

City of Cardiff Council

Statutory Screening Tool Guidance

If you are developing a strategy, policy or activity that is likely to impact people, communities or land use in any way then there are a number of statutory requirements that apply. Failure to comply with these requirements, or demonstrate due regard, can expose the Council to legal challenge or other forms of reproach.

For instance, this will apply to strategies (i.e. Housing Strategy or Disabled Play Strategy), policies (i.e. Procurement Policy) or activity (i.e. developing new play area).

Completing the Statutory Screening Tool will ensure that all City of Cardiff Council strategies, policies and activities comply with relevant statutory obligations and responsibilities. Where a more detailed consideration of an issue is required, the Statutory Screening Tool will identify if there is a need for a full impact assessment, as relevant.

The main statutory requirements that strategies, policies or activities must reflect include:

- [Equality Act 2010 - Equality Impact Assessment](#)
- [Wellbeing of Future Generations \(Wales\) Act 2015](#)
- [Welsh Government Statutory Guidance - Shared Purpose Shared Delivery](#)
- [United Nations Convention on the Rights of the Child](#)
- [United Nations Principles for Older Persons](#)
- [Welsh Language \(Wales\) Measure 2011](#)
- [Health Impact Assessment](#)
- [Habitats Regulations Assessment](#)
- [Strategic Environmental Assessment](#)

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

The Statutory Screening Tool can be completed as a self assessment or as part of a facilitated session, should further support be needed. For further information or if you require a facilitated session, please contact the Operational Manager – Policy, Partnerships and Community Engagement on (029) 2078 8561 or e-mail: Gareth.Newell@cardiff.gov.uk

Please note:

- **The completed Screening Tool must be submitted as an appendix with the Cabinet report.**
- **The completed Screening Tool will be published on the Council's Intranet.**

Statutory Screening Tool

Name of Strategy / Policy / Activity: The Provision of English-Medium Primary School Places in the Llanrumney Area	Date of Screening: 13/06/18
Service Area/Section: Education	Lead Officer: Janine Nightingale
Attendees:	

What are the objectives of the Policy/Strategy/Project/Procedure/ Service/Function	Please provide background information on the Policy/Strategy/Project/Procedure/Service/Function and any research done [e.g. service users data against demographic statistics, similar EIAs done etc.]
<p>To rationalise English-medium primary school places in the Llanrumney area, including a proposal to close Glan yr Afon Primary School in August 2019.</p>	<p>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 and Ysgol Gymraeg Bro Eirwg.</p> <p>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 pupil on roll (excluding nursery) was 1073 resulting in an overall surplus capacity of 269 places (20%).</p> <p>Glan-yr-Afon Primary School is an English-medium community school located in Llanrumney and within the catchment area for Eastern High.</p> <p>The catchment area 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 entitled to free school meals, significantly above the national average of 18.9% and the Cardiff average of 22.3%.</p> <p>Demand for admission to Glan-yr-Afon Primary School is low, with the</p>

majority of children from the catchment area choosing to attend alternative schools.

The current capacity of Glan-yr-Afon Primary School is 292 places, with 151 pupils on roll as at 11 May 2018 resulting in a surplus capacity of 141 places (48%).

The level of surplus places at the school has had a significant impact on the funding available and the school currently has a deficit budget in excess of £130,000. The ability of the school to recover this, particularly with a falling roll, is uncertain.

The school building is rated as C for condition and suitability (exhibiting major defects/not operating as intended) having reached the end of life at circa 60+ years. Remediation costs are considerable with basic maintenance requirements unable to be addressed by the school owing to budget pressures.

An Estyn inspection in January 2015 judged the schools performance as adequate (strengths outweigh areas for improvement) and the school was placed in Local Authority monitoring.

The latest Estyn monitoring visit took place in December 2017 and, whilst the school was judged to have made progress in respect of many of the key issues, the improvements are still at an early stage of development. As a result, the school remains on the list of schools in need of Estyn monitoring.

The next Estyn monitoring visit is scheduled for June 2018.

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).

