

### Appendix 2 – Summary Consultation Documents

The following summary consultation documents were prepared setting out details of the proposed changes:

- Specialist Provision for Primary and Secondary Aged Learners with Emotional Health and Wellbeing Needs
- Specialist Provision for Primary Aged Learners with Complex Learning Needs and / or Autism

# 21st Century Schools Summary Document 2023

SPECIALIST PROVISION FOR PRIMARY AND SECONDARY  
AGED LEARNERS WITH EMOTIONAL HEALTH AND  
WELLBEING NEEDS

20 NOVEMBER 2023 – 19 JANUARY 2024



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



# INTRODUCTION

## What is this booklet about?

The Council wants to make changes to the provision for primary and secondary aged learners with emotional health and wellbeing needs.

We are proposing to increase the number of specialist resource base places for primary and secondary aged learners with emotional health and wellbeing needs at a range of schools across Cardiff.

We want everyone to understand what is being proposed, so you can tell us what you think of the changes.

This booklet is a summary version of the consultation document on these changes. You can find the consultation document at [www.cardiff.gov.uk/ALNschoolproposals](http://www.cardiff.gov.uk/ALNschoolproposals)

## What are we proposing to do?

To meet the demand for specialist provision for learners with emotional health and wellbeing needs it is proposed to:

- establish an 8 place specialist resource base for emotional health and wellbeing at Baden Powell Primary School from September 2024, within the existing buildings.
- establish an 8 place specialist resource base for emotional health and wellbeing at Fairwater Primary School from September 2024, within the existing buildings. This would replace the existing wellbeing class.
- establish a 16 place specialist resource base for emotional health and wellbeing at Herbert Thompson Primary School from September 2024, within the existing buildings.
- establish a 16 place specialist resource base for emotional health and wellbeing at Lakeside Primary School from September 2024, within the existing buildings. This would replace the existing wellbeing class.
- establish an 8 place specialist resource base for emotional health and wellbeing at Springwood Primary School from September 2024, within the existing buildings. This would replace the existing wellbeing class.
- establish an 8 place specialist resource base for emotional health and wellbeing at Ysgol Gymraeg Pwll Coch from September 2024 within the existing buildings. This would replace the existing wellbeing class.
- establish a 20 place specialist resource base for learners with emotional health and wellbeing needs at Ysgol Gyfun Gymraeg Plasmawr from September 2024, within the existing buildings.

Please note that the development of these proposals is at an early stage. Any detailed school design or site layouts, if necessary, would be considered at a later date. If such changes are necessary, there would be opportunities to comment on detailed plans at the pre-planning and planning application stages, should the proposals be progressed.

We are also consulting on separate proposals to increase provision for primary aged learners with complex learning needs and/or autism at a range of schools across Cardiff.

You can find details of these proposals at [www.cardiff.gov.uk/ALNschoolproposals](http://www.cardiff.gov.uk/ALNschoolproposals)

## Where can I find more information?

Full details can be found in the Consultation Document on the Council website at [www.cardiff.gov.uk/ALNSchoolproposals](http://www.cardiff.gov.uk/ALNSchoolproposals)

If you are unable to access the documents online, printed copies will be available by post on request. You may request a copy by e-mailing

[schoolresponses@cardiff.gov.uk](mailto:schoolresponses@cardiff.gov.uk) or by telephoning **029 2087 2720**.

We have organised in person and on-line meetings and drop-in sessions that you can attend if you would like us to explain the suggested changes to you. You can also ask us questions. If you would like to attend an online meeting/drop-in session, please contact us by e-mailing [schoolresponses@cardiff.gov.uk](mailto:schoolresponses@cardiff.gov.uk) and tell us which meeting/drop-in session you would like to attend. We will then provide a link and instructions for attending the meeting/drop-in session.

### Public Meetings (in person / online)

We will hold public meetings for anybody to attend where the changes we are proposing will be explained. There will be a presentation setting out details of the proposed changes and you will have the opportunity to ask questions as part of these meetings. The date, time and venue of the in-person public meeting is in the table below.

We are offering an online meeting via Microsoft Teams. This will be similar to the in person public meeting with a presentation setting out details of the proposed changes and an opportunity to ask questions. If you would like to attend an in person/online public meeting you will need to book this in advance. Please contact us via e-mail to [schoolresponses@cardiff.gov.uk](mailto:schoolresponses@cardiff.gov.uk) and we will provide details/a link and instructions on how you can attend.

### Drop-in sessions (in person / online)

We will also hold in-person drop-in sessions at the times/venues detailed in the table below. The drop-in sessions are for anybody to attend and are an opportunity to talk with officers about the proposals and ask any questions you may have. There is no need to book for a drop-in session, just attend the venue at some point during the time when officers will be available.

We are offering online drop-in sessions via Microsoft Teams. These are similar to the in-person drop-in sessions in that they are an informal opportunity to talk with officers about the proposals and ask any questions you may have. Slots for the on-line drop-in sessions would need to be booked in advance. If you would like to attend an online drop-in session, please contact us via e-mail to [schoolresponses@cardiff.gov.uk](mailto:schoolresponses@cardiff.gov.uk) indicating which session you would like to attend, and we will provide a link and instructions on how you can access this meeting.

Council officers will also meet with the governing bodies and staff of the associated schools.

You can also write to the Council to tell us what you think.

The dates of the public consultation meeting and drop-in sessions are set out below:

**Table 2: Consultation Meeting Dates**

Nature of consultation	Date/Time	Venue
Drop-in session	Wed 29 Nov 2023 9am - 11am	Ely and Caerau Hub
Drop-in session	Tues 5 Dec 2023 9am - 11am	Llanedeyrn Powerhouse Hub
Drop-in session	Mon 8 Jan 2024 2pm - 4pm	Rumney Partnership Hub
On-line drop-in session	Tues 12 Dec 2023 10am - 12 noon	Microsoft Teams
On-line drop-in session	Fri 12 Jan 2024 2pm - 4pm	Microsoft Teams
Public meeting	Thurs 11 Jan 2024 5pm - 7pm	Central Library Hub (The Hayes)
On-line public meeting (through the medium of Welsh)	Mon 15 Jan 2024 5:30pm - 7pm	Microsoft Teams
On-line public meeting (through the medium of English)	Tues 16 Jan 2024 5:30pm - 7pm	Microsoft Teams

### How can I give my views?

- You can attend one of the meetings or drop-in sessions listed above.
- You can fill in the online response form at [www.cardiff.gov.uk/ALNschoollproposals](http://www.cardiff.gov.uk/ALNschoollproposals). The consultation form is available in English, Welsh and a range of community languages on our website.
- You can fill in the consultation response form, which you can find on page 12 of this booklet. Once filled in, you can scan the form and email it to us at [schoolresponses@cardiff.gov.uk](mailto:schoolresponses@cardiff.gov.uk). If you don't have access to a scanner, you can visit your local hub and ask them to scan the form and email it to us on your behalf.
- You can contact the School Organisation Planning Team by e-mail to [schoolresponses@cardiff.gov.uk](mailto:schoolresponses@cardiff.gov.uk), by telephone on (029) 2087 2720 or by post to Room 463, County Hall, Cardiff, CF10 4UW. This can include requesting an officer call back if you have a specific question that you would like further information about.

The closing date for responses to this consultation is 19 January 2024.

## Why are we proposing these changes?

### School places

All councils in Wales must provide enough school places for pupils of all ages. School places must meet the needs of all pupils and must be suitable for any additional learning needs.

