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**Date: 8th March 2017**

Dear Sir/Madam,

A meeting of the **Cabinet** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Wednesday, 15th March, 2017** at **2.00 pm** to consider the matters contained in the following agenda.

Yours faithfully,

A handwritten signature in blue ink that reads 'Chris Burns'.

**Chris Burns**  
INTERIM CHIEF EXECUTIVE

## AGENDA

	Pages
1 To receive apologies for absence.	
2 Declarations of Interest.	

Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on the agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for both Councillors and Officers.

To approve and sign the following minutes: -

- |                                   |  |
|-----------------------------------|--|
| 3 Cabinet held on 1st March 2017. |  |
|-----------------------------------|--|

1 - 4

A greener place Man gwyrddach



To receive and consider the following reports on which executive decisions are required: -

4	Invest to Save Bids.	5 - 10
5	Annual Leave Payments.	11 - 16
6	Re-Profiling of WHQS Programme and HRA Capital Programme 2017/2018.	17 - 42
7	Education Capital 2017/18.	43 - 50
8	Consultation - Proposed Admission Arrangements 2018/2019.	51 - 68
9	Consultation - Proposal to Establish a Rhymney 3 - 18 School.	69 - 86
10	Childcare Offer Early Implementation Proposal.	87 - 106
11	Cabinet Forward Work Programme.	107 - 110

**Circulation:**

Councillors D. Havard, Mrs C. Forehead, N. George, D.T. Hardacre, K. James, Mrs B. A. Jones, D.V. Poole, K.V. Reynolds, T.J. Williams and R. Woodyatt,

And Appropriate Officers.

# Agenda Item 3



## CABINET

### MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN ON WEDNESDAY, 1ST MARCH 2017 AT 2.00 P.M.

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#### PRESENT

Councillor D.V. Poole - Chair

#### Councillors:

Mrs C. Forehead (Human Resources and Governance/Business Manager), N. George (Community and Leisure Services), D.T. Hardacre (Performance and Asset Management), K. James (Regeneration, Planning and Sustainable Development), Mrs B. Jones (Corporate Services), T.J. Williams (Highways, Transportation and Engineering) and R. Woodyatt (Social Services)

#### Together with:

C. Burns (Interim Chief Executive), C. Harry (Corporate Director - Communities), N. Scammell (Acting Director of Corporate Services and Section 151 Officer) and D. Street (Corporate Director – Social Services).

#### Also in Attendance:

C. Jones (Youth Forum Co-Ordinator), K. Peters (Policy Manager), and C. Forbes-Thompson (Interim Head of Democratic Services)

Also Present: Matthew Diggle (Chair, Youth Forum) Emily Jones (Vice Chair, Youth Forum) and Charlotte Thomas (Health Representative, Youth Forum)

#### 1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor K.V. Reynolds.

#### 2. DECLARATIONS OF INTEREST

There were no declarations of interest received at the beginning or during the course of the meeting.

#### 3. SPECIAL CABINET – 31ST JANUARY 2017

RESOLVED that the minutes of the Special meeting held on 31st January 2017 (minute nos. 1 - 3) be approved and signed as a correct record.

#### **4. CABINET – 15TH FEBRUARY 2017**

RESOLVED that the minutes of the meeting held on 15th February 2017 (minute nos. 1 - 7) be approved and signed as a correct record.

#### **MATTERS ON WHICH EXECUTIVE DECISIONS WERE REQUIRED**

#### **5. JUNIOR AND YOUTH FORUM PRIORITIES**

Cabinet welcomed representatives from the Youth Forum, Matthew Diggie (Chair) Emily Jones (Vice Chair) and Charlotte Thomas (Health Representative).

The Junior and Youth Forum Priorities were considered by Education for Life Scrutiny Committee on 10 January 2017, who supported the proposal of the Youth Forum in addressing their Priority Issue – ‘Awareness of Mental Health needs to be improved and stereotypes should be challenged’, and the Junior Forum, in addressing their Priority Issue – ‘More awareness of local wildlife and the harm grass fires cause to natural habitats’ and recommended their presentation to Cabinet.

The Youth Forum outlined the range of issues identified by the Junior Forum, 109 children identified a priority under each theme and these were then voted upon. Under the Prosperous Caerphilly theme, 15% of children prioritised the importance of more awareness of Caerphilly tourist attractions and provide free transport and improve public transport links to tourist attractions. 17% of children prioritised the Healthier Caerphilly Theme, for more awareness of what social services do for children, with 19% considering more lights on cycle paths of importance under the safer Caerphilly theme. 24% of children agree that the Learning Caerphilly theme was the most important which is to provide more treats and rewards for children who are trying hard to learn. However the highest priority was the Greener Caerphilly theme, which is for more awareness of local wildlife and the harm grass fire cause to natural habitats.

The Annual Youth Forum Conference provided the young people with an opportunity to explore issues of importance to them, where they identified a priority under each theme. Following the conference these issues were then voted on by 1116 young people. Under the Greener theme, 8.5% of children prioritised the importance of adventurous outdoor play, to provide safe adventurous play areas suitable for young people to encourage them to use outdoor spaces. 8.5% of young people also prioritised the Prosperous Caerphilly theme, which considers transport as important to make public transport cheaper and improve local routes to ensure the whole borough is accessible for young people for learning and employment opportunities.

The Youth Forum agreed with the Learning theme with 24% considering first aid education as important to allow all young people to learn basic first aid and mental health first aid. 28% of young people agree with the Safer Caerphilly theme which relates to car safety and their concerns that young people need to be more aware of car safety both as a driver and as a passenger. However the highest priority was the Healthier Caerphilly theme, which concerns mental health and awareness of mental health needs, young people feel these need to be improved and stereotypes being challenged.

The Youth Forum asked that Cabinet consider these priorities and have due regard to the issues raised by children and young people when making decisions that impact on their lives.

Members thanked the young people for their excellent presentation and highlighted that the opportunity to work with the Youth and Junior Forum on the priorities is very much welcomed. Members commented that the importance of supporting people with mental illness has been nationally recognised and would do everything they could to consider this in future policy

decisions. The Youth Forum representatives were asked if they would be willing to work with the Council to develop future initiatives in respect of transport and countryside particularly on a future road safety campaign.

Members stated that Caerphilly County Borough Council considers the involvement and views of the Youth and Junior Forums to be of great value and are keen for this to continue. The Cabinet are always encouraged and impressed by the quality and maturity of the debate when they attend the Youth Conference.

The Youth Forum was also asked their opinion of the proposal in the Welsh Government White Paper Reforming Local Government: Resilient and Renewed, which suggests lowering the voting age to 16 for local government elections. The young people welcomed this proposal as a means to increase engagement.

Cabinet noted that, the priorities identified following the Youth Forum Conference in October 2016 and the Junior Youth Forum Meeting in November 2016, by Children and Young People.

Following consideration and discussion, it was moved and seconded that the recommendations in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the Officer's report: -

- (i) Cabinet to have due regard to issues raised by Children and Young People when making decisions which impact upon their lives;
- (ii) Cabinet to support the Youth Forum in addressing their Priority Issue; Awareness of mental health needs to be improved and stereotypes should be challenged;
- (iii) Cabinet to support Young People's attendance at Health Social Care and Wellbeing Scrutiny Committee to present their issue.

## **RECOMMENDATION TO COUNCIL**

### **6. WELL BEING OBJECTIVES 2017/18**

The report provided Cabinet with details of the Council's draft Well-being Objectives for 2017/18 and sought the views and approval of Cabinet, prior to the presentation of the report to Council on 7 March 2017.

The Local Government Measure 2009 requires all local authorities in Wales to set and publish a set of priorities called Improvement Objectives as soon as is 'practicably possible' in the new financial year, however the introduction of the Well-being of Future Generations (Wales) Act 2015 (WBFGA) also places a legal requirement for public bodies to set and publish 'Well-being Objectives' and publish by a specific date of no later than 31 March 2017.

As there is a cross over between the two pieces of legislation, local authorities are treating the two requirements as one outcome, to publish one set of Well-being Objectives by the 31 March 2017 and the Wales Audit Office and Welsh Local Government Association (WLGA) have endorsed this approach.

Cabinet were provided with an update on the requirement of the Well-being of Future Generations (Wales) Act 2015 (WBFGA) in respect of setting and publishing Well-being Objectives 2017/18 and the Council's draft Well-being Objectives for 2017/18.

Following consideration and discussion, it was moved and seconded that the recommendation in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the Officer's report it be recommended to Council that the current Well-being Objectives and Well-being Statement be approved and further reviewed by the new administration after the local government elections.

The meeting closed at 2.48 p.m.

Approved and signed as a correct record subject to any corrections made at the meeting held on 15th March 2017.

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CHAIR



## CABINET – 15TH MARCH 2017

**SUBJECT: INVEST TO SAVE BIDS**

**REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES AND S151 OFFICER**

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### **1. PURPOSE OF REPORT**

- 1.1 To ask Cabinet to consider a range of bids for one-off repayable funding from the Invest to Save reserve.

### **2. SUMMARY**

- 2.1 Heads of Service have been asked to submit bids for one-off funding that will result in cashable on-going revenue savings.
- 2.2 This report presents details of the bids received for Cabinet consideration.

### **3. LINKS TO STRATEGY**

- 3.1 The bids presented in this report will provide ongoing revenue budget savings to support the Medium-Term Financial Plan.
- 3.2 The identification of revenue budget savings is a key element of effective financial planning which supports the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2015: -
- 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.
  - A globally responsible Wales.

### **4. THE REPORT**

- 4.1 Heads of Service were invited to submit bids for consideration for funding from the Invest to Save reserve. This is a separate reserve held by the Authority that has been previously used to provide one-off funding to support investments that generate cashable savings. Any funding awarded is subject to Cabinet approval and is repayable over a typical period of five years (in effect it is an internal loan). The projected balance on the Invest to Save reserve as at the 31st March 2017 is £477k.

- 4.2 The bids that have been received total £668k, which exceeds the available funding by £191k. As a result, the bids have been reviewed by the Corporate Management Team in consultation with the Deputy Leader/Cabinet Member for Housing and the Deputy Leader/Cabinet Member for Corporate Services. Following this review it is recommended that the following bids will not be taken forward: -

Description of Bid	Amount Requested (£k)	Annual Saving (£k)	Payback Period (Years)
3D Printers for Libraries	25	5.0	5.0
PV Panels – Caerphilly Leisure Centre	43	5.2	8.3
PV Panels – Blackwood Comprehensive	70	8.9	7.9
PV Panels – Cwrt Rawlin Primary	65	8.5	7.6
<b>Total: -</b>	<b>203</b>		

- 4.3 The bid for 3D printers in Libraries is not supported as this needs to be considered as part of the wider review of Libraries under the Improving Services Programme (a project team has been established under the Business Improvement Portfolio (BIP)).
- 4.4 At its meeting on the 30th November 2016, Cabinet approved funding of £10k for an options appraisal on Caerphilly Leisure Centre previously undertaken by Alliance to be updated. Until this appraisal is completed it would not be appropriate to consider an investment in PV panels in isolation.
- 4.5 The proposed PV panels for Blackwood Comprehensive and Cwrt Rawling Primary are not supported at this time. However, Cabinet will recall that at its meeting on the 15th February 2017 approval was given for an investment of £100k to install small solar PV systems on 20 schools in the county borough.
- 4.6 The following bids totalling £465k are recommended for approval: -
- Risca Leisure Centre – Replacement Fitness Equipment (£160k)
  - Cwmcarn Forest Campsite – 3 x New Glamping Units (£124k)
  - Centre of Sporting Excellence – Catering Kiosk (£20k)
  - Newbridge Leisure Centre – PV Panels (£54k)
  - Risca Leisure Centre – PV Panels (£59k)
  - Tir-yr-Berth Depot – PV Panels (£48k)

#### 4.7 Risca Leisure Centre – Replacement Fitness Equipment

- 4.7.1 The cost of replacing the fitness equipment at Risca Leisure Centre is £160k and it is anticipated that this will generate additional annual income which will peak at circa £57k. At this peak the payback period would be 2.8 years but in reality the additional income will increase incrementally as the customer base grows. A key element of this is anticipated additional customers from the nearby large housing development on the former Alcan site.
- 4.7.2 The new fitness equipment would enable an active marketing programme to be undertaken to raise awareness of the facility.

#### 4.8 Cwmcarn Forest Campsite – 3 x New Glamping Units

- 4.8.1 Changes in the caravan and camping accommodation market in recent years has seen the emergence of ‘glamping’ style holidays and a corresponding rise in the development of glamping style accommodation to meet the changing needs and demands of the holiday market.

- 4.8.2 As an early adopter the Council installed 10 accommodation 'pods' in three phases at Cwmcarn between 2011 and 2013 converting existing camping pitches. The improved accommodation offer at Cwmcarn has generated a greater yield per pitch than when previously designated as camping pitches.
- 4.8.3 It is proposed that the existing third field camping site at Cwmcarn Forest campsite is developed to accommodate luxury family glamping accommodation at a higher specification than the current pods to meet the evolution of expectations within the market.
- 4.8.4 Although Cwmcarn Forest is in the top twenty most popular visitor attractions in Wales the current level of visitors has been impacted by the closure of the forest drive as a consequence of on-going tree felling works and the associated temporary closure of a number of walking and biking trails within the forest. However, campsite accommodation as a revenue stream has maintained an even trend.
- 4.8.5 The existing glamping pods provide timber style accommodation for up to four people and can be easily described as a 'wooden tent'. Each pod has electric, heating and lighting and is a significant improvement over tented accommodation and has helped the sector grow as the accommodation offers some protection against typical British weather. The pods are basic in comparison to the style of glamping pod that the market is currently demanding.
- 4.8.6 In the longer-term it is proposed to install up to ten units on the third field of the existing campsite over a phased time period. However, the specific proposal in this report is to secure the required funds to initially install three units.
- 4.8.7 The proposed new units will provide furnished accommodation for varied users from couples up to a family of six and will include a small kitchen, dining table, microwave, fridge, shower room and mains connected toilet; a market need evidenced by the recurring requests received for such accommodation at the site.
- 4.8.8 There are a number of glamping style options available for the development of the accommodation offer on site that will suit current and future requirements. The cost per unit of the available options varies between £29k and £40k and would require additional ground preparation and installation works of circa £24k.
- 4.8.9 The financial return to the Authority from the investment required will be driven from the increased yield generated by each converted campsite pitch through a higher pitch fee charged for the new accommodation.
- 4.8.10 The recommended option is a mixed scheme of three individual unit types as this offers greater variety in choice for visitors to encourage future overnight stays and to provide a unique experience that matches the premium rates for overnight accommodation. The total cost of the three units for the mixed scheme is £124k. The projected additional income is £25k, resulting in a payback period of 4.9 years.

#### **4.9 Centre of Sporting Excellence – Catering Kiosk**

- 4.9.1 An investment of £20k is proposed to convert an outbuilding at the Centre of Sporting Excellence into a small catering kiosk.
- 4.9.2 It is anticipated that this facility could generate income of circa £4k per annum, resulting in a payback period of 5 years.

#### **4.10 PV Panels – Various Sites**

- 4.10.1 It is proposed that PV Panels be installed at Newbridge Leisure Centre, Risca Leisure Centre and Tir-yr-Berth Depot. The investment requested, annual savings and payback periods are as follows: -

**Newbridge Leisure Centre: -**

Amount requested = £54k  
Estimated annual saving = £7.6k  
Payback period = 7.1 years

**Risca Leisure Centre: -**

Amount requested = £59k  
Estimated annual saving = £7.7k  
Payback period = 7.7 years

**Tir Y Berth Depot: -**

Amount requested = £48k  
Estimated annual saving = £6.9k  
Payback period = 6.9 years

4.10.2 In addition to delivering revenue budget savings, these schemes will also contribute to reducing the Council's carbon footprint.

**5. WELL-BEING OF FUTURE GENERATIONS**

5.1 Effective financial planning is a key element in ensuring that the Well-being Goals within the Well-being of Future Generations Act (Wales) 2015 are met.

**6. EQUALITIES IMPLICATIONS**

6.1 There are no equalities implications arising from this report.

**7. FINANCIAL IMPLICATIONS**

7.1 As identified throughout the report.

**8. PERSONNEL IMPLICATIONS**

8.1 There are no direct personnel implications arising from this report.

**9. CONSULTATIONS**

9.1 There are no consultation responses that have not been reflected in this report.

**10. RECOMMENDATION**

10.1 Cabinet is asked to: -

10.1.1 Endorse the recommendation not to support the bids totalling £203k as detailed in the table in paragraph 4.2 of the report.

10.1.2 Agree that the remaining bids totalling £465k should be approved for funding on a repayable Invest to Save basis.

## **11. REASONS FOR THE RECOMMENDATIONS**

- 11.1 To ensure the prudent use of resources to generate revenue budget savings to support the Medium-Term Financial Plan.

## **12. STATUTORY POWER**

- 12.1 Local Government Acts 1972 and 2000.

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Consultees: Corporate Management Team  
Cllr David Poole, Deputy Leader and Cabinet Member for Housing  
Cllr Barbara Jones, Deputy Leader and Cabinet Member for Corporate Services  
Gail Williams, Interim Head of Legal Services & Monitoring Officer  
Lisa Lane, Senior Solicitor

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## CABINET – 15TH MARCH 2017

**SUBJECT: ANNUAL LEAVE PAYMENTS**

**REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES & SECTION 151 OFFICER**

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### 1. PURPOSE OF REPORT

1.1 The purpose of the report is to seek approval from Cabinet with regards to payments for annual leave for employees that receive payments in addition to their basic salary. Recent changes in legislation have resulted in the need to review this as part of pay.

### 2. SUMMARY

2.1 Since 2010, various cases have been considered by the European Court of Justice (ECJ) where employees have argued that their holiday pay should include all elements of their pay and not just their basic salary.

2.2 These cases all relate to the principle that when an employee is on leave, they should be paid the same as when they are in work.

2.3 This report provides recommendations to ensure that the Council is compliant with case law whilst having regard to the Council's Single Status Agreement 2009.

### 3. LINKS TO STRATEGY

3.1 The recommendations set out in this report contribute to the following Well-being goals within the Well-being of Future Generations Act (Wales) 2015 in that the proposals will ensure that staff are fairly remunerated, which in turn enables the Council to retain employees:

- *A prosperous Wales*
- *A more equal Wales*

### 4. THE REPORT

4.1 The case law referred to in section 2 has determined that holiday pay should not be limited to basic salary but must correspond to "normal remuneration".

4.2 The earlier case decisions related to pilots and commission payments which did not affect the Council. However in November 2014, the decision in Bear Scotland Ltd v Fulton was announced and widely publicised. This case related to overtime payments and certain travel related payments and does affect the Council, as these types of payments are regularly made to some groups of employees.

- 4.3 Although the Council sought to remove some additional payments from 1 April 2009 under the Single Status Agreement e.g. bonus and incentive payments, some payments were retained, including additional hours, overtime, acting up, lettings, recalls to work, standby and call out, night work and sleeping in duties. The Council paid £4,519,427.48 on all of these additional payments for the period September 2014 to August 2015.
- 4.4 Based on the recent case law, there is a potential that any regular payments made in addition to salary should be incorporated into holiday payments. This is based on the principle that employees have to be paid for “normal remuneration” intrinsically linked to the performance of tasks in accordance with their contract of employment. Where there is a settled pattern of work, it should be easy to identify normal remuneration. However, where there is no settled pattern, it is appropriate to use an average taken over a reference period determined by national legislation. Due to the requirements to deliver services across the Council, patterns of work are not always clearly defined.
- 4.5 The cases referred to relate to statutory holiday pay and there is currently no case law in relation to contractual holiday pay. Cabinet will be aware that the Council’s contractual entitlement to annual leave is more generous than the statutory entitlement.
- 4.6 These additional payments do not stem from the national terms and conditions and so there is no suggestion that terms and conditions be amended on a national basis.
- 4.7 A number of claims in respect of backdated holiday pay have been made to date by one of the recognised Trade Union. The other three recognised Trade unions wished to work with the Council to resolve this matter without applying to the Employment Tribunal.
- 4.8 The Council therefore has two options to avoid further claims:-
- i) amend working practices to stop paying additional payments (as detailed in 4.3).
  - ii) include additional elements in payments for holiday pay.

Neither of these options offers the Council a simple solution.

#### 4.9 Option One

This option would require the Council to revisit its Single Status Pay and Grading Structure. On the introduction of Single Status, the Council reinvested all of the savings relating to the removal of additional elements against its budgetary figure for the 2009 Pay Structure. At that time, the Council invested in increasing the grade pay lines to arrive at a new pay scheme. This was a significant investment that was specifically targeted in the areas where large groups of our employees were affected. The additional elements of pay that exist under the Single Status Agreement apply to all Council Staff on NJC terms and conditions of employment. Whilst there are specific groups of staff affected by these claims, any negotiation relating to the removal of these allowances will be relevant to all staff. In 2009, the monies invested into creating the new pay structure received the support of the majority of staff under a ballot. If agreement cannot be reached with Council staff to vary their terms and conditions of their employment, the Council might need to consider the position of dismissal and re-engagement on new terms. This would not be without risk to the Council.

