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For all enquiries relating to this agenda please contact Charlotte Evans
(Tel: 01443 864210 Email: evansca1@caerphilly.gov.uk)

Date: 29th October 2014

Dear Sir/Madam,

A meeting of the **Education for Life Scrutiny Committee** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Tuesday, 4th November, 2014** at **5.30 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

A G E N D A

- 1 To receive apologies for absence.
- 2 Declaration 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 this 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 Education for Life Scrutiny Committee held on 18th September 2014 (Minute nos. 1-6);
- 4 Education for Life Scrutiny Committee held on 23rd September 2014 (Minute nos. 1-10)
- 5 Consideration of any matter referred to this Committee in accordance with the call-in procedure.

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6 To receive a verbal report from the Cabinet Member for Education and Lifelong Learning.

To receive and consider the following Cabinet reports*: -

7 Iswlyn West Secondary School Update - 1st October 2014

**If a member of the Scrutiny Committee wishes for any of the above Cabinet reports to be brought forward for review at the meeting please contact Charlotte Evans, 01443 864210, by 10.00 a.m. on Monday, 3rd November 2014*

To receive and consider the following Scrutiny reports: -

8 Service Improvement Plans and Improvement Objective 2014-2015 - 6 Month Review;

9 Update on School Places - Primary and Secondary;

10 Public Library Standards in Wales - Annual Library Update Report 2013-14;

11 The Behaviour Strategy 2014-16;

12 To record any requests for an item to be included on the next available agenda.

To receive and note the following information items*: -

13 Budget Monitoring 2014-15;

14 Learning Caerphilly - An Update;

15 Childcare Sufficiency Assessment (CSA) 2014;

16 SACRE Minutes - 12th June 2014

**If a member of the Scrutiny Committee wishes for any of the above Cabinet reports to be brought forward for review at the meeting please contact Charlotte Evans, 01443 864210, by 10.00 a.m. on Monday, 3rd November 2014*

Circulation:

Councillors P.J. Bevan, Mrs A. Blackman, W. David (Chair), H.R. Davies, C. Durham, C.J. Gordon, D.M. Gray, D. Havard, G. Johnston, M.P. James, Mrs G.D. Oliver, D.W.R. Preece, J. Pritchard (Vice Chair), J.E. Roberts, Mrs M.E. Sargent and R. Saralis

Co-opted Members:

Cardiff ROC Archdiocesan Commission for Education Representative (with voting rights on educational matters)

Mr M. Western

Parent Governor Representatives (with voting rights on educational matters) Mr A. Farina-Childs and Mrs A. Goss

Outside Body Representatives (without voting rights)

Mr P. Jones (NAHT), Mrs J. Havard (NUT), Mrs P. Ireland (NUT) and Mr J. Short (NASUWT)

Caerphilly Governors Association (without voting rights)
Mrs S. Evans (Caerphilly Governors Association)

And Appropriate Officers

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SPECIAL EDUCATION FOR LIFE SCRUTINY COMMITTEE

**MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH
ON THURSDAY 18TH SEPTEMBER 2014 AT 5:30PM**

PRESENT:

Councillor W. David - Chairman
Councillor J. Pritchard - Vice-Chairman

Councillors:

Mrs A. Blackman, H.R. Davies, C. Durham, D.M. Gray, D. Havard, G. Johnston,
Mrs G.D. Oliver, J.E. Roberts, R. Saralis, Mrs M.E. Sargent

Cabinet Member for Education and Leisure: Mrs R. Passmore

Together with:

S. Aspinall (Acting Deputy Chief Executive), T. Maher (Assistant Director Planning and Strategy), K. Cole (Manager, Learning, Education and Inclusion), T. Cunnick (Community, Youth and Adult Services Manager), G. Evans (Interim Manager Community Education), S. Hawkins (Community Leisure Officer), L. Travis (Senior Community Education Manager), J. Jones (Democratic Services Manager) and R. Barrett (Committee Services Officer)

Co-opted Members: Mr A. Farina Childs (Parent Governor), Mrs A. Goss (Parent Governor)

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors P.J. Bevan, C. Gordon, M.P. James and D.W.R. Preece, together with Mrs E. Ashton (UCAS), Mrs S. Evans (Caerphilly Governors Association), Mrs J. Havard (NUT), Mrs P. Ireland (NUT), Mr P. Jones (NAHT), Mr J. Short (NASUWT) and Mr M. Western (Cardiff ROC).

2. DECLARATIONS OF INTEREST

Councillors Mrs A. Blackman, H.R. Davies, C. Durham, W. David, D. Havard, G. Johnston, J.E. Roberts and Mrs M.E. Sargent, together with Mrs A. Goss, declared an interest in Agenda Item 3 (CCBC Community Centre Service MTFP 2015/17). Details are minuted with the respective item.

Councillors Mrs A. Blackman, C. Durham, D. Havard and Mrs R. Passmore, together with Mrs A. Goss, declared an interest in Agenda Item 4 (Caerphilly Adult Community Learning MTFP 2015/17). Details are minuted with the respective item.

Councillors C. Durham, Mrs R. Passmore and J. Roberts, together with Mrs A. Goss, declared an interest in Agenda Item 5 (Caerphilly Youth Centre MTFP 215/17). Details are minuted with the respective item.

REPORTS OF OFFICERS

3. CAERPHILLY COUNTY BOROUGH COMMUNITY CENTRE SERVICE MEDIUM TERM FINANCIAL PLAN 2015/17 - ITEMS FOR CONSIDERATION.

The following Members declared an interest in this item in that they are part of a Community Centre Management Committee:-

Councillors Mrs A. Blackman (Nelson Community Centre), H.R. Davies (Penyrheol, Trecenydd and Energlyn Community Centre), C. Durham (Cwmfelinfach Community Centre), W. David (Tiryberth, Penybryn and Cascade Community Centres), D. Havard (Graig-y-Rhacca Community Centre), G. Johnston (Penyfan Community Centre), J.E. Roberts (Abertridwr Community Centre) and Mrs M.E. Sargent (Penyrheol Community Centre). In that they had a personal but not prejudicial interest, they remained in the room and took part in the discussion and voting thereon.

Parent Governor Mrs A. Goss declared a personal interest, in that she sits on the Management Committee for the Connections Community Hub and holds regular meetings with Officers presenting the report, and remained in the room during discussion of the item.

Gareth Evans, Interim Manager Community Education, and Steve Hawkins, Community Leisure Officer, presented the report, together with Tony Maher, Assistant Director - Planning and Strategy. The report sought Members' views on the suggested Medium Term Financial Plan (MTFP) savings options for the Council's Community Centre Service to support the agreed budget strategy in accordance with the Cabinet report of 16th April 2014 ("Next Stages of the MTFP – 2015/16 & 2016/17").

Officers outlined the current format of the Community Centre Service and presented five options for the future delivery of the service. The impact and viability of each of these options were outlined in detail to Members, with each option detailed fully within the report, together with achievable savings for 2015/17:-

- (1) Maintain present Community Centre network as it is, resulting in £140,000 of efficiency savings – status quo option;
- (2) Council withdraws from delivery of Community Centre provision, resulting in £558,000 of savings – no service option;
- (3) Community Centre network is reconfigured to a smaller, more economically sustainable, number of venues in village and town centre locations, resulting in £244,000 of savings - reduced network option;
- (4) Community Centres are offered to local groups via some form of Asset Transfer approach where the economic model and suitable capacity of the Management Committee/Governance body can sustain - alternative delivery option;
- (5) Community Centre Service transferred via grant aid arrangement wholly to a Third Sector lead body or equivalent, resulting in a minimum of £218,000 savings - delivered by others under client / contractor 'arms length' arrangement option.

Included in each of the options under consideration were the long list of possible additional Community Centre Service efficiencies that were outlined to Members in the MTFP Seminar of 21st November 2013. These efficiency savings related to 2015-16 and 2016-17 and

involved the review of water rates and public indemnity insurance, together with the review of repairs and maintenance budgets. These totalled £70,000 per year, bringing about a total saving of £140,000 for 2015-17.

Officers were thanked for their presentation and discussion of these options ensued. With regard to Option 3 (reduced network), Members queried how venues for closure would be identified and also raised concerns of the impact that closures could have on local communities. Officers explained that the assessment criteria could include factors such as proximity of community centres to each other, occupancy levels, and the required level of investment in regards to repairs. Members also made suggestions in regards to identifying centres for closure and assessing whether there were suitable facilities availability in alternative community centres.

A query regarding Option 2 (withdraw service) was raised and Officers confirmed that if this were to happen, alternative venues would have to be sourced in relation to the Council's Emergency Plan and emergency rest centres.

The possibility of establishing a Working Group to examine the feasibility of specific options was discussed, with it suggested that it be comprised of Members, Officers, and management committee representatives of the Community Centres. Officers also suggested initial steps that could be established in order to develop a criteria to examine these options.

Following consideration of these options, Members unanimously endorsed the proposal to establish a Working Group to further examine a combination approach to Option 3 (reduced network of community centres) and Option 4 (alternative delivery method), and the Chair requested that progress on this be reported back to a future meeting of the Education for Life Scrutiny Committee. Members also unanimously endorsed the £70,000 efficiency saving for 2015/16 identified within the Community Centres Repairs and Maintenance budget.

4. CAERPHILLY ADULT COMMUNITY LEARNING MEDIUM TERM FINANCIAL PLAN 2015/17 - ITEMS FOR CONSIDERATION.

Councillors Mrs A. Blackman declared a personal and prejudicial interest in this item, in that she has a relative who is employed within Bargoed Institute. Councillor Blackman, together with Councillor Mrs G.D. Oliver, offered apologies for the remainder of the meeting and left at this point.

Councillor C. Durham declared a personal and prejudicial interest in the remaining items under consideration (in that he is a member of the Lower Sirhowy Valley Partnership) and left the meeting at this point.

Councillor D. Havard declared a personal and prejudicial interest in this item (in that he is a Community Councillor for Bedwas, Trethomas and Machen with links to Bedwas Workmans' Hall) and left the room during consideration of this item and for the remainder of the meeting.

Councillor Mrs R. Passmore declared a personal interest in this item (in that she is a member of the Ty Sign Community Partnership) and remained in the room during discussion of the item.

Parent Governor Mrs A. Goss declared a personal interest, in that she sits on the Management Committee for the Connections Community Hub and holds regular meetings with Officers presenting the report, and remained in the room during discussion of the item.

Tony Maher and Lyn Travis, Senior Community Education Manager, presented the report, which sought Members' views on the suggested Medium Term Financial Plan (MTFP) savings options for the Council's Adult Community Learning Service to support the agreed budget strategy.

It was explained that Adult Community Learning had received significant reductions in budgets from Welsh Government and franchise partners for delivery in 2014. It was anticipated that this trend would continue in future years but could not be estimated at the present time, and therefore the savings options presented for consideration to Members only related to the financial year 2015/16.

Officers outlined the current format of the Adult Community Learning Service and presented four options for the future delivery of the service. The impact and viability of each of these options were outlined in detail to Members, with each option detailed fully within the report:-

- (1) Maintain Present Adult Service Network 'as it is' by retaining the core budget of £258,605 – status quo option;
- (2) Remove 20% of the core budget, via removing a senior management layer of the Adult Community Learning Service structure, resulting in a £47,000 saving – reduced infrastructure option;
- (3) Remove 50% of the core budget, via closing some buildings and further reduce all levels of management and administration staffing, resulting in a £129,302 saving – reduced infrastructure option;
- (4) Remove 100% of the core budget, via Council withdrawal from the delivery of Adult Community Learning Service provision, resulting in a £258,605 saving – no service option.

Each of the options took account of the other areas of Adult Community Learning Service savings as a result of reduced Welsh Government funding

Officers were thanked for their presentation and Members discussed the listed options. Reference was made to Option 2 (reduced senior management infrastructure) and Officers clarified that it would be difficult to split the responsibilities of this post across remaining staff.

Following consideration of these options, the consensus was that the service should be retained in its current format, and Members unanimously endorsed Option 1 of the report, in that the status quo and core budget of £258,605 be retained.

5. CAERPHILLY YOUTH SERVICE MEDIUM TERM FINANCIAL PLAN 2015/17 - ITEMS FOR CONSIDERATION

Councillor Mrs R. Passmore declared a personal interest in this item (in that she is a member of the Ty Sign Community Partnership) and remained in the room during discussion of the item.

Councillor J.E. Roberts declared a personal and prejudicial interest in this item, in that he has involvement with the Senghenydd Youth Drop In Centre. Councillor Roberts, together with Councillor H.R. Davies, offered apologies for the remainder of the meeting and left at this point.

Parent Governor Mrs A. Goss declared a personal interest, in that she sits on the Management Committee for the Connections Community Hub and holds regular meetings with Officers presenting the report, and remained in the room during discussion of the item.

Tony Maher and Tanis Cunnick, Community, Youth and Adult Services Manager, presented the report, which sought Members' views on the suggested Medium Term Financial Plan (MTFP) savings options for the Council's Youth Service to support the agreed budget strategy.

Officers outlined the current format of the Youth Service and presented five options for the future delivery of the service. The impact and viability of each of these options were outlined in detail to Members, with each option detailed fully within the report, together with the savings for 2015/17:-

- (1) Maintain present Youth Service network 'as it is' but undertake £77,900 efficiency savings – status quo option;
- (2) Withdraw from delivery of Youth Service provision and save £1,588,570 - no service option;
- (3) Withdraw the additional Youth Service allocation in 2013/14 to provide youth provision throughout the year and save £100,000 - reduced network option;
- (4) Withdraw delivery of the Connecting Communities Service and save £93,546 - alternative delivery option;
- (5) Withdraw 17 youth club provision and save £206,755 – reduced network option.

The report also advised of a list of possible efficiencies for consideration, relating to the revision of premises formulae, the closure of a premises, the resignation of a part-time manager, and a funding allocation for summer play and youth activities. This would bring about savings efficiencies of £27,900 in 2015-16 and £50,000 in 2016-17.

Consideration of the report followed and discussion took place with regards to Option 1. Members discussed the possible efficiency savings and determined that it would be prudent to withhold consideration of the 2016/17 efficiency saving until an indication of external funding amounts for future years was received.

An amendment to Option 1 was moved and seconded, in that the Youth Service be maintained in its present network but that efficiency savings of £27,900 for the financial year 2015/16 be undertaken. By a show of hands, the amendment was unanimously agreed.

It was moved and seconded that, subject to the above amendment, Option 1 of the report be endorsed, and by a show of hands, this was unanimously agreed.

6. THE MEDIUM TERM FINANCIAL PLAN 2015/17 - ITEMS FOR CONSIDERATION

Tony Maher and Keri Cole, Manager for Learning, Education and Inclusion, presented the report, which detailed a number of further additional saving proposals to assist in achieving the overall savings target for the Council. These were in addition to the savings proposals from the three discretionary service areas highlighted earlier in the meeting.

These savings proposals from within the Directorate of Education and Lifelong Learning, which could bring about an achievable saving of £381,000 for 2015-16, were categorised into four key areas:-

- (1) Realignment of Budgets;
- (2) Vacancy Management/Service Review;
- (3) Redirection of roles to grant funded areas;
- (4) Service reduction.

Officers detailed the planned efficiencies for each of these areas, further details of which were included within the report. Members' attention was also directed to Appendix 1 of the report, which highlighted the impact of these potential savings and efficiencies, and indicated that all the proposed savings would potentially either have a low or medium impact on the Directorate and its services.

Also listed within the report and attached at Appendix 2 for Members information was a list of potential savings and efficiencies previously considered by the Education for Life Scrutiny Committee, and which could bring about an achievable saving of £311,000. The impact of each of these proposals was indicated within the report, with the majority potentially having either a low or medium impact on the Directorate and its services.

Members discussed the potential savings and efficiencies and Officers responded to general queries. The allocation to School Improvement Initiatives within the Service Reduction proposal was discussed and Officers confirmed that this budget was allocated for specialist improvement initiatives, such as the provision of mentors to support schools who were experiencing difficulties.

Following consideration of the report, Members unanimously endorsed the list of potential savings and efficiencies detailed within the report.

The meeting closed at 7:08 p.m.

Approved as a correct record, and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 4th November 2014, they were signed by the Chair.

CHAIR



EDUCATION FOR LIFE SCRUTINY COMMITTEE

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH
ON TUESDAY, 23RD SEPTEMBER 2014 AT 5.30 P.M.

PRESENT:

Councillor W. David – Chair
Councillor J. Pritchard – Vice Chair

Councillors:

C. Durham, C. Gordon, D. Havard, G. Johnston, Mrs G.D. Oliver, D.W.R. Preece and Mrs M. Sargent.

Cabinet Member for Education and Lifelong Learning - Mrs R. Passmore

Together with:

S. Aspinall (Acting Deputy Chief Executive), L. Bosanko-Williams (Children and Young People's Coordinator), K. Cole (Manager, Learning, Education and Inclusion), R. Clarke (Communities First Programme Development Officer), T. Cunnick (Manager - Community, Youth Service & Adult), A. Davies (Advisor – ALN), L. Davies (Hub Team Coordinator), J. Elias Service Manager - ALN), Sarah Mutch (Early Years Manager), E. Pryce (EAS), C. Forbes-Thompson (Scrutiny Research Officer), C. Evans (Committee Services Officer)

Co-opted Members: Mr A. Farina-Childs and Mrs A. Goss (Parent Governors)

1. APOLOGIES

Apologies for absence were received from Councillors P.J. Bevan, Mrs A. Blackman, H.R. Davies, D.M. Gray, M.P. James, J.E. Roberts and R. Saralis. Apologies were also received from Mrs P. Ireland and Mr M. Western (Cardiff ROC Archdiocesan).

2. DECLARATIONS OF INTEREST

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

3. MINUTES – 8TH JULY 2014

RESOLVED that the minutes of the meeting of the Education for Life Scrutiny Committee held on 8th July 2014 (minute no. 1 – 12) be approved as a correct record and signed by the chair.

4. CALL - IN PROCEDURE

There had been no matters referred to the Scrutiny Committee in accordance with the call-in procedure.

5. REPORT OF THE CABINET MEMBER FOR EDUCATION AND LIFELONG LEARNING

Councillor Mrs R. Passmore, Cabinet Member for Education and Lifelong Learning, provided Members with a verbal update on Adult Community Learning Results from 13/14 Academic Year. Members noted that the Gwent 5 County Welsh for Adults Partnership achieved very good accreditation outcomes last academic year, with Caerphilly providing the top percentage in all three recorded areas of retention, attainment and successful completion. In addition, the ACL Service won the 'Tutor of the Year' award and one of the 'Learner of the Year' awards at the 'Caerphilly Festival Planning Group Celebration of Achievement' event on the 16th September 2014.

In relation to the launch of Risca Integrated Children's Centre Unit (ICC), Members noted the official opening date of Risca ICC as 29th September 2014. The project was developed using Welsh Government Flying Start capital funding during the expansion of the Flying Start programme for the Ty Sign area (Wave 2). The ICC will host a multi agency team of health visitors; nursery nurses, family support workers and childcare, as well as enable partners to use the hot desk facility. The ICC also has a multi use community room with an attached crèche room and separate childcare space.

The ICC is set to bring a range of provision to the local area such as parent and toddler groups and a range of Communities First and Families First groups.

The Cabinet Member updated Members on an exciting initiative taking place in Phillipstown, which has resulted in Phillipstown Primary School winning the 'Caerphilly Learner of the Year' Award. Members noted that, in July 2013, the Staff at Phillipstown Primary School and the Connecting Community Officer organised a community fete, which was supported by Communities First Funding and a wide range of Community Partners and Council Departments. The fete was a huge success; many parents engaged in the Family Engagement project and a group of seven parents began to attend a wide range of courses and consequently formed a very active PTA, which they felt has helped them gain confidence and knowledge to support their children in their learning.

The Cabinet Member added that the project would be forwarded as a case study to Cast Cymru for possible inclusion in promotional literature and website.

Members thanked the Cabinet Member for the update and were pleased to note the positive impacts of the initiatives.

A Member sought further information on the anticipated outcomes, as a result of opening the Risca ICC. Officers explained that the ICC is an expansion of the Flying Start Programme, which extends provision to the Ty Sign Area. The aim of the programme is to reduce the impacts of poverty and provide long-term benefits to children and parents in less affluent areas. The impact of the additional support would be monitored through both the health and education systems involved with the children and families.

6. CABINET REPORTS

None of the Cabinet Reports listed on the agenda had been called forward for discussion at the meeting.

REPORTS OF OFFICERS

Consideration was given to the following reports.

7. **MEASURING THE PROGRESS OF VULNERABLE GROUPS OF LEARNERS AND HOW SERVICES WORK TOGETHER TO SUPPORT THEM AND THEIR FAMILIES**

Councillor Gary Johnston requested that all presentations, including those accompanying a report, be sent to Members prior to the Committee. Officers agreed that this would be actioned for future meetings.

Sandra Aspinall, Acting Deputy Chief Executive, provided Members with an introduction and overview of the report, which demonstrated the impact of collaborative work being delivered throughout the borough to improve the lives for children, young people, families and communities, highlighting good practice.

Officers from Families First Programmes, Flying Start, Communities First, Youth Service and EAS provided presentations, which demonstrated how the strength of current strategies being implemented lies in the effective collaborative approach between key partners. Strong working relationships result in streamlining services and more targeted support, which ultimately work towards achieving the Directorate's goal, that every child should have the best start in life, and the opportunity to achieve success as a young person and adult.

Ed Pryce, EAS, highlighted that national and global research demonstrates that there is a significant link between socio-economic background and educational performance, this was further demonstrated through detailed performance data of the schools within the Caerphilly Borough in comparison to All Wales. It was added that a further report would be provided to the Committee at the meeting on 4th November 2014.

Sarah Mutch, Early Years Manager, provided the Committee with an overview of the work of the Flying Start Programme. It was noted that Flying Start is a child focused, tackling poverty, intervention programme for 0-3 year olds delivered in 19 areas currently and expanding to a further 6 areas in 2015/16. Case Studies were provided to the Committee, in order to further demonstrate the work of the Flying Start Programme on local users and the impact it has had on their well-being.

Andrea Davies, Advisor- ALN, provided the Committee with a detailed overview of the Intervention Programme and the impacts on vulnerable learners. Members noted the data demonstrating the progress made, which is also used for the identification and tracking of pupil groups in order to evaluate and adjust programmes for most impact. It was added that, through collaborative working with EAS, schools are being challenged to raise their expectations, particularly in relation to vulnerable pupils and a mapping exercise is planned to be conducted to establish the impact of support on these particular learners.

Lynne Bosanko-Williams, Children and Young People's Coordinator, informed the Scrutiny Committee that Families First is dedicated to taking the whole family approach in order to improve the lives of children. It focuses on preventative work and early intervention throughout the borough. The aim is to empower families to become more resilient and to give them the support they need at the time when they need it. The packages of support provided are bespoke to individual family needs and range from providing basic literacy and numeracy in the home to build confidence to progress, to receiving a coordinated family package of services and support through the Team Around the Family Model, known as the Supporting Family Change project. Case Studies were provided in order to demonstrate to the Committee, real life examples of the support provided to families in receipt of service and their needs.

Tanis Cunnick, (Manager - Community, Youth Service & Adult), Lisa Davies (Hub Team Coordinator) and Rachel Clarke (Communities First Programme Development Officer) provided the Scrutiny Committee with an overview of the collaborative work of the Youth Service and Communities First to deliver projects such as Youth Crime Prevention Project, Family Engagement Project and Pupil Deprivation Grant Project, along with case studies demonstrating how each of the projects have had an impact on the lives of young people and their families, in order to assist them to create a better future.

Members thanked the Officers for the detailed report and presentations, but added that due to the complexity of the subject matter, it may have been more beneficial to separate the presentations.

Detailed discussions ensued and Councillor Denver Preece requested further information on the number of children being supported through the intervention programmes of Catch Up, in both English and Welsh Medium Schools, and the Specialist Teacher Team. Officers agreed to email the details.

A Member queried the EAS Performance data and sought further information on the level of performance at KS3, compared to that of KS2 and Foundation Phase. It was added that, although there has been an increase in performance, it is still below the Welsh Average. Officers confirmed that there has been progress made in performance of pupils at KS3, and work is underway to continue improving the performance of pupils, at all levels.

Members discussed the intervention programmes and the strategies in place within schools to encourage a change in culture and improvement in attainment and performance data. It was noted that best practice sharing is a key element to success and many teachers within the borough are involved in best practice sharing. Members were asked to note however, that performance data does not necessarily reflect on the quality of teaching in schools.

Members raised concerns about the funding routes of many of the projects that were presented to the Committee. Due to the cuts experienced across the board, concerns were raised about the future of the projects and the potential impact on the Service Users. It was noted that funding has been secured for the Flying Start Programme, which is undergoing expansion works across the borough, however some projects are facing uncertainty and possible cuts during the year. Members noted however that the services provided are key, therefore different approaches are being explored in order to provide services with the resources available.

The Scrutiny Committee thanked the Officers for the detailed reports and presentations and noted the report.

8. ADDITIONAL LEARNING NEEDS (ALN) REVIEW

Jacquelyn Elias (Service Manager - ALN) and Andrea Davies (Advisor – ALN) provided the Education for Life Scrutiny Committee with an update on the progress Additional Learning Needs (ALN) Review.

The aim of the ALN review is to identify strengths and areas for development of the current services and to provide options for the delivery of services for children and young people with additional learning needs.

Officers highlighted that a recommendation from the review was that a more in-depth review of behaviour provision and intervention is necessary; planning for which has begun and the review will be conducted in the Autumn.

Members noted that a recommendation of the review was to develop a specialist resource base class, therefore, following consultation with Governing Bodies of Trinity Fields and Cwm

If for Primary School, it was agreed that a specialist resource base class, as a satellite class of Trinity Fields be developed. The class will be open early autumn term 2014 and supports the Local Authority's commitment to extend opportunities for inclusion for all pupils across and within a variety of settings. In addition, it was identified.

Officers highlighted that the report demonstrated recommendations for a way forward with regard to funding models and the rationalisation and re-designation of Specialist Resources Base (SRB) provision.

The Scrutiny Committee thanked the officers for the report and detailed overview and debate ensued. Members discussed the various options within the report, and it was noted that, on consultation, teachers expressed a preference to Option 3. Members discussed the levels of flexibility within the options and the financial implications of each. Officers assured Members that the process was not intended to be a cost cutting exercise and the needs of the users are paramount. Further review is required, however, officers highlighted that there was no rationale in the previous funding methods.

A Member queried the curriculum and whether design and technology would be an option. Members noted that the full curriculum is offered, which includes design and technology. Trinity Fields has been well adapted to accommodate children with different needs and abilities and there is budget available for specific tools and equipment in order to integrate pupils into the curriculum.

The Scrutiny Committee thanked the Officers for the report and noted the proposals.

9. REQUESTS FOR AN ITEM TO BE PLACED ON THE NEXT AVAILABLE AGENDA

Members were reminded that a consultation is currently taking place around the Forward Work Programmes; Members were invited to feed directly into this with any requests for reports.

1. Members asked for a progress report on Schools Challenge Cymru.

10. INFORMATION ITEMS

The Committee noted the following items for information, full details of which were included within the Officers reports. They were not brought forward for review.

1. Caerphilly Youth Service Strategy 2014-2019;
2. 21st Century Schools: Gateway Review;
3. Education for Life Scrutiny Committee Forward Work Programme;
4. Summary of Members Attendance- Quarter 1- 8th May 2014 to 30th June 2014.

The meeting closed at 8:09pm.

Approved as a correct record, and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on Tuesday, 4th November 2014, they were signed by the Chair.

CHAIRMAN

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EDUCATION FOR LIFE SCRUTINY COMMITTEE - 4TH NOVEMBER 2014

**SUBJECT: SERVICE IMPROVEMENT PLANS AND IMPROVEMENT OBJECTIVE
2014-2015 – 6 MONTH REVIEW**

REPORT BY: ACTING DEPUTY CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to update elected members on the midyear (April 2014 – September 2014) performance of the Education and Lifelong Learning Directorate against the improvement actions set within the Service Improvements Plans 2014-15, and the performance against national and local performance indicators.
- 1.2 In addition, the report is to update elected members on the progress of Improvement Objective 3 (IO3) – Develop an effective and accessible Youth Service that supports the personal and social development of young people, for the 6 month time period April 2014 – September 2014, and provide the service's evaluation of whether the IO is currently being delivered successfully or not.
- 1.3 The Local Government (Wales) Measure 2009, requires all local authorities in Wales to set and publish a set of priorities that improve the life of citizens. The Wales Audit Office (WAO) use Improvement Objectives and other data/information to evaluate the Council's annual progress on key performance indicators to measure the outcomes and impact on the citizens of Caerphilly.

2. SUMMARY

- 2.1 The report provides a summary of the following items in relation to the Service Improvement Plans, dated 2014-15.
 - *Improvement Actions Plans*
An update on the current status of each of the improvement actions specific to Learning, Education and Inclusion, and Planning and Strategy (inclusive of 21st Century Schools)
 - *Directorate Risks*
A review of the risks to the service identified within the Service Improvement Plans, and provides a update on their current rating.
 - *Scorecards*
An update on performance against key service indicators, both national and local, for each service area
- 2.2 The Council has identified the development of the Youth Service as a priority, through IO3. At the midyear point all actions have progress made against them, and each one is progressing in a timely manner for completion in March 2015. For this reason the Directorate class the current status of the improvement objective as successful.

Members are asked to review progress and agree the recommendations.

3. LINKS TO STRATEGY

- 3.1 The Directorate sets its service improvement actions using a variety of methods, taking into consideration statutory responsibility, national, regional and local strategic documents and the aspirations of CCBC.
- 3.2 The Directorate has key role to play in the delivery of the Caerphilly Single Integrated Plan 2013-2017, with the main focus on the Learning element of the plan which includes:
- L1: Improve the level of basic skills and the number of achieved qualifications (formal and informal) to improve the life opportunities for families.
 - L2: Develop a multi agency approach to address the impact of poverty on pupil attainment
 - L3: Children, young people and families have the skills and resources to access job opportunities.
- 3.3 The Improvement Objective, focusing on the Youth Service, is one of the Councils' six priorities that were published to the public in July 2013. This objective also deliver on key Welsh Government Guidance which includes the recently published Youth Engagement and Progression Framework – Implementation Plan (2013) and the National Youth Service Strategy (2014)

4. THE REPORT

- 4.1 The Service Improvement Plans identify 5 improvement actions for Learning, Education and Inclusion and 12 improvement actions for Planning and Strategy. The actions are as follows:

Learning, Education and Inclusion

1. Improve standards of attainment, particularly at key stage 2 in literacy and key stage 4 at the Level 2+ threshold
2. Review the Behaviour Strategy and implement recommendations
3. Review all data systems held within the Directorate and streamline as appropriate
4. Complete the ALN Review and implement recommendations
5. Review provision and outcomes for EOTAS pupils

Planning and Strategy

1. Identify, support and monitor young people and adults disengaged, or at risk of disengagement from learning.
2. To review and update the Directorate MTFP planning process to deliver the savings required on behalf of the Council.
3. Ensure service provision meets the formal, informal and non-formal learning needs of young people and adults.
4. Create opportunities to strengthen employability skills.
5. Develop an effective and accessible Youth Service that supports the personal and social development of young people.
6. To improve the recording of FSM pupil's entitlement in CCBC.
7. Implement tracking and transition arrangements between services, for the benefit of all learners.
8. Review of Public Library Service and future delivery options.
9. Implement new Management Arrangements for Library Service.
10. Review of Community Centre Service and future delivery options.
11. Take urgent action to reduce surplus capacity in schools generally and secondary schools in particular.
12. Ensures facilities for formal, informal and non-formal learning are fit for purpose.

- 4.2 In Summary, all action plans identify that timely progress is being made. The detail of each action plan and the progress made against individual targets can be found in Appendix 1.
- 4.3 Through the development of Service Improvements, services are required to consider the potential risks within the area of work, score the severity and likelihood of the risk, and highlight any mitigating action that could be taken. At the midyear point, managers have provided updated information which is provided in Appendix 2.
- 4.4 Appendix 3 provides the Scorecards for each service area, which contains information on national and local performance data.

For academic data, the data for Key Stage 2 and 3 is final data that refers to the 13/14 academic year. The Key Stage 4 and 5 data, and the attendance and exclusions data are currently provisional and will be finalised in December 2014 and January 2015.

Where possible, 6 month progress data has been presented in the scorecard, and has been colour coded to indicate if they are on track to achieve their target for 2014/15.

- 4.5 The Improvement Objective “Develop an effective and accessible Youth Service that supports the personal and social development of young people” (IO3) provides the Youth Service with a priority focus in terms of delivering quality personal and social education to the young people between 11-25 years of age living in Caerphilly County Borough Council. The Improvement Objective focused on six priorities including:

- Consult, publish and implement the Youth Service Strategy.
- Increase the numbers of young people engaged by the Youth Service
- Work closely with schools, to provide youth work in schools
- Increase the numbers of young people securing non formal learning qualifications.
- Improve equality of access to Youth Service provision
- Refine methods of data collection to better evidence Youth Service outcomes.

Work has started on each of these actions, and a summary is provided in Appendix 4. At the midyear point all actions have progress made against them, and each one is progressing in a timely manner for completion in March 2015. For this reason the Directorate class the current status of the improvement objective as successful.

- 4.6 The Service Improvement Plans and Improvement Objective have been monitored on a regular basis by Education, Lifelong Learning’s Senior Management Team (SMT) as part of the Directorates performance management process.

5. EQUALITIES IMPLICATIONS

- 5.1 There are no equalities implications associated with this report although the objective seeks to address inequities and promote opportunities for learning for young people.

6. FINANCIAL IMPLICATIONS

- 6.1 There are no direct financial implications associated with this report.

7. PERSONNEL IMPLICATIONS

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

8. CONSULTATIONS

- 8.1 All responses from consultations have been incorporated into this report.

9. RECOMMENDATIONS

- 9.1 The Scrutiny Committee consider the content of the report and note the progress made in meeting the actions set out in the action plans.

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 That the Council undertakes effective scrutiny for setting and monitoring of performance improvement.
- 10.2 To apprise members of progress made in meeting the improvement objective and the impact on young people.

11. STATUTORY POWER

- 11.1 The Local Government Measure 2009.

Author: Elizabeth Lewis – Connecting Communities Manager (with responsibility for Directorate Performance Management)

Consultees: Sandra Aspinall – Acting Deputy Chief Executive
Tony Maher – Assistant Director Planning and Strategy
Keri Cole – Manager, Learning, Education, Inclusion
Bleddyn Hopkins - Assistant Director – 21st Century Schools
Tanis Ann Cunnick – Manager, Youth Community and Adult Education
Gareth Evans – Manager, Libraries and Community Centres
Councillor Rhianon Passmore – Cabinet Member for Education
Ros Roberts – Corporate Performance Manager

Appendices:

Appendix A – Service Improvement Plans 2014/15 – Summary of 6 Month Progress

Appendix B – Directorate Risks 2014/15 – 6 month Status Update

Appendix C – Education and Lifelong Learning Scorecards – Progress update as of 30th September 2014.