### Sufficiency in the Special Sector

Most learners with Additional Learning Needs (ALN) attend a local mainstream school and have extra support there. Learners who have more severe or complex needs attend a special school or specialist

resource base. The number of pupils who need a place in a special school or specialist resource base has continued to grow.

A specialist resource base is a small class in a mainstream school, taught by specialist staff. It enables learners with learning difficulties to succeed in a mainstream school environment.

Pupils benefit from a specialist curriculum and from the full range of education opportunities available to all pupils at the school.

At present, primary and secondary schools in Cardiff host specialist resource base provision. The specialist resource bases designated for complex learning needs and/or autism spectrum conditions in primary schools each provide two classes of up to 10 pupils; a class at Foundation Phase for children aged 4 – 7 and a class at Key Stage 2 for children aged 7 – 11.

The number of children and young people requiring specialist placement as a result of their learning disabilities has been increasing in Cardiff over the last 5 years, and steps have been taken since 2018 to increase the number of specialist places available.

Converting the existing wellbeing classes to specialist resource base status, would bring the model into line with the new classes proposed at Baden Powell Primary School and Herbert Thompson Primary School. All wellbeing specialist resource bases would provide time limited early intervention places, the scope for the duration of placement to vary according to the needs and progress of the child.

The wellbeing class provision at Fitzalan High School would be unchanged.

## **Demand for places**

Cardiff currently maintains 90 places for primary age learners, and 284 places for secondary age learners with emotional health and wellbeing needs.

Whilst there are a number of existing specialist settings across Cardiff, there are not enough places available. The number of children who would benefit from a place is projected to increase over coming years.

As there are not enough special school places in Cardiff, the Council has also funded some places at special schools in other council areas or in independent schools. The cost of these placements has increased to meet the shortfall of in-county provision and to ensure learners' needs are fully met.

The total spend on these places was £8.9m in 2022/23. The budget for 2023/24 for these types of places is currently set at £10.3m.

Overall, an expansion of in-county provision would provide a more efficient and effective use of the Council's financial resources than reliance on places in independent schools.



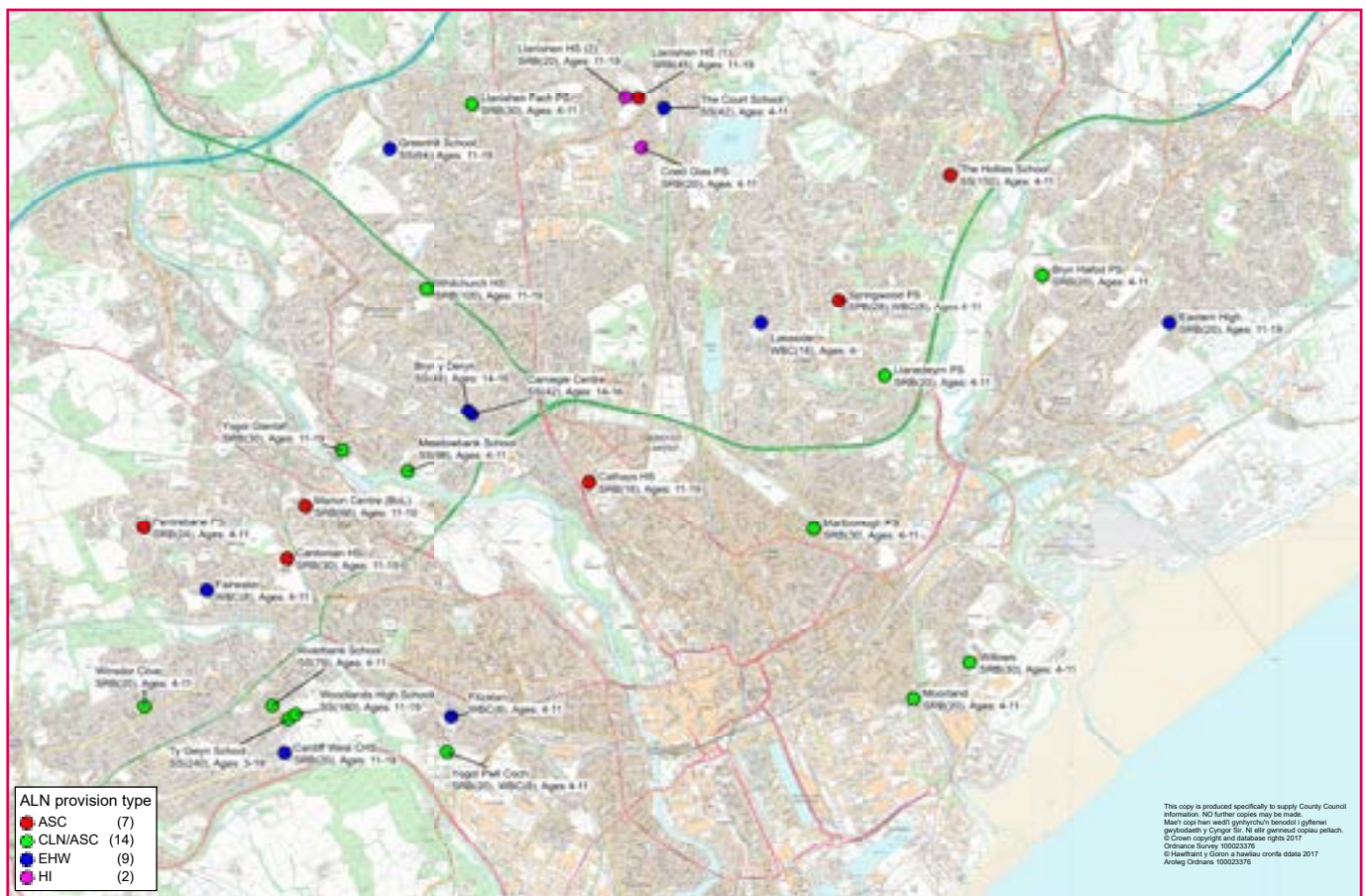
## Geographical distribution of specialist provision

A map showing the location of existing specialist provision can be seen below.

The lack of specialist resource bases in some localities can disadvantage learners living in those areas. Some families are unfamiliar with the areas where provision is located. Parents or carers may lack the means to travel easily to those areas.

Although free home to school transport is available for such children, sending a young child to school in an unfamiliar area is a difficult decision for parents/ carers. A better distribution of specialist resource bases across the city would improve access for pupils. It would reduce travel times for many pupils, as well as increasing the number of places available.

### Map of existing special school and specialist resource base provision 2023-24



## **Proposal for Additional Specialist Resource Base places at Baden Powell Primary School**

Baden Powell Primary School is an English-medium community primary school with nursery provision located at Muirton Road, Tremorfa, Cardiff, CF24 2SJ.

The school admits up to 60 pupils per year group and has 48 nursery places.

To meet the demand for primary age specialist provision the Council is proposing to:

- establish an 8 place specialist resource base for emotional health and wellbeing at Baden Powell Primary School from September 2024, within the existing buildings.

## **Proposal for Additional Specialist Resource Base places at Fairwater Primary School**

Fairwater Primary School is an English-medium community primary school located at Wellwright Road, Fairwater, Cardiff, CF5 3ED.

The school admits up to 40 pupils per year group.

The school hosts a wellbeing class for pupils with emotional health and wellbeing needs.

