to be issued by WG on 9 October 2018 and work will be undertaken to review and refresh the budget assumptions in respect to 2019/20 and the Medium Term.</li> <li>Budget work will also need to link in with the demands of the Wellbeing of Future Generations Act as well as building on further work to ensure greater visibility of engagement with Cardiff citizens through events and the Ask Cardiff Survey.</li> <li>Continue to maintain close alignment with objectives of the Corporate Plan and the Capital Ambition Delivery Team in order to ensure resources are allocated appropriately and</li> </ul>	<p><b>Christine Salter</b> (Ian Allwood)</p> <p><b>Councillor Chris Weaver</b> Finance Modernisation and Performance</p>

Risk Description	Potential Consequence	L	C	Inherent Risk	Current/Existing Controls	L	C	Residual Risk	Proposed Management Action	Risk Owner
	<p>as increased instances of non-compliance and financial impropriety.</p> <ul style="list-style-type: none"> <li>Risk that annual budget settlement frustrates medium / longer-term planning and that the cycle does not integrate with other business cycles and vice versa.</li> <li>Risk that Medium Term Savings are not identified in a coherent, strategic way which impacts on service delivery.</li> <li>Risk of unbalanced budget as savings required over the medium term become harder to achieve and their impact on service delivery more difficult to manage.</li> <li>The risk that the Council will not be able to react to adverse situations through a combination of poor imprudent planning and significant challenges such as increasing demands for services such as social services, education, roads etc.</li> <li>The risk is that the Council will not be able to operate within the financial funds available to it and fail in its statutory duty to deliver services.</li> <li>The risk of financial intervention and increasing adverse impacts on the community of Cardiff that rely on the services being delivered by the Council</li> </ul>				<p>Officer and a roll out of focussed Service Reviews in order to identify savings. Further diligence in respect to the rating of risk of each saving proposal but the responsibility for detail and achievability remains with the directorate.</p> <ul style="list-style-type: none"> <li>The Council regularly reports in relation to its financial performance and monitoring.</li> <li>The Wales Audit Office identified that the Council has a transparent and effective savings approach which supports financial resilience being achieved.</li> <li>A financial snapshot is used to report the financial resilience of the Council and is reviewed 3 times a year and reported at Budget Report (Feb 18), Budget Strategy (Jul) and to Audit Committee.</li> </ul>				<p>that longer term financial savings are developed in enough time to be realised in the medium term.</p> <ul style="list-style-type: none"> <li>Continue to refresh assumptions at key stages as relevant information becomes available.</li> <li>Key stakeholders are briefed on this position and financial triggers against this snapshot continue to be developed and reviewed.</li> <li>Work in respect of improving savings plans continues in order to increase the % of savings proposals accepted that deliver. The key focus is due diligence, challenge and development of detailed plans but with an emphasis and accountability to the directorate which proposed the saving. Savings documentation has also been reviewed and developed with the aim of ensuring consideration and capture of key factors relating to savings proposals.</li> <li>Links between the MTFP, CADP, Service Plans and Improvement Plans continue in order to further build on work already undertaken in the Budget Strategy Work Programme.</li> </ul>	
<p><b>13. Budget Monitoring (Control)</b></p> <p>Failure to achieve the budget set, inclusive of budgeted spend and savings across Directorates, with increased use of emergency finance measures and the drawdown of reserves.</p>	<ul style="list-style-type: none"> <li>Inability to balance spend, against budget, for the financial year.</li> <li>Requirement to implement emergency measures to reduce spending during the financial year thus adversely impacting on ability to meet corporate plan objectives.</li> <li>Requirement to drawdown from General Reserves at the year end.</li> </ul>	A	1	High Priority	<ul style="list-style-type: none"> <li>Clear financial procedure rules setting out roles and responsibilities for budget management are in place.</li> <li>In recognition of the quantum of savings and the risks posed a £3 million General Contingency was allocated in the Budget.</li> <li>In the event of an emergency there is the availability of General Reserve should this be required.</li> <li>The final 2017/18 outturn showed a balanced position. However this included an overspend of £4.982m in relation to directorate budgets with shortfalls of £2.854m against 2017/18 savings targets and £2.195m against shortfalls carried forward from 2016/17.</li> <li>The Corporate Director of Resources, Chief Executive and Cabinet Members regularly hold challenge meetings and these will continue for 2018/19 in all areas both to address shortfalls against budget proposals accepted but also the overall financial position of each directorate.</li> <li>Full financial monitoring processes is in place for month 3 to 11 of the financial year including achievement of budget savings with months 3 to 10 completed.</li> <li>The balance of any 2015/16, 2016/17 or 2017/18 savings targets were discussed as part of the budget process and a limited amount were written off. The majority of the previous year budget proposals continue to be deemed as achievable going forward by the respective Director. The 2016/17 and 2017/18 savings proposals will be monitored as part of the 2018/19 budget process</li> <li>SMT discussed those overspend areas (not as a result of saving proposals not being delivered) of 2017/18 in order to provide assurance of mitigations in place for 2018/19</li> </ul>	B	2	High Priority	<ul style="list-style-type: none"> <li>The balance of any 2016/17 or 2017/18 savings targets designated as not being achievable have been provisionally allocated and will continue to be reviewed as the 2018/19</li> <li>Continue regular review and challenge sessions in order to provide assurance of financial monitoring position during the year.</li> </ul>	<p><b>Christine Salter</b> (Allan Evans)</p> <p><b>Councillor</b> <b>Chris Weaver</b> Finance Modernisation and Performance</p>
<p><b>14. Performance Management</b></p> <p>After considerable progress in both developing the way the organisation manages performance and in actual performance improvement, there is a need to focus on ensuring Performance Management practices are mature, embedded and consistently applied as the organisation looks to continue improving outcomes in the face of significant financial pressures.</p>	<p>Reputational / Service delivery / Stakeholder</p> <ul style="list-style-type: none"> <li>The strategic and corporate level changes do not have the intended impact because they are not fully embedded in operational practices.</li> <li>Council unable to accelerate performance improvement as planned/desired.</li> </ul>	B	2	High Priority	<ul style="list-style-type: none"> <li>The Council's improved approach to the way it manages its performance was recognised by the Wales Audit Office's follow-on report, but it is also clear there is more work to be done to build on the success achieved so far. A Performance Management programme has been put in place to deliver the required change to address three key areas relating to Reporting, Planning and Challenge.</li> <li>The project teams have ensured their work incorporates the requirements of The Well-Being of Future Generations Act 2015, and the managed transitions between the Local Government (Wales) Measure 2009 and the requirements of the new legislation.</li> <li>Increasing the transparency with which we manage our performance</li> <li>The Self-Assessment process has been established and fed into the SMT Corporate Plan workshop which identified high level key themes that link the Wellbeing &amp; Future Generations Act.</li> <li>Consistent RAG ratings have been agreed and developed for Corporate Plan commitments</li> <li>A consistent RAG methodology has been developed to enable a mathematical approach be applied to performance indicators</li> <li>Directorate scorecards were introduced for the Quarter 2 performance report and presented to PRAP, these were well received and will continue to be used and developed</li> <li>PSG (Performance Support Group) has been established. This group reviews the Quarterly Performance Report to identify where and how performance can be improved. The group also identify areas for further discussion at SMT</li> <li>Wellbeing objectives have been developed in line with the Corporate Plan development timeline and endorsed by SMT and presented to informal cabinet</li> <li>A target setting process and pro forma has been developed to support the use of appropriate measure and accurate targets in the Corporate Plan and Directorate Delivery Plan</li> </ul>	D	2	Medium Priority (Red/Amber)	<ul style="list-style-type: none"> <li>Ongoing work continues to launch and embed the PMF, work has been undertaken with Comms to align the PMF with the Capital Ambition Branding</li> <li>New governance structures have been put in place to ensure Performance Management continues to be embedded across the organisation, including regular meetings of SMT to look at Assurance matters, and the formation of a Cabinet-level group that will look at performance holistically.</li> <li>Engagement work being undertaken with SMT regarding Performance Management</li> </ul>	<p><b>Christine Salter</b> (Joe Reay)</p> <p><b>Councillor</b> <b>Chris Weaver</b> Finance Modernisation and Performance</p>

Risk Description	Potential Consequence	L	C	Inherent Risk	Current/Existing Controls	L	C	Residual Risk	Proposed Management Action	Risk Owner
					<ul style="list-style-type: none"> <li>A new Directorate Delivery Plan template has been developed which also incorporates the Future Generations requirements and the 5 ways of working. This has been presented to PSG and the template has been endorsed by SMT</li> <li>Reporting scorecards have been trialled by representatives of PSG. These were presented at PSG and were well received.</li> <li>The Corporate Plan has been developed and approved by Full Council</li> <li>A reporting framework has been developed that allows the right audiences to focus on the right level of detail to better aid decision-making. Some elements of this were used in the Q4 2016-17 performance reporting cycle and will be fully implemented for the reporting of performance for Q1 2017-18 to ensure robust reporting arrangements for the WBFAG Act</li> <li>A Directorate Delivery Plan template was developed, that incorporates the Future Generations requirements and the 5 ways of working. All directorates have developed these plans</li> <li>Discussions have commenced with key representatives to further develop the self-assessment process which will contribute to the development of the Corporate Plan.</li> <li>Service Level scorecards have been developed across the Council and combine planning and reporting elements. These Scorecards are used, where appropriate, to provide additional detail to supplement the reporting against the Strategic Directorate Priorities and the Corporate Plan Wellbeing Objectives</li> <li>Directorate Delivery Plans were developed and in use from April 2017. They will be used and monitored throughout the year to ensure they represent a clear and up to date statement of what the directorate is aiming to deliver and the progress it is making</li> <li>Building on the work carried out in 2016-17 a new quarterly reporting template has been developed in collaboration with key stakeholders.</li> <li>A Members training session regarding the Performance Management Framework was developed and carried out at the end of the September</li> <li>The Performance Management Framework and Strategy has been finalised. A soft launch has taken place via the Corporate Performance Team's Public SharePoint Page and will be officially launched in Quarter 3 The Framework will ensure greater effectiveness of planning and reporting, with clearer accountabilities and enhanced 'line of sight'. A cascading matrix system of reporting has been developed through DDPs, Service Plan Scorecard and the reporting framework to demonstrate the golden thread.</li> <li>The high level Performance Management Framework documents are available on the Performance Team's Public SharePoint page</li> <li>The Self-assessment process from 2016-17 has been built on and is being rolled out in September 2017. The outputs from this will be used to develop the Corporate Plan and the Directorate Delivery Plans.</li> </ul>					
<p><b>15. Health and Safety</b></p> <p>Ineffective health and safety management across the Council with poor application of health and safety policy and guidance.</p>	<p>Reputational / Legal / Financial / Service delivery</p> <ul style="list-style-type: none"> <li>Fatalities</li> <li>Serious injuries</li> <li>Prosecution – fines for body corporate and/ or fines/imprisonment for individual</li> <li>Claims</li> </ul>	<b>A</b>	<b>1</b>	<b>High Priority</b>	<ul style="list-style-type: none"> <li>Health and Safety Team appointed, allocation of support dependent on risk, priorities for Service Area improvement agreed.</li> <li>Health and Safety Support Service for schools launched at the start of term, allocation of resources dependent on individual school assessment (provided on a non traded basis until 20/21).</li> <li>Key areas of improvement for the Council include:- <ul style="list-style-type: none"> <li>-Asbestos</li> <li>- Fire Safety</li> <li>- Electrical Safety</li> <li>- Gas Safety</li> <li>- Legionella Control</li> </ul> </li> <li>RAMIS implementation well underway, 200 Building Managers have received training and have access to the system, supported by a full time officer Administering RAMIS.</li> <li>RAMIS Status reported to SMT bi-monthly providing compliance statistics on Phase 1 of implementation – Cyclical statutory inspections for high risk disciplines.</li> <li>RAMIS4Schools further rolled out to schools providing up to date H&amp;S information specific to Education/schools.</li> <li>Quality of Risk Assessments across the Council is varied and improvements are required in consistency and quality in some areas, particularly those relating to high-risk activities, corporate objective for 18/19.</li> <li>Due to the lack of resources, general health and safety audits have not been undertaken in the last Qtr. however, a number of reports have been provided in relation to schools sites and other high-risk issues.</li> <li>Review of Health and Safety Policy and Guidance has moved at a pace following recruitment to the Corporate H&amp;S Team.</li> </ul>	<b>B</b>	<b>2</b>	<b>High Priority</b>	<ul style="list-style-type: none"> <li>Health and Safety Team to be imbedded and continue work on priorities within service areas.</li> <li>Health and Safety Schools Service to progress key priority work in schools, including RAMIS Implementation, Fire Safety, Asbestos Management, Legionella Control, Traffic Management and Contractor Management (CDM).</li> <li>Asbestos Management - Responsibility for Asbestos to move to H&amp;S from SED, along with surveying budget - 3 Asbestos Officers being recruited to progress asbestos surveys using RAMIS. All existing asbestos information to be uploaded to RAMIS, to provide access to building managers, technical officers and contractors.</li> <li>Fire Risk Assessment Reviews programme on track, review of fire remedial works across the estate underway, in order to update RAMIS and commission only required Fire Safety works across the estate.</li> <li>Electrical - Significant improvement made on electrical safety, Policy Implemented, RAMIS electrical testing module being implemented with contractor to remove subjective nature of fault categorisation - reducing costs and liability</li> <li>Gas Safety - Significant improvement in compliance, corporate policy to be developed, along with close monitoring of RAMIS remedial tasks.</li> <li>Legionella Management - Contract being set up to undertake reviews of priority sites, updating RAMIS and implementing Written Schemes, Policy to be drafted and internal monthly temperature monitoring regime to be established across the Estate.</li> <li>RAMIS Implementation continues, including reporting to strategic forums across the Council, compliance rating on cyclical tasks has been achieved (80% compliance on high risk cyclical tasks)</li> <li>RAMIS - Reporting to SMT now includes remedial tasks arising out of high risk inspections, further work to be undertaken to review remedial works relating to Fire, Legionella, Gas and Electrical Safety to ensure that priority works are undertaken.</li> <li>H&amp;S Policy and Guidance continues to be reviewed, all new</li> </ul>	<p><b>Christine Salter</b> (Donna Jones)</p> <p><b>Councillor</b> <b>Chris Weaver</b> Finance Modernisation and Performance</p>

Risk Description	Potential Consequence	L	C	Inherent Risk	Current/Existing Controls	L	C	Residual Risk	Proposed Management Action	Risk Owner
									and updated policy and guidance to be agreed by H&S Forum and disseminated across the Council. <ul style="list-style-type: none"> <li>HSE Inspection of Highways Lighting Maintenance and the Council's Electrical Safety Policy completed, no non-compliances identified, changes to policy and localised practice completed.</li> </ul>	
<p><b>16. Climate Change &amp; Energy Security</b></p> <p>Un-preparedness to the effects of climate change due to lack of future proofing for key (social and civil) infrastructure and business development, and inability to secure consistent energy supply due to rising energy costs and insecurity of energy supply</p>	<p>Reputational / Financial / Stakeholder / Service delivery / Legal / Partnership / Community / Health &amp; Safety</p> <p>Climate change will result in more intense and frequent rainfall events causing flooding, impacting:</p> <ul style="list-style-type: none"> <li>Loss of life and personal injury;</li> <li>Direct damage to property, infrastructure and utilities;</li> <li>Contamination and disease from flood and sewer water and flood on contaminated land;</li> <li>Increased cost of insurance;</li> <li>Break up of community and social cohesion;</li> <li>Blight of land and development.</li> </ul> <p><b>SHORT TERM RISKS</b> Climate change is noted to already be affecting the frequency and intensity of rainfall events, making storm events flashier and increasing the rainfall volume. Our existing drainage network has not been designed to accommodate this increase in rainfall and in the short term, there will be an increase in flood events from urban drainage systems.</p> <p><b>LONG TERM RISKS</b> The influence of climate change will increase in the future and continue to have a growing influence on rainfall intensity and frequency. The urban drainage network in Cardiff will increasingly underperform and not be able to accommodate the increase in surface water runoff response time and volume from storm events. Storms will become flashier and carry higher rainfall.</p> <p>Poor management of new development will exacerbate the potential flood risk by not reflecting natural drainage catchments and by not dealing with rainfall at source.</p> <p><b>Fluvial Flooding</b> There are 3 main rivers impacting the City - whilst main rivers are the responsibility of Natural Resource Wales, and as a Local Flood Authority we are not responsible for them, the affects of climate change will result in more flooding i.e. the same short term and long term risks will apply in relation to fluvial flooding.</p> <p>Increased summer temperatures:</p> <ul style="list-style-type: none"> <li>An increase in heat related discomfort, illness and death, increasing pressure on health and emergency services</li> <li>An increase in demand for limited water supplies</li> <li>Damage to temperature sensitive infrastructure (transport systems, electrical systems).</li> <li>Migration of biodiversity.</li> </ul> <p>Inconsistent energy supply and cost:</p> <ul style="list-style-type: none"> <li>Inability to deliver public services</li> <li>Decrease in economic output</li> <li>Disruption to the supply of utilities</li> <li>Increased transport costs</li> <li>Increased costs for heating</li> </ul>	B	1	High Priority	<p>Emergency Management Unit</p> <ul style="list-style-type: none"> <li>Cardiff Council Emergency Management Unit is working through the Local Resilience Forum (LRF) structure to ensure planning is carried out with consideration of flood risk.</li> <li>Cardiff Area Community Risk Register is developed and reviewed on a regular basis by the Cardiff Area Risk Group. It takes into account changes in the national risk register and how those changes affect Cardiff.</li> <li>We are engaging internally with The Welfare of Future Generations Act to integrate the community work with the Councils strategy and externally with voluntary organisations such as C3SC to provide training to community groups across Cardiff</li> <li>Cardiff Council Emergency Management Unit have in place a long term communication strategy in Cardiff in conjunction with multi agency partners highlighting flood awareness alongside other emergency eventualities such as extreme temperatures and how residents, businesses and communities can be aware of the risks in their area and hence better prepare for them should that risk materialise. Cardiff has 5 active community flood plans with others in the planning stage. We have produced a 'Preparing for Emergencies – A Guide for Communities' document which is now available to all agencies and organisations. It provides information on how to prepare, respond and recover from an incident including flooding. The document can be found via the following link; <a href="https://www.cardiff.gov.uk/ENG/Your-Council/Strategies-plans-and-policies/Emergency-Planning-and-Resilience/Emergency-Planning-and-Resilience/Pages/default.aspx">https://www.cardiff.gov.uk/ENG/Your-Council/Strategies-plans-and-policies/Emergency-Planning-and-Resilience/Emergency-Planning-and-Resilience/Pages/default.aspx</a></li> <li>We have further developed our capability to communicate with the public with the development of the EVAC Cardiff App which is now available for both android and apple systems. Alongside the App we are developing a stand-alone website to offer further advice and information to back up the information available via the App.</li> <li>Parts of Cardiff now benefit from flood mitigation schemes, Rhiwbina village has a completed scheme providing flood protection to numerous properties that have been affected by flooding from Whitchurch Brook, Roath area of Cardiff around Waterloo Gardens has a scheme being built now which when complete will give flood protection to approx. 400 properties. This scheme has been developed and funded by Natural Resources Wales and Welsh Government. A coastal flood protection scheme is also being developed for future protection of the coast along Rover way. Emergency Management have been involved in all of these schemes alongside our Highways, Drainage and Water Management teams and the local communities.</li> <li>We also have procedures in place to alert relevant departments within the council to extreme temperatures and work with partner agencies in line with Welsh Governments Heatwave Plan, this can be found via the following link; <a href="http://www.wales.nhs.uk/docopen/218909/">http://www.wales.nhs.uk/docopen/218909/</a></li> </ul> <p><b>Energy Management</b></p> <ul style="list-style-type: none"> <li>The Council procures competitive energy contracts through the Crown Commercial Services on a 6 monthly purchasing window for the following 12 month financial year.</li> <li>Key sites are fitted with back-up generators for emergency backup, specifically for IT systems.</li> <li>The Carbon reduction Strategy 2022 identifies projects and activities through 4 strands in order to achieve a 35% reduction in the council's carbon emissions from electricity and gas by 2022. These include; Renewables, energy Efficiency, Design and Asset Management and Behaviour Change.</li> <li>Control of energy use and demand reduction in the Council Estate <ul style="list-style-type: none"> <li>Energy efficiency measures being installed through Re:Fit and Salix projects</li> <li>NPS Consortium approach to purchasing energy to secure best prices</li> <li>"Behaviour change" and smart control actions to minimise use</li> </ul> </li> </ul> <p>Next phase of Re:Fit and Salix has been finalised</p> <ul style="list-style-type: none"> <li>Increasing local renewable generation <ul style="list-style-type: none"> <li>Solar roof and other on-site renewables delivered and others planned</li> <li>Lamby Way Solar Farm</li> <li>District Heat Network proposals</li> </ul> </li> </ul> <p>Both the Heat Network and Lamby Way Solar Farm schemes have been given authority to proceed by Cabinet, subject to Final Business Case approval</p> <p><b>Flood management</b> Local Flood Risk Management Strategy - The LFRMS integrates; the PFRA, a coastal protection strategy, stakeholder communications and sets a clear corporate approach to flood management. Flood Risk Management Plan - sets out how Cardiff Council will manage</p>	D	1	Medium Priority (Red/Amber)	<p>Emergency Management Unit</p> <ul style="list-style-type: none"> <li>To consider flood risks recognised in the Community Risk Register in the Community Planning/Integrated Partnership process. Community resilience workshops continue in high risk areas.</li> </ul> <p><b>Energy Management</b></p> <ul style="list-style-type: none"> <li>Deliver development of local power generation within city boundaries and with neighbouring LAs by securing heat networks, Deliver the Affordable Warmth Strategy through measures such as ECO3 and energy efficiency opportunities, provide supplementary planning guidance on passive and renewable heating systems to new build and retrofit schemes.</li> <li>Energy security related issues to inform corporate financial systems revised buying and power consumption monitoring arrangements to save money and reduce demand and provide corporate &amp; community planning for Energy City Wide to Business and public sector.</li> <li>Further guidance to be disseminated to service areas on energy security and energy savings opportunities such as implementation of Carbon Culture, delivering extensive energy invest to save programmes on the Council Estate.</li> <li>Submit planning application in Dec 2018 and begin Design and Build procurement for Lamby Way solar Farm, which will feed into Final Business Case.</li> <li>Submit grant application for heat network in Jan 2019 and implement energy efficiency works identified in Re:Fit and Salix projects</li> <li>Present Lamby Way Solar Farm Final Business Case for Cabinet approval in March 2019</li> <li>Present Heat Network Final Business Case for Cabinet approval in Autumn 2019</li> </ul> <p><b>Flood Management Planning</b></p> <ul style="list-style-type: none"> <li>Data collation for monitoring flood risk indicators for 2017/18 has been completed and has fed into the 2nd LDP AMR which was endorsed by Cabinet in September 2018. This is due to be submitted to Welsh Government by the end of October 2018.</li> <li>SuDS approval body (SAB) will be implemented on 7th Jan 2019 requiring sustainable drainage of all new developments, in accordance with statutory/ legislative requirements.</li> <li>Implementation of new flood risk management tool in AMX database to ensure better quality control and promote digital working. Upload and assessment of historical information for review with Flood Risk Regulations 2009 requirements.</li> </ul> <p><b>Sustainable Development Unit</b></p> <ul style="list-style-type: none"> <li>Climate Change is referenced in the Well-Being Assessment and an action included in the Well-Being Plan.</li> <li>Work to be undertaken with both the Covenant of Mayors and the Compact of Mayors (merging to become the Global Covenant of Mayors for Climate Change) to agree a consistent method of emissions reporting and action planning so as to not duplicate efforts and get maximum benefit from the commitments.</li> </ul>	<p><b>Andrew Gregory</b></p> <p><b>Councillor Michael Michael</b> Clean Streets, Recycling and Environment</p>

Risk Description	Potential Consequence	L	C	Inherent Risk	Current/Existing Controls	L	C	Residual Risk	Proposed Management Action	Risk Owner
				High Priority	<p>flooding so that the communities most at risk and the environment benefit the most:</p> <ul style="list-style-type: none"> <li>• Highlighting areas most at risk of flooding from surface water, ordinary watercourses and groundwater in Cardiff Council's area;</li> <li>• Draws conclusions from these risks; and</li> <li>• Sets out the measures that will be implemented over the 6-year cycle to mitigate these risks and make our communities more resilient.</li> </ul> <p>Planning - Project Mgt techniques and partnership working are being used to effectively manage the process of preparing the LDP Annual Monitoring Report (AMR) and a programme of Supplementary Planning Guidance (SPG). A process has been identified and tested to collect data relating to the flood risk indicators. TAN15 of Planning Policy Wales means new development must take future impacts of climate change into account in the design process.</p> <p>Retrofit of SuDS (sustainable drainage) - to remove surface water from piped systems and control surface water at source through schemes such as Greener Grangetown.</p> <p>Atkins have completed the Surface Water SPG and it is with CCC officers for review. Consideration of the document for release in conjunction with Schedule 3 of the Flood and Water Management Act 2010 is to be considered. Data collation for monitoring flood risk indicators completed.</p> <p>Sustainable Development Unit The Council has signed up to both the Compact of Mayors and the Covenant of Mayors. Reporting year 2 data submitted for the Compact of Mayors Carbon Disclosure Project and a Monitoring Emissions Inventory for the Covenant of Mayors Sustainable Energy Action Plan.</p>					
<p><b>17. Coastal Erosion</b></p> <p>Breach of current defences resulting in widespread flooding.</p>	<p>Health &amp; Safety /Reputational/ Financial/ Service Delivery/ Strategic</p> <ul style="list-style-type: none"> <li>• Continued coastal erosion along the coast threatening the Rover Way Traveller site and critical infrastructure including Rover Way and the Rover Way/Lamby Way roundabout</li> <li>• Erosion to two decommissioned land fill sites, with risk of releasing landfill material into the Severn Estuary and having significant environmental impacts</li> <li>• Flood risk to 1,116 residential and 72 non-residential properties over 100 years, including risk to life, property, infrastructure and services</li> </ul> <p>N.B. the predicted rates of erosion threaten the Rover Way Travellers Site and the adjacent electrical substation within 5 years, and further release of large volumes of unknown tip material from the Frag Tip into the Seven Estuary.</p>	B	1	High Priority	<ul style="list-style-type: none"> <li>• There are no controls to avoid the flood and coastal erosion risk event occurring, however incident management arrangements are in place, which whilst not preventative, represent a level of control.</li> <li>• The current adhoc defences along the area are in a very poor condition.</li> <li>• The necessary works are holistic and cannot be phased, therefore the residual risk rate cannot be lowered until the completed construction of the coastal defence scheme in its entirety.</li> <li>• An Outline Business Case (OBC) has been submitted to Welsh Government for review as part of the WG Coastal Risk Management Programme that provides a funding mechanism for 75% of onward capital costs.</li> <li>• A 25% capital matchfunding bid for 18/19 has been submitted &amp; approved subject to WG grant award</li> <li>• Formal application for funding and approval from WG submitted</li> <li>• A Cabinet Office Forward Plan was submitted for March 2018 Cabinet Meeting for funding approval.</li> <li>• The total costs associated with the Design, Early Contractor Engagement and Construction phases have been estimated at £10.9M (WG 75% funding = £8.2M and CCC 25% funding = £2.7M )</li> <li>• Following the approval by Cabinet in March 2018 to progress the delivery of the Rover Way to Lamby Way coastal defence scheme, £638,549 grant has been received from Welsh Government (WG) to develop the Design and Full Business Case for the coastal defence scheme, with WG funding agreed in principal for construction phase, subject to approval of the business case.</li> </ul>	B	1	High Priority	<p>Next steps:</p> <ul style="list-style-type: none"> <li>• Tender process for full business case for preferred option to be procured via the NPS framework - October 2018</li> <li>• Progression of full business case - anticipated for completion end of 2019.</li> </ul>	<p><b>Andrew Gregory</b></p> <p><b>Councillor Michael Michael</b> Clean Streets, Recycling and Environment</p>

Risk Description	Potential Consequence	L	C	Inherent Risk	Current/Existing Controls	L	C	Residual Risk	Proposed Management Action	Risk Owner
<p><b>18. Information Governance</b></p> <p>Information handled inappropriately leaves the Council exposed to intervention and financial penalties issued by the Information Commissioner (ICO). This includes information held by Cardiff Schools.</p>	<p>Reputational / Financial / Legal / Service delivery / Stakeholder</p> <ul style="list-style-type: none"> <li>Leads to the Information Commissioner issuing notices of non-compliance</li> <li>These could consist of: <ul style="list-style-type: none"> <li>a Stop Now Order which would mean that no personal data could be processed by the Council in its entirety</li> <li>An Information Notice which would mean that a service would have to provide information in a very limited period thereby impacting on service delivery</li> <li>Undertaking which requires an Action Plan of Remedial Measures which would be subject to ICO Audit</li> <li>Enforcement Notice requires immediate improvement action to be put in place</li> <li>Financial Penalty up to £500,000 (currently)</li> <li>The General Data Protection Regulation will come into force in May 2018 and puts in place a new Enforcement Regime and financial penalty structure. The maximum fine will be 4% of turnover or 20,000,000 euros</li> </ul> </li> </ul>	A	1	High Priority	<ul style="list-style-type: none"> <li>Information Security Board chaired by the SIRO held quarterly.</li> <li>Suite of Information Governance Policies in place and annually updated.</li> <li>Processes for Information Requests, Data Loss in place.</li> <li>The Information Governance Training Strategy in place and training provided to staff with access to electronic personal data</li> <li>Information Requests and Training compliance monitoring reports provided and reported to Information Security Board, SIRO.</li> <li>ICO Consensual Audit determined that the Council is considered to have a 'reasonable level of assurance' in place</li> <li>Standard Contracts include a clause regarding 3rd Parties processing personal data and obligations in respect of Freedom of Information</li> <li>Processes established through procurement and ICT acquisition processes for ensuring Privacy Impact Assessments are completed if personal data is being processed, including Data Processing Agreement with third party contractors</li> <li>Privacy Impact Assessment Board established to ensure that the Council, when changing systems and processes where personal data is involved, considers relevant legislation.</li> <li>Advice provided to the National Adoption Service, and Service Level Agreements in place for service provisions to Rent Smart Wales and Cardiff Capital Region City Deal as Cardiff Council is the Data Controller for these services</li> <li>Advice and assistance provided to collaborative services of the Educational Consortium, Vale, Valleys and Cardiff Regional Adoption Service and Shared Regulatory Service where Cardiff is not the Data Controller</li> <li>Advice and Guidance Service in operation to Cardiff Schools (with the exception of Eastern High and St Illyds) to support compliance within schools and governing bodies</li> <li>Advice and guidance available to Directors and Lead Officers on the Information Governance aspects of Alternative delivery Models</li> <li>Digitisation of Records forms part of the considerations of the OD Programme for services becoming 'digital by default' and programmes of digitisation support provided to services where contracted.</li> <li>Corporate Retention schedule in place and updated annually in line with any legislative changes</li> <li>Information Governance Maturity Model established to monitor risks against areas of information governance to feed into corporate risk status</li> <li>The Digitalisation of Paper Records Strategy and associated business process changes is in place</li> <li>A Corporate external storage contract is in place to improve processes and financial spend on storage of paper records externally</li> <li>The Council's Data Processing Agreement template has been updated to ensure that this remains compliant with the requirements of the Data Protection Act</li> <li>GDPR Implementation Plan is in place and a GDPR Implementation Group has oversight of progress and will escalate issues to the Operational Manager Information Governance and Risk Management and the Council's SIRO.</li> </ul>	D	1	Medium Priority (Red/Amber)	<ol style="list-style-type: none"> <li>Completion of the GDPR Implementation Plan (6 months)</li> <li>Improve the IG Training compliance to meet the target of 100% (3 months)</li> </ol>	<p><b>Christine Salter</b> (Vivienne Pearson)</p> <p><b>Councillor Chris Weaver</b> Finance Modernisation and Performance</p>
<p><b>19. Increase in Demand (Childrens' Services)</b></p> <p>Failure to effectively manage demand resulting in increase in number of looked after children and the service and financial pressures this presents.</p>	<p>Reputational / Community / Legal / Financial / Stakeholders / Service delivery</p> <ul style="list-style-type: none"> <li>Family breakdown leading to children becoming looked after</li> <li>Growth in the number of children entering the looked after system and associated costs for the Authority</li> <li>Insufficient placements to meet need</li> <li>Children are less likely to achieve their potential and to be fully participating citizens</li> <li>Life chances for children are reduced</li> <li>Delays in issuing care proceedings because of existing capacity in both Childrens' and Legal Services</li> <li>Challenges in 'improving outcomes for children 'Challenges in effectively managing Service and financial pressures</li> <li>Significant increase in demand for residential and foster care placements for LACr resulting in increase in numbers placed outside Cardiff</li> </ul>	B	1	High Priority	<ul style="list-style-type: none"> <li>Early Help Strategy</li> <li>Information, Advice and Assistance functions (including implementation of Dewis Cymru and Support 4 Families)</li> <li>Locality working</li> <li>Interface Protocol for Childrens' Services with Children's Team Around Family (TAF) AND Disability Team Around the Family (DTAF) agreed and implemented</li> <li>Families First/Team Around the Family</li> <li>Flying Start</li> <li>FISS Rapid Response Service</li> <li>Adolescent Resource Centre</li> <li>Legal tracker and Legal surgery</li> <li>Direct Payments</li> <li>Young Carers Action Plan</li> </ul>	C	1	High Priority	<ul style="list-style-type: none"> <li>Partnership arrangements for delivery of Child and Adolescent Mental Health Service (CAMHS) to be reviewed</li> <li>Refresh of Early Help Strategy by 12 months +</li> <li>Mobilisation of New Families First Services by Sept 18</li> <li>Support for Families Project Board</li> <li>Embedding Improving Outcomes for Children Programme Programme Board and project groups beneath it.</li> <li>Recommissioning of Families First Services for disabled children and young people by 31.3.19</li> </ul> <p>DDP 18/19 update :</p> <ul style="list-style-type: none"> <li>Improve recruitment and retention of children's social workers, ensuring the Council achieves and maintains a vacancy rate below 18% by March 2019 to raise standards and drive the quality and competency levels of staff through effective workforce dev in order to enable those with care and support needs to achieve what matters to them (DP13-CS)</li> <li>Continue to implement a sustainable finance and service delivery strategy across Children's and Adult Services throughout 2018/19, where the commissioning and delivery of services is evidence based, outcome focussed and commercially sound (CP15-SS)</li> </ul>	<p><b>Sarah McGill &amp; Claire Marchant</b></p> <p><b>Councillor Susan Elsmore</b> Social Care, Health &amp; Well-being</p> <p><b>Councillor Graham Hinchey</b> Children &amp; Families</p>