#### 4.10 Option Two

This option would be to include certain elements when calculating payments for annual leave. The payments suggested are those which employees receive regularly and include:

Additional hours (up to 37 per week)  
Overtime  
Nights

Stand by  
Sleep in

N.B. Call outs are covered by the elements of additional hours or overtime.

- 4.11 It has not been suggested to include payment for acting up as work has been undertaken with service areas to review the practice of acting up to ensure that it is in accordance with the Council's Single Status Agreement. This should remove the regular acting up payments currently being received.
- 4.12 The second option is recommended to Cabinet. Cabinet are also asked to consider whether this would apply to the statutory or contractual entitlement to annual leave. The statutory entitlement is 20 days in accordance with the Working Time Directive. The Council's contractual entitlement is 24 days for employees with less than 5 years service and 28 days for employees with more than 5 years service. It is recommended that Cabinet agree that any payment reflects employees' contractual annual leave entitlement.
- 4.13 In accordance with the contractual entitlement, Cabinet is asked to agree the following payments:
- 9.23 % of the difference between salary held and total gross earnings for employees with less than 5 years' service
- and
- 10.77% of the difference between salary held and total gross earnings for employees with 5 or more years' service
- 4.14 If Cabinet agree the entitlement to payments, it recommended that this payment is calculated and made every 13 weeks as the practice has already been agreed and is in place with regard to calculation of annual leave for casual workers.
- 4.15 The recognised Trade Unions (non Teaching) are fully supportive of the proposal to include the elements detailed in 4.10 within payments for annual leave and also of the calculation (as detailed in 4.13) and the frequency of payments (as detailed in 4.14).
- 4.16 The proposal to the recognised Trade Unions recommended that payments were backdated to 1 April 2016. They have requested that the date for backdated payments is 1 January 2016.
- 4.17 One recognised Trade Union (prior to merging with another Trade Union) requested that the calculations regarding normal earning was extended to all holidays, including bank holidays, but this was not supported by the other recognised Trade Unions and is not recommended to Cabinet.

## **5. WELL-BEING OF FUTURE GENERATIONS**

- 5.1 Having considered the five ways of working, the recommendations of this report illustrates the Council's commitment to the prevention of poverty.
- 5.2 Long term, this should also support the Council's ability to retain employees.

## **6. EQUALITIES IMPLICATIONS**

- 6.1 No Equality Impact Assessment has been undertaken as case law that affects employment issues, such as those covered by this report, must be incorporated into the local authority's HR policies and practices, and relevant equalities issues would have been considered as part of the original case law decision.

## **7. FINANCIAL IMPLICATIONS**

- 7.1 To ensure that the Council is compliant with recent case law, the 2017/18 Budget Proposals approved by Council at its meeting on 22 February 2017 included a sum of £425k to meet the annual revenue cost of these potential additional payments for annual leave. Assuming that the proposals in this report are agreed by Cabinet, this funding will be released to service budgets.
- 7.2 The report to Council also referred to the requirement to set aside funding from the General Fund to meet the cost of one-off back-dated payments to staff. Cabinet is reminded that current estimates indicate that up to £500k should be sufficient and this will enable Officers to make the appropriate arrangements to settle this matter.

## **8. PERSONNEL IMPLICATIONS**

- 8.1 The personnel implications are included in this report.

## **9. CONSULTATIONS**

- 9.1 There are no consultations that have not been included in the report.

## **10. RECOMMENDATIONS**

- 10.1 Cabinet is requested to approve:

10.1.1 option two to avoid further claims and to settle backdated claims.

10.1.2 the calculation of payments detailed in paragraph 4.13.

10.1.3 the frequency of payments as detailed in paragraph 4.14.

10.1.4 a date for backdated payment of 1 January 2016.

- 10.2 Cabinet is also asked to delegate authority to the Acting Director of Corporate Services & S151 Officer to agree back-dated payments / claims within the approved funding envelope of up to £500k.

## **11. REASONS FOR THE RECOMMENDATIONS**

- 11.1 The recommendations are made to ensure that the Council is compliant with recent case law relating to annual leave whilst having regard to the Council's Single Status Agreement 2009.

## **12. STATUTORY POWER**

- 12.1 Local Government Acts 1972 and 2000.

Author: Lynne Donovan, Acting Head of Human Resources and Organisational

Development  
Consultees: Corporate Management Team  
Stephen Harris, Interim Head of Corporate Finance  
Lisa Haile, HR Manager  
Lisa Lane, Solicitor  
James Williams, Solicitor  
Recognised Trade Unions (non Teaching)

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## CABINET – 15TH MARCH, 2017

**SUBJECT: RE-PROFILING OF WHQS PROGRAMME AND HRA CAPITAL PROGRAMME 2017/2018**

**REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES AND SECTION 151 OFFICER**

- 
- 1.1 The report was considered by Policy and Resources Scrutiny Committee on 28th February and Caerphilly Homes Task Group on the 16th February 2017 and sought views prior to its presentation to Cabinet.
  - 1.2 The report outlined that there has continued to be progress and slippage with the WHQS delivery programme during 2016/17. As such it has been necessary to review and update the current delivery programme. The report sets out the proposed changes. The majority of the internal work changes have resulted in work being brought forward in the programme. In regard to the external works programme the majority of the changes have resulted in works being moved to future years.
  - 1.3 The Sheltered Housing Scheme approach has now altered with the works being delivered by the in-house teams. This work has now been built into the forward works programme.
  - 1.4 The HRA Capital Programme budget allocates the necessary resources based on the Savills cost plan. Work is underway to amend this approach so that in future it will be based on actual costs being achieved for works undertaken which provides a more realistic projection in relation to the proposed budget expenditure. These figures will be continually reviewed and assessed to provide the most accurate forecast possible for budget planning.
  - 1.5 Representatives from the Caerphilly Homes Task Group updated the Scrutiny Committee on their discussions and the concerns expressed at the meeting, in relation to tenant involvement in future contract recruitment, the DPS process, tenants Right to Repair and serious concerns were raised over the continued use of the Savills Survey. Officers had reassured the Task Group that the Savills survey will shortly be replaced with actual costs is no longer being used for internal works, and were assured that Savills surveys will no longer be in use after 6 months, should sufficient data be collected, for external works.
  - 1.6 Policy and Resources Scrutiny Committee, having consideration for the comments made by the Caerphilly Homes Task Group, and in discussing the report, sought further information on apprenticeships and employment of local people and acceptable fails. Officers highlighted that each contract outlines requirements for apprenticeships along with other Community and employment benefits and there are a number of resources in place to include local links where possible. Officers explained that there are various reasons for the number of acceptable fails, and as such it is difficult to pinpoint trends, however, where access to properties has been refused, concerns are raised with the Area Housing Office and a legal process is followed.
  - 1.7 Following consideration and discussion, it was moved and seconded that the recommendations in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that Cabinet be requested to consider the views of the Caerphilly Homes Task Group and Policy and Resources Scrutiny Committee, when considering the Re.-Profiling of WHQS Programme and HRA Capital Programme 2017/18.

1.8 Cabinet are asked to consider the report and comments from the CHTG and Policy and Resources Scrutiny Committee.

Author: C. Evans, Committee Services Officer, Ext. 4210

Appendices:

Appendix 1 Report to Policy and Resources Scrutiny Committee – 28th February 2017

Appendix 2 WHQS Programme Re-profiling Summary (Appendix Tabled at the meeting on 16th February 2017)

Appendix 3 Report to Caerphilly Homes Task Group – 16th February 2017



## **POLICY AND RESOURCES SCRUTINY COMMITTEE – 28TH FEBRUARY 2017**

**SUBJECT: RE-PROFILING OF WHQS PROGRAMME AND HRA CAPITAL PROGRAMME 2017/2018**

**REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES AND SECTION 151 OFFICER**

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- 1.1 The report was considered by Caerphilly Homes Task Group on the 16th February 2017 and sought views prior to its presentation to Policy and Resources Scrutiny Committee and Cabinet.
- 1.2 CHTG noted that there has continued to be progress and slippage with the WHQS delivery programme during 2016/17. As such it has been necessary to review and update the current delivery programme. The report sets out the proposed changes. The majority of the internal work changes have resulted in work being brought forward in the programme. In regard to the external works programme the majority of the changes have resulted in works being moved to future years.
- 1.3 The Sheltered Housing Scheme approach has now altered with the works being delivered by the in-house teams. This work has now been built into the forward works programme.
- 1.4 The HRA Capital Programme budget allocates the necessary resources based on the Savills cost plan. Work is underway to amend this approach so that in future it will be based on actual costs being achieved for works undertaken which provides a more realistic projection in relation to the proposed budget expenditure. These figures will be continually reviewed and assessed to provide the most accurate forecast possible for budget planning.
- 1.5 The Task Group discussed the report at length and sought further information on tenant involvement in future contract recruitment, the DPS process and the risk of poor craftsman being allowed to retender. Officers explained that tenant involvement would come at a later stage in the process and were assured that any contractors that were removed from the process in the past or there are concerns for quality of work, unless they can demonstrate improvement, would not be invited to tender. The Task Group raised serious concerns over the continued use of the Savills Survey, on the basis that the surveys are ineffective and out of date. Officers reassured the Task Group that the Savills survey is no longer being used for internal works, as there is sufficient information available from the works conducted to provide estimates for future works. At present, there has not been enough completed external works to provide the same information, however, the Task Group were assured that Savills surveys will no longer be in use after 6 months, should sufficient data be collected.
- 1.6 Following consideration and discussion, it was moved and seconded that the recommendations in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the Officer's report the Caerphilly Homes Task Group note the contents of the report prior to its consideration at Policy and Resources Scrutiny Committee and Cabinet.

- 1.7 The Policy and Resources Scrutiny Committee are asked to consider the report and comments from the Caerphilly Homes Task Group prior to consideration by Cabinet.

Author: C. Evans, Committee Services Officer, Ext. 4210

Appendices:

- Appendix 1 WHQS Programme Re-profiling Summary (Appendix tabled at the meeting on 16th February 2017)
- Appendix 2 Report to Caerphilly Homes Task Group - 16th February 2017

## WHQS Programme Re-profiling Summary

## APPENDIX 1

NewOwner	OWNED
AssetTypeDesc	(Multiple Items)

Internal Works	Properties Affected
Moved from 16/17 to 17/18	170
GELLIGROES	28
GILFACH PHASE 2	107
PENTWYNMAWR	35
Moved from 18/19 to 17/18	303
PORSET PARK	179
TY-SIGN LOWER	124
Moved from DLO to CON	136
PENYRHEOL LOWER	136
Moved from DLO to CON from	319
PENYRHEOL UPPER	319
Internal works included future	28
ABERTRIDWR	28
<b>Grand Total</b>	<b>956</b>

NewOwner	(Multiple Items)
AssetTypeDesc	(Multiple Items)

External Works	Properties Affected
Moved from 13/14 to 17/18	20
BEDWAS	20
Moved from 15/16 to 16/17	452
GELLIGAER	342
NEW TREDEGAR	110
Moved from 15/16 to 17/18	386
BEDWAS	133
PENLLWYN UPPER	253
Moved from 16/17 to 17/18	1442
BARGOED	135
BEDWAS	101
BRYNCENYDD	40
CLAUDE ROAD	110
FOCHRIW	155
GILFACH LOWER	108
LLANFACH	24
MORRISVILLE	12
PERSONDY	29
PONTYMISTER	150
PONTYWAUN	20
PWLLYPANT	38
RISCA	101
RUDRY	20
SENGHENYDD	119
TRAPWELL	13
TRECENYDD	209
WATTSVILLE	29
WAUNFACH	17
WESTEND	12
Moved from 16/17 to 19/20	131
TY-SIGN LOWER	131
<b>Grand Total</b>	<b>2431</b>

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## **CAERPHILLY HOMES TASK GROUP – 16TH FEBRUARY 2017**

**SUBJECT: RE-PROFILING OF WHQS PROGRAMME AND HRA CAPITAL PROGRAMME 2017/2018**

**REPORT BY: CORPORATE DIRECTOR - COMMUNITIES**

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### **1. PURPOSE OF REPORT**

- 1.1 To advise on changes to the WHQS Programme and set out the HRA Capital Programme budget for 2017/18. The report is seeking the views of the CHTG prior to its presentation to Policy and Resource Scrutiny Committee review and Cabinet approval.

### **2. SUMMARY**

- 2.1 There has continued to be progress and slippage with the WHQS delivery programme during 2016/17. As such it has been necessary to review and update the current delivery programme. The report sets out the proposed changes. The majority of the internal work changes have resulted in work being brought forward in the programme. In regard to the external works programme the majority of the changes have resulted in works being moved to future years.
- 2.2 The sheltered scheme approach has now altered with the works being delivered by the in-house teams. This work has now been built into the forward works programme.
- 2.3 The HRA Capital Programme budget allocates the necessary resources based on the Savills cost plan. Work is underway to amend this approach so that in future it will be based on actual costs being achieved for works undertaken which provides a more realistic projection in relation to the proposed budget expenditure. These figures will be continually reviewed and assessed to provide the most accurate forecast possible for budget planning.

### **3. LINKS TO STRATEGY**

- 3.1 The delivery of the WHQS programme is coterminous with the aims of the Wellbeing of Future Generations (Wales) Act 2015 which requires public bodies to work towards a shared vision comprising 7 goals and adopt the 5 “Ways of Working”. The goals and the 5 Ways of Working will underpin the delivery of the programme and include planning and acting for the long term, integration, involvement, collaboration and prevention. The WHQS investment in Council homes to transform lives and communities is a Well Being Objective.
- 3.2 The Welsh Housing Quality Standard is intended to ensure that all local authority and housing association homes are improved and maintained to achieve specified standards. It is a Welsh Government requirement that the WHQS is achieved by 2020.
- 3.3 The Single Integrated Plan 2013-2017 has a priority to “improve standards of housing and communities, giving appropriate access to services across the County Borough”.

3.4 The Council's Local Housing Strategy "People, Property, and Places" has the following aims:

"To provide good quality, well managed houses in communities where people want to live, and offer people housing choices which meet their needs and aspirations."

#### **4. THE REPORT**

- 4.1 In September 2012 an investment strategy was approved by the Caerphilly Homes Task Group/Cabinet Sub Committee which outlined how the WHQS Programme would be implemented on a community based approach over the period to 2019/20. The work is split between the in house work force and contractors and, with the exception of sheltered housing, there are separate sequences for internal and external works.
- 4.2 As a result of various setbacks which caused major slippage to the programme the investment strategy was reviewed and a revised programme was approved in February 2015. This formed the basis for the 2016/17 Capital Programme and 2016/17 works programme.
- 4.3 During the course of the programme there will inevitably be issues that will impact on its delivery given the volumes of properties and works involved. There are occasions where tenants are unable to proceed with the works due to a variety of reasons e.g. ill health, personal circumstances or simply they may not want the disruption that some of these works can cause. There have also been some issues in relation to contractor performance where outputs have not achieved the expected levels as well as encountering unforeseen additional work. These factors can all give rise to delays with the programme and subsequent slippage.
- 4.4 It is envisaged that the WHQS delivery programme will be reviewed and amended annually to take into account any slippage that occurs. The re-profiling of the programme will result in changes to the community sequences. A number of areas will benefit as they will be pulled forward in the programme whereas some will slip back. The end date of March 2020 remains unchanged.
- 4.5 The internal works are currently on programme with some minor slippage. There are currently no major concerns with the delivery of the internal works programme with current projections anticipating completion prior to 2020 with the work profile projection a significant reduction in the number of completions required for the last year.
- 4.6 The external works programme has been subject to major implementation delays over previous years. There are currently contracts in place for the East area (Small Lots) and the Upper Rhymney Valley (Framework arrangement). Unfortunately progress during 2016/17 has not been as good as expected due to a variety of factors such as contractors ceasing to trade, contractors withdrawing from contracts or not pricing available tenders.
- 4.7 There is still no main contract in place for external works in the Lower Rhymney Valley (LRV). It is intended to have a suitable contract in place ready to start issuing works as of April 2017. Some work has however commenced via ad-hoc tender arrangements and grant funded schemes such as Arbed, ECO.
- 4.8 Given the various issues and delays that have occurred over previous years, options for contingency arrangements are currently being progressed. It is envisaged that these contingency arrangements will be in place to utilise during 2017/18.
- 4.9 Works are continuing to the blocks of flats in the LRV through the Private Sector Housing Team. There has been some good progress with these works during 2016/17. It is proposed that Private Sector Housing expand their involvement to managing all the leaseholder properties throughout the borough to ensure the statutory leaseholder consultation processes do not hold up progress with the general programme contracts.

- 4.10 The previous re-profiling report identified that the sheltered housing schemes were proposed to be procured via a Managed Service provider. This has subsequently changed as reported to the Caerphilly Homes Task Group on 7 September 2016. These works are now being delivered wholly in-house. Good progress has been made with the surveying and works are programmed to commence in April 2017. Meetings have also been held or are planned at each of the schemes in the 2017/18 sheltered housing programme to advise tenants on the timing and likely extent of works and the process that will be followed.
- 4.11 Taking account of various factors impacting on the programme a revised profile is shown in the table below. Note that this includes the Sheltered schemes. The in-house DLO will be delivering both the internal and external works as a whole property approach for the sheltered schemes similar to that which they employed for the Rowan Place contract.
- 4.12 The programme profile assumes that the number of properties for either internal or external works will be delivered in the year shown and provides the basis for planning. However the reality is that this will never be the case on the ground and adjustments will inevitably arise between the years for a variety of reasons. An overriding concern is to limit the amount of slippage as the scope to catch up in the last year is limited. Slippage from previous years has been 'built in' to the forward work programme below:-

#### **Revised Property Profile**

<b>Year</b>	<b>Internal Work</b>	<b>External Work</b>
2016/17	1845	1221
2017/18	2618	4675
2018/19	1685	2579
2019/20	603	2001

- 4.13 The average rate of weekly completions for internal works has improved from around 30 properties per week during 2015/16 to approximately 44 properties during 2016/17 (up to and including week 36). This is currently just below the annual target of 47 per week. Officers are working closely with the contractors and in-house teams to maintain these high levels of productivity and further improve where possible without impacting on quality. There can therefore be some confidence that the internal works can be completed by March 2020.
- 4.14 For external works the required average weekly rate of completions is 24 for 2016/17. Currently the programme is falling short with only 18 contracts including 847 properties completed to date. A further 229 properties have had external wall insulation works undertaken. It needs to be noted that there are currently works ongoing to around 1000 properties with further contracts being progressed to both award and tender stages. Note that external completions will be measured on the basis of contracts rather than individual properties due to the nature of the works and how they are organised. The figure provided in the revised property profile above for 2016/17 is therefore estimated with slippage built into future years.
- 4.15 The revised property profile will result in various amendments to the sequence of community areas. The new proposed sequence is detailed in Appendix 1 including the profiled investment. For internal works the alterations are not significant and where changes are proposed these will generally result in works being undertaken earlier in the programme. For external works the impact of slippage is more apparent with the majority of changes resulting in community areas being pushed back. The major impact is on the Lower Rhymney Valley due to the need to implement a new contract arrangement. The sheltered housing programme is provided in Appendix 2 for information.

- 4.16 The expenditure estimates in previous years have been derived from the Savills cost plan so have to be treated with some caution as experience has shown significant variances with actual costs. The estimates shown in Appendix 1 are still based on Savills costs, however, analysis is currently being undertaken utilising average outturn costs from one of the area contractors. This is being further refined for the other two contractors undertaking the internal works. There will continue to be regular reviews of the cost plan based on trend data from valuations and tender prices. The external estimates are also still based on Savills estimates. At present there have been insufficient final account data to establish baseline actual costs that could be used to undertake financial projections. The latest assessment suggests that the programme currently remains within the limits of affordability set by the HRA business plan.
- 4.17 The HRA capital programme 2017/18 is shown in Appendix 3. As well as the programme renewals provision is included for adaptations undertaken on a response basis, major repairs to voids prior to re-letting incorporating WHQS works, and the continuation of the improvement programme to the HRA garages.
- 4.18 Energy efficiency measures continue to be explored and implemented where possible. Works are currently ongoing in Lansbury Park. These works will continue into 2017/18. There are indications that further funding assistance may become available during 2017/18. This will be monitored and should suitable funding opportunities be identified applications for access to these funds will be made.
- 4.19 Due to the ongoing variances to the budget a contingency sum has been included. Given the size of the programme and the unknown work content this contingency sum is a best assessment based on the knowledge to date.