To meet the demand for primary age specialist provision the Council is proposing to:

- establish an 8 place specialist resource base for emotional health and wellbeing at Fairwater Primary School from September 2024, within the existing buildings. This would replace the existing wellbeing class.

## **Proposal for Additional Specialist Resource Base places at Herbert Thompson Primary School**

Herbert Thompson Primary School is an English-medium community primary school with nursery provision located at Plymouth Wood Road, Ely, Cardiff, CF5 4XD.

The school admits up to 60 pupils per year group and has 80 nursery places.

To meet the demand for primary age specialist provision the Council is proposing to:

- establish a 16 place specialist resource base for emotional health and wellbeing at Herbert Thompson Primary School from September 2024, within the existing buildings.

## **Proposal for Additional Specialist Resource Base places at Lakeside Primary School**

Lakeside Primary School is an English-medium community primary school with nursery provision located at Ontario Way, Lakeside, Cardiff, CF23 6HB.

The school admits up to 60 pupils per year group and has 80 nursery places.

The school hosts a wellbeing class for pupils with emotional health and wellbeing needs.

To meet the demand for primary age specialist provision the Council is proposing to:

- establish a 16 place specialist resource base for emotional health and wellbeing at Lakeside Primary School from September 2024, within the existing buildings. This would replace the existing wellbeing class.



## Proposal for Additional Specialist Resource Base places at Springwood Primary School

Springwood Primary School is an English-medium community primary school with nursery provision located at Pennsylvania, Llanedeyrn, Cardiff, CF23 9LS.

The school admits up to 60 pupils per year group and has 48 nursery places.

The school hosts a wellbeing class for pupils with emotional health and wellbeing needs.

To meet the demand for primary age specialist provision the Council is proposing to:

- establish an 8 place specialist resource base for emotional health and wellbeing at Springwood Primary School from September 2024, within the existing buildings. This would replace the existing wellbeing class.

## Proposal for Additional Specialist Resource Base places at Ysgol Gymraeg Pwll Coch

Ysgol Gymraeg Pwll Coch is a Welsh-medium community primary school with nursery provision located at Lawrenny Avenue, Leckwith, Cardiff, CF11 8BR.

The school admits up to 60 pupils per year group and has 64 nursery places.

The school hosts a wellbeing class for pupils with emotional health and wellbeing needs.

To meet the demand for primary age specialist provision the Council is proposing to:

- establish an 8 place specialist resource base for emotional health and wellbeing at Ysgol Gymraeg Pwll Coch from September 2024 within the existing buildings. This would replace the existing wellbeing class.

## Proposal for Additional Specialist Resource Base places at Ysgol Gyfun Gymraeg Plasmawr

Ysgol Gyfun Gymraeg Plasmawr is a Welsh-medium community high school located at Pentrebane Road, Fairwater, Cardiff, CF5 3PZ.

The school admits up to 210 pupils per year group plus sixth form.

To meet the demand for secondary age specialist provision the Council is proposing to:

- establish a 20-place Specialist Resource Base for learners with Emotional Health and Wellbeing Needs at Ysgol Gyfun Gymraeg Plasmawr from September 2024, within the existing school buildings.

## Transport matters

The proposed specialist resource bases could reduce the distance travelled to school for children who require placement in a specialist resource base and who currently travel to other areas of the city from the area where they live.

The Council applies the two-mile statutory qualifying walking distance criteria for pupils to qualify for free home to school transport to primary schools and the three-mile statutory qualifying walking distance

criteria for pupils to qualify for free home to school transport to secondary schools, including special schools and specialist resource base facilities. Some learners who live within these distances may be provided with free transport due to their individual learning needs and social issues.

The individual needs of pupils at special schools and specialist resource bases, together with the greater distances travelled mean the scope for high rates of active travel is limited compared with mainstream school pupils.

Some pupils in the Additional Learning Needs cohort are able to travel independently or with parent/ carers. Provision of recommended improvements for active travel would benefit these pupils as well as any mainstream pupils, staff and visitors to the sites.

As there would be a maximum of either 8, 16 or 20 children attending each specialist resource base, it is anticipated that there would be a small number of children arriving by free home to school transport in shared taxis. This Learner Transport will need appropriate facilities for drop-off and pick-up which will be considered as part of the proposals.

As the Council is seeking to provide a better distribution of specialist resource base provision across the city, it is expected that the average travel distance to specialist resource bases for individual learners would reduce in future.

Further information regarding transport matters at each school can be found in the consultation document at [www.cardiff.gov.uk/ALNSchoolproposals](http://www.cardiff.gov.uk/ALNSchoolproposals)

## Quality and Standards

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

The standards at the seven schools included in the proposed changes are good.

Details of standards at each school, as set out their most recent Estyn report are outlined in the table below.

School	Inspection Date	Standards	Progress
Baden Powell Primary School	July 2017	Good / Adequate	N/a
Fairwater Primary School	February 2020	Good	N/a
Herbert Thompson Primary School	October 2022	Good	N/a
Lakeside Primary School	November 2014	Good / Adequate	N/a
Springwood Primary School	March 2018	Good / Excellent	N/a
Ysgol Gymraeg Pwll Coch	February 2018	Good	N/a
Ysgol Gyfun Gymraeg Plasmawr	January 2023	Good	N/a

Further information regarding quality and standards at each school can be found in the consultation document at [www.cardiff.gov.uk/ALNSchoolproposal](http://www.cardiff.gov.uk/ALNSchoolproposal)

## How would support for pupils be affected?

The school 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 would be negatively affected by the proposed changes:

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

Further information regarding support for pupils at each school can be found in the consultation document at [www.cardiff.gov.uk/ALNSchoolproposals](http://www.cardiff.gov.uk/ALNSchoolproposals)

## How would the changes affect school staff?

HR People Services will work with the Governing Body of each school to address the HR implications arising from the establishment of a specialist resource base at the school. There may be a need for additional staffing.

Where the Governing Body has adopted the Council's School Redeployment and Redundancy Policy, any new vacancies arising as a consequence of the establishment of the specialist resource base will provide opportunities for school-based staff on the school redeployment register.

## What are the benefits of the proposed changes?

- The proposals would increase the number of specialist resource base places for primary and secondary aged learners with emotional health and wellbeing needs and would contribute towards meeting projected demand.
- The opportunity to employ specialist staff and to work more closely with specialist services in Cardiff would enhance the schools' inclusive teaching. This would benefit all pupils in the schools.
- The proposals would mean that some pupils who need a place at an emotional health and wellbeing specialist resource base could have suitable provision closer to home, and therefore travel shorter distances to access specialist provision.
- Pupils who need a Welsh-medium place at an emotional health and wellbeing specialist resource base could have suitable provision closer to home, and therefore travel shorter distances to access specialist provision.
- Co-locating the specialist resource base at Fairwater Primary School with the new Court School provision would allow staff to share best practice, strengthen relationships with special school provision, allow for professional learning opportunities and for multi-agency working.

## Potential disadvantages of the proposed changes

- Some pupils with additional learning needs can find change difficult. They may find moving to a new building on a new site unsettling. We know they will need carefully planned support to adapt to the new setting. However, there would be sufficient time and well-established processes to plan and support such a transition.
- There is potential for increased traffic congestion around the school sites at the start and end of the day. The Council would work with the governing bodies of the schools to develop a Travel Plan to minimise any potential disruption.