Risk Description	Potential Consequence	L	C	Inherent Risk	Current/Existing Controls	L	C	Residual Risk	Proposed Management Action	Risk Owner
									Q1 report update : <ul style="list-style-type: none"> <li>New National Social Work Recruitment Campaign. Newly refreshed UK wide recruitment campaign underway in Q1. The 'strap-line' for Cardiff's Children's Service is 'With You... With the Child... Every step of the way! There was a huge investment into Children's Services during 17/18, allowing the creation of new teams and services. However, there are still many posts to recruit into. The campaign aims to recruit passionate and innovative social workers into the service by highlighting the amazing opportunities available, plus emphasising the benefits of working for Cardiff Council. 35 posts have been advertised in the first phase. In conjunction with HR People Services, planning is underway to target Ireland in the second phase and to apply for a Sponsorship License to recruit outside the European Union and the wider Economic European Area. The ambition is to support the workforce by reducing caseloads so that social workers can do what they do best; work directly with children, young people and their families. Staff in Social Services were encouraged to spread the word to family and friends and share on social media to maximise publicity</li> </ul>	
<p><b>20. Delivering Capital Ambition Programme</b></p> <p>Projects within the Programme fail to deliver the change required to ensure the implementation of the Administration's agenda and to refocus services to meet the challenges faced by the Council and the city's wider public services.</p>	<ul style="list-style-type: none"> <li>Failure to deliver the Administration's Capital Ambition statement.</li> <li>Failure to respond to the key financial and organisational challenges that dominate the medium term planning horizon of the Council.</li> <li>Vital services will not be protected if we fail to find more efficient ways of working.</li> <li>Reputational impact if services do not meet increasing customer expectations.</li> <li>Public services are not delivered efficiently or effectively and fail to deliver joined up services to the public.</li> <li>Lack of a programme management approach to the delivery of these significant projects will result in lack of governance and failure to report project progress to relevant stakeholders in a timely manner.</li> <li>Reputational risk with our external regulators if the CADP is not delivering on time and does not have robust governance arrangements in place.</li> </ul>	B	1	High Priority	<ul style="list-style-type: none"> <li>Governance arrangements established and led by the Chief Executive. The Modernisation component of the Capital Ambition Delivery Programme is led by the Corporate Director Resources; and the Resilient Services component is led by the Corporate Director People and Communities.</li> <li>Disciplined approach, where risk assessment forms an integral part of the approach to change</li> <li>Programmes and projects initiated with dedicated resources.</li> <li>Experienced gained by managing programmes and projects over a number of years, building on lessons learned.</li> <li>An extensive training programme for the Capital Ambition Delivery Team has been rolled during 2017/18 to ensure both project management and business analyst's skills and knowledge are enhanced.</li> <li>Building capacity and capability across the organisation through development opportunities and skills transfer.</li> <li>Appropriate engagement and stakeholder management, including Trade Union meetings and updates for PRAP, Scrutiny and Internal Audit.</li> <li>Continued implementation of Programme &amp; Project Management Database to enhance management information and reporting. Investment Review Board review/approve Business Cases and prioritise resources.</li> <li>SMT acts as the Sponsoring Group and receives regular updates on programme and project progress. All Programme Briefs are submitted to SMT for discussion prior to them being signed off at the relevant programme board.</li> <li>Cabinet report dated 14th December 2017, approved the Delivering Capital Ambition Programme.</li> <li>The Cabinet Performance and Delivery Group has been established and will receive Programme updates on a quarterly basis.</li> <li>The Capital Ambition Delivery Programme (CADP) supersedes and replaces the Organisational Development Programme that had been in place since May 2014.</li> <li>All Programme Briefs have been signed off by SMT and the relevant programme boards.</li> <li>Project briefs have been developed for a number of projects within the CADP.</li> </ul>	D	2	Medium Priority (Red/Amber)	<ul style="list-style-type: none"> <li>Project briefs will continue to be developed during quarter 2 &amp; 3.</li> <li>The current Organisational Development Programme has been closed down with programme closure reports completed.</li> <li>Governance arrangements will be reviewed in quarter 3 of 18/19 to ensure the projects within the CADP are being managed effectively.</li> <li>Programme dashboards have been developed with performance leads to ensure we capture both performance and project data and these have been reported into the relevant Programme Board. These will continue to be developed during quarter 3.</li> <li>Portfolio dashboards (for Modernisation and Resilient Services) are being developed and will be taken to SMT early in quarter 3. Monthly meetings are also taking place between the relevant SRO and the Portfolio Manager from the CADT. Project executives are invited to these meetings, as and when required, to provide project updates.</li> </ul>	<p><b>Christine Salter</b> (Dean Thomas)</p> <p><b>Councillor Chris Weaver</b> Finance Modernisation and Performance</p>
<p><b>21. Legal Compliance</b></p> <p>Changes in services and staff roles across the Council resulting in:</p> <ul style="list-style-type: none"> <li>gaps in Council wide knowledge of the local authority framework of responsibilities and duties within which we have to operate;</li> <li>inability to deliver the services in accordance with all duties and responsibilities due to lack of resource:</li> </ul> <p>In each case leading to increased risk of challenges.</p> <p>Reduction and changes in front-line services, discretionary and statutory, will lead to increased risks of challenge from users and other stakeholders affected.</p>	<p>Reputational / Legal / Financial / Service delivery</p> <ul style="list-style-type: none"> <li>Increase in number of challenges and complaints with consequences in terms of already stretched resources and impact of adverse decisions</li> <li>Implementation of decisions delayed due to challenges and potentially fatally disrupted.</li> <li>Impact on projects if reputation for sound management and implementation of projects is damaged</li> <li>Major incident.</li> <li>Adverse press/media reaction</li> <li>Involvement from Welsh Government in terms of performance standards or measures.</li> <li>Increased costs</li> <li>Impact on capacity to deal with proactive legal work</li> </ul>	B	2	High Priority	<ul style="list-style-type: none"> <li>Professional internal legal and financial advice provided to a high standard.</li> <li>Maintaining robust decision making process with legal implications on all Council, Cabinet and Committee reports and Officer Decision Reports at Director level.</li> <li>Appropriate use of NPS Legal Services by Solicitors Framework to increase resilience.</li> <li>Dedicated teams in specialist areas e.g. equalities, FOI / DPA.</li> <li>Sharing training/publications received.</li> </ul>	D	2	Medium Priority (Red/Amber)	<ul style="list-style-type: none"> <li>Project briefs will continue to be developed during quarter 2.</li> <li>The current Organisational Development Programme will be closed down with programme closure reports being developed during Q1 18/19 and finalised in the early part of quarter 2.</li> <li>Governance arrangements will be reviewed in quarter 3 of 18/19 to ensure the projects within the CADP are being managed effectively.</li> <li>Programme dashboards are being developed with performance leads to ensure we capture both performance and project data, that will then be reported into the relevant Programme Board and SMT. These dashboards should be available during quarter 2 of 18/19.</li> <li>Prioritisation of work to make best use of internal expertise (including programme of projects in accordance with SMT decision)</li> <li>Further development of standard precedents with guidance for use in cases of low value/low risk/repetitive matters</li> <li>Provide legal training to Directorates to develop knowledge within Directorates of specific statutory functions.</li> <li>Encourage Directorates to ensure reports are discussed at preliminary stage in development to ensure all legal issues are addressed early</li> </ul>	<p><b>Davina Fiore</b></p> <p><b>Councillor Huw Thomas</b> Leader</p>

Risk Description	Potential Consequence	L	C	Inherent Risk	Current/Existing Controls	L	C	Residual Risk	Proposed Management Action	Risk Owner
<p><b>22. Education – Schools Delegated Budgets</b></p> <p>Secondary Schools with deficit budgets do not deliver agreed deficit recovery plans, impacting on the overall budgets for all schools.</p>	<p>Reputational / Legal / Financial.</p> <ul style="list-style-type: none"> <li>Budget implications.</li> <li>Educational standards falling behind other LA's.</li> <li>Potential impact on Estyn judgement for LA.</li> <li>Intervention from WG</li> </ul>	A	2	High Priority	<ul style="list-style-type: none"> <li>The 2018/2019 delegated budget allocations were issued to schools in early March 2018 and monitoring arrangements put in place for those schools showing financial concern.</li> <li>Officers from Education and Financial Services have started to work with individual schools through Headteachers and Governing Bodies to formulate Medium Term Financial Plans (MTFP) to seek to either balance individual school deficits within four financial years or to ensure that the accumulated deficits were frozen or slowed as much as possible.</li> <li>The previous fall in pupil numbers for certain schools made it clear that a longer period than four years was needed in order to achieve a balanced medium term position</li> <li>Officers continue to monitor and challenge those schools in deficit before allowing any additional financial commitments, both staffing and other expenditure.</li> <li>Work ongoing with all schools but focussed targeting on specific secondary schools to continue to dampen the growth in deficits and ensure that those that do occur are recoverable.</li> <li>Reviewing closely with Education Management Team and SOP in particular as to the opportunities available to address short medium term fall in pupil numbers for certain secondary schools</li> <li>For each school in deficit, the Council has identified a monitoring officer to provide an independent challenge to the school. This is in addition to the LFM Officer currently supporting that school</li> <li>Individual school budget monitoring positions reported to Education Management Team on a quarterly basis</li> <li>Officers have exercised the statutory powers of intervention in three secondary school governing bodies which is beginning to have a positive impact on the ability of the Council to ensure schools meet the targets set out in their deficit recovery plans.</li> <li>School Budget Forum has agreed a revised protocol for responding to schools in deficit and this needs regular review with a tightening on the number of deficit budgets accepted. This has been reflected in the harder message contained within the 2018/19 school budget letters and the 2018/19 Budget Report.</li> <li>Finance Officers continue to meet with Challenge Advisers to discuss individual schools in respect of their financial and school standard performance.</li> <li>The Council has been able to protect school delegated budgets over and above the Welsh Government threshold and a smaller number of schools than in 17/18 have been identified as requiring meeting with S151 officer and senior education officers. These meetings took place in April and early May.</li> <li>The Council will also introduce an increased level of scrutiny of school curriculum plans through support identified with the Central South Consortium.</li> </ul>	B	2	High Priority	<ul style="list-style-type: none"> <li>Council make full use, if necessary, of formal warnings and powers of intervention.</li> <li>Officers exercise the statutory powers of intervention on a school or schools in deficit who are unable to provide a medium term financial plan, this may involve removing delegation from a Governing Body.</li> <li>Officers explore through the School Organisation Planning process how different organisational arrangements for schools would affect the supply of pupils to schools thus affecting their delegated budgets. This will include an understanding of the long term impact of any unused school supply places on the funding formula.</li> <li>Work is continuing with the School Budget Forum and consortium to ensure that the formula funding mechanism is transparent and remains fit for purpose whilst considering any interaction or impact of any grant allocation decisions.</li> <li>Maintaining the need for financial probity whilst ensuring that each school has the opportunity to improve school standards.</li> <li>Working with consortium to ensure that maximising value from constituent parts of Education Improvement Grant is secured and that there is clarity of allocation mechanism for 2018/19 and beyond.</li> <li>Following consultation with the School Budget Forum an audit of budget impact on individual schools was undertaken during the Summer Term 2018. A higher response rate than in the previous year is expected and will feed into the discussion regarding the medium term financial plan.</li> <li>To arrange workshop sessions in Autumn 2018 with all schools regarding the impact of the Council's MTFP.</li> </ul>	<p><b>Nick Batchelar</b> (Neil Hardee)</p> <p><b>Councillor Sarah Merry</b> Deputy Leader &amp; Education, Employment &amp; Skills</p>
<p><b>23. Fraud, Bribery and Corruption</b></p> <p>Fraud, financial impropriety or improper business practices increase as internal controls are weakened as resources become severely stretched.</p>	<p>Reputational / Financial / Legal / Service delivery / Stakeholder</p> <ul style="list-style-type: none"> <li>Increase in frauds and losses to the Council.</li> <li>Reputational risk as more frauds are reported.</li> <li>Increased time investigating suspected fraud cases.</li> </ul>	B	2	High Priority	<ul style="list-style-type: none"> <li>The Council communicates a zero tolerance approach to fraud, bribery and corruption.</li> <li>Regular review of relevant policies and procedures e.g. the Fraud, Bribery and Corruption Policy, Money Laundering Policy and Disciplinary Policy.</li> <li>Financial Procedure Rules and Contract Standing Order and Procurement Rules frameworks have been reviewed, approved and training rolled out.</li> <li>Work on the National Fraud Initiative exercises led by the Internal Audit, Investigation Team, in collaboration with the Cabinet Office and Wales Audit Office.</li> <li>Receipt and dissemination of fraud intelligence alerts from law enforcement agencies.</li> <li>Regular reports to the Section 151 Officer and Audit Committee and the Chief Executive.</li> <li>Audit Committee review and assess the risk management, internal control and corporate governance arrangements of the authority.</li> <li>Independent assurance from Internal and External Audit on the effectiveness of governance, risk and control.</li> <li>Ongoing delivery of briefings to Schools on fraud and control risks.</li> <li>Cardiff Manager Programme includes session on risk management and compliance / control.</li> <li>Provision of disciplinary management information on DigiGov.</li> <li>Multi-team collaboration in the development of the current Disciplinary Policy and supplementary guidance materials.</li> <li>Mandatory disciplinary e-learning module for all managers to complete and a programme of mandatory e-learning modules and training for Disciplinary Hearing Chairs, Investigating Officers and Presenting Officers.</li> <li>Training programme for disciplinary investigation note takers, developed and delivered by the Internal Audit, Investigation Team.</li> <li>A Fraud Publicity Strategy has been approved, to publicise the Council's approach to counter fraud work / sanction activity and explain the roles and responsibilities of key parties.</li> </ul>	D	2	Medium Priority (Red/Amber)	<ul style="list-style-type: none"> <li>Communication plan set up in order to raise profile of Fraud awareness and ensuring that consequences of weak controls in place are fully understood across the organisation. This will include the Fraud Bribery Corruption Policy with awareness and education sessions.</li> <li>Investigation Team to liaise with the Monitoring Officer and agree a policy for monitoring employees at work and a management framework for its enactment as well as undertaking online investigations.</li> <li>Internal Audit to sample Disciplinary Hearing outcomes, challenge consistency of disciplinary sanctions and report findings to the Section 151 Officer and Audit Committee.</li> <li>Review and use the management information produced by HR in respect to the Disciplinary Policy and the production of management information</li> <li>Measure the effectiveness of fighting fraud and corruption against the CIPFA strategy by the end of Q4 2018/19.</li> </ul>	<p><b>Christine Salter</b> (Ian Allwood)</p> <p><b>Councillor Chris Weaver</b> Finance Modernisation and Performance</p>
<p><b>24. Workforce Planning</b></p> <p>Importance of forecasting and planning to build capability and</p>	<p>Reputational / Financial / Stakeholder / Service delivery</p> <ul style="list-style-type: none"> <li>Poor service delivery due to ineffective use of resources.</li> </ul>	B	2	High Priority	<ul style="list-style-type: none"> <li>Workforce Strategy developed and agreed by Cabinet in April 2015 and programme developed to encompass a number of projects relating to the requirements around this risk, including Workforce planning, Learning &amp; Development, PPDR review and Employee Voice.</li> </ul>	B	3	Medium Priority (Red/Amber)	<ul style="list-style-type: none"> <li>Renewed Workforce strategy for 2018-2021 due to be presented to Cabinet July 2018</li> <li>Continued roll out of revised toolkit across the organisation during quarter 2 2018</li> </ul>	<p><b>Christine Salter</b> (Philip Lenz)</p>



Risk Description	Potential Consequence	L	C	Inherent Risk	Current/Existing Controls	L	C	Residual Risk	Proposed Management Action	Risk Owner
capacity for the future is not fully recognised and embedded.	<ul style="list-style-type: none"> <li>Lack of resources with the knowledge and skills the Council requires for future delivery</li> <li>Loss of resources and recruitment problems.</li> <li>Poor morale</li> <li>Loss of experienced staff members including managers</li> <li>Reduce the likelihood of attracting high calibre managers to Cardiff Council</li> <li>Risk of not meeting statutory and legislative requirements in relation to specific workforce requirement e.g. social care.</li> <li>Risk of workforce not representing the communities to which services are delivered..</li> </ul>				<ul style="list-style-type: none"> <li>The Workforce planning project has a completed project brief identifying a number of key outputs</li> <li>Workforce planning dashboard data provided to each Directorate to inform Directorate Delivery Planning discussions and development.</li> <li>Research and benchmarking undertaken to help inform WFP approach going forward; including – attendance at WLGA – Work Force Planning Wales event - LGA/ Skills for Local Government hosted COP event.</li> <li>HR working with Directorates where required, to help identify appropriate strategies to support their WFP agenda.</li> <li>Children's Services have developed a Workforce Strategy for their area which is being reviewed on a regular basis.</li> <li>Resources have held a workshop which focussed on Professional and Technical areas to inform the key skills required for the Directorate going forward.</li> <li>Work has taken place with Cardiff and Vale College to roll out an Essential Skills diagnostic tool to frontline employees through Commercial Services</li> <li>A programme of NVQ study is being discussed with Cardiff &amp; vale College and Commercial Services are coming forward with cohorts of employees to attend.</li> <li>Employee surveys carried out to identify areas where further employee engagement / development can be focused.</li> <li>Work has been carried out with WLGA and WAO to look at a Wales wide workforce planning process for use within Local Authorities.</li> <li>Project brief for Workforce Planning provides full details of milestones and implementation dates.</li> <li>A review of the courses provided by the Cardiff Academy has taken place to ensure that these meet the skills requirements for the future.</li> <li>The Council is committed to providing apprenticeships and traineeships for young people and this programme will be enhanced further with a specific target of 100 opportunities for 2017/18.</li> <li>Workforce planning tool kit has been rolled out to pilot areas and workshops taking place between May and September 2017.</li> <li>Feedback from pilots has been received and allowed for the toolkit to be reviewed.</li> <li>Full rollout of Workforce planning toolkit to take place in 2018/19.</li> <li>Workforce planning toolkit presented to SMT in April 2018, and roll out across organisation commenced in first quarter.</li> </ul>			Amber)	<ul style="list-style-type: none"> <li>The Council is reviewing its resourcing strategies to ensure that it is a considered employer for young people leaving school, college and universities.</li> <li>As part of the Workforce Strategy Cabinet report, recruitment advertising to be reviewed and processes put in place to ensure that adverts are reaching hard to reach groups</li> <li>Work is taking place to identify areas where the employee group is not representative of the communities and actions identified of what could be done to improve this</li> <li>Actions being taken to improve the accessibility to Welsh language either through the recruitment process or through the training and development of current employees</li> <li>Development to take place of a corporately agreed skills set for the future delivery of services so that all employees and posts can be measured against this skill set to identify learning and development gaps</li> <li>An IT solution to be sourced during 2018/19 in order to develop workforce planning further and to ensure that the Council has available the data it requires to ensure efficient workforce planning in the future.</li> </ul>	Councillor Chris Weaver Finance Modernisation and Performance

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**CALCULATION OF COUNCIL TAX BASE**

**FINANCE, MODERNISATION AND PERFORMANCE  
(COUNCILLOR WEAVER)**

**AGENDA ITEM: 8**

**Reason for this Report**

1. The information is required by the Welsh Government under its powers in section 68 of the Local Government Finance Act 1992, as amended. Cabinet has the authority to approve the Council Tax Base following the determination by Council in 2013 which delegated such further decisions to Cabinet.

**Background**

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

**Issues**

3. The Council Tax Base calculation is a complex annual exercise that is used by the Welsh Government (WG) for the distribution of Revenue Support Grant. It is also used by the Council for calculating the Council Tax charges for each year. Appendices A to G set out the detailed

calculation. As the Appendices are in a format prescribed by WG the following points explain the details included in those Appendices.

- The number of domestic dwellings in the valuation list in force at the 31 October is used and adjusted to take account of anticipated new properties, demolitions, appeals and exemptions which is represented as chargeable dwellings (line A1 Appendix A).
- Properties in receipt of disablement relief receive a reduction of 1 band in their amount payable. Lines A2 and A3 reflect these adjustments. For example the number of properties in band B (at line A1) amounting to 18,288 is reduced by 81 for those that will receive the 1 band reduction and increased by 294 for those properties coming down from band C. This gives a new total of 18,501.
- An estimate of the number of single person discounts (B2) and empty property discounts (B3) are also taken into account in the calculation. Line C1 represents the total number of equated single person discounts (25% discount each). This total is then divided by 4 to convert to assumed full properties and deducted from line A3 to reach the weighted total in line C2.
- To convert the total in each band to a band D equivalent the appropriate ratio as set out in line C3 is applied to reach the total band D equivalents in C4.

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

<b>2018/19</b>		<b>2019/20</b>
145,588.58	Total Discounted chargeable dwellings: band D equivalent (a)	147,665.11
98.5%	Estimated Collection Rate (b)	98.5%
143,404.75	(a) x (b)	145,450.13
48.55	M.o.D. exempt dwellings: band D equivalent	48.55
<b>143,453.30</b>		<b>145,498.68</b>
<b>(143,453)</b>		<b>(145,499)</b>

The table above shows an increase in the Council Tax Base of 2,046 properties at band D equivalent.

5. The rate of property growth in the city has increased and this year there has been a further emphasis on dedicated student properties. At the time that the Council Tax Base was set last year, it was anticipated that an additional 1,886 properties would come into the Council Tax list during 2018/19 of which 535 would be student properties.
6. There has been a significant increase in the number of properties in receipt of student exemptions. There was an expectation that there

would be a general movement of students away from the traditional terraced housing into the new purpose built student accommodation. The assumption was that this movement and the general increase in student numbers would result in an increase in overall costs of exemptions but it would be mitigated by some movement out of the traditional houses. So far this year, there has been an increase in new purpose built properties without the reduction in traditional student properties.

7. Alongside the changes in property numbers and predicted exemptions there is an additional factor to be considered this year. Council, on 29 November approved the removal of the 50% discount that is currently granted to dwellings that are unoccupied and unfurnished and the impact of this discount has been built into the 2019/20 council tax base calculation. Cabinet, at their meeting on 15 November approved a public consultation on the application of discretionary powers that are available to charge council tax premiums for long term dwellings. No account of the potential premiums has been included as premiums do not form part of the calculation of the council tax base.
8. As a result of the matters identified above, the calculations have been updated to ensure that they accurately reflect the current demographic makeup of properties and occupancy within the city . As a result of this, the net overall position in the Council Tax Base for 2019/20 has increased due to the removal of the 50% discounts together with the adjustments relating to the property growth and associated predictions of exemptions within the city. In future years due to the Local Development Plan and Cardiff Living (formerly the Housing Partnership Programme) it is anticipated the scale of development will continue to see significant increases in new properties each year and commensurate increases in the tax base.
9. WG assume 100% of the tax base for Revenue Support Grant, however, for Council Tax setting purposes it is necessary to assume an ultimate collection rate for 2019/20. It is proposed to keep the ultimate collection rate at 98.5%. As can be seen in the following table, since 2013/14 the ultimate collection rate has increased from 97.7% to the current level of 98.5%, an increase of 0.8%. Due to potential impacts including the roll out of universal credit and the impact on council tax reduction; the removal of the option for committal as part of recovery action; the change to discounts together with uncertainties about the economy and inflation, it is prudent to continue with the current estimated ultimate collection rate for 2019/20. This position will continue to be kept under review and closely monitored.

Financial Year	Ultimate Collection Rate
2013/14	97.7%
2014/15	98.2%
2015/16	98.3%
2016/17	98.5%
2017/18	98.5%
2018/19	98.5%

## Schedule of precept payments

10. Regulations require that by 31 December each year the Council inform each of its precepting authorities of the proposed dates of monthly precept payments in the following year and determines a payments schedule by 31 January.
11. Currently instalment payments to The Police and Crime Commissioner for South Wales are paid on the last working day of each month and to the Community Councils on 1 April, and it is recommended that these arrangements should continue for 2019/20.

## **Reasons for Recommendations**

12. It is a statutory obligation for the Council to agree its Council Tax Base annually and this figure is used for Council Tax setting.

## **Legal Implications**

13. The Council Tax Base is essentially the constituency of Council Tax payers having regard to the fact that some persons will be entitled to reductions in Council Tax and others will be eligible for exemptions from payment. The Council Tax Base is calculated in accordance with a complicated formula laid down in the Local Authorities (Calculation of Council Tax Base) (Wales) Regulations 1995, as amended.
14. The central provision is regulation 3, which provides that the Council Tax Base is calculated by multiplying the total of the 'relevant amounts' by the authority's estimate of its collection rate for the year. It is therefore necessary to identify both the 'relevant amount' and the 'collection rate'.
15. Regulation 3 of the Local Authorities (Calculation of Council Tax Base) and the Council Tax (Prescribed Classes of Dwellings) (Wales) (Amendment) Regulations 2000 inserts a new regulation 5A into the 1995 Regulations. This provides for the calculation of "the relevant amounts" by a billing authority for financial years beginning on or after 1 April 2005. The relevant amount for each Council Tax band is a measure of the number of dwellings in that band after taking account of exempt dwellings and discounts.
16. The 'relevant amount' is the maximum sum which the authority would recover in respect of the dwellings in the particular band. However, the regulations anticipate that this will not always be the case. Thus in order to ascertain the Council Tax Base, it is necessary to determine the collection rate. This is governed by regulation 3 of the 1995 Regulations. The Council must estimate its collection rate for the financial year by estimating the aggregate of the amounts in respect of Council Tax for the year which are likely to be paid to the Council expressed as a proportion of its estimate of the total of such amounts which are payable to the Council taking into account certain discounts. In order to calculate the Council Tax Base, the authority then adds up the total of the relevant amounts previously calculated and multiplies this by the estimate of the

collection rate. This leaves the 'Council Tax Base'. The sum which the authority has calculated must be raised locally and is then divided by the Council Tax Base figure to give the 'basic amount of Council Tax' as defined in section 33 of the Local Government Finance Act 1992.

17. The relevant day for the financial year commencing 1 April 2019 will be 31 October 2018.
18. All decisions taken by or on behalf the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers of behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. standing orders and financial regulations; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

### **Financial Implications**

19. The Council Tax Base will be used to set the specific Council Tax charges for 2019/20 when the budget is approved. There are a large number of variables that are included in this calculation such as new properties, demolitions, effect of appeals, changes to discounts and exemptions and it is important to ensure that the resulting estimate of properties is as accurate as possible. A small percentage variance could result in a large difference against the budget. The tax base calculation is also used by the Welsh Government for the determination of the distribution of Revenue Support Grant. The final financial settlement from the Welsh Government will include the redistribution impact of these figures across Wales.
20. The increase in the tax base, as set out in this report, is estimated to generate an additional £2,839,889 in 2019/20 without raising the actual rate of tax. However, of this total £926,503 relates to the decision to abolish the 50% empty property discount which will increase council tax charges for some individuals who currently are not required to pay the full amount. The £2,839,889 represents additional revenue for the Police and Crime Commissioner for South Wales of £477,782 whilst Cardiff Council will receive an additional £2,362,107. At present, this is not taken into account in the draft budget position. Established practice is to wait until the Final Financial Settlement from WG before taking any benefits from increased Council Tax Base. This is due to the fact that if a Council's Council Tax Base increases relative to the tax base of other Councils, then Revenue Support Grant will reduce as a direct consequence.

### **RECOMMENDATIONS**

Cabinet is recommend to agree that

- (1) the calculation of the Council's tax base for the year 2019/20 be approved;
- (2) that pursuant to this report and in accordance with the Local Authorities (Calculation of Tax Base) (Wales) Regulations 1995, as amended, the amount calculated by Cardiff Council as its Council Tax Base for the year 2019/20 shall be 145,499;
- (3) that pursuant to this report and in accordance with the Local Authorities (Calculation of Tax Base) (Wales) Regulations 1995, as amended, the amounts calculated by the Council as the Council Tax Base for the year 2019/20 in the community areas subject to a precept shall be as follows:-

Lisvane	2,409
Pentyrch	3,280
Radyr	3,783
St. Fagans	1,423
Old St. Mellons	1,828
Tongwynlais	817

- (4) that the arrangements for the payment of precepts in 2019/20 to the Police and Crime Commissioner for South Wales to be by equal instalments on the last working day of each month from April 2019 to March 2020 and the Community Councils be by one payment on 1 April 2019, be on the same basis as that used in 2018/19 and the precepting authorities be advised accordingly.