## 5. WELLBEING OF FUTURE GENERATIONS

- 5.1 The delivery of the WHQS improvement programme is coterminous with the aims of the wellbeing of Future Generations (Wales) act 2015, in particular:-
- **Long Term:** the report includes the continued investment to achieve WHQS by 2020. This investment provides long term improvements to the property, community and to the tenants well being.
  - **Integration:** The programme looks to integrate property and environmental improvements that will benefit and transform lives and communities throughout the borough. It further brings together a variety of stakeholders to deliver long term sustainable benefits for lives and communities.
  - **Involvement:** Tenants and local residents are being consulted on the proposed property improvements, environmental works along with various initiatives that are part of the WHQS programme delivery.
  - **Collaboration:** The programme delivery is focussed on internal collaboration, partnerships with suppliers and contractors, joint working with the community and various groups. The delivery of community benefits and tenant engagement by all involved with the WHQS programme is a key focus and is clearly demonstrable within its delivery.
  - **Prevention:** The works to improve lives and communities will help tackle local unemployment. It will further improve the look and feel of the environment and help prevent anti social behaviour.

## **6. EQUALITIES IMPLICATIONS**

- 6.1 An EqIA screening has been completed in accordance with the Council's Equalities Consultation and Monitoring Guidance and no potential for unlawful discrimination and for lower level or minor negative impact have been identified, therefore a full EqIA has not been carried out.
- 6.2 The implementation of the WHQS Programme will ensure compliance where appropriate with current Building Regulations and Equality Act requirements. The Council's procurement processes include equalities requirements and compliance by contractors undertaking WHQS work.

## **7. FINANCIAL IMPLICATIONS**

- 7.1 The budget estimate for the overall programme for 2017/18 is £52.3m. The budget estimate for the programme renewals is £41m which is currently based on the Savills cost plan for external works and internal works. Some initial work has been completed on assessing the actual outturn costs against Savills budget estimates and including an adjustment based on properties that are "previously achieved". This work is being further developed and will be included in the reassessment of the budget cost plan in the coming months.
- 7.2 Based on the budget estimate the works programme for 2017/18 will require an average expenditure for the direct works programme of approximately £790k per week.
- 7.3 There are indications of possible cost escalation based on the amount of properties experiencing damp that are being identified. Further detailed investigations are ongoing at a number of locations to identify the possible solutions and likely costs involved.
- 7.4 There are indications that there may be grant funding opportunities available from Welsh Government (WG) in relation the external wall insulation (EWI) works in 2017/18. If this funding is available, depending on the criteria set, it may assist in addressing some of the fuel poverty issues that are apparent within the authority.
- 7.5 ECO grant funding is already being utilised at Lansbury Park in relation to EWI works, where Eon have recently commenced work. This grant assisted work has now received WG approval to be extended into 2017/18. Officers are considering options to maximise this funding and ensure continuity of works on site for the contractor which will limit disruption to the tenants with only having to deal with one visit from one contractor rather than multiple stop/start activities due to the programing sequencing that could otherwise result.

## **8. PERSONNEL IMPLICATIONS**

- 8.1 The timetable pressure is increasing and there has to be the capacity within the staff resources to cope with the volume of work. Staff movement and recruitment difficulties remain a risk to the programme and have continued to be an issue during 2016/17.
- 8.2 There has been a Cabinet decision during 2016/17 to undertake WHQS improvements to the sheltered housing schemes with in-house resources. This requires an increase in resources across the spectrum from Assistant Project Managers to manual workforce including all the relevant technical and administration support required to deliver this element of the programme. Resources will be increased incrementally as required to manage this increase in workload up to 2020.

8.3 Elements of the programme have also been allocated to third parties as a means to spread the risk and create extra capacity. These relate to the HRA garages and the proposed re-modelling of a number of sheltered schemes allocated to Building Consultancy and the external works to various leaseholder properties throughout the authority being allocated to the Private Sector Housing Team.

## **9. CONSULTATIONS**

9.1 Comments received have been taken into consideration within the report.

## **10. RECOMMENDATIONS**

10.1 The CHTG note the contents of the report prior to the report being forwarded to the Policy and Resources Scrutiny Committee and Cabinet.

## **11. REASON FOR RECOMMENDATIONS**

11.1 To inform the Task Group of proposed changes to the WHQS Programme and the HRA Capital Programme for 2017/18.

## **12. STATUTORY POWER**

12.1 Housing Acts 1985, 1996, 2004. This is a Cabinet function.

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(Tel: 01443 866754/Email: lloyd1@caerphilly.gov.uk)

Consultees:

Cllr Dave V Poole	- Deputy Leader and Cabinet Member for Housing
Cllr Barbara Jones	- Deputy Leader and Cabinet Member for Corporate Services
Christina Harrhy	- Corporate Director Communities
Nicole Scammell	- Acting Director of Corporate Services and S151 Officer
Shaun Couzens	- Chief Housing Officer
Lesley Allen	- Principal Accountant
Rhys Lewis	- Systems and Performance Manager
Jane Roberts Waite	- Strategic Co-ordination Manager
Gail Williams	- Interim Head of Legal Services & Monitoring Officer
Elizabeth Lucas	- Head of Procurement
Kenyon Williams	- Private Sector Housing Manager
Fiona Wilkins	- Public Sector Housing Manager
Paul Smythe	- Housing Repair Operations Manager
Colin Roden	- WHQS Project Manager
Alan Edmunds	- WHQS Project Manager
Steve Greedy	- WHQS Project Manager

Appendix 1: Re-profiled Investment Strategy  
Appendix 2: Sheltered Housing Programme  
Appendix 3: HRA Capital Programme 2017/18

<b>WHQS Programme - Year 2016/17 – Savills' Costs</b>				
<b>Community</b>	<b>Internal Components £</b>		<b>External Components £</b>	
	<b>CONTRACTOR £</b>	<b>IN-HOUSE £</b>	<b>CONTRACTOR £</b>	<b>IN-HOUSE £</b>
<b>Eastern Valleys</b>	<b>4318750</b>	<b>1433500</b>	<b>399900</b>	<b>0</b>
MARKHAM-HOLLYBUSH	598600			
OAKDALE	700200			
PENLLWYN LOWER	669150			
SPRINGFIELD	1951200			
TRINANT			102400	
TWYN GARDENS	399600			
TY-SIGN UPPER		1433500	297500	
<b>Lower Rhymney Valley</b>	<b>4164700</b>	<b>1925400</b>	<b>131675</b>	<b>0</b>
ABERTRIDWR	1366350			
BEDWAS	248350			
CHURCHILL PARK	1243950			
GRAIG Y RHACCA		1925400		
LLANBRADACH	782100			
NANTDDU	523950			
PENYRHEOL LOWER			20750	
PENYRHEOL UPPER			70750	
THOMASVILLE			32275	
TY ISAF			4900	
TY NANT			3000	
<b>Upper Rhymney Valley</b>	<b>2614750</b>	<b>1000700</b>	<b>7025975</b>	<b>0</b>
ABERBARGOED LOWER	450850			
ABERBARGOED MIDDLE	739600			
ABERTYSSWG			527520	
BRITHDIR	77400			
CEFN HENGOED			2400	
DERI	51200			
GELLIGAER			4013380	
GILFACH PHASE 1	401400			
GILFACH PHASE 2	563550			
MAES MABON		1000700		
NEW TREDEGAR			241680	
PONTLOTTYN			2240995	
TIRPHIL	330750			
<b>Annual Total</b>	<b>11098200</b>	<b>4359600</b>	<b>7557550</b>	<b>0</b>

<b>WHQS Programme - Year 2016/17 - Property Numbers</b>				
<b>Community</b>	<b>Internal Components No.s</b>		<b>External Components No.s</b>	
	<b>CONTRACTOR</b>	<b>IN-HOUSE</b>	<b>CONTRACTOR</b>	<b>IN-HOUSE</b>
<b>Eastern Valleys</b>	<b>478</b>	<b>226</b>	<b>221</b>	<b>0</b>
MARKHAM-HOLLYBUSH	77			
OAKDALE	73			
PENLLWYN LOWER	71			
SPRINGFIELD	220			
TRINANT			207	
TWYN GARDENS	37			
TY-SIGN UPPER		226	14	
<b>Lower Rhymney Valley</b>	<b>429</b>	<b>265</b>	<b>100</b>	<b>0</b>
ABERTRIDWR	133			
BEDWAS	22			
CHURCHILL PARK	146			
GRAIG Y RHACCA		265		
LLANBRADACH	76			
NANTDDU	52			
PENYRHEOL LOWER			10	
PENYRHEOL UPPER			33	
THOMASVILLE			25	
TY ISAF			7	
TY NANT			25	
<b>Upper Rhymney Valley</b>	<b>299</b>	<b>148</b>	<b>900</b>	<b>0</b>
ABERBARGOED LOWER	47			
ABERBARGOED MIDDLE	88			
ABERTYSSWG			51	
BRITHDIR	8			
CEFN HENGOED			33	
DERI	5			
GELLIGAER			395	
GILFACH PHASE 1	41			
GILFACH PHASE 2	71			
MAES MABON		148		
NEW TREDEGAR			123	
PONTLOTTYN			298	
TIRPHIL	39			
<b>Annual Total</b>	<b>1206</b>	<b>639</b>	<b>1221</b>	<b>0</b>

<b>WHQS Programme - Year 2017/18 – Savills' Costs</b>				
<b>Community</b>	<b>Internal Components £</b>		<b>External Components £</b>	
	<b>CONTRACTOR £</b>	<b>IN-HOUSE £</b>	<b>CONTRACTOR £</b>	<b>IN-HOUSE £</b>
<b>Eastern Valleys</b>	<b>6681950</b>	<b>2402500</b>	<b>2548571</b>	<b>411450</b>
BLACKWOOD			87300	
BLACKWOOD (SHELTERED)		326550		20800
BRITANNIA			287800	
CEFN FFOREST (SHELTERED)		268750		166500
CROESPENMAEN	266950			
CROSSKEYS	828700			
CWMCARN	1000500			
FAIRVIEW			96150	
FLEUR-DE-LYS			139300	
GELLIGROES	280850			
LLANFACH			4000	
MORRISVILLE			59100	
NEWBRIDGE	638500			
PANTSIDE LOWER			201950	
PANTSIDE LOWER (SHELTERED)				144150
PANTSIDE UPPER			31050	
PENGAM			40250	
PENLLWYN LOWER			69100	
PENLLWYN UPPER		1400350	350746	
PENTWYNMAWR	363950			
PERSONDY			4850	
PONTYMISTER			305045	
PONTYWAUN			127110	
RISCA			200920	
TRELYN UPPER			378100	
TREOWEN	108500			
TRINANT	1943550			
TRINANT (SHELTERED)		181900		80000
TY-SIGN LOWER	1250450			
TY-SIGN LOWER (SHELTERED)		224950		
WATTSVILLE			61150	
WESTEND			104650	
<b>Lower Rhymney Valley</b>	<b>4341650</b>	<b>1424600</b>	<b>7797405</b>	<b>778670</b>
BEDWAS	1376800		2232700	8500
BEDWAS (SHELTERED)		331450		127600
BRYNCENYDD			59110	
CAERBRAGDY		222400		
CHURCHILL PARK			138650	
CHURCHILL PARK (SHELTERED)		360100		8000
CLAUDE ROAD	670900			634570
HEOL TRECASTELL	564450			
LANSBURY PARK			4477415	
LLANBRADACH			27890	

MACHEN		510650		
PENYRHEOL LOWER			224100	
PENYRHEOL UPPER			49750	
PORSET PARK	1283200			
PWLLYPANT			42670	
RUDRY	163700		49130	
SENGHENYDD			128080	
TRAPWELL	112100		48160	
TRECENYDD			301730	
WAUNFACH	170500		18020	
<b>Upper Rhymney Valley</b>	<b>4086200</b>	<b>4401100</b>	<b>6568691</b>	<b>268520</b>
ABERBARGOED LOWER			39765	
ABERBARGOED MIDDLE			110390	
ABERBARGOED UPPER	1980750			
ABERTYSSWG		375850		
BARGOED			139250	
CEFN HENGOED		478500		
DERI			55650	
DERI (SHELTERED)				97050
FOCHRIW			1774120	
GELLIGAER		2737700		
GELLIGAER (SHELTERED)		262950		8450
GILFACH LOWER			191860	
GILFACH PHASE 1			821150	
GILFACH PHASE 2	830700		825490	
GILFACH PHASE 3	1274750			
HENGOED			423986	
MAESYCWMMER			390610	
MAESYCWMMER (SHELTERED)		321400		69520
NEW TREDEGAR (SHELTERED)		224700		37500
RHYMNEY NORTH			1796420	
RHYMNEY SOUTH (SHELTERED)				56000
<b>Annual Total</b>	<b>15109800</b>	<b>8228200</b>	<b>16914667</b>	<b>1458640</b>

<b>WHQS Programme - Year 2017/18 - Property Numbers</b>				
<b>Community</b>	<b>Internal Components No.s</b>		<b>External Components No.s</b>	
	<b>CONTRACTOR</b>	<b>IN-HOUSE</b>	<b>CONTRACTOR</b>	<b>IN-HOUSE</b>
<b>Eastern Valleys</b>	<b>692</b>	<b>294</b>	<b>1402</b>	<b>123</b>
BLACKWOOD			136	
BLACKWOOD (SHELTERED)		37		39
BRITANNIA			83	
CEFN FFOREST (SHELTERED)		25		26
CROESPENMAEN	29			
CROSSKEYS	89			
CWMCARN	104			
FAIRVIEW			31	
FLEUR-DE-LYS			46	
GELLIGROES	28			
LLANFACH			24	
MORRISVILLE			12	
NEWBRIDGE	65			
PANTSIDE LOWER			201	
PANTSIDE LOWER (SHELTERED)				31
PANTSIDE UPPER			77	
PENGAM			28	
PENLLWYN LOWER			71	
PENLLWYN UPPER		183	253	
PENTWYNMAWR	35			
PERSONDY			29	
PONTYMISTER			152	
PONTYWAUN			20	
RISCA			101	
TRELYN UPPER			96	
TREOWEN	11			
TRINANT	207			
TRINANT (SHELTERED)		20		27
TY-SIGN LOWER	124			
TY-SIGN LOWER (SHELTERED)		29		
WATTSVILLE			30	
WESTEND			12	
<b>Lower Rhymney Valley</b>	<b>497</b>	<b>148</b>	<b>1403</b>	<b>226</b>
BEDWAS	149		262	31
BEDWAS (SHELTERED)		29		30
BRYNCENYDD			41	
CAERBRAGDY		24		
CHURCHILL PARK			70	
CHURCHILL PARK (SHELTERED)		32		33
CLAUDE ROAD	70			132
HEOL TRECASTELL	57			
LANSBURY PARK			328	
LLANBRADACH			91	

MACHEN		63		
PENYRHEOL LOWER			128	
PENYRHEOL UPPER			23	
PORSET PARK	179			
PWLLYPANT			38	
RUDRY	15		22	
SENGHENYDD			137	
TRAPWELL	10		16	
TRECENYDD			225	
WAUNFACH	17		22	
<b>Upper Rhymney Valley</b>	<b>461</b>	<b>526</b>	<b>1361</b>	<b>160</b>
ABERBARGOED LOWER			51	
ABERBARGOED MIDDLE			88	
ABERBARGOED UPPER	217			
ABERTYSSWG		51		
BARGOED			136	
CEFN HENGOED		61		
DERI			5	
DERI (SHELTERED)				25
FOCHRIW			156	
GELLIGAER		315		
GELLIGAER (SHELTERED)		31		32
GILFACH LOWER			120	
GILFACH PHASE 1			74	
GILFACH PHASE 2	107		178	
GILFACH PHASE 3	137			
HENGOED			94	
MAESYCWMMER			75	
MAESYCWMMER (SHELTERED)		36		37
NEW TREDEGAR (SHELTERED)		32		33
RHYMNEY NORTH			384	
RHYMNEY SOUTH (SHELTERED)				33
<b>Annual Total</b>	<b>1650</b>	<b>968</b>	<b>4166</b>	<b>509</b>

<b>WHQS Programme - Year 2018/19 – Savills' Costs</b>				
<b>Community</b>	<b>Internal Components £</b>		<b>External Components £</b>	
	<b>CONTRACTOR £</b>	<b>IN-HOUSE £</b>	<b>CONTRACTOR £</b>	<b>IN-HOUSE £</b>
<b>Eastern Valleys</b>	<b>2757850</b>	<b>2449600</b>	<b>5955633</b>	<b>869400</b>
ABERCARN (SHELTERED)		359950		247450
BLACKWOOD		893250	372058	
CEFN FFOREST			1086310	
GELLIGROES (SHELTERED)		297500		420000
PENLLWYN UPPER		596250		
PENTWYNMAWR (SHELTERED)		159700		116200
PONTYMISTER	1423550			
PONTYWAUN	211700			
RISCA	894050			
TWYN GARDENS			132850	
TY-SIGN UPPER			4364415	
WATTSVILLE (SHELTERED)		142950		85750
YNYSDDU-CWMFELINFACH	228550			
<b>Lower Rhymney Valley</b>	<b>3507750</b>	<b>906650</b>	<b>5274975</b>	<b>240500</b>
CAERBRAGDY			50000	
CHURCHILL PARK			240420	
LANSBURY PARK			3178900	
MACHEN			135080	
PENYRHEOL LOWER	1073050			
PENYRHEOL LOWER (SHELTERED)		259200		81000
PENYRHEOL UPPER	2434700		1206050	
THOMASVILLE			84200	
TRETHOMAS			372875	
TRETHOMAS (SHELTERED)		647450		159500
TY NANT			7450	
<b>Upper Rhymney Valley</b>	<b>1935700</b>	<b>2857100</b>	<b>2802835</b>	<b>351600</b>
ABERBARGOED UPPER			199815	
BARGOED		1301500		
BARGOED (SHELTERED)		164100		151650
CASCADE			18240	
CEFN HENGOED			162520	
FOCHRIW		1058300		
GILFACH LOWER	1056050			
GILFACH PHASE 1 (SHELTERED)		333200		199950
GILFACH PHASE 3			2244890	
MAESYCWMMER	758100			
PENPEDAIRHEOL	79700		17800	
PENYBRYN	41850		250	
TIRYBERTH			12350	
YSTRAD MYNACH			146970	
<b>Annual Total</b>	<b>8201300</b>	<b>6213350</b>	<b>14033443</b>	<b>1461500</b>

<b>WHQS Programme - Year 2018/19 - Property Numbers</b>				
<b>Community</b>	<b>Internal Components No.s</b>		<b>External Components No.s</b>	
	<b>CONTRACTOR</b>	<b>IN-HOUSE</b>	<b>CONTRACTOR</b>	<b>IN-HOUSE</b>
<b>Eastern Valleys</b>	<b>293</b>	<b>303</b>	<b>832</b>	<b>121</b>
ABERCARN (SHELTERED)		38		40
BLACKWOOD		117	134	
CEFN FFOREST			332	
GELLIGROES (SHELTERED)		30		31
PENLLWYN UPPER		70		
PENTWYNMAWR (SHELTERED)		27		28
PONTYMISTER	150			
PONTYWAUN	20			
RISCA	101			
TWYN GARDENS			37	
TY-SIGN UPPER			329	
WATTSVILLE (SHELTERED)		21		22
YNYSDDU-CWMFELINFACH	22			
<b>Lower Rhymney Valley</b>	<b>459</b>	<b>93</b>	<b>865</b>	<b>96</b>
CAERBRAGDY			24	
CHURCHILL PARK			100	
LANSBURY PARK			232	
MACHEN			78	
PENYRHEOL LOWER	136			
PENYRHEOL LOWER (SHELTERED)		31		32
PENYRHEOL UPPER	323		282	
THOMASVILLE			12	
TRETHOMAS			127	
TRETHOMAS (SHELTERED)		62		64
TY NANT			10	
<b>Upper Rhymney Valley</b>	<b>195</b>	<b>342</b>	<b>611</b>	<b>54</b>
ABERBARGOED UPPER			226	
BARGOED		135		
BARGOED (SHELTERED)		21		22
CASCADE			18	
CEFN HENGOED			106	
FOCHRIW		155		
GILFACH LOWER	108			
GILFACH PHASE 1 (SHELTERED)		31		32
GILFACH PHASE 3			146	
MAESYCWMMER	75			
PENPEDAIRHEOL	8		9	
PENYBRYN	4		4	
TIRYBERTH			44	
YSTRAD MYNACH			58	
<b>Annual Total</b>	<b>947</b>	<b>738</b>	<b>2308</b>	<b>271</b>

<b>WHQS Programme - Year 2019/20 – Savills' Costs</b>				
<b>Community</b>	<b>Internal Components £</b>		<b>External Components £</b>	
	<b>CONTRACTOR £</b>	<b>IN-HOUSE £</b>	<b>CONTRACTOR £</b>	<b>IN-HOUSE £</b>
<b>Eastern Valleys</b>	<b>0</b>	<b>2037700</b>	<b>1962645</b>	<b>484780</b>
BLACKWOOD		1196150		
CROSSKEYS			569140	
CROSSKEYS (SHELTERED)		286850		13250
CWMCARN			279860	
NEWBRIDGE			29935	
NEWBRIDGE (SHELTERED)		221350		175250
PONTYMISTER (SHELTERED)		129000		82500
TREOWEN			6490	
TY-SIGN LOWER			1077220	
TY-SIGN LOWER (SHELTERED)				45540
YNYSDDU-CWMFELINFACH (SHELTERED)		204350		168240
<b>Lower Rhymney Valley</b>	<b>0</b>	<b>294700</b>	<b>1089055</b>	<b>103100</b>
BEDWAS (SHELTERED)		294700		103100
GRAIG Y RHACCA			403915	
PORSET PARK			685140	
<b>Upper Rhymney Valley</b>	<b>0</b>	<b>2465450</b>	<b>1721775</b>	<b>267950</b>
ABERTYSSWG (SHELTERED)		156750		266200
MAES MABON			20625	
NELSON			5250	
NELSON (SHELTERED)		261500		1750
NEW TREDEGAR		895000		
PHILLIPSTOWN		1152200		
RHYMNEY SOUTH			1695900	
<b>Annual Total</b>	<b>0</b>	<b>4797850</b>	<b>4773475</b>	<b>855830</b>