## Potential risks of the proposed changes

Should the need for any building, adaptation and refurbishment works be necessary, the implementation of the proposed change could be impacted due to unforeseen difficulties in appointing appropriate contractors, delays in project delivery or securing sufficient funding. The Council does however have significant experience in the successful delivery of a range of school building projects as a result of progressing a large and growing school organisation programme and the lessons learnt through this would limit the impact of any unexpected matters that may arise. Based on the consultation outcome a range of options would be developed. A full financial evaluation would then take place. This would ensure affordability and limit budgetary pressures on the Council.

Further information regarding benefits, potential disadvantaged and potential risks can be found in the consultation document at [www.cardiff.gov.uk/ALNSchoolproposals](http://www.cardiff.gov.uk/ALNSchoolproposals)

## 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. This will help the elected members understand stakeholders' views and will give them information to help make their decision.

If the Cabinet decides to continue with the proposals, it must publish a document called a 'statutory notice'. 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.

Once a decision is made, we will let everyone affected by the proposal know. The decision will also be published on the Council's website.

# Have Your Say!

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 online response form at [www.cardiff.gov.uk/ALNSchoolproposals](http://www.cardiff.gov.uk/ALNSchoolproposals)
- Writing to us at the following address: School Organisation Planning, Room 463, County Hall, Atlantic Wharf, Cardiff, CF10 4UW.
- Or if you prefer you can e-mail your views to: [schoolresponses@cardiff.gov.uk](mailto:schoolresponses@cardiff.gov.uk)

The closing date for responses to this consultation is 19 January 2024.

Unfortunately, no responses received after that date can be considered.

Which of the following are you responding as?

- |  |   |
|--|---|
| <input type="checkbox"/> Current Parent or Guardian* | <input type="checkbox"/> Governor*                    |
| <input type="checkbox"/> Future Parent or Guardian*  | <input type="checkbox"/> Local Resident               |
| <input type="checkbox"/> Pupil*                      | <input type="checkbox"/> Elected Member               |
| <input type="checkbox"/> Member of staff*            | <input type="checkbox"/> Other (please specify) _____ |

\*Please confirm which school(s) you are affiliated with

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1. Do you support the plans put forward to improve the provision for Children and Young People with additional learning needs?

- Yes       No       Don't know



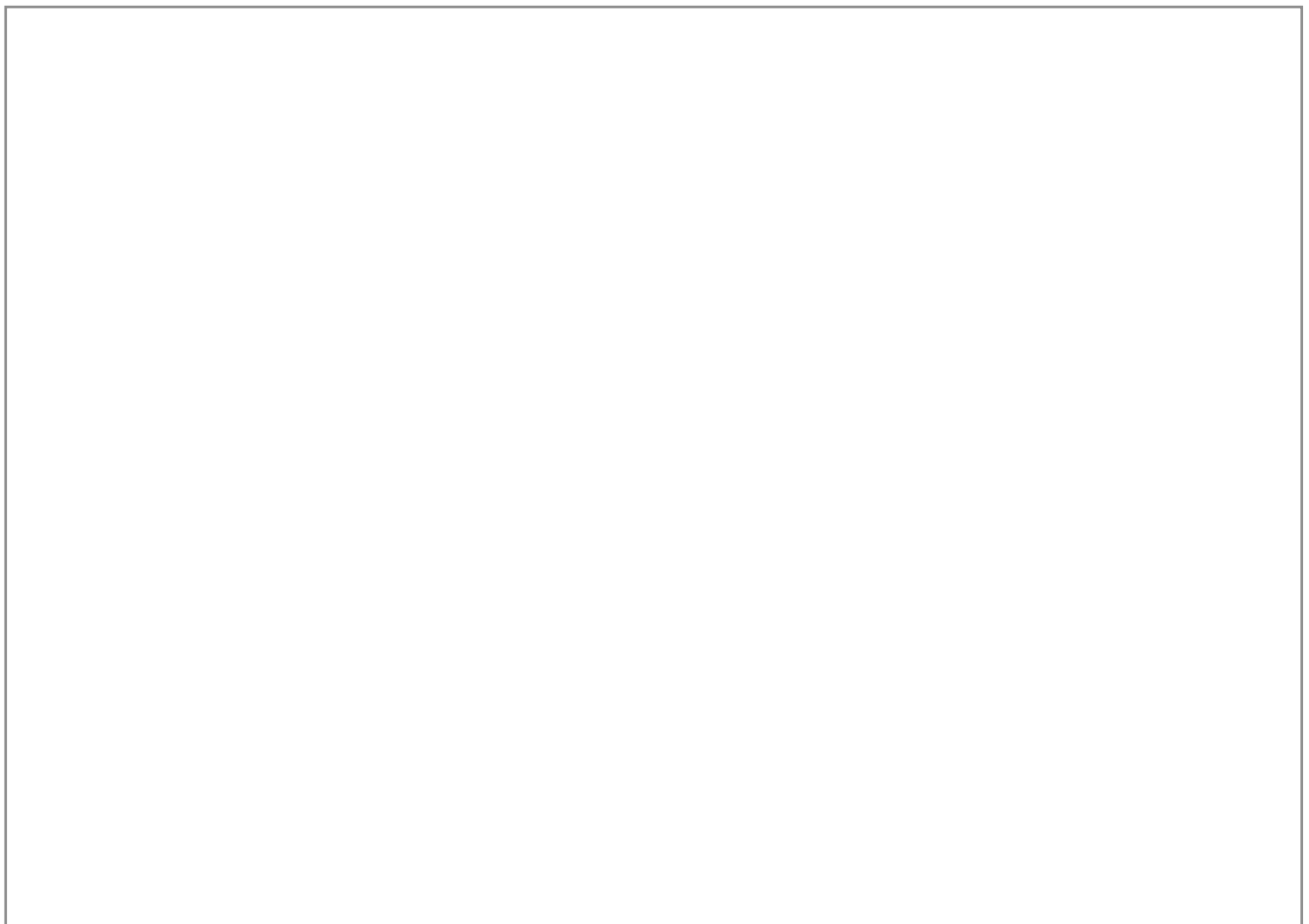
## 2. Do you support the proposal for each of the school sites?

School and proposal	Yes	No	Don't know
<p><b>Baden Powell Primary School</b></p> <ul style="list-style-type: none"> <li>establish an 8 place specialist resource base for emotional health and wellbeing at Baden Powell Primary School from September 2024, within the existing buildings.</li> </ul>			
<p><b>Fairwater Primary School</b></p> <ul style="list-style-type: none"> <li>establish an 8 place specialist resource base for emotional health and wellbeing at Fairwater Primary School from September 2024, within the existing buildings. This would replace the existing wellbeing class.</li> </ul>			
<p><b>Herbert Thompson Primary School</b></p> <ul style="list-style-type: none"> <li>establish a 16 place specialist resource base for emotional health and wellbeing at Herbert Thompson Primary School from September 2024, within the existing buildings</li> </ul>			
<p><b>Lakeside Primary School</b></p> <ul style="list-style-type: none"> <li>establish a 16 place specialist resource base for emotional health and wellbeing at Lakeside Primary School from September 2024, within the existing buildings. This would replace the existing wellbeing class.</li> </ul>			
<p><b>Springwood Primary School</b></p> <ul style="list-style-type: none"> <li>establish an 8 place specialist resource base for emotional health and wellbeing at Springwood Primary School from September 2024, within the existing buildings. This would replace the existing wellbeing class.</li> </ul>			
<p><b>Ysgol Gymraeg Pwll Coch</b></p> <ul style="list-style-type: none"> <li>establish an 8 place specialist resource base for emotional health and wellbeing at Ysgol Gymraeg Pwll Coch from September 2024 within the existing buildings. This would replace the existing wellbeing class.</li> </ul>			
<p><b>Ysgol Gyfun Gymraeg Plasmawr</b></p> <ul style="list-style-type: none"> <li>establish a 20 place Specialist Resource Base for learners with Emotional Health and Wellbeing Needs at Ysgol Gyfun Gymraeg Plasmawr from September 2024, within the existing school buildings.</li> </ul>			

**3. If you do or not support the proposed changes, please explain why**



**4. Would you like to suggest any changes or alternatives?**



## 5. Do you wish to make any additional comments?

Name \_\_\_\_\_

Address \_\_\_\_\_

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

### The closing date for responses to this consultation is **19 January 2024**

The Council is **not able** to consider any consultation responses received after this date.