Attendance remains a recommendation for improvement. The school's attendance target is 95% with current attendance at 93.72%.

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

Please use the following scale when considering what contribution the activity makes:		
+	Positive	Positive contribution to the outcome
-	Negative	Negative contribution to the outcome
ntrl	Neutral	Neutral contribution to the outcome
Uncertain	Not Sure	Uncertain if any contribution is made to the outcome

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	-	Ntrl	Un-Crtn	
1.1	<p>People in Cardiff are healthy; <i>Consider the potential impact on</i></p> <ul style="list-style-type: none"> <i>the promotion of good health, prevention of damaging behaviour, promote healthy eating/active lifestyles etc,</i> <i>vulnerable citizens and areas of multiple deprivation</i> <i>Addressing instances of inequality in health</i> 					<p>The low intakes to Glan-yr-Afon Primary School, and high level of surplus places impacts on the budget of the school and its ability to deliver a high standard of education. Whilst there are surplus places in other schools serving the Llanrumney area, and there is no significant projected growth in pupil numbers in the area, it is not likely that the number of pupils enrolled at the school would increase significantly.</p> <p>Financial pressures are likely to continue with revenue implications due to the low number of pupils impacting on the ability of the school to manage the existing accommodation</p> <p>The quality of accommodation and education available at other schools in the area is of a higher standard with the potential for demand for places to be met at these schools.</p>
1.2	<p>People in Cardiff have a clean, attractive and sustainable environment; <i>Consider the potential impact on</i></p> <ul style="list-style-type: none"> <i>the causes and consequences of Climate Change and creating a carbon lite city</i> <i>encouraging walking, cycling, and use of public transport and improving access to countryside and open space</i> <i>reducing environmental pollution (land, air, noise and water)</i> <i>reducing consumption and encouraging waste reduction,</i> 					<p>In the event that the closure of Glan-yr-Afon Primary School was progressed, demand for English-medium primary school places in the area could be met through the re-designation of existing capacity at St Cadoc's Catholic Primary School. This re-designation, combined with the closure of Glan-yr-Afon Primary School would facilitate a net reduction of 187 surplus primary school places (0.9FE).</p>

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	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation	
		+	-	Ntrl	Un-Crtn		
	<p><i>reuse, recycling and recovery</i></p> <ul style="list-style-type: none"> <i>encouraging biodiversity</i> 					<p>In the event that the Governing Body of St Cadoc's Catholic Primary School determined a Published Admission Number of 60 places per year group, the expansion of St Cadoc's Catholic Primary School from 315 places (1.5FE) to 420 places (2FE) could be achieved by utilising existing accommodation to provide additional classrooms. The expansion of other schools in the Llanrumney area would require significant capital investment.</p> <p>The St Cadoc's Catholic Primary School site is within close proximity of the Glan-yr-Afon Primary School site. Whilst some children transferring from Glan-yr-Afon to St Cadoc's Catholic Primary School would be required to travel a greater distance to St Cadoc's, the maximum increase in distance travelled would be 0.3 miles. The next nearest alternative English-medium schools to Glan-yr-Afon Primary School are Pen y Bryn Primary School (0.9 miles), St Mellons CiW Primary School (0.9 miles) and Bryn Hafod Primary School (1.0 miles).</p>	
1.3	<p>People in Cardiff are safe and feel safe; <i>Consider the potential impact on</i></p> <ul style="list-style-type: none"> <i>reducing crime, fear of crime and increasing safety of individuals</i> <i>addressing anti-social behaviour</i> <i>protecting vulnerable adults and children in Cardiff from harm or abuse</i> 					N/A	
1.4	<p>Cardiff has a thriving and prosperous economy; <i>Consider the potential impact on</i></p> <ul style="list-style-type: none"> <i>economic competitiveness (enterprise activity, social enterprises, average earnings, improve productivity)</i> <i>Assisting those Not in Education, Employment or Training</i> <i>attracting and retaining workers (new employment and</i> 					The proposal would contribute towards continued improvement in educational outcomes.	
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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
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	<i>training opportunities, increase the value of employment,)</i> <ul style="list-style-type: none"> <i>promoting local procurement opportunities or enhancing the capacity of local companies to compete</i> 					
1.5	People in Cardiff achieve their full potential; <i>Consider the potential impact on</i> <ul style="list-style-type: none"> <i>promoting and improving access to life-long learning in Cardiff</i> <i>raising levels of skills and qualifications</i> <i>giving children the best start</i> <i>improving the understanding of sustainability</i> <i>addressing child poverty (financial poverty, access poverty, participation poverty)</i> <i>the United Nations Convention on the Rights of a Child and Principles for Older persons</i> 					The following benefits would be expected to result from this proposal: <ul style="list-style-type: none"> Achieve a better match between the supply and demand for English-medium primary school places within the local area.
1.6	Cardiff is a Great Place to Live, Work and Play <i>Consider the potential impact on</i> <ul style="list-style-type: none"> <i>promoting the cultural diversity of Cardiff</i> <i>encouraging participation and access for all to physical activity, leisure & culture</i> <i>play opportunities for Children and Young People</i> <i>protecting and enhancing the landscape and historic heritage of Cardiff</i> <i>promoting the City's international links</i> 					N/A