<b>WHQS Programme - Year 2019/20 - Property Numbers</b>				
<b>Community</b>	<b>Internal Components No.s</b>		<b>External Components No.s</b>	
	<b>CONTRACTOR</b>	<b>IN-HOUSE</b>	<b>CONTRACTOR</b>	<b>IN-HOUSE</b>
<b>Eastern Valleys</b>	<b>0</b>	<b>243</b>	<b>508</b>	<b>124</b>
BLACKWOOD		153		
CROSSKEYS			167	
CROSSKEYS (SHELTERED)		38		39
CWMCARN			120	
NEWBRIDGE			72	
NEWBRIDGE (SHELTERED)		21		22
PONTYMISTER (SHELTERED)		12		13
TREOWEN			11	
TY-SIGN LOWER			138	
TY-SIGN LOWER (SHELTERED)				30
YNYSDDU-CWMFELINFACH (SHELTERED)		19		20
<b>Lower Rhymney Valley</b>	<b>0</b>	<b>31</b>	<b>632</b>	<b>32</b>
BEDWAS (SHELTERED)		31		32
GRAIG Y RHACCA			405	
PORSET PARK			227	
<b>Upper Rhymney Valley</b>	<b>0</b>	<b>329</b>	<b>641</b>	<b>64</b>
ABERTYSSWG (SHELTERED)		30		31
MAES MABON			148	
NELSON			47	
NELSON (SHELTERED)		32		33
NEW TREDEGAR		108		
PHILLIPSTOWN		159		
RHYMNEY SOUTH			446	
<b>Annual Total</b>	<b>0</b>	<b>603</b>	<b>1781</b>	<b>220</b>

<b>WHQS Programme - Year 2020/25 – Savills' Costs</b>				
<b>Community</b>	<b>Internal Components £</b>		<b>External Components £</b>	
	<b>CONTRACTOR £</b>	<b>IN-HOUSE £</b>	<b>CONTRACTOR £</b>	<b>IN-HOUSE £</b>
<b>Eastern Valleys</b>	<b>1848050</b>	<b>0</b>	<b>1770925</b>	<b>0</b>
CROESPENMAEN (SHELTERED)	354500		216900	
CROSSKEYS (SHELTERED)	236500		372470	
PONTYWAUN (SHELTERED)	547850		787900	
RISCA (SHELTERED)	521450		271390	
SPRINGFIELD (SHELTERED)	187750		122265	
<b>Annual Total</b>	<b>1848050</b>	<b>0</b>	<b>1770925</b>	<b>0</b>

<b>WHQS Programme - Year 2020/25 - Property Numbers</b>				
<b>Community</b>	<b>Internal Components No.s</b>		<b>External Components No.s</b>	
	<b>CONTRACTOR</b>	<b>IN-HOUSE</b>	<b>CONTRACTOR</b>	<b>IN-HOUSE</b>
<b>Eastern Valleys</b>	<b>192</b>	<b>0</b>	<b>198</b>	<b>0</b>
CROESPENMAEN (SHELTERED)	33		34	
CROSSKEYS (SHELTERED)	22		23	
PONTYWAUN (SHELTERED)	55		56	
RISCA (SHELTERED)	63		65	
SPRINGFIELD (SHELTERED)	19		20	
<b>Annual Total</b>	<b>192</b>	<b>0</b>	<b>198</b>	<b>0</b>

## SHELTERED HOUSING PROGRAMME

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### **2017/2018**

Ty Bedwellty (26 units)	- Under one roof.
Palmer Place/Gibbs Close (39 units)	- Self contained lounge, separate communal
Horeb Court (21 units)	- Bungalows & flats with communal
St Peters Close (30 units)	- Bungalows & communal
Y Glyn (37 units)	- Bungalows & flats with communal
Ysgwyddgwyn (25 units)	- Bungalows, flats & communal.
Waun Rhydd (32 units)	- Bungalows & flats with communal
Glyn Syfi (33 units)	- Bungalows with separate communal
St Clares (33 units)	- Bungalows with communal.
Glynderw (33 units)	- Bungalows with communal
The Willows (30 units)	- Bungalows with communal

### **2018/2019**

Gwyddon Court (40 units)	- Under one roof & outside flats
Ty Mynyddislwyn (31 units)	- Under one roof
Woodland View (22 units)	- Flats & communal.
Maesteg (28 units)	- Flats, bungalows and communal
Oaklands (32 units)	- Bungalows & communal
St Gwladys (22 units)	- Under one roof & flats.
Pleasant Place (32 units)	- Bungalows & communal
Grove 1 (32 units)	- Bungalows & communal
Grove 2 (32 units)	- Bungalows & communal

### **2019/2020**

Highfield Court (23 units)	- Under one roof
Alexander Court (20 units)	- Under one roof
Ty Isaf (13 units)	- Under one roof
Tredegar Close (39 units)	- Under one roof & Tredegar St Flats
Hafod Y Bryn (30 units)	- Flats & communal
Prospect Place (31 units)	- Bungalows & communal
Heol Islwyn (33 units)	- Bungalows & communal
Greenacres (32 units)	- Bungalows & communal

### Appendix 3

<u>HRA CAPITAL PROGRAMME</u>		Budget Savills) 2017/18	Budget (Savills) 2018/19	Budget (Savills) 2019/20
In House	Internals	8,228,200	6,213,350	4,797,850
	Externals	1,458,640	1,461,500	855,830
Contractor	Internals	15,109,800	8,201,300	-
	Externals	16,258,310	14,689,800	4,773,475
Direct Works Programme		41,054,950	30,565,950	10,427,155
<u>Other</u>				
Contingency (direct works)		4,105,495	3,056,595	1,042,716
Env works		3,600,000	3,600,000	3,600,000
Adaptations		800,000	800,000	800,000
Voids		1,000,000	1,000,000	1,000,000
Garages		500,000	500,000	500,000
Fees		1,800,000	1,800,000	1,800,000
		11,805,495	10,756,595	8,742,716
TOTAL		52,860,445	41,322,545	19,169,871

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## CABINET – 15TH MARCH 2017

**SUBJECT: EDUCATION CAPITAL 2017/18**

**REPORT BY: ACTING DIRECTOR CORPORATE SERVICES AND SECTION 151 OFFICER**

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- 1.1 The attached report was considered by the Education for Life Scrutiny Committee on 14th March 2017. The recommendations of the Education for Life Scrutiny Committee will be reported verbally to Cabinet on 15th March 2017.
  - 1.2 Members will be asked to consider the recommendations of the Education for Life Scrutiny Committee.

Author: Amy Dredge, Committee Services Officer.

Appendices:

Appendix 1 Report to Cabinet – 14th March 2017

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## EDUCATION FOR LIFE SCRUTINY COMMITTEE - 27TH FEBRUARY 2017

**SUBJECT: EDUCATION CAPITAL 2017/18**

**REPORT BY: CHIEF EDUCATION OFFICER**

### 1. PURPOSE OF REPORT

- 1.1 To update Members on proposals for the 2017/18 Education Capital Programme which are planned to be considered by Cabinet on 15 March 2017.

### 2. SUMMARY

- 2.1 The report identifies proposals for the allocation of Education capital budgets for the 2017/18 financial year in the context of the 3 year capital programme 2016/17 – 2018/19.

### 3. LINKS TO STRATEGY

- 3.1 The report considers the use of capital resources within Education to ensure the Council's key strategies are best achieved.
- 3.2 The report links directly to the Education for Life, sustainability, regeneration and equality strategies. The report also links to the Learning theme of Caerphilly Delivers, the Local Service Board single integrated plan.
- 3.3 The report maximises our contribution to the Well-being Goals of the Well-being of Future Generations Act (Wales) 2016, as listed below:
- A healthier Wales, supporting vulnerable learners can improve their well-being and add educational achievement.
  - A more equal Wales, a society that enables people to fulfil their potential no matter what their background is; and.
  - A Wales of cohesive communities (in the context of improving quality of life with attractive, viable, safe and well connected communities).

### 4. THE REPORT

- 4.1 Special Council, at its meeting on 24 February 2016, considered a medium term financial strategy 2016/17-2018/19. This included a 3 year forward capital programme for Education, as follows:

<b>Scheme</b>	<b>2016/17 £'000</b>	<b>2017/18 £'000</b>	<b>2018/19 £'000</b>
Accommodation Requirements	225	225	225
Asset Management Strategy	600	600	600
Health and Safety	300	300	300
School Security	100	100	100
School Boiler Replacement Programme	220	220	220
<b>Total</b>	<b>1,445</b>	<b>1,445</b>	<b>1,445</b>

- 4.2 The revenue/capital (50/50) budget is presently £329,000.
- 4.3 Scrutiny, at its meeting on 24 February 2015, were apprised of the budgetary pressures being faced in the context of electrical rewiring works (rolling programme).
- 4.4 A sum of £2m towards electrical rewiring works in schools was allocated from the agreed programme amount over the 3 year period 2014/15-2016/17, funded as follows:

Asset Management 300k p.a. = 900k  
 Health & Safety 300k p.a. in 2015/16 + 2016/17 = 600k  
 School Security and Boiler Replacement 250k p.a. in 2015/16 + 2016/17 = 500k.

- 4.5 These works are progressing well.
- 4.6 The detailed proposals for 2017/18 are outlined below.

**Additional Accommodation £225,000**

- 4.7 As in recent years, the annual capital allocation equates to circa 1 additional classroom per annum. Trinity Fields School was identified for priority in 2016/17.
- 4.8 There are continuing increasing pressures upon placement and as a consequence it is recommended to also allocate the 2017/18 budget to Trinity Fields for a 2<sup>nd</sup> additional classroom.
- 4.9 Requests are also received from other LA's for placements. Whilst the LA can refuse, placements can be directed by Tribunals and can according to law name a placement in any maintained school.
- 4.10 In addition 3 schemes are proposed from combination of 2015/16 accumulated brought forward sum (£50,000) and from section 106 funds already received, namely :
- Tynywern Primary – adaptations to large classroom space to create increased pupil spaces and make more fit for purpose £36,750 s106.
  - YG Trelyn (additional bay to demountable classroom) £25,000 plus £15,390 s106, and
  - Ysgol Penalltau – internal adaptations to increase pupil capacity by increasing admission number from 30 to 34 £25,000.
- 4.11 A further s106 sum of £41,650 has been received re Aberbargoed Primary. It is proposed to use this sum to undertake preliminary works for an additional classroom from 2018/19 accommodation budget as the school is projected to exceed capacity from principally in catchment pupils by that date.

**Asset Management £600,000**

- 4.12 Priority has been given to schools with highest priority works and those with the highest 25 year maintenance liabilities.
- 4.13 The recommended schemes are as follows:

<u>School Name</u>	<u>Bid Description</u>	<u>Amount £'000</u>
<b>Primary</b>		
Ty Sign Primary	Curtain walling (continuation of previous phases)	110
<b>Secondary</b>		
Bedwas Comprehensive	Roofing	60
Heolddu Comprehensive	Roofing	100
Lewis Girls	Heating system upgrades	80
St Cenydd Comprehensive	Upgrade of demountable classroom building	50
St Martins Comprehensive	Roofing replacement (main building).	170ø

∅ The allocation has been reduced from £200,000 to fund urgent gas leak works at the school which were funded in 2016/17.

### Health & Safety £300,000

4.14 The recommended allocation is as below:

<u>School Name</u>	<u>Bid Description</u>	<u>Amount £'000</u>
<b>50/50 Schemes</b>		
Aberbargoed Primary	Toilet upgrades	25
Cwmaber Junior	Toilet upgrades	12
Cwmcarn Primary	Toilet upgrades	20
Heolddu Comprehensive	Toilet upgrades and adaptations	78
Lewis Girls Comprehensive	Toilet upgrades	30
Libanus Primary	Toilet upgrades	40
Nant y Parc Primary	Toilet upgrades (early years)	15
Newbridge School	Toilet upgrades	50
Pantside Primary	Fire detection system, fire doors and water damage	20
Risca Community Comp.	Toilet upgrades (girls)	60
Twyn Primary	Electrical upgrades	20
Ty Sign Primary	Removal of water tanks	16
YG Y Castell	Toilet upgrades	36
<b>100% LA funded</b>		
Upper Rhymney Primary	Off site car parking provision	60
Secondary Schools (various)	Science laboratories – enhanced ventilation – phase 1 of 2	30

Figures shown are the gross scheme costs.

### School Security £100,000

4.15 The recommended allocation is as below:

<u>School Name</u>	<u>Bid Description</u>	<u>Amount £'000</u>
<b>50/50 Schemes</b>		
Blackwood Comprehensive	New upgraded CCTV system	33 *
Cefn Fforest Primary	Intruder alarm upgrades	12 *
Deri Primary	Site security improvements	12 *
Glyngaer Primary	Site security improvements	12 *
Newbridge School	Security fencing	30 *
St Cenydd Comprehensive	Perimeter fencing	30 *
St Cenydd Comprehensive	New upgraded CCTV system	30 *
St James Primary	Security fencing	20 *
The Learning Centre	New upgraded CCTV system	15 *
Twyn Primary	Resurfacing upgrades and security fencing	12 *

Figures shown are the gross scheme costs.

Schemes marked with \* are ones based on  $\frac{1}{3}$  funding to include a  $\frac{1}{3}$  Risk Management contribution.

## School Boiler Replacements £220,000

- 4.16 The budget has been reduced to £155,000 in view of urgent works undertaken in 2016/17 on a replacement boiler at Graig Y Rhacca Primary (£25,000) and increased costs associated with Libanus Primary/Hendredenny Primary/Ynysddu Primary (£40,000).
- 4.17 There are 3 priority schemes identified from the remaining budget as follows:

<u>School Name</u>	<u>Bid Description</u>	<u>Amount £'000</u>
Machen Primary	Replacement boiler and controls.	50
Pengam Primary	Replacement boiler and controls.	55
Tynywern Primary	Replacement boiler and controls.	50

## Revenue/Capital £329,000

- 4.18 It is proposed to utilise these monies to support schemes funded 50/50 with schools, as below:

<u>School Name</u>	<u>Bid Description</u>	<u>Amount £'000</u>
<b><u>PRIMARY</u></b>		
Aberbargoed Primary	Roofing upgrades	30
Bedwas Junior	Retaining wall	12
Blackwood Primary	Adaptations to main entrance	30
Bryn Primary	Suspended flooring	20
Cefn Fforest Primary	Safety surface and outdoor play (new SRB)	25 *
Derwendeg Primary	Upgrade soffits and guttering	32
Glyngaer Primary	Heating system improvements	15
Graig Y Rhacca Primary	Resurfacing upgrades	12 *
Graig Y Rhacca Primary	Early years outdoor learning area	12
Machen Primary	Resurfacing upgrades	12 *
Newbridge School	Resurfacing upgrades	15 *
Nant y Parc Primary	Replacement of school hall flooring	12
Park Primary	Windows and doors upgrades	15
Pengam Primary	Replacement lighting and ceiling tiles.	19
Plasfelin Primary	Classroom extension (to supplement £72,830 s 106 monies)	20
Pontllanfraith Primary	Replacement windows and doors	30
Rhiw Syr Dafydd Primary	Replacement windows and doors (Infant building)	45
Rhymney Comprehensive	Replacement roofing, fascias and soffits (3 <sup>rd</sup> and final phase)	140
St Cenydd Comprehensive	Replacement cladding, windows and doors	45
St Gwladys Bargoed School	Replacement soffits, guttering and downpipes	20
Trinant Primary	Replacement ceiling tiles and lighting upgrades	40
Trinity Fields	Play surface upgrades	20 *
Trinity Fields	Canopy – rebound area	35
Trinity Fields	Sensory courtyard area - upgrades	60
Trinity Fields	Additional storage areas	20
Twyn Primary	Window upgrades	20
Waunfawr Primary	Replacement windows and doors	20
YG Cwm Derwen	Replacement boiler (canteen building)	50 +

Figures shown are the gross scheme costs.

Schemes marked with \* are ones based on 1/3 funding to include a 1/3 Risk Management contribution.

+ Based upon a 50/50 contribution with Caerphilly catering service.

- 4.19 The proposals in their entirety would commit virtually all of the available budget before the commencement of the financial year. To provide for in year requests for funding it is recommended to fund £100,000 from LMS contingency to supplement this 50/50 budget.

## **5. EQUALITIES IMPLICATIONS**

- 5.1 Many of the initiatives contained within the Education capital budget seek to address equality issues.
- 5.2 The LA has an obligation under section 88 and Schedule 10 of the Equality Act 2010 to prepare an accessibility strategy. This is a strategy for increasing the extent to which disabled pupils can participate in the schools' curriculums; improving the physical environment of the schools for the purpose of increasing the extent to which disabled pupils are able to take advantage of education and benefits, facilities or services provided or offered by the schools and improving the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled.
- 5.3 The specific proposals for 2017/18, where relevant, comply with the strategy.

## **6. WELL-BEING OF FUTURE GENERATIONS**

- 6.1 The report contributes to the 5 ways of working in the context of a long term strategy and vision, preventing problems occurring or getting worse (improving the asset environment) and collaborating to meet the objectives (including jointly funded contributions from Education, risk management and schools).
- 6.2 This report contributes to the Well-being Goals and in particular in the context of :
- Corporate planning,
  - Risk management,
  - Financial planning, and
  - Asset management.

## **7. FINANCIAL IMPLICATIONS**

- 7.1 These have been outlined in the report, including use of £100,000 LMS contingency to supplement the budget.
- 7.2 The report sets out the present proposals for the 2017/18 financial year.

## **8. PERSONNEL IMPLICATIONS**

- 8.1 No direct personnel implications.

## **9. CONSULTATIONS**

- 9.1 The draft report was distributed as detailed below. All comments received have been reflected in the report.

## **10. RECOMMENDATIONS**

- 10.1 Members are requested to note proposals to utilise the Education capital budget for 2017/18 as outlined in the report which will be reported to Cabinet, at its meeting on 15 March 2017.

- 10.2 Members are asked to support the proposal to supplement the 50/50 budget with a £100,000 contribution from the LMS contingency to support in-year bids.

## 11. REASONS FOR THE RECOMMENDATIONS

- 11.1 To apprise Members of proposals for the Education capital budget for 2017/18.

## 12. STATUTORY POWER

- 12.1 The School Standards and Framework Act 1998.  
The Learning and Skills Act 2000.  
Equality Act 2010.

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Consultees: Chris Burns, Interim Chief Executive  
Nicole Scammell, Acting Director of Corporate Services & S151 Officer  
Christina Harray, Corporate Director Communities  
Dave Street, Corporate Director – Social Services  
Keri Cole, Chief Education Officer  
Stephen R. Harris, Interim Head of Corporate Finance  
Councillor Derek Havard, Cabinet Member, Education & Lifelong Learning  
Councillor Wynne David, Chair of Education Scrutiny Committee  
Councillor James Pritchard, Vice Chair of Education Scrutiny Committee  
Gail Williams, Interim Head of Legal Services & Monitoring Officer  
Lynne Donovan, Head of People Management and Development  
Jane Southcombe, Financial Services Manager  
Sue Richards, Principal Finance Officer  
Colin Jones, Head of Performance and Property Services  
Mark Williams, Manager, Building Consultancy Services  
Andrew Young, Client Manager, Building Consultancy Services  
Donna Jones, Health & Safety Manager  
Marcia Lewis, Catering Services Contracts Manager (West)  
Mike Lewis, Principal Accountant (Education Central)  
Ros Roberts, Performance Manager  
Headteachers of all schools identified within the report.

Background Papers:  
17<sup>th</sup> Edition Electrical Works (Cabinet report 4 February 2015)  
Capital bid pro-formas 2017/18  
School Condition Surveys.



## CABINET – 15TH MARCH 2017

**SUBJECT: CONSULTATION – PROPOSED ADMISSION ARRANGEMENTS  
2018/2019**

**REPORT BY: ACTING DIRECTOR CORPORATE SERVICES AND SECTION 151  
OFFICER**

- 
- 1.1 The attached report was considered by the Education for Life Scrutiny Committee on Monday 27th February 2017. The report sets out the proposed changes to the Schools Admission Arrangements for the academic year 2018/2019. Members were advised that there are no proposed changes to the Admission Arrangements appended to the report.
  - 1.2 The Scrutiny Committee were informed that the consultation process will conclude on 1st March 2017 and in accordance with the School Admissions Code (2013), the admission arrangements must be determined by 15th April 2017.
  - 1.3 Clarification was sought in relation to the catchment areas for Risca and Newbridge Schools. It was explained that there are no proposals to change the catchment area and that currently both schools have sufficient capacity for admission numbers. Concerns were expressed in relation to increased numbers of out of county admission applications. The Committee were reassured that on the 28th February 2017, 4,500 letters will be sent out to parents who have applied for admission and every child whose parent had applied by the closing date for their catchment school have been offered placement for September 2017.
  - 1.4 Having considered the content of the Officer's report, the Education for Life Scrutiny Committee recommended the proposals contained therein be submitted to Cabinet.
  - 1.5 Members are invited to consider the report and the recommendation.