Appendix D – Improvement Objective 3 – 6 month Progress Report.

Appendix E – Service Improvement Plans – Education and Lifelong Learning 2014-15 – Presentation

Mid Year Update: April – September 2014

Learning, Education and Inclusion

Improvement Actions

1. Improve standards of attainment, particularly at key stage 2 in literacy and key stage 4 at the Level 2+ threshold
2. Review the Behaviour Strategy and implement recommendations
3. Review all data systems held within the Directorate and streamline as appropriate
4. Complete the ALN Review and implement recommendations
5. Review provision and outcomes for EOTAS pupils

Planning and Strategy

Improvement Actions

1. Identify, support and monitor young people and adults disengaged, or at risk of disengagement from learning.
2. To review and update the Directorate MTFP planning process to deliver the savings required on behalf of the Council.
3. Ensure service provision meets the formal, informal and non-formal learning needs of young people and adults.
4. Create opportunities to strengthen employability skills
5. Develop an effective and accessible Youth Service that supports the personal and social development of young people
6. To improve the recording of FSM pupil's entitlement in CCBC.
7. Implement tracking and transition arrangements between services, for the benefit of all learners
8. Review of Public Library Service and future delivery options
9. Implement new Management Arrangements for Library Service
10. Review of Community Centre Service and future delivery options
11. Take urgent action to reduce surplus capacity in schools generally and Secondary schools in particular.
12. Ensures facilities for formal, informal and non-formal learning are fit for purpose

**Learning, Education and Inclusion
Improvement Actions**

Action 1

Improve standards of attainment, particularly at Key Stage 2 in literacy and Key Stage 4 at the Level 2+ threshold				
Improvement Actions	Success Criteria	Timescale	Resources	Progress
<p>Identify Catch Up team to deliver interventions. Identify groups of targeted learner groups on a cluster basis.</p> <p>Monitor and evaluate progress termly and adjust provision.</p>	<p>80% of pupils in year 7 have reached functional levels of</p> <p>Literacy and access the curriculum at key stage 3 with more ease and independence.</p>	<p>April 14 – March 15</p>	<p>£65k interventions budget</p>	<p>The Catch-up Literacy Team has implemented the programme across 26 primary schools, targeting 117 Year 6 pupils with Standardised Scores (SS) between 75-84 for the period May-July 2014.</p> <p>Within this 3 month intervention period, 43% of learners made a minimum of between 0-3 months progress.</p> <p>From Sept 14, Year 6 pupils are the target audience. SS have been changed to between 78-87 to address issues for pupils at the top end of the basic skills range to the lower end of average learner range. 220 Year 6 pupils across 33 schools have been identified to receive intervention over a 9 month time period.</p>

Improve standards of attainment, particularly at Key Stage 2 in literacy and Key Stage 4 at the Level 2+ threshold				
Improvement Actions	Success Criteria	Timescale	Resources	Progress
<p>Work with schools to identify target learners.</p> <p>Identify appropriate interventions.</p> <p>Monitor implementation of interventions and pupil progress on a termly basis.</p> <p>Work closely with EAS to ensure a synergy of approach.</p>	<p>50% of year 10 and 11 pupils identified for targeted interventions in year 10 (currently identified as not achieving the Level 2+ threshold) will achieve Level 2 +</p>	<p>April 14 – March 15</p>	<p>£120k intervention budget</p>	<p>There has been an improvement in the schools identification of target pupils which will continue to be refined in 2014/15.</p>
<p>Review provision for all EOTAS pupils on an individual basis.</p> <p>Set targets for all EOTAS pupils.</p> <p>Monitor progress.</p>	<p>Outcomes for EOTAS pupils improve.</p>	<p>April 14 – March 15</p>		<p>EOTAS – A review of all EOTAS provision is underway. Currently, there is a reorganisation in the management of the provision. Community Tuition arrangements have been improved.</p> <p>Pupil expectations have been raised with a minimum of 5 GCSEs on offer for pupils who are able to engage in learning at this level.</p>
<p>Identify vulnerable groups of learners across all schools and establish a tracking system.</p> <p>Review how progress is tracked.</p>	<p>Performance of pupils in vulnerable groups continues to improve.</p>	<p>April 14 – March 15</p>		<p>A Vulnerability Assessment Profiling (VAP) tool has been developed, which allows key pieces of data to be analysed</p>

Improve standards of attainment, particularly at Key Stage 2 in literacy and Key Stage 4 at the Level 2+ threshold				
Improvement Actions	Success Criteria	Timescale	Resources	Progress
<p>Ensure interventions are appropriate. Monitor progress.</p> <p>Work closely with EAS to ensure a synergy of approach.</p>				<p>collectively and scored to give a vulnerability score. The tool has been piloted in 2 schools, and alterations to the system are being implemented as a result of the initial findings.</p> <p>The process of monitoring and evaluating pupil progress through school tracking systems continues to be refined, and in future will be cross referenced with the VAP to provide a holistic view of the pupil.</p>
<p>Identify team to deliver interventions. Identify groups of targeted learner groups on a cluster basis.</p> <p>Monitor and evaluate progress termly and adjust provision.</p>	Raising functional literacy for year 4.	April 14 – March 15		<p>Literacy intervention provided for 129 Year 4 pupils with SS between 74-84 between Sept 2013 – Feb 2014, indicated a minimum of 4 months progress was achieved for 82% of the cohort. 23% made between 7 – 12 months progress during the 16 week block of intervention.</p> <p>Based on the rate of progress prior to intervention, pupils made double the rate of progress</p>

Improve standards of attainment, particularly at Key Stage 2 in literacy and Key Stage 4 at the Level 2+ threshold				
Improvement Actions	Success Criteria	Timescale	Resources	Progress
				<p>expected in 16 weeks.</p> <p>September 2015 intervention is being implemented for 210 Year4 pupils with SS between 74-84 across 55 primary schools.</p>

Action 2

Review the Behaviour Strategy and implement recommendations				
Improvement Actions	Success Criteria	Timescale	Resources	Progress
<p>LA to review policy and the model policy for schools.</p> <p>Review and evaluate Team Teach to identify areas for improvement.</p> <p>Revise the Toolkit to support managing behaviour.</p> <p>Produce a summary Behaviour Strategy for schools and settings.</p> <p>Produce guidance for working with parents using a Team Around the Family approach including delivering relevant parenting courses.</p> <p>Deliver training for governing bodies.</p> <p>Deliver NQT training.</p>	<p>Tier 1 – All schools and settings will be in receipt of Team Teach training and have access to the behaviour toolkit.</p> <p>A holistic approach is taken across all settings underpinned by a robust policy and is monitored for consistency in application. LA have a revised policy.</p>	October 15	£5k	The progress against this area of work has been documented in the report “The Behaviour Strategy 2014-2016” which will reported to Scrutiny committee on the 4 th November.
<p>LA to collect and collate self-evaluation reviews from schools</p> <p>Training programmes are agreed and</p>	<p>Tier 2 – All schools have completed self-evaluation on behaviour and issues addressed are identified.</p>	July 14	£20k	

Review the Behaviour Strategy and implement recommendations				
Improvement Actions	Success Criteria	Timescale	Resources	Progress
<p>delivered to headteachers and key staff in the first instance.</p> <p>Roll out of training to commence. As part of the ALN review, the function of Behaviour Support and the range of provision is reviewed and recommendations made.</p> <p>Review and re-launch managed moves policy.</p> <p>Build upon the pilots delivering short course family support through schools.</p> <p>Implement the recommendations from the Behaviour Support review. Monitor the impact of measures taken at each tier.</p> <p>As part of the ALN review, all relevant resource bases are regularly monitored and outcomes used to inform future planning.</p>	<p>Training is delivered in response to this and evaluations completed indicate a high level of satisfaction and confidence with the training.</p> <p>Recommendations from the review of Behaviour Support Service and provision are implemented and resources are targeted more efficiently.</p> <p>Tier 3 – The needs of pupils at this tier are identified and appropriately met. All relevant LA staff have received training and work together well in a consistent approach.</p> <p>Resources/ interventions are targeted in accordance with need.</p> <p>Reduction in numbers of days lost in accordance with performance indicator.</p>	<p>September 14</p>		

Action 3

Review all data systems held within the Directorate and streamline as appropriate				
Improvement Actions	Success Criteria	Timescale	Resources	Progress
Review all data being gathered on pupils across the Directorate	Full evaluation of the current systems in place carried out	July 14		Review completed
Refine and merge all data into Tribal systems platform including Music Service and Youth Service	All information transported into the Tribal Systems platform. More efficient reporting of data achieved.	August 14 (Music Service) Jan 15 (Youth Service)		Music Service information imported. Music Service now continually entering data. Youth Service import has begun and is being reviewed.
Import all results data into Tribal systems platform	All results data imported. Reports generated for specific groups of pupils e.g. ALN, FSM, LAC etc to allow targeted intervention	August 14		Key Stage 2 and 3 data imported. Working with Tribal Systems to import FP and K4 and 5.
Establish a link with SIMS to enable the capture of all attendance data to be imported into the Tribal system platform.	All school attendance data captured accurately and timely	August 14		Attendance data being imported on a weekly basis.
Migrate Tribal Systems applications to a more stable server environment	All systems migrated successfully. More secure back up of data achieved.	August 14		Ongoing – awaiting support from Corporate IT Services.

Action 4

Complete the ALN Review and implement recommendations				
Improvement Actions	Success Criteria	Timescale	Resources	Progress
Complete phase 1 and feedback to stakeholder group and scrutiny. Implement recommendations made.	Phase 1 completed and recommendations implemented	April 14 to March 15		Phase 1 completed and recommendation made at Scrutiny September 14. Report to Budget Forum.
Commence phase 2 of review	Phase 2 completed and recommendations implemented	April 14 to March 15		Individual interviews with those Head teachers and governing bodies affected to commence in November 14.
Complete phase 2	Phase 2 completed and recommendations implemented	April 14 to March 15		As above
Complete phase 2 and feedback to stakeholder group and scrutiny. Implement recommendations made.	Phase 2 completed and recommendations implemented	April 14 to March 15		To be completed in the relevant timescales, as above.

Action 5

Review provision and outcomes for EOTAS pupils				
Improvement Actions	Success Criteria	Timescale	Resources	Progress
Review all EOTAS provision and the needs of all learners. Implement recommendations made.	Appropriate provision in place to meet the needs of all learners	July 14		A review of all EOTAS provision is underway. Currently, there is a reorganisation in the management of the provision.
Set challenging targets for all pupils in this group of learners which will be regularly monitored and reviewed.	Outcomes for these learners in line with their challenging targets	September 14		Pupil expectations have been raised with a minimum of 5 GCSEs on offer for pupils who are able to engage in learning at this level.
Review current system. Implement recommendations.	Effective tracking and monitoring in place. Reporting systems are efficient.	July 14		A review of all EOTAS provision is underway and there is currently a reorganisation in the management of the provision.

Planning and Strategy
Improvement Actions

Action 1

Identify, support and monitor young people and adults disengaged, or at risk of disengagement from learning.				
Improvement Actions	Success Criteria	Timescale	Resources	Progress
Increase the numbers of young people engaged by the Youth Service in comparison to the youth population (11-19 years)	<ul style="list-style-type: none"> - Increase from 7000 to 8000 - Increase from 15% to 20% of youth population engaged. - 10 case studies providing qualitative evidence of the value of youth work intervention and the progress of young people 	March 2015	Officer time	<p>The numbers of young people engaged is scheduled to increase with the introduction of new youth work methods.</p> <p>This includes youth workers in four schools, summer provision and an increase in outreach and detached work. The case studies are currently being developed to reflect the broad and progressive range of youth work methods.</p>
Increase the numbers of young people benefitting from intervention within a school environment (11-19 years)	- 4 youth workers and 4 family worker based in 4 schools developing an early intervention process	September 2014	Communities First / Welsh Government / Schools	A total of 112 young people have been engaged within this programme to date. Youth Workers are currently identifying their needs and developing individual learning plans for each young person.

Identify, support and monitor young people and adults disengaged, or at risk of disengagement from learning.				
Improvement Actions	Success Criteria	Timescale	Resources	Progress
To establish a template and strategically guide and support schools in Caerphilly to develop the true concept of a Community Focused School and provide a valuable resource for the whole community.	<ul style="list-style-type: none"> - Map of current facilities and provision available for community - Effective 'Use of Premises' contract and protocol in place. 	<p>July 2014</p> <p>December 2014</p>	<p>Officer time</p> <p>Officer Time</p>	Data has been collated on the projects developed in each school, numbers of children and young people engaged and the amount of funding generated for schools through this strategy.
To ensure safe practice and equality of opportunity by improving access to information and services which are non-discriminative, foster citizenship and empower children, young people and adults to reach their full potential	<ul style="list-style-type: none"> - appropriate insurance is secured by all services delivered within the community focused schools - Welsh language opportunities have taken place in community focused schools 	<p>December 2014</p> <p>March 2015</p>	<p>Officer time</p> <p>Officer time</p>	Officers are ensuring that all activity is delivered in line with the policies and procedures of the authority which include Health and Safety guidelines.
Identifying young people most at risk of disengagement by developing a robust early identification data driven tool that will allow vulnerability profiling to be undertaken on pupils within mainstream and EOTAS provision	<ul style="list-style-type: none"> - Early identification system in place and fully operational at Key Stage 4 - Refine operating system to rollout across whole school 	<p>December 2014</p> <p>March 2015</p>		A Vulnerability Assessment Profiling tool has been developed, which allows key pieces of data to be analysed collectively and scored to give a vulnerability score. This will provide schools and key members of LEI staff with an early identification tool for

Identify, support and monitor young people and adults disengaged, or at risk of disengagement from learning.

Improvement Actions	Success Criteria	Timescale	Resources	Progress
				those at risk of becoming NEET. The tool has been piloted in 2 schools, and alterations to the system are being implemented as a result of the initial findings.

Action 2

To review and update the Directorate MTFP planning process to deliver the savings required on behalf of the Council.				
Improvement Actions	Success Criteria	Timescale	Resources	Progress
Review all agreed savings proposals and develop a detailed Action Plan to ensure successful delivery thereafter.	- Action Plan prepared for all savings proposals for 2014/15 and beyond.	Apr – Aug 2014		The details for the Statutory Savings were presented to Special Scrutiny on the 19 th June. Members asked for additional detail on specific areas within the presentation which was presented to them at a meeting on the 18 th September.
Senior Managers review their service and present a discussion paper for the Director. This to include : <ol style="list-style-type: none"> a. All services analysed between Statutory; Essential and Choice. b. Then scored between 1-5 stars with 5 stars being the least “painful” savings and 1 star the most difficult. c. Impact of service reductions to be detailed. d. The staffing implications relating to the options to be detailed. e. Any VFM data to be made available to support services. 	- Individual plans prepared by all Senior Managers.	August – October 2014	7 FTE from within Directorate	Managers have prepared and presented reports to Special Scrutiny Committees which took place on the 19 th June and 18 th September, presenting a number of options to be considered by members.

To review and update the Directorate MTFP planning process to deliver the savings required on behalf of the Council.				
Improvement Actions	Success Criteria	Timescale	Resources	Progress
Undertake “challenge” meetings with the Director to discuss priorities and actions.	- Meetings taken place and priorities agreed.	April 2015		Challenge meeting took place in the preparation of the Special Scrutiny reports, and amendments were made before final papers were presented for consideration by members.
Provide feedback to Service Managers to enable service changes to take place in a timely manner to provide a three year financial plan.	- Have an up-to-date robust and prioritised Directorate MTFP in place for 2014/15	April 2015		As above, managers were provided with an opportunity to make amendments to reports following challenge meetings. The reports were then presented to members, and options selected which will allow for more detailed budget planning.

Action 3

Ensure service provision meets the formal, informal and non-formal learning needs of young people and adults.				
Improvement Actions	Success Criteria	Timescale	Resources	Progress
Consult, publish and implement the Youth Service Strategy.	- Consultations with young people, staff, partners and elected Members completed and ...	July 2014		A rigorous consultation process on the Caerphilly Youth Service Strategy was undertaken from April to Jun 2014. This included consulting young people, Elected Members, parents, partners and staff. The information is currently being utilised to revise the strategic document.
Expand youth work methodology and settings in order to meet the needs of young people.	- Embed broader youth work methodology within Service structure	March 2015		Youth work methods have been expanded to include youth work in schools, work based learning opportunities through the PASSPORT programme and a volunteering programme.
Enable partnerships with statutory and voluntary organisations in order to empower schools and the local community to maximise the use of resources, secure additional funding, avoid duplication and draw on expertise, to sustain high quality community provision in all community	- Connecting Communities Strategic Group engages specialists to improve working practice - Additional funding and resources secured from 10 sources	March 2015 March 2015		Officers have established partnerships with a range of organisations in order to broaden learning opportunities for young people. This includes Colleges, Universities and Radio Stations recently.

Ensure service provision meets the formal, informal and non-formal learning needs of young people and adults.				
Improvement Actions	Success Criteria	Timescale	Resources	Progress
focused schools in Caerphilly.				A total of £140,000 was raised for schools during the 2013/14 academic year.
Facilitate, guide and support the development of services and activities within community focused schools for the benefit of children, young people and adults in pursuit of community regeneration	<ul style="list-style-type: none"> - 4 Health Promotion events in school - Out of School Hours Learning programme inc. Holiday programmes for schools and members of the community 	<p>March 2015</p> <p>September 2014</p>		<p>Derwendeg Primary School has hosted one event and a further three are planned for the new year.</p> <p>Contributions have been made to primary school programmes at Glyngae, Hendre, Nant-Y-Parc, Pengam, Penllwyn, Phillipstown, Waunfawr and Ystrad Mynach. Also at all comprehensive schools with the exception of Oakdale and YG Cwm Rhymni.</p>
Produce a baseline map of education, training and re-engagement provision mapped against the Careers Wales five tier model	- Map produced and used to inform gap analysis and future planning	July 2014		A baseline map was produced following the 5 Tier model.
Produce a SWOT analysis for EOTAS provision and proceed with identified actions to improve provision	- SWOT produced and action plans developed for individual programmes	September 2014		A SWOT analysis was produced and a review of the provision is current taking place to address the identified areas of opportunities.

Ensure service provision meets the formal, informal and non-formal learning needs of young people and adults.				
Improvement Actions	Success Criteria	Timescale	Resources	Progress
Increase the number of basic skills enrolments and raise the level of basic skills through formal accreditation and informal assessment.	<ul style="list-style-type: none"> - Learner enrolments rise from 1463 to 1500 - 305 learners to achieve basic skills qualifications (This is a 10% increase on the achieved amount for 2012/13 academic year) - 422 learners to achieve individually set targets. (This is a 10% increase on the achieved amount for 2012/13 academic year) 	<p>Oct 2014</p> <p>(Based on the 2013/14 academic year)</p>	<p>Current staff team.</p> <p>Coleg Gwent Franchise, Families First and Welsh Government FL funding.</p>	<p>Learner enrolments – 1403 enrolments in total, due to nearly 200 decrease in Family Learning enrolments (1132 down to 946) following change of provision from workshops and school programmes to individual home and small community groups with Families First funding.</p> <p>ABE enrolments increased from 303 to 388 and ESOL enrolments increased from 32 to 60.</p> <p>Basic skills qualifications – 344 learners achieved basic skills qualifications during 2013-14, over target by 39.</p> <p>Individually set targets – 447 learners achieved their individually set targets. This was an achievement rate of 88%.</p>

Action 4

Create opportunities to strengthen employability skills				
Improvement Actions	Success Criteria	Timescale	Resources	Progress
<p>Increase the numbers of young people securing non formal learning accreditation.</p> <ul style="list-style-type: none"> Local qualification National qualification 	<ul style="list-style-type: none"> Increase the percentage of young people securing local accredited outcomes from 20% to 30% Increase the percentage of young people securing national accredited outcomes from 2% to 4% 	<p>March 2015</p>	<p>Officer time</p>	<p>Managers have established a task group to increase the numbers of young people currently securing the Duke of Edinburgh Award Scheme. This will provide the drive to engage young people within schools, Youth Service and Voluntary Youth Organisations.</p> <p>Managers have set targets to increase nationally accredited outcomes in line with the expansion of youth work methods.</p>
<p>Increase the numbers of youth workers with professional qualifications in youth work.</p>	<ul style="list-style-type: none"> Increase numbers of staff holding appropriate qualifications 90% 	<p>March 2015</p>	<p>Officer time</p>	<p>Workforce development arrangements are being refined and an audit / survey is being developed in order to strengthen data collection and links in iTrent.</p>
<p>Develop and deliver a curriculum that provides a range of opportunities & qualifications that will enable learners to access job opportunities or progress within work</p>	<ul style="list-style-type: none"> The service will deliver 64 vocational courses to attract 817 learners. (10% increase on actual achieved in 2012/13) 	<p>Oct 2014</p> <p>(Based on the 2013/14 academic year)</p>	<p>Existing resources</p>	<p>The service is currently working with a range of partners in order to deliver a wide and varied curriculum which will enable learners to apply for work or to progress in current employment</p>

Create opportunities to strengthen employability skills				
Improvement Actions	Success Criteria	Timescale	Resources	Progress
	- Successful completion of these courses will rise from 87% to 88%.			positions.
Support residents into employment opportunities and to sustain employment by providing coaching, mentoring, skills training and accredited qualifications.	- Meet ESF BIW project target of supporting 374 people into work over the life of the project. (251 to end of March 2014)	December 2014	Existing resources	This target is a set ESF project target and cannot be changed it has already been exceeded. The actual number of gaining qualifications is 1279 as at the end of March 2014.
	- 1193 working people will gain qualifications throughout the life of the WSfA project.	December 2014	Existing resources	

Action 5

Develop an effective and accessible Youth Service that supports the personal and social development of young people				
Improvement Actions	Success Criteria	Timescale	Resources	Progress
Consult, publish and implement the Youth Service Strategy	<ul style="list-style-type: none"> - Youth Service Strategy consultation complete - Youth Service Strategy published 	December 2014	Existing resources	A rigorous consultation process on the Caerphilly Youth Service Strategy was undertaken from April to Jun 2014. This included consulting young people, Elected Members, parents, partners and staff. The information is currently being utilised to revise the strategic document.
Increase the numbers of young people engaged by the Youth Service in comparison to the youth population	<ul style="list-style-type: none"> - Increase the percentage of young people engaged in the Youth Service from 35.1% to 35.8%. (Movement from 7848 young people to 8000 as a percentage of 22,351 10 - 19 aged Young People, Census 2011) 	April 2015	Existing resources	As youth work methods are expanded, broadened and become more progressive, more young people will engage. This will include supporting young people who are at risk or are currently NEET.
Introduce a "Youth Work in Schools" project to engage young people experiencing poverty and deprivation, to improve attendance, behaviour and achievement.	<ul style="list-style-type: none"> - Increase the numbers of young people benefiting from intervention within a school environment. (No baseline as Youth workers in schools will be a new project) 	April 2015	Grant funding through WG, Communities First	Project commenced with the onset of this academic term. A total of 112 young people have been engaged within this programme to date.

Develop an effective and accessible Youth Service that supports the personal and social development of young people				
Improvement Actions	Success Criteria	Timescale	Resources	Progress
Increase the numbers of young people securing non-formal learning qualifications	<ul style="list-style-type: none"> - Increase in % of Young People engaged by the Youth Service achieving local accreditations from 29.7% to 30% (2331 of 7848, to 2400 of 8000) - Increase in % of Young People engaged by the Youth Service achieving national accreditations from 5% to 5.5% (399 of 7484, to 440 of 8000) 	April 2015	Existing resources	The number of local and national accreditations is recorded through the Youth Clubs and provisions. The data for Q2 is currently being collected and validated and progress against this action will be reported as soon as the information is available.
<p>Improve equality of access to Youth Service provision, by widening delivery of Youth Work.</p> <p><i>Expand youth work methodology and settings in order to meet the needs of young people.</i></p>	- Deliver the Youth Service Strategy and evidence how the needs of young people have been met by the service.	April 2015	Existing resources	Officers are working with managers on a regional basis to develop a logic table for ESF. This includes the potential to develop Apprentice Youth Workers who will increase the capacity to engage young people.
<p>Refining methods of data collection, embracing current technology and aligning with other educational data, to better track the engagement and progression of young people.</p> <p><i>Introduce a method of data collection, which embraces technological methods of collection, to track engagement and progression for young people.</i></p>	<ul style="list-style-type: none"> - Introduce a new electronic data collection system within youth clubs and projects - Work with education to develop a system that links with SIMS to improve tracking of young people from school to youth provision 	April 2015	Existing resources	Managers have developed a system that enables services to track and target young people most at risk.

Action 6

To improve the recording of FSM pupil's entitlement in CCBC.				
Improvement Actions	Success Criteria	Timescale	Resources	Progress
Undertake a detailed review of the process for 2014/15.	- All issues highlighted and appropriate recommendations introduced.	Mar/Apr 2014	1 FTE from within the Directorate	Review of processes within admissions team i.e. validation and training COMPLETE Recommend review is now undertaken within FSM team based in the Directorate of the Environment.
To undertake a detailed training programme with schools to increase their understanding of the financial impact of this area to the Council.	- Training programme delivered effectively	Jun - Sep 2014 Dec 2014	1 FTE from within the Directorate	Training undertaken, significant improvement in number of errors found during validation process. 2015 training planned in line with PLASC deadline dates.
Initially review all PLASC returns re accuracy of data (both RSG and school performance data).	- All data returned from schools analysed for accuracy. - Any errors highlighted to schools and notified to WG thereby measuring RSG for coming year.	Jan 2015	1 FTE from within the Directorate	Data analysed and no major errors identified. The outcomes of the review are to be fed back into the training programme.

Action 7

Implement tracking and transition arrangements between services, for the benefit of all learners				
Improvement Actions	Success Criteria	Timescale	Resources	Progress
Establish a robust data collection process in order to make informed decisions about future delivery	<ul style="list-style-type: none"> - Pilot data collection system completed and evaluated. - Introduction of second phase of pilot to ensure system is fit for purpose. 	<p>August 2014</p> <p>December 2014</p>	Officer time	Managers have developed a system that records youth centre and club engagement and attendance. It also includes information on the quality of premises and staffing costs. This robust information provides managers with the opportunity to make decisions on the future delivery in communities throughout the Borough.
Better brokerage and coordination of support, through developing local proposals for allocating lead workers, including consideration of funding and resources, in partnership with local stakeholders	<ul style="list-style-type: none"> - Complete a lead worker mapping document to identify staff and provisions capable of undertaking lead worker function. - Establish Engagement and Progression multi-agency practitioner forum to ensure effective partnership working to provide support to vulnerable young people 	<p>July 2014</p> <p>April 2014</p>		The mapping document for lead workers has been developed. This has informed the multi-agency partnership which held its first strategic meeting in October 2014.

Implement tracking and transition arrangements between services, for the benefit of all learners				
Improvement Actions	Success Criteria	Timescale	Resources	Progress
Take a strategic approach to workforce planning and tackling youth employment by using the early identification information to inform and direct intervention from Careers Wales, school support team and wider employment, training and education programmes (Prevent, LIFT, Passport)	<ul style="list-style-type: none"> - Establish a Careers Wales placement agreement - Identify key staff to undertake Careers Wales Placement Officer role 	<p>May 2014</p> <p>July 2014</p>		The placement agreement with Careers Wales has been established. The identification of a key person has not yet been established due to transition of staff.
EOTAS pupils' achievement and attainment is tracked via monthly Care and Concern Meetings Coordinator, where attendance, behaviour, barriers, attainment and non formal support will be reviewed and remedial actions agreed as required and lead worker support is allocated as appropriate.	- Meetings established and appropriate actions agreed and recorded.	March 2015		This now falls within the remit of the Engagement and progression Framework which is being managed by Adult, Community and Youth.

Action 8

Review of Public Library Service and future delivery options				
Improvement Actions	Success Criteria	Timescale	Resources	Progress
Terms and scope of a review of future Public Library delivery options are agreed.	- Education for Life Scrutiny Committee and Cabinet receive reports as required on the scope of the review and delivery options they may wish to consider progressing.	June 2014 – October 2014	SA/TM/GE	Initial report of options available presented to Education for Life Scrutiny Committee on June 19 th 2014. Members requested that further assessments be undertaken on option 3 'tiered library opening hour reductions' to progress matters further within the scope of the review of provision and wider MTFP requirements of the Authority.
Consultation undertaken with staff, trade unions, Public, Members, local Town and Community Councils on the future pattern of Public Library provision proposed. In line with the Council's Constitution and Statutory obligations.	- Effective consultation undertaken in accordance with Council's Constitution, Public Libraries and Museums Act 1964, and Welsh Government's Equality Impact Assessment requirements.	January 2015 to June 2015	GE/JL/TM	Preparatory work yet to be scoped and will be led by the Authority's future delivery/service option plans for Public Libraries and MTFP priority areas.

Review of Public Library Service and future delivery options				
Improvement Actions	Success Criteria	Timescale	Resources	Progress
A report on the future of Public Library provision within the County Borough is presented to Scrutiny and Cabinet for comment and approval as required.	<ul style="list-style-type: none"> - Education for Life Scrutiny Committee and Cabinet receive reports as required on future delivery options best suited for Public Library provision within the context of the financial constraints of the Council's MTFP 2014-2017. 	July 2015	SA/TM/GE	<p>Initial report presented to Education for Life Scrutiny Committee in June 2014.</p> <p>Further report being prepared at present on option 3, 'tiered reduction in opening times'.</p> <p>Reports will be prepared as required/requested as the process of service reconfiguration takes place – and in line with Member requirements.</p>
Implement outcomes of Public Library review process and consultation.	<ul style="list-style-type: none"> - Decommissioning process commenced where and if required. - Redeployment consultation process with any staff effected undertaken. - Plans developed with appropriate partner bodies and local groups to establish sustainable alternative delivery options at the Library sites where such measures can be effective and are agreed. 	September 2015 – March 2016	GE/JL/TM	Awaiting direction and action required from MTFP Scrutiny process and Cabinet budget setting priorities (Feb/March 2015).

Review of Public Library Service and future delivery options				
Improvement Actions	Success Criteria	Timescale	Resources	Progress
Investigate the option to merge Library and Customer Service teams, either in part or whole, to assist in reducing operating costs as part of the Council's MTFP 2014-2017 and to improve overall effectiveness of each area of delivery.	<ul style="list-style-type: none"> - Agree terms of reference for any merged service provision. - Joint task and finish group established between Library and Customer Service teams to consider merger options available with appropriate input from HR and trade unions. - Report prepared on timetable for any merger, cost savings achievable and best model for any merged provision. - Report presented to both respective Scrutiny committees for comment (Education for Life and Policy and Resources) and to Cabinet for approval. 	<p>January 2015 – June 2015</p> <p>July 2015</p>	<p>GE/DT/TM/LJ</p> <p>GE/DT/TM/LJ</p>	No progress to report, though initial scoping of Blackwood Library for a possible shared Customer Service Centre relocation is being investigated.
Implement any recommendations linked to the merger review of Library and Customer Service teams.	<ul style="list-style-type: none"> - Appropriate recruitment and appointment process instigated; - Redeployment options where required explored with those employees affected. - Merged service implemented. 	September 2015 – March 2016	GE/DT/TM/LJ	This is not yet appropriate as above.

Action 9

Implement new Management Arrangements for Library Service				
Improvement Actions	Success Criteria	Timescale	Resources	Progress
Report outlining proposed new Library Management Arrangements prepared for Education for Life Scrutiny Committee and Cabinet	<ul style="list-style-type: none"> - Report presented and endorsed by Scrutiny on June 4th 2014 - Report presented and approved by Cabinet on June 18th 2014 	<p>June 2014</p> <p>June 2014</p>	<p>GE/TM/SA</p> <p>Report preparation time =2-3 days</p>	<p>The County Borough Library Service's proposed new Management Arrangements Report was received and endorsed by Education for Life Scrutiny Committee on June 4th 2014.</p> <p>The new staffing arrangements were implemented ahead on schedule on August 1st 2014.</p>
Recruitment and appointment process to ring fenced posts as part on new Management Structure	<ul style="list-style-type: none"> - Appointments made within agreed timescale - All remaining officers accommodated within new Management Structure 	<p>August to October 2014</p> <p>October 2014 to March 2015</p>	<p>GE/JL/KD</p> <p>2 weeks</p>	<p>Completed. New management arrangements adopted from August 1st 2014.</p>
New Library Management Structure fully live	<ul style="list-style-type: none"> - Structure and officers all in post by April 1st 2015 	<p>April 2015</p>	<p>GE/JL</p>	<p>See above.</p>

Action 10

Review of Community Centre Service and future delivery options				
Improvement Actions	Success Criteria	Timescale	Resources	Progress
Prepare options appraisal report on future delivery options for the Council's Community Centre Service as part of Authority's Special Scrutiny meeting arrangements.	- Options for future delivery of Community Centre Service at reduced operating cost to the Authority prepared.	June to September 2014	GE/TM/SH	<p>An initial report scoping outlining a number of options that Members may wish to progress with regard to Community Centre provision was presented to Education for Life Scrutiny Committee on September 18th 2014.</p> <p>Members requested further information on options 3 and 4, relating to facility number reductions where an agreed set of criteria supported this approach and option 4 where some form of transfer to the community had potential for further exploration.</p> <p>Draft criteria for Community Centre review/utilisation assessment and the terms of reference in establishing a Member, Officer, and Management Committee</p>

Review of Community Centre Service and future delivery options				
Improvement Actions	Success Criteria	Timescale	Resources	Progress
				representative team to lead on the options appraisal activity will form the next stage of the process and be reported to a forthcoming Education for Life Scrutiny meeting when prepared.
Report presented to Special Scrutiny Committee.	- Report delivered as planned and outcomes clearly agreed for future prioritisation.	October 2014	GE/TM	See above, completed.
Prioritisation of work streams and areas for additional savings linked to 2014-17 MTFP, identified through Special Scrutiny process and Member Seminar(s)	- Delivery plan for future of Community Centre Service agreed with clear objectives, milestones and arrangements for any volunteer sector action co-authored with the respective agencies and local resident input.	November 2014 ongoing	GE/TM/SH	N/A will be progressed as part of the overall MTFP planning and delivery requirements.