<b>SENIOR RESPONSIBLE OFFICER</b>	<b>CHRISTINE SALTER</b> Corporate Director Resources
	7 December 2018

*The following Appendices are attached:*

- Appendix A: Calculation of the Council Tax Base for the City and County of Cardiff
- Appendices B-G: Calculation of the Council Tax Base for the 6 Community Councils



**CARDIFF COUNCIL  
COUNCIL TAX BASE CALCULATION FOR 2019/20**

**APPENDIX A**

DESCRIPTION	BAND A*	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	BAND I	TOTAL
Dwellings per V.O. listing	0	4,028	19,177	32,613	35,319	29,723	21,060	9,999	2,716	1,433	156,068
All Chargeable Dwellings (A1)	0	3,623	18,288	31,055	33,477	25,660	19,444	9,578	2,631	1,407	145,163
Disabled (A2)	0	8	81	294	374	357	331	187	45	54	1,731
Adjusted chargeable Dwellings (A3)	8	3,696	18,501	31,135	33,460	25,634	19,300	9,436	2,640	1,353	145,163
Dwellings with no discount (B1)	2	814	8,742	18,047	20,750	17,586	14,528	7,630	2,219	1,198	91,516
Dwellings with one discount (B2)	6	2,882	9,759	13,088	12,710	8,048	4,772	1,806	421	155	53,647
Dwellings with two discounts (B3)	0	0	0	0	0	0	0	0	0	0	0
Total number of discounts (C1)	6	2,882	9,759	13,088	12,710	8,048	4,772	1,806	421	155	
Weighted Total (C2)	6.50	2,975.50	16,061.25	27,863.00	30,282.50	23,622.00	18,107.00	8,984.50	2,534.75	1,314.25	
Band D Relation (C3)	5/9	6/9	7/9	8/9	1	11/9	13/9	15/9	18/9	21/9	
Band D Equivalent (C4)	3.61	1,983.67	12,492.08	24,767.11	30,282.50	28,871.33	26,154.56	14,974.17	5,069.50	3,066.58	147,665.11

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**CARDIFF COUNCIL  
COUNCIL TAX BASE CALCULATION FOR 2019/20**

**APPENDIX B**

**LISVANE**

DESCRIPTION	BAND A*	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	BAND I	TOTAL
Dwellings per V.O. listing (+ projections)	0	0	2	12	53	59	153	736	282	200	1,497
Exemptions	0	0	-1	-2	-6	-2	-4	-10	-3	-2	-30
Chargeable Dwellings	0	0	1	10	47	57	149	726	279	198	1,467
Disabled totals	0	0	0	0	0	4	10	5	1	0	20
Adjusted Total	0	0	1	10	51	63	144	722	278	198	1,467
Dwellings with two discounts	0	0	0	0	0	0	0	0	0	0	0
Dwellings with one discount	0	0	0	9	29	21	40	133	45	23	300
Dwellings with no discount	0	0	1	1	22	42	104	589	233	175	1,167
Total number of discounts	0	0	0	9	29	21	40	133	45	23	
Weighted Total	0.00	0.00	1.00	7.75	43.75	57.75	134.00	688.75	266.75	192.25	1,392.00
Band D Relation	5/9	6/9	7/9	8/9	1	11/9	13/9	15/9	18/9	21/9	
Band D Equivalent	0.00	0.00	0.78	6.89	43.75	70.58	193.56	1,147.92	533.50	448.58	2,445.56
Estimated Collection Rate											98.5%
Tax Base											2,408.88

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# CARDIFF COUNCIL COUNCIL TAX BASE CALCULATION FOR 2019/20

APPENDIX C

## PENTYRCH

DESCRIPTION	BAND A*	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	BAND I	TOTAL
Dwellings per V.O. listing (+ projections)	0	2	82	242	322	393	837	442	169	93	2,582
Exemptions	0	-1	-6	-9	-8	-4	-8	-5	-2	-1	-44
Chargeable Dwellings	0	1	76	233	314	389	829	437	167	92	2,538
Disabled	0	0	2	8	1	11	4	1	2	0	29
Adjusted Total	0	3	82	226	324	382	826	438	165	92	2,538
Dwellings with two discounts	0	0	0	0	0	0	0	0	0	0	0
Dwellings with one discount	0	0	51	129	110	105	159	61	20	8	643
Dwellings with no discount	0	3	31	97	214	277	667	377	145	84	1,895
Total number of discounts	0	0	51	129	110	105	159	61	20	8	
Weighted Total	0.00	3.00	69.25	193.75	296.50	355.75	786.25	422.75	160.00	90.00	2,377.25
Band D Relation	5/9	6/9	7/9	8/9	1	11/9	13/9	15/9	18/9	21/9	
Band D Equivalent	0.00	2.00	53.86	172.22	296.50	434.81	1,135.69	704.58	320.00	210.00	3,329.66
Estimated Collection Rate											98.5%
Tax Base											3,279.72

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# CARDIFF COUNCIL COUNCIL TAX BASE CALCULATION FOR 2019/20

APPENDIX D

RADYR

DESCRIPTION	BAND A*	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	BAND I	TOTAL
Dwellings per V.O. listing (+ projections)	0	0	9	91	337	473	860	781	201	87	2,839
Exemptions	0	0	-2	-5	-8	-13	-14	-14	-3	-2	-61
Chargeable Dwellings	0	0	7	86	329	460	846	767	198	85	2,778
Disabled	0	0	0	0	5	10	12	4	2	0	33
Adjusted Total	0	0	7	91	334	462	838	765	196	85	2,778
Dwellings with two discounts	0	0	0	0	0	0	0	0	0	0	0
Dwellings with one discount	0	0	5	52	149	161	178	108	14	8	675
Dwellings with no discount	0	0	2	39	185	301	660	657	182	77	2,103
Total number of discounts	0	0	5	52	149	161	178	108	14	8	
Weighted Total	0.00	0.00	5.75	78.00	296.75	421.75	793.50	738.00	192.50	83.00	2,609.25
Band D Relation	5/9	6/9	7/9	8/9	1	11/9	13/9	15/9	18/9	21/9	
Band D Equivalent	0.00	0.00	4.47	69.33	296.75	515.47	1,146.17	1,230.00	385.00	193.67	3,840.86
Estimated Collection Rate											98.5%
Tax Base											3,783.25

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**CARDIFF COUNCIL  
COUNCIL TAX BASE CALCULATION FOR 2019/20**

**APPENDIX E**

**ST. FAGANS**

DESCRIPTION	BAND A*	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	BAND I	TOTAL
Dwellings per V.O. listing (+ projections)	0	0	1	89	175	272	241	194	94	44	1,110
Exemptions	0	0	0	-5	-1	-4	-3	-5	-1	-1	-20
Chargeable Dwellings	0	0	1	84	174	268	238	189	93	43	1,090
Disabled	0	0	1	3	6	5	2	2	0	0	19
Adjusted Total	0	1	3	87	173	265	238	187	93	43	1,090
Dwellings with two discounts	0	0	0	0	0	0	0	0	0	0	0
Dwellings with one discount	0	0	0	37	39	60	46	25	14	6	227
Dwellings with no discount	0	1	3	50	134	205	192	162	79	37	863
Total number of discounts	0	0	0	37	39	60	46	25	14	6	
Weighted Total	0.00	1.00	3.00	77.75	163.25	250.00	226.50	180.75	89.50	41.50	1,033.25
Band D Relation	5/9	6/9	7/9	8/9	1	11/9	13/9	15/9	18/9	21/9	
Band D Equivalent	0.00	0.67	2.33	69.11	163.25	305.56	327.17	301.25	179.00	96.83	1,445.17
Estimated Collection Rate											98.5%
Tax Base											1,423.49

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**CARDIFF COUNCIL**  
**COUNCIL TAX BASE CALCULATION FOR 2019/20**  
**OLD ST. MELLONS**

**APPENDIX F**

DESCRIPTION	BAND A*	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	BAND I	TOTAL
Dwellings per V.O. listing (+ projections)	0	71	115	262	271	269	331	153	78	60	1,610
Exemptions	0	-3	0	-4	-1	-1	-5	-2	-2	0	-18
Chargeable Dwellings	0	68	115	258	270	268	326	151	76	60	1,592
Disabled	0	1	1	1	1	3	3	0	0	0	10
Adjusted Total	1	68	115	258	272	268	323	151	76	60	1,592
Dwellings with two discounts	0	0	0	0	0	0	0	0	0	0	0
Dwellings with one discount	0	53	65	122	78	49	44	20	12	10	453
Dwellings with no discount	1	15	50	136	194	219	279	131	64	50	1,139
Total number of discounts	0	53	65	122	78	49	44	20	12	10	
Weighted Total	1.00	54.75	98.75	227.50	252.50	255.75	312.00	146.00	73.00	57.50	1,478.75
Band D Relation	5/9	6/9	7/9	8/9	1	11/9	13/9	15/9	18/9	21/9	
Band D Equivalent	0.56	36.50	76.81	202.22	252.50	312.58	450.67	243.33	146.00	134.17	1,855.34
Estimated Collection Rate											98.5%
Tax Base											1,827.51

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# CARDIFF COUNCIL COUNCIL TAX BASE CALCULATION FOR 2019/20

## APPENDIX G

### TONGWYNLAIS

DESCRIPTION	BAND A*	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	BAND I	TOTAL
Dwellings per V.O. listing (+ projections)	0	1	111	164	199	199	94	45	5	9	827
Exemptions	0	0	-2	-2	-3	-2	-1	0	0	-1	-11
Chargeable Dwellings	0	1	109	162	196	197	93	45	5	8	816
Disabled	0	0	1	2	2	0	1	0	2	0	8
Adjusted Total	0	2	110	162	194	198	92	47	3	8	816
Dwellings with two discounts	0	0	0	0	0	0	0	0	0	0	0
Dwellings with one discount	0	1	72	74	69	57	16	3	0	1	293
Dwellings with no discount	0	1	38	88	125	141	76	44	3	7	523
Total number of discounts	0	1	72	74	69	57	16	3	0	1	
Weighted Total	0.00	1.75	92.00	143.50	176.75	183.75	88.00	46.25	3.00	7.75	742.75
Band D Relation	5/9	6/9	7/9	8/9	1	11/9	13/9	15/9	18/9	21/9	
Band D Equivalent	0.00	1.17	71.56	127.56	176.75	224.58	127.11	77.08	6.00	18.08	829.89
Estimated Collection Rate											98.5%
Tax Base											817.44

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**CARDIFF HOMELESSNESS STRATEGY 2018-2022**

**HOUSING & COMMUNITIES (COUNCILLOR LYNDA THORNE)**

**AGENDA ITEM: 9**

**Reason for this Report**

1. To report on the findings of the Homelessness Review and to seek approval for the Cardiff Homelessness Strategy 2018-2022.
2. To seek approval for amendments to the Cardiff Housing Allocation Scheme in connection with the objectives of the Cardiff Homelessness Strategy 2018-2022.
3. To update on the progress in implementing the Cardiff Rough Sleeper Strategy 2017-2020.

**Background**

4. Under Section 50 of the Housing (Wales) Act 2014 a local housing authority must periodically carry out a homelessness review for its area and formulate and adopt a homelessness strategy based on the results of that review. The Council must adopt a homelessness strategy in 2018 and a new homelessness strategy in every fourth year after that.
5. In line with these requirements a comprehensive homelessness review has been undertaken, focusing on the key themes of advice, prevention, accommodation and support. In carrying out this review a wide range of data from the Council's homelessness and advice services was considered and also data from Supporting People funded services. In addition views of services users and partners were gathered and these have informed the review.
6. The review findings provide the evidence base upon which the Cardiff Homelessness Strategy 2018-2022 has been developed. The Strategy sets out a co-ordinated approach to assisting those threatened with and experiencing homelessness. It identifies available services and resources, and how they will be improved to ensure people receive appropriate, timely help and support.

## Issues

### Findings of the Homelessness Review

The key findings of the Homelessness Review are set out below:

7. **Increasing Demand** - There has been a significant increase in demand for homelessness services. Since April 2015 applications for assistance have increased by 68% and the number of households threatened with homelessness has increased by 103%.
8. **Early Intervention** – During 2017/18 Cardiff prevented 73% of households from becoming homeless, where help was sought at an early stage. This was the third highest result in Wales. However many households do not seek help prior to becoming homeless and there is a need to increase the accessibility and availability of services so that more people access assistance at an early stage.
9. **Causes of Homelessness** - The main causes of the threat of homelessness and actual homelessness were identified during the review and the key themes are outlined below:
10. **Financial Issues** - Wider social issues such as the impact of welfare reform are contributing to a significant increase in the number of people experiencing financial difficulties leading to rent arrears, particularly in the private rented sector. In 2017/18 mortgage or rent arrears was the chief cause of the threat of homelessness, with 707 cases recorded. This represents a 247% increase on the previous year.
11. **Private Rented Sector** - Loss of rented or tied accommodation, other than through rent arrears, is a major cause of homelessness in Cardiff. Evidence suggests that landlords are leaving the private rental market and selling their properties. Although the Housing (Wales) Act 2014 gave local authorities the power to discharge homeless duty through the private rented sector, high levels of rent in Cardiff, and the reluctance of landlords to let to benefit claimants have been identified as barriers to effectively using this resource. There is a need to better support landlords and increase incentives for them to house homeless applicants.
12. **Family Breakdown** - There has been an 81% increase in clients losing accommodation provided by parents, relatives or friends over the period April 2015 to March 2018. This became the biggest cause of homelessness in Cardiff in 2017/18. There is a need to build on the current family mediation arrangements. There are also concerns that changes to the Cardiff Housing Allocation Scheme in 2015, which affected the priority status of applicants living at home, are contributing to the increase in those presenting with parental notices and changes to the Allocation Scheme are necessary to address this.
13. **Specialist Pathways** - There are a high number of households in Cardiff needing to move on from accommodation provided by the National Asylum Support Service following a decision on their case. A review of



the pathway is required to ensure these clients receive help prior to losing their accommodation. Prison Leavers also account for a significant number of people accessing homelessness services. There is limited opportunity to intervene early to prevent homelessness for the majority of these clients. A review of the pathway for these households is required to assess if there is scope for improved prevention work with these clients. There is also scope to improve prevention activity for young people, through increased family mediation.

14. **Vulnerable Groups** – Many clients have complex issues resulting from Adverse Childhood Experiences, resulting in needs such as mental health and substance dependency. Often these clients can struggle to maintain any form of accommodation resulting in a “revolving door of homelessness”. A person-centred, trauma informed approach is needed with multi-agency input, to address the underlying causes of homelessness.
15. **Relieving Homelessness** - Cardiff has a wide range of high quality temporary and supported housing and has successfully avoided the use of bed and breakfast accommodation since January 2006. However, the number of clients entering temporary accommodation has increased while the number moving on to permanent accommodation has decreased in recent years. This has resulted in longer periods spent in temporary provision. There is a need to improve move-on options to prevent long stays in temporary accommodation.
16. **Social Housing** – All social landlords in Cardiff are committed to housing homeless households and regularly exceed set targets. However, with almost 8,000 households live on the Cardiff Housing Waiting List (as at 1<sup>st</sup> October 2018) and approximately 400 new applicants joining the list each month, demand for social housing cannot be met by current supply. The private rented sector is therefore essential in addressing the needs of homeless households.
17. **Equalities** – A full equalities review has shown that a high proportion of single young men and those from Black/African/Caribbean/Black British and Other ethnic backgrounds are becoming homeless and the reasons for this need to be further explored.

## **Homelessness Strategy**

18. Responding to these key issues, the Cardiff Homelessness Strategy 2018-2022 has been developed and is attached at Appendix 1. The Strategy sets out an overarching vision for homelessness services in Cardiff and high level aims as follows:

### ***Vision***

To work with our partners to prevent homelessness in Cardiff; providing the right support at the right time to meet the housing needs of our citizens.

## **Aims**

- Provide high quality housing advice services across the city, helping all citizens to find the right housing solution for them;
- Take early action to help prevent homelessness;
- Provide good quality temporary housing, continuing to avoid the use of bed and breakfast accommodation;
- Work with both private and social landlords to ensure that a range of good quality permanent housing solutions are available;
- To ensure appropriate support is available for our more vulnerable citizens;
- To work in partnership with statutory and third sector agencies to ensure a joined up service for clients.

## **“We Will” Commitments**

To support these aims a number of “We Will” commitments have been set out. A summary of the key commitments are set out below:

- Extend and improve housing advice and better publicise the services available to help prevent homelessness;
- Build on the success of current prevention work by developing more focused and targeted prevention services;
- Improve the support available to private landlords to ensure homeless families have access to good quality private sector accommodation;
- Review specialist pathways into services to ensure they are working effectively;
- Review the success of the revised housing allocation policy to ensure that the needs of homeless and other vulnerable people are met;
- Improve services to the most vulnerable by addressing the underlying causes of homelessness;
- To reduce the time spent in all forms of temporary and hostel accommodation by increasing move on options;
- Explore the reasons for the differential impact of homeless on some groups, in particular younger men and those from certain ethnic backgrounds.

19. Key actions to support these commitments have been set out in the Strategy and a full action plan will be developed with partners to implement these over the life of the Strategy.

## **Resourcing the Changes**

20. The Welsh Government made additional funding available for homelessness in the 2018/19 settlement; this funding is being used to

increase resources for advice and prevention work to support the commitments in the Strategy. Welsh Government grants such as Supporting People Programme Grant and Homeless Prevention Grant are used primarily to fund third sector housing and homelessness support services. Cardiff is also proactive in bidding for additional ad hoc grants to fund additional services. Resources for homelessness services will need to be kept under review if demand continues to increase at the current rate.

### **Proposed Changes to the Cardiff Housing Allocation Scheme**

21. A number of the findings from the review could be addressed through amendments to the Cardiff Housing Allocation Scheme. To ensure that the needs of homeless and other vulnerable people are met, the following changes to the Scheme are proposed:

- **Length of Stay in Temporary Accommodation** - in order to address the length of stay in temporary accommodation, it is proposed that the number of high availability areas that homeless applicants are required to choose will be increased from 2 to 4 areas. While still giving homeless households choice about the area in which they wish to live, this change will increase the chance of an appropriate social housing offer becoming available within a reasonable time and thereby reduce the length of stay in temporary accommodation.
- **Family Breakdown** – it is proposed that applicants who have been given notice from parents, friends or relatives who are no longer willing to accommodate them and where there are significant/exceptional circumstances will be given additional priority if they remain at home. They will be included in Band Bi of the General Housing Waiting List. Eligibility for this band will be determined by officers in the Housing Options Service.
- **Move On from Hostels and Supported Housing** – a clear pathway will be developed for move on from hostels and supported housing projects. It is proposed that additional priority will be given to these individuals. Those needing to move on from hostels and supported housing who are particularly vulnerable will be included in Band Bi of General Waiting List, with less vulnerable applicants needing to move on included in Band Bii. Support needs for these clients will be assessed and appropriate support put in place to ensure successful move on.

These changes will help address immediate issues relating to homelessness and it is recommended that these are implemented immediately. A full review of the Cardiff Housing Allocation Scheme is planned for 2019/20.

### **Review of the Cardiff Rough Sleeper Strategy 2017-2020**

22. Cardiff, in line with the rest of Wales, has experienced an upward trend in

rough sleeping in recent years. Numbers of rough sleepers have however stabilised in Cardiff during the current financial year.

23. Since the introduction of the Cardiff Rough Sleeper Strategy, a number of innovative projects have been developed by the Council and partners to address identified gaps in provision and meet specific needs. These include a Housing First pilot offering direct placements into tenancies with intensive wrap-around support; an accommodation project offering intensive support to people with multiple complex needs; specialist accommodation and support for women with high support needs and at risk of exploitation; and an alternative drop-in facility for rough sleepers not accessing other services. A range of emergency accommodation initiatives have also been put in place including direct access to bed spaces for clients identified by the Outreach team; improved support for those accessing emergency accommodation and planned development of additional emergency provision, including additional pods in Ty Tresillian and Huggard Hostels and an extension to the Wallich Nightshelter.
24. Improved monitoring of the Single Persons Gateway accommodation including hostels and supported housing identifies a high number of homeless clients repeatedly being evicted, abandoning placements or experiencing a placement breakdown. While 204 rough sleepers were assisted into accommodation during 2017/18 some of these will be repeat individuals as unfortunately placements often break down. There are currently 51 clients within the Gateway who have been placed over 20 times since 2015. Of these, the highest number for an individual is 71 placements, with an average of 26 placements for these complex clients. Many of these clients have one or more support needs relating to substance misuse, mental health or alcohol.
25. In response to this “revolving door of homelessness”, the Council has introduced a Homeless Advocacy Programme to work with individuals to identify reasons and triggers for placement breakdown, with the aim of sustaining placements or supporting positive moves. In addition, to better address complex needs, the multi-disciplinary city centre team will be expanded to include dedicated substance misuse and mental health workers; an additional homeless nurse and counselling service. Support staff will be trained in providing trauma-informed services.
26. While much work has been done to address rough sleeping, the problem remains. A research project will therefore be commissioned to better understand whether services are meeting needs, review best practice and identify any remaining gaps in provision.

### **Consultation and Equality Impact Assessment**

27. A consultation exercise was conducted with stakeholders in April 2018, seeking their comments on the homeless services in Cardiff. The outcomes of this exercise have been incorporated into the homelessness review and subsequent strategy. Partners were also asked to provide feedback on sections of the review as they were drafted.

28. Working in partnership with the Cardiff Research Centre, a client survey was developed covering advice; support for those threatened with homelessness; support for those who were or are homeless; and demographic information. Paper-based and on-line versions of the survey were developed. The survey was posted to clients who had used the Housing Options Service within the last year. Current service users were assisted to complete the survey during appointments in the Hubs or the Housing Options Centre. Partner organisations working within supported accommodation were also asked to assist homeless clients to complete the survey. The survey was live between 30th August and 12th October 2018 and a total of 465 responses were received. The findings are reflected in the Strategy.
29. An Equality Impact Assessment has been carried out on the Strategy. A number of actions have been identified as a result of the review including a review of how mental health issues are identified during the initial homelessness assessment to ensure that all needs of the client are being met and further investigation into why single young men and some ethnic minority groups are more affected by homelessness. A copy of the Equality Impact Assessment can be found at Appendix 2.

### **Scrutiny Consideration**

30. The draft strategy was presented to Community and Adult Services Scrutiny Committee on 5<sup>th</sup> December 2018. Committee confirmed that it supports the proposals and have commended the strategy to Cabinet for approval, they did have comments on the delivery of the strategy in terms of governance and partnership working and these will be considered in the development and implementation of the detailed action plan. The Scrutiny letter is attached at Appendix 3.

### **Reason for Recommendations**

31. Part 2 of the Housing (Wales) Act 2014 places a duty on local authorities to carry out local homelessness reviews and formulate local strategies. The Cardiff Homelessness Strategy 2018-2022 will ensure that the Council meets this requirement and has current and relevant strategic plans in place to address homelessness.
32. It has been identified that a number of the issues raised in the homelessness review could be addressed through amendments to the Cardiff Housing Allocation Scheme.

### **Financial Implications**

33. The report sets out the Cardiff Homelessness Strategy 2018-2022 and proposes some changes to the Cardiff Housing Allocation Scheme. Any costs incurred in relation to the proposed strategy, any actions arising and other service changes will need to be managed within existing Council budgets for homelessness and any external funding such as Supporting People grant and Homelessness Prevention grant.

## Legal Implications

34. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. standing orders and financial regulations; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.
35. The Council has to satisfy its public sector duties under the Equalities Act 2010 (including specific Welsh public sector duties). Pursuant to these legal duties Councils must in making decisions have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics.
36. 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.
37. As such a decision to implement the proposal has to be made in the context of the Council's equality act public sector duties.
38. The report identifies that an Equality Impact Assessment has been carried out and is appended at Appendix 2. 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.
39. The decision maker must have due regard to the Equality Impact Assessment in making its decision.
40. The Well-Being of Future Generations (Wales) Act 2015 places a well-being duty on public sector bodies to take action to achieve seven well-being goals in accordance with the 'sustainable development principle'.
41. The seven 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.

42. 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 seven 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

### **HR Implications**

43. There are no HR implications to this report.

### **RECOMMENDATIONS**

Cabinet is recommended to

1. agree the Cardiff Homelessness Strategy 2018-2022 as set out at Appendix 1.
2. agree the proposed changes to the Cardiff Housing Allocation Scheme as set out at paragraph 21.

<b>SENIOR RESPONSIBLE OFFICER</b>	<b>SARAH McGILL</b> Corporate Director People & Communities
	7 December 2018

*The following appendices are attached:*

- Appendix 1 - The Cardiff Homelessness Strategy 2018-2022
- Appendix 2 - Equality Impact Assessment
- Appendix 3 - Community and Adult Services Scrutiny Committee Letter

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

Cardiff Homelessness Review 2018

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# Cardiff Homelessness Strategy [Draft] 2018—2022



Appendix 1



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**Councillor Lynda Thorne**  
**Cabinet Member for Housing and**  
**Communities**

I am pleased to share with you Cardiff's Homelessness Strategy 2018-2022. The strategy recognises and builds on the considerable work that is already taking place to prevent and address homelessness across Cardiff, but I acknowledge that there is still more to do.

The strategy has been developed in a time of challenges. Economic austerity and welfare reform have impacted on many households' budgets and, coupled with high housing costs in Cardiff, have led to increased demand for homelessness services. This additional demand, together with reductions in public spending, has placed considerable pressures on both the statutory and voluntary sectors. In response, this document outlines the co-ordinated approach required to tackling and preventing homelessness in our city over the next four years.

A number of different factors can contribute towards people becoming homeless. These include personal issues such as debts; poor physical and mental health; relationship breakdown; having been in care, the armed forces or prison, and wider

socio-economic factors such as poverty and a lack of affordable housing.

It is also well documented that a lack of stable housing can in itself impact on an individual's physical health, mental health and wellbeing, making it harder to find a job and maintain relationships. The longer someone is in this situation, the more at risk they are of developing complex or multiple issues.

As well as individual impacts, homelessness has wider implications for Cardiff as a whole, ultimately affecting levels of inequality; social exclusion; community cohesion and economic prosperity. It is my personal belief, shared by the rest of the Cabinet, that good quality housing advice and assistance is a fundamental element in supporting vulnerable people to address their problems and achieve the best possible outcomes.

Along with partners across the public, private and voluntary sectors, I am committed to addressing both the causes and impacts of homelessness and continuing to bring about effective change. To that end, this strategy aims to ensure that all homeless and vulnerably-housed households in Cardiff receive appropriate and timely help and support.

*Councillor Lynda Thorne*

Cabinet Member for Housing and  
Communities.

# Introduction

The Housing (Wales) Act 2014 places a duty on local authorities to carry out local homelessness reviews and formulate and adopt homelessness strategies based on the results. Key objectives are the prevention of homelessness, securing suitable accommodation and providing adequate support.

This Cardiff Homelessness Strategy 2018-2022 responds to a comprehensive review of homelessness in Cardiff undertaken during 2018. The review explored the range of issues faced by households threatened with or experiencing homelessness and the adequacy of service response received, in order to identify any gaps in provision. Alongside examination of key data, the views and opinions of partners and service users were considered.

The resultant strategy sets the strategic direction for homelessness services in Cardiff and identifies the key priorities for the Council and its partners. It complements and runs alongside the Cardiff Rough Sleeper Strategy 2017-2020 and the Cardiff Housing Strategy 2016 - 2021.

Cardiff Homelessness  
Strategy  
2018—2022

## Cardiff Homelessness Strategy 2018-2022

The Homelessness Strategy for Cardiff sets out how the Council and its partners will deliver homelessness services across the city.

### The vision:

**‘to work with our partners to prevent homelessness, providing the right support at the right time to meet the housing needs of our citizens’**

**will be realised through the following key aims:**

- Provide high quality housing advice services across the city, helping all citizens to find the right housing solution for them.
- Take early action to help prevent homelessness.
- Provide good quality temporary housing, continuing to avoid the use of bed and breakfast accommodation.

- Work with both private and social landlords to ensure that a range of good quality permanent housing solutions are available.
- To ensure appropriate support is available for our more vulnerable citizens.
- To work in partnership with statutory and third sector agencies to ensure a joined up service for clients.



# Key Findings

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## INCREASING DEMAND

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Demand for services has increased significantly. Applications for help have increased by **68%** since April 2015. Households threatened with homelessness have increased by **103%**.



## EARLY INTERVENTION

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During 2017/18 **Cardiff prevented 73%** of households from becoming homeless where help was sought at an early stage. This was the third highest result in Wales. However, many households do not seek help prior to becoming homeless and there is a need to increase accessibility and availability of services so that more people access assistance at an early stage.



## FINANCIAL ISSUES

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Mortgage and rent arrears was the **chief cause of the threat of homelessness** in 2017/18 with **707** cases, a **247%** increase on the previous year. Wider social issues such as the impact of welfare reform are contributing to a significant increase in the number of people experiencing financial difficulties leading to rent arrears.



## PRIVATE RENTED SECTOR

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Loss of rented or tied accommodation, other than through rent arrears is also a **major cause of homelessness** in Cardiff. Evidence suggests that landlords are selling their properties and leaving the private rental market. High levels of rent in Cardiff, and the reluctance of landlords to let to benefit claimants have been identified as barriers to effectively using this resource. There is a need to better support landlords and increase incentives for them to house homeless applicants.



## FAMILY BREAKDOWN

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There has been an 81% increase in clients losing accommodation provided by parents, relatives or friends from April 2015 to March 2018. This became the **biggest cause of homelessness** in Cardiff in 2017/18. There is a need to build on the current family mediation arrangements. There are also concerns that changes to the Cardiff Housing Allocation Scheme in 2015, which affected the priority status of applicants living at home, are contributing to the **increase in those presenting with parental notices** and revisions to the Allocation Scheme are necessary to address this.



# Key Findings

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## SPECIALIST PATHWAYS

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There are a high number of households in Cardiff needing to move on from **accommodation provided by the National Asylum Support Services** following a decision on their case. A review of the pathway is required to ensure these clients receive help prior to losing their accommodation.

Prison leavers account for a significant number of people accessing homelessness services. There is **limited opportunity for prevention with the majority of prisoners**. A review of the pathway for these households is required to assess if there is scope for improved prevention work.

## VULNERABLE GROUPS

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Many clients have complex issues resulting from **Adverse Childhood Experiences**, leading to issues such as mental health and substance dependency. Often these clients can struggle to maintain any form of accommodation resulting in a **revolving door of homelessness**. A **person-centred, trauma informed approach is needed with multi-agency input**, to address the underlying causes of homelessness.

## RELIEVING HOMELESSNESS

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Cardiff has a wide range of high quality temporary and supported housing and has **successfully avoided the use of bed and breakfast** accommodation since January 2006. However, the number of clients entering temporary accommodation has increased while the number moving on to permanent accommodation has decreased in recent years. This has resulted in longer periods spent in temporary provision. There is a need to improve move-on options to prevent long stays in temporary accommodation.

## SOCIAL HOUSING

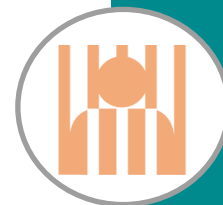
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There are almost **8,000 households** on the waiting list and approximately **400 new applicants** join each month. Demand for social housing cannot be met by the current supply despite ambitious new build plans. The Private Rented Sector is essential in addressing the needs of homeless households.

## EQUALITIES

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A **high proportion of single young men** and those from **certain ethnic backgrounds** are becoming homeless and reasons for this need to be explored.







# Summary of Commitments

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**1**

**Extend and improve housing advice and better publicise the services available to help prevent homelessness.**

-  Develop an in-house specialist housing and homelessness advice service.
-  Provide housing and homelessness advice across the city through the Community Hubs.
-  Publicise advice services available to the public, as well as statutory and third-sector partners.
-  Offer digital access to homeless services, through the website, Skype and on-line web chat.

**2**

**Build on the success of current prevention work by developing more focused and targeted prevention services.**

-  Further develop the Prevention Service, offering a wide range of interventions tailored to individual need.
-  Offer prevention appointments in the client's own home or in Community Hubs.
-  Provide timely, easy to access mediation interventions for families, landlords and tenants.
-  Ensure those who have complex needs are assisted to engage with support as early as possible, building on the success of schemes such as the Housing Support Worker Service and by advertising the availability of Floating Support.

### 3

## Improve the support available to private landlords to ensure homeless families have access to good quality private sector accommodation.

- ➡ Develop a specialist Private Rented Sector team, providing high quality advice and support to landlords.
- ➡ Deliver Private Rented Sector training to prospective tenants to maximise the chance of a successful tenancy.
- ➡ Review the range of incentives given to private landlords to meet the changes within the Private Rented Sector.
- ➡ Review the current bond schemes ensuring that these meet the needs of all clients, are sustainable and fit for purpose.

### 4

## Review specialist pathways into services to ensure they are working effectively.

- ➡ Review the prisoner pathway and build on the success of the vulnerable women's prisoner pathway.
- ➡ Further develop services for young people through the proposed new City Centre Youth Hub.
- ➡ Review accommodation available for young people with complex needs.

### 5

## Review the success of the revised Housing Allocation Scheme to ensure that the needs of homeless and other vulnerable people are met.

- ➡ Provide additional priority to housing applicants living with friends or relatives in overcrowded or other exceptional housing circumstances.
- ➡ Explore giving further priority on the waiting list for vulnerable groups such as rough sleepers or those ready to move-on from hostels.