Author: Amy Dredge, Committee Services Officer

Appendices:

Appendix 1 Consultation – Proposed Admission Arrangements 2018/2019

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## EDUCATION FOR LIFE SCRUTINY COMMITTEE - 27TH FEBRUARY 2017

**SUBJECT:       CONSULTATION – PROPOSED ADMISSION ARRANGEMENTS  
2018/2019**

**REPORT BY:    CHIEF EDUCATION OFFICER**

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### 1.     **PURPOSE OF REPORT**

- 1.1    To consult Members on the proposed changes to the Schools Admission Arrangements for the academic year 2018/2019.
- 1.2    To give Scrutiny Members the opportunity to comment on proposals as part of the consultation process before recommendations are considered by Cabinet.

### 2.     **SUMMARY**

- 2.1    Ensuring that the Authority's Admission Arrangements are reviewed to meet the needs of schools and the Authority and comply with relevant legislation.

### 3.     **LINKS TO STRATEGY**

- 3.1    The report contributes to the Well-being Goals within the Well-being of Future Generations Act (Wales) 2016. In particular, as follows:
  - A healthier Wales, supporting learners can improve their well-being and add educational achievement.
  - A more equal Wales, a society that enables people to fulfil their potential no matter what their background is; and.
  - A Wales of cohesive communities (in the context of improving quality of life with attractive, viable, safe and well connected communities).

### 4.     **THE REPORT**

- 4.1    Members will recall that they are consulted annually regarding the proposed Admission Arrangements. There are no proposed changes to the attached Admission Arrangements for 2018/19.
- 4.2    The consultation process has been taking place over the last couple of months and ends on 1 March in accordance with the Code. Consultees have included all Headteachers, all Chairs of Governors and all neighbouring LAs, as well as CCBC's Admission Forum and Scrutiny Committee.
- 4.3    In accordance with paragraph 2.10 of the Code, the admission arrangements must be determined by 15 April and will be considered by Cabinet.

## **5. EQUALITIES IMPLICATIONS**

- 5.1 The Admission Arrangements for 2018/19 have been assessed and no negative impact has been identified. The arrangements note compliance with current Equalities, Human Rights and Welsh Language legislation.

## **6. WELL-BEING OF FUTURE GENERATIONS**

- 6.1 The report contributes to the 5 ways of working in the context of a long term strategy and vision, integration approach (more closely aligning communities) and collaborating to meet the objectives.
- 6.2 This report contributes to the Well-being Goals (as noted in 3.1) and in particular in the context of:
- Corporate planning,
  - Risk management,
  - Workforce planning,
  - Financial planning, and
  - Asset management.

## **7. FINANCIAL IMPLICATIONS**

- 7.1 None.

## **8. PERSONNEL IMPLICATIONS**

- 8.1 None.

## **9. CONSULTATIONS**

- 9.1 The Admission Forum meets termly to review all Admission arrangements and procedures.
- 9.2 Other consultees are as outlined below and in the report.

## **10. RECOMMENDATIONS**

- 10.1 Members are asked to consider the report and provide any comments as part of the consultation process before recommendations are considered by Cabinet.

## **11. REASONS FOR THE RECOMMENDATIONS**

- 11.1 To ensure agreed changes are implemented for September 2018.

## **12. STATUTORY POWER**

- 12.1 The School Admissions Code (2013) and Schools Admissions Appeal Code (2013).

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Consultees: Chris Burns, Interim Chief Executive  
Keri Cole, Chief Education Officer  
Bleddyn Hopkins, Assistant Director, 21<sup>st</sup> Century Schools  
Councillor Derek Havard, Cabinet Member, Education and Lifelong Learning  
School Admission Forum  
Sue Richards, Principal Officer Finance  
Lynne Donovan, Acting Head of Human Resources and Organisational Development  
Anwen Rees, Senior Policy Officer (Equalities and Welsh Language)  
Susan Ead, Solicitor, Legal Services  
Ros Roberts, Performance Manager  
Headteachers and Chairs of Governors, CCBC schools  
Neighbouring LAs.

Appendices:  
Appendix1 - Proposed Admission Arrangements for 2018/19

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Directorate of Education and Lifelong Learning

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# Admission Arrangements For 2018/19

Directorate of Education and Lifelong Learning

## **Primary & Secondary Education Admission & Transfer Arrangements**

In line with the School Standards and Framework Act 1998, subsequent legislative updates and Welsh Governments (WGs) Schools Admissions Code, these admission arrangements will aim to ensure that:

- Parent's preference for the schools of their choice is considered in the context of a legislative framework, which has regard to the provision of efficient education and the efficient use of resources;
- Admissions criteria are clear, fair and objective, for the benefit of all children including children with special educational needs or with disabilities;
- Local admission arrangements contribute to improving standards;
- The Local Authority (LA) consults with neighbouring Admission authorities and co-ordinates arrangements, including the rapid reintegration wherever reasonable of children who have been excluded from other schools;
- Parents have easy access to helpful admissions information;
- The LA's admission arrangements seek to achieve full compliance with all relevant legislation and guidance, including legislation on infant class sizes and equal opportunities (Equalities Act 2010, the Human Rights Act 1998 and the Welsh Language Act 1993) and take full account of the guidance in the Code issued by the Welsh Government;
- The Equality Act 2010 and Caerphilly County Borough Council's (CCBC) Strategic Equality Plan emphasises the legal general duty the Council and its partners have to:-
  - Eliminate unlawful discrimination.
  - Promote equal opportunities.
  - Promote good relations and mutual respect.
- This Council will work actively against discrimination and seek to create equal access to its services for all, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, language, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

## Choosing a School

The entry of children to schools is controlled and administered by an 'Admissions Authority'. In the case of Community Schools, this is the Caerphilly County Borough Council (the LA). In the case of the one Voluntary Aided School (St. Helen's Roman Catholic Primary School) and one Foundation School (Cwmcarn High School) the Admissions Authority is the Governing Body of the school. Within the County Borough, each school has an area that it traditionally serves called the "catchment area". In line with legislation, LA's must allow all parents the opportunity to express a preference for the school they wish their child to attend.

**Pupils who reside within a defined catchment area of a school do not have an automatic right to attend that school. A written application must be made and the placements will be allocated in accordance with the LA's admissions procedure.**

Parents may exercise their right to express a preference at the following times:

- on admission to an infant school or the infant department of a primary school. Nursery admissions are dealt with in Section 1.2.
- on transfer from infant to junior school or infant school to junior department of a primary school.
- on transfer from junior or primary to secondary school.
- when parents wish to transfer their child from one school to another.

Parents may also express a preference for their child to attend a Voluntary Aided School or a Foundation School.

The LA (in the case of Community Schools) and School Governing Body (in the case of Voluntary Aided and Foundation Schools) must comply with any preference, which is expressed, provided there is room within the school. However the decision to admit pupils, must take account of:-

- the overall provision of efficient education and efficient use of resources.
- whether it is a co-educational or single sex school.
- Section 87 of the School Standards and Framework Act 1998 (and subsequent legislative updates and WGs schools Admissions Code), which also allows an admission authority to refuse to comply with parental preference for a period of two years following a second or subsequent exclusion.
- where to admit would be incompatible with the duty to meet Infant class size limit of 30 because the admission would require measures to be taken to

comply with those limits which would cause prejudice to efficient education or efficient use of resources.

The local catchment areas for schools providing primary education are normally grouped together to form a linked catchment area for each maintained secondary school.

**Admission or attendance of pupils at the feeder junior / primary school does not provide automatic entry to the chosen secondary school. All parents are required to complete admission forms at the appropriate time.**

All schools within the LA aim to provide their pupils with an educational opportunity, which is best suited to each individual child. Some pupils will, however, have learning needs requiring special educational provision. In some instances parents will already be receiving specialist support and guidance regarding the choice of school for their child.

All parents, however, are encouraged to discuss possible areas of concern with their local Headteacher who may then seek specialist advice.

### **Welsh Medium Schools**

All of the above arrangements apply equally to Welsh Medium schools within the Authority. Admission to Welsh medium primary schools is not dependant upon the parents or pupils being fluent Welsh speakers.

There are currently 11 Welsh medium primary schools within the LA whose catchment areas cover the entire LA's boundary and are not restricted to the catchment areas of the local English medium school. Ysgol Gyfun Cwm Rhymni will provide Welsh medium secondary education to all CCBC resident pupils, subject to parental preference.

### **Admission Limit**

All maintained schools will admit pupils up to their admissions number.

A child will normally be offered admission to the school of the parents' preference unless applications exceed the admission number, when this occurs all applications for that school will be assessed against the oversubscription criteria.

The normal ages for admission to CCBC schools are:-

- Age 3/4 in Nursery
- Age 4/5 in Infant and Primary Schools
- Age 7/8 in Junior Schools;

- Age 11/12 in Secondary Schools.

The LA's policy is to provide all 3/4 year old children in the Caerphilly County Borough an entitlement to a funded part-time nursery place at their local infant or primary school.

### **Oversubscription Criteria - these apply to all admissions to oversubscribed schools**

1. Looked After Children (children in public care) and those who were previously Looked After Children.
2. Those children who live in the school's catchment area on or before the published closing date.
3. Children with siblings (brothers and sisters) living in the same household attending the school in September 2018. The sibling must be of statutory school age. A sibling is a child who is the brother/sister, half brother/sister (children who share on common parent/carer), step brother/sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address.
5. After taking account of the above categories, priority will be based on the closeness to the school measured by the LA's G.I.S (Geographical Information System) database. Distance is measured from the nearest entrance or gate of the home to the nearest gate or entrance of the school. If the LA has the situation where any home addresses calculate the same distance then a trundle wheel will be used to establish the nearest address. When considering whether a child lives in a school's catchment area, the address considered is that of the parent or legal guardian, irrespective of a family's domestic arrangements. i.e. the address of another relative or childminder etc. must not be given. In certain cases it may be necessary to provide evidence relating to the child(ren) in question, to show the home address of the child(ren).

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

Pupils from outside the school's catchment area will be admitted in accordance with parental preference if the Admission Number of the school, class or unit has not been reached and, if selection is necessary, the criteria shown above will be used.

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

## **Multiple Birth Children (e.g. twins or triplets)**

If when applying the oversubscription criteria the last child to be admitted is one of a multiple birth e.g. twin or triplet then the LA will also admit the other sibling(s).

## **Waiting Lists**

Following the allocation of places during the normal admission round any pupil that is refused admission to an oversubscribed school will remain on a waiting list for placement until the 30<sup>th</sup> September of that school year. Placements will then be allocated according to the Authority's oversubscription criteria.

After the 30<sup>th</sup> September parents will need to make a new application for admission to their preferred school.

## **Organisation of Schools**

### **1. Primary Education**

Every child is required by law to receive full time education from the beginning of the school term after his/her fifth birthday. In CCBC, however, all children are able to start school full time at the beginning of the school year (September) in which they become five i.e. between the 1st September and the 31<sup>st</sup> August. Parents are able to defer the start of a child until the term following their fifth birthday.

All children are able to attend school on a part time basis in the September following their third birthday. Children between the ages of 3/4-11 are recognised as pupils receiving primary education. In Caerphilly County Borough, primary education is provided either in separate infant or junior schools, or in primary schools with one complete 3/4 -11 age range.

## **Reduction of Infant Class Sizes**

Choosing a school for the first time for a young child is especially important, both for parents and for children themselves. In accordance, with Infant Class Size Legislation, infant classes at a maintained school should contain no more than 30 pupils where a teaching session is managed by a single qualified teacher (or where the session is managed by more than one qualified teacher, no more than 30 pupils for every teacher).

### **1.1 Admission to an Early Years Placement at a Nursery School**

Children born between the 1<sup>st</sup> September and the 31<sup>st</sup> March or Good Friday depending on which date falls the latest maybe entitled to an Early Years placement (term after their 3<sup>rd</sup> birthday) at their local Primary/Infant school dependant on availability.

Where a school has reached their Admission Number in their current nursery and where the in catchment pupils exceed 70%, only pupils who reside within the schools catchment area will be admitted into an Early Years placement.

**Please note that admission into an Early Years place in either the Spring or Summer term does not entitle your child to continue education in the nursery year at the school. An application for admission into the nursery year at the school will need to be made at the relevant time.**

## **1.2 Admission to Nursery Year**

The number of places available in a nursery year is set by the LA and the decision whether to admit your child will be taken in accordance with the LA's guidelines, which follow.

**Pupils who are admitted to a nursery year, will not have an “automatic” right to continued education within that school. A formal application must be made for entry into the reception year at the appropriate time. Applications for admissions should be made before 28<sup>th</sup> February 2018. For any assistance, please contact Mrs. Andrea West, School Admissions and Exclusions Manager or other members of the team on the following telephone 01443 864870, 864897 and 864896.**

## **1.3 Admission to an Infant School or Infant Department within a Primary School**

Pupils who attain the age of five during the school year may be admitted to an infant school/department, at the commencement of the school year in September.

Pupils admitted to a separate infant school will not have an 'automatic' right to continued education at the feeder Junior School which serves the same catchment area. Whilst every effort will be made to accommodate such pupils, a formal application must be made for transfer to the Junior school at the appropriate time.

Applications for admissions should be made before 15th December 2017. For any assistance, please contact Mrs Andrea West – School Admissions and Exclusions Manager Telephone: 01443 864870 or other members of the team on the following numbers 01443 864896, 864897 and 864806.

## **1.4 Transfer to Junior Schools**

Children enter or transfer to a Junior School on the first day of the Autumn term following their seventh birthday. In Primary Schools the infant and junior sections are simply departments of the same school and children progress through the school from the infants to juniors without having to transfer elsewhere.

Whilst every effort will be made to accommodate such pupils, a formal application must be made for transfer to the Junior school at the appropriate time.

Applications for admissions should be made before 15th December 2017. For any assistance, please contact Mrs Andrea West – School Admissions and Exclusions Manager Telephone: 01443 864870 or other members of the team on the following numbers 01443 864896, 864897 and 864806.

### **1.5 Changing Schools: Primary Education**

Changing schools during primary education is a significant step for your child to take. In the case of moving the family home, such a decision may well be a necessity and you will need to contact your local school or the Directorate of Education and Lifelong Learning for assistance. If, however, you would like your child to transfer from one school to another, please contact your present Headteacher first. Should you still wish to proceed with these transfer arrangements; you must apply in writing to Mrs. Andrea West, School Admissions and Exclusions Manager, Tŷ Penallta, Tredomen Park, Ystrad Mynach, CF82 7PG Tel: 01443 864870.

If there is a suitable vacancy, your child will be admitted to the school. Parents should note, however, that classes may include more than one age group and the Headteacher will have the task of locating your child in the most appropriate class.

## **2. Admission to Secondary Schools**

Children normally transfer from primary school to secondary school at the beginning of the school year following their eleventh birthday. If your child was born between 1st September 2006 and 31st August 2007 she/he will transfer to secondary school in September 2018. Headteachers of primary schools will be able to inform parents of the secondary school which their children should normally attend. Whilst every effort will be made to accommodate pupils, an application must be made for transfer to secondary schools at the appropriate time. Applications for admissions should be made before 20th October, 2017.

### **2.1 Changing Secondary School**

Changing secondary schools is a significant step for your child to take. In the case of moving the family home, such a decision may well be a necessity and you will need to contact your local school or the Directorate of Education and Lifelong Learning for assistance. If however, you would like your child to transfer from one secondary school to another, please contact your present Headteacher first. Should you still wish to proceed with these transfer arrangements; you must contact the Directorate of Education and Lifelong Learning for advice in making your application, which will then be required in writing. In considering your request for transfer, the LA will review the number of pupils in the year group relevant to your child. If the child is in years 10 or 11, the range of subject options chosen may also be a factor. If that particular year has not reached the school's admissions number, then your child will be admitted to the school. Parents should note, however, that curriculum option choices may vary from school to school.

## Applying for a Place

When you apply for a place at a particular school, you must complete the relevant application form, which is available at the school. You must apply by the closing dates shown below for admission in September 2018. The LA will inform you whether or not it is possible for your child to attend your preferred school. Each school produces a prospectus, which contains relevant information including school aims and educational beliefs, the organisation of the school and curriculum opportunities, including out of school activities. This school prospectus is available from the Headteacher.

<b>Timetable for admissions to schools September 2018</b>
The proposed timetable to process applications for <b>Secondary</b> schools for September 2018 is:
Admission Forms distributed to parents <b>11th September 2017</b>
Forms returned to LA <b>20th October 2017</b>
Parents notified of outcome <b>1<sup>st</sup> March 2018</b>
The proposed timetable to process applications for <b>Primary</b> schools for September 2018 is:
Admission Forms distributed to parents <b>6th November 2017</b>
Forms to be returned to LA <b>15th December 2017</b>
Parents notified of outcome <b>30<sup>th</sup> April 2018</b>
The proposed timetable to process applications for <b>Nursery</b> schools for September 2018 is:
Admission Forms sent to parents <b>12th January 2018</b>
Forms to be returned to LA <b>28th February 2018</b>
Parents notified of outcome after the <b>1<sup>st</sup> May 2018</b>

## Late Applications

Any applications that are received after the closing date for admission will be refused if the school is oversubscribed unless the family has just moved into the catchment area and the application is received before the offer of places are made. If the application is received after the places have been offered and documented evidence

is provided to demonstrate that the family have moved into the catchment area of the school the pupil will be given higher priority on the waiting list. Places will then be allocated using the Authority's oversubscription criteria.

### **Withdrawing Offers of Places**

The offer of a school place will be withdrawn on the basis of a fraudulent or intentionally misleading application being received (e.g. falsely claiming to reside within a catchment area of a school).

### **What Happens if your Child is Refused a Place?**

In the vast majority of cases children are offered places at their parents' first choice of school. If, however, your child is unable to gain admission, you will need to decide whether you are willing to accept a place offered at a different school, or whether you wish to continue with your first application. If you choose the latter course, you may appeal to an Independent Appeal Panel. This Independent Appeal Panel will judge whether the school is full and, should that be the case, whether the parent's application is so strong that the child should still be offered a place. Before you appeal, please consider the LA's admissions criteria (outlined previously on page 5). It should be noted that Nursery age pupils have no right of appeal.

### **Registering your Appeal**

You may make a formal appeal against the LA's decision, but this must be received within 28 calendar days of you being notified of the decision not to admit your child to your chosen school. You should forward this appeal in writing, to the Directorate of Education and Lifelong Learning. The LA will refer the appeal to the Council's Legal Department who will arrange for the appeal to be heard by an Independent Appeal Panel and will set a time and place for the hearing. The Panel will afford parents an opportunity of appearing and making their representations (oral and/or written). Parents are advised that agencies such as SNAP & ACE are available to provide assistance in making appeals.

Parents are able to seek admission to an alternative school while they are pursuing an appeal.

**Parents, however, are advised that: -**

1. they may elect not to attend the appeal meeting and, instead, allow the appeal to be considered on a written statement;
2. the appeal will be decided on the information available if, having failed to give a reasonable explanation, they do not appear;
3. they will be given at least fourteen days (from the date of posting) written notice of the meeting of the Appeal Panel;
3. they are welcome to be accompanied by a friend, or represented by a solicitor, but that, in the latter case, the Directorate of Education and Lifelong Learning should be informed at least seven days before the hearing. Please note that a separate Appeal Panel hears appeals against decisions of the Governing Body of a Voluntary Aided or Foundation School. Guidance on such an appeal should, therefore, be sought from the school concerned. Please note that limitations will be placed on the powers of the appeal panel to allow appeals against the refusal to admit a child to a school where infant class size legislation applies. The LA will not consider a second admission application unless there is a significant change in circumstances (which will need to be evidenced).

**Sixth Form Admissions**

The admission of Sixth Form pupils to Community Schools is determined by individual schools. Therefore applications should be made directly to the school.

**Disability Discrimination**

The Council has in place an Accessibility Strategy, which details how the Council will meet its duties under the Equality Act 2010 and preceding Disability Discrimination legislation.

The Strategy covers all aspects of accessibility including access to premises, curriculum and written information. The strategy contains the Council's plans to improve physical access to school premises across the borough to minimise the barriers to disabled pupils accessing education. In a number of cases due to the topography of a school site, it may not be deemed accessible for a child with a physical disability. In such cases parents/guardians will be provided with the details of the nearest accessible school which is able to meet the child's needs.

Admissions forms are screened by Education in order to highlight any children with medical condition/physical disability. Parents will be contacted at the earliest opportunity to discuss the child's needs and a suitable school placement will be considered.