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	-	Ntrl	Un-Crtn	
1.7	<p>Cardiff is a fair, just and inclusive society. <i>Consider the potential impact on</i></p> <ul style="list-style-type: none"> <i>the elimination of discrimination, harassment or victimisation for equality groups</i> <i>has the community or stakeholders been engaged in developing the strategy/policy/activity?</i> <i>how will citizen participation be encouraged (encouraging actions that consider different forms of consultation, through more in depth engagement to full participation in service development and delivery)?</i> 					<p>See Equality Impact Assessment below.</p> <p>Recruitment of school staff: The Council's recruitment process would ensure that good practice is followed, including the application of the Council's policies on equal opportunities.</p>
	<p>Will this Policy/Strategy/Project have a differential impact on any of the following:</p>					<p><i>Please give details/consequences of the differential impact (positive and negative), and what action(s) can you take to address any negative implications?</i></p>
	<ul style="list-style-type: none"> Age (including children and young people aged 0-25 and older people over 65 in line with the United Nations Conventions) 					<p>The Council aims to improve the match between the supply of and demand for English-medium primary school places within the local area.</p> <p>The proposal would contribute to this aim and provide the opportunity for children to transfer to/attend schools with better quality of accommodation and a higher standard of education.</p> <p><u>Catchment Areas</u></p> <p>Should the proposal be implemented it would be necessary to consult on revising primary school catchment area arrangements in the Llanrumney area in accordance with the requirements of the Welsh Government's School Admissions Code, in order to achieve a better match of future catchment populations to the local school capacities.</p>

Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation	
	+	-	Ntrl	Un-Crtn		
					<p><u>Travel Distances</u></p> <p>For those children who would attend St Cadoc's Catholic Primary School, the site is within close proximity of the Glan-yr-Afon Primary School site. Whilst some children transferring from Glan-yr-Afon to St Cadoc's Catholic Primary School would be required to travel a greater distance to St Cadoc's, the maximum increase in distance travelled would be 0.3 miles. The next nearest alternative English-medium schools to Glan-yr-Afon Primary School are Pen y Bryn Primary School (0.9 miles), St Mellons CiW Primary School (0.9 miles) and Bryn Hafod Primary School (1.0 miles).</p> <p><u>Employed age group</u></p> <p><u>Redeployment opportunities</u></p> <p>There may still be a perception that redeployment opportunities to the new school could be affected by age. The Council's procedure for managing staffing changes arising from reorganisation would be used in implementing any changes as a result of this proposal. This would ensure that good practice is followed, including the application of the Council's policies on equal opportunities.</p>	
<ul style="list-style-type: none"> Disability 					<p>If the proposal were to proceed, an equality impact assessment would be carried out at the design stage on the accessibility of the any changes to accommodation. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design June 2009 as well as building regulations such as, BS8300, Part M and relevant Building Bulletins.</p>	
<ul style="list-style-type: none"> Gender Reassignment 					<p>The Council's procedure for securing staffing requirements to</p>	
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Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
	+	-	Ntrl	Un-Crtn	
					implement this proposal would be used in implementing this proposal. This would ensure that good practice is followed, including the application of the Council's policies on equal opportunities.
<ul style="list-style-type: none"> • Marriage & Civil Partnership 					N/A
<ul style="list-style-type: none"> • Pregnancy & Maternity 					If the proposal were to proceed, an equality impact assessment would be carried out at the design stage on the accessibility of the any changes to accommodation. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design June 2009 as well as building regulations such as, BS8300, Part M and relevant Building Bulletins.
<ul style="list-style-type: none"> • Race 					The proposal would not have a differential impact upon one particular ethnic group as the provision would be available to all.
<ul style="list-style-type: none"> • Religion/Belief 					Under the proposal, additional primary school places would be provided at St Cadoc's Catholic Primary School. Whilst the school priorities the admission of baptised catholic children, children of other faiths/no faith also attend the school (of the 299 children attending the school in 2017, 47% were baptised catholic). As with any school, parents can withdraw their children from religious education if they chose to do so. Alternatively, parents can apply for places at primary community schools. The proposed expansion of St Cadoc's is a proportionate means of achieving a legitimate aim to provide for pupils in financially viable schools able to provide a high standard of education.
<ul style="list-style-type: none"> • Sex 					The schools will continue to be community schools and will admit pupils of both sexes.

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					<p>The Council's procedure for securing staffing requirements to implement this proposal would be used in implementing this proposal. This would ensure that good practice is followed, including the application of the Council's policies on equal opportunities.</p>
<ul style="list-style-type: none"> Sexual Orientation 					<p>(Fears that recruitment opportunities could be affected by sexual orientation)</p> <p>Evidence collated by the Stonewall lobby group alleges that Lesbian, Gay, Bisexual people are likely to be discriminated against in workplace recruitment.</p> <p>The Council's procedure for securing staffing requirements to implement this proposal would be used in implementing this proposal. This would ensure that good practice is followed, including the application of the Council's policies on equal opportunities.</p>
<ul style="list-style-type: none"> Welsh Language 					<p>The demand for places at Welsh-medium primary schools remains at a high level. In the first round of admissions for entry in September 2017 and 2018 all pupils resident within the Welsh-medium primary schools serving the area were able to be allocated a place at their catchment school, if this was their stated preference.</p> <p>The Council will continue to monitor demand for Welsh-medium primary school places in the local area and bring forward proposal to balance the supply of and demand for places at the appropriate time.</p> <p><u>Other Language support</u></p> <p>The proposals would not directly impact on the level of support</p>

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						<p>provided as all support is dependent on the Minority Ethnic Achievement Grant which is reviewed and then renewed according to the results of the annual Needs Assessment Survey. The allocation of teachers and Bi-lingual Teacher Assistants (BTAs) is usually in place for the period of the academic year but is liable to change throughout the year to meet fluctuations in demand.</p> <p>It is Cardiff Council policy to provide signage in English and Welsh but not in other spoken languages. Therefore, additional way-finding methods would be considered including the use of colour to differentiate between the function of spaces, tactile maps, Braille language on signs and British Sign Language images/symbols.</p>									
						<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Is a full Equality Impact Assessment required?</td> <td></td> <td></td> </tr> <tr> <td>Is a full Child Rights Impact Assessment required?</td> <td></td> <td></td> </tr> </tbody> </table>		Yes	No	Is a full Equality Impact Assessment required?			Is a full Child Rights Impact Assessment required?		
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1.8	<p>The Council delivers positive outcomes for the city and its citizens through strong partnerships <i>Consider the potential impact on</i></p> <ul style="list-style-type: none"> <i>strengthening partnerships with business & voluntary sectors</i> <i>the collaboration agenda and the potential for shared services, cross-boundary working and efficiency savings</i> 														

SUMMARY OF APPRAISAL (highlight positive and negative effects of the policy / plan / project being assessed, demonstrating how it contributes to the economic, social and environmental sustainability of the city):

The low intakes to Glan-yr-Afon Primary School, and high level of surplus places impacts on the budget of the school and its ability to deliver a high standard of education. Whilst there are surplus places in other schools serving the Llanrumney area, and there is no significant projected growth in pupil numbers in the area, it is not likely that the number of pupils enrolled at the school would increase significantly.