## 6

### Improve services to the most vulnerable by addressing the underlying causes of homelessness.



The Public Service Board to work as a partnership to build on the multi-agency city centre team to include substance misuse, probation and mental health services.



Deliver additional and improved emergency accommodation.



Work to reduce evictions from and abandonment of supported housing provision.



Review the success of the Housing First and other innovative housing pilots.



Review and further strengthen partnership arrangements to ensure there is a clear multi-agency approach to vulnerable and chaotic individuals.



Commission a research project to review the effectiveness of services for rough sleepers and any opportunities for improvement.



Review how mental health issues are identified during homeless assessments and ensure support needs are being met.

## 7

### To reduce the time spent in all forms of temporary and hostel accommodation by increasing move on options.



Ensure all housing providers are aware of and use the bond / rent in advance schemes available and promote the use of the private rented sector.



Improve the services to clients living in temporary accommodation to help them to source their own accommodation.

## 8

### Explore the reasons for the differential impact of homelessness on some groups, in particular younger men and those from certain ethnic backgrounds.



Carry out further data analysis and test findings by consultation with clients.

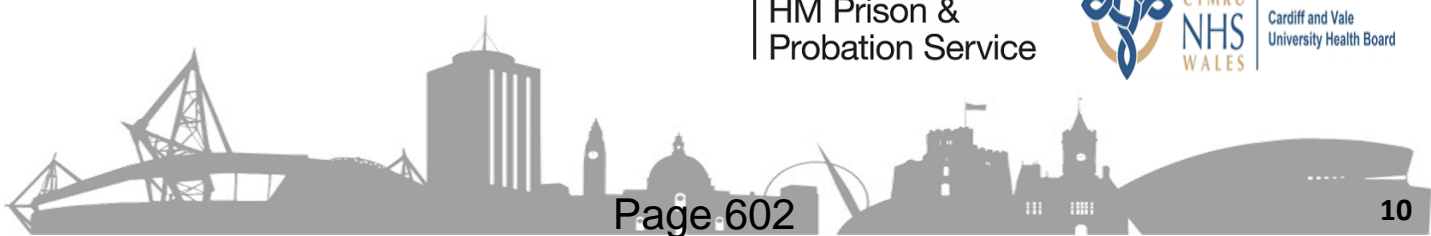
# Implementing the Strategy

In order to improve existing services and address any gaps in provision, the strategy sets out a number of ambitious activities to be undertaken over the next four years. These are listed as 'We Will' commitments throughout the document and will inform an accompanying action plan. Implementation will be continually monitored and a report on progress published each year.

Partnership working will be integral to taking forward this strategy. This will include collaboration between Housing and Social Care within the Council, and with other key partners including third sector agencies, the Police, Health, Registered Social Landlords (RSLs) and private landlords.

## Funding

A number of funding sources will be used to support the commitments made in this strategy. Additional funding for homelessness made available by Welsh Government in 2018/19 is being used to increase resources for advice and prevention work, whilst the Supporting People Programme Grant and Homeless Prevention Grant are used primarily to fund third sector housing and homelessness support services, such as homeless hostels, domestic abuse refuges and floating support in the client's own home. Cardiff is also proactive in bidding for ad hoc grants to fund additional services.



# National Policy Context

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

The Essentials



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

The *Well-being of Future Generations (Wales) Act 2015* focuses on improving the social, economic, environmental and cultural well-being of Wales. Public bodies are required to consider the long-term well-being of the population and to work sustainably to prevent persistent problems such as poverty and health inequalities.

The Act encourages organisations to work together to prevent problems occurring or getting worse and establishes seven national well-being goals:- preventing and tackling homelessness has a key role to play in addressing a number of these, including achieving a more equal Wales; a healthier Wales; a more resilient Wales and a Wales of cohesive communities.



## The Ten Year Homelessness Plan for Wales 2009-2019

The Welsh Government's *Ten Year Homelessness Plan for Wales 2009-2019*, identifies five key objectives that have helped to shape this 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.

## Other Relevant Plans and Legislation

Other plans considered as part of the development of the strategy include:

- *National Housing Strategy 2010 – 'Improving Lives and Communities – Homes in Wales'* - sets out the challenges in meeting Wales' housing requirements, the priorities and the actions that will be taken.
- *Welfare Reform Act 2012* - lays out the UK Government's proposals for reforming the welfare system to improve work incentives, simplify benefits, address fairness and tackle administrative complexity.
- *Social Services & Wellbeing (Wales) Act 2014* - provides a legal framework for improving the well-being of people (adults and children) who need care and support, carers who need support, and for transforming social services in Wales.
- *Renting Homes (Wales) Act 2016* - aims to make it simpler and easier to rent a home, replacing various and complex pieces of existing legislation with one clear legal framework.
- *Rough Sleeping Action Plan 2018-20* - reflects the concern of the Welsh Government and its partners at the recent rise in rough sleeping and the priority given to reversing this.
- *Supporting People Programme Practice Guidance 2018* - issued by the Welsh Government in connection with the Supporting People Programme Grant.



## Housing (Wales) Act 2014

The *Housing (Wales) Act 2014* introduced a fundamental reform to homelessness law, the main objective being to ensure people who are homeless or facing homelessness receive help as early as possible.

The legislation introduced a new, inclusive system designed to help everyone at risk from homelessness, not just those in priority groups. It places a stronger duty on local authorities to prevent homelessness (within 56 days) and allows them to use suitable accommodation in the private sector.



The purpose of the legislation is to achieve:

- fewer households experiencing the trauma of homelessness.
- increased help, advice and information for households who received limited assistance under the previous legislation.
- more focus on the service user, helping them to address the causes of homelessness and make informed decisions on finding solutions to their housing problem.
- better, more targeted, prevention work.
- more effective use of the private rented sector as a solution to homelessness.
- a stronger emphasis on co-operation and multi-agency working.
- greater protection provided for children in households who are homeless or threatened with homelessness as well as additional help for children leaving care.

## Definition of Homelessness

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The Housing (Wales) Act 2014 sets out the legal definition of homelessness. As recommended by the Welsh Government, for the purpose of this strategy the following broader definition of homelessness has been used:

***'Where a person lacks accommodation or where their tenure is not secure'.***

**This includes:**

- **Sleeping rough;**
- **Living in insecure/temporary housing (excluding assured/assured short-hold tenants);**
- **Living in short term hostels, night shelters, direct access hostels;**
- **Living in bed and breakfasts;**
- **Moving frequently between relatives/friends;**
- **Being unable to remain in or return to housing due to poor housing conditions; overcrowding; unaffordability; domestic abuse; harassment; mental; physical and/or sexual abuse;**
- **Accommodation not meeting the needs of people with physical or learning disabilities, sensory impairments or mental health conditions;**
- **Being threatened with losing their home and without suitable alternative accommodation for any reason, e.g. domestic abuse;**
- **Leaving hospitals, police custody, prisons, the armed forces and other institutions without a home to go to;**
- **Being required to leave by family or friends or due to relationship breakdown;**
- **Within 56 days of the end of tenancy, facing possession proceedings or threat of eviction.**

## Duty to Provide Advice and Assistance

The Council has a duty to provide housing advice and assistance to anyone seeking it. This may include 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. This may include facilitating mediation with family members or addressing issues such as rent arrears.

## Interim Duty to Secure Accommodation

The Council has an immediate duty to ensure suitable accommodation is available when they have reason to believe a client may be eligible for assistance, may be homeless and may have a **priority need**. This will be pending the completion of its enquiries.

## 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.

### PRIORITY NEED

The following clients have a priority need for accommodation under the relevant duties:-

- pregnant women;
- people responsible for dependent children;
- victims of domestic abuse;
- young people aged 16-17 or leaving local authority care;
- armed forces personnel;
- vulnerable as a result of time in prison or another reason such as mental health issues, age or rough sleeping.

## 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, unless they were deemed vulnerable and in priority need. While the Council has no duty to provide it, Cardiff has a range of accommodation for single people with no priority need.

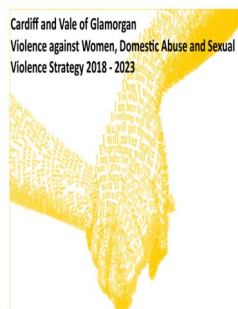
# Local Policy Context



## Cardiff Well-being Plan 2018 - 2023

The Cardiff Well-being Plan sets out the priorities for action across the public sector in Cardiff for the next five years, structured around the following Well-being Objectives:

1. **A capital city that works for Wales**
2. **Cardiff grows in a resilient way**
3. **Safe, confident and empowered communities**
4. **Cardiff is a great place to grow up**
5. **Supporting people out of poverty**
6. **Cardiff is a great place to grow older**
7. **Modernising and integrating our public services.**



## Cardiff and Vale of Glamorgan Violence against Women, Domestic Abuse and Sexual Violence Strategy 2018-2023

This regional strategy sets out how all partners will shape and deliver responses to all forms of violence against women, domestic abuse and sexual violence across the region.

The vision is that 'people who live, work, study in and visit Cardiff and the Vale of Glamorgan have the opportunity to live positive, independent lives without being affected by violence and abuse'. The strategy aims to address the prevention, protection and support of victims and also the efforts required to pursue those responsible.

## CAPITAL AMBITION OUR COMMITMENTS FOR CARDIFF



## Corporate Plan 2018-21 'Delivering Capital Ambition'

Cardiff Council's 'Capital Ambition' policy programme sets out four key priorities for the city:

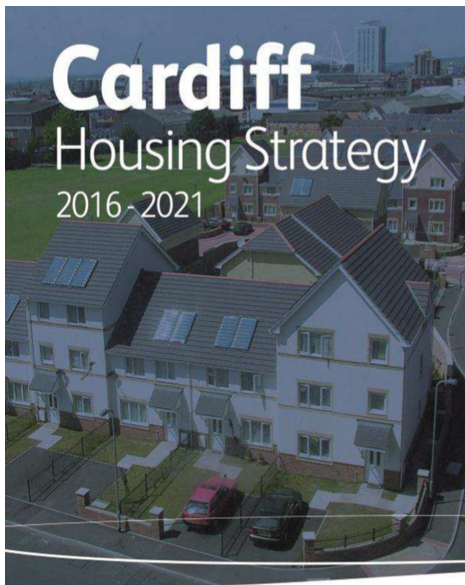
- **Working for Cardiff:** Making sure that all citizens can contribute to, and benefit from, the city's success.
- **Working for Wales:** A successful Wales needs a successful capital city.
- **Working for the Future:** Managing the city's growth in a sustainable way.
- **Working for Public Services:** Making sure public services are delivered efficiently, effectively and sustainably in the face of the rising demand and reducing budgets.

Increasing the supply of genuinely affordable housing is at the heart of the Administration's approach to reducing costs for those in poverty, tackling homelessness and destitution, and to creating 'inclusive growth'. Commitments include:

- **building 1,000 new Council homes** by 2022 through the Cardiff Living Scheme and taking forward other innovative housing initiatives.
- increasing the delivery of new houses to meet housing need through the development of Local Development Plan strategic sites including **6,500 new affordable homes by 2026.**

Cardiff's Corporate Plan 2018-21 details how these priorities will be achieved, with their delivery structured around the Well-being Objectives set out in the Cardiff Well-being Plan.

# Local Policy Context



## Cardiff Housing Strategy 2016-2021

The overarching vision for the Cardiff Housing Strategy is *'to deliver the best housing outcomes for the people of Cardiff, working together with partners to ensure that all citizens can access high quality, affordable and sustainable homes'*.

This vision will be realised through achieving the following key aims:

- to develop a full understanding of housing need in the city;
- to take a coordinated and evidence based approach to developing and improving homes in Cardiff;
- to ensure that the housing needs of the most vulnerable are met;
- to improve neighbourhoods and help build stronger communities.



## Cardiff Rough Sleeper Strategy 2017-2020

Cardiff's Rough Sleeper Strategy outlines how people sleeping rough can receive appropriate and accessible support, advice and homelessness assistance. The vision *'to work towards ending rough sleeping in Cardiff'* is underpinned by the following key 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.



# The Homelessness Review

## Cardiff Homelessness Review 2018

The Housing (Wales) Act 2014 places a duty on local housing authorities to periodically carry out a homelessness review for their area and develop a homelessness strategy based on the findings.

Cardiff's Homelessness Review 2018 includes a detailed analysis of data collected by the Housing Options Service concerning levels and causes of homelessness in Cardiff, together with an overview of the services in place to help those in need. It focuses on the key themes of preventing homelessness, securing accommodation and providing support.

## Partner and Client Input

The review was undertaken by officers within the Council's People and Communities directorate, with the input of both internal and external partners to ensure that priorities are fully understood.

A consultation exercise was conducted with stakeholders in April 2018, seeking their comments on the homeless services in Cardiff. Partners were also asked to feed back on sections of the review as they were drafted.

People who have directly accessed homelessness services were also consulted on their views, via a client survey. Working in partnership with the Cardiff Research Centre, a questionnaire was developed covering advice; support for those threatened with homelessness; support for those who were or are homeless; and demographic information.

Paper-based and on-line versions of the survey were developed. The survey was posted to clients who had used the Housing Options Service within the last year. Those currently using the service and attending appointments in the Hubs or the Housing Options Centre were taken through the online survey. Partner organisations working with homeless people within supported accommodation were also asked to assist their clients to complete the survey. Promotion to targeted audiences was undertaken via the Council's social media channels. The survey was live between 30th August and 12th October 2018 and a total of 465 responses were received.

The findings from the data analysis, partner consultation and client survey provide the evidence base upon which this homelessness strategy has been developed.



Housing Options Centre

# Homelessness Services in Cardiff

## Housing Options Centre and Specialist Services



### Triage & Frontline Assessment

Triage work with clients at reception to resolve their housing problem. The triage officer will assess whether the client needs:

- advice and assistance only
- an appointment with a homeless case officer
- immediate emergency accommodation

Frontline Assessment is undertaken by a homeless case officer. The case officers assess the case and make legal decisions under the Housing (Wales) Act 2014.

They work with the client to help alleviate their housing issue, creating a personal housing plan with reasonable steps for the Council and the client to take. The plan is tailored to the clients' needs.



### Prevention & Private Rented Sector Team

The Prevention Team assists clients to remain in their homes by a range of assistance such as:

- Rent rescue
- Mediation
- Help to find alternative accommodation
- Support to find accommodation in the private sector

The Private Rented Sector Team work with landlords offering:

- 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



### Housing Support Workers

The Housing Support Worker project helps vulnerable homeless clients with support needs or complex health needs who are either threatened with homelessness or living in Leased Temporary Accommodation.

They help to prevent homelessness by:

- Mediating with existing landlords
- Assisting with debt or budgeting issues
- Helping to find other suitable accommodation
- Resettling clients in Temporary Accommodation into private rented accommodation



### Debt & Housing Team

The Debt and Housing Team provide specialist advice to anyone who may be experiencing difficulties with their rent or mortgage and undertake a variety of prevention including:

- Income maximisation
- Debt and budgeting advice
- Negotiating with mortgage companies and solicitors
- Liaising with Housing Associations and Cardiff Council regarding repayment plans for rent arrears
- Assisting Private Tenants who are threatened with homelessness due to landlord repossession or dispute with landlord
- Advocacy at court for homeowners and Housing Association tenants



Assists clients with emergency and temporary accommodation. The team is the single point of entry into:

- Single Persons Gateway
- Family Gateway
- Young Persons Gateway

The team provides suitable accommodation dependant on the clients' needs and provides advice on move-on options and permanent housing solutions.



24/7 service provided by Women's Aid in partnership with Bawso and Llamau, for victims of violence against women, domestic abuse and sexual violence.

A team of advocates deliver a triage service to assess victim needs for support including:

- Safety advice
- Assistance with the provision of security measures in the home
- Access into a range of crisis/emergency accommodation
- Specialist housing and legal advice
- Specialist children and young people's support
- Joint working with South Wales Police to address domestic abuse issues including joint visits and a review of the pathway for Police Protection Notices (PPNs)
- Benefit and welfare information
- Health services and support for complex needs
- Access into a range of therapeutic interventions, group work and self-help programmes



The Basement, located in Charles Street, is a collaboration between the Council's Children's Services and Homeless Services and third sector support from Llamau.

It provides free confidential advice to young people aged 16 - 25 who are homeless or facing homelessness, including:

- Housing and welfare advice
- Homeless assessments
- Family mediation with the aim of preventing homelessness
- Assistance establishing suitable housing and support solutions

# Services for Rough Sleepers



**The Wallich Services**

## 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.

## Cardiff Solutions Service

Based at the Wallich's Night Shelter, Cardiff Solutions Service provides an alternative drop in facility for rough sleepers not accessing other services.



HUGGARD, Helping The Homeless  
**Huggard Day Centre**

Huggard's Day Centre provides essential facilities for homeless people creating the opportunity to engage with them in a warm friendly atmosphere, to help break their cycle of homelessness.

### Services Include:

- Free and low-cost meals
- Free clothing, laundry and personal hygiene facilities
- A care of address
- Providing a range of welfare checks
- Activity sessions
- Advocacy Service
- Substance misuse service and needle exchange



**Homeless Outreach & City Centre Team**

The Council's Homeless Outreach and City Centre Team engage with people who are currently, at risk of becoming, rough sleepers.

The team works alongside other outreach agencies to:

- Provide assistance to access accommodation
- Provide access to other services such as health and social care
- Complete statutory homeless assessments providing clients with access to homelessness services
- Social Worker and Homeless Nurse
- Various visiting clinics and health services



**Bus Project**

Delivered by the Salvation Army Sunday to Thursday evenings every week. The Service provides:

- Food
- Access to advice
- Advocacy
- Medical support
- Access to accommodation



**Reconnection Service**

The Reconnection Service delivered by the Salvation Army supports 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.

# Hubs, Advice and Support Services



Based at Central Hub with outreach teams across city Hubs, foodbanks and Job Centre Plus.

The team provide:

- Advice and assistance with arrears of rent, council tax or utility bills
- Budgeting help
- Identifying and applying for relevant benefits, grants and discounts
- Accessing fuel poverty schemes.
- Help opening a bank account
- Foodbank vouchers

The Cardiff Advice Service is provided by Citizens Advice and Speakeasy. They are funded by the council to provide independent, confidential and impartial advice on many issues including:

- Welfare benefits
- Debt/housing
- Family relationships
- Employment law
- Immigration
- Discrimination
- Consumer issues

The Into Work Service provides free drop-in sessions in locations across Cardiff for residents looking for work or to upskill.

Help provided includes:

- Assistance with CV writing, job applications, forms and covering letters
- Searching for jobs and setting up a Universal Job Match account
- Digital Support for Universal Credit
- Skills Training

Floating Support provides 2298 units of housing related support to vulnerable people across all tenancy types at risk of homelessness. Support includes:

- Budgeting
- Tenancy issues
- Advocacy
- Managing money / Debt Advice
- Access to training and employment
- Developing independent living skills



The Landlord Liaison team, based within the Cardiff Council's Benefits section provide advice and support to private landlords, working with them to encourage renting of properties to benefit claimants.

Their work includes:

- Basic housing advice
- Basic Council Tax advice
- Referrals into Council services and specialist organisations
- Preventing unnecessary evictions
- Universal Credit advice
- Safeguarding & Direct Payments

Home finder workshops help and assist homeless clients, and those seeking housing to look for accommodation in the private rented sector in Cardiff and its surrounding areas.

They operate at all city Hubs and also from other locations in the near future.

- Provides housing advice
- Assists applicants joining the Cardiff Housing Waiting List
- Assists clients with reviews of homeless action plans
- Referrals to other housing and partner services

# Our Partners Said...

There was considerable consensus on the issues raised by our partners, and their comments mirror the findings of the data review. A summary of these is set out below:

**Welfare Reform** – Universal Credit, Benefit Cap, in work poverty and zero hours contracts were all cited as reasons for the rise in homelessness.

**Difficulty Accessing the Private Rented Sector** – high rent levels in Cardiff and the amount of student accommodation together with new legislation such as Rent Smart Wales were of concern along with a lack of single person housing and need for guarantors. There is a perceived need to speed up the bond application process to help people find private rented accommodation.

**Family and Relationship Breakdown** including domestic violence were also considered significant causes of homelessness. Bereavement was also considered a key cause of homelessness.

**Personal Behaviours and Challenges** – it was recognised by all partners that personal issues were a key cause of homelessness: this included mental health, learning disabilities and substance dependency. These issues made it difficult for clients to navigate the homelessness pathway. Offending behaviour was also an issue and move on for these clients was particularly challenging.

**Services for High Needs and Chaotic clients** – many partners recognised the increasing complexity of clients, resulting in a high number of evictions from hostels. A need for more join up with health services was seen as important. Concerns were also raised about vulnerable clients and the risk of cuckooing and other exploitation.

**Lack of Move On Options/Support** – lack of move on accommodation and particularly appropriate secondary supported accommodation were seen as a key issue as was adequate support into independent living.

**Begging and Street Culture** were issues that partners considered were keeping people on the streets.

**The Housing Options Centre** services were highly regarded by some partners. The location of the building and long waits for service were seen as challenges. The need for a more person centred and trauma informed approach was seen as key to improving outcomes.

**The Hubs** – the advice in the Hubs was appreciated including Into Work Advice. Several partners thought more local housing and homelessness services would be ideal as this would increase accessibility and visibility of service. Training of staff was seen as key to the success of this.

**Prevention Services** – the need for more proactive prevention work was recognised by most partners. More financial assistance for those who did not need supported accommodation, increased rent rescue at an earlier stage and longer periods of floating support were highlighted.

**Funding** - innovation grants and projects were seen as good practice by some partners. Others raised concerns about the lack of certainty in funding arrangements.

# 2018 Homelessness Survey

## Advice

89%

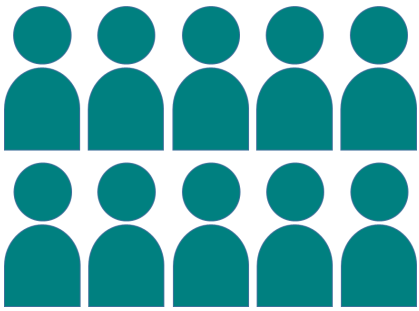
Were satisfied with the advice received overall.

68%

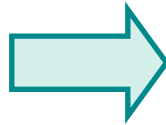


Rated advice received from the Council and its partners as **EXCELLENT** or **GOOD**

## Threatened with Homelessness



Clients threatened with homelessness who received help from the Council



96%

were satisfied with the help they received from the Council

## Homeless

71% Offered Temporary Accommodation

86%

Satisfied with their Temporary Accommodation



83%



Happy with the help they received from the Council in finding permanent accommodation



# Client Comments Homelessness Survey

*"I was in an awful situation, the Council helped me and my family. I'll always appreciate it."*

*"I think the advice is marvellous. It was great for me!"*

*"I have a job and it would have been helpful to have a pre-arranged appointment so I could plan around work."*

*"The Housing Outreach team connect with people to help allay fears."*

*"I felt the process was lengthy but it improved and ran more smoothly when I was seen by the case officer."*

*"Having the same housing officer throughout the process would be better."*

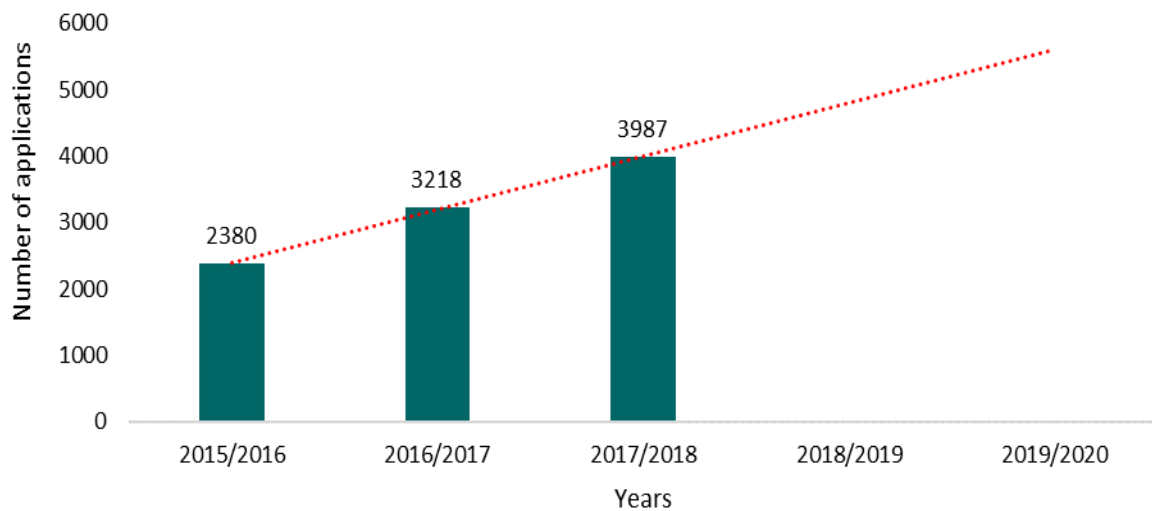
*"Make the services more widely advertised. Didn't know where the help was available."*

*"It was difficult to get in touch at times. Regular updates during the process would be helpful."*

*"Give access to application forms and advice at the Hubs as there are long wait times in Housing Options Centre."*

# Demand for Services

Actual and Projected Number of Applications for Help  
2015 - 2020



## Applications for Help

Cardiff Council has seen an increase of 68% in applications for help over the period April 2015 to March 2018. If demand increases in line with previous years, the Council could expect to receive almost 6,000 applications a year by 2019/20.

The number of applicants who were found to be threatened with homelessness increased from 762 to 1,544 (103%) over the period, whilst those found to be homeless rose from 1,274 to 1,976 (55%) and the number found to be homeless and in priority need rose from 571 to 669 (17%).

## Implications of Increasing Demand

If projected increases in current trends continue there is a risk that services will not be able to keep pace with demand. Cardiff has recognised the need to invest in more early intervention to address increasing homelessness. In 2018/19 additional funding has been made available for homelessness services and will be focussed on advice and prevention work. Partners have raised concerns about the stability and continuation of funding.

## Demand for Advice Services

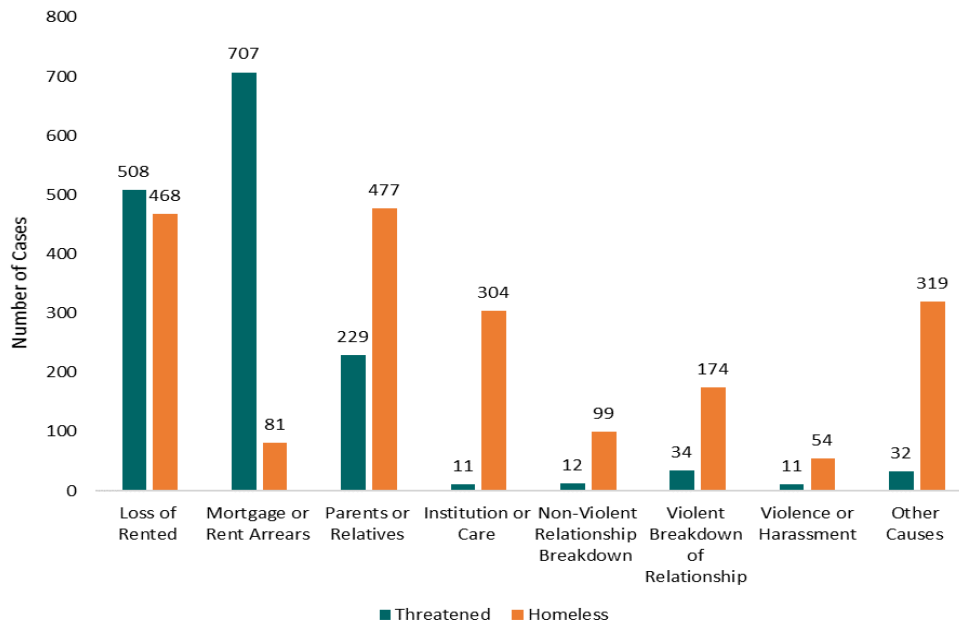
Numbers seeking housing-related advice within the Community Hubs has increased by 23%, from 14,707 to 18,103 for the period April 2015 to March 2018.

There are also high numbers of people attending the Housing Options Centre. In 2017/18, 11,154 customers were recorded.



# Causes of Homelessness in Cardiff

Threats and Causes of Homelessness  
2017/18



In 2017/18 the chief cause of the threat of homelessness was mortgage or rent arrears with 707 cases recorded, a 247% increase on the previous year. In part this increase is due to better recording of cases, however it also reflects the pressures of welfare reform.

Parents, relatives or friends no longer willing or able to accommodate became the biggest cause of homelessness with 477 cases recorded. Loss of Rented or Tied Accommodation was also a significant causes of homelessness in 2017/18. This includes those leaving National Asylum Seekers Service accommodation, but there is also evidence that landlords are leaving the rental market.

## Client Views

The client survey identified similar trends. The most common reason given for the cause of homelessness by respondents was that parents or relatives were no longer willing or able to accommodate, this was closely followed by the landlord wanting the property back.

However, this information only tells part of the picture. The causes of homelessness are complex and multi-faceted. Individual circumstances such as health concerns and substance misuse can often interplay with wider social issues such as welfare reform, resulting in a person losing their home.

When asked about personal issues in the client survey, a third of respondents indicated that mental health issues had contributed to their housing situation.

## Partner Consultation

Partners were asked for any comments they had about the causes of homelessness in Cardiff and any trends they had identified. They confirmed that welfare reform and problems with the private rented sector were key issues. Partners also cited personal issues such as mental health and substance dependency as being key issues.

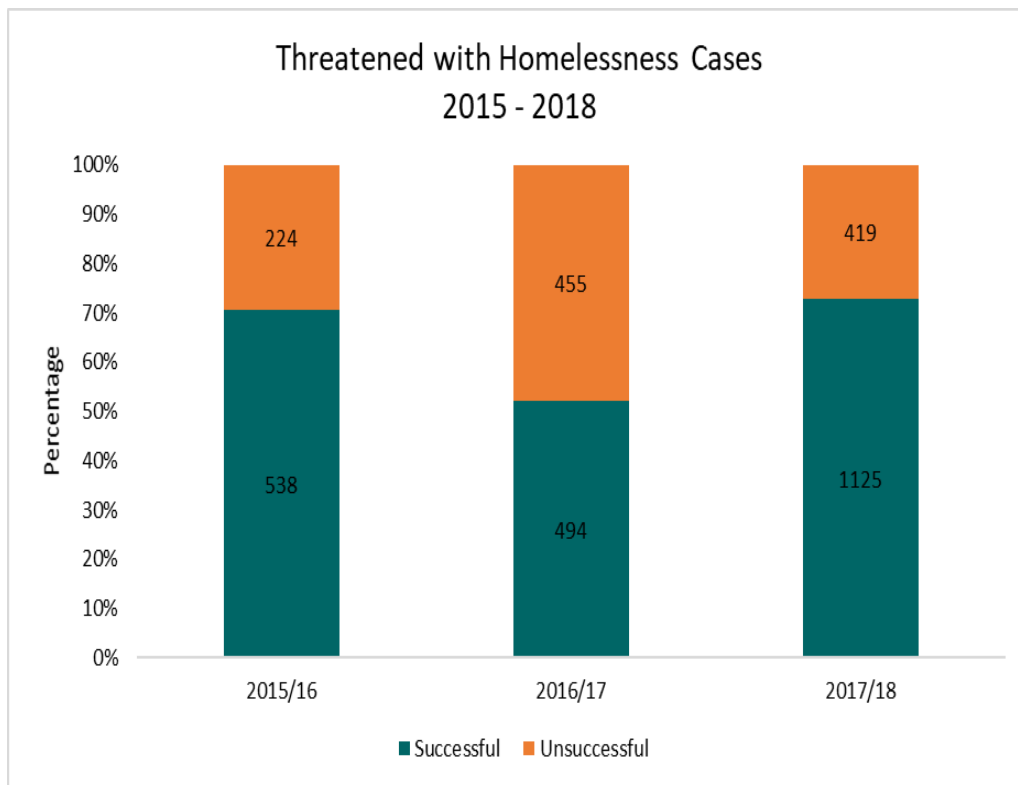
# Early Intervention

Cardiff Council is committed to providing a holistic housing service in which help is readily available and not only provided at the point of crisis. A joined up, person-centred service is integral to delivering the best outcomes for clients. Any underlying issues that may be contributing or will contribute in future to a person's housing situation are considered.