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 the School Organisation Planning Team, Room 463, County Hall, CF10 4UW or by email to [schoolresponses@cardiff.gov.uk](mailto:schoolresponses@cardiff.gov.uk) by no later than 19 January 2024.**

The information that you provide in completing this form will be treated as confidential, in line with the requirements of the Data Protection Act 2018 and the General Data Protection Principles.

Any data supplied by you on this form will be processed in accordance with Data Protection Act requirements and in supplying it you consent to the Council processing the data for the purpose for which it is supplied. All personal information provided will be treated in the strictest confidence and will only be used by the Council or disclosed to others for a purpose permitted by law.

If you wish to withdraw consent at any time, please email [consultation@cardiff.gov.uk](mailto:consultation@cardiff.gov.uk)

For further information on how we process your personal data please refer to our Privacy Policy - or contact the Data Protection Officer, Room 357, County Hall, CF10 4UW, email: [dataprotection@cardiff.gov.uk](mailto:dataprotection@cardiff.gov.uk)

## ABOUT YOU

Please provide your postcode below to allow us to more accurately pinpoint respondents' views and needs by area:-

What was your age on your last birthday?

- Under 16       25-34       45-54       65-74       Prefer not to say  
 16-24       35-44       55-64       75+

Are you...?

- Female       Male       Other       Prefer not to say

Do you identify as a disabled person?

- Yes       No       Prefer not to say

Please tick any of the following that apply to you:

- Deaf/ Deafened/ Hard of hearing       Visual impairment       Long-standing illness or health condition (e.g. cancer, diabetes, or asthma)  
 Mental health difficulties       Wheelchair user       Prefer not to say  
 Learning impairment / difficulties       Mobility impairment       Other

Please specify \_\_\_\_\_

What is your ethnic group?

Where the term 'British' is used, this refers to any of the four home nations of Wales, England, Northern Ireland and Scotland, or any combination of these.

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

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 2023

SPECIALIST PROVISION FOR PRIMARY AGED LEARNERS  
WITH COMPLEX LEARNING NEEDS AND/OR AUTISM

20 NOVEMBER 2023 – 19 JANUARY 2024



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





# INTRODUCTION

## What is this booklet about?

The Council wants to make changes to the provision for primary aged learners with complex learning needs and/or autism.

We are proposing to increase the number of specialist resource base places for primary aged learners with complex learning needs and/or autism at a range of schools across Cardiff.

We want everyone to understand what is being proposed, so you can tell us what you think of the changes.

This booklet is a summary version of the consultation document on these changes. You can find the consultation document at [www.cardiff.gov.uk/ALNSchoolproposals](http://www.cardiff.gov.uk/ALNSchoolproposals)

## What are we proposing to do?

To meet the demand for specialist provision for primary aged learners with complex learning needs and/or autism it is proposed to:

- establish a 20 place specialist resource base for Complex Learning Needs and/or Autism at Coed Glas Primary School from September 2024, within the existing buildings.
- establish a 20 place specialist resource base for Complex Learning Needs and/or Autism at Greenway Primary School from September 2024, within the existing buildings.
- establish a 20 place specialist resource base for Complex Learning Needs and/or Autism at Severn Primary School from September 2024, within the existing buildings.

Please note that the development of these proposals is at an early stage. Any detailed school design or site layout changes, if necessary, would be considered at a later date. If such changes are necessary, there would be opportunities to comment on detailed plans at the pre-planning and planning application stages, should the proposals be progressed.

We are also consulting on separate proposals to increase provision for primary and secondary aged learners with emotional health and wellbeing needs at a range of schools across Cardiff.

You can find details of these proposals at [www.cardiff.gov.uk/ALNSchoolproposals](http://www.cardiff.gov.uk/ALNSchoolproposals)

## Where can I find more information?

Full details can be found in the Consultation Document on the Council website at [www.cardiff.gov.uk/ALNSchoolproposals](http://www.cardiff.gov.uk/ALNSchoolproposals)

If you are unable to access the documents online, printed copies will be available by post on request. You may request a copy by e-mailing [schoolresponses@cardiff.gov.uk](mailto:schoolresponses@cardiff.gov.uk) or by telephoning **029 2087 2720**.

We have organised in person and on-line meetings and drop-in sessions that you can attend if you would like us to explain the suggested changes to you. You can also ask us questions. If you would like to attend an online meeting/drop-in session, please contact us by e-mailing [schoolresponses@cardiff.gov.uk](mailto:schoolresponses@cardiff.gov.uk) and tell us which meeting/drop-in session you would like to attend. We will then provide a link and instructions for attending the meeting/drop-in session.

### Public Meetings (in person / online )

We will hold public meetings for anybody to attend where the changes we are proposing will be explained. There will be a presentation setting out details of the proposed changes and you will have the opportunity to ask questions as part of these meetings. The date, time and venue of the in-person public meeting is in the table below.

We are offering an online meeting via Microsoft Teams. This will be similar to the in person public meeting with a presentation setting out details of the proposed changes and an opportunity to ask questions. If you would like to attend an in person/online public meeting, you will need to book this in advance. Please contact us via e-mail to [schoolresponses@cardiff.gov.uk](mailto:schoolresponses@cardiff.gov.uk) and we will provide details/a link and instructions on how you can attend.

### Drop-in sessions (in person / online)

We will also hold in-person drop-in sessions at the times/venues detailed in the table below. The drop-in sessions are for anybody to attend and are an opportunity to talk with officers about the proposals and ask any questions you may have. There is no need to book for an in-person drop-in session, just attend the venue at some point during the time when officers will be available.

We are offering online drop-in sessions via Microsoft Teams. These are similar to the in-person drop-in sessions in that they are an informal opportunity to talk with officers about the proposals and ask any questions you may have. Slots for the on-line drop-in sessions would need to be booked in advance. If you would like to attend an online drop-in session, please contact us via e-mail to [schoolresponses@cardiff.gov.uk](mailto:schoolresponses@cardiff.gov.uk) indicating which session you would like to attend, and we will provide a link and instructions on how you can access this meeting.

Council officers will also meet with the governing bodies and staff of the associated schools.

You can also write to the Council to tell us what you think.