The School and Officers of the Council work closely with parents to ensure that detailed assessments are in place to support the inclusion of pupils, where possible within their chosen school.

### **Usage of Accommodation**

The LA continually reviews the usage of accommodation at all Infant, Junior and Primary schools and subsequently updates the Capacity and Admission Number to reflect this review.



## CABINET – 15TH MARCH 2017

**SUBJECT: CONSULTATION – PROPOSAL TO ESTABLISH A RHYMNEY  
3 – 18 SCHOOL**

**REPORT BY: ACTING DIRECTOR CORPORATE SERVICES AND SECTION 151  
OFFICER**

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- 1.1 The attached report was considered by the Education for Life Scrutiny Committee on Monday 27th February 2017. The report sets out the proposals as part of the consultation process. Members were reminded that Cabinet, at its meeting on 30th November 2016, agreed to proceed to a formal consultation process that was undertaken between the 3rd January 2017 and 16th February 2017. A summary of the main issues from the consultative meetings were outlined.
  - 1.2 The Scrutiny Committee were advised that 13 written responses had been received (3 in favour of the proposal, with 7 against and 3 who did not feel strongly either way). The responses are largely consistent with those outlined during the consultation meetings. The main issues raised both written and orally were summarised, many of which do not directly relate to the 3-18 school, including distance criteria. Members were referred to Appendix 2 of the report that sets out the views of Estyn in relation to the proposal. The proposed timetable was also set out.
  - 1.3 Clarification was sought in relation to the current Head Teacher's in place for the individual schools and it was explained they are currently appointed in an 'Acting' capacity and no compulsory redundancies across the schools are anticipated. It is intended that one Head of School and 3 Phase Leaders will be appointed from within the 3 schools. The driver for this is that each Teacher will already know the children within their own schools and the Phase Leaders will get to know the children in their allocated areas. It was also confirmed that the budget will remain the same for the new school. In terms of merging the schools, it has been agreed that a 'working group' will be set up to include representatives from Rhymney, Pontlottyn and Abertysswg School for the preparation and during the transition period.
  - 1.4 A Member queried if a Resource Base in the Rhymney 3-18 School had been considered and was informed there is currently sufficient capacity within the Rhymney area (Base in Deri).
  - 1.5 Having fully considered the report, the Education for Life Scrutiny Committee unanimously supported the proposals contained therein and recommended they be submitted to Cabinet.

Author: Amy Dredge, Committee Services Officer

Appendices:

Appendix 1 Consultation – Proposal To Establish A Rhymney 3 – 18 School

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## EDUCATION FOR LIFE SCRUTINY COMMITTEE – 27TH FEBRUARY 2017

**SUBJECT:       CONSULTATION – PROPOSAL TO ESTABLISH A RHYMNEY  
3 – 18 SCHOOL**

**REPORT BY:    CHIEF EDUCATION OFFICER**

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### 1.     **PURPOSE OF REPORT**

- 1.1    To consult Members on the above proposal.
- 1.2    To give Members the opportunity to comment on the proposals as part of the consultation process, prior to the move to Statutory Notice being considered by Cabinet.

### 2.     **SUMMARY**

- 2.1    To update on the formal consultation process undertaken to date and provide details of responses received from relevant parties.

### 3.     **LINKS TO STRATEGY**

- 3.1    The report contributes to the Well-being Goals within the Well-being of Future Generations Act (Wales) 2016. In particular, as follows:
  - A healthier Wales, supporting learners can improve their well-being and add educational achievement;
  - A more equal Wales, a society that enables people to fulfil their potential no matter what their background is; and
  - A Wales of cohesive communities (in the context of improving quality of life with attractive, viable, safe and well connected communities).

### 4.     **THE REPORT**

- 4.1    Cabinet, at its meeting on 30th November 2016, agreed to proceed to a formal consultation process in relation to the above proposal. (Attached as Appendix 1).
- 4.2    A formal consultation process (accompanied by a consultation document) took place between 3th January 2017 to 16th February 2017. During this period a series of meetings were also convened which are outlined below:

16th January 2017 (Rhymney Comprehensive) : Drop-in sessions for school pupils, staff, parents/carers, governing body and public/community meetings.

18th January 2017 (Pontllytyn Primary) : Drop-in sessions for school pupils, staff, parents/carers and governing body meeting.

30th January 2017 (Abertyswg Primary) : Drop-in sessions for school pupils, staff, parents/carers and governing body meeting.

4.3 A summary of the main issues from the consultative meetings are outlined below and the accompanying notes of the meeting are available on the members portal.

Rhymney Comprehensive School

4.3.1 Drop In Session – Pupils/Teachers

- Sharing of facilities across the age ranges
- Younger Pupils causing disruption in the Secondary School
- Success of 3-18 Schools in Wales
- Safe Routes/Access
- Distance of Pupils from Pontllytyn/Footbridge
- School Council/Start Times/Uniforms

4.3.2 Drop In Session – Parents

- Impact on Certain Year Groups
- Transition
- Sharing of Facilities/Teachers across age ranges
- Success of 3-18 Schools in Wales

4.3.3 Drop In Session – Governors

- Teaching across Age Ranges particularly Middle Phase
- Transition
- Access to School/Car Park
- Traffic Impact Assessment
- Success of 3-18 Schools in Wales
- Leadership
- Make Up of Governing Body

Pontllytyn Primary School

4.3.4 Drop In Session – Pupils/Teachers

- Leadership/Management
- Job Security
- Timescales of Appointment of Staff
- Safe Routes
- Staffing Structures

4.3.5 Drop In Session – Parents

- Transition
- Success of 3-18 Schools in Wales

- Flying Start
- Location of School
- Cost

#### 4.3.6 Drop In Session – Governors

- Transport
- Success of 3-18 Schools in Wales
- Teaching across Age Ranges
- Staffing Structures
- Car Parking/Access/Distance
- Transition

Abertysswg Primary School

#### 4.3.7 Drop In Session – Teachers/Pupils

- Teaching of Age Ranges
- Transition
- Flying Start
- Success of 3-18 Schools in Wales
- Amalgamation of Primary Schools
- Timescales
- Staffing Structure
- Access/Safe Routes
- School Council/Start Times/Uniforms

#### 4.3.8 Drop In Session – Parents/Community

- Car Park/Access to School
- Future Use of School Site
- Sharing of Facilities/Teachers across the Age Ranges
- Safe Route/Access
- Transition
- Flying Start
- Success of 3-18 Schools in Wales
- Start Times/Uniforms
- Amalgamation of Primary Schools

#### 4.3.9 Drop In Session – Governors

- Safe Routes
- Finances
- Start Times
- Transition
- Flying Start
- Staffing
- Structure of Governing Body

4.4 The consultation document provided relevant parties the opportunity to provide a written response to the proposal. A number of responses have been received, as outlined below. There are 3 responses in favour of the proposal, with 7 against and 3 who do not feel strongly either way.

The responses are largely consistent with those outlined during the consultation meetings and are summarised below.

- An amazing opportunity for our children
- Good idea to incorporate the two schools together
- Modern environment for the children
- Support of transition of children

However, a number of concerns were expressed, mostly in relation to:

- Safe routes to school
- Mixing of children from both schools
- Success over 3-18 schools in Wales
- Teaching across age ranges

4.5 The School Organisation Code 2013 requires the LA to obtain the views of Estyn with regards to the proposal. A copy of the response is attached as Appendix 2.

4.6 In conclusion, the main issues raised during the formal consultation process, both written and orally, are summarised below and include officers comments:

4.6.1 Evidence of success of 3 – 18 across Wales.

The growth of 3 – 18 schools across Wales is a new and innovative proposal. There are neighbouring 3 – 18 schools that are categorised red, however it cannot be assumed that this is directly related to the age range of the school. The Leadership of the school, funding and structure of management and quality of teaching are important factors to get right to ensure success. A Wales All-through Schools Forum (funded by Welsh Government) has recently been established in order that schools are able to share good practice and work collaboratively to seek solutions to common challenges.

4.6.2 Safe route to schools.

Safe routes to the school have been designed as part of the planning application and the 21<sup>st</sup> century proposals. The routes were shown on the plans that parents were able to see at the three consultation meetings.

4.6.3 Teaching across age ranges.

The transition from Primary to Secondary school can be a challenging time for learners. The consultation document includes a proposal for 3 phases, Nursery to year 4, Years 5 to 8 and years 9 to 13. There is a national dip in performance between years 6 to 8. A phase leader for this age range will ensure a more coordinated approach to transition. This does not mean that years 5 to 6 will be taught in the Secondary school. However the 3 – 18 proposal will allow primary school age pupil to access the excellent facilities within the Secondary school eg Science laboratories, sports facilities etc. The Donaldson report supports this principle.

4.6.4 Quality of transition of pupils from other feeder schools

It is expected that the improvements the 3 – 18 school brings to transition would be incorporated within all feeder schools. The Headteachers of all the feeder schools have been involved in the process and are extremely positive about the benefits this will bring.

## 5. WELL-BEING OF FUTURE GENERATIONS

5.1 The content of the report contribute to the well-being goals (as noted in 3.1) and in particular in the context of

- Involvement/Collaboration – this report is the result of a detailed and thorough consultation process.

- Long Term – this proposal as evidenced above produces long term benefits for the school learners and the community in general.
- Prevention – the proposal supports a smooth transition from Primary to Secondary School.

## **6. EQUALITIES IMPLICATIONS**

- 6.1 An Equalities Impact Screening has been completed in accordance with the Council's Strategic Equality Plan.

## **7. FINANCIAL IMPLICATIONS**

- 7.1 There are no financial implications directly arising from this proposal.

## **8. PERSONNEL IMPLICATIONS**

- 8.1 This will be dependent upon the Staffing structure recommended by the Governing Body.

## **9. CONSULTATIONS**

- 9.1 Detailed consultations have taken place, as referred to in the report, and comments have been reflected in the report. The detailed notes of the consultation meetings are available on the Members' portal.

## **10. RECOMMENDATIONS**

- 10.1 Members are asked to consider the report and provide comments as part of the consultation process, prior to the move to Statutory Notice being considered by Cabinet.

## **11. REASONS FOR THE RECOMMENDATIONS**

- 11.1 To consult Members on the proposal.

## **12. STATUTORY POWER**

- 12.1 The Schools Standards and Framework Act 1998  
 The Learning and Skills Act 2000  
 The School Organisation Code. Welsh Government (2013)  
 School Standards and Organisation Act 2013

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David Harse, Vice-Chair of Governors Abertysswg Primary School  
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Appendix 1 – Cabinet 30th November 2016 (Proposed Rhymney 3 – 18 All through School)

Appendix 2 – Estyn Response

Background papers: Notes of Consultation meetings are available on Members Portal and will also be e-mailed to Committee Members :

Drop in session 16 January Rhymney Comprehensive - Pupils and Teachers  
Drop in session 16 January Rhymney Comprehensive - Parents  
Drop in session 16 January Rhymney Comprehensive - Governors  
Drop in session 16 January Rhymney Comprehensive - Community  
Drop in session 18 January Pontlottyn Primary - Pupils and Teachers  
Drop in session 18 January Pontlottyn Primary - Parents  
Drop in session 18 January Pontlottyn Primary - Governors  
Drop in session 30 January Abertysswg Primary - Pupils and Teachers  
Drop in session 30 January Abertysswg Primary - Parents  
Drop in session 30 January Abertysswg Primary - Community  
Drop in session 30 January Abertysswg Primary – Governors



## CABINET – 30TH NOVEMBER 2016

**SUBJECT: PROPOSED RHYMNEY 3-18 ALL THROUGH SCHOOL**

**REPORT BY: CHIEF EDUCATION OFFICER**

### 1. PURPOSE OF REPORT

- 1.1 To seek approval from Members to commence a consultative process to establish a Rhymney 3 -18 school.

### 2. LINKS TO STRATEGY

- 2.1 The report links directly to the Education for Life, sustainability and regeneration strategies, particularly in the context of provision of modern fit for purpose teaching and learning environments.
- 2.2 The report contributes to the Well-being Goals within the Well-being of Future Generations Act (Wales) 2016. In particular, as follows :
- A prosperous Wales as it details improved outcomes for learners, and reduces impact of poverty if people are able to gain skills to gain employment.
  - A healthier Wales, supporting vulnerable learners can improve their well-being and add educational achievement.
  - A more equal Wales, a society that enables people to fulfil their potential no matter what their background is; and.
  - A Wales of cohesive communities (in the context of improving quality of life with attractive, viable, safe and well connected communities).

### 3. THE REPORT

- 3.1 The Council is committed to developing and establishing innovative approaches to teaching and learning. This includes securing better outcomes through increased continuity in pupil learning and a joined-up strategy to learning, pastoral care and support.
- 3.2 Meetings took place in the summer term 2016 with representatives of the following :-
- Governors of Abertysswg Primary, Pontlloftyn Primary and Rhymney Comprehensive Schools
  - Local Council Members
  - Senior officers of Caerphilly County Borough Council.

Those present supported the proposal of establishing the Rhymney 3-18 school.

- 3.3 It is now proposed that the Council seeks to establish a Rhymney 3-18 school. The new 3 -18 school would incorporate the new Abertysswg/Pontlottyn Primary School and the existing Rhymney Comprehensive on their sites. No additional build is proposed specifically for this proposal.
- 3.4 To progress this proposal, the Council is required to carry out a statutory consultation process. A consultation document will be produced and circulated widely to provide an opportunity for stakeholders to contribute to this process.
- 3.5 The proposed timescales for the statutory process are outlined in Appendix 1.
- 3.6 It is envisaged the consultation process will take place over a 6 week period commencing 3<sup>rd</sup> January and ending 16<sup>th</sup> February, 2017. There are a number of consultation events proposed where the proposal will be explained and allow questions. These details will be included within the consultation document.
- 3.7 Following consultation, CCBC's Cabinet will consider the views expressed and then decide whether to proceed with the proposal. If the decision is taken to proceed, a statutory notice will be published. The statutory notice will last for 28 days from the date of notice and enables people to express their views in the form of supporting or objecting to the proposal.
- 3.8 CCBC's Cabinet will make the final decision whether to proceed, unless the decision is called in for review by the Welsh Government, e.g. a governing body refers the proposal to Welsh Ministers.

#### **4. EQUALITIES IMPLICATIONS**

- 4.1 Impact Assessment screening has been completed in accordance with the Council's Strategic Equality Plan and no potential for unlawful discrimination has been initially identified affecting one or more of the target equality groups.
- 4.2 This will require more detailed work as the proposal evolves. An Equalities Impact Assessment will be formulated during the formal consultation process and will evolve through the process to establishing a 3-18 school which is anticipated for 1 January 2018.

#### **5. WELL-BEING OF FUTURE GENERATIONS**

- 5.1 The proposed all through school was developed having regard to long term needs of children and young people, attempting to improve and prevent poor life chances.
- 5.2 The report contributes to the 5 ways of working in the context of a long term strategy and vision, (closely aligning with the principles of the recent Donaldson report and provide a more coherent basis for learning, teaching and assessment); integration approach (more closely aligning the primary and secondary phases) preventing problems occurring or getting worse (improving transition) and collaborating to meet the objectives.
- 5.3 This report contributes to the Well-being Goals and in particular in the context of :
- Corporate planning,
  - Risk management,
  - Workforce planning,
  - Financial planning, and
  - Asset management

## **6. FINANCIAL IMPLICATIONS**

- 6.1 It is anticipated that the formulas of both the primary and secondary schools would be combined to establish the all through school budget. As such, there would be no anticipated change to the level of Council resources and can be met from existing budgets.

## **7. PERSONNEL IMPLICATIONS**

- 7.1 There will be some changes to the staffing of the all through school but these are expected to be minimal. This process will be followed in accordance with the Council's HR policies.

## **8. CONSULTATIONS**

- 8.1 The draft report was distributed as detailed below. All comments received have been reflected in the report.

## **9. RECOMMENDATIONS**

- 9.1 Members are requested to agree to commence a consultative process to establish a Rhymney 3-18 school.

## **10. REASONS FOR THE RECOMMENDATIONS**

- 10.1 To seek views in providing continuity in transition and curriculum planning and developing stronger links with other feeder primary schools.

## **11. STATUTORY POWER**

- 11.1 School Standards and Organisation (Wales) Act 2013  
The School Organisation Code. Welsh Government (2013)

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Appendices:  
Appendix 1

Proposed Timescale : Rhymney 3-18 All Through School

Background Papers: 21<sup>st</sup> Century Schools files  
Council report 23 November 2010 (SOP)  
Council report 3 November 2011 (SOP2)  
School Organisation Code (2013)

## Rhymney 3-18 All Through School

### Proposed Timescales

Description	Proposed Date
Cabinet (to seek agreement to commence statutory process)	30 <sup>th</sup> November 2016
Formal (6 week) Consultation Process	3 <sup>rd</sup> January 2017 to 16 <sup>th</sup> February, 2017
Education for Life Scrutiny Committee to consider outcome of consultation process prior to Cabinet consideration.	27 <sup>th</sup> February, 2017.
Cabinet (to consider the results of the consultation process and decide on way forward)	15 <sup>th</sup> March, 2017
Publication of Statutory Notice (in the event that Cabinet agree this on 15 <sup>th</sup> March, 2017)	24 <sup>th</sup> April 2017 to 21 <sup>st</sup> May 2017
Final Decision by Cabinet	21 <sup>st</sup> June, 2017
3-18 All Through School established (in the event that Cabinet agree this on 21 <sup>st</sup> June 2017)	1 <sup>st</sup> January, 2018

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**Estyn response to the proposal by Caerphilly County Borough Council to establish a Rhymney 3-18 school by extending the age range of Rhymney Comprehensive from 11-18 to 3-18 and incorporating the new Abertysswg/Pontlottyn Primary School.**

This report has been prepared by Her Majesty's Inspectors of Education and Training in Wales.

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 Consortium which delivers school improvement services to the schools within the proposal.

### **Introduction**

This is a consultation proposal from Caerphilly County Borough Council. The proposal is to:

- establish a Rhymney 3-18 school by extending the age range of Rhymney Comprehensive from 11-18 to 3-18 from 1<sup>st</sup> January 2018;
- incorporate the planned Abertysswg/Pontlottyn primary school within the new school;

### **Summary/Conclusion**

The proposer has provided an appropriate rationale for its proposal to establish an all-through school incorporating Rhymney Comprehensive and the new Abertysswg/Pontlottyn primary school. However, it has not considered in sufficient depth the risks associated with the proposal and how it would manage these. For example, it identifies the challenge of creating a unified vision for the new school and avoiding a two-tier approach but does not indicate how it would address this issue. Furthermore, the proposal does not adequately consider the current quality of leadership and management in the three schools and the standards achieved by pupils.

Although the proposal lacks detail and there are gaps in important areas, it is Estyn's opinion that there is sufficient evidence to suggest that the present standards of education provision in this area will at least be maintained.

## **Description and benefits**

The proposer provides a clear rationale for the proposal. The proposer bases its case on a wide range of arguments. It usefully points to sources of evidence that support the benefits of all-through schools including the Department for Education and Skills in England and the National College of School Leadership. The proposer argues reasonably that the changes would lead to a continuity in provision that avoids a potential dip in pupil performance when pupils transfer from one school to another. Furthermore, the proposer asserts that organisational benefits arise from the new arrangement through the opportunity to share expertise and resources across year groups and key stages. The proposer considers appropriately the benefits of the proposal in assisting the implementation of curriculum reform as outlined in Professor Graham Donaldson's Successful Futures report. It maintains that all through schools align well with the report's proposed removal of phases and key stages and break down the distinction between what happens in primary and secondary schools and the various key stages.

The proposer reasonably assumes that the combining of the budgets for the existing schools will allow the new school to use its budget more effectively to achieve economies of scale. The proposer does not envisage any changes to home to school transport as a result of the proposal.

Overall, the proposer provides strong arguments in favour of the proposal. However, the proposal document does not outline the disadvantages of the proposed changes in sufficient depth or discuss the alternative of maintaining the new combined Abertysswg/Pontlottyn primary school and Rhymney Comprehensive School as separate bodies. Similarly, whilst the proposal indicates clearly a number of associated risks, it does not indicate how it would manage these other than to suggest that the proposer would develop a risk matrix to address these challenges if the proposal proceeds.

The proposer considers the current number of students attending Rhymney Comprehensive School and its feeder primary schools including the existing Abertysswyg and Pontlottlyn schools. It also considers the projected pupil numbers for these schools over the next five years. However, the proposer does not consider in sufficient detail the effect of the proposal on the total number of surplus places in the area nor how the proposal may reduce or increase this figure.

## **Educational aspects of the proposal**

The proposer has sufficiently considered the impact of the proposal on the quality and breadth of provision. It argues appropriately that the proposal would increase opportunities for an uninterrupted education, enabling the school to develop pupils' skills without the negative impact of transition between key stages. It asserts,

reasonably, that the new arrangements would allow teachers to develop consistent approaches to teaching and learning across the age ranges and to share specialist staff and curriculum expertise that would benefit pupil progress. Furthermore, the proposer argues that the establishment of an all-through school will allow teachers to better track the progress of pupils from entry at the age of three to leaving at sixteen or eighteen.