Early intervention has been identified as key to successfully tackling homelessness and it is therefore vital that people are aware of the services and help available.

In 2017/18, 73% of all cases where a duty to help prevent was accepted were successfully prevented. This represents a 40% improvement on the previous year.

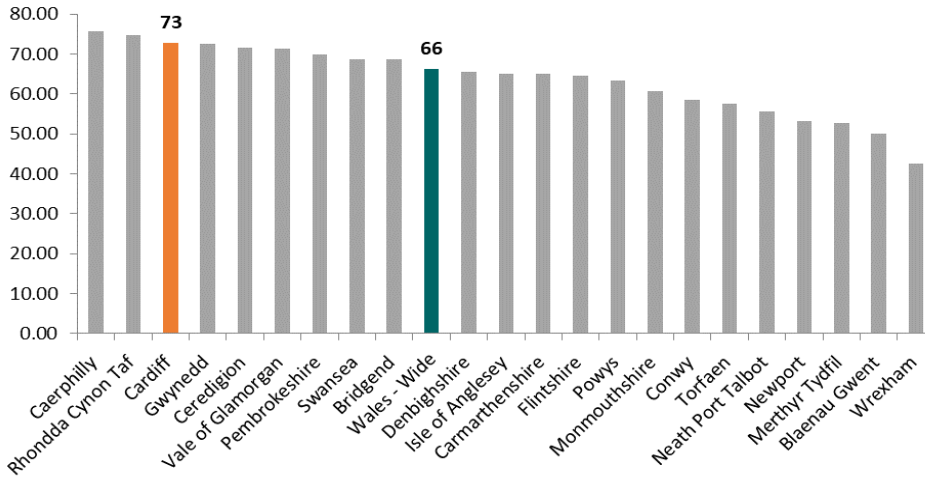
Early intervention and advice have produced successful outcomes where clients have engaged with the service, however in many cases there was not an opportunity to work with clients before they became homeless.



**ACTION** → Further develop the Prevention Service, offering a wide range of interventions tailored to individual need.

# Early Intervention

**Percentage Successfully Prevented by Welsh Local Authority 2017/18**

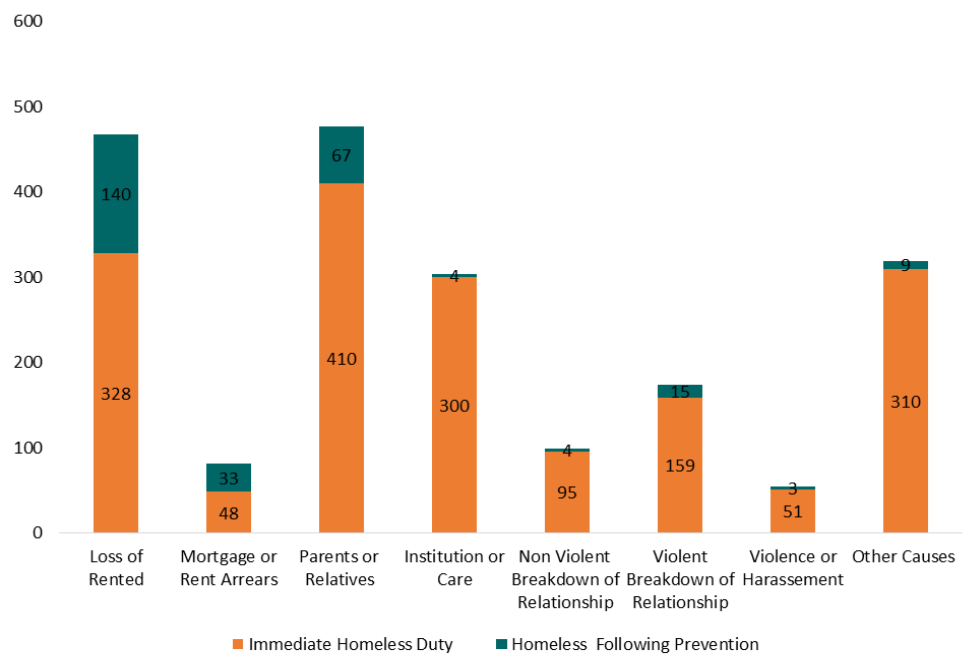


Across Wales as a whole, the successful prevention rate was 66.4%, Cardiff's result was third highest with a prevention rate of 72.9%.

Cardiff helped more clients (1,544) with prevention services than any other authority in Wales, 17% of all outcomes Wales-wide.

The adjacent graph shows the causes of homelessness in 2017/18 broken down by clients who were immediately homeless compared with those who were homeless following unsuccessful prevention work.

**Homeless Cases 2017/18**



For the majority of clients that became homeless in 2017/18, there had not been an opportunity for prevention work.

For certain groups, such as victims of domestic abuse, assistance is understandably not accessed until the point

of crisis. For others better awareness of services could have prevented homelessness. Prevention was also difficult for ex-prisoners and refugees. These are explored later in the strategy. There is a need to better advertise the services available to those to whom early intervention could assist.

# Early Intervention

High demand for services has led to increased waiting times at the Housing Options Centre. Using average figures from March 2018, the total amount of time that a client may spend in the Housing Options Centre, from making a presentation at reception to leaving their general interview, is over three hours. Greater use of the Hubs for housing advice could reduce waiting times at the Housing Options Centre and help improve customer satisfaction.

## Partner Comments

Partners have cited long waiting times and the location of the Housing Options Centre as causes for concern, and welcome the use of the Community Hubs to assist in homelessness prevention.

<b>ACTION</b>	 <b>Develop an in-house specialist housing and homelessness advice service and offer digital access through Skype and online webchat.</b>
<b>ACTION</b>	 <b>Provide housing and homelessness advice across the city through the Community Hubs.</b>
<b>ACTION</b>	 <b>Offer prevention appointments in the client's own home or in Community Hubs.</b>
<b>We Will:</b> <b>Build on the success of current prevention work by developing more focused and targeted prevention services.</b>	

## Case Study

Miss S lived in private rented accommodation and had been served a notice for rent arrears. She was unable to present to the Housing Options Centre in person due to mental health issues.

A home visit was arranged and a case officer reassured Miss S that they would liaise with the letting agent on her behalf and would assist in mediating her housing problem. A financial statement was completed and although Miss S was receiving her full benefit entitlement there was little flexibility in her budget. This gave her a permanent feeling of fear and anxiety over losing her tenancy.

Miss S was provided with budgeting advice, including how to ensure that she was paying bills in full and on time. This helped alleviate her stress and anxiety. The case officer contacted Miss S's letting agent who advised that the landlord was open to saving the tenancy if the rent arrears were resolved.

The agent and landlord were advised the Council could assist Miss S with the Rent Rescue Scheme and provide ongoing tenant support.

Following an affordability assessment, negotiations were carried out and the landlord agreed to cease any legal action and issue a new tenancy agreement. More importantly, the landlord agreed to reduce Miss S's monthly rent.

Miss S was delighted that her tenancy could be saved. She currently has no rent arrears and a more affordable tenancy.

# Key Issues

## Financial Issues

The impact of welfare reform including the implementation of Universal Credit, along with in-work poverty and zero hour contracts are leading to more people experiencing financial difficulties in Cardiff. In an increasing number of cases this is impacting on their ability to pay their rent. Benefit changes may continue to impact on homeless services particularly as benefits become more conditional and complex.

For the period April 2015 to March 2018 Cardiff Council has seen a 762% increase in the number of clients experiencing difficulties with paying their rent or mortgage. The number of cases rose from 82 in 2015/16 to 707 in 2017/18. This is in part due to better recording of cases.

Although there has been a significant increase in demand for the service due to financial issues, **Cardiff Council has achieved great success in this area with 93% of all clients who engaged with services prevented from becoming homeless in 2017/18.** Early intervention has been identified as key to this success.

### Private Sector Rent Arrears

The largest group affected by rent arrears are those renting in the private sector. Various measures are used to prevent these clients from becoming homeless. This includes:

#### Safeguard Scheme

Tenants in receipt of Housing Benefit may be at threat of homelessness by mismanagement of their finances, leading to missed rental payments. In such cases making housing benefit payments directly to a tenant may not always be in their best

### Rent Rescue

Rent Rescue can be paid to priority need clients who have accrued rent arrears in social housing tenancies or private accommodation which threatens their tenancy.

Overall Rent Rescue awards for the period April 2015 to March 2018 increased by 25%. While most awards are made to those in private rented accommodation there was a significant increase in awards made to social housing tenants, from 6 to 78.

interest, so Cardiff Council has developed a Safeguard Scheme to protect them. Under the scheme housing benefit can be paid directly to a landlord.

Direct payments can also be made to a landlord under Universal Credit. Awareness of this service should be promoted further to ensure private landlords are aware.

### Discretionary Housing Payments

Financial support provided through Housing Benefit or Universal Credit in the private rented sector is restricted to the Local Housing Allowance rate and may not cover all of a client's rent. If they are unable to afford the shortfall they can apply for a Discretionary Housing Payment via the Council's Benefit Service.

# Key Issues

## Social Housing Rent Arrears

In 2017/18, 150 clients residing in social housing were threatened with homelessness due to rent arrears. With changes to welfare benefits many social landlords are changing the way they manage rent arrears. It has been identified that early intervention in this area is essential as small amounts of arrears may not be regarded as problematic, but they can soon escalate.

Improved partnership working between the Council's Housing Finance Service and the Housing Options Service has ensured that all cases where there is a threat of homelessness due to rent arrears are referred early and before the point of crisis. This early intervention is producing successful outcomes. In 2017/18 all clients who were at risk of homelessness through social rent arrears, and engaged with the Housing Options Service, were prevented from becoming homeless.

## Mortgage Arrears

If a client is having difficulty paying their mortgage, their lender will notify the Housing Options Service directly so that prevention work can take place. Staff within the Debt and Housing team are fully trained in liaising with mortgage companies and solicitors regarding hardship options, term extensions, payment arrangements and assisting clients in court action.

In 2017/18, 76% of clients who presented to the service with mortgage arrears were prevented from becoming homeless.

## Case Study

Mrs D presented at the Housing Options Centre due to mortgage arrears which had accrued following the death of her husband. Mrs D advised of severe mental health issues and also some physical health problems. She was reliant on an income of Income Support, Carer's Allowance (as she cared for her elderly mother) and Disability Living Allowance.

Mrs D had a very low mortgage balance, however the term of her mortgage had expired and therefore the full amount was due immediately. As she had not been able to pay this amount, a court hearing for possession had been listed. Through advance negotiations with the lender the Debt and Housing team were able to get a 56 day adjournment of the court proceedings agreed, to enable Mrs D to consider her options.

The Debt and Housing Team referred Mrs D to an independent financial adviser and it transpired that Mrs D had a private pension she was able to draw upon which would be sufficient to clear the arrears in full.

At the court hearing the Debt and Housing team represented Mrs D and gained a further adjournment of 28 days from the Judge, as this was opposed by the lender. This allowed Mrs D to have enough time to release the proceeds from her pension to repay the mortgage balance in full and possession action was ended.



# Key Issues

## Family Breakdown

Cardiff has experienced a significant increase in clients losing accommodation provided by parents, relatives or friends. In 2017/18 this became the biggest cause of homelessness. This category includes those clients who are 'sofa-surfing'. This means that they are staying temporarily with friends and relatives while attempting to find permanent accommodation.

## Young People

Many of those who present are young people who have experienced a breakdown in relationship with their parents. Often family life has become difficult, and in some cases it may not be safe for the young person to remain at home.

Young people can be assisted by the Young Persons Gateway, a single point of access delivered in partnership between Children's Services, homeless services and Llamau. This includes a housing information and assistance service, Homeless and Children's Services assessment of statutory duties, a mediation service and support needs assessment.

## Young Persons Mediation

Mediation can be an effective tool in preventing homelessness. Mediators work with young people and their families to identify and resolve the issues causing conflict within the family home. Where this is not possible or appropriate, homelessness assessments are undertaken and advice given to establish suitable housing and support solutions.

Whilst the overall number of young people accessing services via Llamau increased by 13% for the period April 2015 to March 2018, the number accessing mediation services declined by 41%.



## City Centre Youth Hub (One Stop Shop)

The Council has recently agreed to establish and run a Youth Hub from which Children's Services, Housing and Youth Services will be co-located, providing a single 'front door' for young people seeking information, advice and assistance.

**ACTION** → **Further develop services for young people through the proposed new City Centre Youth Hub.**

# Key Issues

## Respite Mediation

In November 2017 a pilot Respite Mediation project was set up at Northlands young persons hostel, to trial supporting young people threatened with being asked to leave the family home with a period of respite accommodation, along with intense family mediation. This intervention aims to enable the young person to return home rather than enter the homelessness system.

A respite room provides a young person with a place to stay for up to 28 days away from their family, giving them much needed breathing space. During this time intense support and mediation is provided to both the young person and their family to enable them to work through their differences towards resolution.

Since January 2018, 80% of clients who have used the facility have returned to their family home.



Northlands Young Persons Hostel

## Case Study

A young male was experiencing difficulty at home and risked being asked to leave.

He moved into the respite room at Northlands and intense mediation began between him and his mother. The mediators spent time building rapport and trust and the sessions became constructive, with both the young person and his mother being supported to convey their feelings with a view to restoring their relationship. Mediation sessions took place twice a week and the relationship slowly began to improve.

After a few weeks the young person began going back to the family home for meals. This strengthened his relationship not only with his mother but also with his siblings, which had been a cause of some of the previous conflict. Gradually the visits home progressed to overnight stays which also went well.

The young person successfully returned home but mediators continued to stay in contact as the newly reunited family adapted to living together again. A few more mediation sessions took place at the family home to ensure the return went smoothly and the family continued to feel supported at a crucial time.

Both parties reported feeling much happier and more able to communicate with each other to prevent conflict from building up in the future.

# Key Issues

## Family Mediation

Mediation may also be appropriate in cases where families are overcrowded, particularly where clients have small children or are pregnant and living at home with their parents. Prevention can be difficult in these circumstances as clients often present with an immediate notice to leave the property, which means that they must be placed in temporary accommodation.

**ACTION** → **Provide timely, easy to access mediation interventions for families, landlords and tenants.**

There is a concern that amendments to the Cardiff Housing Allocation Scheme in 2015, including changes to priority status on the housing waiting list, may be encouraging homeless presentations from clients living with relatives or friends. The Council will therefore consider giving additional priority to housing applicants on the waiting list living with friends or relatives in overcrowded or other exceptional housing circumstances.

**ACTION** → **Provide additional priority to housing applicants living with friends or relatives living in overcrowded or other exceptional housing circumstances.**

## The Triage and Visiting Officer Service

In response to the volume of notices issued by parents, relatives or friends, a new mediation initiative has been trialled by the Housing Options Service.

During a home visit with the parents present, mediation is offered alongside housing advice, including information on the Cardiff Housing Waiting List and the private rented sector. If a client can remain at their parents' property in the short term, while alternative accommodation is sourced, this relieves pressure on the temporary accommodation service.

During the period January to June 2018, 73% of all clients who engaged with the new trial were prevented from entering temporary accommodation.

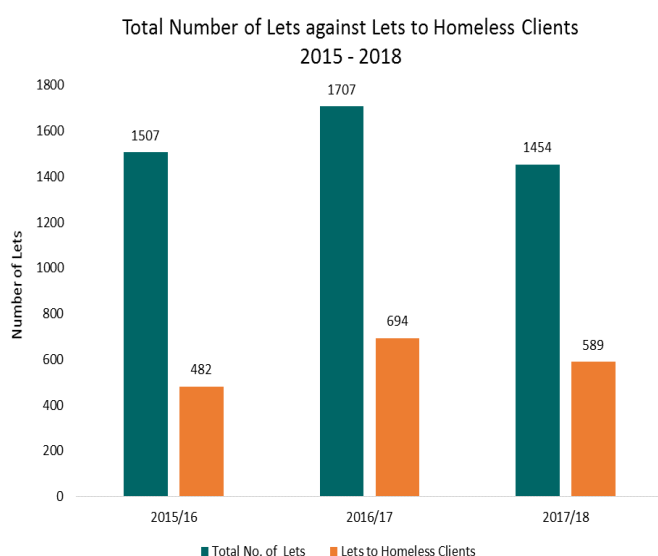
## *We Will:*

**Review the success of the revised Housing Allocation Scheme to ensure that the needs of homeless and other vulnerable people are met.**

# Social Housing

The Council and partner Housing Associations have in total almost 26,000 units of accommodation, and all use the same Cardiff Housing Waiting List and Allocation Scheme to let their properties.

The Scheme ensures that those with the greatest housing need are helped first, that applicants have a choice about where they want to live, and that they are offered properties that suit their needs.



There are 7,891 households on the Cardiff Housing Waiting List (as at 1<sup>st</sup> October 2018), and approximately 400 new applicants join the list each month. There is a need to balance the allocation of properties between homeless applicants and general waiting list applicants many of whom have very significant housing needs. A target of 40% has been set for lets to homeless households. General lets exclude retirement and other specialist accommodation.

All social landlords in Cardiff are committed to housing homeless households and regularly exceed the set target. In 2017/18 they made 51% of general lets and 41% of all lets to homeless applicants.



Unfortunately, due to the overall low level of social housing lets the average waiting time for homeless clients increased from 290 days to 338 days during 2017/18.

The number of lets fluctuates year on year and is influenced by various factors such as the number of tenants who move on and the number of new build schemes that become ready for let in the year.

The Council has plans in place to build 1,000 new council homes by 2022, with further plans to build 1,000 additional homes in the longer term. Partner Housing Associations plan to build at least 1,000 units over the same period.

It is clear that despite this ambitious build programme, supply will still not meet demand. It will therefore be essential to maximise the use of the private rented sector to address the needs of homeless households.

# The Private Rented Sector

## Loss of Private Rented Accommodation (other than rent arrears)

The loss of rented accommodation, particularly for those in the private rented sector, is one of the main causes of homelessness in Cardiff.

To address the issue, staff within the Prevention team routinely work with private landlords to help clients remain in their homes, or to assist clients to source alternative accommodation in the private rented sector.

The Housing (Wales) Act 2014 gave local authorities the power to discharge homeless duty through the private rented sector, it is therefore important that the Council routinely works with the sector and establishes good relationships with agents and private landlords.

There is a high degree of successful prevention work in this area - **in 2017/18 78% of all those clients who presented to the service at risk of losing this type of accommodation remained in their homes or moved to new secure accommodation in the private rented sector.** However, the loss of rented accommodation remains an issue as many clients do not approach the service until the accommodation has already been lost.

An investigation into why so many clients are losing their rented accommodation revealed that one of the key factors is landlords withdrawing their properties from the rental market in Cardiff and putting them up for sale. Evidence suggests this is, in part, due to wider legislative and tax relief changes.

ACTION



**Develop a specialist Private Rented Sector team, providing high quality advice and support to landlords.**

For those clients who approach the service for assistance when threatened with the loss of their rented accommodation, the Council can assist by various means including mediating with their landlord if the issue is concerning repairs or rental payments, enabling the provision of floating support to assist a client maintain a tenancy, or by helping to source alternative private rented accommodation.

### The Private Rented Market in Cardiff

In 2015, the Council commissioned a Local Housing Market Assessment (LHMA) to understand the nature and level of housing demand and need within Cardiff. The LHMA found that the average private rent per month in Cardiff was £559 for a 1 bedroom property, £689 for 2 bedrooms and £857 for 3 bedrooms. This compares to Local Housing Allowance rates of £414.24 (1 bedroom), £507.68 (2 bedrooms) and £600.00 (3 bedrooms).

The 2011 Census data shows that the owner-occupier market has reduced since 2001 from 69.2% to 59.2% of the city. Private renting has almost doubled from 11.1% to 21.9%. The private rented sector is now larger than the social sector, which has remained at around 17%.

# The Private Rented Sector

## Relieving Homelessness through the Private Rented Sector

As well as assisting those clients who lose such accommodation, the private rented sector is an important potential source of accommodation for other homeless clients.

In 2017/18 a significant number of clients had their homelessness relieved under the duty to help secure by obtaining accommodation in the private rented sector. This points encouragingly to successful joint working with private sector landlords when a client is under the help to secure duty.

Far fewer had their full homeless duty discharged by accepting a private sector offer, suggesting clients are not being assisted to source private rented accommodation once a full duty has been accepted and they are in temporary accommodation.

## Rent Smart Wales

To improve standards and management practice in the private rented sector, the Housing Act (Wales) 2014 requires any landlord who has a rental property in Wales to register with Rent Smart Wales.

Rent Smart Wales ensures that landlords and agents who carry out letting and management tasks are well trained to deliver better managed properties in the private sector.

Partners have raised concerns that this may be deterring landlords from renting properties and causing some to leave the rental market.



## Barriers to Accessing the Private Rented Sector

Barriers to accessing the Private Rented Sector include:

- **High rent levels in Cardiff**
- **Local Housing Allowance level has not risen in line with private rents, it will remain frozen at the 2016 level until 2020**
- **Reluctance of landlords to let to benefit claimants**
- **Requirement by some letting agents to provide agency fees and guarantors**

**ACTION**



**Deliver Private Rented Sector training to prospective tenants to maximise the chance of a successful tenancy.**

## Financial Incentives

Another barrier to finding alternative accommodation in the private rented sector is the requirement for bonds and rent in advance. The Council funds a number of schemes that provide financial assistance to enable access to the private rented sector.

**Housing Options Bond Scheme** - Bonds and/or rent in advance are provided to eligible applicants with a priority need for housing. They can be used to both prevent and relieve homelessness.

The number of rent in advance payments provided through the Housing Options Scheme has increased by 154% over the period 2015 – 2018, whilst the number of bonds provided through these means has increased by 259%.

**Huggard Bond Board** - Bonds are provided to clients, who are not assessed as priority need, through the provision of a rent deposit guarantee to landlords.

There has been a decline in the number of bonds provided through the Huggard Bond Board over the period 2015 – 2018.

**Hostel and Supported Accommodation Bond Schemes** - These help clients who are ready to move into settled accommodation in the private rented sector. Schemes are currently being provided at the YMCA, Oakhouse and the Wallich and these have been very successful.

**Reconnection Service** - The Salvation Army Reconnection Service will assist clients with no local connection who are unable to return home into private sector accommodation in Cardiff. They have funding to pay bonds and rent in advance to eligible clients.

**ACTION**



Review the range of incentives given to private landlords to meet the changes within the Private Rented Sector.

**ACTION**



Review the current bond schemes ensuring that these meet the needs of all clients, are sustainable and fit for purpose.

**We Will:**

Improve the support available to private landlords to ensure homeless families have access to good quality, private sector accommodation.



# Temporary and Supported Accommodation

The Council provides a wide range of temporary accommodation to homeless clients. This is grouped into four types of accommodation controlled through Accommodation and Support Gateways.

Although the Gateways are roughly grouped by demographic (for example young people), they do not have strict referral criteria and clients are placed in the accommodation that best suits their particular needs. For example, some single people may be placed within the Family Gateway leased accommodation if this best meets their requirements.



## Single Persons Gateway

The Single Persons Gateway was created in 2015 to ensure that supported accommodation provision would only be accessed by those that are most in need, and to control the numbers being placed in accommodation without a local connection.

- Single point of access pathway into a range of supported accommodation for single people and couples.
- Single homeless people can access the Single Persons Gateway without a priority need, and the level of accommodation provided will be dependent on the client's vulnerability.
- The majority of Gateway accommodation is used as temporary housing for homeless clients until suitable permanent accommodation is sourced. Some clients will remain in Single Persons Gateway for a longer time while their support needs are addressed, and a small number of clients may remain in certain projects on a more permanent basis due to their needs.
- There are various specialist pathways into the Single Persons Gateway, to ensure ease of access for vulnerable groups such as rough sleepers or those leaving prison.

### Emergency Accommodation

71 Units

- Floorspace
- Pods
- Emergency Beds
- The Nightshelter

### Hostels

232 Units

### Supported Accommodation

256 Units





## Young Persons Gateway

The Council launched the Young Persons Accommodation and Support Gateway in 2015 to manage supported accommodation for young people in Cardiff. It gives young people equal access to accommodation regardless of the legislation under which they are owed a duty.

The pooling of accommodation resources broadens the choice of accommodation for young people, allowing them to be placed appropriate to their needs. The choices are:-

- Hostel accommodation - providing a high to medium level of support
- Smaller 24 hour supported accommodation
- Low-level supported accommodation projects - providing low-level support, often on a visiting basis, to young people in the community
- Supported Lodgings - providing a 'family' environment for the young person

## Young Persons Accommodation and Support Gateway

Once young people are ready to move on from their accommodation within the Young Persons Accommodation and Support Gateway, those in need of further support are provided with tenancy training to equip them to successfully manage a tenancy in the future. This provides a consistent, sustainable pathway out of supported accommodation.

**Hostels, Emergency and Low Level Supported Accommodation**

**103 Units**

**Intensive Supported Accommodation**

**45 Units**

Referrals in to the Young Persons Accommodation and Support Gateway come from the Young Persons Gateway, a single point of entry service for young people in housing need. The service :-

- Is a collaboration between the Council's Children's Services and homeless services
- Is based in the Young Persons Gateway offices in Charles Street
- Llamau provides support services, advice and mediation for young people and their families
- Accepts referrals for homeless young people in priority need, aged 16-21
- Young people not in priority need aged 18-21 can access this Gateway via a vulnerability waiver; otherwise they will be referred into the Single Persons Gateway.



**Family Gateway**

The Family Gateway provides accommodation predominantly for homeless families in priority need. It offers a range of accommodation dependant on accommodation and support needs.

**Hostels and Supported Accommodation**  
124 Units

**Leased Properties**  
343 Units

Family hostels provide 24 hour support to homeless families with support needs while leased accommodation without support is scattered throughout Cardiff in the community.

As with other Gateways, some of this accommodation is used for clients who do not fall into the demographic of the Gateway. For example, some single people, couples or young people who are particularly vulnerable.



**Gender Specific Gateway**

The Gender Specific Gateway delivered by RISE Cardiff was developed to ensure that those experiencing any violence against women, domestic abuse or sexual violence can access the service best suited to their needs.

The service is a single route into services offering a 24/7 one stop shop for these clients to access:

- Advice and support
- Safety planning
- Referrals to other agencies

Clients can self-refer, be referred by Housing Options Service or Cardiff Multi Agency Safeguarding Hub (MASH) who co-ordinate referrals from Police, Social Services and MARAC.

- Accommodation-based Support**
- Crisis/Refuge
  - Move-on
  - No Recourse to Public Funds cases
  - Supported Accommodation
  - Intake and Assessment
  - Management of Gateway system

- Community-based Support**
- Tenancy Rescue
  - Self-Help Programmes
  - Specialist Flying Start Team
  - Community Engagement
  - Tenancy Support
  - Therapy/Counselling
  - Specialist Children IPAs
  - Training/Change that lasts

**High Support Crisis/Refuge**  
31 Units

**Medium Support Crisis/Refuge**  
12 Units

**Supported Housing**  
12 Units

# Temporary and Supported Accommodation

## Single Persons Accommodation & Support Gateway

Single Persons Gateway data is continually monitored. In 2017/18 1,409 people used the service, however 3,208 placements were made, demonstrating that many individuals are placed within the service more than once in a year. This may be due in part to moving between different types of accommodation within the Gateway, however improved monitoring has shown that a high number of clients are abandoning or being evicted from accommodation and re-entering at a later date. 51 clients have been housed more than 20 times since the Gateway was launched in 2015 and the number of negative moves out of the Gateway far exceeds positive move on. There has been some improvement in the number of positive moves during 2017/18 however negative moves out of single persons accommodation remains an issue of concern and this is explored further in the Rough Sleeping section of this strategy.

There is a range of support in place to help people move on from the Single Persons Gateway once they are ready. The traditional pathway is to progress people from placements in emergency accommodation, through to frontline hostels and if needed into secondary supported accommodation, and finally into independent living in permanent accommodation.

As part of the planned changes to the Cardiff Housing Allocation Scheme, a more robust strategy for clients ready to move on from hostel or supported accommodation will be developed. Clients will be required to pick at least four higher availability areas to increase the chance of an appropriate social housing offer becoming available within a reasonable time.



If there is 'reason to believe' that a client is homeless and in priority need, then the Council owes a duty to provide interim accommodation under the Housing (Wales) Act 2014. Interim accommodation may be provided through any of the four Accommodation and Support Gateways.

However, as part of the reasonable steps to help to secure accommodation, Cardiff Council uses a significant amount of temporary and supported accommodation to successfully relieve the homelessness of single people without a priority need.

Cardiff has a wide range of high quality temporary and supported housing and has successfully avoided the use of bed and breakfast accommodation since January 2006.

The number of clients entering temporary accommodation has increased while the number moving on to permanent accommodation has decreased in recent years. This has resulted in longer periods spent in temporary provision.

# Temporary and Supported Accommodation

## Young Persons Accommodation and Support Gateway

The Young Persons Accommodation and Support Gateway provides young people with appropriate supported accommodation or supported lodgings, where they can stay until they are ready for independent living. During 2017/18, 226 unique people presented to the service leading to 420 placements. This includes individuals accessing accommodation multiple times within the same year.

There has been a significant increase in the number of young people positively moving on from the Gateway, 125 in 2017/18 compared to 104 in 2016/17. Most positive moves were into social housing at 64, an increase from 33 in 2016/17. Returns home were also high, increasing from 32 to 43, demonstrating the success of family mediation taking place in some accommodation. Moves into the private rented sector remained low.

Negative moves while lower than in the Single Persons Gateway were still disappointingly high at 88, an increase from 68 in the previous year. There is a need to review the supported accommodation provision for young people with complex needs.

Accommodation for young people is due to be recommissioned over the coming year. Achieving positive move on for young people is a key target for the new service and reasons for negative move on will be monitored carefully.

**ACTION**



**Review accommodation available for young people with complex needs.**

## Training Tenancy Scheme

The training tenancies scheme helps young people who are ready to move from supported accommodation to independent living, but require support to manage their tenancy. The scheme is available to young people who are involved with Children's Services and those who have been accepted as homeless through the Young Persons Accommodation and Support Gateway.

The young person is invited to attend a training session covering information about the housing waiting list, terms and conditions of a tenancy agreement, tenant and landlord responsibilities, and how to pay their utility bills. If they successfully complete the training they are placed in a priority band of the Cardiff Housing Waiting List. When a suitable offer of accommodation becomes available the young person is signed as an introductory tenant. Llamau provide support to the young person for at least the first 12 weeks, but this can be extended for up to 6 months.

If the young person is not able to manage the tenancy they can be assisted to move back into supported accommodation.

Since the scheme began in March 2016, 102 people have successfully completed the tenancy training, 98 of which are currently maintaining social tenancies.

# Temporary and Supported Accommodation

## Family Gateway

Most homeless families are housed in leased accommodation within the community with some housed in family hostels. 497 households were placed in accommodation during 2017/18, a decrease from 641 in 2016/17.

The vast majority of clients move on into social housing (364 households in 2017/18). While there has been an increase of almost 30% in clients being assisted into accommodation in the private rented sector, the actual numbers remain relatively low at 85 households.

Families stayed longer in leased accommodation and family hostels during 2017/18 due to slower move on into permanent accommodation caused by a reduced number of social housing lets.



Families needing more support are housed in one of two family hostels, where they can receive additional assistance including parenting support.

## Housing Support Worker Project

The aim of the Housing Support Worker project is to provide person-centred support to clients living in leased temporary accommodation, who need assistance to move on to permanent accommodation. Based on motivational interviewing techniques, the project empowers clients to move on independently from leased temporary accommodation, mainly into the private rented sector, rather than wait for social housing. Due to its success, the project was expanded in April 2018 to also assist clients threatened with homelessness. The project now assists vulnerable clients with high support needs to complete their reasonable steps to help prevent their homelessness, and keep engaged with all relevant services.

Between April 2018 and August 2018 the project supported 61 clients in leased accommodation and 34 with a prevention duty. Of the cases where support was finalised, 54% secured private rented sector accommodation.