Action 11

Take urgent action to reduce surplus capacity in schools generally and secondary schools in particular				
Improvement Actions	Success Criteria	Timescale	Resources	Progress
Review and update capacity of all schools on an annual basis.	- 21st Century Schools Band A Programme met and both primary and secondary surplus places are below 10% by the end of Band A.	31 January 2015 & annually thereafter	Staffing 10 days	Programme of work on schedule, as planned.
Implement phase 1 of secondary rationalisation to reduce number of secondary schools places.	- 21st Century Schools Band A Programme met and both primary and secondary surplus places are below 10% by the end of Band A.	Formal processes autumn term 2013. Statutory Notice March 2014	Staffing 50 days, plus printing & postage 5k. Capital cost TBC	All formal processes completed.
Review primary school places in the medium term in the context of falling pupil rolls with a view to further rationalisation in Band B.	- 21st Century Schools Band A Programme met and both primary and secondary surplus places are below 10% by the end of Band A. -	April 2014 to July 2014	Staffing 20 days. Capital cost TBC	An updated School Places Plan is being reported to Scrutiny on 4 November 2014.
Review small primary schools (below 100 pupils) and those with more than 25% of their capacity unfilled with a view to further rationalisation in Band B.	- 21st Century Schools Band A Programme met and both primary and secondary surplus places are below 10% by the end of Band A.	31 December 2014	Staffing 5 days. Capital cost TBC.	Recommended as an action arising from updated School Places Plan.

Take urgent action to reduce surplus capacity in schools generally and secondary schools in particular				
Improvement Actions	Success Criteria	Timescale	Resources	Progress
Ensure all SOP2 bids are compliant to maximise £52m grant.	- 21st Century Schools Band A Programme met and both primary and secondary surplus places are below 10% by the end of Band A.	Ongoing process from now to March 2019 based on present timescales	Staffing 150 days. Capital cost up to £52m	Dates for all business cases advised to WG, together with spend profile anticipated.
Update of condition survey data – all schools.	- 21st Century Schools Band A Programme met and both primary and secondary surplus places are below 10% by the end of Band A.	Phased over 2014/15 financial year	Staffing 10 days	Circa 90% complete. Data to be uploaded into O Drive.
Prioritise scarce capital programme resources to deliver improvements in condition of school buildings and facilities.	- Improvements in condition and facilities in schools realised.	Ongoing via annual programmes	Staffing 10 days	Capital pro-forma circulated to schools re 2015/16. Programme likely to be finalised April 2015.

Action 12

Ensures facilities for formal, informal and non-formal learning are fit for purpose				
Improvement Actions	Success Criteria	Timescale	Resources	Progress
Improve the quality of premises to ensure fit for purpose facilities for young people.	- Utilisation of youth club banding system to inform the development of fit for purpose facilities	March 2015	Core/RSG budget Officer time	A banding system for all youth centres and clubs has been introduced. This has enabled managers to prioritise and upgrade key facilities. These include, Bedwas, Rhymney and Ynysddu Youth Centres
Support schools to develop facilities that help them engage their learners and their community	- Improvement made and examples of practice highlighted	March 2015		One example of this action is that the 4 pilot "Youth Workers in Schools" schools have had small facility developments to provide informal learning environments within the school site, as a place for the youth workers to engage with learners.
Ensure EOTAS facilities meet required Health and Safety standards, and are fit for purpose	- All EOTAS facilities satisfy Health and Safety Standards and support young people formal and non formal learning needs.	March 2015		A review of EOTAS is currently being undertaken.

Education and Life Long Learning Service Improvement Plans 2014-15

Mid Year Update: April – September 2014

Risks

Identified in the Service Improvement Plans 2014-15

Learning, Education and Inclusion

Risk	Rating	Mitigating Action	Progress
<p>The standardised Reading Test for Wales will mean a newly established baseline, which will make evidencing progress more difficult in the short term future.</p>	<p>Low</p>	<p>It will be important to manage the change over between tests within schools and ensure that the data is understood both qualitatively and quantify to allow performance to be monitored.</p> <p>Staff training will provide schools with an understanding of the new data and performance measures.</p>	<p>The EAS have taken a leading role in the data collection and reporting of the National Tests and results were reported to Scrutiny 8th April 2014. The analysis of data will now continue, and allow us to monitor pupil and cohort progress.</p>
<p>It is difficult to implement interventions and evidence their outcomes within an annual period. Some interventions will need to be embedded for a number of years before results become to change.</p>	<p>Medium</p>	<p>Review and evaluate to progress to date and ensure that timely interventions are made to ensure that performance is positively affected.</p>	<p>Reporting on interventions has been monitored regularly and the information gathered has been used to implement more effective models of delivery.</p> <p>Data analysis linked to improvements has been strengthened with the development of new early identification systems.</p>
<p>The authority has a small number of schools in difficult circumstances and this could impact results within those schools, and affect the overall results of the authority.</p>	<p>Medium</p>	<p>Identified schools will receive additional support from the EAS Systems Leaders and Local Authority Officers.</p> <p>Intervention plans will be put in place to ensure performance is monitored.</p>	<p>The EAS continue to liaise with the local authority to provide timely support to schools.</p> <p>This is continually reviewed in meetings between the LEI Manager and the EAS.</p>

Risk	Rating	Mitigating Action	Progress
It is important that the Single Plan process is embedded into the authority in order to ensure it is effective for future working	Low	Work will continue to take place and progress monitored	Progress of the Learning element of the Single Plan has been updated and reported to the board. The report takes the format of a Ffynnon dashboard and managers are prompted to provide updates on progress.
Individual circumstances, usually linked to criminal activity can have an adverse effect on the rate of exclusions, which cannot be anticipated within target setting.	Medium	If circumstances do occur, the authority will deal with the situation and ensure educational offers are made to pupils within the agreed timescales.	<p>The number of exclusions has risen from 6 in Academic Year 12/13, to 14 in 13/14. In each case the authority managed the situation and provided appropriate educational offers.</p> <p>5 of the 14 pupils excluded were in Year 11, which made the offer of full time provision more difficult, as it required the matching of a more varied timetables which in some cases affected the timeliness of provision offered.</p>

Planning and Strategy

Risk	Rating	Mitigating Action	Progress
Failure to highlight the savings required by the Council.	Low	To continue to use the MTFP Planning process in place within the Directorate and monitor the Improvement Plan.	The MTFP and Service Plans have been presented to a series of Special Scrutiny Committees which took place on the 19 th June and the 18 th September to highlight opportunities for savings.
Potential of highlighting savings in a more high profile, customer facing area than is required.	Medium	To continue to use the MTFP Planning process in place within the Directorate and monitor the Improvement Plan.	The MTFP and Service Plans have been presented to a series of Special Scrutiny Committees which took place on the 19 th June and the 18 th September. Managers provided options papers to inform the committee of the alternative service delivery options available.
Reduction in funding to Adult Community Learning impacts on whether the service can meet the needs of learners	Medium	To work within the new funding criteria to offer the best delivery model, to provide opportunities that meet learners needs where possible.	The new delivery model is currently being delivered and the initial findings highlight that enrolment in Basic Skills courses remains high. The enrolment in the Lifestyle course, which sit outside of the funding model is currently being analysed.
<p><i>Implement revised Library Service Management Structure:</i></p> <ul style="list-style-type: none"> - Delays linked to outcome of consultation process - Cabinet elects not to approve the Management Restructure 	Low	<p>Thorough consultation process undertaken. Timeline for new structure implementation allows individual issues to be resolved ahead of start date.</p> <p>Outline proposals have been received by Cabinet informally via</p>	<p>The County Borough Library Service's proposed new Management Arrangements Report was received and endorsed by Education for Life Scrutiny Committee on June 4th 2014.</p> <p>The new staffing arrangements were implemented ahead on schedule on August 1st 2014.</p>

Risk	Rating	Mitigating Action	Progress
		MIG.	
<p><i>Review of Library Opening Hours and development of new tiering arrangement:</i></p> <ul style="list-style-type: none"> - Proposals considered are not acceptable to Members 	Medium	Ensure appropriate initial, and ongoing, Member engagement takes place prior to the formal adoption of new Library Opening Hours.	The MTFP Plan for Libraries was presented to Special Scrutiny on the 19 th June and followed up on the 18 th September. A variety of options were discussed as part of the preparation of the papers and during the committee's themselves. Members requested that further assessments be undertaken on option 3 'tiered library opening hour reductions' to progress matters further within the scope of the review of provision and wider MTFP requirements of the Authority.
<p><i>Completion of Library Building Modernisation Programme:</i></p> <ul style="list-style-type: none"> - One or more scheme is significantly delayed - Recruiting staff with the required skills and aptitude for the new Caerphilly Library proves challenging 	Low	<p>The Library Service will closely monitor each project to ensure all are delivered on time.</p> <p>Detailed oversight of the recruitment and selection process.</p>	<p>The modernisation programme is being delivered. The staffing issues have been considered as part of the Library Service's proposed new Management Arrangements Report was received and endorsed by Education for Life Scrutiny Committee on June 4th 2014.</p> <p>The new staffing arrangements were implemented ahead on schedule on August 1st 2014.</p>
<p><i>Review Community Centre Service:</i></p> <ul style="list-style-type: none"> - Review outcomes do not receive appropriate Member endorsement 	Low	Appropriate Member and officer participation in the development of the Community Centre review – will assist in achieving broad consensus.	The MTFP Plan for Community Centres was presented to Special Scrutiny on the 18 th September.

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**Education and Life Long Learning Service Improvement Plans 2014-15
Mid Year Update: April – September 2014**

Scorecards

Information on Performance Indicators

Accurate as at 31st September 2014

**Learning Education and Inclusion
Schools**

Title	Actual 12/13	Actual 13/14	Target 14/15	Actual 14/15	Owner	Comments
EDU/002i The percentage of pupils aged 15 as at the preceding 31 August who leave compulsory education, training or work based learning without an approved external qualification	0.4	0.4	0.3		KC	Data will be available in December 2014
EDU/002ii The percentage of pupils in local authority care, aged 15 as at the preceding 31 August who leave compulsory education, training or work based learning without an approved external qualification	9.1	0	0		KC	Data will be available in December 2014
EDU/003The percentage of pupils assessed at the end of Key Stage 2 achieving the Core Subject Indicator	82.7	84.2	84.9	85.8	KC	
EDU/004The percentage of pupils assessed at the end of Key Stage 3 achieving the Core Subject Indicator	68.4	73.5	76.0	77.6	KC	
EDU/011 The average points score for pupils aged 15 at the preceding 31 August.	408	455	495		KC	Data will be available in December 2014
% of pupils aged 15 who achieved the Level 2 threshold including a GCSE pass at L2 in	45	46.3	51.8	49.37	KC	

Title	Actual 12/13	Actual 13/14	Target 14/15	Actual 14/15	Owner	Comments
English or Welsh first language and maths						
% of pupils aged 15 who achieved the Level 2 threshold	62	69.1	71.0	73.19	KC	
% of pupils aged 15 who achieved the Level 1 threshold	90	92.4	94.0	92.8	KC	
% gap between the % of boys and % of girls achieving the Core Subject Indicator (CSI) at KS4	-8	-4	-8	-12	KC	This is a result of 41% boys and 53% girls achieving the CSI.
% of 16 year olds not in employment, education or training (NEET) in October	5.9	4.4	4		KC	This data is available in November 2014.
% of 17 year old pupils entering a volume equivalent to 2 A levels who achieved the Level 3 threshold	96	96	96.5	97	KC	
The % of pupils achieving L4+ in end of KS2 assessments for English	84.3	86.8	87.6	88	KC	
The % of pupils achieving L4+ in end of KS2 assessments for Welsh	88.1	89.6	90.4	89.9	KC	
The % of pupils achieving L4+ in end of KS2 assessments for Mathematics	86.8	87.3	88.2	89	KC	
% gap between the % of boys and % of girls achieving the Core Subject Indicator (CSI) at KS2	-5.3	-5.5	-5.0	-5.9	KC	
The % of pupils achieving L5+ in end of KS3 assessments for English	76.8	78.7	80.6	82.2	KC	
The % of pupils achieving L5+ in end of KS3 assessments for Welsh	84.3	88.1	86.8	89.5	KC	

Title	Actual 12/13	Actual 13/14	Target 14/15	Actual 14/15	Owner	Comments
The % of pupils achieving L5+ in end of KS3 assessments for Mathematics	77.5	81.5	82.2	83.9	KC	
% gap between the % of boys and % of girls achieving the Core Subject Indicator (CSI) at KS3	-14.2	-11.8	-11	-11.9	KC	This is a result of 72.0% boys and 83.9% girls achieving the CSI

**Learning Education and Inclusion
Social Inclusion**

Title	Actual 12/13	Actual 13/14	Target 14/15	Actual 14/15	Owner	Comments
% pupil attendance - Primary	93.3	93.2	94.5	94.4	JG	This is provisional data as it contains 74 out of 75 schools.
% pupil attendance -Secondary	91.7	92.0	93.5	92.9	JG	
EDU/008a The number of pupils permanently excluded during the year per 1000 pupils from a) Primary Schools	0	0	0	0	JG	
EDU/008b The number of pupils permanently excluded during the year per 1000 pupils from b) Secondary Schools	0.66	0.5	0	1.48	JG	Based on 15 exclusions
EDU/009a The average number of school days that permanently excluded pupils did not receive an offer of full time appropriate education provision during the year.	55.6	2.7	0	25	JG	Provisional Data
EDU/009b The average number of school days that permanently excluded pupils did not receive an offer of part time appropriate education provision during the year.	1.2	0	0	0	JG	Provisional Data
EDU/0010a The percentage of school days lost due to fixed-term exclusions during the year, in a) Primary Schools	0.03	0.015	0.013	0.013	JG	Provisional Data This has reduced from 447.5 days lost to 393.
EDU/0010b The percentage of school days lost due to fixed-term exclusions during the year, in a) Secondary Schools	0.11	0.091	0.090	0.074	JG	Provisional Data This has reduced from 1813 days lost to 1423.

**Learning Education and Inclusion
Additional Learning Needs**

Title	Actual 12/13	Actual 13/14	Target 14/15	Actual 14/15	Owner	Comments
EDU/015a % of final statements of special education need issued within 26 weeks, including exceptions	83.6	89.4	95		JE	This data is based upon a calendar year and will therefore be available in January 2015.
EDU/015b % of final statements of special education need issued within 26 weeks, excluding exceptions	100	100	100		JE	This data is based upon a calendar year and will therefore be available in January 2015.

**Planning and Strategy
Finance and Schools Admissions**

Title	Actual 12/13	Actual 13/14	Target 14/15	Actual 14/15	Owner	Comments
% of 1st preference admissions met	98%	99%	99%	99%	AW	Refers to Academic year 2014/15
% of late payments processed (P&S)	4.49%	2.52%	5%		JS	
% of corporate complaints investigated within 28 days	98%	100%	100%		KD/MH	
Parental satisfaction levels with starting school	99%	No result	N/A		AW	The Starting School booklet is now available online and no parental questionnaires were returned.
Sick days lost per FTE	4.41	4.54	4.0		ALL	
% of staff who have completed PDR within financial year	100%	100%	100%		ALL	

Planning and Strategy
Youth, Community and Adult Education

Title	Actual 12/13	Actual 13/14	Target 14/15	Actual 14/15	Owner	Comments
Number of young people engaged by youth service	6249	7848	8000		Clare Ewings	
Number of young people achieving local accreditation	1188	2331	2400		Clare Ewings	
Number of young people achieving national accreditation	129	399	440		Clare Ewings	
The number of adult learners engaged in basic skills programmes	1046	1463	1500	1403	Pauline Elcock	Adult basic education class enrolments rose from 303 to 388. ESOL enrolments rose from 32 to 60. There was a significant decrease in Family Learning enrolments due to the fact of the change of emphasis to individual family learning in the home rather than group sessions.
% of 16 year olds not in employment, education or training (NEET) in October	5.9	4.4	4		Keri Cole	
% of school actively engaged in Community Focused Schools	New Indicator	82.2%	85%		John Poyner	

**Planning and Strategy
Libraries and Community Centres**

Title	Actual 12/13	Actual 13/14	Target 14/15	Actual 14/15	Owner	Comments
The number of visits to Public Libraries during the year per 1,000 population.	5,012	5966	6100	2829.98	GE	Total as at Q2 calculated from visits 507266 / population 179247 x 1000. At this point last year we were achieving 25799.80
The number of library materials issued, during the year, per 1,000 population	3,605	3,606	3,800	1855.49	GE	Total as at Q2 calculated from loans 332592 / pop 179247 x1000 At this point last year we were achieving 1815.74
The percentage of Library material reports supplied within 7 calendar days.	76.86%	78.99%	75%		GE	This is a annual piece of data and will be available in March 2015.
Number of Library Standards met	6 of 9	7 of 9 (est)	New framework and methodology	8 of 9	GE	

Planning and Strategy
21st Century Schools

Title	Actual 12/13 Plasc Jan 2012	Actual 13/14 Plasc Jan 2013	Target 14/15	Actual 14/15 Plasc Jan 2014	Owner	Comments
EDU012 The percentage of KS2 primary school classes with more than 30 pupils	0%	0%	0%	0%	JW	
EDU013 The number of pupils per teacher in primary schools maintained by the local authority	22.17	22.05	24	22.44	JW	
EDU014 The number of pupils per teacher in secondary schools maintained by the local authority	17.59	17.11	20	16.57	JW	
Percentage of primary sector school places unfilled	19.02%	17.52%	15%	13.92%	JW	
Percentage of secondary sector schools with unfilled school places	18.62%	18.62%	20%	22.76%	JW	
Percentage of primary classrooms that exceed fit for purpose WG criteria of 55.8m ²	63%	64%	60%	64.93%	JW	Derived from Capacity Calculation Sept 2013
Percentage of primary excess pupils	0.33%	0.52%	0.3%	0.59%	JW	
Percentage of primary schools with 25 percentage or more of their places unfilled	30.67%	32%	20%	16%	JW	
Percentage of secondary excess pupils	0.00%	0.00%	0.00%	0.00%	JW	

Title	Actual 12/13 Plasc Jan 2012	Actual 13/14 Plasc Jan 2013	Target 14/15	Actual 14/15 Plasc Jan 2014	Owner	Comments
Percentage of secondary schools with 25 percentage or more of their places unfilled	21.43%	35.7%	50%	57.14%	JW	
Proportion of in-year capital projects completed by 31 March	82%	90%	90%		BM	
Number of in-year school toilet upgrade schemes completed	15	9	TBC		BM	

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Improvement Objectives

IO3 - Develop an effective and accessible Youth Service that supports the personal and social development of young people.

Summary

The Welsh Government demonstrated their commitment to youth work by publishing the National Youth Work Strategy in February of this year. The CCBC Youth Service will focus on delivering in response to this through the Caerphilly Youth Service Strategy and Operational Plan 2014- 2019 to ensure a consistent drive on the previous year's achievements but in a more specific and measurable way.

Effective youth work practice can build the capacity and resilience of young people. Youth Services have a strong track record in engaging young people in positive activities that are participative, empowering and encouraging. Through non-formal and informal learning, which supports personal and social development, Youth Services help young people to develop the skills and qualities they will need in adulthood.

The improvements that took place during 2013-14 have provided a strong foundation from which to continue developing effective youth work practices. This is an important area of work for the authority, and a joined up approach in supporting young people to reach their potential has been recognised as area for ongoing development.

The Service has reached a critical stage of development, as the imminent publication of its Strategy coincides with consideration being given to the making of structural management and operational changes, most especially with regard to the youth club (predominantly p/t) element of the Service. Consultations regarding the nature of both the Strategy and general operations with staff, elected members, young people and partners have proved fruitful and work is currently being undertaken to determine the best way forward.

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Man gwyrddach i fyw, gweithio ac ymweld



Improvement Objectives

IO3 - Develop an effective and accessible Youth Service that supports the personal and social development of young people.

2013/14 End of Year Progress Summary:

We assessed this objective and judged it to be **successful** for the year 2013/14.

2014-15 Six Month Progress Summary:

At the midyear point all actions have progress made against them, and each one is progressing in a timely manner for completion in March 2015. For this reason the Directorate class the current status of the improvement objective as **successful**.

What have we done well over the last 6 months?

- Extensive consultation has taken place with regards to the Youth Service Strategy and its publication is now imminent.
- The Youth Work in Schools has been introduced into 4 schools as a pilot project. This project has currently engaged over 100 young people and is utilising various youth work methods to engage with the young people.
- Evidence of schools taking part in non formal learning experiences in partnership with the Youth Service has been highlighted the achievements of Ysgol Gynradd Gymraeg Caerffili who are the first school in the authority to receive the Participation Kitemark. The school have been working with the Youth Worker and a team of 5 of our Young Inspectors who have conducted a thorough inspection and then written a detailed report for the school, which was assessed and verified by a Partner LA.

What areas do we need to improve on? and how are we going to do it?

- It has been recognised that in order to achieve the targeted number of young people achieving national accreditations, there is a need to formalise some of the wider partnership working.
- The drive towards improved data collection is continuing and a number of pilots have taken place to assess the suitability of different electronic systems. The Principal Youth Officers from across Gwent have also met to discuss data collection methods and share best practice. Local authorities have agreed to work together to ensure that a suitable method is developed that can be adapted to be fit for purpose for each local Youth Service.

IO3 - Develop an effective and accessible Youth Service that supports the personal and social development of young people.

Actions

Title	Comment	RAG	Overall Status	% Complete
A1 Consult, publish and implement the Youth Service Strategy	Consulted with elected members, staff, young people, parents and key partners from April to June 2014. The strategy has been amended in response to the feedback and refined. Publication is scheduled for October 2014, with implementation to follow.	🟡	In Progress	33
A2 Increase the numbers of young people engaged by the Youth Service in comparison to the youth population	The Youth Service has set a target of a 5% increase in the number of young people engaged in the youth service, rising from 7800 to 8000.	🟡	In Progress	50
A3 Introduce a "Youth Work in Schools" project to engage young people experiencing poverty and deprivation, to improve	<p>Youth Work in Schools has been introduced into 4 schools as a pilot project. Lewis School, Pengam, Pontllanfraith, Rhymney and St Martins have all appointed a Youth Worker and Family Worker to engage with young people on site and in the community. A project plan has been developed as a template for delivery of best practice.</p> <p>To date the number of young people engaged in the project is 113, and this has been over a short period at the end of the summer term (2013-14). As the project develops over the 2014-15 Academic Year we are confident that the levels of engagement will continue to increase, and that positive outcomes for young people and their families can be recorded.</p>	🟡	In Progress	20
A4 Increase the numbers of young people securing non-formal learning qualifications.	<p>A number of young people have enrolled in national accreditation s and are undertaking modules and credits, working towards a final accreditation.</p> <p>Alongside accreditation the Youth Service offer children and young people the opportunity to engage in a number of learning activities that enrich their lives and reduce barriers to learning. One example of this is the Participation Kitemark, which has been recently awarded to Ysgol Gynradd Gymraeg Caerffili who have been working with the Youth Worker and a team of 3 of our Young Inspectors who have conducted a thorough inspection and then written a detailed report for the school, which was assessed and verified by a partner LA.</p>	🟡	In Progress	40
A5 Improve equality of access to Youth Service provision, by widening delivery of Youth Work. Expand youth work methodology and settings in order to meet the needs of young people.	<p>Established a partnership with schools and Communities First to develop a Youth and Family Workers in Schools Programme, as referenced in A3.</p> <p>A youth leadership course was delivered July and 11 young people were engaged, which resulted in young people knowledge and experience of youth work delivery. This will provide a platform for young people to potentially secure part time employment within the youth service.</p>	🟡	In Progress	70
A6 Refining methods of data collection, embracing current technology and aligning with other educational data, to better track the engagement and progression of young people.	Officers have developed a structure and collated information to enable the early identification of young people through a Vulnerability Assessment Profile. This will aid schools and key officers to target appropriate intervention and support, to remove barriers to learning and reduce the potential for young people to become NEET (Not in Education, Employment or Training) .	🟡	In Progress	40

IO3 - Develop an effective and accessible Youth Service that supports the personal and social development of young people.

How much did we do?

Title	Actual	Target	Intervention	RAG	Result 12 Months Ago	Comment
Number of Young People engaged by Youth Services	2909.00	4000.00	2000.00	↓		This is still the Q1 performance. The data for Q2 will be updated after 1st November.
Number of young people achieving national accreditation (non-formal and formal) - Yrly	0.00	440.00	330.00	↓		This data refers to the performance at the end of Q1, the data for Q2 is currently being calculated and will be available after 1st November.
Number of young people achieving local accreditation (non-formal and formal) - Yrly	386.00	2400.00	1800.00	↓		This data refers to the performance at the end of Q1, the data for Q2 is currently being

How well did we do it?

Title	Actual	Target	Intervention	RAG	Result 12 Months Ago	Comment
% local inspections of selected youth service projects and clubs graded as adequate or above (wording revised 13-14)		100.00				This PI changed its name in 2014/15 from: % of peer observations judged as good or above all youth service provision based on a planned observation cycle per year
Customer Satisfaction - Youth Services - % Young People rating the quality of service to be good or above		90.00	80.00			
Percentage of pupil attendance in secondary schools (EDU016b)		93.50	92.00		92.02	The provisional data indicates the attendance is 92.9%. This will be confirmed via the publication of PAM data.

Is anyone better off?

Title	Actual	Target	Intervention	RAG	Result 12 Months Ago	Comment
% of 16 year olds who are not in education, employment or training (NEET) in October (Yr 11)		4.00	4.40			The data will be made available from a Careers Wales in November 2014.
The percentage of pupils (including those in local authority care) in any local authority maintained school, aged 15 as at the preceding 31 August who leave compulsory education, training or work based learning without an approved external qualification (04a EDU002i)		0.30	0.40			This data will be available once Key Stage 4 data is confirmed in December 2014/ January 2015.

Service Improvement Plans

Education and Lifelong Learning 2014-15

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Contents

- Directorate Priorities
- Improvement Action Plans Update
- Directorate Risks
- Scorecards

Directorate Priorities

Priorities 2014-15

- Raise standards of attainment for all learners
- Develop a multi-agency approach to address the impact of poverty on pupils and their communities, to enhance regeneration
- Reduce the gap in attainment between pupils in advantaged and disadvantaged communities.
- Transform educational opportunities for learners by providing improved learning environments

Aligned to Corporate Aspirations and Caerphilly Delivers

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Improvement Action Plans

Appendix A

Learning, Education and Inclusion

1. Improve standards of attainment, particularly at key stage 2 in literacy and key stage 4 at the Level 2+ threshold
2. Review the Behaviour Strategy and implement recommendations
3. Review all data systems held within the Directorate and streamline as appropriate
4. Complete the ALN Review and implement recommendations
5. Review provision and outcomes for EOTAS pupils

Improvement Action Plans

Appendix A

Planning and Strategy

1. Identify, support and monitor young people and adults disengaged, or at risk of disengagement from learning.
2. To review and update the Directorate MTFP planning process to deliver the savings required on behalf of the Council.
3. Ensure service provision meets the formal, informal and non-formal learning needs of young people and adults.
4. Create opportunities to strengthen employability skills
5. Develop an effective and accessible Youth Service that supports the personal and social development of young people
6. To improve the recording of FSM pupil's entitlement in CCBC.
7. Implement tracking and transition arrangements between services, for the benefit of all learners
8. Review of Public Library Service and future delivery options
9. Implement new Management Arrangements for Library Service
10. Review of Community Centre Service and future delivery options
11. Take urgent action to reduce surplus capacity in schools generally and secondary schools in particular.
12. Ensures facilities for formal, informal and non-formal learning are fit for purpose

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Improvement Action Plans

Appendix A

Key Area of Improvement

- Education statistics at Key Stage 2 and Key Stage 3 continue to improvements
- Provisional Key Stage 4 data shows improvements at Level 1, Level 2 and Level 2+
 - Youth Workers has been introduced and 112 young people have engaged in the project so far
- 344 learners achieved basic skills qualifications during 2013-14, over target by 39.
- Library Services have achieved 8 out of 9 National Library Standards
 - Special Scrutiny reports have been a number of service areas with regards to MTFP

Improvement Action Plans

Appendix A

Areas for Development

- Work is continuing on the 21st Century Schools programme and School Places
- Exclusions in Secondary have increased, and the time taken to provide full time provision has increased, which reflects the difficulties in identifying a mainstream placement that can offer the appropriate range of options to year 11 pupils.
- A number of young people have started National Accreditations with the Youth Service but these will only be included once they have achieved the accreditation award.

Directorate Risks

Appendix B

- All risks have been reviewed by the Senior Management Team and amended accordingly
- A Directorate Risk Register is also in place which is reviewed quarterly

Scorecards

Appendix C

Learning, Education and Inclusion

- 13 indicators are **GREEN**, showing signs of improvement, and exceeding the set target
- 6 indicators are **AMBER**, showing signs of improvement, but not achieving the set target
- 4 indicators are showing **RED**, which indicates that the target set has not been achieved.
- 6 indicators are still awaiting data in order to populate the information.

Scorecards

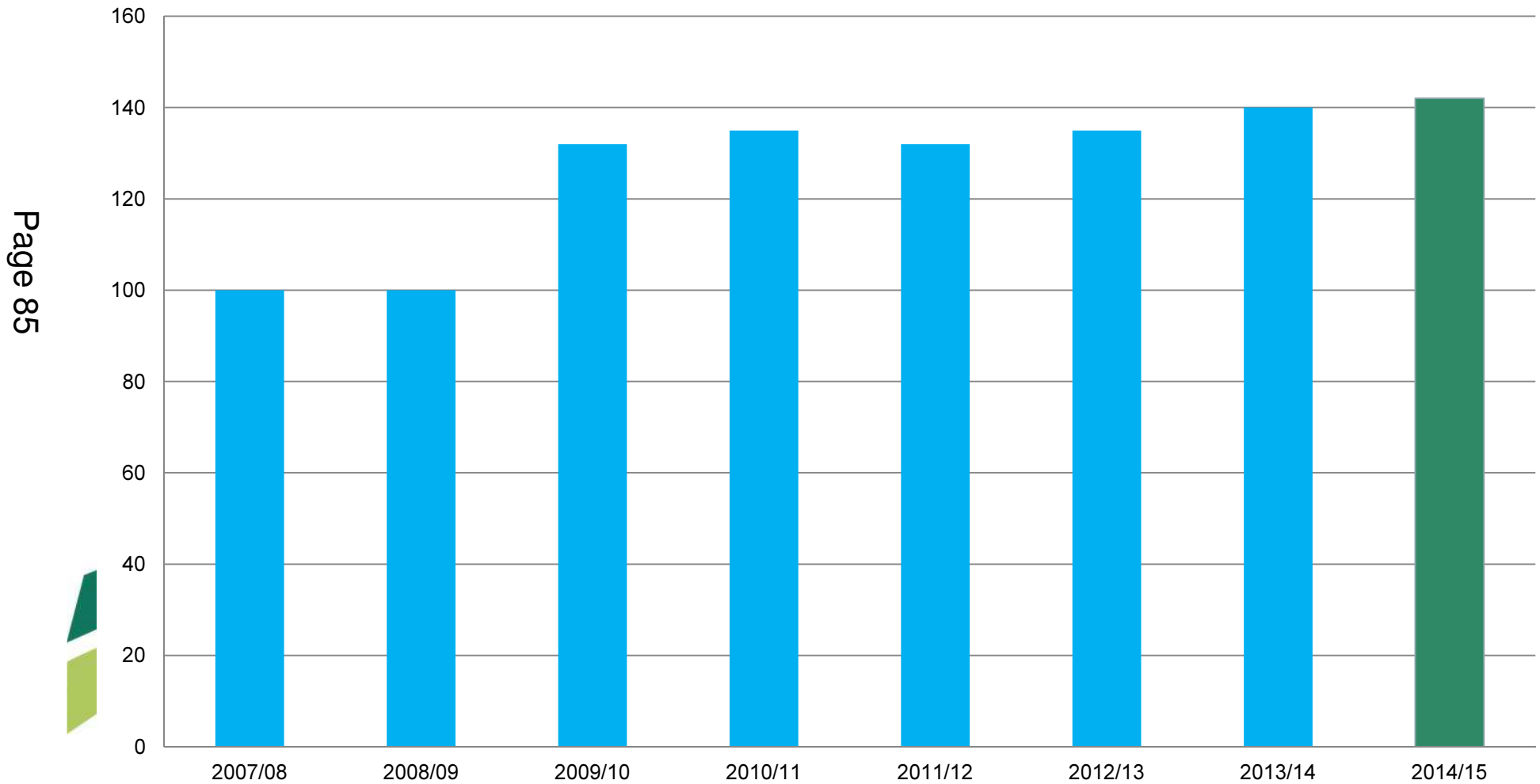
Appendix C

Planning and Strategy

- 11 indicators are **GREEN**, showing signs of improvement, and exceeding the set target
- 4 indicators are **AMBER**, showing signs of improvement, but not achieving the set target
- 0 indicators are showing **RED**, which indicates that the target set has not been achieved.
- 13 indicators are still awaiting annual data in order to populate the information.