Financial pressures are likely to continue with revenue implications due to the low number of pupils impacting on the ability of the school to manage the existing accommodation

The quality of accommodation and education available at other schools in the area is of a higher standard with the potential for demand for places to be met at these schools.

In the event that the closure of Glan-yr-Afon Primary School was progressed, demand for English-medium primary school places in the area could be met through the re-designation of existing capacity at St Cadoc's Catholic Primary School. This re-designation, combined with the closure of Glan-yr-Afon Primary School would facilitate a net reduction of 187 surplus primary school places (0.9FE).

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

Should the proposal be implemented it would be necessary to consult on revising primary school catchment area arrangements in the Llanrumney area in accordance with the requirements of the Welsh Government's School Admissions Code, in order to achieve a better match of future catchment populations to the local school capacities.

Part 2: Strategic Environmental Assessment (SEA)

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

Is a Full Strategic Environmental Assessment Screening Needed?	Yes	No
<ul style="list-style-type: none"> ▪ If Yes has been ticked to both questions 2.1 and 2.2 above then the answer is Yes ▪ If a full SEA screening is required then please contact the Sustainable Development Unit to arrange (details below) 		

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

Part 3: Habitat Regulation Assessment (HRA)

		Yes	No	Unsure
3.1	Will the plan, project or programme result in an activity which is known to affect a European site, such as the Severn Estuary or the Cardiff Beech Woods?		x	
3.2	Will the plan, project or programme which steers development towards an area that includes a European site, such as the Severn Estuary or the Cardiff Beech Woods or may indirectly affect a European site?		x	
3.3	Is a full HRA needed?		x	

Details of the strategy will be sent to the County Ecologist on completion of the process to determine if a Habitat Regulation Assessment is needed. For further information, please phone (029) 2087 3215 or email: biodiversity@cardiff.gov.uk

Part 4: Welsh Language (Wales) Measure 2011

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

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

Appendix 1 – Statutory Requirements

It is possible that the Statutory Screening Tool will identify the need to undertake specific statutory assessments:

- **Equality Impact Assessment:** *This assessment is required by the Equality Act 2010 and Welsh Government’s Equality Regulations 2011.*
- **Wellbeing of Future Generations (Wales) Act:** *The Act requires sustainable development to be a central organising principle for the organisation. This means that there is a duty to consider sustainable development in strategic decision making processes.*
- **Welsh Government Statutory Guidance - Shared Purpose Shared Delivery:** *The Welsh Government requires local authorities to produce a single integrated plan to meet statutory requirements under a range of legislation. The City of Cardiff Council must therefore demonstrate its contribution towards Cardiff’s own integrated plan: “What Matters”.*
- **United Nations Convention on the Rights of the Child:** *The Children Act 2004 guidance for Wales requires local authorities and their partners to have regard to the United Nations Convention on the Rights of a Child.*
- **United Nations Principles for Older Persons:** *The principles require a consideration of independence, participation, care, self-fulfillment and dignity.*
- **Welsh Language (Wales) Measure 2011:** *The Measure sets out official status for the Welsh language, a Welsh language Commissioner, and the freedom to speak Welsh.*
- **Health Impact Assessment:** *(HIA) considers policies, programmes or projects for their potential effects on the health of a population.*
- **Habitats Regulations Assessment:** *The Conservation (Natural Habitats, &c.) (Amendment) Regulations 2007 provides a requirement to undertake Habitats Regulations Assessment (HRA) of land use plans.*
- **Strategic Environmental Assessment:** *A Strategic Environmental Assessment (SEA) is an European Directive for plans, programmes and policies with land use implications and significant environmental effects.*