**ACTION**



**Improve the services to clients living in temporary accommodation to help them to source their own accommodation.**

# Temporary and Supported Accommodation

## Gender Specific Gateway

The Gender Specific Accommodation and Support Gateway is managed by the RISE service as part of a comprehensive service combatting violence against women, domestic abuse and sexual violence. Some clients who enter the Gateway do so on a temporary basis to allow for target hardening measures to be installed where required. Other clients may require placement in safe crisis/refuge accommodation with on-going support.

688 clients approached the Gender Specific Gateway in 2017/18. 238 were placed in accommodation and 308 received support to stay at home. 142 clients were sign-posted out of Cardiff or to the Single Persons Gateway. Pressures on refuge accommodation do mean that not all those who need it can be placed and increased move on is needed to free up this accommodation.

Once ready to move on to independent living the private rented sector has been an important resource with a significant number of clients being assisted to access this type of accommodation.

## Case Study

'A' had fled her home due to domestic abuse and there were great concerns for her safety. Following assessments with the R.I.S.E Duty team, she was assessed as high risk and accessed a refuge. 'A' didn't have any form of financial or personal independence, her confidence and belief in herself was extremely low. She was supported in setting up a new bank account, accessing benefits, applying for housing, accessing legal support and liaising with the police. She was also provided with support sessions around confidence building and self-esteem.

'A' has recently moved to another refuge space, which allows her to live more independently, whilst continuing to have support sessions. She is now financially independent and is confident attending appointments by herself.

'A' is also attending legal appointments independently and has an overall positive outlook on life. Additionally, she is excited at the prospect of moving on from the refuge and having her own home.

**ACTION**



Explore giving further priority on the waiting list for vulnerable groups such as rough sleepers or those ready to move on from hostels.

**ACTION**



Ensure all housing providers are aware of and use the bond / rent in advance schemes available and promote the use of the Private Rented Sector.

### **We Will:**

**Reduce the time spent in all forms of temporary and hostel accommodation by increasing move on options.**

# Specialist Pathways

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**In addition to the main accommodation gateways, there are other pathways that support homeless clients with specific needs.**

## Refugees

The National Asylum Support Service (NASS) provides support and accommodation to asylum seekers whilst their applications are being considered. Once leave to remain or refugee status is granted by the Home Office then the accommodation provided by NASS is withdrawn. For the purpose of the homelessness review, a sample of 264 threatened and actual homeless cases, recorded in the Loss of Rented Accommodation category in 2017/18, were examined. Of the sample, 66 (25%) were clients who had lost accommodation provided by NASS.

Clients are normally given 28 days from the date of the asylum decision to vacate the accommodation provided by NASS and can if they wish, present to the Welsh Refugee Council any time up to the 28<sup>th</sup> day. There is however, no requirement for them to engage with the service and often opportunities for prevention work are limited.

Improved communication between the Council and the NASS accommodation providers is required to ensure clients receive help prior to losing their accommodation.

## Prison Leavers

Prison leavers account for a significant number of people accessing homelessness services. In 2017/18, 256 prison leavers presented to the service as homeless. In 2015 the Welsh Government introduced the Prisoner Pathway, the aim of which is to support people leaving

custody to prevent them from becoming homeless, thereby improving their resettlement into society and reducing their risk of reoffending. The planning should begin as soon as they enter prison, with a Resettlement Officer supporting the prisoner with any housing issues they may have. This may include liaison with statutory agencies to maintain Housing Benefit claims during the sentence or with private landlords regarding arrears.

12 weeks prior to release, the Resettlement Officer should undertake a further assessment of the prisoner's housing need, which may include making a referral to the Council so that a decision can be made whether the prisoner is owed a duty under the Housing (Wales) Act 2014.

Unfortunately the Prisoner Pathway is not currently working as anticipated. In 2017/18 a high proportion of those prisoners referred to the Housing Options Service by the prison did not present or receive a full homelessness assessment. This demonstrates that there are currently difficulties in encouraging prisoners to engage with the pathway. Concerns have also been raised about veterans with offending behaviour and their ability to access housing.

A review of the Prisoner Pathway is required to assess if there is an opportunity for improved prevention work with those leaving prison.

**It has been agreed that representatives from HM Prisons and Probation Services will join the multi-agency team in the Housing Options Centre to help review and improve the pathway for those involved in the criminal justice system.**


# Specialist Pathways

## Female Prison Leavers

It has been identified that female prisoners leaving Eastwood Park prison often do not present to the Housing Options Service on release from prison. In some cases this results in clients continuing the cycle of homelessness, prison and street working.

A new procedure has been developed by the Housing Options Service jointly with Safer Wales; the Community Rehabilitation Company; Probation Services; Pobl and the Department for Work and Pensions to try to break this pattern and increase the number of clients who move on to live independently.

Referrals are made to the Housing Options Service 12 weeks prior to release, the client's homeless application will then begin to be assessed. The Council will be notified of the day of release approximately two weeks beforehand and will then begin the process to find a suitable placement based on the information provided so that accommodation is in place on the day of release.

**ACTION**  **Review the prisoner pathway and build on the success of the vulnerable women's prisoner pathway.**



University Hospital of Wales

Housing Resettlement Officers help clients with both physical and mental health issues, they work in the hospitals to identify accommodation needs so that these can be addressed at an early stage. This helps to reduce time in hospital.

There are often cases where a patient is unable to return home as their existing property is no longer suitable for them to live in independently, others may require adaptations to their home or may have been homeless on admission to hospital. The Housing Resettlement Officer will support the patient in making an application to the Cardiff Housing Waiting List, or looking for appropriate private accommodation, ensuring that any accommodation is appropriate to their needs. If required, a referral is made directly to the Housing Options Service and a homelessness assessment is undertaken.

The Council also has six adapted Step Down properties for people requiring alternative short term accommodation to assist with hospital discharge, this includes where the requirement for adaptation has prevented the patient going home.

**We Will:**  
**Review specialist pathways into services to ensure they are working effectively.**

## Hospital Discharge

To support the prevention and relief of homelessness, the Council's Housing Options Service, Independent Living Service, Social Services and the Health Board work in partnership to provide a variety of solutions that have a positive effect on delayed transfers of care and patient flow in hospitals.



# Support for Vulnerable People

## Support for Vulnerable People

Supporting People funded services provide housing-related support to clients who are homeless or at risk of becoming homeless. They help vulnerable people address individual or multiple problems such as debt; employment; tenancy management; substance misuse; domestic abuse and mental health issues. Services are commissioned by the Council and delivered, in the main, by third sector organisations. The type of support provided can be broken down into two categories:

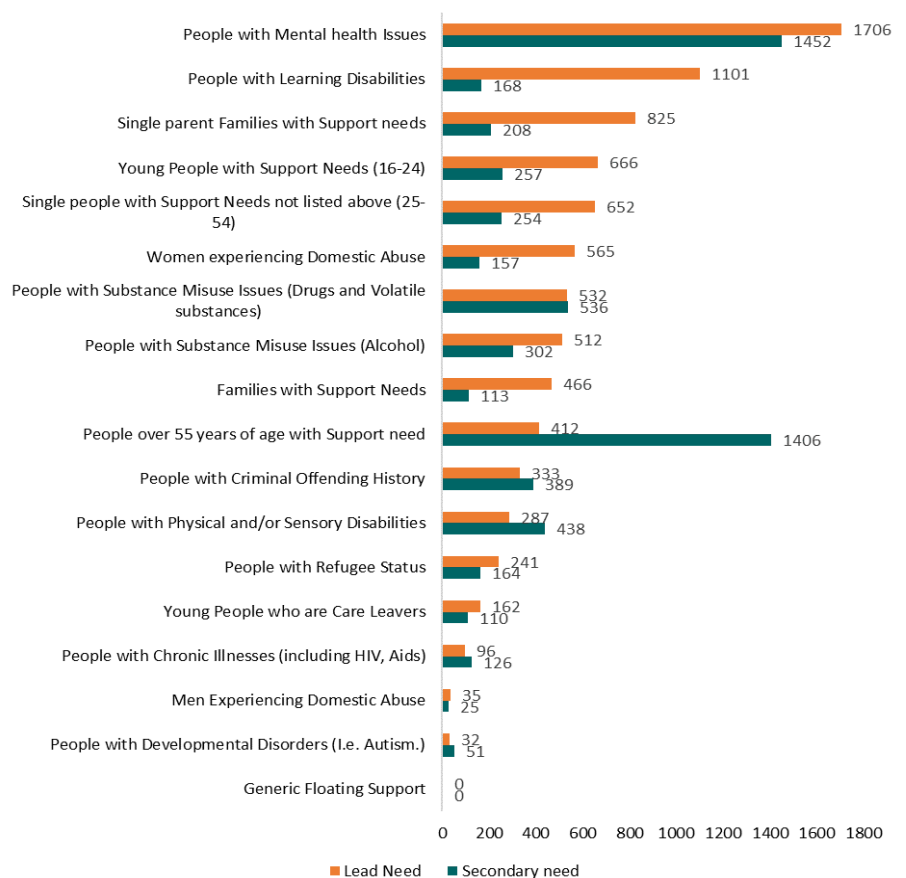
**Generic Floating Support:-** provided in the client's own home, to help prevent them from becoming homeless and to maintain their tenancy. Specialist Floating Support Schemes have also been commissioned aimed at resettling individuals with more complex needs such as mental health.

**Accommodation Based Support Projects:-** controlled through the Gateways, support is provided on-site at hostels, domestic abuse refuges and in supported accommodation for clients with specific needs such as substance abuse, chronic illness and mental health issues.

The lead and secondary needs of all clients who received support during 2017/18 are shown below:

- Mental health issues were the greatest lead and secondary need for all supported clients during 2017/18. 1,706 clients had mental health recorded as a lead need and 1,452 as a secondary need.
- Learning disabilities was the second largest lead need at 1,101 clients.
- Misuse of substances generated significant support needs. In total 1,882 clients had misuse of either drugs or alcohol as a lead or secondary need.

Lead and Secondary Needs of Supported Clients 2017/18



# Support for Vulnerable People

## Floating Support

Generic floating support was recommissioned from April 2017, to increase focus on homeless prevention. The support is provided by two organisations, Pobl and the Salvation Army and the type of support provided includes help with claiming benefits and accessing appropriate health services as well as liaising with landlords regarding rent arrears and other tenancy issues.

In 2017/18 generic floating support was provided to a total of 1,932 clients. 695 generic floating support clients had a lead need of mental health issues recorded. 409 clients had mental health as a secondary need. In 80% of cases the support ended in a planned way, when this was not the case the main reason was non-engagement by the client. 70% of all clients had their support needs met.

The generic floating support service is designed to deliver shorter interventions but can be extended if needed to resolve more complex issues – in 2017/18 42% of individuals completed support within the anticipated 3 months. The remaining 58% had support extended for a longer period. Concerns were raised by partners about the short term nature of support, but as demonstrated, this is extended on a case by case basis as required by the client.

**ACTION** → **Ensure those who have complex needs are assisted to engage with support as early as possible, building on the success of schemes such as the Housing Support Worker Service and by advertising the availability of Floating Support.**

## Case Study

Ms P was a single parent referred to floating support after her Employment Support Allowance (ESA) was stopped as she had missed a medical assessment due to ongoing mental health issues. Subsequently her Housing Benefit ceased, putting her tenancy at risk as she was unable to pay the rent.

The floating support worker assisted Ms P to submit a mandatory reconsideration of her ESA but unfortunately this was declined and the case had to go to tribunal. Ms P was supported through the tribunal and her ESA was eventually reinstated. The support worker also helped Ms P to make a new application for Universal Credit and housing costs were awarded to cover the rent going forward.

Before being referred to floating support, Ms P had accrued rent arrears and the landlord had served a valid eviction notice, putting even more strain on her mental health. Floating Support liaised with the Housing Options Service resulting in a Rent Rescue award of approximately £1,000 for the arrears. As Ms P had been a long term tenant and there had not been any issues before this the landlord agreed to withdraw the eviction notice and extend the tenancy for 12 months.

Finally, Ms P was assisted to seek ongoing support from Community Mental Health teams for her bi-polar, depression and anxiety.

# Support for Vulnerable People

## Mental Health

It is recognised that there has been a significant increase in clients presenting to the homeless service in Cardiff with mental health issues.

### Priority Need Assessments

The number of clients found in priority need and vulnerable due to mental illness, learning difficulties or disabilities increased by 214% for the period April 2015 to March 2018. Although this is a significant increase the total number of clients in this group is relatively low (66 in 2017/18) considering the increase seen in other parts of the service. A review of how mental health issues are identified during the initial homelessness assessment is required to ensure all needs of the client are being met.

**ACTION**



**Review how mental health issues are identified during homeless assessments and ensure support needs are being met.**

### Support Needs

As detailed previously, mental health issues were identified as the greatest lead and secondary need for all clients being supported in accommodation based projects or receiving floating support in 2017/18. Mental health issues have also been cited by partners as one of the main underlying causes of homelessness. A third of those who completed the client survey advised that mental health issues had contributed to their housing situation.

## Housing Resettlement

A Housing Resettlement Officer specifically dealing with clients with mental health issues was introduced in September 2014 to improve patient flow and reduce time spent in hospital by resolving housing and homelessness issues within secondary mental health inpatient stays.

Examples of the support and assistance provided include:

- **Prevention of abatement process/evictions**
- **Homelessness prevention**
- **Supported accommodation applications**
- **Hospital discharge scheme application**
- **Tenancy support referrals**
- **Anti-Social behaviour and police liaison**
- **Partnership working between Cardiff Housing, Social Services and NHS staff**

Referrals are received from all mental health departments. Since January 2018, the Housing Resettlement Officer has worked with approximately 100 mental health inpatients and has a current open caseload of 25 clients.

## Veterans

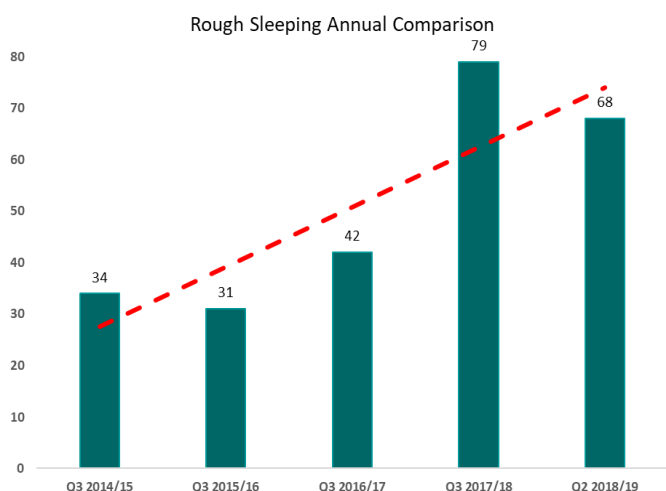
The Council is a signatory of the Armed Forces Covenant. Homeless assessment and outreach processes have been developed to identify those who present from the Armed Forces and ensure they are signposted to appropriate support.



# Rough Sleeping

## Rough Sleeping

The Cardiff Rough Sleeper Strategy 2017-2020 was developed in response to the pressing issue of rough sleeping in the city. Cardiff, in line with the rest of Wales, has experienced an upward trend in rough sleeping in recent years. Since the introduction of the Strategy in 2017, numbers of rough sleepers in Cardiff have stabilised but remain an issue.



## Local Connection

Rough Sleeper Local Connection Breakdown (as at 31.09.18)	
Cardiff	77%
Other Welsh Local Authorities	4%
England	3%
EEA	1%
Other	16%

Around three quarters of rough sleepers have a local connection to Cardiff for housing purposes. There has been a slight decline in those with no local connection overall (including out of county cases). The number of European Economic Area (EEA) nationals sleeping rough in Cardiff has also decreased, to very low levels.

These reductions may be in part due to successful work by the Reconnection Service, with an 88% engagement rate over the period 2015-2018 and 74% of clients achieving a positive accommodation outcome. For particularly vulnerable clients with no local connection, Cardiff can grant a waiver allowing the person into services. Of the total 31 waiver requests made, 51% were accepted indefinitely, 39% were accepted temporarily and 10% were rejected.

## Extension of Homeless Outreach Service

The Council's Homeless Outreach Team has been expanded and its operating hours extended. All staff are fully trained in completing statutory homelessness assessments, and able to make decisions on priority need. Health and support requirements are also considered, ensuring onward referral into suitable services.

## Emergency Accommodation Initiatives

A range of emergency accommodation initiatives have been put in place including direct access to bed spaces for clients identified by the Outreach team and improved support for those accessing emergency provision, the aim being to assist more rough sleepers into accommodation and create sustainable placements. Development of additional and improved emergency accommodation is planned, including further individual pods in Ty Tresillian and Huggard hostels and an extension to the Wallich Nightshelter.

**ACTION**



**Deliver additional and improved emergency accommodation.**

# Rough Sleeping

## Innovative Projects

A number of innovative projects have been developed by the Council and partners to address identified gaps in provision and meet specific needs:

**Housing First Pilot** - offering direct placements into Council, Housing Association and private tenancies with intensive wrap-around support. As at June 2018, five clients were settled in accommodation, maintaining over 100 weeks of tenancies in total.

**Compass Project** - self - contained accommodation that offers intensive, specialist support to people with multiple complex needs. Fifteen rough sleepers were supported in 2017, all of whom moved on to frontline services. As at June 2018, a further four individuals were being supported within the project.

**Ty Tarian** - specialist accommodation and support for women with high support needs and at risk of exploitation. As at June 2018 the five clients had maintained a total of 82 weeks of accommodation.

**Cardiff Solutions Services** - an alternative drop-in facility for rough sleepers not accessing other services. During April-June 2018, 558 contacts were made and 160 individuals supported, 26 of whom requested and secured accommodation.

**Rough Sleeper Project** - based on Housing First principles, providing direct referral into self-contained accommodation for chronic rough sleepers who have previously failed to engage or sustain other provision. As at June 2018, all 15 clients were engaging well with staff and 7 had maintained placements for longer than a year.

## Case Study

Mr D had been known to the Outreach service for several years. Heavy drug use meant that he was difficult to place and any time spent in hostels was brief. He had a very aggressive nature and lost his temper quickly, creating barriers to accessing accommodation. He was frequently banned from day services due to his aggression.

Mr D had been placed in emergency or hostel accommodation 26 times within a 4 year period with 14 evictions, removals or no shows and slept rough for long periods of time.

He was referred to the Housing First scheme, run by the Salvation Army, which aims to provide intensive and holistic support to people with complex needs. Mr D was offered accommodation which he accepted. He is still in residence and successfully maintaining a tenancy.

ACTION



Review the success of the Housing First and other innovative housing pilots.

# Rough Sleeping

## Complex Needs

A high number of Cardiff's rough sleepers have complex needs resulting from negative life experiences and/or personal lifestyle choices such as substance misuse or criminal behaviour. Monitoring identifies that typically around half have lead support needs relating to substance misuse; a quarter to mental health and almost a quarter to alcohol.

Rough Sleeper Lead Support Needs (as at 31.09.18)	
Substance Misuse	51%
Mental Health	25%
Alcohol	24%

Many of these clients will have co-existing issues, which can often contribute to a harmful cycle of multiple exclusions from services and movement between rough sleeping, hostels, prison or hospital.

The issue of repeat evictions, abandonments and placement breakdowns is clearly shown in the Single Persons Gateway monitoring, with some clients placed more than 20 times since 2015. While 204 rough sleepers were assisted into accommodation during 2017/18, some of these will be repeat individuals, moving off and back onto the streets several times. Some who are housed continue to sleep rough on occasion and may continue to beg during the day.

One of the key issues partners identified as a barrier to accommodating rough sleepers is the lucrative nature of street begging activity. The Council and South Wales Police have worked in partnership to create a Begging Pathway, adopting

a proportionate and measured approach to using enforcement powers against all types of begging activity. The pathway aims to engage with rough sleepers and discourage them away from begging and other anti-social behaviour, by signposting to diversionary activities and specialist substance misuse services where needed. The Police acknowledge the need for early intervention and the importance of not criminalising vulnerable people.

### ACE's

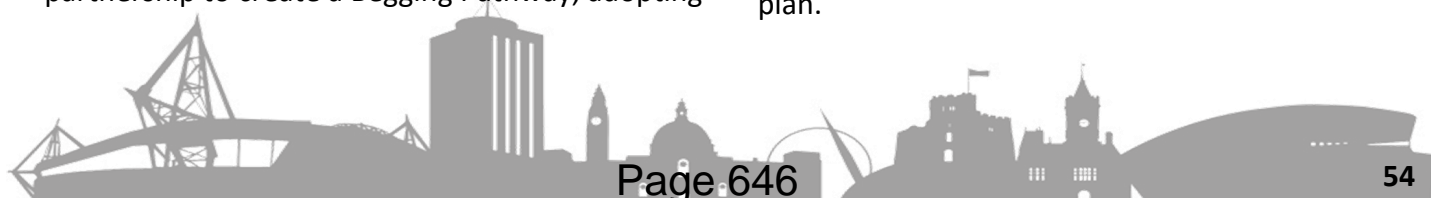
Many clients have suffered Adverse Childhood Experiences and this can result in substance misuse and chaotic behaviour.

The Council and it's partner are committed to the ACES's agenda and using a trauma informed approach.

There is concern about how well existing services are meeting the needs of these complex clients as demonstrated by the number of evictions from supported accommodation within the Single Persons Gateway. Eviction rates from the last year as a percentage of placements range from 3% to 39%.

The majority of evictions took place because of aggressive behaviour and damage to property but people were also evicted due to non compliance/engagement with support, arrears, and using substances.

The performance of individual providers has been looked into as part of the review and will be taken forward as part of the strategy's action plan.



# Rough Sleeping

## Addressing the 'Revolving Door' of Homelessness

In response to this 'revolving door of homelessness', the Council has introduced a pilot **Homeless Advocacy Programme** providing continuity of support both on and off the streets. Advocates work with individuals in a trauma informed way to identify reasons and triggers for eviction from or abandonment of accommodation, with the aim of sustaining placements or supporting positive moves.

The Outreach team are also working more closely with the Housing Options Service to identify the type of accommodation that would be best for individual rough sleepers.

**ACTION**



**The Public Service Board to work as a partnership to build on the multi-agency city centre team to include substance misuse, probation and mental health services.**

**ACTION**



**Work to reduce evictions from and abandonment of supported housing provision .**

## Case Study

Ms B was referred to the Homeless Advocacy Programme from a frontline hostel as she was at risk of eviction due to non-compliance, rent arrears and disengagement from support.

Ms B had substance misuse issues funded through street sex working at night. The support worker adjusted their working hours to engage with Ms B at a time suitable to her and a number of successful actions were taken.

Firstly she was assisted to seek appropriate support for her sexual health. It was then established that the hostel would not allow her to remain there due to her lack of engagement, even if a payment plan was established for her arrears. After approaching several providers, an agreement was negotiated with one despite her having previous arrears with them. This hostel was a better fit for Ms B's lifestyle with 24/7 staffing who would be able to engage with her in her chosen hours.

Unfortunately, before Ms B was transferred into the new hostel she attended a court hearing and was given a custodial sentence. Throughout her period of support Ms B developed trust in the support worker and other professionals due to the positive outcomes achieved and may be more likely to engage with support in the future.

## Multi-disciplinary City Centre Team

In addition, to better address complex needs, **the multi-disciplinary city centre team** will be expanded to include dedicated substance misuse and mental health workers; an additional homeless nurse and counselling service. Support staff will also be trained in providing trauma-informed services.

Funding for the multi-agency team is temporary at present. There is a need for all partners to be clear in their commitment to improved services for vulnerable and chaotic people.

# Rough Sleeping

## Research and Good Practice

While much work has been done to address rough sleeping, the problem persists. A research project will therefore be commissioned to better understand whether services are meeting needs, review good practice and identify any remaining gaps in provision.

One such example of good practice is Leicester's day centre 'The Y Project', which co-locates homelessness services with medical services such as on-site mental health workers, GP's and a year round health programme. This model will be considered when further developing Cardiff's multi-disciplinary team.

## Cardiff Rough Sleeper Strategy 2017-2020



**ACTION**



**Commission a research project to review the effectiveness of services for rough sleepers and any opportunities for improvement.**

**ACTION**



**Review and further strengthen partnership arrangements to ensure there is a clear multi-agency approach to helping vulnerable and chaotic individuals.**

**We Will:**

**Improve services to the most vulnerable by addressing the underlying causes of homelessness.**



# Equalities

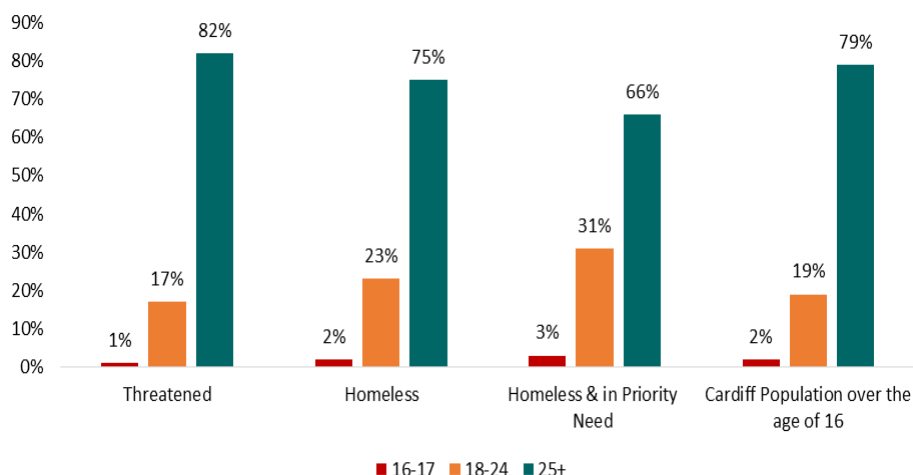
Effective equalities monitoring is an important tool that can be used to inform future provision of homelessness services.

## Age

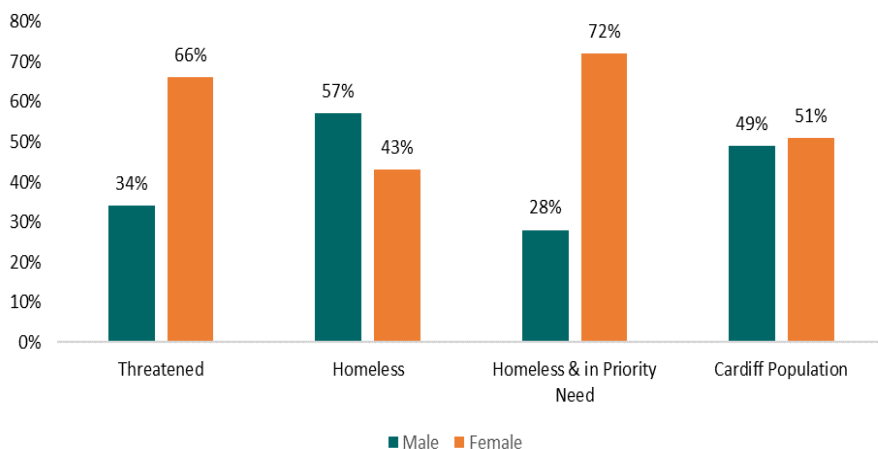
The age of clients accessing homelessness services broadly fits the pattern of Cardiff as a whole, however whereas only 21% of the Cardiff population are between the ages of 16 and 24, the figure for homeless clients is slightly higher at 25%. For those clients in priority need for accommodation, the figure rises to 34%.

Not all young people assisted with homelessness are recorded in the graph as many enter the service through Children's Services.

Main Homeless Duties by Age  
2017/18  
(percentage)



Main Homeless Duties by Gender  
2017/18  
(percentage)



## Gender

In 2017/18, 66% of applicants threatened with homelessness were female. 57% of homeless applicants were male. However, there was a significantly higher proportion of females who were homeless and in priority need (72%). This compares with a Cardiff-wide gender split of 51% females to 49% males. This is distorted however by the administrative practice of always recording the female applicant of a couple as the main applicant.

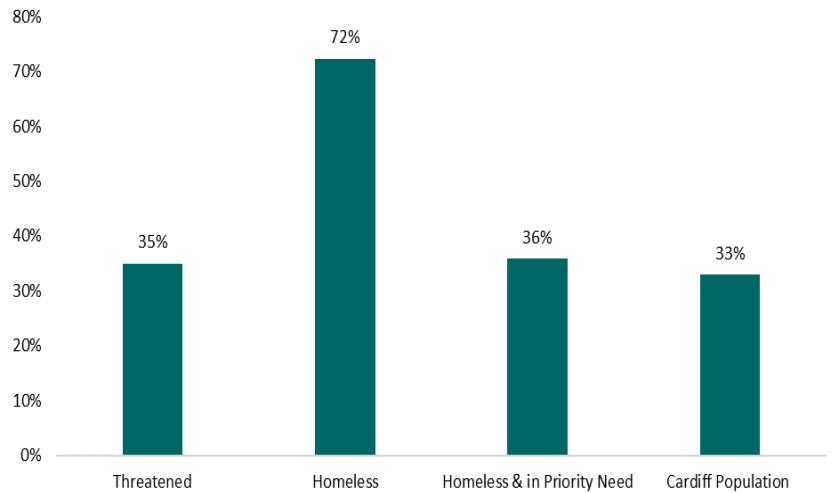
# Equalities

## Household Type

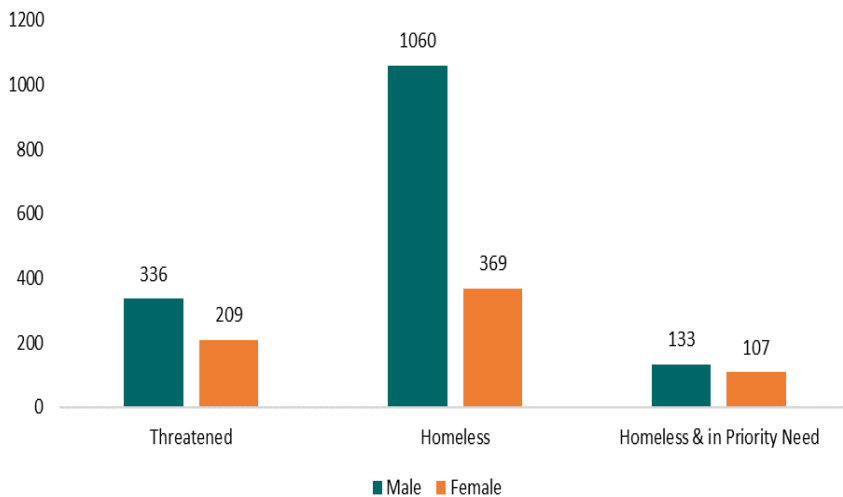
In 2017/18, of the 1,544 clients who were threatened with homelessness, 545 (35%) were single people. Of the 1,976 clients found to be homeless, 1,429 (72%) were single people. This figure is significantly higher than the overall number of single person households in Cardiff (taken from the 2011 census).

Of the 669 homeless and in priority need clients 240 (36%) were single people.

Main Homeless Duties  
Single Person Households  
2017/18  
(percentage)



Single Person Households by Gender  
2017/18



Of those clients in single person households and threatened with homelessness, 336 (62%) were male. For those clients who became homeless, 1,060 (74%) were male and for those homeless and in priority need, 133 (55%) were male. This is a significant difference and needs further exploration.

# Equalities

## Ethnicity

The ethnicity of clients accessing homelessness services broadly follows the pattern of the city, however one point of note is that although Black/African/Caribbean/Black British people account for 2% of the Cardiff population, they account for 10% of homeless clients. The reason for this difference requires further investigation.

The high number of clients whose ethnicity was not known is due to data coming from sources other than the Housing Options Service, with different monitoring systems in place.

Main Homeless Duties by Ethnicity  
2017/18



**ACTION** → Carry out further data analysis and test findings by consultation with clients.

**We Will:**  
Explore the reasons for the differential impact of homelessness on some groups in particular younger men and those from certain ethnic backgrounds.