The dates of the public consultation meetings are set out below:

**Table 2: Consultation Meeting Dates**

Nature of consultation	Date/Time	Venue
Drop-in session	Wed 29 Nov 2023 9am - 11am	Ely and Caerau Hub
Drop-in session	Tues 5 Dec 2023 9am - 11am	Llanedeyrn Powerhouse Hub
Drop-in session	Mon 8 Jan 2024 2pm - 4pm	Rumney Partnership Hub
On-line drop-in session	Tues 12 Dec 2023 10am - 12 noon	Microsoft Teams
On-line drop-in session	Fri 12 Jan 2024 2pm - 4pm	Microsoft Teams
Public meeting	Thurs 11 Jan 2024 5pm - 7pm	Central Library Hub (The Hayes)
On-line public meeting (through the medium of Welsh)	Mon 15 Jan 2024 5:30pm - 7pm	Microsoft Teams
On-line public meeting (through the medium of English)	Tues 16 Jan 2024 5:30pm - 7pm	Microsoft Teams

## How can I give my views?

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:

- You can attend one of the meetings or drop-in sessions listed above.
- You can fill in the online response form at [www.cardiff.gov.uk/ALNSchoolproposals](http://www.cardiff.gov.uk/ALNSchoolproposals). The consultation form is available in English, Welsh and a range of community languages on our website.
- You can fill in the consultation response form, which you can find on page 11 of this booklet. Once filled in, you can scan the form and email it to us at [schoolresponses@cardiff.gov.uk](mailto:schoolresponses@cardiff.gov.uk). If you don't have access to a scanner, you can visit your local hub and ask them to scan the form and email it to us on your behalf.
- You can contact the School Organisation Planning Team by e-mail to [schoolresponses@cardiff.gov.uk](mailto:schoolresponses@cardiff.gov.uk), by telephone on (029) 2087 2720 or by post to Room 463, County Hall, Cardiff, CF10 4UW. This can include requesting an officer call back if you have a specific question that you would like further information about.

**The closing date for responses to this consultation is 19 January 2024.**

The Council is not able to consider any consultation responses received after this date.

# Why are we proposing these changes?

## School places

All councils in Wales must provide enough school places for pupils of all ages. School places must meet the needs of all pupils and must be suitable for any additional learning needs.

## Sufficiency in the Special Sector

Most learners with Additional Learning Needs (ALN) attend a local mainstream school and have extra support there. Learners who have more severe or complex needs attend a special school or specialist resource base. The number of pupils who need a place in a special school or specialist resource base has continued to grow.

A specialist resource base is a small class in a mainstream school, taught by specialist staff. It enables learners with learning difficulties to succeed in a mainstream school environment.

Pupils benefit from a specialist curriculum and from the full range of education opportunities available to all pupils at the school.

At present, primary and secondary schools in Cardiff host specialist resource base provision. The specialist resource bases designated for complex learning needs and/or autism in primary schools each provide two classes of up to 10 pupils; a class at Foundation Phase for children aged 4 – 7 and a class at Key Stage 2 for children aged 7-11.

The number of children and young people requiring specialist placement as a result of their learning disabilities has been increasing in Cardiff over the last 5 years. The Council has taken a number of actions since 2018 to increase the number of specialist places available.

## Demand for places

Cardiff currently maintains 618 primary special school and specialist resource base places for children with complex learning needs and/or autism.

Whilst there are a number of existing specialist settings across Cardiff, there are not enough places available. The number of children who would benefit from a place is projected to increase over coming years.

As there are not enough special school places in Cardiff, the Council has also funded some places at special schools in other council areas or in independent schools. The cost of these placements has increased to meet the shortfall of in-county provision and to ensure learners' needs are fully met. The average cost of places in independent schools is greater than places in the Council's special schools and specialist resource bases.

The total spend on these places was £8.9m in 2022/23. The budget for 2023/24 for these types of places is currently set at £10.3m.

Overall, an expansion of in-county provision would provide a more efficient and effective use of the Council's financial resources than reliance on places in independent schools.

## Geographical distribution of specialist provision

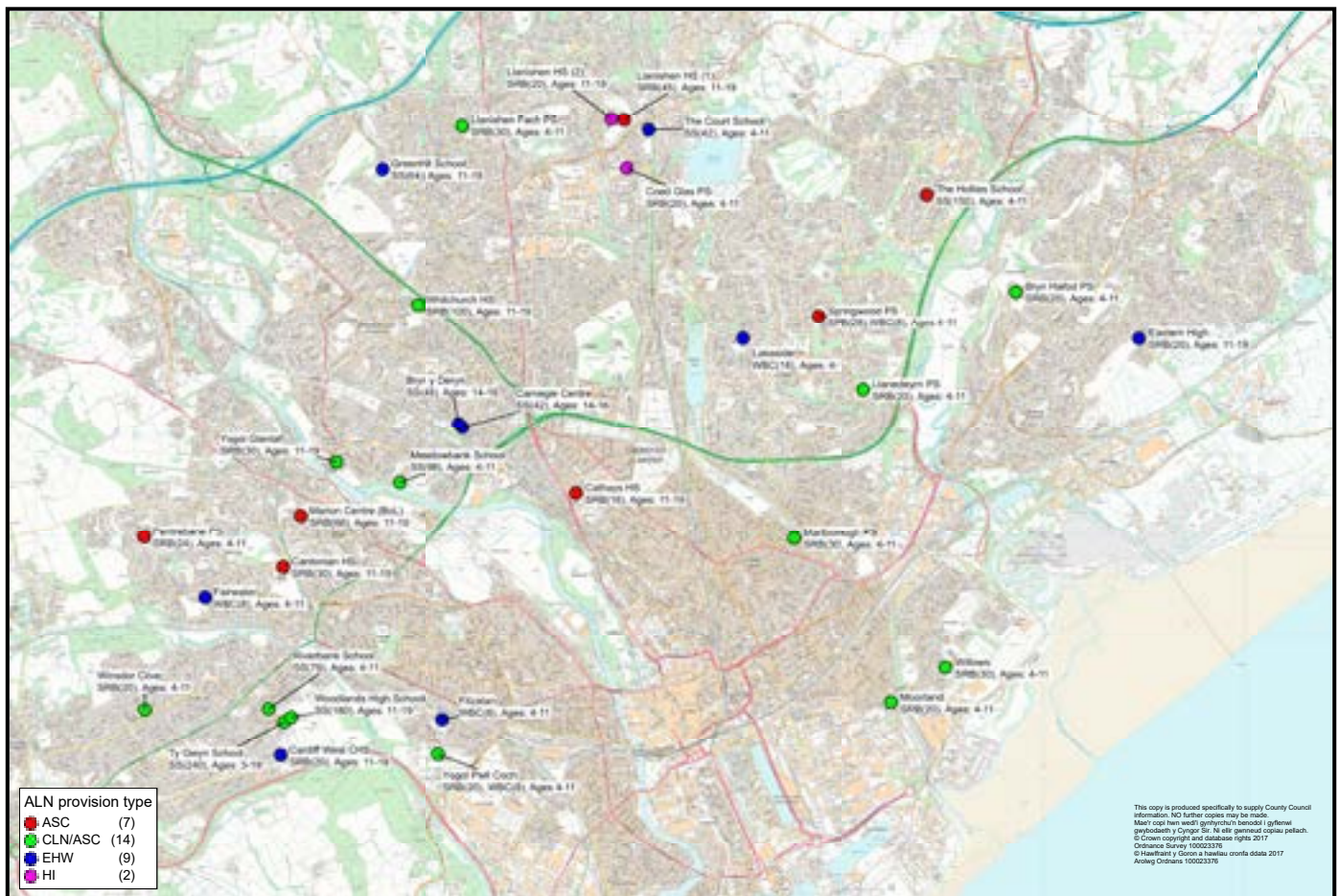
The location of specialist resource bases is not well distributed across the city.