The proposer makes appropriate reference to the outcomes of the existing schools' most recent Estyn inspections and any follow up activity. The proposer considers the National School Categorisation support category of all three schools. However, it does not examine in sufficient detail the current improvement capacity of the three schools or indicate in enough depth the impact of the proposals on leadership and management overall. The proposer has not provided a data analysis of the schools involved in the proposal.

The proposer has undertaken an impact assessment that considers community, Welsh language and equality issues. However, the outcomes of this activity are not included within the proposal document. The proposer considers broadly its expectations for pupils with additional learning needs. However, it does not outline in sufficient detail the implications of the proposal for pupils with additional learning needs.

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## CABINET – 15TH MARCH 2017

**SUBJECT: CHILDCARE OFFER EARLY IMPLEMENTATION PROPOSAL**

**REPORT BY: KERI COLE, CHIEF EDUCATION OFFICER**

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### 1. PURPOSE OF REPORT

- 1.1 The Welsh Government manifesto in 2016 launched a new childcare offer of 30 hours of childcare and early education for up to 48 weeks of the year for working parents of 3 and 4 year olds. Following more detailed information on the initial pilot local authority areas planned for September 2017, Caerphilly has been approached as an additional area to join this initial early implementation of the offer. This report will lay out the proposal for Caerphilly borough's early implementation offer, the planned target area and rationale as well as request approval from Cabinet members for this area to be part of this WG early implementation of the scheme.

### 2. SUMMARY

- 2.1 Welsh Government recognises that childcare is one of the biggest challenges facing working families in Wales and developing an enhanced childcare offer is a top priority. Supporting families with quality, flexible and affordable childcare supports economic regeneration, can reduce pressures on family income and help parents to participate in work, thus reducing a family's risk of poverty. It also supports the wellbeing of children through positive and rich childcare experiences.
- 2.2 The Welsh Government intends to provide 30 hours of funded early education and childcare per week for working parents of 3 and 4 year olds, for up to 48 weeks per year by the end of their term in Government 2020/21.
- 2.3 Caerphilly has recently been invited to join the Early Implementers for the Childcare offer to begin implementation in September 2017.
- 2.4 Mid Valleys East has been selected as the community planning area to identify the school catchment areas to be part of the early implementers. This area has sufficient existing childcare provision, a significant number of working families who would be eligible to take up this childcare offer, 17 primary schools in both English and Welsh offering Foundation Phase Nursery provision, 4 non-maintained childcare settings offering Foundation Phase early education places (3 Welsh medium and 1 English medium) as well as 7 Flying Start catchment areas which could support those who are suffering disadvantage to take up employment opportunities if childcare costs were then removed as a barrier. Mid Valleys East would also give the mixture of rural and town centre economies and so would test transport / travel issues connecting childcare provision to the local Foundation Phase provision.
- 2.5 Subject to Cabinet approval of the area, the proposal will then be presented to the Cabinet Secretary for formal approval for Caerphilly to become an Early Implementer.

### 3. LINKS TO STRATEGY

- 3.1 This childcare offer pilot contributes to the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2015:
- *A prosperous Wales* – this childcare offer will support working families in the pilot areas, to increase their disposable household income by not having to fund 30 hours of childcare in order to enable them to work. The offer aims to remove childcare as a barrier to gaining employment for those who are not currently working, as well as support parents to be able to increase their working hours if wished thereby improving the household income.
  - *A resilient Wales* – this offer aims to support community based childcare provision to become sustainable businesses embedded in their local environment, as well as improve the quality of provision. The offer will support local jobs and improve the childcare market, thereby increasing the availability and flexibility of childcare offered locally for families.
  - *A healthier Wales* – childcare settings offer healthy snacks through the healthy snack award scheme and are supported to be part of the Healthy and Sustainable Pre School Scheme locally known as HEY (Healthy Early Years) which assures parents of the settings' commitment to children's health.
  - *A more equal Wales* – part of this childcare offer is to encourage and support parents living in poverty to access employment without the barrier of affordable childcare. Employment will reduce the risk of children growing up in poverty and a potential gap in attainment.
  - *A Wales of cohesive communities* – children will be accessing local childcare provision whose ethos is embedded in community based delivery and access to community resources. This pilot will seek to connect community based childcare provision with their local schools to ensure cohesion of services for families and consistent support for the young children accessing the offer.
  - *A Wales of vibrant culture and thriving Welsh language* – under the national minimum standards for regulated childcare, settings are required to support children's understanding of the Welsh language and culture. In addition there will be sufficient places developed and offered through Welsh medium providers to meet parental demand.
  - *A globally responsible Wales* – wellbeing of children and families will be monitored as part of this pilot to ensure that the impact of longer formal childcare provision and any potential transition between different providers is not detrimental to the wellbeing of the children.

### 4. THE REPORT

- 4.1 Welsh Government recognises that childcare is one of the biggest challenges facing working families in Wales and developing an enhanced childcare offer is a top priority. Supporting families with quality, flexible and affordable childcare supports economic regeneration, can reduce pressures on family income and help parents to participate in work, thus reducing a family's risk of poverty. It also supports the wellbeing of children through positive and rich childcare experiences.
- 4.2 The Welsh Government intends to provide up to 30 hours of funded early education and childcare per week for working parents of 3 and 4 year olds in part time Foundation Phase provision, for up to 48 weeks per year by the end of their term in Government 2020/21.
- 4.3 The initial criteria for the offer will be for parents working more than 16 hours per week earning minimum wage. In dual parent households both parents must be working a minimum of 16 hours each.
- 4.4 The up to 30 hour early education and childcare offer is made up the current 10 hour Foundation Phase plus up to an additional 20 hour childcare offer which may wrap around the education to support working parents.

- 4.5 Within Caerphilly borough we offer Foundation Phase places in both maintained (school nursery) and non-maintained childcare (private, voluntary sector) providers. We anticipate that more childcare will be needed across the borough to offer the additional up to 20 hours childcare offer per week but especially the additional holiday provision required.
- 4.6 Following submission of initial expressions of interest by Local Authorities in September 2016, Carl Sargeant, Cabinet Secretary for Children and Communities, announced five Early Implementer Local Authority areas for the pilot on 8<sup>th</sup> November 2016:
- Blaenau Gwent
  - Rhondda Cynon Taf
  - Swansea
  - Anglesey and Gwynedd as a joint proposal
  - Flintshire
- 4.7 Caerphilly was next on the list for proposals submitted in 2016 to be part of the early implementers and has recently been approached to be part of this early implementer phase in September 2017. This would benefit families living in the area of Caerphilly chosen to be part of the initial phase as well as enable us to be part of shaping the learning from the early implementer areas, increasing the ability to be ready for roll out across the borough by 2021.
- 4.8 The Caerphilly proposal was to early implement in one of the five community planning areas to enable better planning within the Wellbeing Assessment and Plan. The area for targeting would be Mid Valleys East at the top of the Islwyn valley area (Appendix 1). This area has high levels of childcare provision based on Childcare Sufficiency Assessment who would be able to offer the places needed or undertake variations with CSSIW to increase their offers to be able to meet the demands of working parents in the area. There is a high proportion of working parents based on demographic data. However, there are also areas of disadvantage including Flying Start areas, a number of Welsh medium provision to be able to offer the support in either Welsh or English as well as support for childcare setting ALNCo. This area will enable Welsh Government to test multiple aspects of the offer and its practical implications for local authorities, schools, childcare settings, families and children.
- 4.9 According to initial estimates based on current registered childcare places in the area, there are 409 places with an additional day nursery being developed. The places are shared across childminders, day nurseries, wraparound, clwb meithrin, after school clubs, clwb carco, sessional playgroups, and cylchoedd meithrin (Appendix 2).
- 4.10 There are 17 primary schools in the area, including 2 Welsh medium primary schools, 4 specialist resource bases of which 3 are in English medium primary schools and 1 is in a Welsh medium primary school. In addition there are 3 Welsh medium Cylchoedd offering Foundation Phase Early Education places and 1 English medium non-maintained setting. In this area there are 7 lower super output areas which are Flying Start catchment areas. This project will work in conjunction with the variety of ESF and Welsh Government funded projects to support families who wish to gain employment and therefore may become eligible for this childcare offer.
- 4.11 The total number of children based on live birth data who could be eligible for Nursery 1 and Nursery 2 in 2016 was 710. Welsh Government has estimated that approximately half of the children will be eligible which would equate to 355 children. However demographic data shows the number of working families is higher so this may increase to an upper limit of 76.33% which would equate to 542 children. In addition it is anticipated that approx. 80% of working families will take up the entitlement, therefore initial estimates of children using the offer equates to between 284 and 434. Therefore based on the estimates there should be sufficient places to offer childcare wraparound during school term time. However, we do expect to work with families to identify the currently unknown needs during school holidays, which may require an increase in provision currently available.

- 4.12 Eligible families would live in the Mid Valleys East area which will reflect the catchment areas for most of the schools listed in this area. However, subject to numbers this may not reflect the wider catchment areas of two of the three Welsh medium primary schools, which primarily serve the Lower Sirhowy Valley region. We would anticipate this area coming into the early implementers if Welsh Government extend numbers required in the Local Authority. For the purposes of the early implementer offer, it will be child and family led to enable family needs to be identified and applications will need to be checked and processed according to their specific family circumstances.
- 4.13 This offer would be developed in partnership with Welsh Government and the other Early Implementers in the true sense of the meaning so that challenges can be overcome as they arise and learning can be documented throughout so that as the offer is increased to wider areas, the learning is carried forward and improves implementation. Consistency will be achieved through this partnership model with Welsh Government across the Early Implementers including communications, marketing, support for children with ALN and application / administrative documents. The aspects for testing of this offer are included in Appendix 4.
- 4.14 The initial expression of interest is attached in Appendix 3. The initial scoping work has identified that although there is likely to be sufficient places, there will be additional development officer work to ensure settings meet the quality standards required, as well as administrative and IT support as required to process applications, check eligibility and process payments to childcare providers. As such, Welsh Government has recognised the need for additional infrastructure staff to resource this offer and will support the local authority with a separate grant for this purpose of additional staffing time required including some contribution towards strategic coordination, due to the initial intensity of meetings and preparatory work required to develop the pilot offer ready for September implementation and monitoring following implementation. This infrastructure grant funding will be separate and in addition to the delivery of the 20hour childcare placements grant.
- 4.15 Due to time constraints the Welsh Government will seek the Cabinet Secretary's approval in principle for Caerphilly to join the Early Implementers prior to this report seeking Cabinet member approval.
- 4.16 If the community planning area proposed for Caerphilly is formally approved by Cabinet members, Welsh Government will then request formal approval by the Cabinet Secretary for Communities and Children to be included in the Early Implementers announcement. Subject to all approvals being granted consultation and engagement with schools, childcare providers and families will then begin in April using Welsh Government standard communications and marketing materials.

## **5. WELL-BEING OF FUTURE GENERATIONS**

- 5.1 This proposal contributes to the Well-being Goals as set out in Links to Strategy above. It is consistent with the five ways of working as defined within the sustainable development principle in the Act. The long term strategy is to reduce the in-work poverty faced by families due to childcare costs, as well as encourage parents to gain employment by removing the barrier of childcare costs. Prevention of poverty through increasing opportunity to access employment will support children's long term outcomes. In addition quality childcare provision will positively impact on children's development and may contribute positively to long term attainment outcomes for children through increased access to quality learning opportunities.
- 5.2 During the course of this offer it is anticipated that the funding may primarily benefit those already working and using formal childcare provision, but in doing so aims to encourage other families in the long term to take up employment support programmes and gain access to employment opportunities. It will also create a stable and more sustainable childcare sector with the potential to create further local employment opportunities.

- 5.3 Working in collaboration with employment support programmes, childcare providers, schools and training providers, this pilot project will also provide support for those wishing to train for jobs in the childcare sector, as well as create sustainable businesses for the longer term. If all providers and the local authority officers work in collaboration with families and stakeholders, the offer can be developed in a holistic, bespoke but sustainable way to ensure that providers and families are able to make a workable solution for delivery.
- 5.4 Integration of maintained and non-maintained provision to enable a flexible offer for parents will be critical to the success of the childcare offer through increasing take up as well as potentially having a greater beneficial impact for children. Much of the Foundation Phase offer in Caerphilly borough is currently through maintained school nurseries and so this needs to be carefully considered to ensure that children continue to access their Foundation Phase entitlement as well as being able to access wraparound provision to meet parental working hours' requirements within reason.
- 5.5 Involvement and active participation of all stakeholders will be critical to ensure the learning from and during the pilot phase enables dissemination across the Early Implementers and wider regionally prior to roll out of the offer across Wales.

## **6. EQUALITIES IMPLICATIONS**

- 6.1 As a Welsh Government pilot, the team have considered the potential equalities implications. During this initial pilot phase the early implementers will need to identify any barriers and work with Welsh Government to ensure that parental choices and needs of families are considered and met on an individual basis including but not limited to:
- Welsh medium provision
  - Support for children with ALN
  - Working families who may access childcare provision outside of the initial area set
  - The full aspects to be tested during this pilot are listed in Appendix 4.
- 6.2 The learning from the pilots across Wales will inform the full equality impact assessment, which will be completed prior to policy decisions and full roll out of the offer.

## **7. FINANCIAL IMPLICATIONS**

- 7.1 There are no implications to core CCBC budgets, as this pilot will be fully funded by Welsh Government grants for infrastructure staff as well as delivery costs through the submission of bids for the funding required.

## **8. PERSONNEL IMPLICATIONS**

- 8.1 There will be the need to employ additional staff as there is insufficient delivery officer and administrative time within the existing early years team to give this the focus for development, implementation, monitoring and evaluation required to shape future delivery of the offer. The staff required will need to have the relevant skills in early years to understand the legal implications of childcare regulations as well as financial regulations which will be reflected in the recruitment process.

## **9. CONSULTATIONS**

- 9.1 All responses from consultations have been incorporated in the report.

## **10. RECOMMENDATIONS**

- 10.1 The recommendation is for the proposed community planning area of Mid Valleys East to be approved by the Cabinet members and enable Caerphilly's proposal to be considered to become included in the Welsh Government Early Implementers offer.

## **11. REASONS FOR THE RECOMMENDATIONS**

- 11.1 Being a part of the Early Implementers would be beneficial to working families within Caerphilly borough as well as enable both development and learning to be part of future roll out.

## **12. STATUTORY POWER**

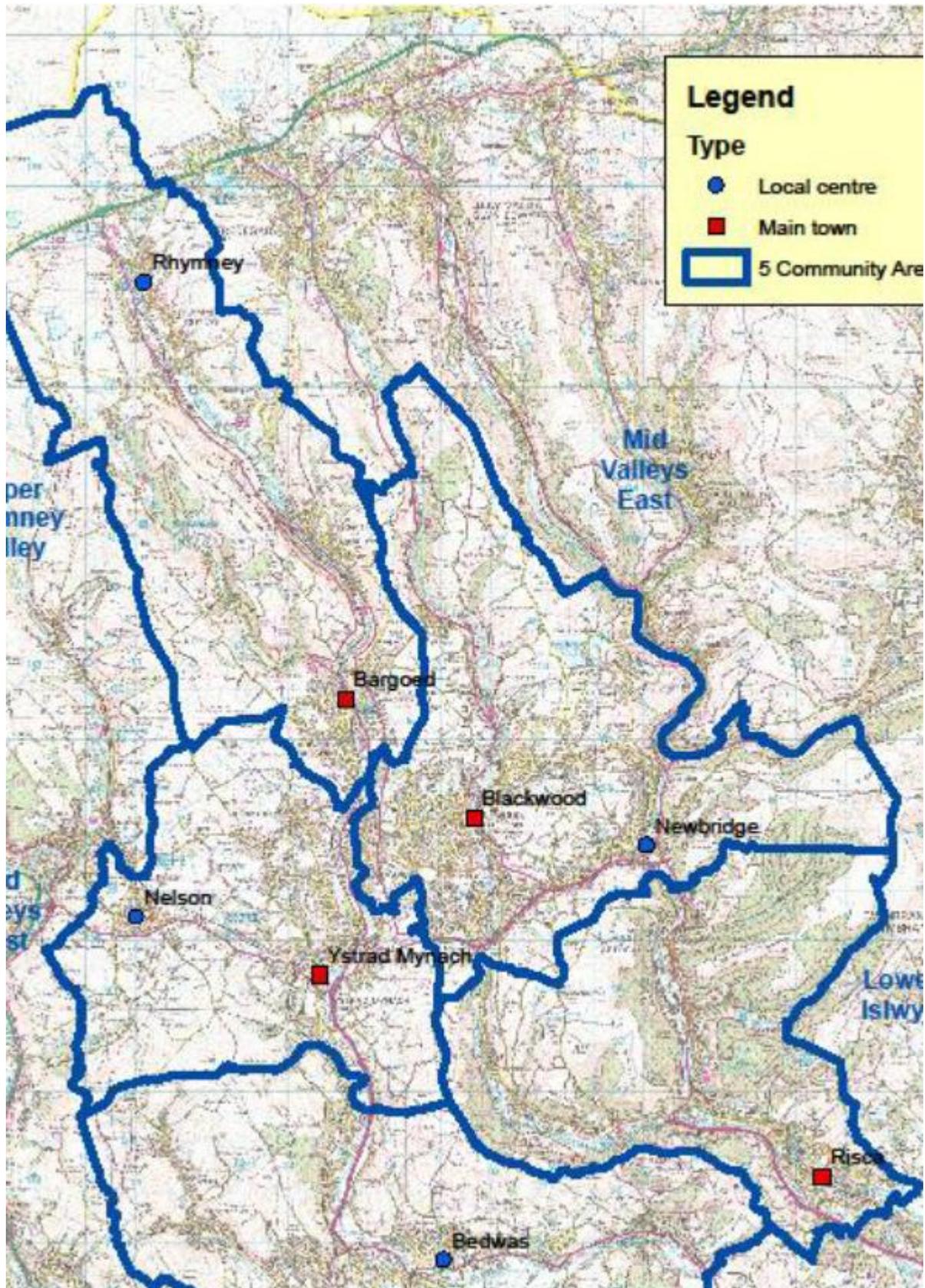
- 12.1 Childcare Act 2006 (Local Authority Assessment) (Wales) Regulations 2016.

Author: Sarah Mutch, Early Years Manager, mutchs@caerphilly.gov.uk  
Consultees: Chris Burns, Interim Chief Executive  
Keri Cole, Chief Education Officer  
Councillor Derek Havard, Cabinet Member, Education & Lifelong Learning  
Councillor Wynne David, Chair of Education Scrutiny Committee  
Councillor James Pritchard, Vice Chair of Education Scrutiny Committee  
Dave Street, Corporate Director, Social Services  
Christina Harray, Corporate Director Communities  
Nicole Scammel, Acting Director of Corporate Services & S151  
Lynne Donovan, Acting Head of Human Resources and Organisational Development  
Anwen Rees, Senior Policy Officer (Equalities and Welsh Language)  
Gail Williams, Interim Head of Legal Services and Monitoring Officer  
Jane Southcombe, Finance Services Manager  
Tina McMahon, Regeneration Manager  
Malcolm Topping, Supporting People Manager  
Rebecca White, Families First Manager

### Appendices:

- Appendix 1 Map of community planning areas identifying Mid Valleys East  
Appendix 2 Data for establishing the rationale for Mid Valleys East  
Appendix 3 Initial expression of interest submitted to Welsh Government identifying rationale for testing during the pilot phase  
Appendix 4 Childcare offer – what needs to be tested?  
Appendix 5 Welsh Government Childcare Offer Core script

Appendix 1 – map of the community planning areas identifying Mid Valleys East



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## **Appendix 2 – The data for the proposal area**

### **Childcare registered in Mid Valleys East**

All provision has been included below without differentiation initially for Welsh and English

#### Childminders

31 childminders with 224 places

Apportioned to 1/3<sup>rd</sup> due to 1:3 ratio for child adult ratio = 75 places

#### Day nurseries

6 current day nurseries offering 252 places

Apportioned to 1/3<sup>rd</sup> due to 1:3 ratio for child adult ratio = 84 places

#### Wraparound

3 current wrap day care providers offering 96 places

#### After school clubs

2 clubs offering 70 places for 4-11 year olds which could do variations to reduce the age to 3years

#### Sessional childcare

7 providers offering 124 places

We believe there are 409 places available for 3 and 4 year olds although the maximum childcare places in this area with the groups above would be 866 places. In addition a new day nursery is in development and nearing completion as well as a Cylch Meithrin that has been trying to get registered for 3 years.

### **Schools**

There are 17 primary schools in the area, including 2 Welsh medium, 4 specialist resource bases of which 3 are in English medium primary schools and 1 is in a Welsh medium primary school.