# Equalities

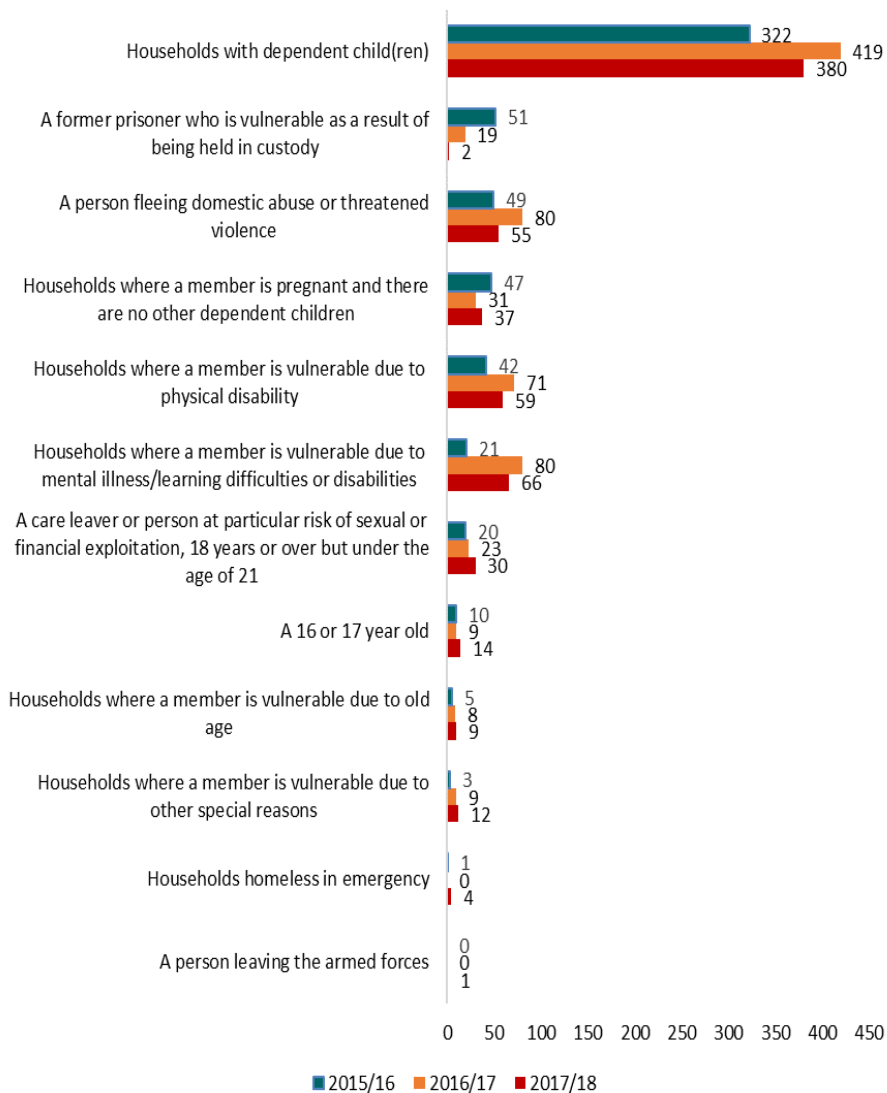
## Priority Need and Disability

The 2011 Census indicates that 18% of the Cardiff population have a long term limiting illness. The Housing (Wales) Act 2014 ensures that these clients will be treated as priority need should they find themselves homeless or threatened with homelessness.

Legislation states ‘a person who is vulnerable as a result of old age, mental illness or handicap or physical disability or other special reason, or with whom such a person resides or might reasonably be expected to reside’ can be considered in priority need for housing.

Between 2015/16 and 2017/18 those clients found in priority need as they are vulnerable due to a physical disability increased by over 40%. Despite this rise, the increase in actual numbers is relatively low considering the percentage of people who are disabled within the population as a whole. (59 clients or 9% of Priority Need Clients in 2017/18).

Priority Need Categories  
2015 - 2018



## Mental Health, Learning Difficulties and Learning Disabilities.

There has been an increase of 214% in the number of clients being found in priority need as they are vulnerable due to mental illness, learning difficulties or disabilities for the period April 2015 to March 2018. Due to this large increase and the number of clients with identified support needs of mental health, this has been noted as a key finding and is explored further in the Support for Vulnerable People chapter of the strategy.

## Next Steps

The 'We Will' objectives found throughout this strategy will form the basis of a four-year action plan, to be developed with partners. The action plan will provide details of the key activities to be carried out and identify clear outcomes, along with lead responsible officers and/or organisations. Implementation will be closely monitored and the action plan reviewed and updated as necessary. The Council cannot deliver the strategy in isolation and partnership working will be essential to ensure that the best outcomes and solutions can be reached.

Each of the 'We Will' objectives and related actions are listed in our Summary of Commitments and accompanying 'strategy on a page' document.



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# Homelessness Strategy 2018-2022

The Cardiff Homelessness Strategy 2018-2022 responds to a comprehensive review of homelessness in Cardiff undertaken during 2018. This page outlines the Key Findings of the review. Our subsequent plans are overleaf.

## Vision and Key Aims

‘to work with our partners to prevent homelessness, providing the right support at the right time to meet the housing needs of our citizens’

- Provide high quality housing advice services across the city, helping all citizens to find the right housing solution for them
- Take early action to help prevent homelessness
- Provide good quality temporary housing, continuing to avoid the use of bed and breakfast accommodation
- Work with both private and social landlords to ensure that a range of good quality permanent housing solutions are available
- To ensure appropriate support is available for our more vulnerable citizens
- To work in partnership with statutory and third sector agencies to ensure a joined up service for clients

## KEY FINDINGS OF THE HOMELESSNESS REVIEW

### INCREASING DEMAND

Demand for services has increased significantly. Applications for help have increased by **68%** since April 2015. Households threatened with homelessness have increased by **103%**.

### EARLY INTERVENTION

During 2017/18 **Cardiff prevented 73%** of households from becoming homeless where help was sought at an early stage. This was the third highest result in Wales. However, many households do not seek help prior to becoming homeless and there is a need to increase accessibility and availability of services so that more people access assistance at an early stage.

### FINANCIAL ISSUES

Mortgage and Rent arrears was the **chief cause of the threat of homelessness** in 2017/18 with **707** cases, a **247%** increase on the previous year. Wider social issues such as the impact of welfare reform are contributing to a significant increase in the number of people experiencing financial difficulties leading to rent arrears.

### PRIVATE RENTED SECTOR

Loss of rented or tied accommodation, other than through rent arrears is also a **major cause of homelessness** in Cardiff. Evidence suggests that landlords are selling their properties and leaving the private rental market. High levels of rent in Cardiff, and the reluctance of landlords to let to benefit claimants have been identified as barriers to effectively using this resource. There is a need to better support landlords and increase incentives for them to house homeless applicants.

### FAMILY BREAKDOWN

There has been an **81%** increase in clients losing accommodation provided by parents, relatives or friends from April 2015 to March 2018. This became the **biggest cause of homelessness** in Cardiff in 2017/18. There is a need to build on the current family mediation arrangements. There are also concerns that changes to the Cardiff Housing Allocation Scheme in 2015, which affected the priority status of applicants living at home, are contributing to the **increase in those presenting with parental notices** and changes to the Allocation Scheme are necessary to address this.

### EQUALITIES

A **high proportion of single young men** and those from **certain ethnic backgrounds** are becoming homeless and reasons for this need to be explored.

## SPECIALIST PATHWAYS

There are a high number of households in Cardiff needing to move on from **accommodation provided by the National Asylum Support Services** following a decision on their case.

There is also **limited opportunity for prevention with the majority of prisoners**. A review of the pathway for these households is required to assess if there scope for improved prevention work.

## VULNERABLE GROUPS

Many clients have complex issues resulting from **Adverse Childhood Experiences**, leading to issues such as mental health and substance dependency. Often these clients can struggle to maintain any form of accommodation resulting in a **revolving door of homelessness**. A **person-centred, trauma informed approach is needed with multi-agency input**, to address the underlying causes of homelessness.

## RELIEVING HOMELESSNESS

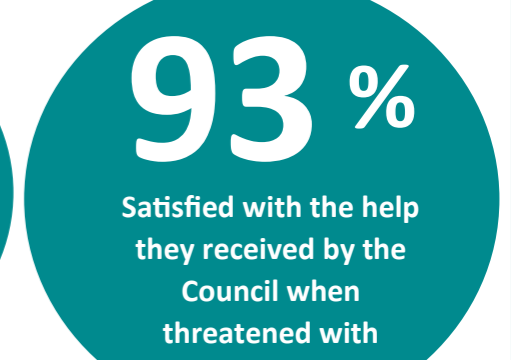
Cardiff has a wide range of high quality temporary and supported housing and has **successfully avoided the use of bed and breakfast** accommodation since January 2006. However, the number of clients entering temporary accommodation has increased while the number moving on to permanent accommodation has decreased in recent years. This has resulted in longer periods spent in temporary provision. There is a need to improve move-on options to prevent long stays in temporary accommodation.

## SOCIAL HOUSING

There are almost **8000 households** on the waiting list and approximately **400 new applicants** each month. Demand for social housing cannot be met by the current supply despite ambitious new build plans. The Private Rented Sector is essential in addressing the needs of homeless households.



## CLIENT SURVEY



# Summary of Commitments

1

## Extend and improve housing advice and better publicise the services available to help prevent homelessness.

- ➔ Develop an in-house specialist housing and homelessness advice service.
- ➔ Provide housing and homelessness advice across the city through the Community Hubs.
- ➔ Publicise advice services available to the public, as well as statutory and third-sector partners.
- ➔ Offer digital access to homeless services, through the website, Skype and on-line web chat.

2

## Build on the success of current prevention work by developing more focused and targeted prevention services.

- ➔ Further develop the Prevention Service, offering a wide range of interventions.
- ➔ Offer prevention appointments in the clients own home or in Community Hubs.
- ➔ Provide timely, easy to access mediation interventions for families, landlords and tenants.
- ➔ Ensure those who have complex needs are assisted to engage with support as early as possible, building on the success of schemes such as the Housing Support Worker Service and by advertising the availability of Floating Support.

3

## Improve the support available to private landlords to ensure homeless families have access to good quality private sector accommodation.

- ➔ Develop a specialist Private Rented Sector team, providing high quality advice and support to landlords.
- ➔ Develop Private Rented Sector training to prospective tenants to maximise the chance of a successful tenancy.
- ➔ Review the range of incentives given to private landlords to meet the changes within the Private Rented Sector.
- ➔ Review the current bond schemes ensuring that these meet the needs of all clients, are sustainable and fit for purpose.

4

## Review specialist pathways into services to ensure they are working effectively .

- ➔ Review the success of the prisoner pathway and build on the success of the vulnerable women's prisoner pathway.
- ➔ Further develop services for young people through the proposed new City Centre Youth Hub.
- ➔ Review accommodation available for young people with complex needs.

5

## Review the success of the revised Housing Allocation Scheme to ensure the needs of homeless and other vulnerable people are met.

- ➔ Provide additional priority to housing applicants living with friends or relatives in overcrowded or other exceptional housing circumstances.
- ➔ Explore giving further priority on the waiting list for vulnerable groups such as rough sleepers or those ready to move-on from hostels.

6

## Improve services to the most vulnerable by addressing the underlying causes of homelessness.

- ➔ The Public Service Board to work as a partnership to build on the multi-agency city centre team - to include substance misuse, probation and mental health services.
- ➔ Deliver additional and improved emergency accommodation.
- ➔ Work to reduce evictions from and abandonment of supported housing provision
- ➔ Review the success of the Housing First and other innovative housing pilots.
- ➔ Review and further strengthen partnership arrangements to ensure there is a clear multi-agency approach to vulnerable and chaotic individuals.
- ➔ Commission a research project to review the effectiveness of services for rough sleepers and any opportunities for improvement.
- ➔ Review how mental health is identified during homeless assessments and ensure support needs are being met.

7

## To reduce the time spent in all forms of temporary and hostel accommodation by increasing move on options.

- ➔ Ensure all housing providers are aware of and use the bond / rent in advance schemes available and promote the use of the private rented sector.
- ➔ Improve the services to clients living in temporary accommodation to help them to source their own accommodation.

8

## Explore the differential impact of homelessness on some groups, in particular younger men and those from certain ethnic backgrounds.

- ➔ Carry out further data analysis and test findings by consultation with clients.



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<b>Policy/Strategy/Project/Procedure/Service/Function Title:</b> Cardiff Homelessness Strategy 2018-2022
<b>New/Existing/Updating/Amending:</b> New

<b>Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?</b>	
Name: Jane Thomas	Job Title: Assistant Director (Housing & Communities)
Service Team: Housing & Communities	Service Area: People and Communities
Assessment Date: November 2018	

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

The Cardiff Homelessness Strategy 2018-2022 sets the strategic direction for tackling and preventing homelessness in the city. The Strategy sets out an overarching vision - *'To work with our partners to prevent homelessness in Cardiff; providing the right support at the right time to meet the housing needs of our citizens'* and the following high level aims:

- Provide high quality housing advice services across the city, helping all citizens to find the right housing solution for them;
- Take early action to help prevent homelessness;
- Provide good quality temporary housing, continuing to avoid the use of bed and breakfast accommodation;
- Work with both private and social landlords to ensure that a range of good quality permanent housing solutions are available;
- To ensure appropriate support is available for our more vulnerable citizens;
- Work in partnership with statutory and third sector agencies to ensure a joined up service for clients.

The Strategy aims to improve housing and support outcomes for homeless households and those at risk of homelessness, 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 more targeted response to the needs of individual homeless households.

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

**Background**

Under Section 50 of the Housing (Wales) Act 2014 a local housing authority must periodically carry out a homelessness review for its area, and formulate and adopt a homelessness strategy based on the results of that review. The Council must adopt a homelessness strategy in 2018 and a new strategy in every fourth year after that.

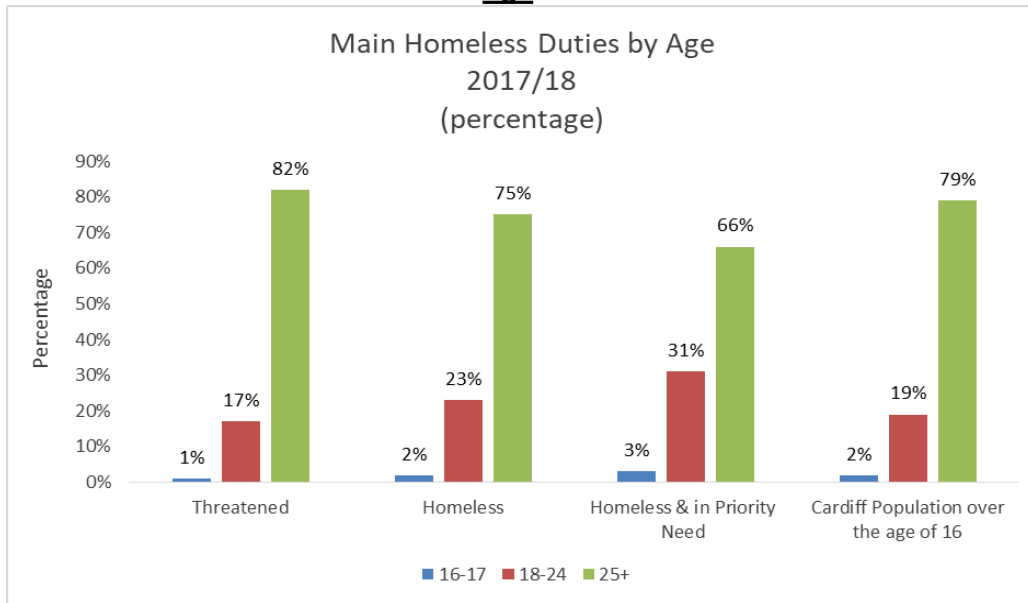
In line with these requirements a comprehensive homelessness review has been undertaken, focusing on the key themes of advice, prevention, accommodation and support. In carrying out this review a wide range of data from the Council's homelessness and advice services was considered and also data from Supporting People funded services. In addition views of services users and partners were gathered and these have informed the review.

The review findings provide the evidence base upon which the Cardiff Homelessness Strategy 2018-2022 has been developed. The Strategy sets out a co-ordinated approach to assisting those threatened with and experiencing homelessness. It identifies available services and resources, and how they will be improved to ensure people receive appropriate, timely help and support.

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Equalities Data from the Homelessness Review

Age

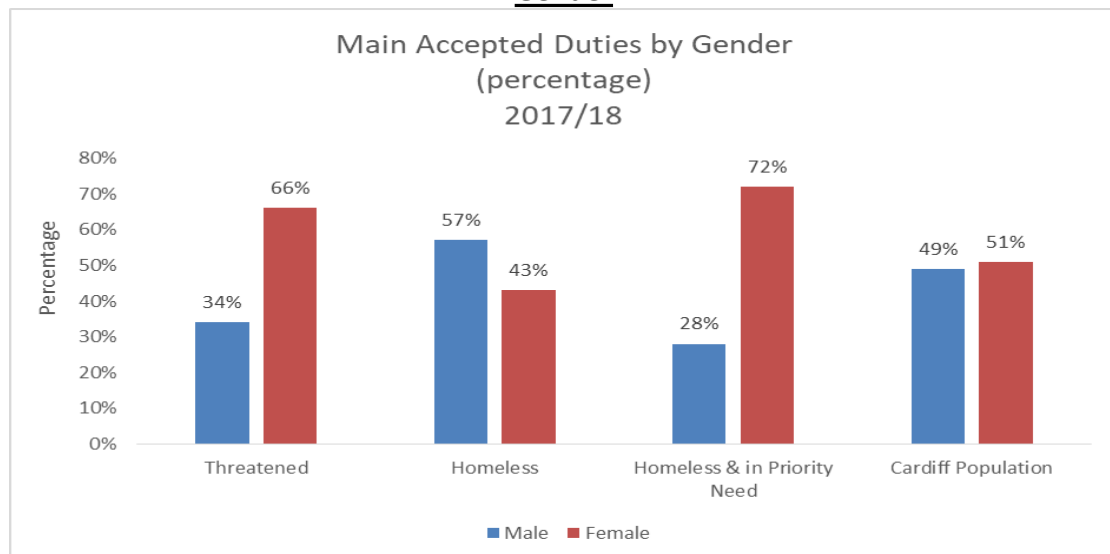


Source: Housing Options Service Data and Mid-2017 Population Estimates

The age of clients accessing homelessness services broadly fits the pattern of Cardiff as a whole, however whereas only 21% of the Cardiff population are between the ages of 16 and 24, the figure for homeless clients is slightly higher at 25%. For those clients in priority need for accommodation, the figure rises to 34%.

It should be noted that not all young people assisted with homelessness are recorded in the graph above as many enter the service through Children’s Services.

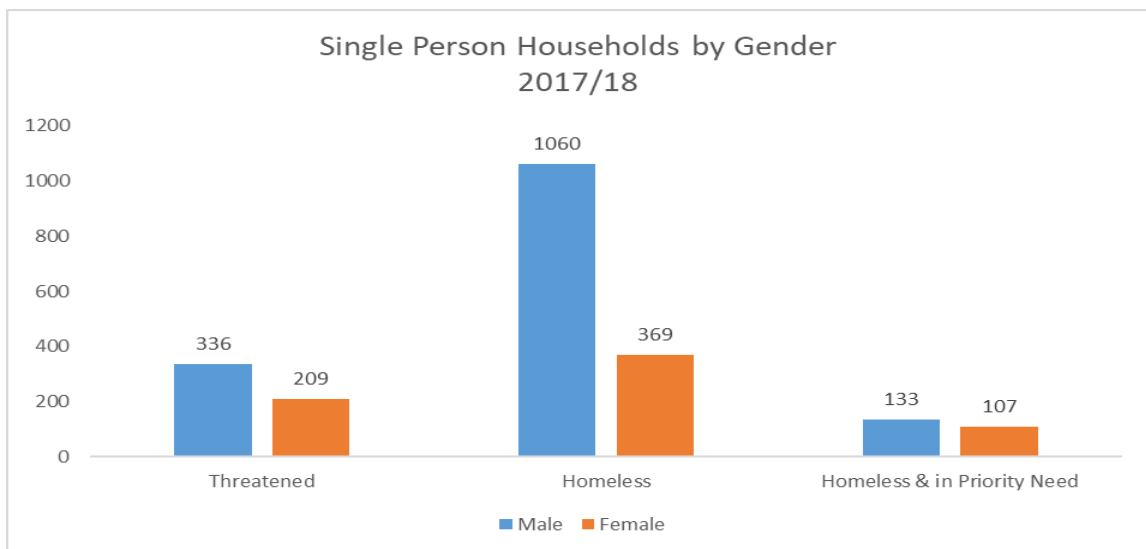
Gender



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In 2017/18, 66% of applicants threatened with homelessness were female. 57% of homeless applicants were male. However, there was a significantly higher proportion of females who were homeless and in priority need (72%). This compares with a Cardiff-wide gender split of 51% females to 49% males.

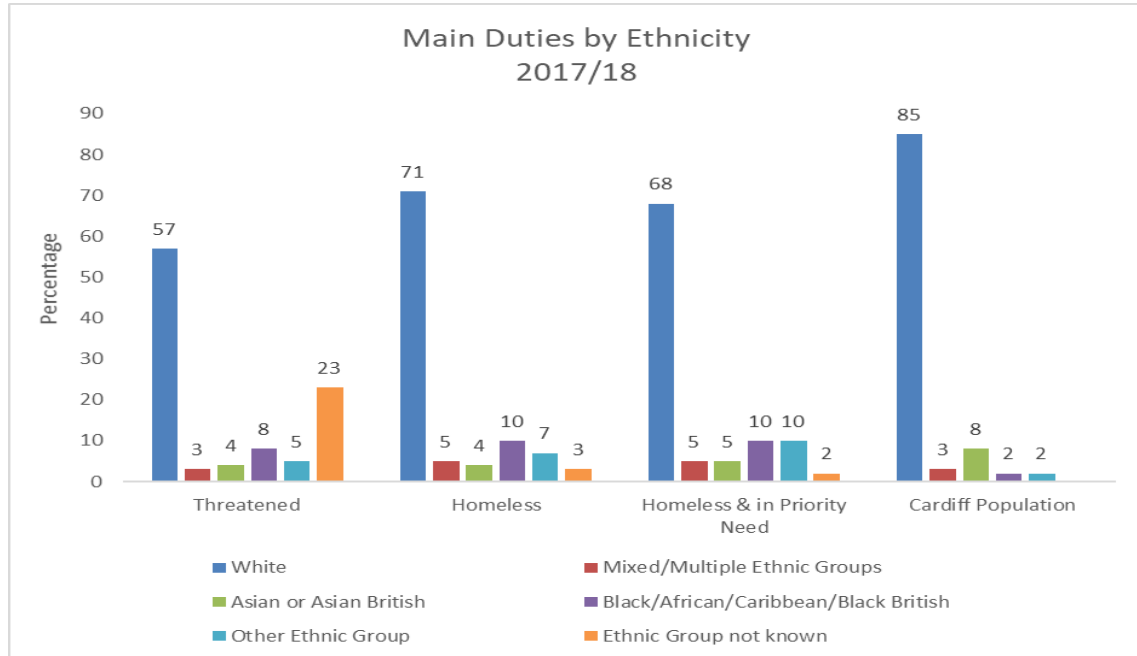
This data should be treated with caution however, as the high proportion of female clients threatened with homelessness and homeless and in priority need may be in part attributed to the fact that for administration purposes the female member of the household *within a couple* is always recorded as the main applicant.



Of those clients in *single person households* and threatened with homelessness, 336 (62%) were male. For those clients who became homeless, 1060 (74%) were male and for those homeless and in priority need, 133 (55%) were male. This compares with a Cardiff-wide gender split of 51% females to 49% males.

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**Ethnicity**



The ethnicity of clients accessing homelessness services broadly follows the pattern of the city, however one point of note is that although Black/African/Caribbean/Black British people account for 2% of the Cardiff population, they account for 10% of homeless clients.

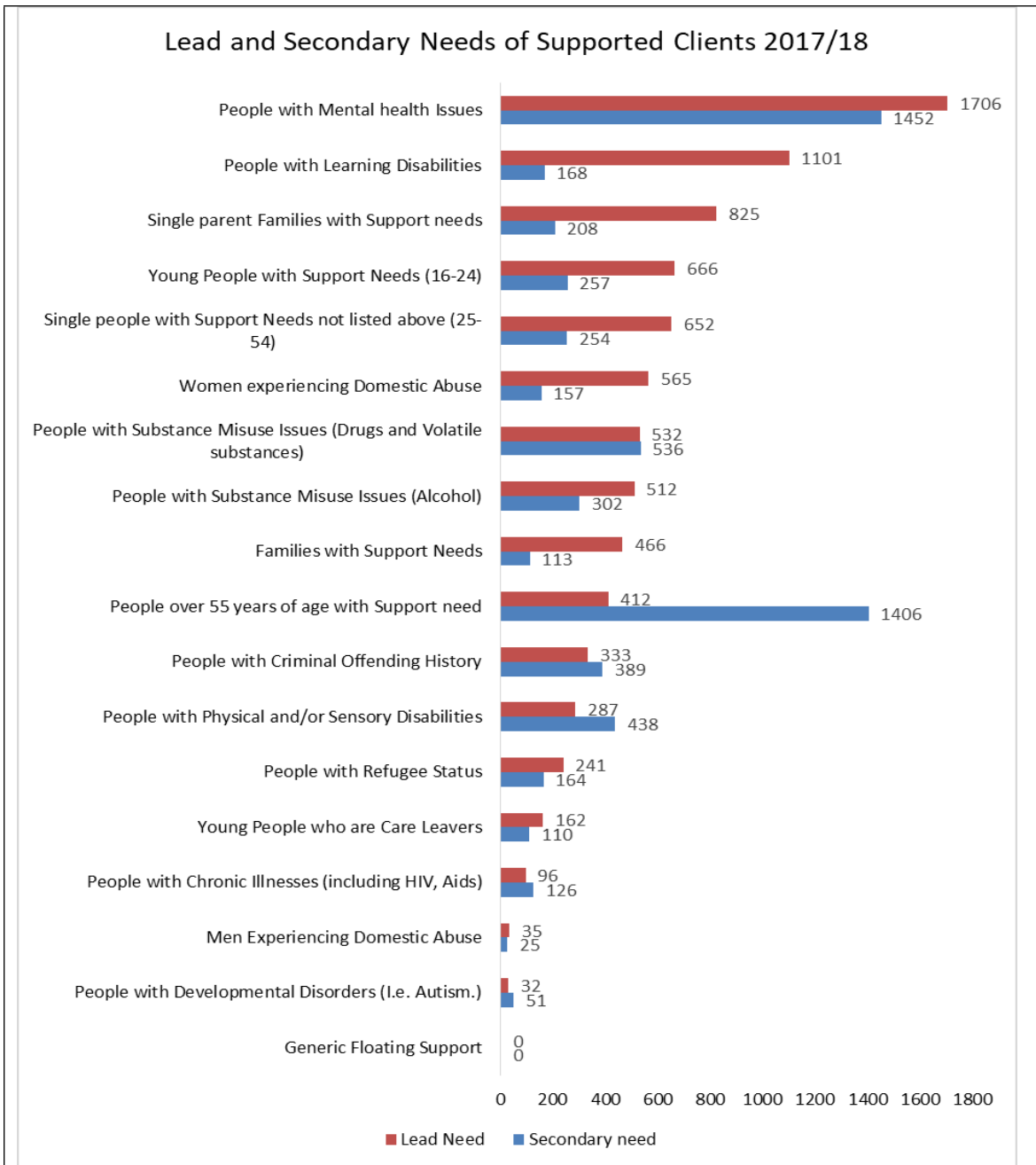
The high number of Ethnic Group not known is due to data coming from sources other than the Housing Options Service, with different monitoring systems in place.

**Disability**

Supporting People Data

Supporting People funded services provide housing-related support to clients who are homeless or at risk of becoming homeless. The following graph shows the lead and secondary needs of all clients who received support during 2017/18:

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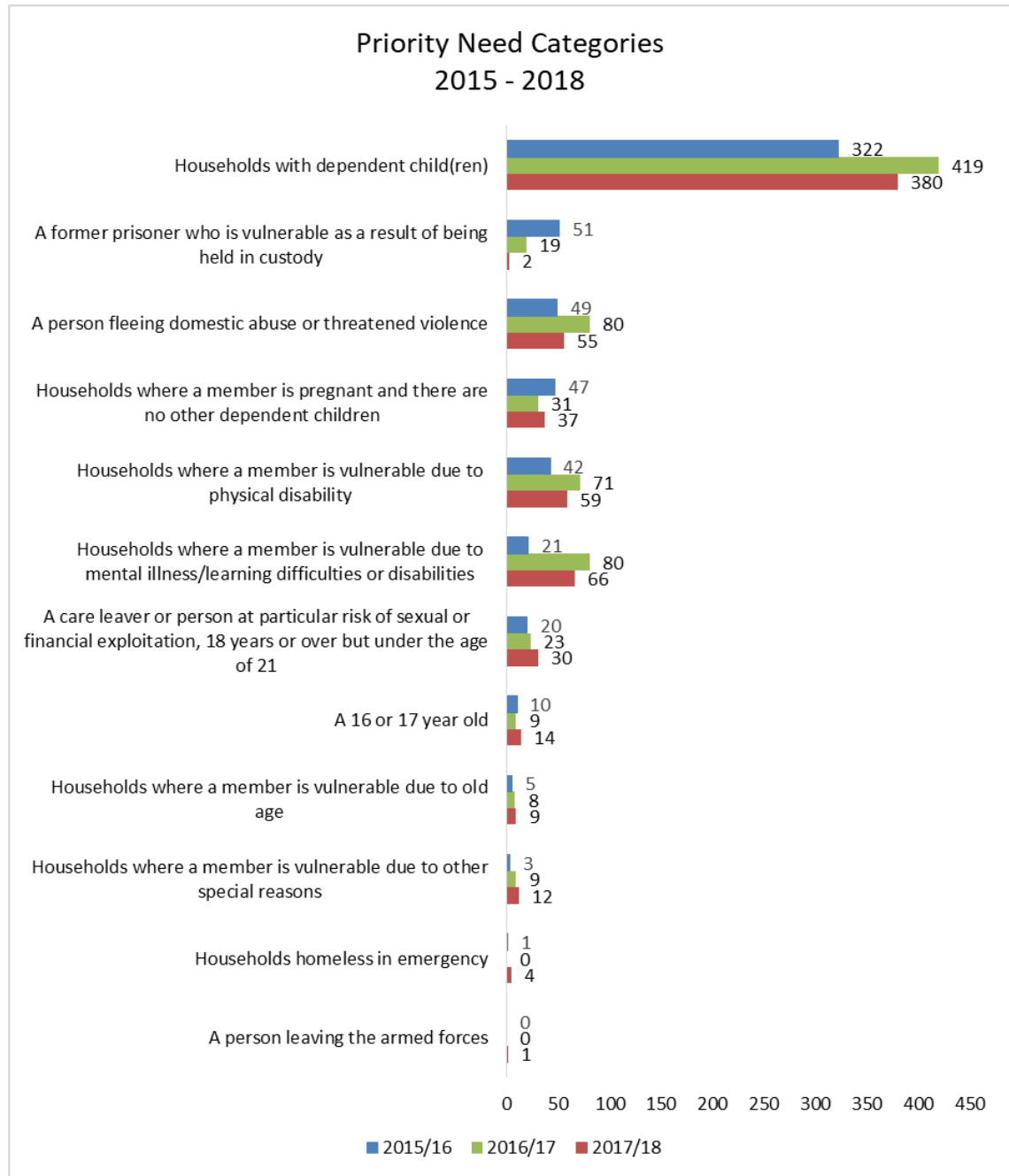


- Mental Health Issues were the greatest lead and secondary need for all supported clients during 2017/18. Reporting identified 1706 clients with mental health as a lead need and 1452 as a secondary need.
- Learning disabilities was the second largest lead need at 1101 clients.
- Misuse of substances generated significant support needs. In total 1882 clients had misuse of either drugs or alcohol as a lead or secondary need.
- The number of people with a support need relating to physical and/or sensory disability was relatively low – 287 clients had a lead need and 438 clients had a secondary need.

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Priority Need and Disability

Legislation states ‘a person who is vulnerable as a result of old age, mental illness or handicap or physical disability or other special reason, or with whom such a person resides or might reasonably be expected to reside’ can be considered in priority need for housing.



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There has been an increase of 214% in the number of clients being found in priority need as they are vulnerable due to mental illness, learning difficulties or disabilities for the period April 2015 to March 2018.

Although this is a significant increase the total number of clients in this group is relatively low (66 in 2017/18), considering the increase seen in other parts of the service, particularly in those receiving floating support.