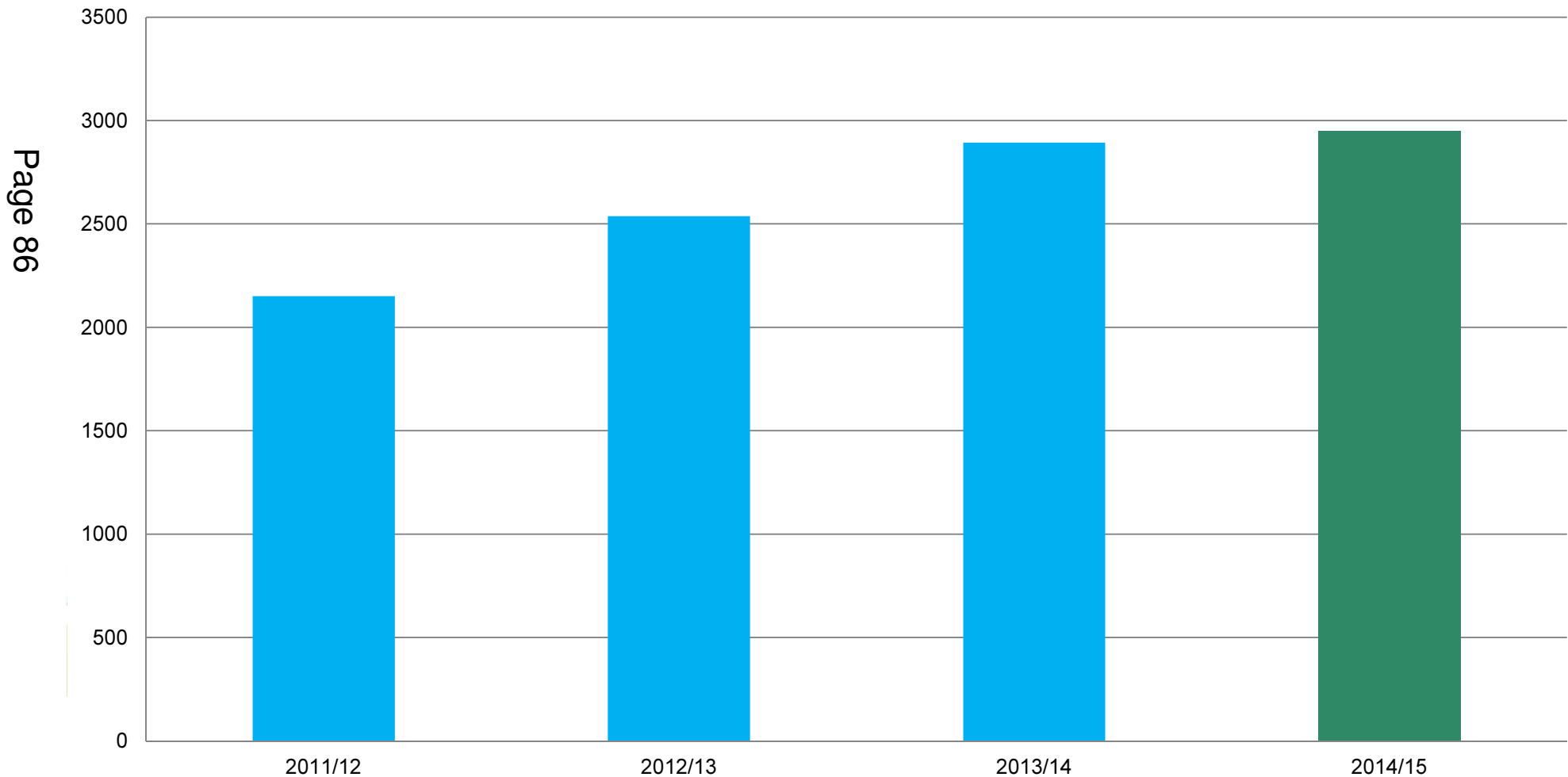
Schools Finance

SLA income collected as a percentage of amount delegated to schools



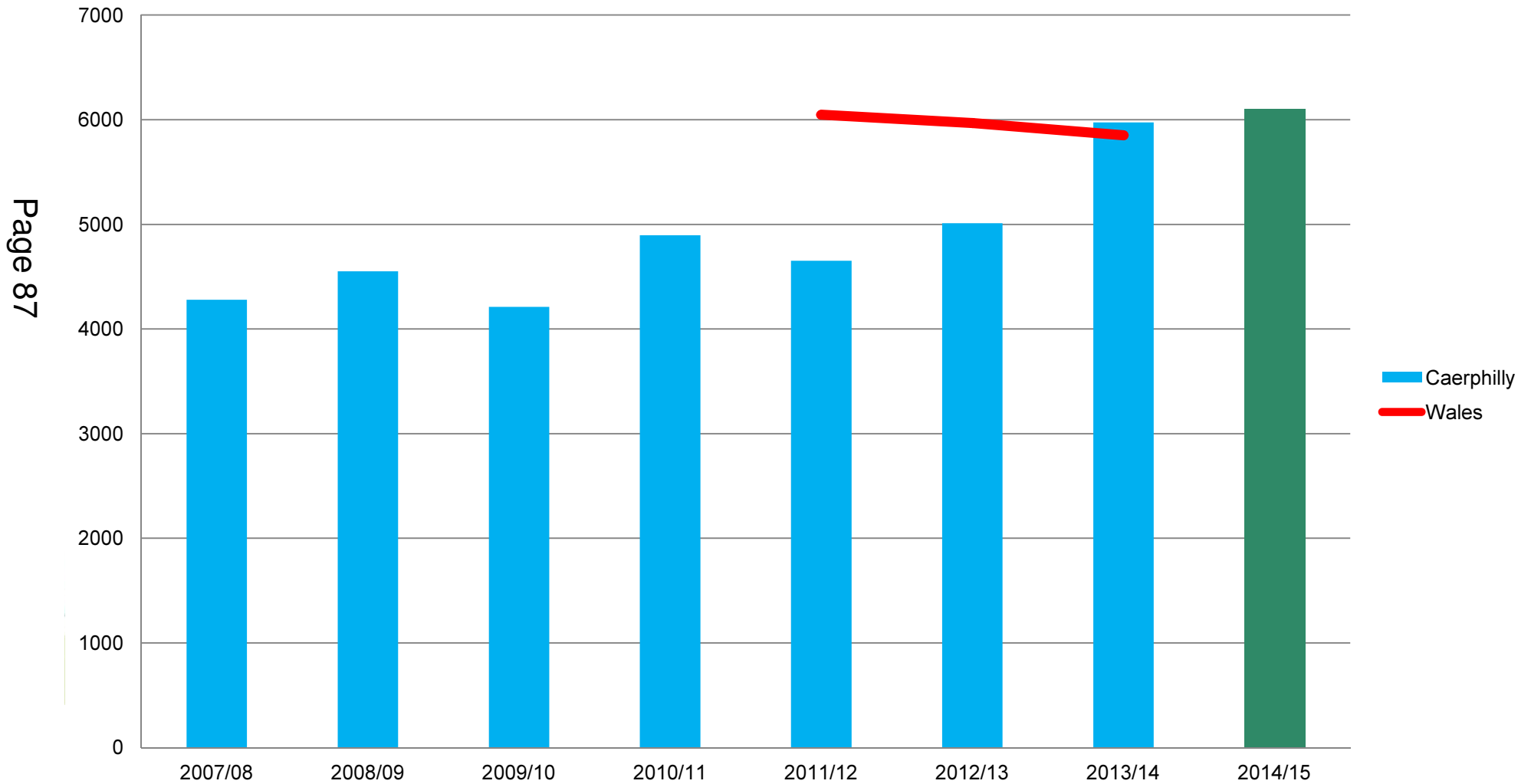
Health and Safety

Number of people receiving training for the Health, Safety, Occupational Health & Risk Management Team



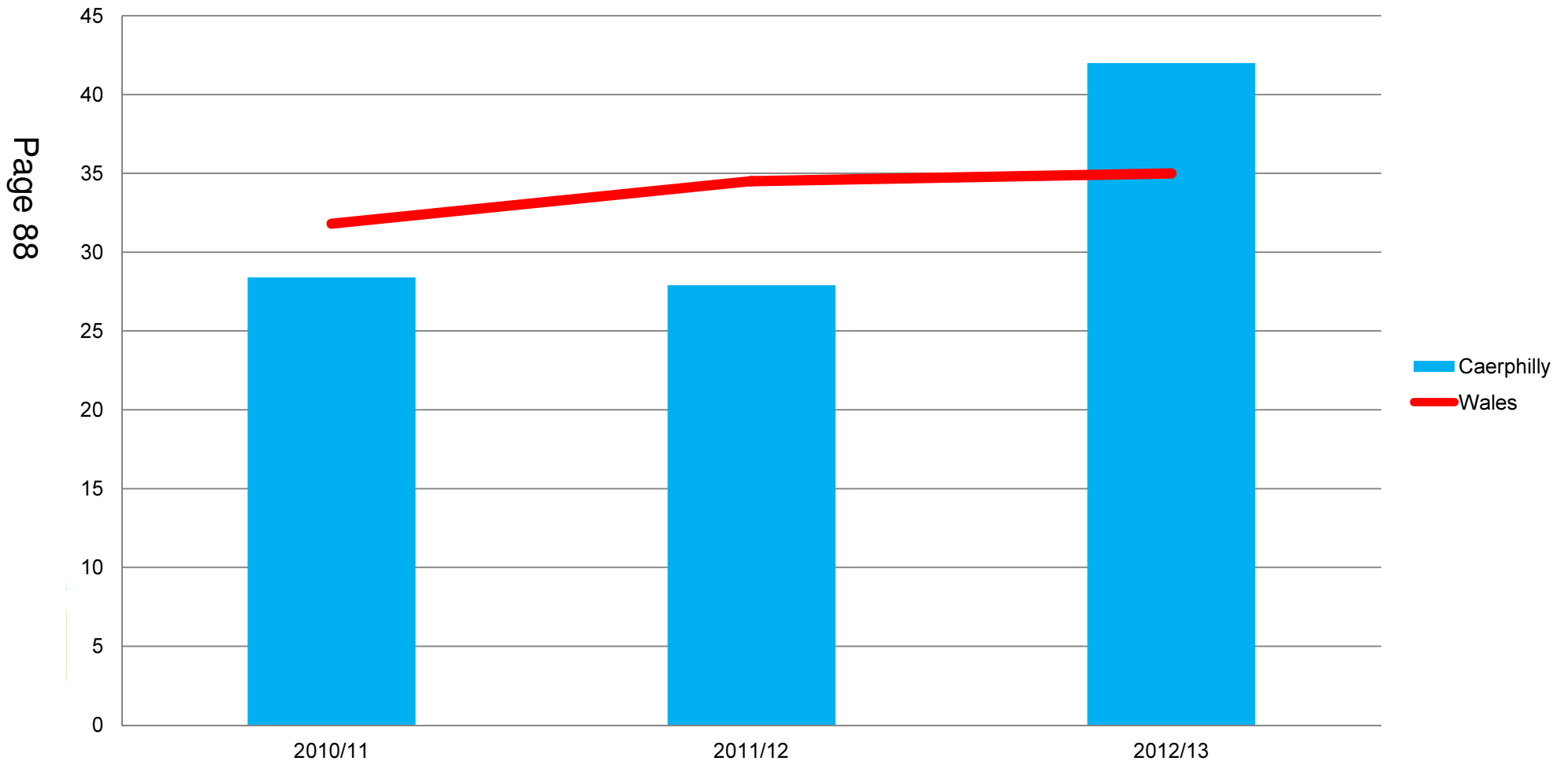
Libraries

Number of visits to Libraries per 1,000 population (LCL001)



Youth Service

Registered young people as percentage of population age 11 - 19
at 31 August



Improvement Objective

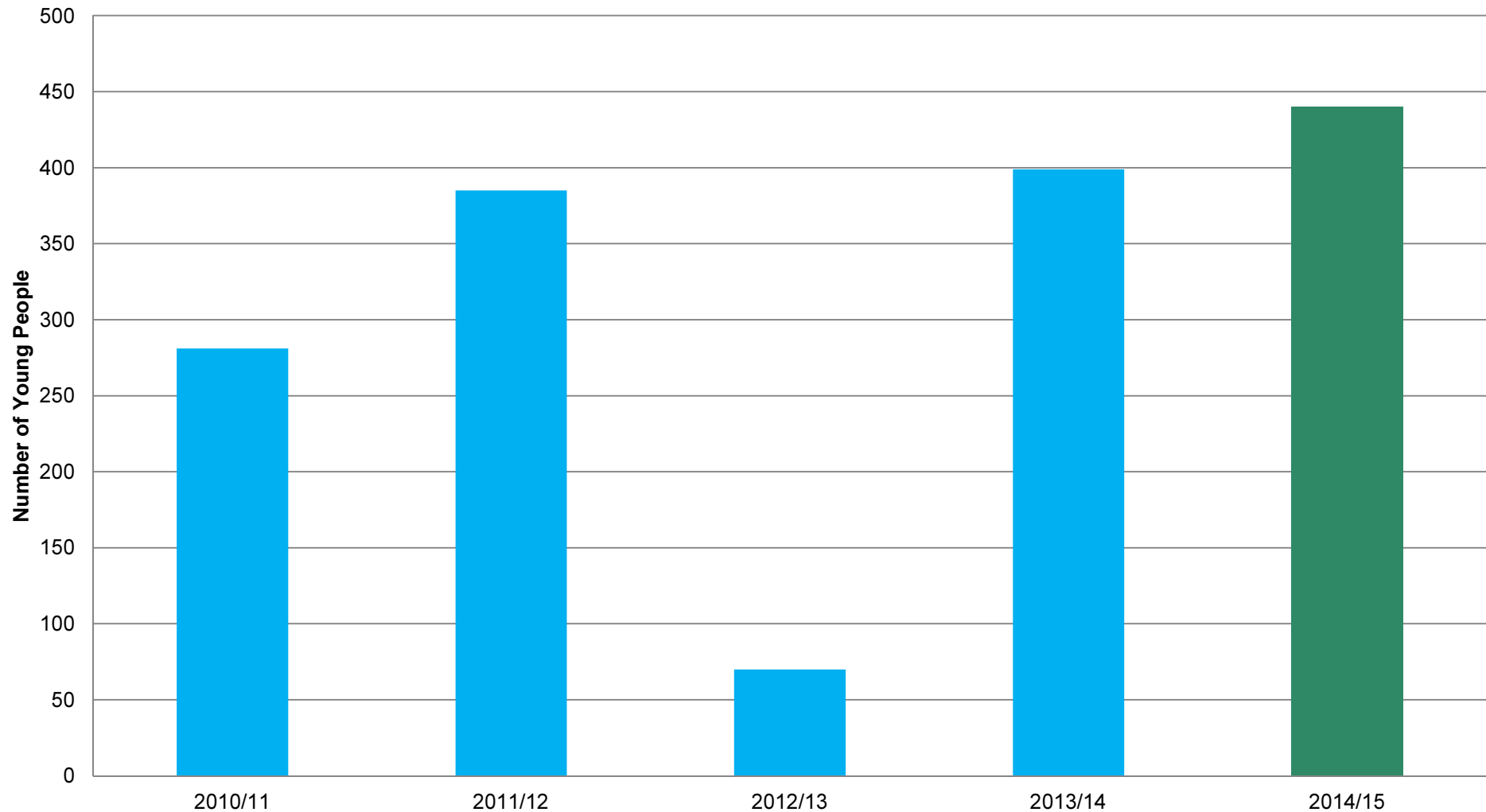
Appendix D

“Develop an effective and accessible Youth Service that supports the personal and social development of young people”

- Consult, publish and implement the Youth Service Strategy.
- Increase the numbers of young people engaged by the Youth Service
- Work closely with schools, to provide youth work in schools
- Increase the numbers of young people securing non formal learning qualifications.
- Improve equality of access to Youth Service provision
- Refine methods of data collection to better evidence Youth Service outcomes.

National Accreditation

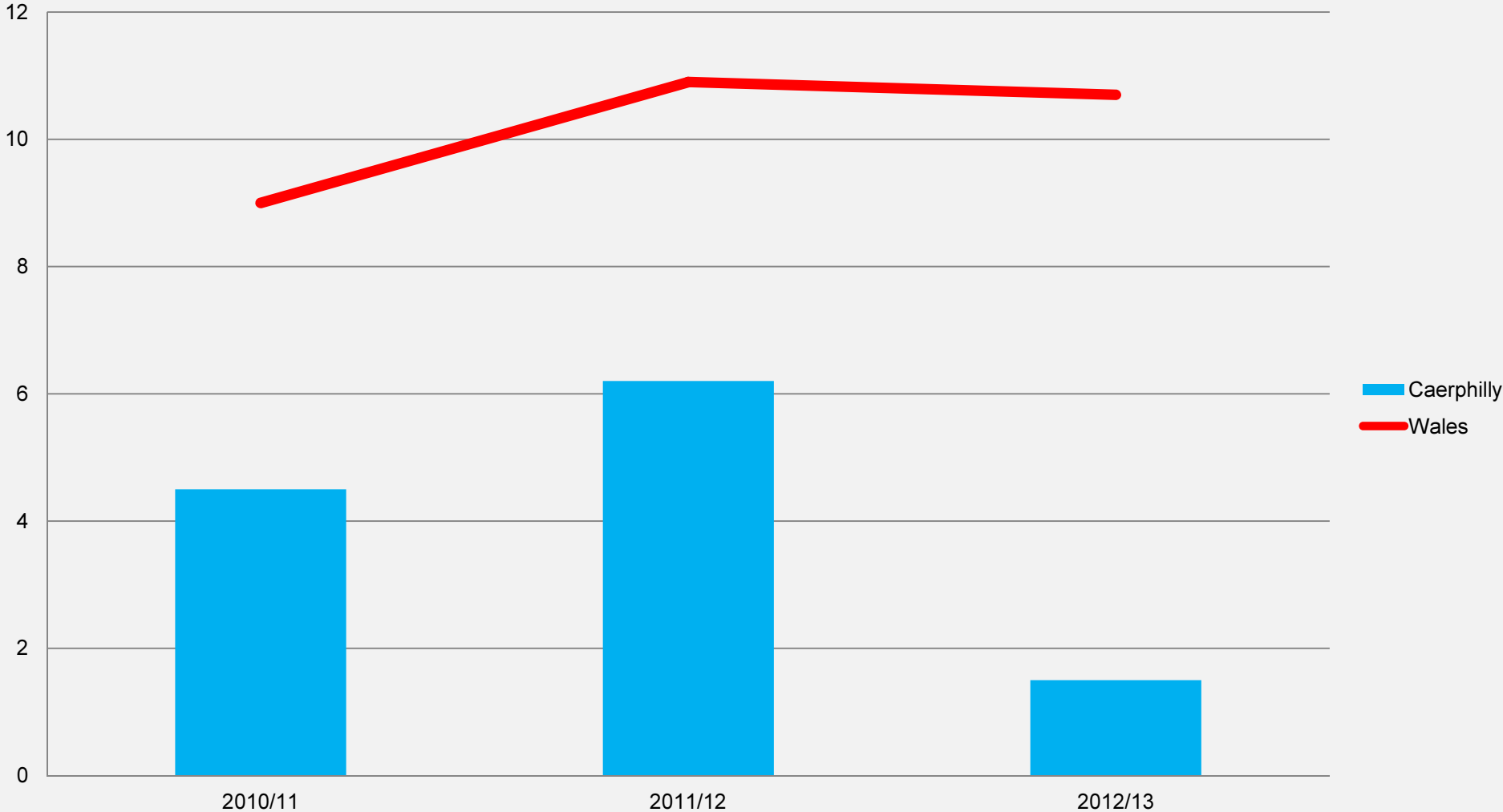
Number of Young People achieving national accreditations



National Accreditation (%)

Number of individual young people with nationally recognised accreditations gained within the Youth Service as a percentage of all young people registered: Age 11 - 25 at 31 August

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EDUCATION FOR LIFE SCRUTINY COMMITTEE - 4TH NOVEMBER 2014

SUBJECT: UPDATE ON SCHOOL PLACES – PRIMARY & SECONDARY

REPORT BY: ACTING DEPUTY CHIEF EXECUTIVE

1. PURPOSE OF REPORT

1.1 To update Members on the provision of school places across the Council.

2. SUMMARY

2.1 The report identifies the provision of school places by means of an updated school places plan. This has been produced for the period 2013/14-2023/24.

3. LINKS TO STRATEGY

3.1 The report considers the provision of school places to ensure the Council's key strategies are best achieved.

3.2 The report also links to the Learning theme of 'Caerphilly Delivers', the Local Service Board Single Integrated Plan and the Council's Corporate Improvement Plan.

4. THE REPORT

4.1 Attached to the report (Appendix 1) is an updated School Places Plan 2013/14-2023/24.

4.2 The plan includes details of:

- Population projections 2008-2033
- CCBC pupil projections to 2019 (Primary) and 2023 (Secondary)
- Distribution of school sizes (Primary and Secondary)
- Analysis of projected surplus places (Primary and Secondary).

4.3 The School Places Plan will assist with the formulation of future key strategic decisions, to include:

- Size and viability of schools
- Future pupil projections
- Current and future levels of surplus school places
- School type, including age ranges.

4.4 The development of the Council's LDP will also be critical with the assessment of future school place planning strategies. Decisions on strategies to 2031 will have very significant

impact across the County Borough and these will require detailed consideration and will form the basis of regular reporting to Members.

- 4.5 Updated Property condition surveys are being completed for schools and these will impact upon school place planning for the future, in conjunction with the capital programme and 21st century schools developments.
- 4.6 A series of key issues have been identified which will require more detailed assessment in future with the development of, e.g.:
- Future phases (2 + 3) of secondary rationalisation as per Band A of 21st Century Schools Programme
 - Bid proposals for future Band B of 21st Century Schools Programme
 - Structural options for Primary schools, having regard to future and projected sizes of schools
 - Reduction in surplus school places to meet WG Ministerial targets
 - Catchment area reviews, in the context of future projected demand for school places.
- 4.7 It is anticipated that these issues will result in reports to Members which will commence in the near future.

5. EQUALITIES IMPLICATIONS

- 5.1 An EIA screening has been completed in accordance with the Council's Strategic Equality Plan and supplementary guidance. No potential for unlawful discrimination and/or low level or minor negative impact has been identified. The key issues identified in the School Places Plan however do take into account issues of faith, Welsh language and gender (in terms of same-sex provision) and all school buildings, whether new or adapted existing ones, take disability access issues into account as part of the design brief.

6. FINANCIAL IMPLICATIONS

- 6.1 These will be dependant upon future proposals and funding.

7. PERSONNEL IMPLICATIONS

- 7.1 No direct personnel implications at present.

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 note the updated details contained in the School Places Plan 2013/14-2023/24 and the key issues identified which will require future reports for consideration by Members.

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 To apprise Members of developments in school places and agree a way forward for future proposed reports.

11. STATUTORY POWER

- 11.1 The School Standards and Framework Act 1998.
School Standards & Organisation (Wales) Act 2013.

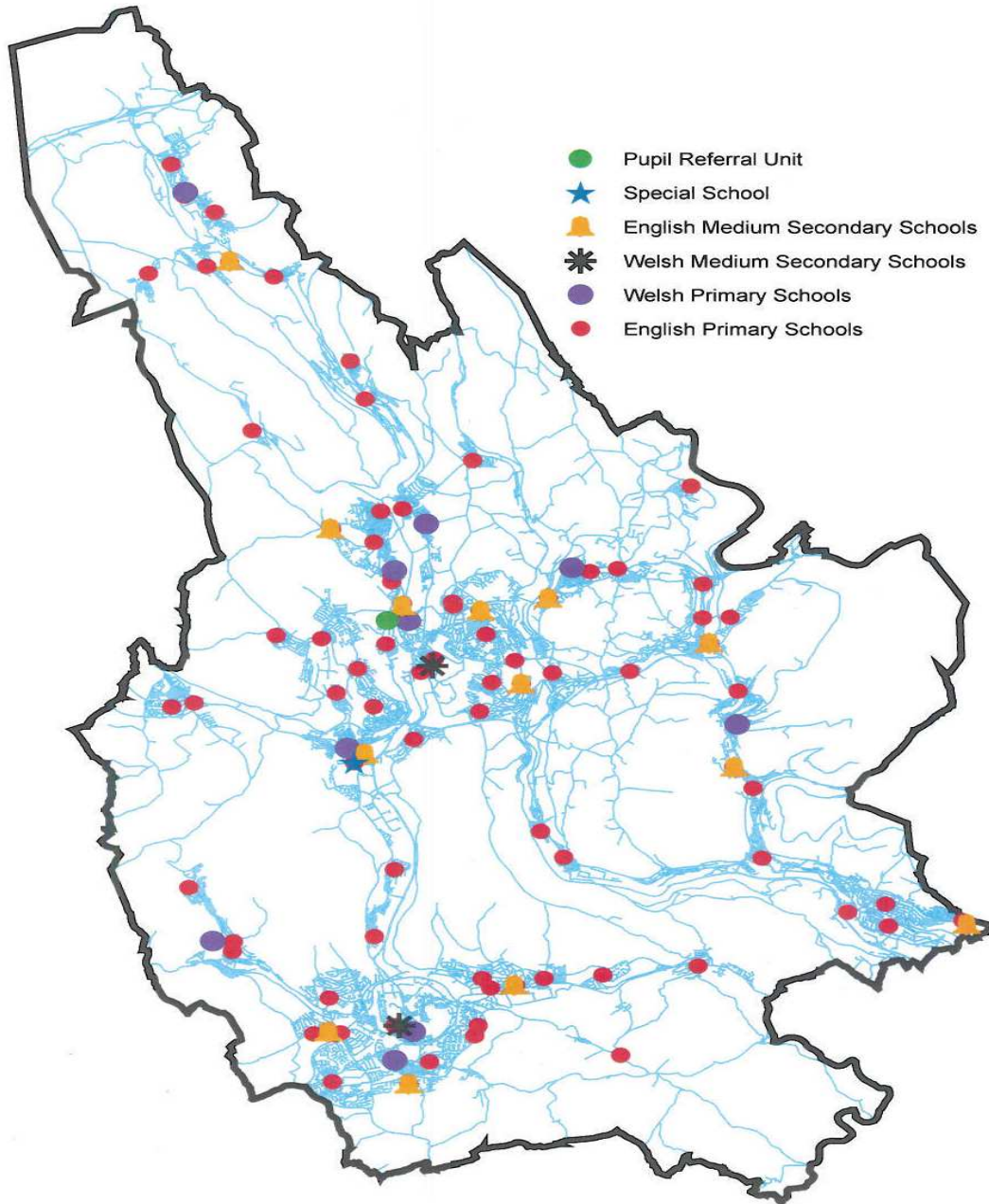
Author: Bleddyn Hopkins, Assistant Director, Our Schools Our Future
E-mail: hopkib@caerphilly.gov.uk

Consultees: Directorate Senior Management Team
Councillor Rhianon Passmore, Cabinet Member, Education & Lifelong Learning
Councillor Wynne David, Chair of Education Scrutiny Committee
Councillor James Pritchard, Vice Chair of Education Scrutiny Committee
Angharad Price, Solicitor/Deputy Monitoring Officer
Gareth Hardacre, Head of People Management and Development
Pauline Elliott, Head of Regeneration & Planning
Jane Southcombe, Financial Services Manager
David A Thomas, Senior Policy Officer (Equalities and Welsh Language)

Appendices:
Appendix 1: School Places Plan 2013/14 – 2023/24.

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SCHOOL PLACES PLAN 2013/14 – 2023/24



November
2014

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Formula Amount Per Pupil 2014/15	17
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Executive Summary

The plan is designed to support the Council, its partners and other providers. It outlines key principles for the effective organisation of school places, the demand for places, the current provision, and issues and opportunities for the future.

It is intended that this plan will enable all stakeholders to gain a shared understanding of :

- The trends and impact of future pupil numbers in primary and secondary schools in Caerphilly County Borough Council (CCBC); and
- The policies and principles against which the impact of future demand levels should be managed.

It identifies the key issues to be addressed in formulating policy and actions for the medium to longer term planning of school places. It is set against the Local Authority's (LA's) responsibility to provide sufficient school places of the right type, at the right time and in the right place, whilst balancing parental demand and efficient use of resources.

Key strategic considerations

To review the future composition and mix of schools, having regard to such factors as

- Size and viability of schools
- Future pupil projections
- Current and future levels of surplus school places
- School type, including age ranges.

Key issues identified include:

- The need to meet increasing demand for Welsh-medium education in both Primary (154 pupil increase forecast by 2019) and Secondary (935 pupil increase forecast by 2023) phases.
- The need to consider federation and governance as a way of organising schools to increase their future viability, both from a curriculum and financial perspective.
- Developing new larger area based Primary schools as a means of reducing surplus places, reducing running costs and making schools more educationally and financially viable. This will have limited impact before 2021 in view of Welsh Government's approved bids for Band A of the 21st Century Schools programme, but has potential for later years.
- Plan for the reduction in English-medium secondary school surplus places (631 pupil reduction forecast by 2023) and invest in improving condition of remaining schools.
- Review post 16 provision and assess the merits of school 6th forms vis a vis tertiary education.
- Review single sex vis a vis co-educational provision.
- Consider status of foundation schools in the context of school place planning.
- Assessing the demand for additional Faith Primary provision.
- Need to continually review sizes of schools and
- Review and reduce surplus capacity in schools with more than 25% surplus places and consider proposals in schools with overfilled places in excess of 10%

The consequences of future pupil number changes will result in increased demand for school places in some localities whilst in others there will be a need to consider the removal of increased numbers of surplus places.

The 21st Century stakeholder group determined that there should be a minimum size for a school. This was recommended as 120 pupils in the Primary sector and, in the Secondary sector, 750 (11-16) and 900 (11-18) pupils.

Introduction

CCBC faces a number of future challenges in respect of school place planning. This School Places Plan identifies a range of short, medium and long-term key issues to be addressed. The timeline of 2013/14-2023/24 incorporates Band A of the 21st century schools process (2014-2021).

It is evident that different challenges exist between Primary and Secondary schools, different localities and particularly so between English and Welsh-medium provision.

It is important that the Council reviews the places that are available in different areas, to ensure that efficient use is being made of resources and value for money is being secured, particularly so in the current economic climate.

There are many housing developments planned within CCBC as evidenced in the Council's Local Development Plan (LDP) to 2021. The Education service works closely with planning to ensure that we can provide school places for children who will move into new housing, ensuring that place planning keeps ahead of demand.

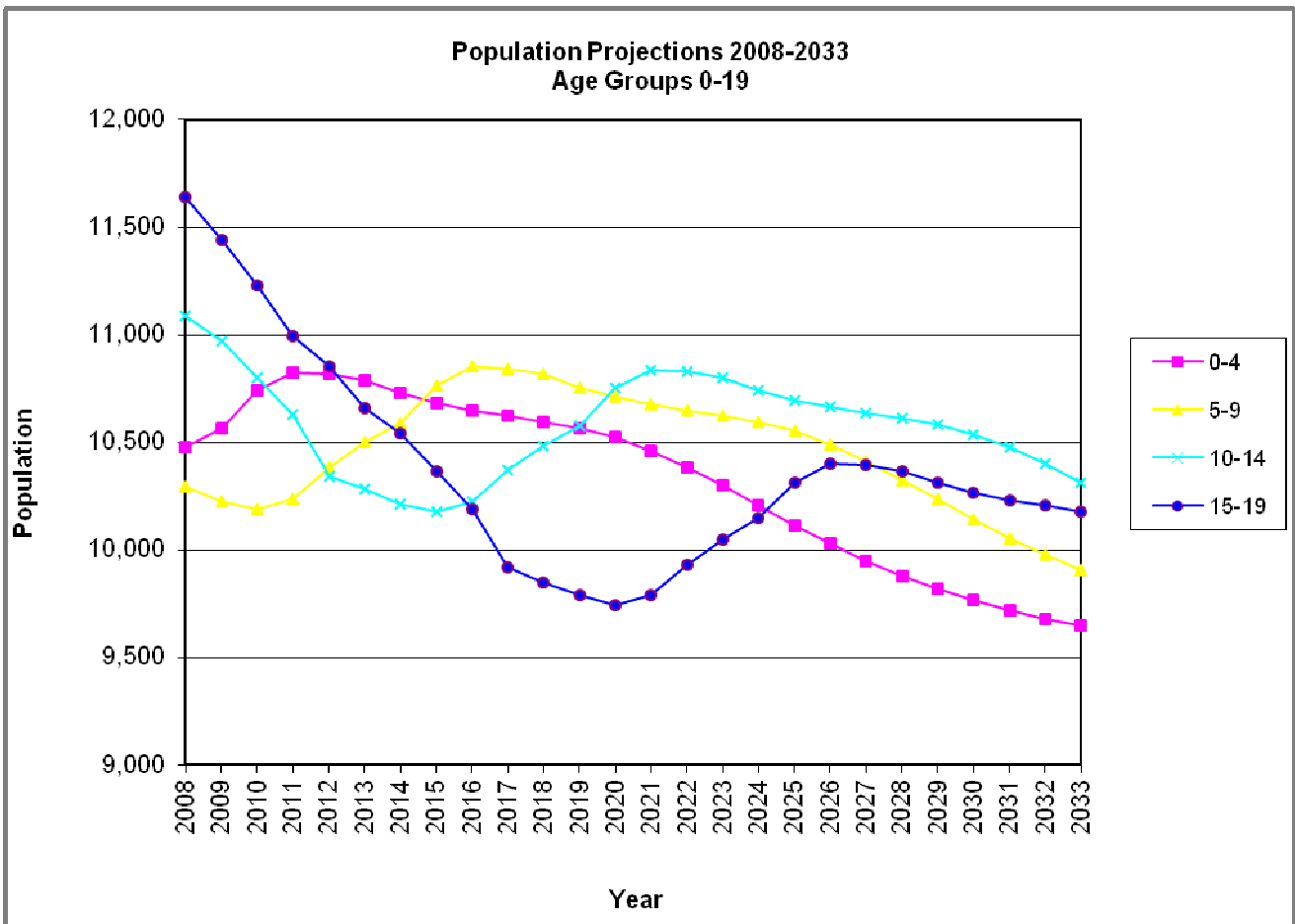
The plan is aligned to CCBCs 21st century schools programme and the 3 bids submitted and approved by WG in December 2011 align to the issues outlined in the plan.

CCBC Population Projections 2008-2033

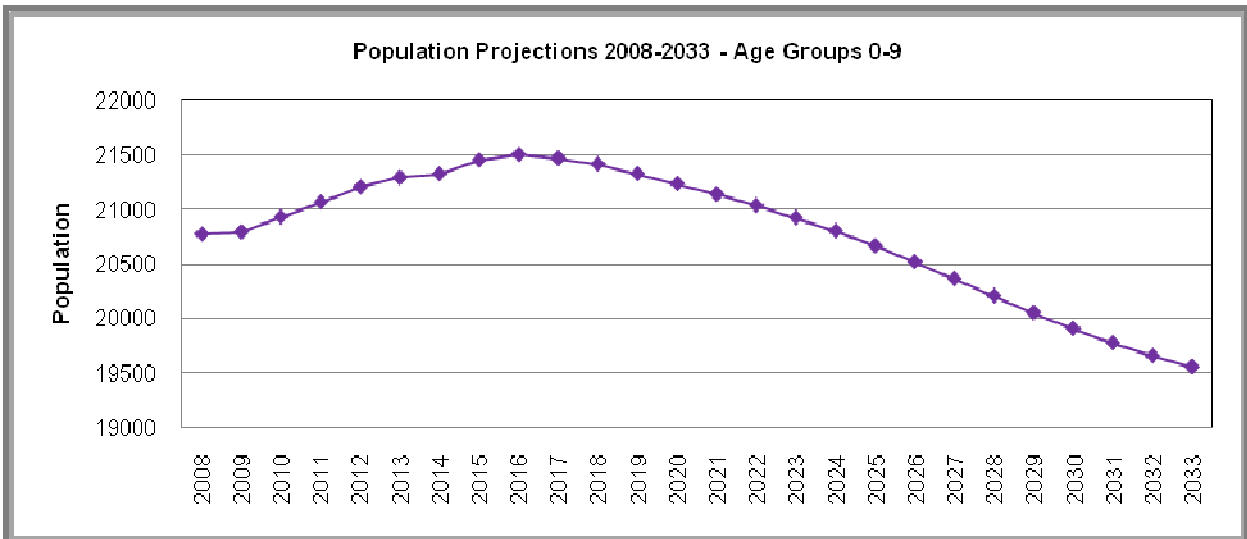
Population projections provide estimates of the size of the future population. They are based on assumptions about births, deaths and migration at a specific point in time and will assist the Council and its partners in effectively planning for population change over the next 25 years.