The lack of specialist resource bases in some areas can disadvantage learners living there. Some families are unfamiliar with the areas where provision is located. Parents or carers may lack the means to travel easily to those areas.

Although free home to school transport is available for such children, sending a young child to school in an unfamiliar area is a difficult decision for parents/ carers. A better distribution of specialist resource bases across the city would improve access for pupils. It would reduce travel times for many pupils, as well as increasing the number of places available.

The overall increase in provision, to more closely match the projected need for places, would enable a greater number of learners to be placed in provision that is within or closer to their local community, to reduce travel times.

### Cardiff specialist ALN provision 2022/23





## **Proposal for Additional Specialist Resource Base places at Coed Glas Primary School**

Coed Glas Primary School is an English-medium community primary school with nursery provision located at Ty Glas Avenue, Llanishen, Cardiff, CF14 5DW.

The school admits up to 75 pupils per year group and has 112 nursery places.

The school hosts a specialist resource base for children with a hearing impairment. No changes are proposed to the school's specialist resource base for learners with a hearing impairment.

To meet the demand for primary age specialist provision the Council is proposing to:

- establish a 20 place specialist resource base for complex learning needs and/or autism at Coed Glas Primary School from September 2024.

It is proposed that the base would be accommodated within the existing buildings.

## **Proposal for Additional Specialist Resource Base places at Greenway Primary School**

Greenway Primary School is an English-medium community primary school with nursery provision located at Llanstephan Road, Rumney, CF3 3JG.

The school admits up to 30 pupils per year group and has 48 nursery places.

To meet the demand for primary age specialist provision the Council is proposing to:

- establish a 20 place specialist resource base for complex learning needs and/or autism at Greenway Primary School from September 2024.

It is proposed that the base would be accommodated within the existing buildings.

## **Proposal for Additional Specialist Resource Base places at Severn Primary School**

Severn Primary School is an English-medium community primary school with nursery provision located at Severn Road, Canton, Cardiff, CF11 9DZ.

The school admits up to 60 pupils per year group and has 128 nursery places.

To meet the demand for primary age specialist provision the Council is proposing to:

- establish a 20 place specialist resource base for complex learning needs and/or autism at Severn Primary School from September 2024.

It is proposed that the base would be accommodated within the existing buildings.

## Transport matters

The proposed specialist resource bases could reduce the distance travelled to school for children who require placement in a specialist resource base and who currently travel to other areas of the city from the area where they live.

The Council applies the two-mile statutory qualifying walking distance criteria for pupils to qualify for free home to school transport to primary schools, including special schools and specialist resource base facilities. Some learners who live within these distances may be provided with free transport due to their individual learning needs and social issues.

The individual needs of pupils at special schools and specialist resource bases, together with the greater distances travelled mean it is more difficult for some learners to travel by active means.

Some pupils in the Additional Learning Needs cohort are able to travel independently or with parent/ carers. Provision of recommended improvements for active travel would benefit these pupils as well as any mainstream pupils, staff and visitors to the sites.

As there would be a maximum of 20 children attending each specialist resource base, it is anticipated that there would be a small number of children arriving by free home to school transport in shared taxis. This learner transport will need appropriate facilities for drop-off and pick-up which will be considered as part of the proposals.

As the Council is seeking to provide a better distribution of specialist resource provision across the city, it is expected that the average travel distance to specialist resource bases for individual learners would reduce in future.

Further information regarding transport matters at each school can be found in the consultation document at [www.cardiff.gov.uk/ALNSchoolproposals](http://www.cardiff.gov.uk/ALNSchoolproposals)

## Quality and Standards

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

The standards at the three schools included in the proposed changes are good.

Details of standards at each school, as set out their most recent Estyn report are outlined in the table below.

School	Inspection Date	Standards	Progress
Coed Glas Primary School	January 2023	Good	N/a
Greenway Primary School	October 2022	Good	N/a
Severn Primary School	May 2016	Excellent	N/a

Further information regarding quality and standards at each school can be found in the consultation document at [www.cardiff.gov.uk/ALNSchoolproposals](http://www.cardiff.gov.uk/ALNSchoolproposals)

## How would support for pupils be affected?

The schools 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 would be negatively affected by the proposed changes:

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

Further information regarding support for pupils at each school can be found in the consultation document at [www.cardiff.gov.uk/ALNSchoolproposals](http://www.cardiff.gov.uk/ALNSchoolproposals)

## How would the changes affect school staff?

HR People Services will work with the Governing Body of each school to address the HR implications arising from the establishment of a specialist resource base at the school. There may be a need for additional staffing.

Where the Governing Body has adopted the Council's School Redeployment and Redundancy Policy, any new vacancies arising as a consequence of the establishment of the specialist resource base will provide opportunities for school-based staff on the school redeployment register.

## What are the benefits of the proposed changes?

- The proposals would increase the number of specialist resource base places for primary aged learners with complex learning needs and/or autism and would contribute towards meeting projected demand.
- The opportunity to employ specialist staff and to work more closely with specialist services in Cardiff would enhance the schools' inclusive teaching. This would benefit all pupils in the schools.
- The proposals would ensure that some pupils have shorter distances to travel to access specialist provision.

## Potential disadvantages of the proposed changes

- Some pupils with additional learning needs can find change difficult. They may find moving to a new building on a new site unsettling. We know they will need carefully planned support to adapt to the new setting. However, there would be sufficient time and well-established processes to plan and support such a transition.
- There is potential for increased traffic congestion around the school sites at the start and end of the day. The Council would work with the governing bodies of the schools to develop a Travel Plan to minimise any potential disruption.

## Potential risks of the proposed changes

Should the need for any building, adaptation and refurbishment works be necessary, the implementation of the proposed change could be impacted due to unforeseen difficulties in appointing appropriate contractors, delays in project delivery or securing sufficient funding. The Council does however have significant experience in the successful delivery of a range of school building projects as a result of progressing a large and growing school organisation programme and the lessons learnt through this would limit the impact of any unexpected matters that may arise. Based on the consultation outcome a range of options would be developed. A full financial evaluation would then take place. This would ensure affordability and limit budgetary pressures on the Council.

Further information regarding benefits, potential disadvantages and potential risks can be found in the consultation document at [www.cardiff.gov.uk/ALNSchoolproposals](http://www.cardiff.gov.uk/ALNSchoolproposals)

## 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. This will help the elected members understand stakeholders' views and will give them information to help make their decision.

If the Cabinet decides to continue with the proposals, it must publish a document called a 'statutory notice'. 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.

Once a decision is made, we will let everyone affected by the proposal know. The decision will also be published on the Council's website.

# Have Your Say!

## 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 online response form at [www.cardiff.gov.uk/ALNSchoolproposals](http://www.cardiff.gov.uk/ALNSchoolproposals)
- Writing to us at the following address: School Organisation Planning, Room 463, County Hall, Atlantic Wharf, Cardiff, CF10 4UW.
- Or if you prefer you can e-mail your views to: [schoolresponses@cardiff.gov.uk](mailto:schoolresponses@cardiff.gov.uk)

The closing date for responses to this consultation is 19 January 2024.

Unfortunately, no responses received after that date can be considered.