### **Children numbers estimated for working parents**

There are 476 children aged 3years

Those entitled to two terms of Foundation Phase would be 7/12 of this which equates to 278 children

There are 432 children aged 4years

In 2016 live birth data showed number eligible for Nursery 1 (rising 3 year olds) were potentially 268 children in English and Welsh maintained and non-maintained education providers

In 2016 live birth data showed the number of children eligible for Nursery 2 data (3 and 4 year olds in part time full year nursery from September) were 498 children in English and Welsh maintained education providers

Therefore the total number of children based on live birth data eligible for N1 and N2 would be 710

Welsh Government has estimated that approximately half of the children will be eligible which would equate to 355 children

However demographic data shows the number of working families is higher so this may increase to an upper limit of 76.33% which would equate to 542 children.

It is anticipated that approx. 80% of working families will take up the entitlement, therefore initial estimates of children using the offer equates to between 284 and 434.

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## Early Implementers of the Childcare Offer Expression of Interest

**LA/Regional Consortia: Caerphilly County Borough Council**

**LA/Regional lead contact - name & role: Sarah Mutch – Early Years Manager, Fiona Santos – Childcare Coordinator**

**Contact telephone number: 01443 864093 / 3419**

**Contact email address: [mutchs@caerphilly.gov.uk](mailto:mutchs@caerphilly.gov.uk) / [santof@caerphilly.gov.uk](mailto:santof@caerphilly.gov.uk)**

<p><b>Section 1 – Why is your LA/regional consortia a good choice for being an early implementer?</b></p>	<p>Caerphilly county would be a good choice as an early implementer as it has a mixture of both rural and urban areas, as well as disadvantaged areas alongside more affluent areas.</p> <p>Caerphilly CBC has a well structured Early Years Team which coordinates all aspects of the Early Years agenda incorporating Flying Start, childcare, Family Information Service (FIS) and has strong links with Families First, Communities First and Supporting People teams.</p> <p>Within Early Years we have Safeguarding officer and Additional Learning Needs Advisors. Based within the Education department, Early Years has excellent working relationships with LA Education, EAS and Schools teams enabling positive opportunities for sharing information and knowledge.</p> <p>Within Early Years Childcare Team we have dedicated staff who work in partnership with the wider childcare sector; skilled development officers who are familiar with requirements of the non-maintained and maintained sector and developed excellent relationships with all providers across the county.</p> <p>We manage our own Quality award (Caerphilly Quality Standard (CQS)) and have commissioned many settings to deliver Flying Start and/or Early Years Education places. EY Staff monitor these contracts to ensure high standards are maintained alongside contract compliance. We also have a Performance Management Officer (Haz) within the team.</p>
<p><b>Section 2 – provide evidence of how well you know about and understand the demand for, accessibility to and availability of childcare in your area?</b></p>	<p>The Early Years team has been in place for the past 8 years and involved in the writing of the last 3 Childcare Sufficiency Assessments (CSA's) and in the process for CSA 2017. This requires understanding of childcare providers, parental demand and wide consultation. Conducting the CSA in-house enables a thorough understanding of the demand for, accessibility to and availability of childcare in Caerphilly county borough and informs our subsequent Action Plan.</p> <p>Childcare Development Officer and contracted partner work in geographic cluster areas across the Local Authority and have good understanding of the whole sector including accessibility and sustainability issues as well as where the gaps in provision are. The contracted Welsh Language Development Officer supports development of new and existing Welsh medium childcare as well as upskilling staff in English medium settings to</p>

	<p>improve their Welsh language skills with young children.</p> <p>The Early Years Manager chairs the local WESP Forum giving strategic knowledge of the sufficiency, accessibility and availability of Welsh medium childcare, Flying Start and Early Years Education places. FIS is part of the Early Years team and shares databases.</p> <p>Within the team we have expertise in Business development and sustainability, workforce development (qualifications and CPD), safeguarding, ALN, legal structures, CSSIW registration and developing across sector provision.</p> <p>We manage 21 maintained Flying Start childcare settings and contract manage a further 16 non-maintained settings for Flying Start and 12 for Early Years Education with 35 for Assisted / Supported Places. This allows for a good working relationships with the sector and operational knowledge of settings, parental demands, and potential expansion opportunities.</p> <p>Childcare Development Officers are in constant face to face communication with providers. Over 95% of Non-domestic childcare providers have gained or are working towards our locally developed Caerphilly Quality Standard. Furthermore, we have developed an Advanced Childminder Award. These establish a close working relationship and foster an element of trust and understanding of the issues that surround the sector that would be essential in the development and implementation of the offer.</p>
<p><b>Section 3</b> – provide evidence of your direct links to parents, providers and other relevant stakeholders. How could you engage them in the development and implementation of the offer?</p>	<p>The Early Years Team includes Family Support which links across the poverty programmes and with external delivery partners. Jointly commissioned Caerphilly Parent Network supports parent forum across the borough. ISCAN is based in Caerphilly Children’s Centre as a TAF for children with additional needs. All of the above partners work with a wide cross sector of parents and circumstances and as such could gauge needs and parental views. In addition we have excellent working links with the employment support programmes and Communities First who would be able to provide first hand knowledge of families needs returning to employment.</p> <p>Our FIS team has an Outreach officer who regularly engages with parents across the county as well as with families through their Facebook pages and website.</p> <p>We have a contract with Menter Iaith to support and develop Welsh medium childcare, and although we no longer fund Umbrella Organisations, we retain good working relationships with the CWLWM Partners.</p> <p>In addition to the links we have with Childcare providers explained in previous sections, we have the Early Years Website, Workforce Web site and termly newsletters.</p> <p>Our knowledge and understanding of the local childcare market would help us to identify potential settings that would honestly commit and respond to developing the offer.</p> <p>More widely the Early Years Manager play an active role on behalf of Education in the Programme Collaboration Group (FS, FF, CF and SP), Families First Board, Education Management Team, Wellbeing of Future Generations Assessment Group, JAFF group, WESP, as well as reporting</p>

	<p>to Education Scrutiny and working with Members. This will allow wider stakeholder engagement.</p>
<p><b>Section 4 – What elements of the childcare offer would you be particularly interested in advising on and testing?</b></p>	<p>We are interested in exploring how to deliver this offer in one of the 5 community planning areas where there is a good variety of maintained and non-maintained provision both sessional and full day care, as well as rural and town populations. This would enable us to look at the impact on existing provision, support variations to expand sessional into full day care as needed as well as expand holiday provision. This area has a significant number of Flying Start areas and offers both maintained and non-maintained Flying Start and Foundation Phase providers allowing us to explore the different requirements, barriers, and implementation models including transport and ALN support needs on a microcosm level.</p> <p>We already have significant expertise on supporting children with ALN and we will be able to use this to effectively support practitioners, as well as the links to Education teams to enable consistency of support. This will enable an accurate estimation of the numbers of children with ALN requiring support in wraparound provision and what support providers will need to be built into the offer.</p> <p>Using a community planning area model would enable controlled work plans, exploration of unique area issues including rural isolation and public transport complications prior to rolling the model into the subsequent 4 areas.</p> <p>It will be interesting to look at how providers can access the payment system and how to ensure sustainability and costs do not impact on Flying Start or Foundation Phase delivery.</p> <p>While implementing roll out in the phase 1 area in September 2017, the learning could inform development in phase 2 area etc. and timescales and communication for families planned to prevent unrealistic expectations and a smoother roll out across the borough.</p>
<p><b>Section 5 – How would you monitor and evaluate if the childcare offer was working on the ground, and identify issues as they arise?</b></p>	<p>Within Early Years we have established effective systems for performance management of all contracts, and quality assuring settings. We would look at what information WG require us to assess and work with WG to develop how we evaluate the offer. Then we will adapt current database systems to incorporate the data required and reporting mechanisms.</p> <p>We can currently report on individual children on a programme level but are currently unclear as to whether WG would want child level data or more setting level data aggregated and anonymised. We have good understanding of performance management systems and can flexibly develop a suitable robust data collection and reporting system.</p> <p>Alongside this we work with Caerphilly Parent Network to undertake independent consultation to inform qualitative research to complement the quantitative data.</p> <p>All systems can be developed with WG and in partnership with other pilot areas to ensure they can be adapted for all LAs and are not onerous in their nature.</p>

Signed by Chief Executive/s:

Date: 15/9/16

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**Appendix 4 – Childcare offer – what needs to be tested?**

<p><b>Process</b></p> <ul style="list-style-type: none"> <li>• Test the capacity of the sector</li> <li>• Test how accessible and easy it is for parents to access the offer ;</li> <li>• Test how accessible and easy it is for providers to provide the offer;</li> <li>• Test the administration process including any <b>technical delivery systems</b></li> <li>• Test the childcare eligibility checking system, and interactions with other benefits</li> </ul> <p><b>Additional:</b></p> <ul style="list-style-type: none"> <li>• Test how best to <b>Positively promote the 30 hours childcare offer</b></li> <li>• Test how we can <b>maximise parental take-up and employment</b></li> </ul>	<p><b>Delivery</b></p> <ul style="list-style-type: none"> <li>• Understanding how the offer can best work to enable parents to have increased employment choices;</li> <li>• provider flexibility can be maximised to fit parental working patterns, including wrap around;</li> <li>• Identifying issues that may surface for parents, local authorities and settings as a result of providing or trying to provide the offer;</li> <li>• Considering how issues can be addressed through low-cost / no-cost solutions;</li> <li>• Test take up rates and ensure that delivering government-funded childcare is an attractive proposition for parents and providers</li> <li>• Test the capacity for SEN provision</li> <li>• Test the capacity for Welsh Language provision</li> </ul> <p><b>Additional</b></p> <ul style="list-style-type: none"> <li>• Test different approaches that drive <b>innovation and efficiency</b>, working with umbrella bodies to trial different ways of supporting providers to achieve economies of scale and reduce costs;</li> <li>•</li> </ul>
<p><b>Alignment</b></p> <ul style="list-style-type: none"> <li>• Test alignment with the early years Foundation Phase (EYFP)</li> <li>• Test if the offer is considered as a transition from Flying Start;</li> </ul>	<p><b>Impact</b></p> <ul style="list-style-type: none"> <li>• Gaining a better understanding of the impact of the offer on parents, local authorities, childcare providers and the childcare sector as a whole.</li> <li>• Test how the childcare sector will cope and adapt to accommodate the offer;</li> <li>• Test the economic Impact</li> <li>• Test the impact on take-up of the EYFP</li> </ul>

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## **Appendix 5 Welsh Government Childcare Offer Core script**

### **Update on testing the childcare offer in Wales**

One of the concerns working parents raise time and again is the cost of childcare, and the impact that has on them, their finances and their quality of life. The Childcare offer will provide working parents with 30 hours of government-funded childcare and early education for 3 and 4 year olds for 48 weeks of the year. This includes 10 weeks within the school holiday period.

Since early summer, the Welsh Government has been talking to parents. They've received feedback from more than 1,500 parents so far and held focus groups at workplaces and in communities across Wales. While this engagement will continue through till the spring, so far it's clear parents want childcare to be less of a drain on family income, available at times and in places which make it easier for them to work; and more accessible, with support for their children's needs.

#### **Which areas will be testing the offer?**

Six Local Authorities have been chosen to work with the Welsh Government to pilot the new Childcare offer.

Projects offering 30 hours of free early education and childcare per week to 3 and 4 year olds will be piloted from September 2017 in specified locations within Gwynedd, Anglesey, Flintshire, Swansea, Blaenau Gwent and Rhondda Cynon Taf. Gwynedd and Anglesey will be working together on a joint project. Other early adopter areas will be added as the work to pilot the scheme continues.

Testing the offer will allow the Welsh Government to make sure they learn what works and what doesn't, building on experience and evidence to deliver for all working parents in Wales.

#### **How were these areas chosen?**

All local authorities in Wales were given the opportunity to register an expression of interest in becoming an early implementer of the offer.

Each expression of interest was assessed in terms of their alignment with the purpose of the childcare offer, their innovation in overcoming potential barriers to delivery and their understanding and knowledge of their local childcare sector. There was also an aim to achieve a balance between rural and urban communities and achieving a good geographical spread across Wales to fully test the offer within the budget available.

#### **What will the Pilot's test?**

They will test capacity, take up, cost and fit with the Early Years Foundation Phase, amongst other things.

#### **What about the other local authorities?**

The Welsh Government will continue to work with the remaining local authorities so that they are in the best possible position to implement the offer in full by 2020. They have a wealth of experience and knowledge which is vital to inform and advise the government on innovation and further implementation of the offer.

All eligible working parents in Wales will receive the childcare offer at some point, but it is good practice to test different parts of the offer across a range of diverse social and conditions. The early implementer authorities that have been chosen to provide a good geographical spread

across Wales and represent a mix of communities. This allows us to test the delivery of the offer under diverse conditions, learn more, and ensure the offer works for everybody in the long term.

### **When will the offer be rolled out across Wales?**

The Welsh Government will begin to deliver the childcare offer with early implementer local authorities from September 2017. They will review and assess the detail of the offer in light of the lessons we learn with the early implementers. They will also commission a formal independent evaluation. They expect the government-funded childcare offer to be fully available across Wales from September 2020.

### **Is the early years Foundation Phase part of the childcare offer?**

Yes, the new childcare offer will combine the successful Foundation Phase provision during term times, with additional childcare. During the weeks of the year when the Foundation Phase is not provided, qualifying children will receive 30 hours of childcare, supporting working families with the costs of holiday care.

### **Will the childcare offer start the same time as the early years Foundation Phase?**

Yes, children of eligible working parents will receive government-funded childcare from the term following the child's third birthday. The government-funded childcare will continue until the child starts reception class in his or her primary school the September after their fourth birthday. This aligns with the Early Years Foundation Phase.

### **Which childcare providers will be able to deliver the offer?**

The plan is to work with the sector to ensure that the offer provides as much flexibility as possible. However, informal childcare, such as that provided by grandparents or siblings, will not be paid for by the Government. CSSIW regulate and inspect to improve childcare in Wales and ensure that childcare services meet the quality standards the public expects. The government-funded childcare will only be delivered through childcare providers that are registered with CSSIW.

### **What about Welsh language childcare provision?**

The Welsh Government want to make Welsh medium childcare a more attractive option for those who have not previously considered it; and to ensure sufficient provision for children requiring additional support to learn and develop.

### **Is there enough childcare to meet the demand in these areas?**

It will vary from place to place and this is one of the things we are looking to test. The Welsh Government are confident, however, that the offer will stimulate the market locally and provision will increase where it needs to. Local authorities have a good track-record of engagement with childcare providers. They will be able to direct parents, through the local Family Information Service, to providers with surplus places. The Welsh Government also provides local authorities with an Out of School Childcare Grant which they can use to build capacity in areas where it is needed.

### **Where can I find out more about the childcare offer?**

Visit the Welsh Government webpage where you can find out more about the childcare offer and answer some short questions.

[www.gov.wales/talkchildcare](http://www.gov.wales/talkchildcare) [www.llyw.cymru/trafodgofalplant](http://www.llyw.cymru/trafodgofalplant)

## You can also contact the Welsh Government at any time with your views:

e-mail: [TalkChildCare@wales.gsi.gov.uk](mailto:TalkChildCare@wales.gsi.gov.uk) [TrafodGofalPlant@cymru.gsi.gov.uk](mailto:TrafodGofalPlant@cymru.gsi.gov.uk)

Post: Childcare Offer Team

Welsh Government Cathays Park - 2<sup>nd</sup> Floor North Cardiff CF10 3NQ

**Social media** look for the hashtag to join in the conversation online  
#TalkChildcare #TrafodGofalPlant

## Other ways of feeding in your views:

**Family Information Service:** The Family Information Service (FIS) is the first point of contact for advice and information on local services for families and carers. There is a FIS in every local authority. The FIS provide free, impartial help, support and advice on a range of family issues including on childcare, help with costs of childcare, and leisure services.

<http://tinyurl.com/fiswales1>

**Family Point:** Family Point provides local and national support, information and news for families. [familypoint.cymru](http://familypoint.cymru) [pwyntteulu.cymru](http://pwyntteulu.cymru)

**Childcare Sufficiency Assessments:** You will also have the opportunity to feed in your views about the current availability through the next round of Childcare Sufficiency Assessments. The findings, and your feedback, will help to inform the childcare offer in Wales. Contact your local Family Information Service to find out more and feed in your thoughts

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## CABINET – 15TH MARCH 2017

**SUBJECT: CABINET FORWARD WORK PROGRAMME**

**REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES AND SECTION 151 OFFICER**

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### 1. PURPOSE OF REPORT

- 1.1 To seek Cabinet endorsement of the Forward Work Programme for the period April 2017 to June 2017.

### 2. SUMMARY

- 2.1 The report outlines a proposed Forward Work Programme of future Cabinet reports.
- 2.2 The Forward Work Programme is updated on a monthly basis to reflect any amendments that are made to it since it was first agreed on 22nd January 2014.
- 2.3 A more detailed Forward Work Programme will be reviewed during this period and a more detailed format will be developed.

### 3. LINKS TO STRATEGY

- 3.1 The Council is required to publish a Cabinet Forward Work Programme to assist in open and transparent decision-making.
- 3.2 This section would highlight how the recommended course of action contributes to the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2015:
- *A more equal Wales*

### 4. THE REPORT

- 4.1 The Cabinet Forward Work Programme sets out the key reports that Cabinet expects to receive in the coming months. It is a legal requirement that such programmes are published. The programme is an important way of tracking progress against targets set in the Council's Improvement Plan.
- 4.2 Appendix 1 to this report sets out details of the Cabinet Forward Work Programme for the period April to June 2017.
- 4.3 It should be noted that urgent and unanticipated reports could be added to the Cabinet Work Programme.
- 4.4 Members will be aware that, following the Scrutiny review and recommendations approved by Council on 6th October 2015, that it was agreed that the format of the Forward Work Programme will be reviewed so that it gives more detailed narratives. This has been undertaken and presented at Appendix 1.

## **5. WELL-BEING OF FUTURE GENERATIONS**

- 5.1 This report contributes to the Well-being Goals as set out in Links to Strategy above. It is consistent with the five ways of working as defined within the sustainable development principle in the Act in that it ensures that the Cabinet Forward Work Programme is regularly published and publically available, thus informing the public and stakeholders of upcoming reports and key issues and offering them the opportunity to attend and observe executive decisions, thus promoting openness and transparency.

## **6. EQUALITIES IMPLICATIONS**

- 6.1 The principles of good governance are directly linked to the Council's Strategic Equality Objectives, stemming from duties under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 and the Welsh Language (Wales) Measure 2011. Equalities Implications are a standard part of all committee reports in order to ensure that due consideration has been given to the views of individuals and groups from the communities of Caerphilly county borough, regardless of their backgrounds and circumstances.

## **7. FINANCIAL IMPLICATIONS**

- 7.1 There are no financial implications associated with this report.

## **8. PERSONNEL IMPLICATIONS**

- 8.1 There are no personnel implications associated with this report.

## **9. CONSULTATIONS**

- 9.1 There are no consultation responses that have not been reflected in this report.

## **10. RECOMMENDATIONS**

- 10.1 It is recommended that Cabinet approve the Forward Work Programme as outlined in Appendix 1.

## **11. REASONS FOR THE RECOMMENDATIONS**

- 11.1 To satisfy legislative requirements and to ensure more transparent and effective decision-making.

## **12. STATUTORY POWER**

- 12.1 Local Government Acts 1972 and 2000.

Author: Cath Forbes-Thompson, Interim Head of Democratic Services  
Consultees: Corporate Management Team  
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Appendices:  
Appendix 1 Cabinet Forward Work Programme

<b>CABINET FORWARD WORK PROGRAMME: APRIL TO JUNE 2017</b>		
<b>26TH APRIL 2017</b>	<b>Key Issues</b>	<b>Cabinet Member</b>
Annual Equalities Report  <b>Adroddiad Cydraddoldeb Blynyddol</b>	<p>The Council has a statutory duty to produce an annual monitoring report on Equalities issues under current legislation. The requirements are very detailed as to what relevant information must be included in the annual monitoring and improvement report.</p> <p>The information presented is to ensure that the regulatory body involved (the Equalities and Human Rights Commission) is provided with full evidence of the Council's compliance and commitment to the statutory duty.</p>	Councillor B. Jones
<b>10TH JUNE 2017</b>	<b>Key Issues</b>	<b>Cabinet Member</b>
Risk Management Strategy	<p>This report presents the Council's current Corporate Risk Register and an updated version of the Council's Risk Management Strategy following amendments approved by Cabinet.</p>	Councillor D. Hardacre
<b>21ST JUNE 2017</b>	<b>Key Issues</b>	<b>Cabinet Member</b>
Rhymney 3 - 18 All Through School  <b>Rhymni 3 - 18 Ysgol Gydol Oed</b>	To make a final decision on the proposal to establish a Rhymney 3 - 18 All Through School	Councillor D. Havard
EAS Business Plan  <b>Cynllun Busnes GCA</b>	EAS required to submit Business Plan 2017-20 to Welsh Government and Cabinet are required to endorse it.	Councillor D. Havard

Provisional Outturn for 2016/17	The report will provide Cabinet with details of the provisional revenue budget outturn for the 2016/17 financial year prior to the annual audit by the Authority's External Auditors Grant Thornton.	Councillor B. Jones
Annual Welsh Language Report	Required	Councillor B. Jones