The key findings for CCBC schools are:

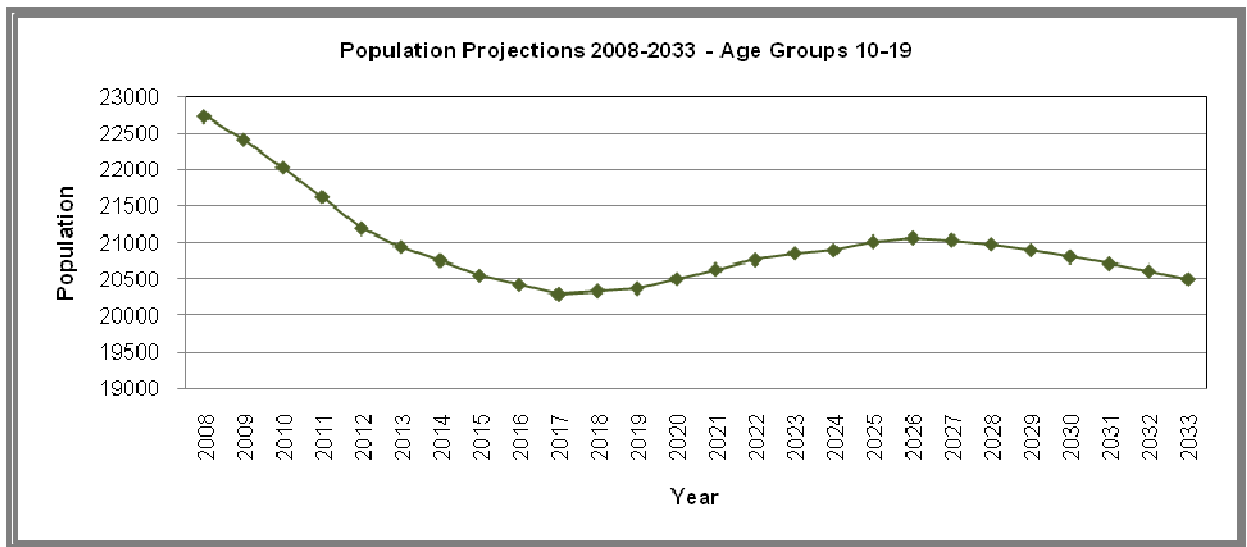
- The total population of the county borough is projected to increase by 9,572 (5.6%) by 2033. This is less than half the projected average population growth (13.2%) to be seen across all Welsh local authorities
- It is projected that slightly more growth will be seen in the male population (5.8%) than the female population (5.3%)
- The most recent actual data show that births in the county borough have seen an upward trend since 2001/02. This trend is expected to continue until around 2014-15 and births are expected to follow the general pattern seen across all local authorities in Wales



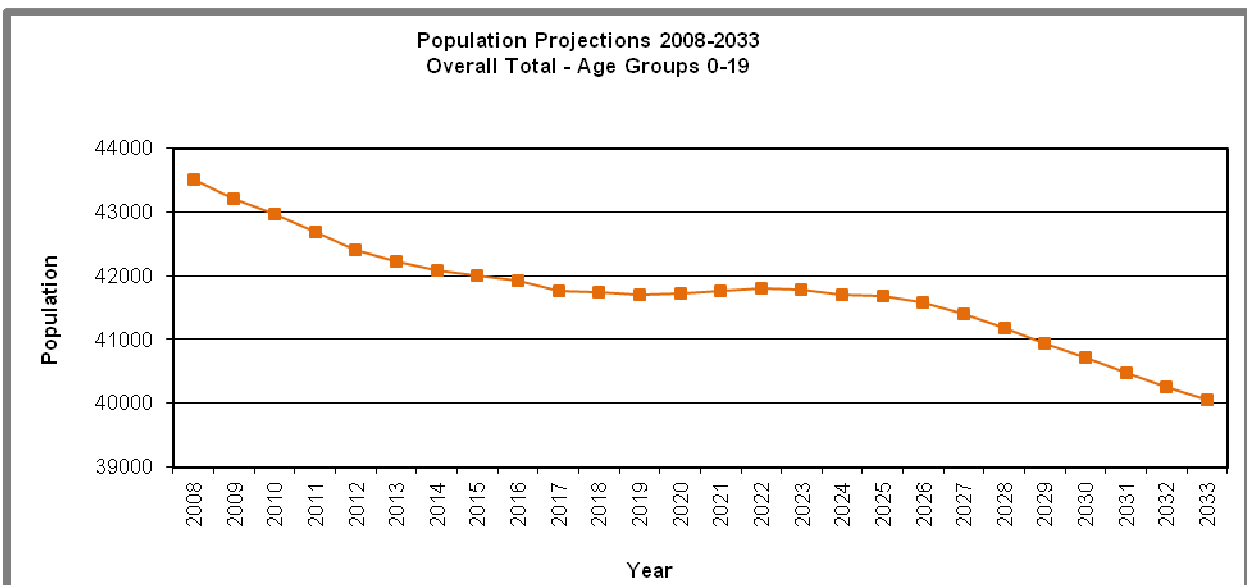
Source : WAG 2008-based population projections for all 22 local authorities in Wales (2010).



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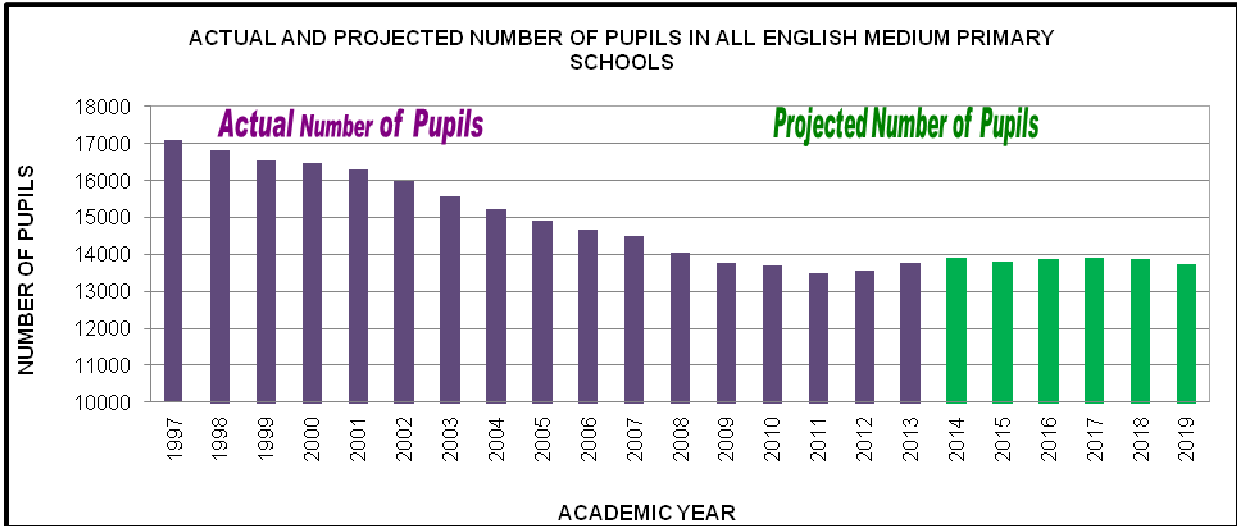
Source : WAG 2008-based population projections for all 22 local authorities in Wales (2010).



Source : WAG 2008-based population projections for all 22 local authorities in Wales (2010).

CCBC Pupil Projections to 2023

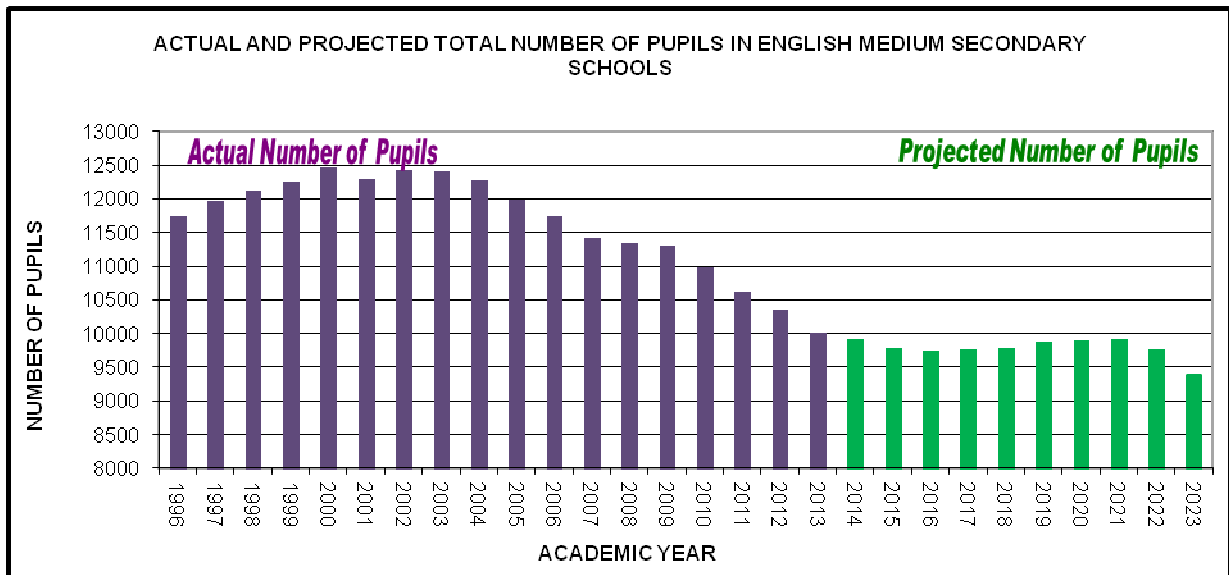
Pupil projections are undertaken on an annual basis and reflect trends re inward/outward migration, new and likely housing developments. The graph below shows the actual trend from 1996 to 2013 and the projections to 2019, based on English-medium Primary schools.



1996 = 16,989 pupils; 2013 = 13,786 pupils; 2019 = 13,719 pupils.

A decrease of 67 pupils is forecast by 2019.

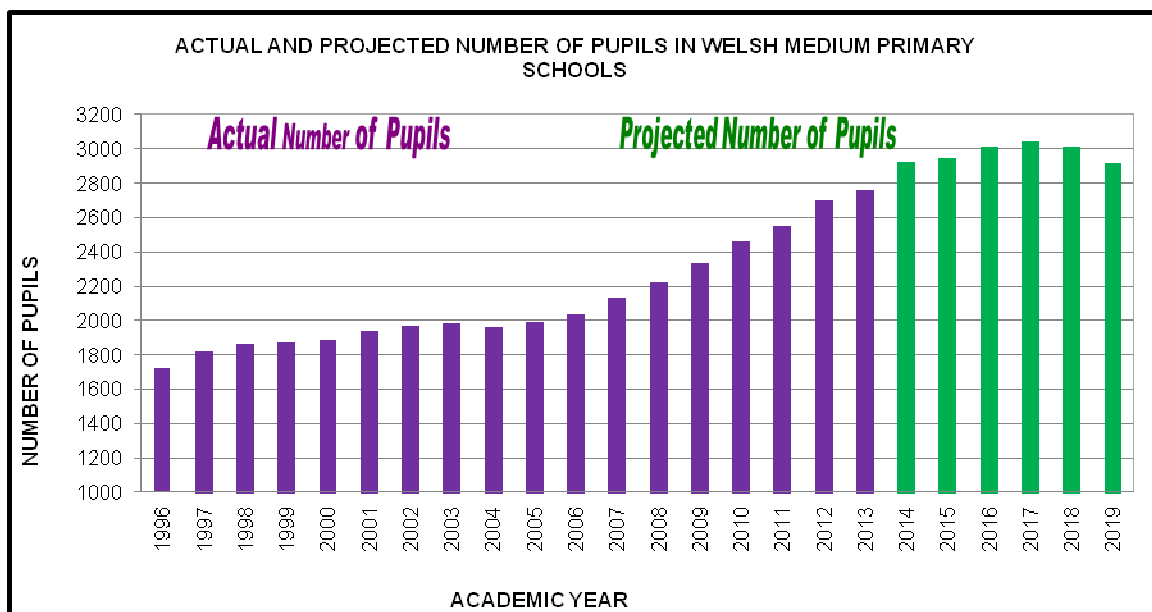
The graph below shows the actual trend from 1996 to 2013 and the projections to 2023, based on English-medium secondary schools (total).



1996 = 11,743 pupils; 2013 = 10,016 pupils; 2023 = 9,385 pupils

A reduction of 631 pupils is forecast by 2023.

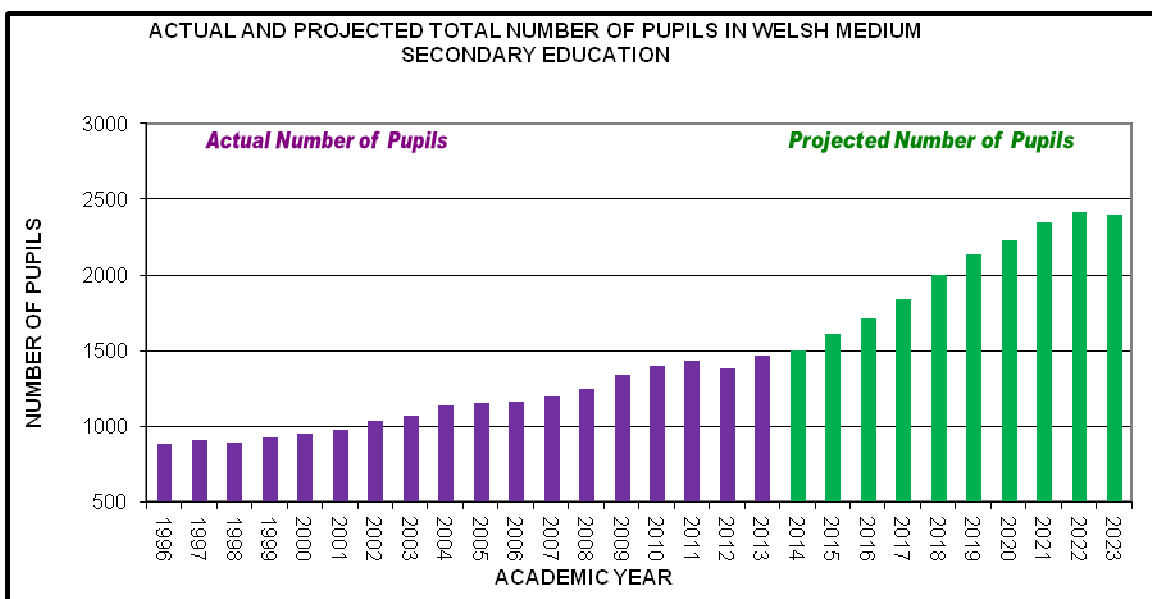
The graph below shows the actual trend from 1996 to 2013 and the projections to 2019, based on Welsh-medium Primary schools.



1996 = 1,719 pupils; 2013 = 2,763 pupils; 2019 = 2,917 pupils.

An increase of 154 pupils is forecast by 2019.

The graph below shows the actual trend from 1996 to 2013 and the projections to 2023, based on Welsh-medium secondary (Ysgol Gyfun Cwm Rhymni).

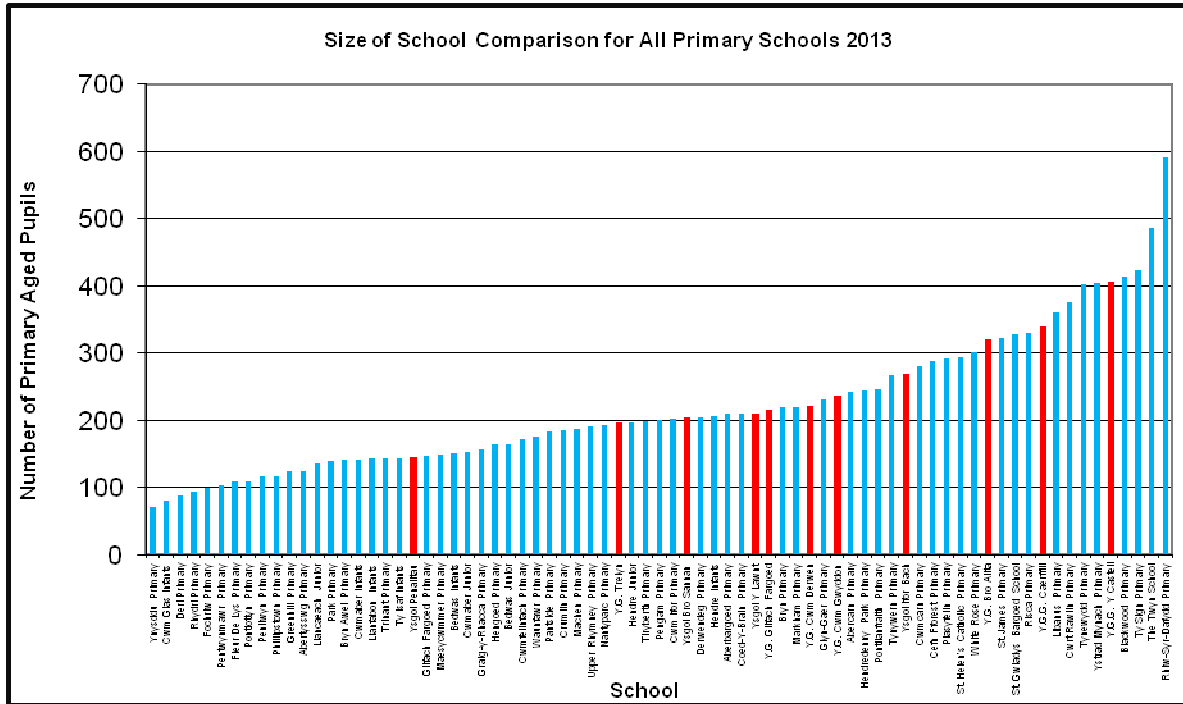


1996 = 883 pupils; 2013 = 1,465 pupils; 2023 = 2,400 pupils.

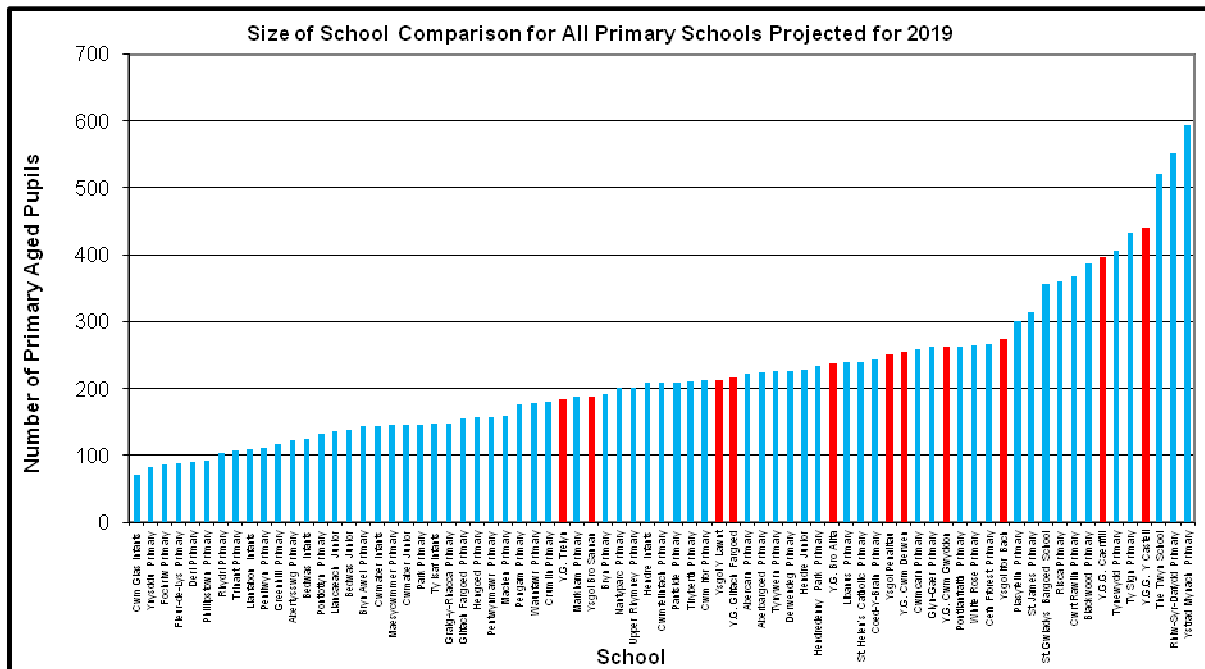
An increase of 935 pupils is forecast by 2023.

Size of Schools

This graph below illustrates the relative sizes (actual as at September 2013) of CCBC Primary schools in ascending order. The red lines represent Welsh-medium Primary schools.

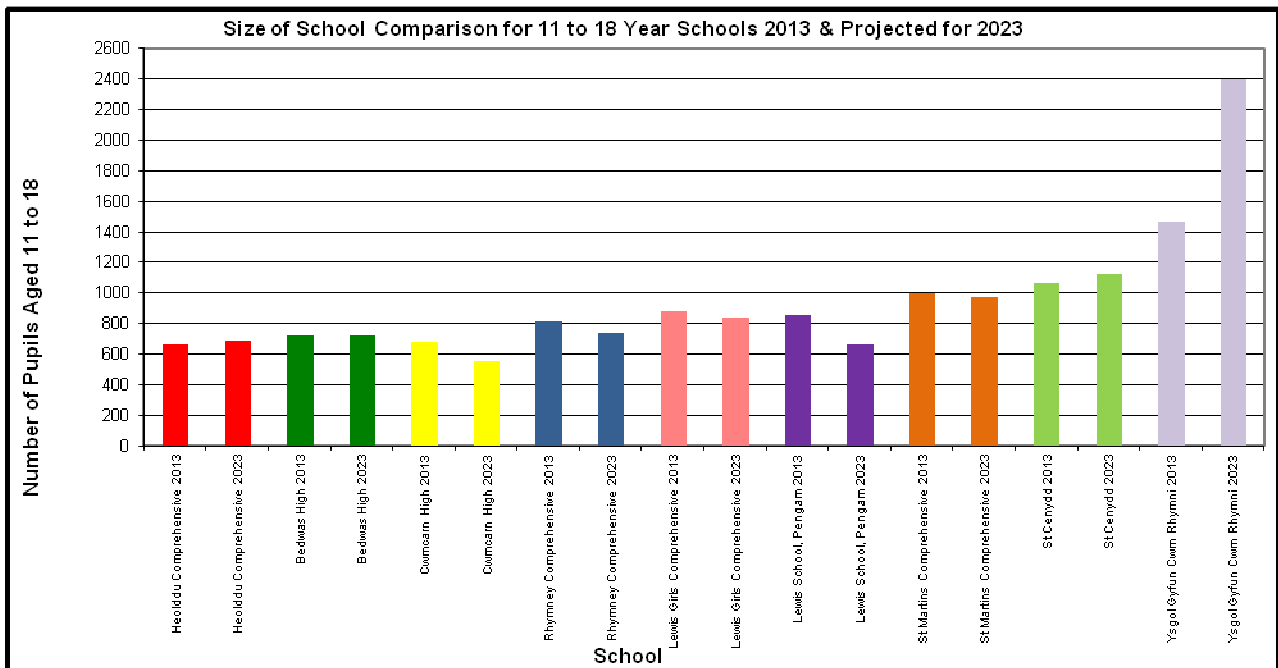


This graph below illustrates the relative sizes (projected as at September 2019) of CCBC Primary schools in ascending order. The red lines represent the Welsh-medium Primary schools.

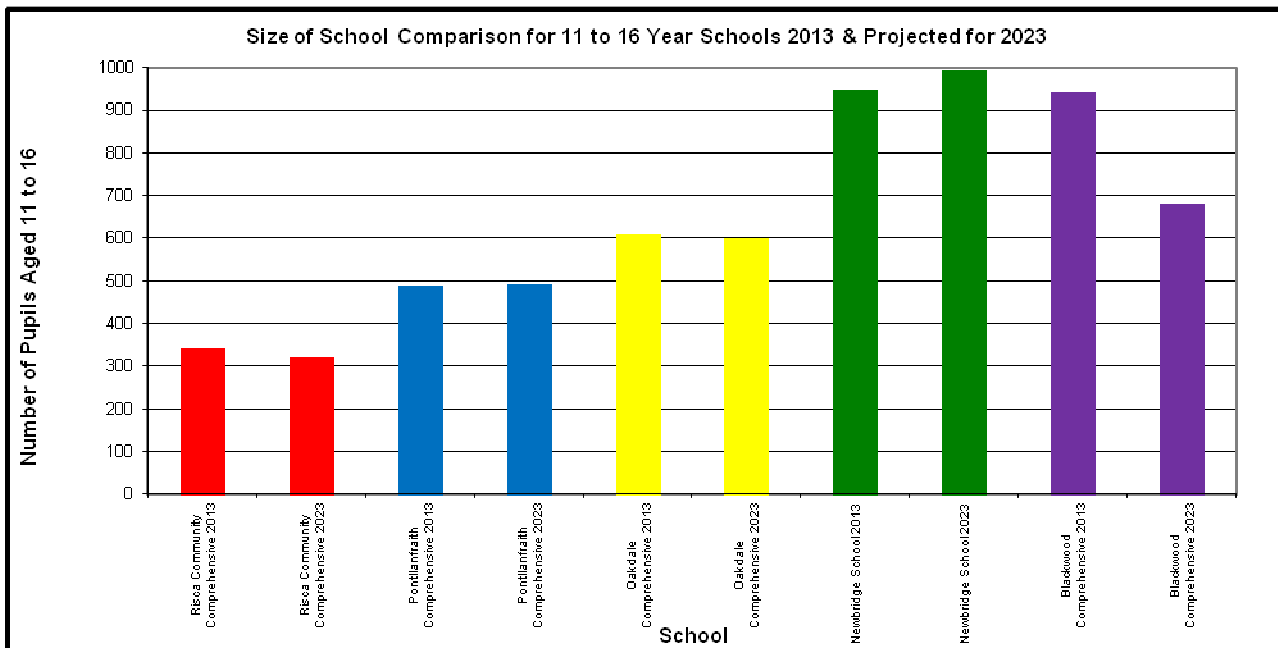


Overall there are 11 schools forecast below 120 pupils by 2019 (all English-medium) with a further 23 schools in the 120-200 pupil range (21 English-medium and 2 Welsh-medium).

The graph below shows all 11-18 Secondary schools with actual (2013) and projected (2023) pupils.



The graph below shows all 11-16 Secondary schools with actual (2013) and projected (2023) pupils.



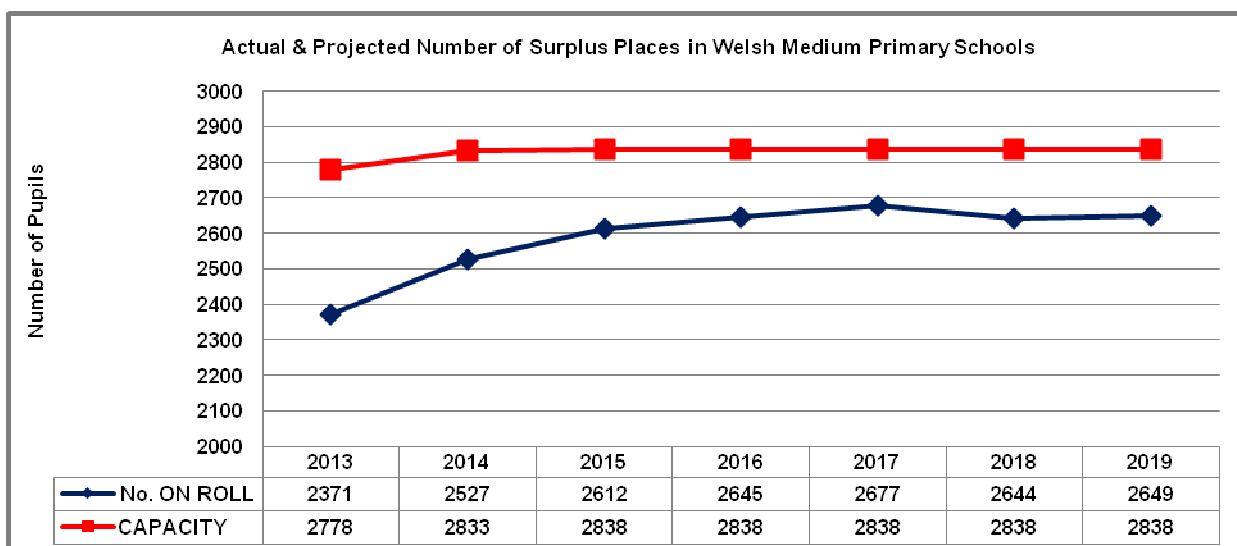
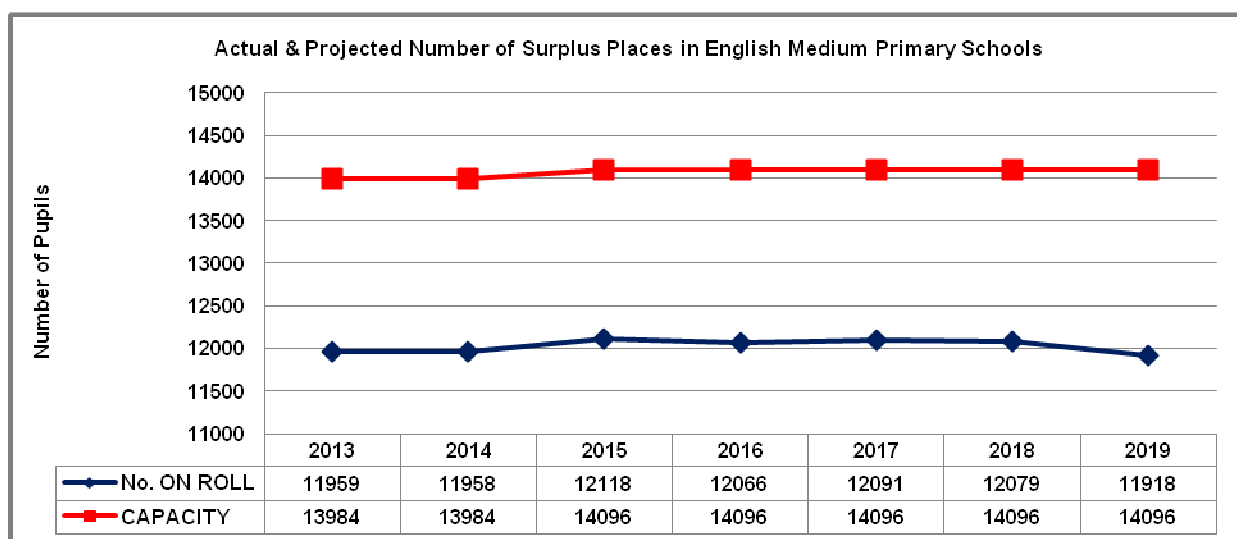
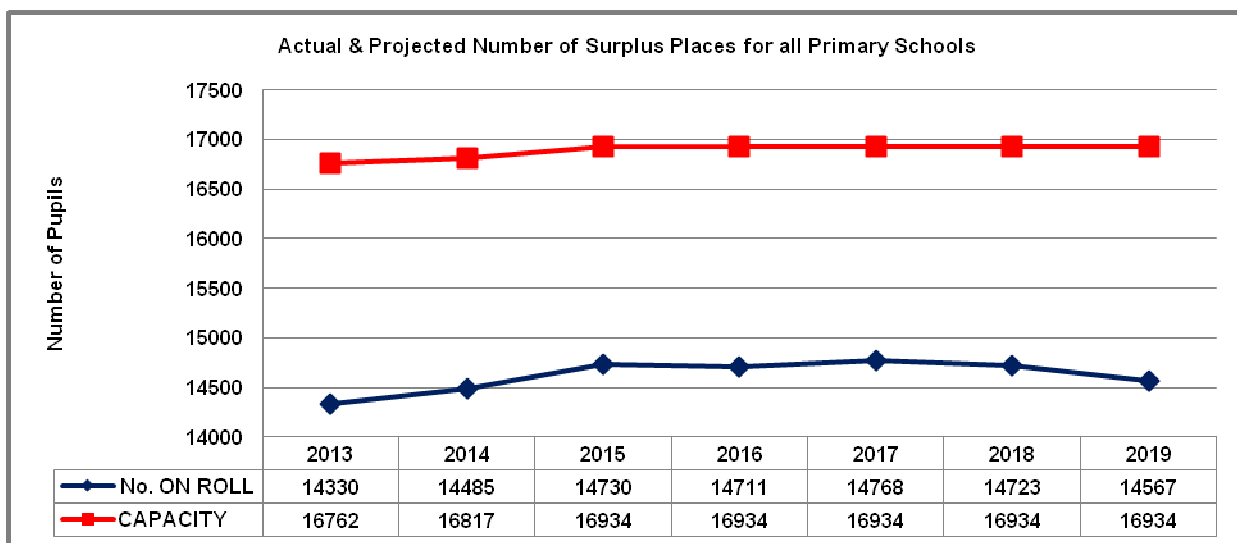
These graphs illustrate that 9 English-medium secondary schools are projected to have less pupils by 2023 as compared to 2013.

Ysgol Gyfun Cwm Rhymni is forecast to be 52 pupils over capacity by 2023.