Clients being found in priority need as they are vulnerable due to physical disability increased by 40% over the period. The actual number of clients was again relatively low (59 in 2017/18).

### 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.**

In 2017/18, 25% of all homeless clients and 34% of all priority need homeless clients were under the age of 25, this compares to 21% of the Cardiff population. The Homelessness Strategy will have a positive differential impact for young people.

Clients 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. Data indicates a 41% decrease in the number of young people accessing mediation over the period 2015-2018, and a 56% reduction in the number returning home following intervention.

The Council has recently agreed proposals for a new city centre youth hub to improve advice services to young people. Mediation services will be reviewed as part of this project.

Accommodation and Support services for young people are currently in the process of being recommissioned and have been subject to a separate equality impact assessment. Under the new arrangements better monitoring and targets will be put in place to ensure positive outcomes for young people.



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

The Strategy recognises the need for improved family mediation to prevent homelessness.

A positive impact is expected as a result of the recommissioning of Accommodation and Support for young people - careful specification of services will ensure that services for young people improve. The new City Centre Youth Hub will also improve advice services for young people.

**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	x		
Visual Impairment			
Learning Disability			
Long-Standing Illness or Health Condition			
Mental Health	x		
Substance Misuse	x		
Other			

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

It is expected that the Strategy will have a positive impact on clients with disabilities - specific issues have been identified around mental health and complex needs.

Mental Health

The numbers of clients with Mental Health issues is increasing and this is the lead need for support in clients accessing support services. This was echoed by the findings of the service-user survey.

Whilst there has been an increase in the number of clients being found in priority need as they are vulnerable due to mental illness, learning difficulties or disabilities for the period April 2015 to March 2018, the actual number recorded is relatively low compared to the numbers presenting in other areas of the service with mental health issues.

Complex Needs

A significant proportion of rough sleepers have one or more support needs relating to substance misuse, mental health or alcohol. Of the 69 individuals recorded as at 5th October 2018, the following lead support needs were identified:

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- Substance Misuse 35 (51%);
- Mental Health 17 (25%);
- Alcohol 15 (22%).

These figures are fairly typical of the rough sleeper population, many of whom also have secondary support needs.

Physical Impairment

Numbers of clients with support needs due to physical and /or sensory disabilities are relatively low, as are the numbers being found in priority need as they are vulnerable due to physical disability.

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

A review of how mental health issues are identified during the initial homelessness assessment is required to ensure all needs of the client are being met.

To better address complex needs, the multi-disciplinary city centre team will be expanded to include dedicated substance misuse and mental health workers; an additional homeless nurse and counselling service. Support staff will also be trained in providing trauma-informed services.

Additional accommodation for those clients with physical disabilities is being made available at Litchfield Court and as part of the Young Persons Accommodation and Support recommissioning. This will also be built into any future recommissioning.

**3.3 Gender Reassignment**

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

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

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

Currently homelessness services are provided to a very small number of clients identifying as transgender.

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

No negative impact anticipated, however careful monitoring of services will take place to ensure that no service users are unduly impacted by the implementation of the

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Strategy and that the most vulnerable continue to be supported.

### 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.**

Currently provision exists within the Single Persons and Family Gateway to accommodate couples. No specific issues relating to this client group identified.

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

No negative impact anticipated, however careful monitoring of services will take place to ensure that no service users are unduly impacted by the implementation of the Strategy and that the most vulnerable continue to be supported.

### 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			

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

Pregnant women and people who reside with them have a priority need for housing and will have access to accommodation via the Family Gateway. There is also support for pregnant young people through the Young Persons Gateway leading into the Family Gateway. The number of households in priority need due to a member being pregnant has remained fairly stable over the period 2015-2018.

Pregnancy or maternity of an adult non-dependent household member, leading to overcrowding, may be contributing to increased numbers of parental notices. Parents, friends or relatives being no longer willing or able to accommodate has been identified as the biggest cause of homelessness in 2017/18.

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

No negative impact anticipated, however careful monitoring of services will take place to ensure that no service users are unduly impacted by the implementation of the Strategy and that the most vulnerable continue to be supported.

It is proposed that the Cardiff Housing Allocation Scheme be amended so that applicants given parental, friends or relative notices, and where there are significant/exceptional circumstances, be given additional priority if they remain at home in the short term.

**3.6 Race**

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

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

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

The review demonstrated that the ethnicity of clients accessing our homelessness services broadly follows the pattern across Cardiff. However, whilst Black/African/Caribbean/Black British people account for 2% of the Cardiff population, they account for 10% of homeless clients.

There are a high number of households in Cardiff needing to move on from accommodation provided by the National Asylum Support Service (NASS) following a decision on their case.

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

The reasons for differential impact of homelessness on Black/African/Caribbean/Black British groups will be explored further.

A review of the Asylum Seeker Pathway is required to ensure these clients receive help prior to losing their NASS accommodation.

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**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?

	<b>Yes</b>	<b>No</b>	<b>N/A</b>
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.**

Religion is not reported in the Welsh Government data for homeless clients, however the client survey report produced for the homelessness review does give a snapshot of the religions of 445 clients who answered the survey. 268 clients did not regard themselves as belonging to any particular religion.

	<b>No</b>	<b>%</b>
<b>Buddhist</b>	1	0.6
<b>Christian (Including Church in Wales, Catholic, Protestant and all other Christian denominations)</b>	99	55.9
<b>Hindu</b>	2	1.1
<b>Jewish</b>	0	0.0
<b>Muslim</b>	59	33.3
<b>Sikh</b>	3	1.7
<b>Other</b>	8	4.5
<b>Prefer not to say</b>	5	2.8
<b>Total number of respondents</b>	<b>177</b>	<b>100.0</b>

This data broadly follows the same pattern as the population data from the 2011 Census however the percentage of people belonging to the Muslim religion is much larger.

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

No negative impact anticipated, however careful monitoring of services will take place to ensure that no service users are unduly impacted by the implementation of the Strategy and that the most vulnerable continue to be supported.

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**3.8 Sex**

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

	Yes	No	N/A
Men	x		
Women	x		

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

The Housing Options Service data highlights a disproportionate number of clients who are single males. The reasons and possible actions to address this will be explored as part of implementing the Strategy.

The Strategy will have a positive impact on females. Much of Cardiff's hostel provision is mixed sex, however the new Gender Specific Gateway has been set up to meet the growing need for accommodation based on gender, particularly for women fleeing Domestic Abuse or Sexual Violence. There are a total of 55 Gender Specific Units.

In addition, Ty Tarian was established in 2017 for women with high support needs and at risk of exploitation currently inappropriately placed in other frontline homeless provision. The project provides 5 units of specialist accommodation with 24 hour support, and one to one sessions with the dual diagnosis project worker and in-house psychotherapist.

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

The reasons for the differential impact of homelessness on males will be explored further in taking forward the Strategy.

**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 impact identified.

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

No negative impact anticipated, however careful monitoring of services will take place to ensure that no service users are unduly impacted by the implementation of the Strategy and that the most vulnerable continue to be supported.

**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.**

All Welsh language policies will be followed. Service users should be able to express a language preference upon first contact with services.

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

No negative impact anticipated, however careful monitoring of services will take place to ensure that no service users are unduly impacted by the implementation of the Strategy and that the most vulnerable continue to be supported.

**4. Consultation and Engagement**

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

Consultation has taken place with partners as part of the Homelessness Review and comments have informed aspects of the Strategy.

Consultation has also taken place with service users to establish views on current services and what they would like to see changed. These views have also fed into the Review and Strategy.

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

Groups	Actions
Age	The Strategy recognises the need for improved family mediation to prevent homelessness.
Disability	A review of how mental health issues are recorded during the initial homelessness assessment is required to ensure all needs of the client are being met.

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	<p>To better address complex needs, the multi-disciplinary city centre team will be expanded to include dedicated substance misuse and mental health workers; an additional homeless nurse and counselling service. Support staff will also be trained in providing trauma-informed services.</p> <p>Additional accommodation for those with a physical disability will be provided at Litchfield Court and through future recommissioning.</p>
Gender Reassignment	None.
Marriage & Civil Partnership	None.
Pregnancy & Maternity	Possible changes to the Cardiff Housing Allocation Scheme to prioritise clients with parental notices in exceptional circumstances (i.e. overcrowding due to pregnancy /maternity of adult non-dependents in the property).
Race	<p>The reasons for differential impact of homelessness on Black/African/Caribbean/Black British groups will be explored further.</p> <p>A review of the Asylum Seeker Pathway is required to ensure these clients receive help prior to losing their NASS accommodation.</p>
Religion/Belief	None.
Sex	The reasons for the differential impact of homelessness on males will be explored further.
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.



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Equality Impact Assessment  
Corporate Assessment Template

Completed By :	Date:
Designation:	
Approved By:	
Designation:	
Service Area:	

- 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 2536 / 3262 or email [equalityteam@cardiff.gov.uk](mailto:equalityteam@cardiff.gov.uk)

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My Ref: Scrutiny/Correspondence/Cllr McGarry

06 December 2018

Councillor Lynda Thorne  
Cabinet Member Housing & Communities  
County Hall  
Cardiff  
CF10 4UW



Dear Lynda,

**COMMUNITY & ADULT SERVICES SCRUTINY COMMITTEE – 5 DECEMBER 2018  
– HOMELESSNESS STRATEGY 2018-22; THE IMPACT OF UNIVERSAL CREDIT  
ON RENT ARREARS**

As Chair of the Community & Adult Services Scrutiny Committee, I wish to thank you and officers for attending Committee and providing Members with an opportunity to consider the draft Homelessness Strategy 2018-22, prior to its consideration by Cabinet on the 13 December, as well as a briefing on issues relating to the impact of Universal Credit on rent arrears. Members of the Committee have requested that I feed back the following comments and observations to you.

**Homelessness Strategy and Review 2018-22**

The Committee considered the Cabinet Proposal and Strategy document and concluded that it supports the proposals and commends the report to Cabinet.

The Committee noted the positive steps made during the current year regarding the provision of a range of services for people who are threatened with homelessness and regarding services for those who are rough sleepers in terms of the numbers of spaces available to them. The Committee noted that a review of services on offer, and their location, was going to take place as part of work going forward.

Members commended the commitment to the prevention agenda and the approach adopted in terms of putting the individual or family at the centre of decisions going forward and, for those with very complex needs, not giving up on them and continuing to look at ways in which they can engage with the Council and its partners.

However, Members stated that there needed to be a real drive to improve joint working across partners and the third sector to address the very complex issues presented in the review and Strategy. Members noted the steps taken to link with PSB partners, but felt that the delivery rested on a collaborative approach, and should therefore be a priority to enable the delivery and achievement of the commitments and actions set out in the Strategy.

Members concluded that, in relation to the Strategy, key to its success was the development and implementation of a detailed **Action Plan**, setting out how the commitments and actions contained in the Strategy are to be achieved. Members would strongly recommend that this be implemented by the deadline reported at the meeting – that is, by the 31 March 2019. Members appreciated that coordinating this with partners would be challenging, but concluded that the issue warranted priority, and should be treated as such.

The Committee would urge that the Action Plan contain Governance Arrangements/Structures across partners on delivering the Plan; and that each Action contains Performance measures, which partners will deliver, timescales and budgets.

Members seek assurances that the Action Plan will be developed within the current financial year and will I will continue to monitor this with you and officers in the coming months.

Members stated that the **supply of suitable accommodation** was their main concern arising from the consideration of this Item. They were extremely worried about a range of issues in relation to the private rented sector, echoing the concerns already raised by yourselves in terms of the stability of this sector; and the major obstacle of persuading private landlords to let their properties to individuals and families in receipt of Housing Benefit or Universal Credit. Members noted the increased efforts to engage with landlords to try to overcome their perceptions in relation to potential tenants and to encourage them to remain in the market long-term. However, Members wish to be assured that this critical commitment in the Strategy is working, and would therefore recommend that further information on how this will be achieved be supplied to the Committee and that regular updates on the success of this commitment be reported.

As you will be aware through the Q&A session, Members raised a number of issues in relation to the **Huggard** and other hostels in Cardiff. Members wish to reiterate the need to publicise and communicate the services on offer at the hostels, deliver the message that the hostels are safe and secure for anyone who needs to use them, and publicise more widely

more positive messages about the hostels, in order to overcome negative perceptions and encourage more people to use the services.

### **The Impact of Universal Credit on Rent Arrears**

Whilst this was a separate Item on the Agenda, Members agreed that the major issues reported and crossover of issues raised under the Homelessness Strategy warranted the need for them to be considered together in this letter.

A strong message that Members wanted to convey was their empathy and acknowledgement of the devastation that the transfer to Universal Credit, and the consequent increasing debts (including rent arrears), is causing to the lives of many individuals and families, particularly at this time of the year. Members noted the measures that the Council has put in place to date in assisting people who find themselves in this predicament, and would recommend that the Council continue to maintain and further improve (where possible) these services as a further 7000 people are transferred onto UC early in 2019.

More widely, Members were particularly concerned about the impact that arrears would have on the HRA and the commitments to deliver on the number of new builds, which, in turn, exacerbates the supply and demand for housing across Cardiff. The Committee will be scrutinising the HRA Business Plan in March 2019, and would request that an update on this issue be reported at this meeting.

Members are committed to monitoring this issue closely and will request updates from yourself and officers in due course.

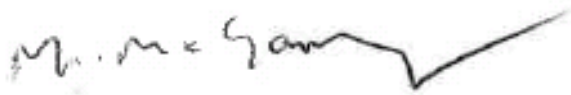
### **Additional CASSC Meeting**

On considering the Committee's work programme at the 5<sup>th</sup> December meeting, Members agreed that they wished to hold an additional meeting, dedicated to homelessness, which they agreed would take place late January/early February 2019. The CASSC Scrutiny Officer will be in touch with you and officer's PA to arrange. The aim of the meeting will be to obtain views from yourself, officers and a range of providers and will be looking at issues in relation to people coming through the single person's gateway and will be exploring views around the following:

- Update on winter provision (particularly over the Christmas period).
- Are services fit for purpose?
- How the hostels work together – is it effective?
- Supported accommodation – how effective is it? What kinds of support is on offer?
- Do people coming through the gateway get the support they need?
- For members to understand the complexities of the service and the people that use it.

Thank you again to you and officers for attending. I hope you find the Committee's comments useful.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M. McGarry', with a long, sweeping horizontal stroke extending to the right.

**COUNTY COUNCILLOR MARY M<sup>C</sup>GARRY**

**Chairperson - Community & Adult Services Scrutiny Committee**

Cc: Sarah McGill, Corporate Director  
Jane Thomas, Assistant Director, Housing & Communities

**CARDIFF COUNCIL  
CYNGOR CAERDYDD**



**CABINET MEETING: 13 DECEMBER 2018**

**ACQUISITION OF IOWERTH JONES CENTRE,  
TRENCHARD DRIVE, LLANISHEN, CF14 5LJ**

**INVESTMENT & DEVELOPMENT (COUNCILLOR RUSSELL  
GOODWAY)**

**AGENDA ITEM: 10**

*Appendices 1 and 2 of this report are not for publication as they contain exempt information of the description contained in paragraphs 14 of part 4 and paragraph 21 of part 5 of Schedule 12A of the Local Government Act 1972.*

**Reason for this Report**

1. To seek Cabinet authority to acquire the freehold of the lowerth Jones Centre. The site is to be used for the development of new council housing to be held within the Council's Housing Revenue Accounts.

**Background**

2. The lowerth Jones Centre was previously under the ownership of the Council Social Services Department. The site was sold to the Cardiff and Vale University Health Board (UHB) in 2008.
3. Built in the 1980's, the site has been used as a care home for the elderly but is no longer required for that purpose and has been declared surplus to their requirements. The UHB have approved the disposal of the property under the Land Transfer Protocol.
4. Once acquired by the Council, it is intended that the building be demolished, with the site supporting the programme to deliver 1,000 new council homes by May 2022.

**Issues**

5. There is a high demand for new council housing across the city and the Llanishen ward has a notable demand for family housing and older person accommodation.
6. A planning brief has been commissioned for the site by Housing and Communities which indicates that their potential development of circa 30 units will be acceptable in planning terms. Other due diligence has been

undertaken including; utility searches, title search, ecology surveys. There are outstanding investigations currently in progress, relating to ground conditions.

7. Acquisition is subject to the Council being in receipt of satisfactory site surveys.
8. The site is to be acquired under Welsh Government's Land Transfer Protocol (LTP). LTP requires an independent valuation to certify market value. The valuation has been carried out on an existing use basis and residential development basis and the difference in value is negligible. (see Appendix 1). Appendix 2 shows the total cost of acquisition, including land tax.
9. The UHB require completion by 29<sup>th</sup> March 2019.
10. The purchase price represents market value exclusive of VAT, for current use as evidenced by the valuation which forms the confidential appendix to this report.

#### **Local Member Consultation**

11. Local members have been informed of the proposed acquisition.

#### **Reasons for Recommendations**

12. To sanction the acquisition of a suitable site providing a development opportunity which contributes towards housing targets in an area with notable demand.

#### **Financial Implications**

13. The report proposes the acquisition of a site for the development of new affordable housing to be held within the Council's Housing Revenue Account (HRA). The costs of demolition and construction of new units is estimated to cost £4.6 million based on an initial viability exercise. This is in addition to the cost of site acquisition indicated in Appendix 2. A number of site surveys are still in progress and will determine any acquisition cost.
14. Acquisition and development expenditure, subject to the planning and procurement process, would be funded from within the HRA Capital Programme as part of new build and acquisition budgets. Whilst the site remains undeveloped, the costs of maintaining any vacant site e.g. site security and vacancy conditions will need to be managed within existing revenue budgets of the HRA.

#### **Legal Implications**

15. The Council's Procedure Rules for the Acquisition of Land require the Council's decision makers to have regard to professional advice from a qualified valuer to ensure that value for money is obtained.



## RECOMMENDATIONS

Cabinet is recommended to approve acquisition of the lowerth Jones Centre, for the development of affordable housing, at market value under the Land Transfer Protocol subject to satisfactory site investigations.

<b>SENIOR RESPONSIBLE OFFICER</b>	<b>NEIL HANRATTY</b> Director of Economic Development
	7 December 2018

*The following confidential Appendices are attached:*

Appendix 1 Valuation of lowerth Jones Centre - **Confidential**

Appendix 2 Total cost including land tax - **Confidential**

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**CARDIFF COUNCIL  
CYNGOR CAERDYDD**



**CABINET MEETING: 13 DECEMBER 2018**

**PURCHASE OF BIFFA WASTE RECYCLING CENTRE,  
BESSEMER CLOSE AND DISPOSAL OF 3-4 WHARTON  
STREET, CARDIFF.**

**INVESTMENT & DEVELOPMENT (COUNCILLOR RUSSELL  
GOODWAY)**

**AGENDA ITEM: 11**

*Appendices 2, 3 and 5 of this report are not for publication as they contain exempt information of the description contained in paragraphs 14 of part 4 and paragraph 21 of part 5 of Schedule 12A of the Local Government Act 1972.*

**Reason for this Report**

1. To seek Cabinet authority to acquire the Biffa Waste Recycling Centre, Bessemer Close, Cardiff for the Council's Investment Estate portfolio and dispose of 3-4 Wharton Street, Cardiff.

**Background**

2. An Investment Estate Strategy was agreed by Cabinet on 21<sup>st</sup> November 2016 to implement a proactive approach to allow the Council to manage assets more effectively with the aim to improve the overall performance of the Estate.
3. Capital receipts generated from the sale of Investment Estate properties can be reinvested in existing assets or can be used to purchase new investment properties.
4. The key objective of the Investment Estate Strategy is to deliver an improvement in the performance of the estate over the next 5 years
5. An opportunity has been identified to acquire the Biffa Waste Recycling Centre for investment purposes.
6. Cardiff Council currently holds the freehold interest in the Bessemer Road site (Appendix 1 identifies the site). The Council's Tenant is disposing of the long lease which is currently sub-let to Biffa which provides the Council with an opportunity to acquire a rental income of £80,000 per annum. A report from an independent valuer supporting the Council's acquisition of the site is attached as Confidential Appendix 2.

7. The site extends to 0.78 hectares (1.93 acres) and is located immediately adjoining the Council's existing Household Waste Recycling Centre. The site currently comprises a detached recycling unit, weighbridges and ancillary offices totalling some 1,328 sq m (14,294 sq ft).
8. In conjunction with this acquisition it is also recommended the Council dispose of 3-4 Wharton Street (Appendix 4 identifies the site and a Confidential Appendix 5 provides an independent valuation).
9. Wharton Street is a four storey Grade II listed building located between The Hayes and St Mary's Street. Constructed in the late Nineteenth Century, current tenants comprise a retail unit, public house with living accommodation above and private members club.

### **Issues**

10. The acquisition of the Bessemer Road site represents an opportunity to acquire an asset let to a single occupier until 2032 with guaranteed uplifts in the rental income and benefits from a marriage value from the merging of the interests. The site adjoins existing Council facilities and land ownership and the proposed acquisition fulfils the Investment Estate parameters.
11. The disposal of Wharton Street aligns with the investment estate strategy. The asset currently generates an income into the Investment Estate but the longevity of the income is not secure and coupled with the maintenance responsibility, the asset does not fit the criteria of the Investment Estate. Given the location, indications are that this presents a city centre opportunity for regeneration, the council will dispose of the long leasehold and retain a freehold interest.
12. Both transactions will be subject to further due diligence before completion.

### **Reason for Recommendations**

13. (i) To sanction the acquisition of a strategic income producing asset for the Council's Investment portfolio  
  
(ii) To sanction the disposal of long leasehold of 3-4 Wharton Street.

### **Financial Implications**

14. The Council's Investment Property Strategy approved in 2016 aims to improve the performance of the estate by undertaking acquisitions where paid for from disposals of sites no longer deemed suitable for long term retention in the estate.
15. The report proposes the acquisition of a site at Bessemer Close, which will generate income for the estate and also consolidate the Council's interest



in the site and neighbouring sites used for operational purposes. The total cost of acquisition is shown in the Appendices and is supported by an external valuation. In terms of income certainty, a financial appraisal has been undertaken of the tenant and this is shown to represent a good covenant. Any acquisition is subject to receipt of satisfactory surveys.

16. Based on realised income from site disposals and existing commitments from the investment property fund, there is insufficient income to cover the costs of the purchase. However the report identifies the leasehold disposal of a site at Wharton street as an income source that will be pursued in the short term, to cover the costs of any acquisitions to be undertaken. Whilst any disposal will result in loss of rental income, disposal would support the removal of a maintenance obligation, support wider economic regeneration and allow re-investment in an asset to secure a longer term equivalent income stream. The disposal process adopted should aim to secure best value for the site as recommended by valuation advice.
17. Requiring disposal proceeds to be in place before acquisitions mitigates the risk of having to borrow. In this case, there is likely to be a difference between the timing of investment and the timing of any disposal of the site mentioned in the report or other sites in the investment estate. The estimated timing of the acquisition is February 2019, whilst subject to ensuring a robust disposal process, the timing of disposal is forecast to be May 2019. This results in risks to affordability, however the view is that the receipt is realisable. In this one off case, the short term cash flow impact of timing would be managed by retaining all income receivable from the BIFFA site following acquisition, until proceeds from disposals are realised.
18. Any revenue implications will need to be managed within the investment estate revenue budget.

### **Legal Implications**

19. The Council's Procedure Guide for the Acquisition and Disposal of Land requires the purchase price to be based on price alone and to be no more than market value as certified by a qualified Valuer in addition, The Council is obliged to obtain the best consideration reasonably obtainable from its property disposals in accordance with section 123 of the Local Government Act 1972.

### **RECOMMENDATION**

The Cabinet is recommended to agree to the purchase of Biffa Waste Recycling centre for investment purposes and to the disposal of long leasehold of 3-4 Wharton Street

<b>SENIOR RESPONSIBLE OFFICER</b>	<b>NEIL HANRATTY</b> Director of Economic Development
	7 December 2018

*The following appendices are attached:*

Appendix 1 – Site Plan – Bessemer Close, Waste Recycling Centre

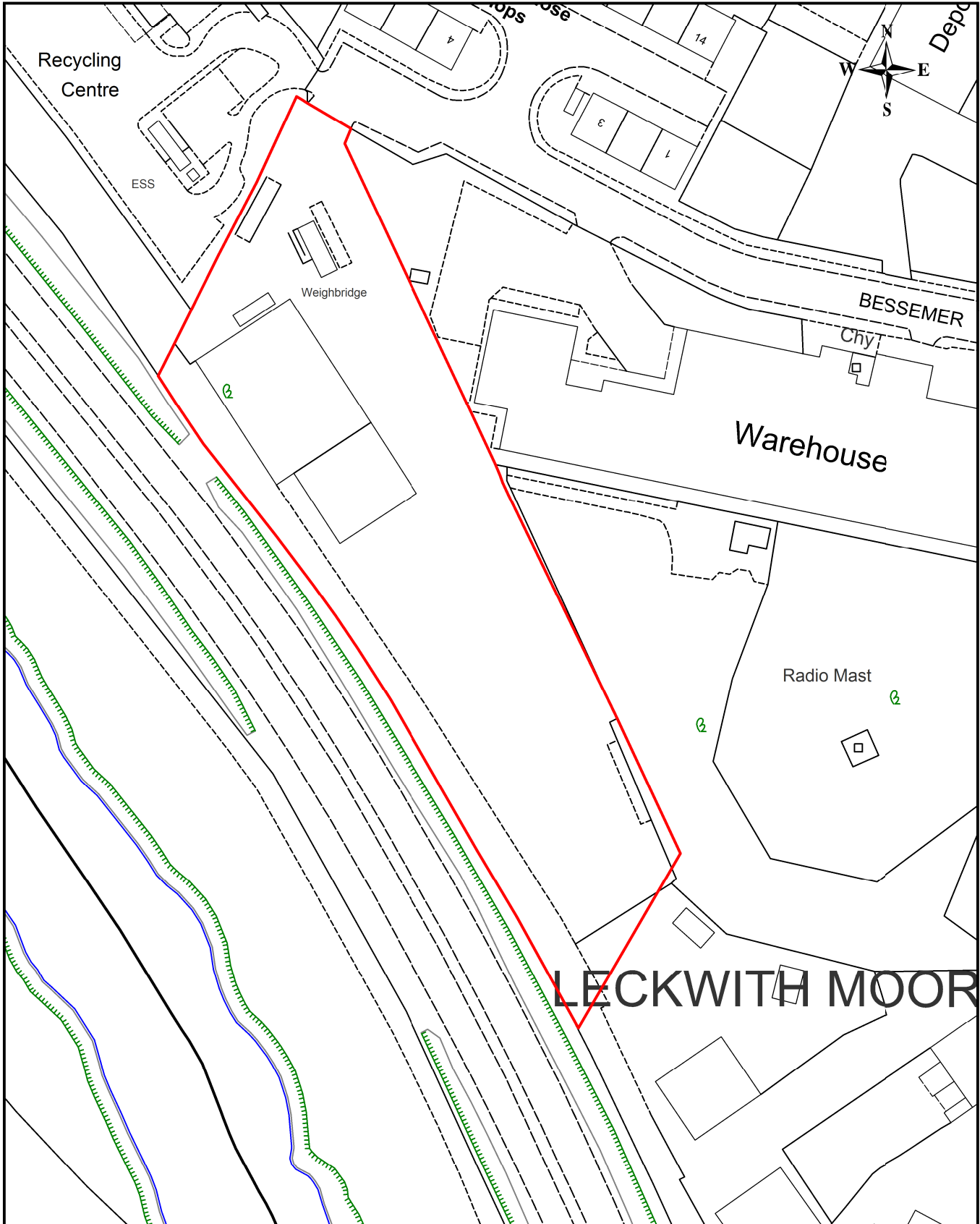
Appendix 2 – Independent Valuation Report Bessemer Road - **Confidential not for publication**

Appendix 3 – Total Acquisition costs - **Confidential not for publication**

Appendix 4 – Site Plan – 3-4 Wharton Street

Appendix 5 – Independent Valuation Report Wharton Street - **Confidential not for publication**

**Biffa Waste Services Ltd, Bessemer Close**



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Rev No.	Details			Strategic Estates Division Cardiff County Council County Hall Cardiff CF10 4UW  Director - Neil Hanratty	
	Drawn by c063926	Scale 1:1250	Date 29/11/2018		
	Project / Drawing No. R:\Propinfo 2\Ownership Plans\2018 ownerships\Biffa Waste Services Ltd.WOR				

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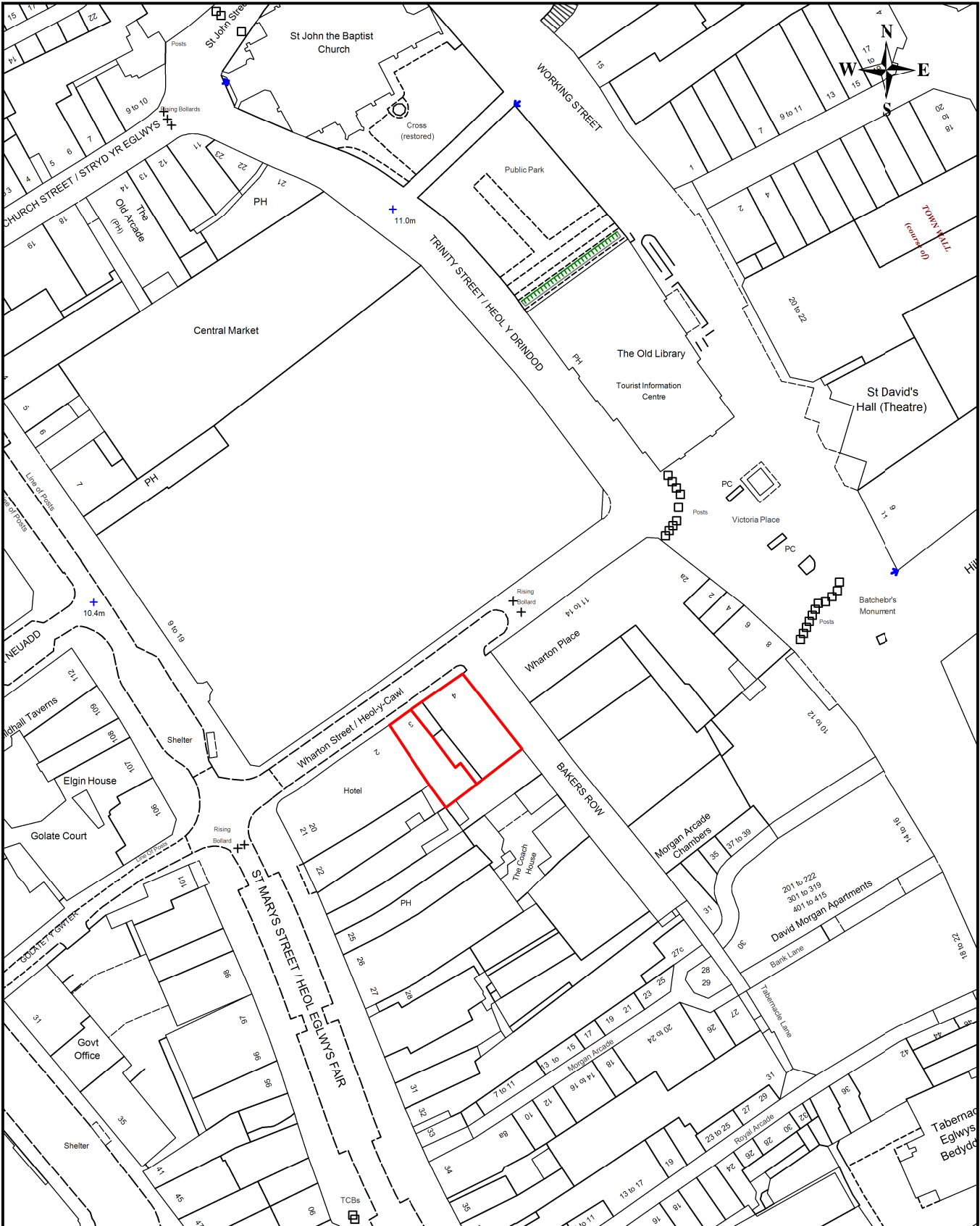
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### 3 & 4 Wharton Street



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