## Which of the following are you responding as?

- |  |   |
|--|---|
| <input type="checkbox"/> Current Parent or Guardian* | <input type="checkbox"/> Governor*                    |
| <input type="checkbox"/> Future Parent or Guardian*  | <input type="checkbox"/> Local Resident               |
| <input type="checkbox"/> Pupil*                      | <input type="checkbox"/> Elected Member               |
| <input type="checkbox"/> Member of staff*            | <input type="checkbox"/> Other (please specify) _____ |

## \*Please confirm which school(s) you are affiliated with

\_\_\_\_\_

## 1. Do you support the plans put forward to improve the provision for Children and Young People with additional learning needs?

- Yes       No       Don't know

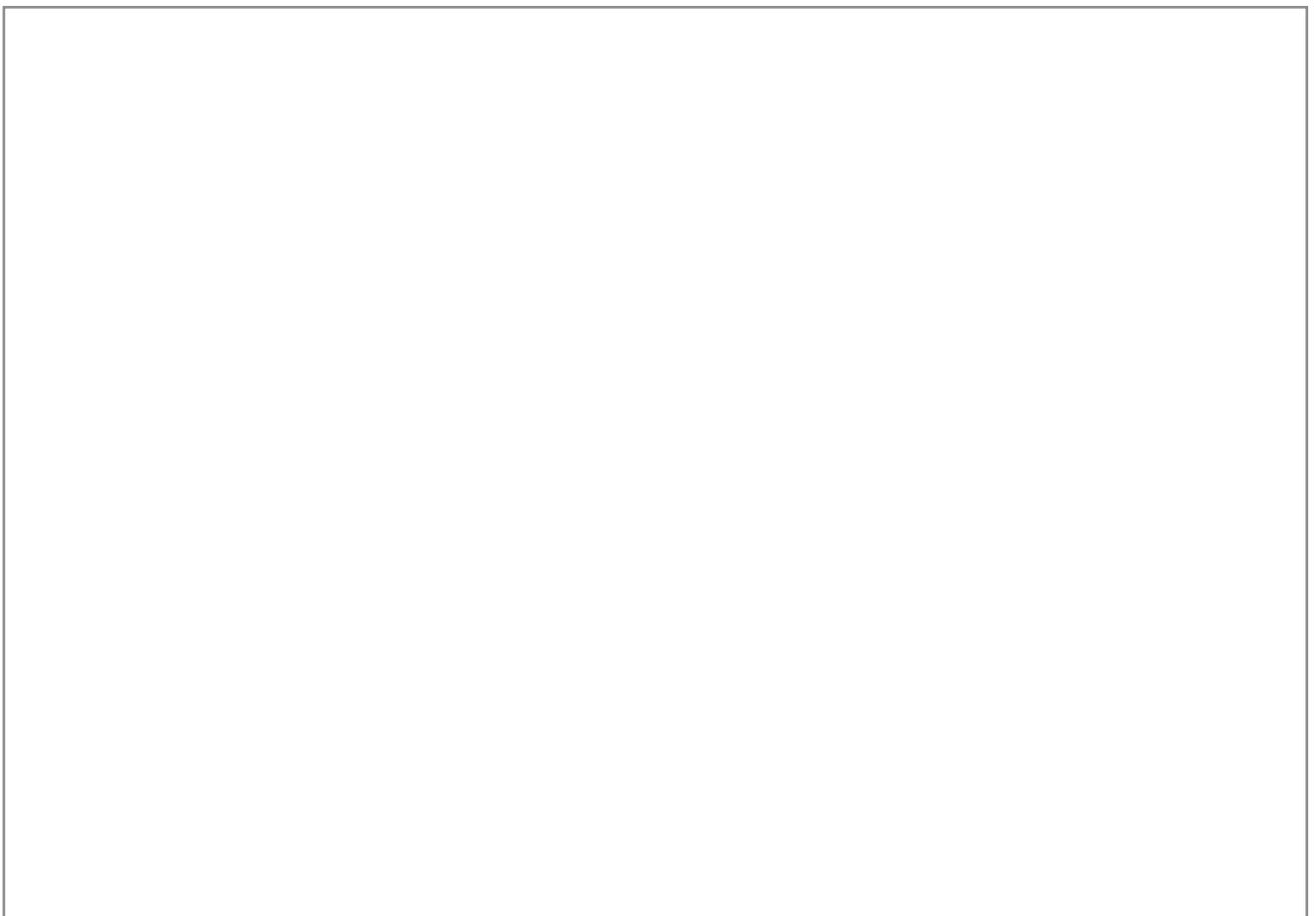
## 2. Do you support the proposal for each of the school sites?

School and proposal	Yes	No	Don't know
<b>Coed Glas Primary School</b> <ul style="list-style-type: none"><li>• establish a 20 place specialist resource base for complex learning needs and/or autism at Coed Glas Primary School from September 2024, within the existing buildings.</li></ul>			
<b>Greenway Primary School</b> <ul style="list-style-type: none"><li>• establish a 20 place specialist resource base for complex learning need and/or autism at Greenway Primary School from September 2024, within the existing buildings.</li></ul>			
<b>Severn Primary School</b> <ul style="list-style-type: none"><li>• establish a 20 place specialist resource base for complex learning needs and/or autism at Severn Primary School from September 2024, within the existing buildings.</li></ul>			

**3. If you do or not support the proposed changes, please explain**



**4. Would you like to suggest any changes or alternatives?**





## 5. Do you wish to make any additional comments?

Name \_\_\_\_\_

Address \_\_\_\_\_

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

### The closing date for responses to this consultation is **19 January 2024**

The Council is **not able** to consider any consultation responses received after this date.

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 the School Organisation Planning Team, Room 463, County Hall, CF10 4UW or by email to [schoolresponses@cardiff.gov.uk](mailto:schoolresponses@cardiff.gov.uk) by no later than 19 January 2024.**

The information that you provide in completing this form will be treated as confidential, in line with the requirements of the Data Protection Act 2018 and the General Data Protection Principles.

Any data supplied by you on this form will be processed in accordance with Data Protection Act requirements and in supplying it you consent to the Council processing the data for the purpose for which it is supplied. All personal information provided will be treated in the strictest confidence and will only be used by the Council or disclosed to others for a purpose permitted by law.

If you wish to withdraw consent at any time, please email [consultation@cardiff.gov.uk](mailto:consultation@cardiff.gov.uk)

For further information on how we process your personal data please refer to our Privacy Policy - or contact the Data Protection Officer, Room 357, County Hall, CF10 4UW, email: [dataprotection@cardiff.gov.uk](mailto:dataprotection@cardiff.gov.uk)

## ABOUT YOU

Please provide your postcode below to allow us to more accurately pinpoint respondents' views and needs by area:-

What was your age on your last birthday?

- Under 16       25-34       45-54       65-74       Prefer not to say  
 16-24       35-44       55-64       75+

Are you...?

- Female       Male       Other       Prefer not to say

Do you identify as a disabled person?

- Yes       No       Prefer not to say

Please tick any of the following that apply to you:

- Deaf/ Deafened/ Hard of hearing       Visual impairment       Long-standing illness or health condition (e.g. cancer, diabetes, or asthma)  
 Mental health difficulties       Wheelchair user       Prefer not to say  
 Learning impairment / difficulties       Mobility impairment       Other

Please specify \_\_\_\_\_

What is your ethnic group?

Where the term 'British' is used, this refers to any of the four home nations of Wales, England, Northern Ireland and Scotland, or any combination of these.

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

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)