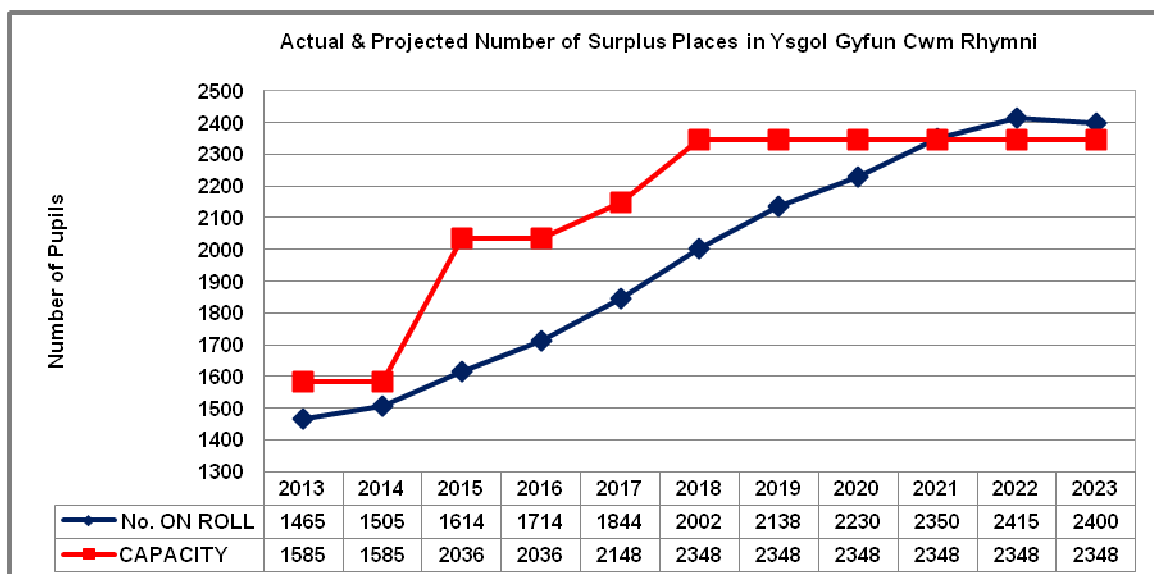
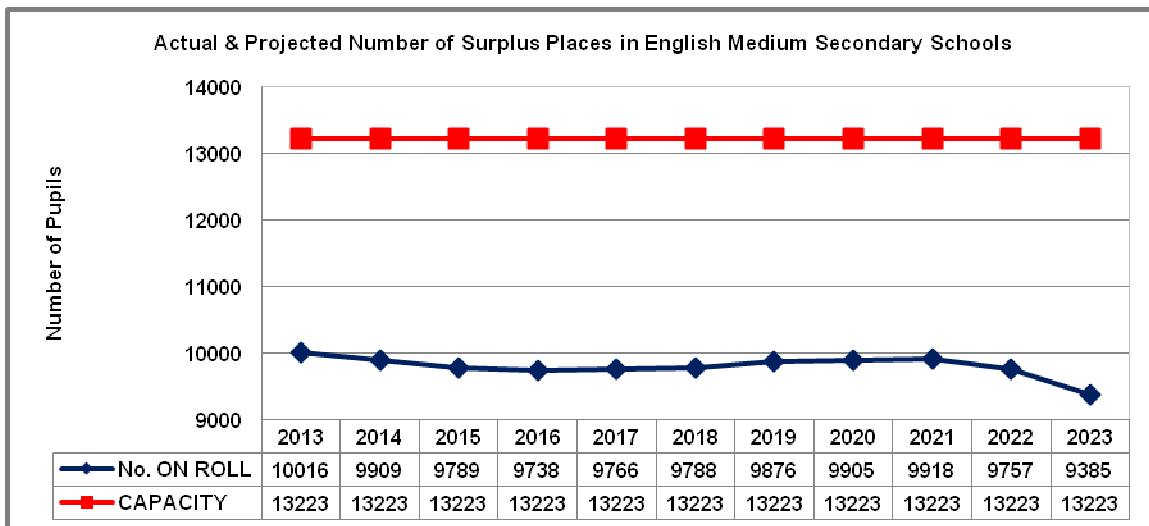
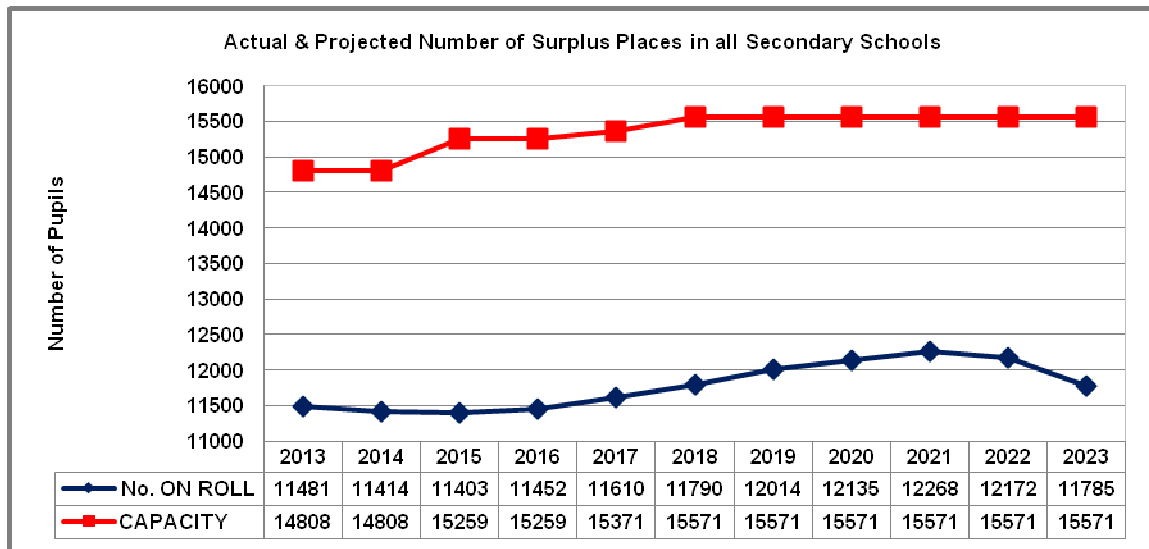
Whilst 5 of the 14 schools are above the 750(11-16)/900(11-18) pupil thresholds as of 2013, only 4 schools are forecast above these thresholds by 2023 (3 English and 1 Welsh-medium).

Surplus Places

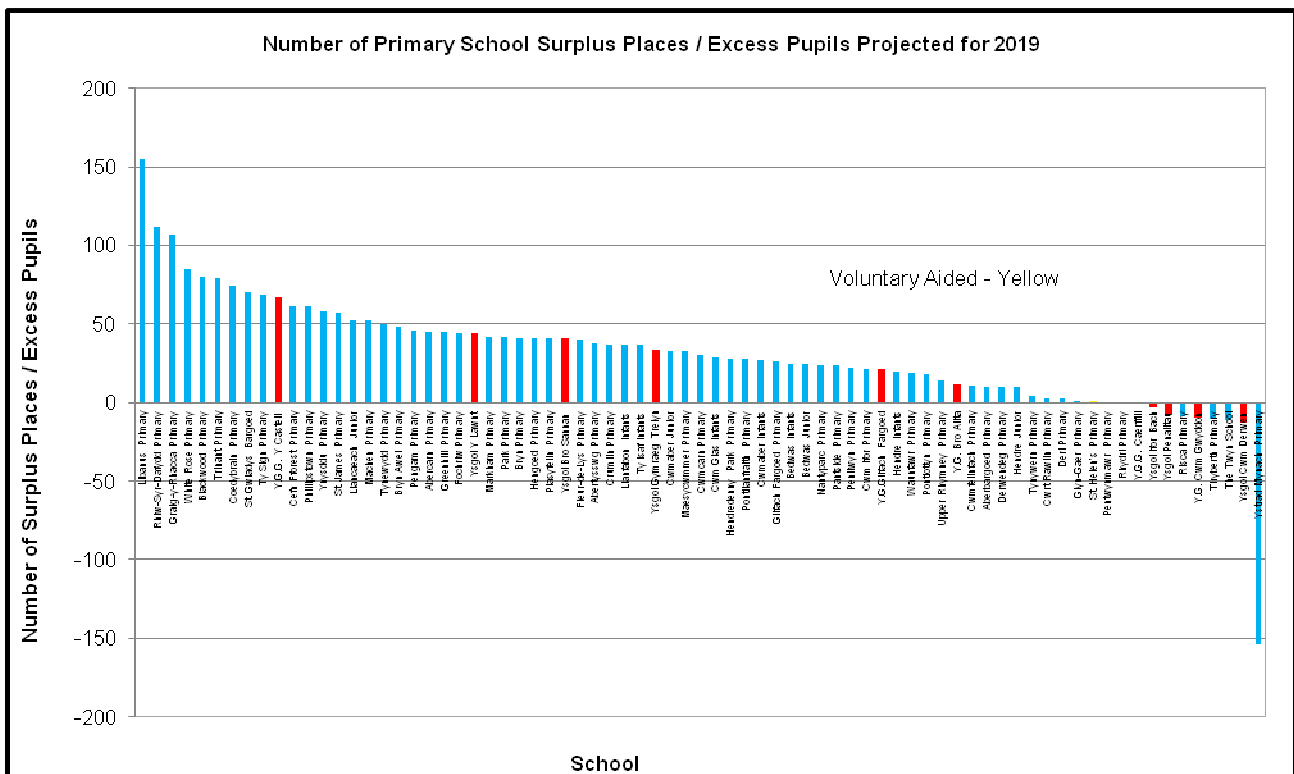
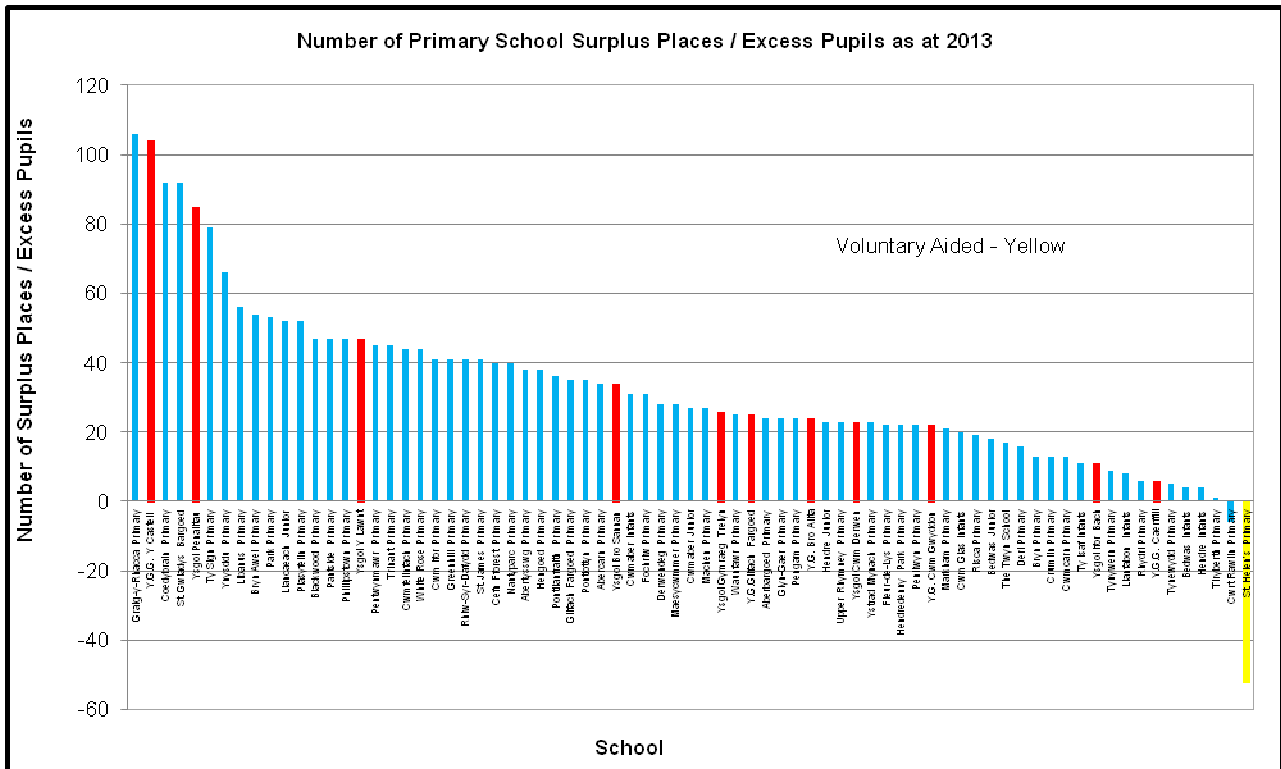
These graphs show the actual (2013) and projected (annually 2014 to 2019) surplus places for Primary schools (all schools, English-medium, Welsh-medium respectively). The lines represent capacity (red) and pupil numbers (blue).



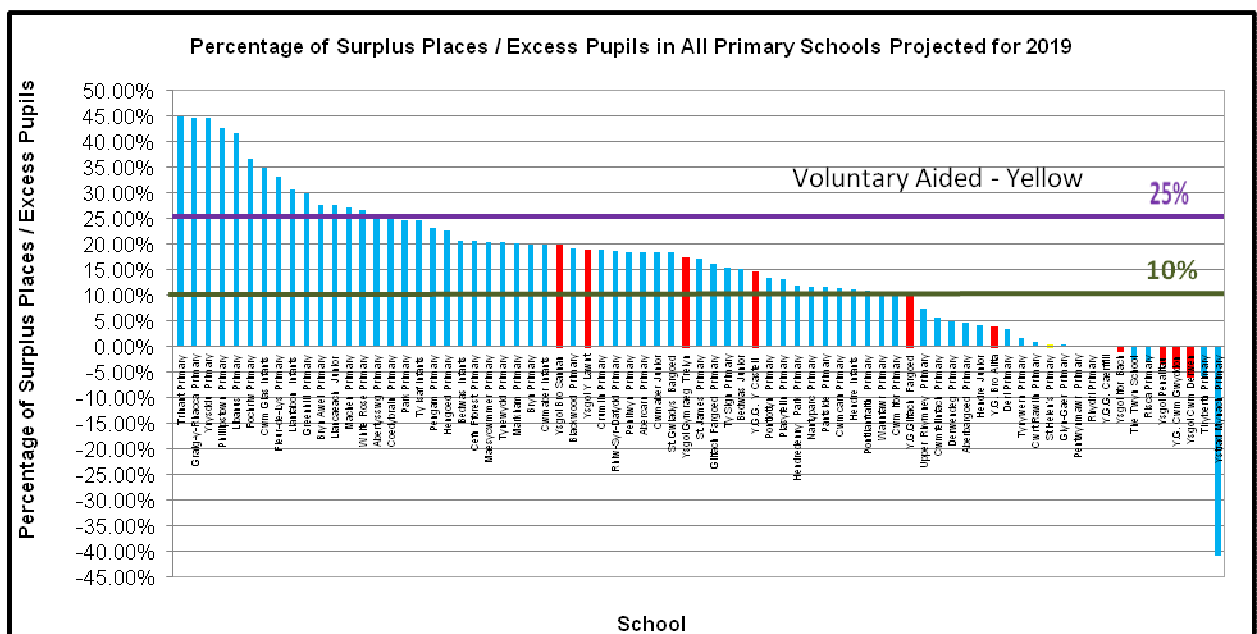
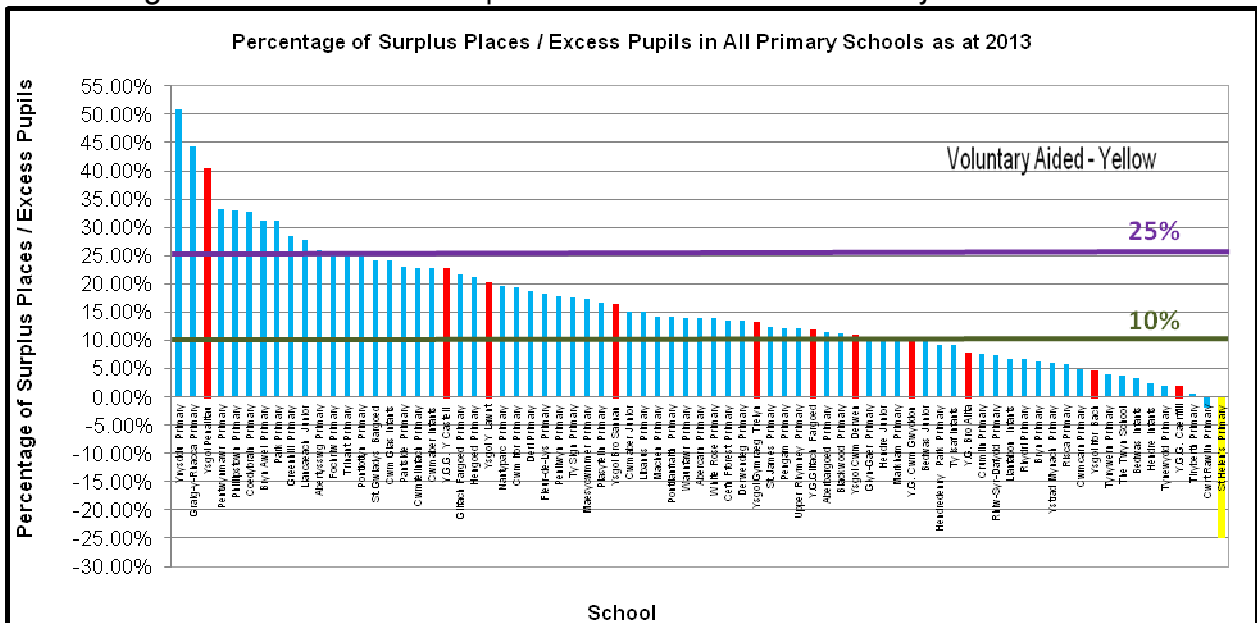
These graphs show the actual (2013) and projected (annually 2014 to 2023) surplus places for Secondary schools (all schools, English-medium, Welsh-medium respectively). The lines represent capacity (red) and pupil numbers (blue).



The graphs below illustrate the relative number of surplus places (actual as at September 2013 and projected as at September 2019) of CCBC Primary schools in descending order. The red lines represent Welsh-medium Primary schools.



The graphs below illustrate the relative percentage of surplus places (actual as at September 2013 and projected as at September 2019) of CCBC Primary schools in descending order. The red lines represent Welsh-medium Primary schools.

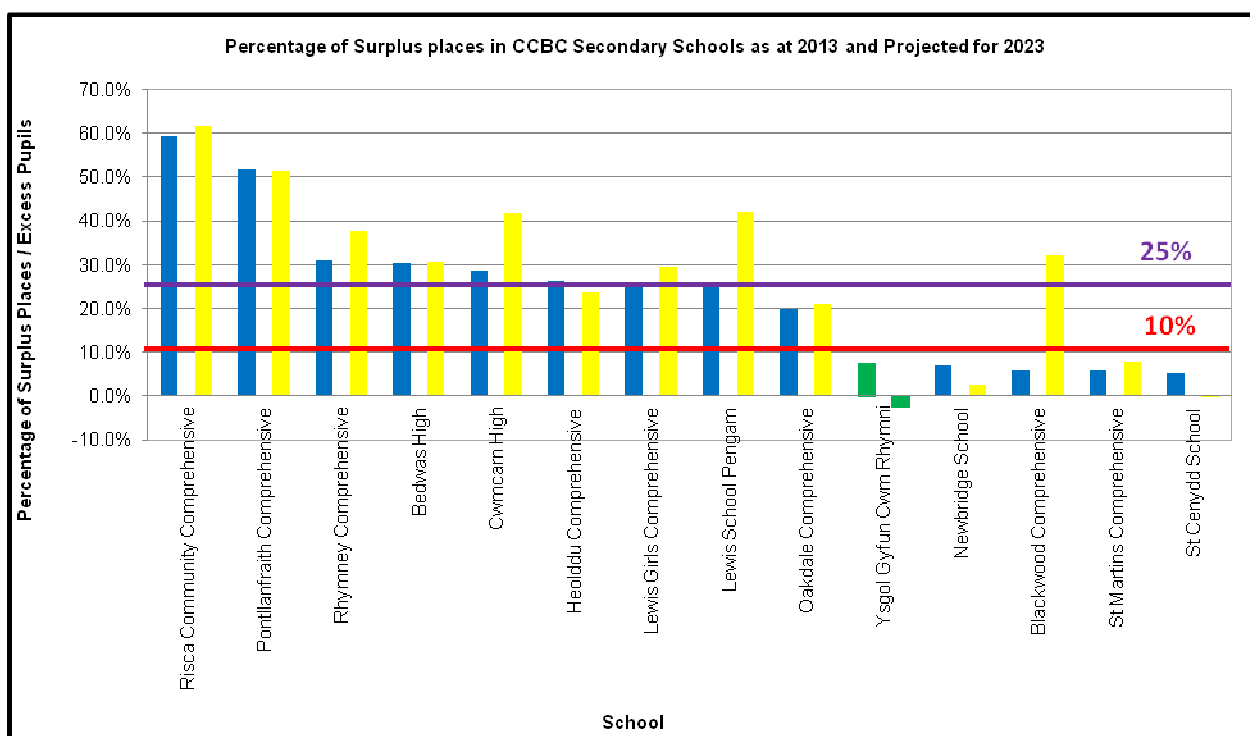
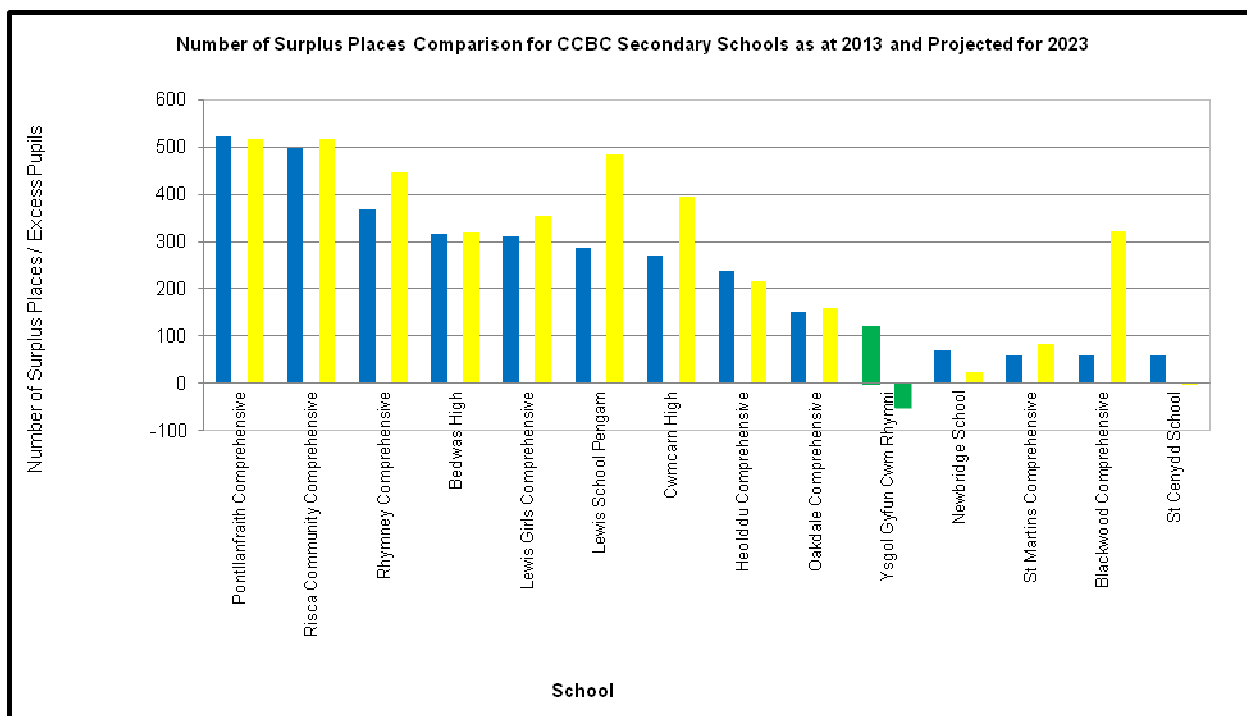


Overall there are 15 Primary schools forecast to have in excess of 25% surplus places by 2019 (all English-medium). 8 Primary schools are forecast to have excess pupils by 2019. Many of these can be managed by limiting out of catchment admissions and by increasing capacity via s106 Planning agreements.

The purple line represents 25% surplus places which has historically been a published performance indicator. The significance of the green line is based on a recent report which recommended surplus places be reduced to an average 10% by December 2012.

(Source : The Structure of Education services in Wales Independent Task and Finish Group Report, dated 9th March 2011)

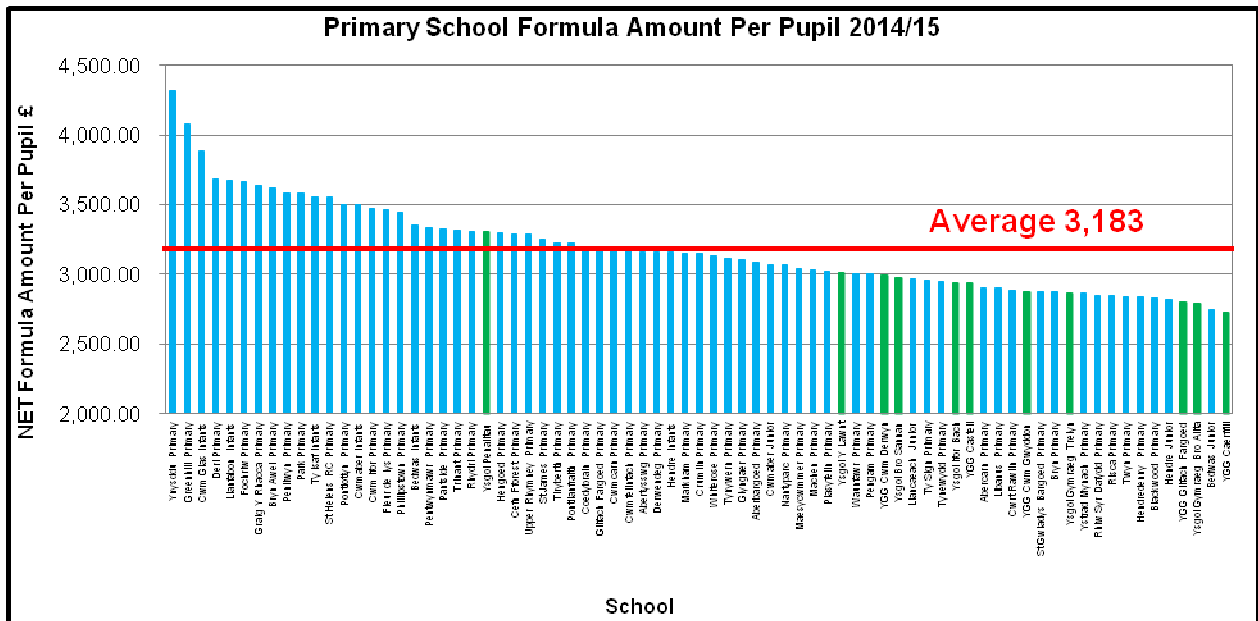
The graphs below compare the relative number and percentage of surplus places (actual as at September 2013 and projected as at September 2023) of Secondary schools in descending order.



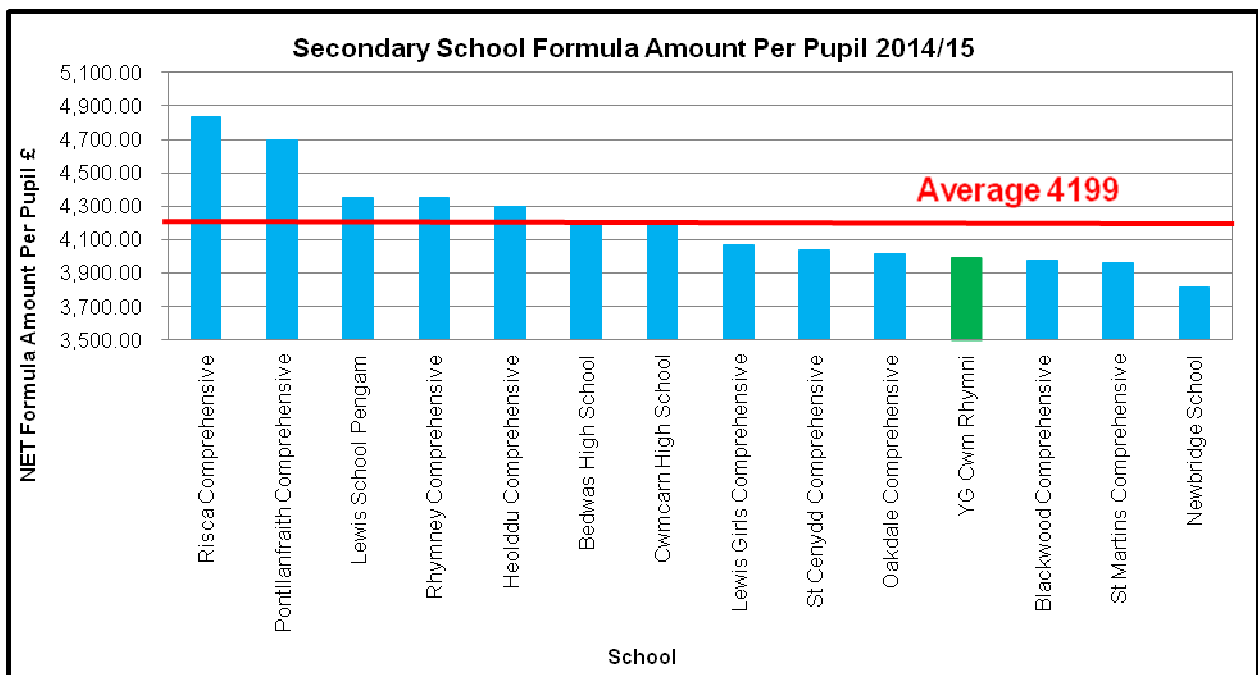
Of the 13 English-medium schools 9 show an increased % of surplus places by 2023 as compared to 2013. **Formula Amount Per Pupil 2014/15**

The amounts shown are net of SRBs (specialist resource bases) and amended for retrospective adjustments. The formula amount has been divided by the net average pupil numbers (based on January 2014 actuals, September 2014 & January 2015 estimates and excluding 6th form pupils who are funded separately).

If all Primary sector schools were funded at or below the present CCBC average of £3,183, the annual savings would realise circa £1.1m which could be distributed across schools. It is acknowledged this would take a number of years to achieve.



If all Secondary schools were funded at or below the present CCBC average of £4,199, the annual savings would realise in excess of £730k which could be distributed across schools. It is acknowledged this would take a number of years to achieve.



Key Issues

Population Trends

Overall CCBC English-medium Primary pupil numbers are projected to decrease by 67 by 2019, There is also an estimated reduction of 631 English-medium Secondary numbers by 2023.

As regards Welsh-medium, there is a projected increase of 154 by 2019 in Primary, with a projected increase of 935 by 2023 in Secondary.

Sizes/viability of schools

10 of the Primary schools (All English-medium) are presently below the 120 pupils threshold as determined by the 21st Century schools (Key Principles) process. This number increases to 11 (all English-medium) by 2019. No current Primary schools are small as per WG's definition. There is a general increase in size of smaller Primary schools forecast by 2019.

A further 27 Primary schools (25 English-medium and 2 Welsh-medium) are presently between 120 and 200 pupils. This number reduces to 23 (21 English-medium and 2 Welsh-medium) by 2019.

9 of the Secondary schools are presently below the 750/900 thresholds as determined by the 21st Century schools (Key Principles) process. This number increases to 10 by 2023, with only 4 Secondary schools (2 English-medium and 1 Welsh-medium) projected to be above those thresholds by then.

9 of the 13 English-medium secondary schools are expected to have a lower number of pupils by 2023.

Surplus Places

14 Primary schools (13 English-medium and 1 Welsh-medium) have more than 25% surplus places presently. This number increases to 15 (all English-medium) by 2019.

8 English-medium Secondary schools have more than 25% surplus places presently. This number remains at 8 by 2023.

There are 3327 surplus places overall in secondary schools at present, gradually increasing to 3786 (by 2023). If YGCR is excluded, these numbers are 3207 (2013) and 3838 (2023) respectively.

Phase 1 of CCBC's Secondary Rationalisation Programme agreed rationalisation proposals in respect of Islwyn West. These will result in a new school with effect from January 2017.

The authority wide percentage of surplus places for all 14 secondary schools currently projected for September 2016 is 24.9%. When Phase 1 is implemented, the projected percentage of surplus places would decrease to 20.4% across Caerphilly as a whole.

As regards Welsh-medium, there are 407 surplus places overall in Primary schools at present, with 189 surplus places by 2019. Ysgol Gyfun Cwm Rhymni presently has 120 surplus places, projected to decrease to 52 excess pupils by 2023.

Buildings/Property Condition Surveys/25-year maintenance

As regards English-medium Primary schools, 6 are classified as condition A, 34B and 24C. As regards Welsh-medium Primary schools, 2 are classified as condition A, 4B and 5C.

As regards English-medium Secondary schools, 2 are classified condition B, 10C and 1D. Ysgol Gyfun Cwm Rhymni is categorized as condition A.

The 25-year maintenance figure for Primary amounts to £83.1m and £57.6m for Secondary (excludes 2 PFI schools). These costs range from £0.4m to £3.5m in the Primary sector and £1.8m to £9.2m in the Secondary sector.

Catchment Areas

These are a combination of those inherited by CCBC in 1996 (and following formal review in 1999), those determined by the Welsh Government in respect of the Lower Islwyn area (English-medium Secondary) and those determined locally following provision of additional Primary schools since 2004 (Welsh-medium). A small number of catchment area boundaries have also changed, either by local agreement or following a formal consultative process and determination by Cabinet.

3 of the English-medium Secondary schools in the 'Islwyn' area have shared catchment areas, being the only examples in CCBC apart from Welsh-medium and the 1 aided Primary school.

The Rhymney Valley (former Mid Glamorgan) and Islwyn (former Gwent) divide is historical and pre-dates Local Government Reorganisation in 1996. More recent boundary changes have seen the Aberbargoed and Maesycwmmwr wards transfer into the Islwyn political constituency.

With the need to address increasing demand for Welsh-medium education, combined with the need to reduce surplus school places, catchment areas will inevitably require review.

Single Sex Schools

Lewis School Pengam and Lewis Girls Comprehensive are amongst only 4 LA single sex secondary aged schools in Wales albeit there is co-educational provision at 6th form and also limited options at 14-16.

The single sex vis a vis co-educational provision will need to be considered for the future.

6th Forms v Tertiary Model

There will be a need to review post-16 provision and assess the merits of school 6th forms vis a vis tertiary education.

Governance and Federation

There will be a need to consider governance arrangements. Federation of schools will need to be considered, particularly in the context of viability (both educationally and financially) of schools.

Appendices

3 Appendices are attached as follows:

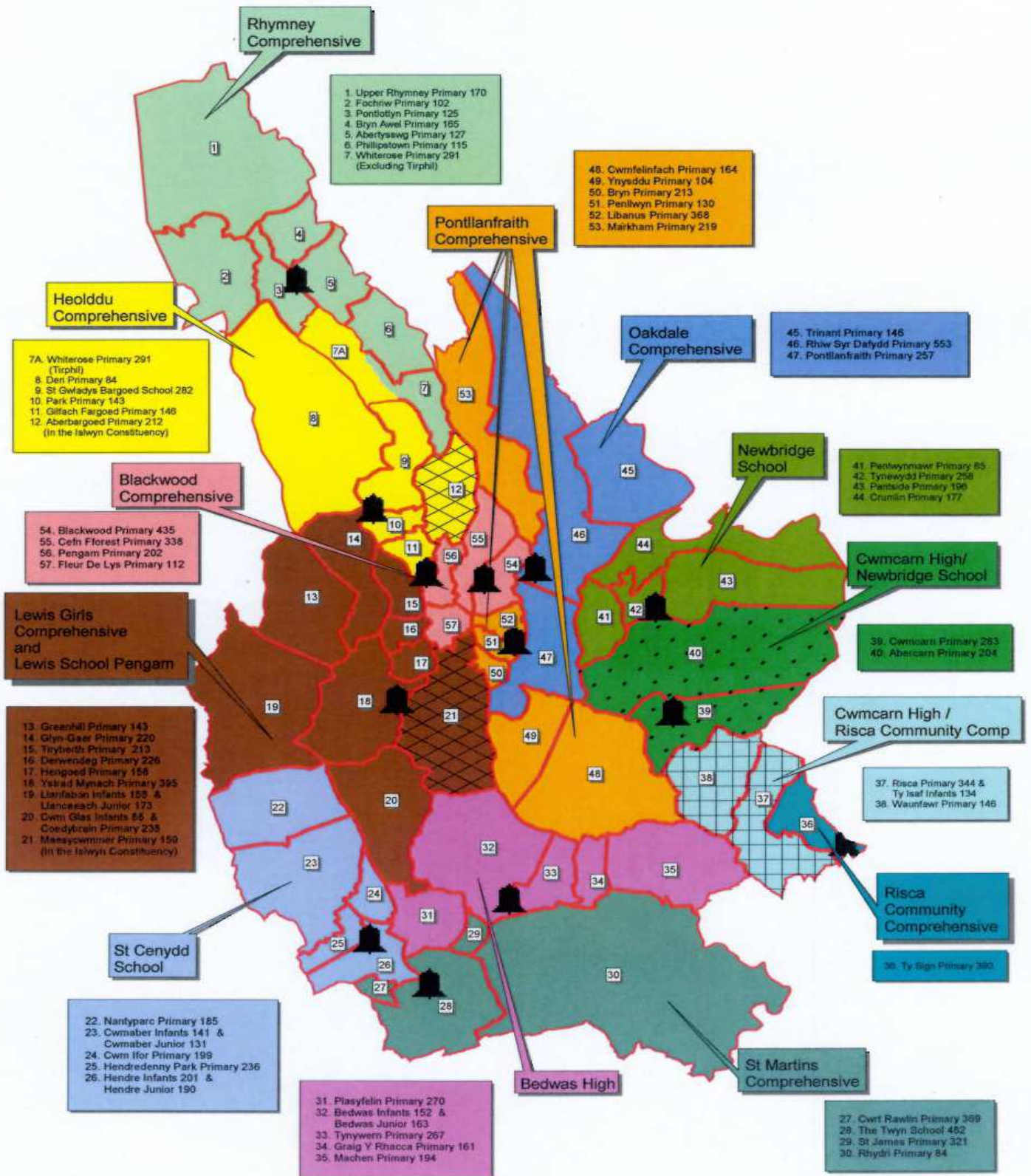
Appendix 1: English-medium Catchment Area map

Appendix 2: Welsh-medium Catchment Area map

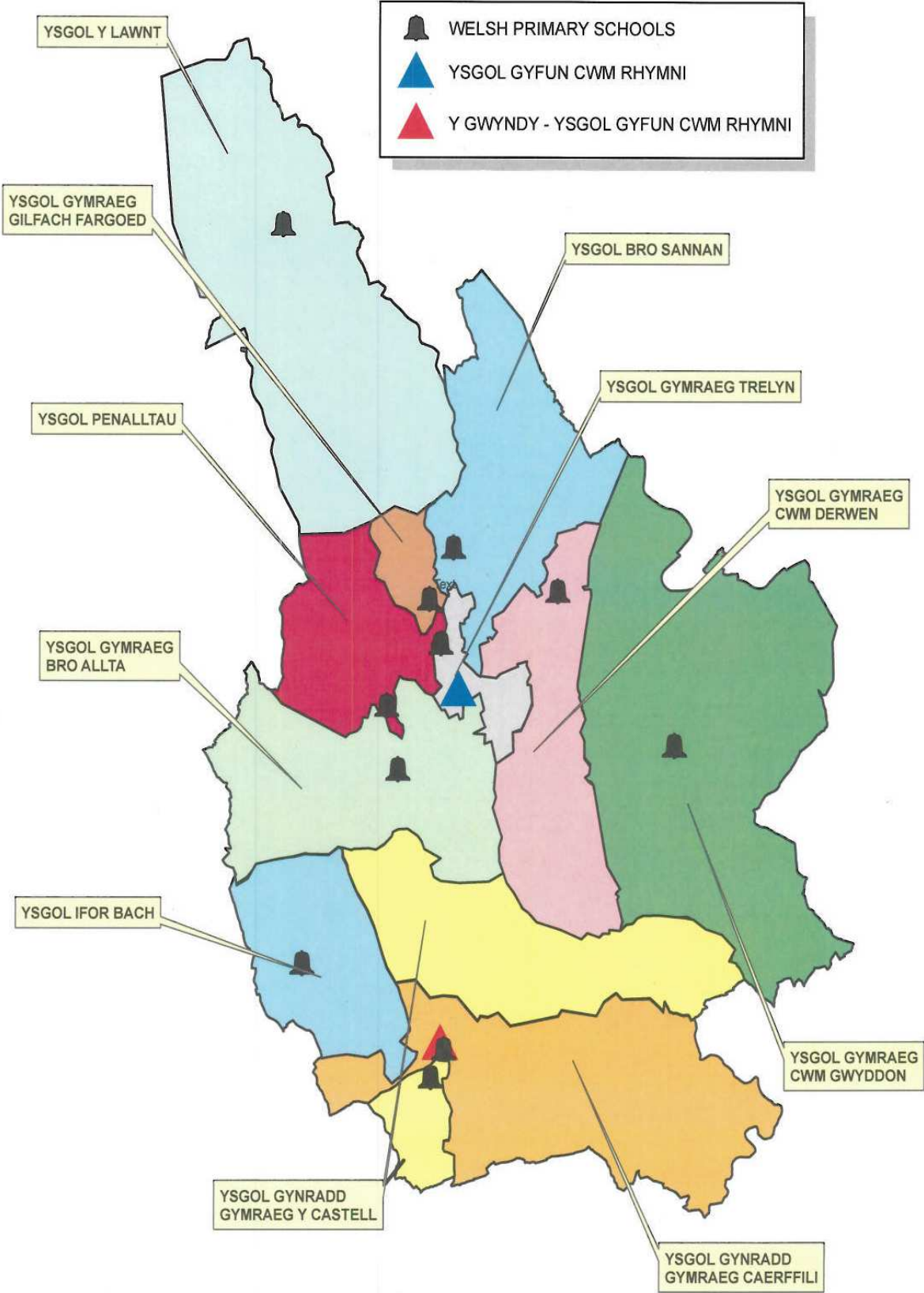
Appendix 3: School Data

- Surplus Places & Excess Pupils
- School Size Data etc.
- School Condition Data etc.

SECONDARY SCHOOL CATCHMENT AREAS WITH FEEDER SCHOOLS OUTLINED IN RED



CURRENT WELSH PRIMARY SCHOOL CATCHMENT AREAS



School Surplus Places & Excess Pupils

Description	Primary Sector			Secondary Sector				
	Total	English	Welsh	Total	English	Welsh	11-16	11-18
Surplus Places 2013								
• Less than 10%	23	19	4	5	4	1	-	-
• 10% - 25%	38	32	6	1	1	0	-	-
• More than 25%	14	13	1	8	8	0	-	-
Surplus Places 2019(PRY) 2023 (SEC)								
• Less than 10%	23	16	7	4	3	1	-	-
• 10% - 25%	38	34	4	2	2	0	-	-
• More than 25%	14	14	0	8	8	0	-	-
Excess Pupils 2013								
• Less than 10%	1	1	0	0	0	0	-	-
• 10% - 25%	0	0	0	0	0	0	-	-
• More than 25%	0	0	0	0	0	0	-	-
Excess Pupils 2019(PRY) 2023 (SEC)								
• Less than 10%	7	3	4	2	1	1	-	-
• 10% - 25%	0	0	0	0	0	0	-	-
• More than 25%	1	1	0	0	0	0	-	-

School Size Data etc

Description	Primary Sector			Secondary Sector				
	Total	English	Welsh	Total	English	Welsh	11-16	11-18
Size of School (2013)								
• Less than 120 pupils	10	10	0	-	-	-	-	-
• 120 – 200 pupils	27	25	2	-	-	-	-	-
• 201 – 300 pupils	23	17	6	-	-	-	-	-
• More than 300 pupils	15	12	3	-	-	-	-	-
Size of School (2019)								
• Less than 120 pupils	11	11	0	-	-	-	-	-
• 120 – 200 pupils	23	21	2	-	-	-	-	-
• 201 – 300 pupils	28	21	7	-	-	-	-	-
• More than 300 pupils	13	11	2	-	-	-	-	-
Size of School (2013)								
• Less/more than 750 pupils	-	-	-	-	-	-	3/2	-
• Less/more than 900 pupils	-	-	-	-	-	-	-	6/3
Size of School (2023)								
• Less/more than 750 pupils	-	-	-	-	-	-	4/1	-
• Less/more than 900 pupils	-	-	-	-	-	-	-	6/3
Site Size Compliance								
• Less than 75%	25	21	4	0	0	0	-	-
• 75% - 100%	11	7	4	3	3	0	-	-
• More than 100%	39	36	3	11	10	1	-	-
Schools with SEN units	16	15	1	4	4	0	-	-
Out of catchment % (averages)	27.1%	27.4%	25.8%	21.2%	24.0%	1.9%	-	-

School Condition Data etc

Description	Primary Sector			Secondary Sector				
	Total	English	Welsh	Total	English	Welsh	11-16	11-18
25 year maintenance (excludes PFI)	83.1m	71.75m	11.35m	56.0m	56.0m	0	-	-
Condition Rating								
• A	8	6	2	1	0	1	-	-
• B	38	34	4	2	2	0	-	-
• C	29	24	5	10	10	0	-	-
• D	0	0	0	1	1	0	-	-
Suitability Rating								
• A	45	40	5	7	6	1	-	-
• B	12	10	2	4	4	0	-	-
• C	18	14	4	3	3	0	-	-
• D	0	0	0	0	0	0	-	-
Sustainability Rating								
• A	6	4	2	0	0	0	-	-
• B	18	15	3	3	2	1	-	-
• C	45	39	6	10	10	0	-	-
• D	6	6	0	1	1	0	-	-
DDA Rating								
• A	14	11	3	0	0	0	-	-
• B	15	15	0	6	5	1	-	-
• C	27	23	4	4	4	0	-	-
• D	19	15	4	4	4	0	-	-

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EDUCATION FOR LIFE SCRUTINY COMMITTEE - 4TH NOVEMBER 2014

**SUBJECT: PUBLIC LIBRARY STANDARDS IN WALES – ANNUAL LIBRARY
UPDATE REPORT 2013-14**

REPORT BY: ACTING DEPUTY CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 To inform the Education for Life Scrutiny Committee of the progress made by the County Borough Library Service in seeking to meet the 4th Framework of Welsh Government Public Library Standards and Performance Indicators, during 2013-14, the concluding year of the improvement scheme in its present format.
- 1.2 Members are asked to note that in respect of a number of Standards detailed in this report the Authority has been judged on its aggregate activity and investment levels over the 3 year Framework timeline in determining whether specific measures have been exceeded or missed. Aggregate performance is particularly relevant in regard to Welsh Public Library Standard (WPLS) 5, Annual Acquisitions, WPLS 6, Annual Expenditure on stock, and WPLS 7, delivery of requested items.
- 1.3 Members are asked to endorse the Welsh Government Public Library Standards Annual Report 2013-14 and request that it be forward to Cabinet for their consideration and approval.

2. SUMMARY

- 2.1 Caerphilly County Borough Library Service met or exceeded 8 of 9 Welsh Government Public Library Standards in 2013-14 (see Appendix 1 and 2), an improvement of 2 Standards on the attainment achieved in either 2011-12 or 2012-13. The County Borough's performance is deemed above average, when compared to Wales as a whole. For the purpose of comparison, the average number of Standards achieved by Welsh Library Authorities in 2013-14 was 6.5, the highest number met by an Authority was 9, and the lowest was 4.
- 2.2 Caerphilly County Borough Library Service's Standards attainment was commended by the Welsh Government assessor and peer led Reference Group in the Annual Report for Caerphilly 2013-14 (see Appendix 2), as 'significant and sustained' the result of 'careful planning and the implementation of a development plan'.
- 2.3 The County Borough's attainment with regard to Welsh Public Library Performance Indicators (see Appendix 1 and 2) highlights a number of areas of improvement. Library Visits (WPLPI 1), physical and virtual, have increased by 19.6% (173,513) during 2013-14, placing the Authority above the median point in Wales at 9th place overall. There has also been noteworthy, and continued, success in the levels of computer hour use by Borough residents, WPLPI 3, where an increase of 13% (12,303) has been recorded alongside a more modest rise in overall IT occupancy rates to 25% from 23%.

- 2.4 Performance with regard to other Library indicators is mixed with Annual Book and non-book Issues (WPLPI 4) remaining flat at 3.6 loans per resident or 3,606 per 1000 population for 2013-14. Customer satisfaction (WPLPI 2), as reported to Members in 2013, continues to demonstrate the consistently high value that adult, children, and young people attach to the provision currently in place. The Welsh Government assessor recognises the value that residents place on the Authority's investment in its Public Library Service over recent years as reflected in WPLPI 2.
- 2.5 Welsh Public Library Performance Indicator 5, the percentage of annual Library Service expenditure utilised to purchase books and other collection items has improved in 2013-14 (11.23 %) compared to 2012-13 (10.73%). It is however important to note that this increase is closely linked to the significant levels of new materials purchased for the Caerphilly Library and Customer Service Centre development and that future expenditure levels are likely to be affected by the Authority's Medium Term Financial Plan and austerity measures.
- 2.6 Welsh Government Standards assessors commended the Authority's for its 'substantial progress' under the Fourth assessment 2011-14 stating:
- "Careful planning and appropriate levels of investment have all brought significant benefits to the service and the users...the authority should approach the challenges of the next planning and performance assessment period (2014-17) with considerable confidence, knowing that the approaches adopted to service planning and managing service development hitherto have been the foundations on which it has built a record of considerable success."*

3. LINKS TO STRATEGY

- 3.1 Public Libraries contribute to a number of the Council's core priorities including the key themes of the Community Strategy and the Single Integrated Plan, 'Caerphilly Delivers'.
- 3.2 The 4th Framework of Welsh Government Public Library Standards, 2011-14, assists the Authority in working toward its Strategic Equalities Objectives, in particular:
- Strategic Equality Plan SEO 3- Physical Access
Welsh Public Library Standard 1, 2, and 9
 - Strategic Equality Plan SEO 4- Communication
Welsh Public Library Performance Indicator 2
 - Strategic Equality Plan SEO 5- Engagement and Participation
Welsh Public Library Performance Indicator 2
- 3.3 The 4th Framework of Welsh Government Public Library Standards, 2011-14, entitled 'Maintaining a Valued Service' links closely with the 'Libraries Inspire: The strategic development framework for Welsh libraries 2012-16' and recently adopted 5th Strategic Framework of Public Library Standards, 2014-17, entitled 'Libraries making a difference'.

4. THE REPORT

- 4.1 **Fourth Assessment Framework for Welsh Public Library Authorities: Caerphilly County Borough Library Service Annual Return 2013-14**
- 4.1.1 The year under review is the third and final performance period assessed as part of the 4th Framework of Welsh Government Public Library Standards, 2011-14. The 4th Framework focuses on supporting local authorities to maintain a core Library Service during a period of financial constraint for the public sector in Wales.
- 4.1.2 The Authority is commended for achievements linked to the 2009-14, Five Year Development Plan, its Library building improvement programme, and the adoption of a new service strategy for 2014-17 that focuses on 'reading together', e-digital services' and the requirements of the County Borough Medium Term Financial Plan.

4.1.3 Caerphilly County Borough Library Service is deemed to meet 8 of 9 standards (WPLS 1,2,3, 4, 5,6, 7 and 9) whilst partially achieving 1 standard (WPLS 8) that relates to staffing.

4.1.4 Details of standards met or partially met are provided below:

4.1.4.1 **WPLS 1, Access to Public Library Services Points (met)**

97.7% of occupied Borough households are within 2 miles of a static Library well above the standard of 95%.

4.1.4.2 **WPLS 2, Services to special user groups and those with special requirements (met)**

The Authority is assessed as continuing to perform well and recognised for its recent reviews of DDA accessible technology and building condition works in respect of disabled users.

4.1.4.3 **WPLS 3, Aggregate annual opening hours for all service points (met)**

The Council's overall performance exceeds the minimum level required and has improved markedly on the attainment reached in 2012-13. The reopening of Aberbargoed Library in May 2013 and increases in core hours as part of the Caerphilly and Newbridge developments have led to the increase in attainment achieved overall for 2013-14.

4.1.4.4 **WPLS 4, ICT services and facilities for users (met)**

All Libraries open 30 hours or more per week now offer free Wireless Internet Access to customers in line with the requirements of this Standard. The investment made by the Authority in WiFi provision during 2013-14, approximately £25k, with the support of the Council's IT Section, who coordinated the installation work, has ensured that this previously partially met standard has been fully achieved in 2013-14 for the first time.

The level and number of public access computer facilities accessible to local residents has risen to 14 PCs per 10,000 population during 2013-14, among the highest allocations in Wales, with enhanced provision included as part of the Newbridge and Caerphilly building developments. A technology refresh has updated all existing public and staff workstations in recent months in line with sector standards.

4.1.4.5 **WPLS 5, Annual Acquisitions of materials for public use (met)**

Performance against this Standard exceeds the minima required and, as with WPLS 6 noted below, the Authority's commitment to book and other material purchases is commended by the assessors for a second success year. The Authority's aggregate performance over the three-year Framework period, 2011-14, exceeds the standards minimum for adult and children material acquisition totals by a third in each case.

4.1.4.6 **WPLS 6, Expenditure on materials for adults and young people (met)**

This standard is met in full, though expenditure on young people's resources has marginally declined when compared to 2012-13. Aggregate performances over the 2011-14 Framework cycles has remained high and above the UK median point for adult spend and exceeded the top quartile for residents 16 or under. The Welsh Government assessors consider the spend levels as 'very satisfactory' and commends the Council's investment in its materials fund over the 2011-14 period.

4.1.4.7 **WPLS 7, Delivery of requests (met)**

The Library Service is deemed to meet this standard by a significant margin. Performance against each of the three supply periods, 7, 15, and 30 calendar days, has increased in 2013-14, the third year of sustained improvement against each of the reporting timescales. Aggregate performance during 2011-14 reflects this incremental and sustained improvement.

4.1.4.8 **WPLS 8, Library staffing (partial)**

The Authority is deemed to employ sufficient staff to operate the Library Service. The Authority's attainment with regard to the percentage of professionally qualified staff remains below the minimum set, though the Welsh Government assessor recognises that

the service is in the process of a management restructure that may assist in rebalancing this arrangement under the 5th Framework, 2014-17.

4.1.4.9 **WPLS 9, Capital expenditure and buildings (met)**

Following the reopening of Aberbargoed Library, the relocation of services to the Newbridge Memo, and the completion of a three storey facility in Caerphilly town this Standard has been met in full during 2013-14 and for the first time. Due in large part to the significant investment the Authority has made in its Library building stock over recent years the County Borough is assessed by the Welsh Government Standards Reference Panel as follows:

“the authority’s progress and achievements have been remarkable and highly effective. They are therefore also to be highly commended.”

4.1.5 **Summary of Welsh Public Library Performance Indicator achievement**

Caerphilly County Borough Library Service’s performance indicator achievements remained mixed when 2013-14 outcomes are compared to other years in the 2011-14 Framework periods. Welsh Public Library Performance Indicator (WPLPI) 1, the number of people using the library service per 1,000 resident population increased by 19.6% in 2013-14 (173,513) an achievement which the Welsh Government Standards assessor considers to be linked to the range of improved facilities and services now provided by the Authority, including the impact of co-locating Libraries with other Council provision.

Customer satisfaction with the Authority’s Library Service (WPLPI 2) has improved overall with high levels of customer approval in each of the areas recorded. It is noteworthy that the proportion of users who rated their Library as ‘very good’ or similar has increased in each of the indicator elements reported to Welsh Government.

Conversely annual book and non book issues per 1,000 resident population (WPLPI 4) have at best remained static when 2013-14 performance is compared to that reported for 2012-13 and indicate a broader decline over the full Framework period (2011-14). Book borrowing per thousand resident population remains below the median for Wales and is a target for improvement in the recently approved 2014-17 Library Service Strategy within the theme of ‘Reading together’. There are however some notable exceptions, Caerphilly Library and Customer Service Centre has seen a book and non-book loan increase of 12% and both Newbridge and Deri have shown marked improvements. Loans to children in particular have driven increases where they have taken place.

Public computer use continues to increase (WPLPI 3) however the percentage of Internet Terminals in continuous use remains below the Welsh average due in large part to the impressive coverage that the Authority has been able to support in recent years, particularly where new or enhanced buildings have been commissioned, leading to fewer periods of total occupancy compared to Councils with more restricted levels of provision.

The Council’s financial commitment to the Library Service and its building improvement programme continues to have a significant and positive impact on the Library Services performance with regard to expenditure related indicators (WPLPI 6-8), and has been commented upon by the Welsh Government Standards assessors as both ‘notable’ and ‘commendable achievements’ that reflect the Authority’s commitment to its Library Service even in times of financial austerity.

5. **EQUALITIES IMPLICATIONS**

- 5.1 An Equalities Impact Assessment is not required because the issues covered by this report are for information purposes only, seeking to update Members with regard to the Authority’s performance in respect of Welsh Government Public Library Standards; therefore the Council’s full EIA process does not need to be applied.

6. FINANCIAL IMPLICATIONS

6.1 There are no financial implications linked to this report.

7. PERSONNEL IMPLICATIONS

7.1 There are no personnel implications linked to this report.

7.2 For purposes of clarity and completeness Members are asked to note the Library Management Arrangement changes endorsed at Education for Life Scrutiny Committee on June 4th 2014. The revised management staffing structure was implemented on August 1st 2014 and forms an important element of the County Borough Library Services MTFP commitments.

8. CONSULTATIONS

8.1 The views of all consultees have been included within this report.

9. RECOMMENDATIONS

9.1 Members note the information received from the County Borough Library Service with regard to its performance for 2013-14 in working towards achieving the 4th Framework of Welsh Government Public Library Standards and Performance Indicator Set, 2011-14.

9.2 Members should also note the Welsh Government's Public Library Standard Reference Group assessment of this performance **See Appendix 1 and 2**. The Authority's attainment of 8 Public Library Standards, above the median for Wales of 6.5, is of particular note and the subject of the assessor's formal commendation.

9.3 That the Education for Life Scrutiny Committee endorses the Welsh Government Public Library Standards Annual Report 2013-14 and forward to Cabinet for approval.

10. REASONS FOR RECOMMENDATIONS

10.1 Consult and seek the views of the Scrutiny Committee to meet the requirements of the Welsh Government Public Library Standards and Performance Indicator Set by 2014.

10.2 To inform Education for Life Scrutiny Members of the progress achieved by the County Borough Library Service in meeting the requirements of the 4th Framework of Welsh Government Public Library Standards, 2011-14.

11. STATUTORY POWER

11.1 Public Libraries and Museums Act 1964.

Author: Gareth Evans, Interim Manager Community Education
Consultees: Acting Deputy Chief Executive, Sandra Aspinall
Assistant Director Education and Lifelong Learning, Tony Maher
Cabinet Member for Education and Lifelong Learning, Cllr. R Passmore
Education Senior Management Team
Senior Legal Assistant, Russell Allen
Education Group Accountant, Jane Southcombe
Principal Human Resource Officer, Kathryn Davies

Background Papers:

Education for Life Scrutiny Committee 2nd June 2009. Caerphilly County Borough Library Service – Five Year Development Plan 2009-14

Cabinet 9th June 2009. Caerphilly County Borough Library Service – Five Year Development Plan 2009-14

Education for Life Scrutiny Committee 24th September 2013. Public Library Standards in Wales – Annual Library Update Report 2012-13

Cabinet 16th October 2013. Public Library Standards in Wales – Annual Library Update Report 2012 - 13

Education for Life Scrutiny Committee 4th June 2014. Restructuring Management Arrangements – County Borough Library Service

Education for Life Scrutiny Committee 8th July 2014. Caerphilly Library Service Strategy 2014-2017

Cabinet 16th July 2014. Caerphilly Library Service Strategy 2014-2017

Appendices:

Appendix 1 Caerphilly Annual Report 2013-14

Appendix 2 Maintaining a Valued Service: The Fourth Framework of Welsh Public Library Standards April 2011 – March 2014. Caerphilly County Borough Council Annual Return Pro Forma 2013-14



Llywodraeth Cymru
Welsh Government

APPENDIX 1

Caerphilly Annual Report 2013-14

Maintaining a Valued Service: The Fourth Framework of Welsh Public Library Standards

The year under review is the third, and final, year under the Welsh Government's fourth framework of Welsh Public Library Standards. The framework was operational for the three-year period from April 2011 to March 2014; its focus was on the maintenance of core library services in what was recognised as a challenging period for the public sector. Although the benchmarks and Standards set reflected a more limited approach than in previous frameworks, as indicated in the reports for the first two years of this framework, the Welsh Government was still seeking reassurance that Welsh library authorities were endeavouring to carry out their statutory responsibilities in the delivery of the core library service.

The requirements

Under the fourth framework of library standards, Welsh public library authorities were required to submit an Annual Return - reporting on performance against the framework's 9 Welsh Public Library Standards and 8 Welsh Public Library Performance Indicators. For the 2013-14 year, the authorities were asked to submit their returns by the end of May 2014, earlier than in previous years, in order to facilitate the work of the Public Libraries Review Panel established by the then Minister for Culture and Sport. The Welsh Government is grateful for the co-operation of Welsh library authorities in this regard. The Annual Returns were considered by a panel of assessors, including a peer review reference group, drawn from senior service managers in the sector, assisted by independent external expertise.

The authority's Annual Return for 2013-14, which was submitted by the authority in accordance with the stipulated requirements, has now been considered by the assessors.

This report - issued by CyMAL: Museums Archives and Libraries Wales, the division of the Welsh Government with responsibility for administering the framework - represents the considered view of the assessors on the authority's performance in 2013-14.

The authority's scrutiny of performance and its response to the Welsh Government's previous assessment

The Annual Return indicates how the Welsh Government's assessment of progress in 2012-13 was submitted to the Council's Education for Life Scrutiny Committee, highlighting the attention given to areas requiring action, such as declining issues and loans. It also notes how the authority responded to the need for specific additional investment in WiFi in order to enable the library service to meet one of the more urgent requirements of the final year of the Fourth Assessment Framework.

Evidence of service planning

Assessment reports in the past have commented favourably on the authority's coherent approach to the planning of its library service. The value of its Development Plan has been readily apparent during the fourth assessment framework, and it is now noted that the authority intends to develop a new three-year library strategy (for the period 2014-17) that will specifically address the requirements of the Welsh Government's fifth quality standards assessment framework for libraries, whilst at the same time addressing the authority's financial planning requirements for the same period and the service priority areas of 'reading together' and 'digital eservices'. By adopting such an approach the authority and library service should be able to face a challenging period with a greater degree of confidence, benefiting from the knowledge that such an approach has provided clear merits and successful outcomes in the past.

The Welsh Public Library Standards (WPLS)

The authority's performance against the Welsh Public Library Standards during 2013-14 has been assessed as follows. The authority:

- Is achieving 8 of the 9 Welsh Public Library Standards, compared to 6 in March 2013.

This is commendable progress of a significant and sustained nature, achieved through careful planning and the implementation of a development plan closely allied to the requirements of the Standards Framework.

In WPLS 1 (service points and access to them), the authority is performing well against the requirements. A recalculation of the proximity of occupied households to service points and the re-opening of one service point brought about a higher level of performance, and the development of links with local colleges targeted at young adult readers is also noted. In WPLS 2 (services to users with special needs), the authority also continues to perform well, emphasising the need to continually review ICT provision as well as delivering services within a DDA compliant environment. In WPLS 3 (opening hours) there has been a significant increase in total and aggregate opening hours as a direct consequence of re-opening one service point and opening the major new service point at Caerphilly and the new service point at Newbridge. By investing in the provision of WiFi at the larger service points the authority is also now achieving all the requirements of WPLS 4 (ICT services and facilities). The service has expanded significantly over the period of the assessment framework as new and modernised library service points have been opened, all with additional ICT provision.

The authority has also increased its investment in books and materials for its libraries and levels of performance achieved both over the three-year period and in the final year of the framework, are commended. In previous Annual Returns the authority indicated that it might not be able to sustain these satisfactory levels of investment, but by careful planning it has done so. As a result, the requirements of WPLS 5 (annual acquisitions) are met. In WPLS 6 (annual expenditure on stock) the levels of additional investment are reflected in very satisfactory levels of reported performance, and even though one target in respect of stock replenishment is missed by a very narrow margin, the assessors agreed to award the Standard in full following their consideration of the authority's explanation of the impact of a set of transient influences on that particular performance. The library service has also continued to make progress in WPLS 7 (delivery of requests) and has improved further in the year under review on levels of performance that were

already previously meeting the requirements of the Standard. The Return emphasises the value of resource sharing and inter-lending in this area, but the primary reason for the sustained levels of commendable performances is the consistent levels of investment in the materials fund achieved over the period 2011-14.

As a result of the successful implementation of its Development Plan, and the significant levels of associated capital investment, the authority is now also meeting the requirements of WPLS 9 (buildings and space). In this area the authority's progress and achievements have been remarkable and highly effective. They are therefore also to be highly commended.

- Is partly achieving the requirements of the one remaining Standard, namely WPLS 8 (staffing)

The performance in terms of overall staffing numbers is satisfactory in relation to the requirements of the Standard, but the percentage of professional staff employed falls short of the target set. It is noted that there are a number of unfilled professional posts at the present time, and the Return indicates that it is necessary to maintain that position in order to accommodate the possible effects of forthcoming spending reviews and staff restructuring. However, when those processes are complete, the authority should seek to ensure that its library service has sufficient professional expertise and competence to enable it to build on its achievements and to respond to opportunities for further initiatives that may present themselves.

Overall

These performances reflect careful and well-managed progress and achievements over the period since April 2011.

For the purpose of comparing performances with that of other Welsh public library authorities, the average number of Standards being met by all authorities in 2013-14 was 6.5, the highest number achieved was 9, and the lowest 4. Caerphilly's performance is therefore above average when compared with others in Wales.

The Welsh Public Library Performance Indicators (WPLPI)

The framework also asked library authorities to report against 8 Performance Indicators: many of these were comparable with figures reported under the third assessment framework (2008-11), and it was therefore possible for authorities to identify certain trends in service performances.

The following table lists the authority's reported performances alongside Welsh average performances. The authority should reflect on these comparisons, and on the assessors' comments below as it embarks on the work of drawing up its three-year plan for the development of its library service in the period 2014-17.

WPLPI	Authority Performance	Welsh average
1. Use (physical/virtual visits, attendance at events) of service (per 1,000 population)	5974	5635
2. User satisfaction levels (i) % of users who are 'satisfied' or 'very satisfied' with	98%	96%

the library service		
(ii) % of adults who think the choice of books is 'very good', 'good', or 'adequate'	99%	96%
(iii) % of users under 16 who think the choice of books is 'very good', 'good', or 'adequate'	99%	98%
3. % take-up of public access PCs	25%	41%
4. Annual issues (per 1,000 population)	3606	4424
5. % of total authority library expenditure spent on the purchase of library stock	11.23%	12.90%
6. % of total authority revenue expenditure spent on the public library service	1.34%	0.90%
7. The % of total authority capital allocations expended on public library facilities in this year	5.39%	0.56%
8. Net expenditure on public library provision (per 1,000 population)	£23,188	£16,341

Most of the performances reported remain at satisfactory levels. Indeed, some reflect significant increases in performance. Physical visits (WPLPI 1) have increased dramatically in some locations, undoubtedly as a result of improving and modernising the facilities, as well as co-locating a wider range of local authority services with libraries. Loans (WPLPI 4) and the use of ICT (WPLPI 3) appear to be steady, but the overall headline figures tend not to fully convey the improved performances of a significant kind within these service areas, particularly at some of the newer libraries. Public satisfaction rates are high in WPLPI 2, and again the value derived from the work undertaken on buildings and from higher levels of investment in stock and services, is clearly apparent in the public's response.

All the key financial Welsh Public Library Performance Indicators show significant improvement in performances compared to 2012-13. The completion of the new build project at Caerphilly is reflected in the significant allocation from the authority's capital funding (WPLPI 7) and places the authority in a commendable position compared to others in Wales. Similarly the increase in the net annual expenditure on library provision (WPLPI 8) and in the percentage of authority revenue expenditure spent on the provision of a public library service during 2013-14 are both notable and very commendable achievements that reflect the authority's commitment to its library service, even in these challenging times.

Concluding remarks

The authority is to be commended on its substantial progress under the fourth assessment framework. Careful planning and appropriate levels of investment have all brought significant benefits to the service and the users. The residents of the authority have responded by expressing very high levels of satisfaction with the authority's library service. As noted earlier, the authority should approach the challenges of the next planning and performance assessment period (2014-17) with considerable confidence, knowing that the approaches adopted to service planning and managing service development hitherto have been the foundations on which it has built a record of considerable success.

APPENDIX 2

Welsh Government

CyMAL: Museums Archives and Libraries Wales

Maintaining a Valued Service

The Fourth Framework of Welsh Public Library Standards April 2011 – March 2014

Annual Return Pro Forma (2013-14)

All library authorities are required to complete this pro forma and are asked to follow the instructions provided carefully as the requirements in terms of reporting differ between sections.

All library authorities are requested to provide commentary against each and every Standard (WPLS) and against *each and every* Performance Indicator (WPLPI) in the 'Authority self-assessment' column provided, but only when data is included in the Actual Performance column. Failure to provide commentary could result in the pro forma being returned to library authorities for completion.

Completed *Annual Returns* should be submitted as an electronic document by Friday 4th July 2014 (Draft by Wed 21st May)

Please send to:

Elizabeth Bennett, CyMAL, elizabeth.bennett@wales.gsi.gov.uk

Any questions please contact: Alyson Tyler, Libraries Development Programme Manager (alyson.tyler@wales.gsi.gov.uk)

Name of authority: Caerphilly County Borough Council

Please tick as appropriate

This Annual Return has been approved by the authority prior to its submission to CyMAL

Yes No

If Yes, state whether approval was granted by

Full Council

Cabinet/Executive

Portfolio Member

Other (state title)

If No, state when approval is expected and when the definitive Annual Return submission will be forwarded to CyMAL

Approval expected November 2014

Definitive submission to CyMAL by December 2014

Please indicate briefly below:

1. The authority's scrutiny procedures applied to the assessment of library service performances undertaken by the Welsh Government for the year 2012-13, and sent to authorities for their consideration and action in September 2013 by the Welsh Government.

The Council's Education for Life Scrutiny Committee received a report of the Authority's Public Library Standard attainment for 2012-13 on September 24th 2013. The report received a detailed discussion by scrutiny members who noted both the improvements achieved in physical visits to Borough sites and the more challenging levels of activity, a marked decline, to book and non book borrowing.

The Council's Cabinet received the 'Public Library Standards in Wales – Annual Library Update 2012-13 Report' on October 16th 2013. The contents of the report were fully noted, including the assessment of the Welsh Government Public Library Standard Reference Group, and the annual update was approved.

2. What decisions were made by the authority as a result of scrutiny procedures that sought to improve library service performances in relation to the Welsh Public Library Standards and Welsh Public Library Performance Indicators?

A sum of £25,000 has been allocated by the Authority to enable all Libraries open 30 hours or more per week to offer free WiFi provision to customers in line with the requirements of WPLS 4(i)d. The WiFi access should enable the Authority to meet WPLS 4 in full for 2013-14 as all sites open 30 hours or more per week offered this provision before March 31st 2014.

3. What action was agreed as a consequence of those decisions?

See above

4. (a) If you indicated in your Annual Return for 2012-13 that your authority was undertaking a formal review of its library service, please indicate whether the review has now been completed:

YES NO N/A

4. (b) If your authority commenced a formal review of its library service during 2013-14, please indicate whether that review has now been completed:

YES NO N/A

If you answered YES to either (a) or (b), briefly outline the main recommendations of the review, noting whether these recommendations have been accepted by the authority and at what level (e.g. Full Council, Cabinet, Executive, etc.). Please also indicate what actions have been taken / are planned in order to implement those recommendations:

If you answered NO to either (a) or (b), please indicate when the review is due to be completed:

The Council's Library Service will be reviewed during 2014-15 as part of the Authority's Medium Term Financial Planning process. A number of Service areas will be form part of a Scrutiny challenge process between June and October 2014 with a focus on efficiency target requirements for 2015-16 and 2016-17.

A new Three Year Library Strategy, 2014-2017, is scheduled to be received by Education for Life Scrutiny Committee and Cabinet in July 2014. The new strategy replaces the Library Service Five Year Development Plan 2009-2014 which concluded on March 31st 2014.

The Three Year Library Strategy, 2014-2017, seeks to place the Library Services strategic priority areas of 'reading together' and 'digital e-services' within the wider context of the Welsh Government's 5th Quality Standards Framework, 2014-17, and Local Authority Medium Term Financial Planning constraints over the same time period.

5. Please indicate whether there have been any changes made to the resources available to the library service during 2013-14 compared to 2012-13, e.g. efficiency savings, resource reductions/increases, restructuring of staff, etc., and indicate how they have impacted on the service in 2013-14 (do NOT include any commentary relating to 2014-15 and subsequent years) in this section:

None

Due to the planned opening of new Library facilities in Newbridge and Caerphilly during 2013-14, refurbishment of Bedwas Library and reopening of Aberbargoed Library and Resource Centre there has been a significant increase in spend on book and non book materials during 2013-14 compared to the equivalent twelve months of 2012-13. Spend has increased by £30,000 from £415,000 in 2012-13 to £445,352 in 2013-14.

As noted in section 2 above £25,000 of capital funding has been identified to complete the implementation of free WiFi access to all Libraries open 30 hours or more per week. As of March 31st 2014 12 of the Borough's 18 sites offer free WiFi access to residents.

During 2013-14 Caerphilly County Borough Council completed its Library building modernisation programme with all 18 static sites having received some level of refurbishment, extension, relocation, or new build since 2001. During 2013-14 the following sites were completed with additional funding from the Authority or other sources, including CyMAL Community Learning Libraries Programme grant aid:

- **Caerphilly Library and Customer Service Centre** (£5.4 Million new three storey build, including £200,000 CyMAL grant support)
- **Newbridge Library and Cash Office** (located in phase 1 of the Newbridge Memo scheme (£170,000 Council funding for fit-out, introduction of Self Service and Security provision, and contribution to conversion/restoration costs of the Institute)
- **Aberbargoed Library and Resource Centre** (£90,000 internal and external upgrade, full refurbishment and adaptation for dual use alongside an Early Years Resource Centre - £45,000 from Council funding and equivalent amount from Flying Start grant aid)
- **Bedwas Library** (£50,000 internal refurbishment, external upgrade, and introduction of new DDA accessible Public toilet – Council funded)

The Welsh Public Library Standards (WPLS) 2011-14

Notes on completion:

Annual data or information is required for WPLS 1, 2, 3, 4, 5, 6, 7, 8 and 9

Authorities should follow the guidance provided by the pro-forma against each Standard, and returns should be as required – further information and guidance is available within the published Framework document, and authorities should have due regard to this.

Authorities may be asked to resubmit *Annual Returns* if the data or information do not comply with the requirements.

Please note the additional information required on this occasion in respect of WPLS 5, 6 and WPLS 7 relating to average performances over the period April 2011 to March 2014

Framework 4 Standard	Actual Performance as at March 31 2014	Authority self-assessment
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<p>1</p>	<p>(i) Authorities whose resident population density is 20 or more persons per hectare shall ensure that the proportion of occupied households within 2 miles of a static library service point will be at least 95%</p> <p>or</p> <p>(ii) Authorities whose resident population density is between 1.1 and 19.9 persons per hectare shall ensure that the proportion of occupied households within 2.5 miles of a static library service point (or 10 minutes travelling time by public transport) will be at least 75%</p> <p>or</p> <p>(iii) Authorities whose resident population density is 1.0 persons or less per hectare shall ensure that the proportion of occupied households within 3 miles (or 15 minutes travelling time by public transport) of a static library service point shall be at least 70%</p> <p>Authorities who are failing to meet the stipulated requirement in (i) (ii) or (iii) shall also report on the number of households within a quarter of a mile of each scheduled mobile stop and within 2 miles of any other kind of service outlet providing access to library materials.</p> <p><i>Library services should briefly describe the nature of that provision and the numbers of households served in the Authority self-assessment column.</i></p>	<p style="text-align: center;">97.7%</p> <p style="text-align: center;">..... %</p> <p style="text-align: center;">..... %</p>	<p>1(i) During 2012-13 the Council's Policy Unit recalculated the proximity of occupied households to static libraries in the County Borough. The analysis based on the 2011 Census outturn highlighted that the Authority had 74,479 households occupied by at least one usual resident and that 72,758 (97.7%) were within a 2-mile radius of the County Borough's network of 18 static service points</p> <p>In evaluating the Council's performance against this standard it is important to note that Caerphilly Library Service currently supports a network of static sites that offer residents the convenience of local or nearby access and, as noted in Welsh Public Standard 3, facilities that are open well above the minimum levels required by the Welsh Government.</p>	
	<p>State numbers of:</p> <ul style="list-style-type: none"> ▪ Static service points managed by the authority ▪ Mobile service vehicles operated by the authority ▪ Other kinds of service points/modes of delivery <i>Describe briefly in Authority self-assessment column</i> 	<p style="text-align: center;">2012-13</p> <p style="text-align: center;">17</p> <p style="text-align: center;">2*</p> <p style="text-align: center;">1</p>	<p style="text-align: center;">2013-14</p> <p style="text-align: center;">18</p> <p style="text-align: center;">2*</p> <p style="text-align: center;">1</p>	<p>In May 2013 Aberbargoed Library reopened to the public alongside an Early Years Resource Centre. The total number of static service points has increased to 18 as a result of this improvement.</p> <p>*Two Small 5.5 tonne Library Link Housebound Mobile vehicles serving approximately 355 customers across the County Borough.</p> <p>A small Library Access Point is provided at Caerphilly Leisure Centre. The longer-term sustainability of this resource will be reviewed shortly following the successful relocation of Caerphilly Library to a new purpose built facility at the Twyn.</p> <p>Additionally the Library Service provides resources to Coleg Gwent at Cross Keys and Coleg y Cymoedd at Ystrad Mynach, targeted at young adult readers. These resources have been adopted into each respective Colleges Learning Resource Centre stock base.</p>

Framework 4 Standard		Actual Performance as at March 31 2014	Authority self-assessment
2	<p>(i) Library authorities shall provide access to the service for those not able to use conventional service points</p> <p>(ii) Library authorities will continue to provide specialised assistance, facilities and equipment for people with particular access requirements</p> <p><i>Library services should briefly describe the nature of the provision in the Authority self-assessment column</i></p>		<p>2(i) The County Borough Library Service delivers a dedicated Housebound provision, Library Link, to residents in the Authority who are unable to access a static service point due to age, ill health, mobility, or other related factors such as geographic isolation.</p> <p>Two small 'Library Link' Mobile Library vehicles and specialist staff visit customers at home and also deliver provision to residents in Sheltered Accommodation and Nursing Homes. A total of 355 residents are in receipt of the Library Link service and 4,810 visits were completed in 2013-14.</p> <p>There has been a small decline in the number of registered Housebound customers between 2012-13 and 2013-14 and a consequential drop in the number of visits made. A number of customers have died over the last 12 months and work is progressing to promote the service within the Borough to eligible individuals.</p> <p>2(ii) The library has an online presence as part of the corporate website. It also has its own online library catalogue, community information database and heritage search point whereby customers can access information and services such as renewals and placing requests on items remotely.</p> <p>Facebook and Twitter sites were launched during 2012 and as of March 31st 2014 the library service had 765 Social Media contacts during the last year.</p> <p>All libraries provide a welcoming environment for disabled people and promote the availability of adaptive technology (both software and hardware) specially designed to help improve access to a computer. The equipment is most commonly used for physical, sensory, reading and writing problems and includes hardware such as large keyboards, trackballs and adjustable height work surfaces to onscreen software such as Supernova.</p> <p>Microsoft windows accessibility options are available on all PCs allowing customers and staff to modify computers for their own individual requirements through the iCAM computer management system.</p> <p>A review of all static library facilities for their DDA suitability has been completed by the Council's Property Service team. The recommendations are being considered for prioritisation over the next 12 to 18 months, subject to appropriate funding being available.</p> <p>As part of the wider DDA access review noted in the 2012-13 Annual Standards return an internal assessment of the Library Services disability software and hardware provision has been completed and plans put in place to upgrade the Supernova suite of software alongside new PC's being installed across all 18 sites at present. The review has ensured the ongoing suitability of the present technology offer to disabled customers within the County Borough.</p>

<p>3</p>	<p>(i) Library authorities will ensure that the aggregate annual opening hours for all service points shall be no less than 120 hours per 1,000 resident population</p> <p>Library authorities having 4 or less static service points shall ensure that the aggregate annual opening hours shall be no less than 104 hours per 1,000 resident population</p> <p>(ii) Library authorities will ensure that emergency non-opening hours of static libraries will be no more than 1% of total planned opening hours in any year</p> <p>(iii) Library authorities will ensure that mobile library visits/stops missed or cancelled will be no more than 2.5% of total planned number of visits/stops in any year</p> <p><i>The extent of any disruption caused by unusually severe winter weather should be considered and allowed for in the above returns for (ii) and (iii) by removing any losses of service due to severe weather from the calculations.</i></p>	<p>No. of hours:</p> <p>165.6</p> <p>No. of hours</p> <p>.....</p> <p>No of service points</p> <p>18</p> <p>0.04%</p> <p>0%</p>	<p>3(i) The total service annual opening hours for 2013-14 were 29,234.</p> <p>Annual opening hour attainment during 2013-14 has improved markedly on that reported in 2012-13 and remains well above the minimum standard set of 120 per 1000 resident population.</p> <p>In 2012-13 the Authority's performance was 157.3 hours per 1000 resident population. There has been a 5.3% improvement in the last twelve months due in large part to the reopening of Aberbargoed Library in May 2013 with the reinstatement of 25 hours per week at this location and an increase in opening times at the relocated Newbridge Library (30 hours from 21 previously) and Caerphilly (50 hours from 46.5 previously).</p> <p>The planned review of Library Service opening hours noted in the 2012-13 Annual Return has not been progressed to date due in part to the wider economies that the Authority will be challenged to consider over the coming 2014-17 Medium term financial planning cycle.</p> <p>3(ii) A total of 12.5 emergency non opening hours were reported for the whole Service in 2013-14, affecting three sites only. No disruption was reported due to inclement weather.</p> <p>3(iii) No Library Link stops/visits were missed or cancelled due to unforeseen circumstances in 2013-14. No disruption was reported due to inclement weather.</p>
<p>Framework 4 Standard</p>		<p>Actual Performance as at March 31 2014</p>	<p>Authority self-assessment</p>

<p>4</p>	<p>(i) Library authorities will provide the following ICT facilities for users:</p> <ul style="list-style-type: none"> (a) At least 7 networked public access personal or laptop computers per 10,000 resident population, providing free access to the Internet and full access to the authority's on-line catalogue of total holdings (b) Current hardware and software at library service points, renewed or refurbished according to corporate policies (c) Facilities that enable residents to use their own laptop computers in the libraries (d) WiFi at all larger service points (open for 30 hours or more per week) by March 2014 <p>Note: if equipment has been purchased but installation not yet completed as it is the responsibility of another corporate department or supplier, and installation is subject to their timetable, place tick in the next column. If equipment not yet purchased place x in next column</p> <ul style="list-style-type: none"> (e) Scanning and printing facilities (f) Plug-in facilities for digital media sources and portable devices (g) Free email access (h) Access to free introductory or basic support in the use of ICT facilities (i) Information literacy sessions for users (to develop use of library services and facilities) <p>(ii) Library authorities will provide the following ICT-based resources for users:</p> <ul style="list-style-type: none"> (a) General and reference information services (please describe briefly in the Authority self-assessment column) (b) Newspapers and other current information sources online (c) Community information (d) Local history and family history sources (e) Local authority and other governmental information sources (f) Access to e-learning resources and services 	<p>Insert ✓ or X against each</p> <p>Insert ✓ or X against each</p> <p>✓</p> <p>(14 per 10,000)</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>Insert ✓ or X against each</p>	<p>4(i)(ii) The number of public access PC's provided in Caerphilly County Borough Libraries has increased during 2013-14 following the opening of new Libraries in Newbridge and Caerphilly and the reopening of Aberargoed. Provision has risen from 222 public access PC's in 2012-13 to 250 by March 31st 2014. Additionally the Library Service provides access to some 36 adult learning laptops at Risca Palace and Caerphilly new Library which are frequently used by Community Learning providers to deliver scheduled course provision to residents at each site.</p> <p>It is noteworthy that provision at the new Caerphilly Library has significantly increased from 19 public access PC's to 35 and that broadband provision to the Authority's largest facilities in Blackwood, Risca, Bargoed, and Caerphilly averages at 100Mb per location enabling residents to make full use of the technological developments afforded to them at each location, including extensive WiFi access.</p> <p>It is also important to note that total computer hours used by the public, as reported under Welsh Public Library Performance Indicator 3, has risen markedly however due to the similar uplift in computer numbers that the percentage of use has increased by a modest percentage, from 23 to 25%.</p> <p>All PCs are covered by an internal lease arrangement and PC replacement occurs every 4 years. Indeed all Public and staff workstations are currently in the process of being refreshed as part of this leasing arrangement.</p> <p>Customers are welcome to bring their laptops into the libraries for general use.</p> <p>The Authority has funded the implementation of free Wi-Fi provision at all Libraries open 30 hours or more per week. The implementation was completed in February 2014 and was fully live prior to March 31st 2014. The Council currently offers free WiFi access at 12 of its 18 sites with each facility offering full coverage throughout the public spaces of each building with multiple access points across many of the larger locations.</p> <p>All libraries provide access to scanning and printing facilities.</p> <p>USB port provision is open to enable customers to use any plug-in device on the public access PCs.</p> <p>Basic Microsoft office packages are provided as standard, as is free emailing, Internet and basic support from library staff.</p> <p>Enhanced Microsoft professional packages are installed and available in some larger facilities that have been identified as adult education venues.</p> <p>The library service promotes both informal and more structured learning opportunities in local, community-based libraries individuals can improve their core information/digital/media literacy and ICT skills.</p> <p>Library staff are available upon request to support one to one taster sessions with customers on resources of information, both text and electronic based and to access advice and guidance on further learning and training and to increase their confidence and their employment prospects.</p> <p>Working together with the Council's Community Education practitioners, Bridges into work project, Communities 2.0, Learn-direct, and Open University, Libraries in Caerphilly are supporting residents to gain a variety of qualifications and skills based opportunities. Some 779 residents have been supported by the Digital Friday project during 2013-14 across 6 Borough Library sites. Digital Fridays are delivered in partnership with 'Get Caerphilly Online', Communities 2.0 and the Authority's Digital support officers within Regeneration. The scheme places trained digital volunteers in Libraries on Friday's to support resident to improve their digital skills and prepare for the challenges that Universal Credit will bring including online form completion.</p> <p>All libraries hold 'printed' general and reference materials about community, legal, health, council and business information. In addition, all libraries have Advice and Self-Help collections giving access to up-to-date information relating to peoples' rights and responsibilities in society.</p> <p>Local Information reference folders in each library enable staff to provide information on local agencies, voluntary groups and institutions.</p> <p>Selections of newspapers are available in hardcopy at all service points and via an online subscription (2012 = News Bank / 2013 = Gale) which all customers can access in the library or from a home computer using their membership card.</p> <p>A community information database has been developed in partnership with the Gwent Association of Voluntary Organisations and the Authority's 50+ partnership. The information is fully searchable and is accessible in every library and from home via a link on the main library catalogue.</p> <p>Bargoed Library is the Council's designated Local and Family History centre and staff work closely with the Museums Service to share and promote resources and research sessions for the public. The service currently supports subscriptions to Find my past, Ancestry, Theory Test Pro, Gale Infotrac, GoCitizen, Cans, Britannica, and Who else writes like. The service works closely in partnership with Learn-direct to enable e-learning opportunities for customers. Links have also been maintained with the Open University.</p>
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	Framework 4 Standard	Actual Performance as at March 31 2014	Authority self-assessment
5	<p>Library authorities shall achieve the following target for annual acquisitions of new collection items (in all formats) made available for public use in each year (per 1,000 total resident population)</p> <p>(a) For use by adults – 124 items per annum</p> <p>(b) For users under 16 – 61 items per annum</p>	<p>Actual performance in year</p> <p>No. of items: 2011-12 174 2012-13 159 2013-14 208 Average over 3 year period 180.3</p> <p>No. of items: 2011-12 91 2012-13 80 2013-14 83 Average over 3 year period 84.6</p>	<p>5(a) In each of the three years of the 4th Framework Caerphilly County Borough Library Service has exceeded the target set for additions to stock for adult and children's collection items. In 2013-14 some 37,269 volumes of adult stock were purchased a 31.5% increase on 2012-13 and reflection of the Council's ongoing commitment to its Library Service and the adequate resourcing of recently opened facilities at Aberbargoed, Newbridge and in particular Caerphilly.</p> <p>The average level of adult collection item additions achieved during the 2011-14 Framework period is 180.3 per 1000 resident population.</p> <p>An additional £30,000 above the resource budget threshold for the Library Service of £415,000 for 2013-14 has been spent resourcing the new Caerphilly Library and increasing provision at Aberbargoed and Newbridge sites following their reopening and relocation respectively.</p> <p>A rebalancing of resources between adult, children, and young people's materials has been achieved as a result of the increased space provided at the new Caerphilly Library that is 6 times larger than the former Morgan Jones facility offering customers access to 1100m² of circulatory and shelving space.</p> <p>5(b) The number of collection items purchased for those under 16 years of age also increased in 2013-14 when compared to 2012-13, by some 4%. 14,873 collection items were added to stock in 2013-14.</p> <p>The average level of children's collection item additions achieved during the 2011-14 Framework period is 84.6 per 1000 resident population.</p>

6	<p>(i) (a) Library authorities shall maintain a level of expenditure on collection items for adults per 1,000 total resident population that does not fall below the lowest quartile (UK 09/10) on average throughout the period to March 2014</p> <p>Lowest quartile £1685 Median £1925 Top quartile £2137</p> <p>(b) Library authorities shall maintain a level of expenditure on collection items for those under 16 per 1,000 total resident population that does not fall below the lowest quartile on average throughout the period up to March 2014</p> <p>Lowest quartile £263 Median £322 Top quartile £426</p>	<p>Actual expenditure 2011-12 £1,865 2012-13 £1,778 2013-14 £2,070 Average over 3 year period £1,904.3</p> <p>Actual expenditure 2011-12 £500 2012-13 £479 2013-14 £417 Average over 3 year period £465.3</p>	<p>6(i) a, Caerphilly County Borough Library Service has consistently performed above the lowest quartile for spend on collection items for adults during the 2011-14, 4th Framework period. The average performance over the three years in question matches well against the median target for WPLS 6(i) and highlight's the continued support that the Council provides to its Library Service during a period of underlying austerity.</p> <p>The marked uplift in 2013-14, as reported under WPLS 5 above, relates in large part to the completion of the Borough's Library modernisation programme and specifically Caerphilly Library which has benefited from a sizeable proportion of an additional £30,000 'one-off' allocated to the book fund in 2013-14 and reported in more detail under WPLPI 5.</p> <p>6(i) b, In each year of the 4th Framework period, 2011-14, Caerphilly County Borough Library Service has spent above the top quartile on collection items for residents under the age of 16. The level of expenditure noted highlights the commitment that the Authority and Library Service has toward supporting children and young people in respect of both recreational and educational reading.</p> <p>The average spend over the three years, 2011 to 2014 is £465.3 compared the top quartile target for Wales of £426.</p>
Framework 4 Standard	Actual Performance as at March 31 2014	Authority self-assessment	

6	<p>(ii) Library authorities shall ensure that they spend</p> <p>Either</p> <p>(a) a minimum average for the three-year period to March 2014 of £750 per annum per 1,000 Welsh speaker total resident population (adult and children under 16) on the purchase, marketing and promotion of Welsh-language materials</p> <p>Or</p> <p>(b) a minimum of 4% of the total library materials purchasing fund on average for the three-year period to March 2014 on the purchase, marketing and promotion of Welsh-language materials for adults and children under 16</p> <p>(iii) Library authorities will compare their acquisition performance during 2013-14 against an indicative selected list of Welsh Writing in English titles to be circulated after consultation with the Welsh Books Council. Authorities should purchase a minimum of 75% of those titles listed annually and an average of at least 3 copies of those titles</p> <p>(iv) (a) Library authorities shall ensure that the time taken to replenish the lending stock on open access for adult users is no more than 8.9 years</p> <p>(b) Library authorities shall ensure that the time taken to replenish the lending stock on open access for users under 16 is no more than 8.9 years</p> <p>Note: reserve stocks should not be included in the calculation of performances against part (iv) (a) and (b) this Standard</p>	<p>Actual expenditure</p> <p>2011-12 £19,269</p> <p>2012-13 £21,916</p> <p>2013-14 £25,114</p> <p>Average over 3 year period</p> <p>£22,099.66</p> <p>State %</p> <p>2011-12%</p> <p>2012-13%</p> <p>2013-14%</p> <p>Average over 3 year period</p> <p>.....%</p> <p>% of list purchased</p> <p>100%</p> <p>Average no. of copies of each title purchased</p> <p>3.6</p> <p>State performance</p> <p>6.12 years</p> <p>9.61 years</p>	<p>6(ii) Based on the 2011 Census return for Caerphilly County Borough some 14,524 residents can read, write, or speak Welsh within the Authority. On the basis of the 2011 Census return the Council must spend a minimum of £10,893 per annum on Welsh language materials (including marketing and promotional expense) to meet this element of the Standard in question. In each year of the 4th Framework the Authority has increased its spending levels on Welsh materials, at levels that greatly exceed the minimum required. In 2013-14 spend on Welsh language materials exceeded £25,000, including additional resource specifically selected for Caerphilly new Library which serves a number of the large Welsh speaking catchment populations within the Borough.</p> <p>6(iii) Caerphilly County Borough Library Service has ensured that 100% of the titles included on the Welsh writing in English list were purchased for the Authority in 2013-14. In 2012-13 75% of titles were purchased. The Library Service is keen to demonstrate its wider commitment to Welsh publishing and writing about Wales, the Welsh and its culture in both English and its native tongue.</p> <p>6(iv) Performance in respect of stock replenishment rates has proven less robust in 2013-14 compared to both previous Framework years with the children's target missed for the first time during this cycle. The impact of the new Caerphilly Library development is largely responsible for this omission. There has been a significant increase in the total stock holding at this new site which has in excess of six times the shelving capacity of the former Morgan Jones building.</p> <p>For completeness the Authority's performance, if the stock purchase and retention levels at the new Caerphilly Library were omitted are:</p> <p>Adult lending stock = 5.74 years Under 16's lending stock = 8.61 years</p>
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Framework 4 Standard	Actual Performance as at March 31 2014	Authority self-assessment
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7	<p>Library authorities will ensure that no less than</p> <p>(a) 64% of all requests shall be supplied within 7 calendar days</p> <p>(b) 79% within 15 calendar days</p> <p>(c) 89% within 30 calendar days</p> <p>on average over the three-year period to March 2014</p> <p><i>Calendar days are to be calculated from when the request / reservation was made to the time when the borrower was informed that the material was available.</i></p> <p><i>Requests for pre-publication material should be calculated only from the date when materials are made available for purchase to the library service, i.e. exclude pre-publication requests still in the system.</i></p> <p>Note: Please indicate (insert ✓ or X) whether this data has been:</p> <ul style="list-style-type: none"> ▪ calculated via the service LMS <p>or</p> <ul style="list-style-type: none"> ▪ calculated on the basis of a sample period survey 	<p>2011-12 76.59% 2012-13 76.86% 2013-14 78.96% Average over 3 year period 77.47%</p> <p>2011-12 83.35% 2012-13 83.56% 2013-14 85.02% Average over 3 year period 83.98%</p> <p>2011-12 89.90% 2012-13 90.42% 2013-14 91.23% Average over 3 year period 90.52%</p> <p style="text-align: center;">✓</p>	<p>Caerphilly County Borough Library Service has met this Standard in full on each year of the 4th Framework. Performance has improved in each of the three reporting categories highlighting the Library Services continued financial commitment to a dedicated delivery vehicle and employee.</p> <p>Since 2012-13 the Authority has based its returns for WPLS 7 on performance data from its Library Management System and as instructed reservations for pre-publication materials have been excluded from the response where the items concerned have not been made available for purchase to the Library Service.</p> <p>As the Council's Medium Term Financial Planning constraints impact in 2014-15, and over future years, it is anticipated that request satisfaction levels will prove more challenging to maintain as the core resource budget declines – this will be an area of ongoing monitoring.</p> <p>Greater use of the regional Inter-lending system 'Books4u' will assist in ensuring that Caerphilly County Borough Library customers continue to have access to a wider breadth of resources than the present book fund will be able to sustain.</p>
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Framework 4 Standard		Actual Performance as at March 31 2014	Authority self-assessment
8	(i) Library authorities shall ensure that total staffing establishment levels shall not fall below 0.37 per 1,000 resident population	State figure: 0.39 (69.3 FTE) 0.54 based on total no. of staff in post not FTE	WPLS 8(i) has been calculated in 2013-14 on a Full Time Equivalence basis, as opposed to total staffing on the establishment which is 96 individuals or 0.54 per thousand resident population. The Library Service currently meets WPLS 8(i) based on either the 0.39 or 0.54 calculation route however performance with respect to WPLS 8(ii) remains challenging and below the minimum threshold set for the percentage of formally qualified staff.
	(ii) Library authorities shall ensure that at least 23% of total staff shall be formally qualified in library and information studies / science	State % 20.9%	The Library Service is currently holding vacant a number of professional vacancies, 3 full time posts, as it undertakes changes to its management structure in line with the Authority's Medium Term Financial Plan for 2014/17. The retention of these vacant posts has proven important in ensuring that there are appropriate roles for any displaced personnel as part of the on-going restructure.
	(iii) Library authorities shall ensure that the designated operational manager of library services shall be the holder of recognised professional qualifications in librarianship or information science or information management	State qualification of post holder Chartered Librarian with degree in Librarianship	<i>Three Saturday Library Assistant posts are currently being held open at Abertridwr, Bargoed, and Bedwas as the Authority considers any future opening hour changes it may wish to make linked to a review of the Library Service, scheduled for 2014-15, and its Medium Term Financial Plan requirements. For a similar reason a post in the Library Services Acquisition's Section is also being held vacant.</i>
	(iv) Library authorities that use volunteer staff shall ensure that they: <ul style="list-style-type: none"> • have a designated volunteer coordinator from the permanent staffing establishment • provide a written role description for each volunteer • meet the legal requirements for each volunteer in relation to the role being undertaken • provide induction training for volunteers • provide continuing training for volunteers • provide appropriate supervision for volunteers • are aiming to achieve accreditation status recognising that the organisation is meeting the standards noted in the National Occupational Standards for Managing Volunteers and Investing in Volunteers 	Insert ✓ or X against each N/A	8(iii) Please see information provided performance column. 8(iv) The County Borough Library Service does not currently employ volunteers to deliver any of its provision. The service does however work with a number of bodies who use volunteers, including 'Get Caerphilly Online' that coordinates the Borough's Digital Friday programme. The Authority's six largest Libraries host weekly 'Digital Friday' sessions as part of the Council's Universal Credit Pilot and these activities are delivered by trained community volunteers. Abercarn Library which opened to the public at the end of May 2012 hosts a Community Café run by the Bridging the gap group and staffed by local volunteer helpers. In each example noted above the Library Service has been judicious in its support for community projects that, through their use of volunteers, are able to add capacity and value to the relevant settings where these schemes operate.

Framework 4 Standard	Actual Performance as at March 31 2014	Authority self-assessment
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<p>9</p>	<p>Library authorities will indicate:</p> <p>(i) Capital investment in their library service points (including mobile services) from</p> <p style="padding-left: 40px;">a) the authority's own resources</p> <p style="padding-left: 40px;">b) from external sources</p> <p><i>State sources of any external capital investment in the Authority self-assessment column.</i></p> <p>(ii) Their actual repair and maintenance expenditure for each year of the Framework per 1,000 resident population, including any actual central charge levied on the library service for use of buildings as service points</p> <p>(iii) That they have undertaken:</p> <ul style="list-style-type: none"> ▪ an asset/condition survey for their service points or internally reviewed such surveys on one occasion in the five year from March 2009 to April 2014. Note: if service point has been refurbished during the period, a condition survey can be regarded as being part of that work ▪ a disability audit on one occasion in the five-year period from March 2009 to April 2014 Note: if service point has been refurbished during the period, a disability audit can be regarded as being part of that work <p>(iv) The total aggregate public area offered by the library service points per 1,000 resident population. The indicative standard is 27 square metres</p> <p>(v) Any other capital expenditure on the library service not relating to buildings incurred during the year</p> <p><i>State nature of expenditure in (v) in the Authority self-assessment column.</i></p>	<p>£3,578,000</p> <p>£</p> <p>£531.54 (£95,158)</p> <p>Insert ✓ or X</p> <p>Date of survey: 2012-13</p> <p>Date of audit:</p> <p>Audit completed September 2013</p> <p>29.15m²</p> <p>N/A</p>	<p>9(i) In January 2014 the new Caerphilly Library and Customer Service Centre was completed. The outstanding costs, not recorded in the 2012-13 return of £3,408,000 were incurred to deliver this important scheme in 2013-14. Additionally the Council invested £170,000 in the Newbridge Memo development, relocating the town's Library to the Institute in a doubling of the public space available, increased opening hours, and co-citing with the area Cash Office.</p> <p>9(ii) This has declined from £606 per thousand resident population in 2012-13 (£108,377) partly due to the increasing number of fit for purpose sites operated by the Borough Library Service and also as a result of the Authority's progressive stance to Facilities Management with Property Services overseeing all essential and planned maintenance work.</p> <p>9(iv)The Council's Public Library floor area was 23.2m² for 2012-13. Following the completion of Caerphilly Library and Customer Service Centre in January 2014, the reopening of Aberbargoed Library, and relocation of Newbridge to a site offering twice the customer space of the former building – the Authority now meets this element of WPLS 9 in full for the first time.</p>
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The Welsh Public Library Performance Indicators (WPLPI) 2011-14

Notes for completion

Data is required annually for Performance Indicators (WPLPI) 1, 3, 4, 5, 6, 7 and 8 - all are marked with * for the sake of clarity. Data should only be submitted for WPLPI 2 when the PLUS surveys (or their local equivalents) have been completed and when results are known.

Library authorities NEED NOT offer comments in those Performance Indicators where no data can yet be submitted (and until, for example the PLUS survey, or its equivalent has been conducted).

Authorities who do not use the PLUS survey services in their entirety are required to provide the following information in their Annual Return

- (i) When and by whom was the survey conducted?
- (ii) How and where was the survey conducted?
- (iii) How was the analysis undertaken and by whom?
- (iv) What questions were asked for each Performance Indicator?
- (v) What was the survey target sample and how was it calculated?
- (vi) What was the response rate?

Performance data should be cited to two decimal points where appropriate

	Performance Indicators (WPLPI)	Reported Performance 2012-13	Actual Performance as at March 31 2014	Authority self-assessment
1*	The number of people using the library service per 1,000 resident population	No. per 1,000 population: 5,012 (896,022)	No. per 1,000 population: 5,974 (1,069,535)	<p>Physical Visits during 2013-14 to Borough Library sites were 954,397, an 11.2% increase on service activity in 2012-13 (858,076).</p> <p>Within this improving situation a number of locations performed particularly strongly, including:</p> <ul style="list-style-type: none"> • Caerphilly Library and Customer Service Centre – 26.4% increase (124,927 compared to 98,804 in 2012-13). The actual impact following the new Library opening in January 2014 is more marked with January to March comparative visitor data highlighting a 126% like for like increase. • Newbridge Library and Cash Office – 95% increase • New Tredegar, White Rose Information & Resource Centre – 24% increase • Bargoed Hanbury Chapel – 11.5% increase • Abercarn Library – 11% increase <p>It is also noteworthy that only 4 of the Council's 18 static Libraries reported a drop in physical visits when compared to 2012-13 activity levels.</p> <p>During 2013-14 performance on virtual visitors improved above expectation. The Council's IT Section reported some 113,709 virtual visitors to the Borough's Library web pages, an increase of 269% on activity levels in 2012-13.</p> <p>The Library Service has targeted its online offer for a number of years and recently developed a Library app for iphone and android users which includes full catalogue integration. The digital e-offer will remain a core priority area over the next three year period a focuses prominently in the Library Service 2014-17 Strategy.</p> <p>During 2013-14 there were 765 social media contacts with the Library Service via Twitter, Face-book and other online platforms.</p> <p>Some 41,541 residents attended events in Libraries during 2013-14 compared to 33,437 in 2012-13. A rise of 24% and indicative of the improved facilities available at Borough Library locations and the increased number of activities sponsored by partner organisations at these new or relocated venues.</p> <p>Caerphilly Library and Customer Service Centre include's two seminar/community meeting rooms which are proving particularly popular with local training and advice agencies.</p>

2	<p>(i) The % of library users (adults and children under 16) who are satisfied or very satisfied with the library service provided. <i>The benchmark of the Framework for an acceptable level of performance in this part of the Indicator is 90%</i></p> <p>(ii) The % of adults who think that the choice of books available in the library they use is 'very good', 'good' or 'adequate'</p> <p>(iii) The % of users under 16 who think that the choice of books in the library they use is 'good' or 'OK'</p>	<p>98% (96% Adult & 100% Children and Young People)</p> <p>99%</p> <p>99%</p>	<p>98% (96% Adult & 100% Children and Young People)</p> <p>99%</p> <p>99%</p>	<p>Caerphilly County Borough Council Library Service completed an Adult PLUS Survey in March 2013 and Children and Young Peoples PLUS Survey in April 2012. The percentages shown in this return are based on the information provided by these two questionnaires.</p> <p>These are the two official surveys undertaken during the 4th Standards Framework period.</p> <p>2(i) The aggregate Adult and Child survey results show a marked increase in overall satisfaction by customers with the Library Service. Most notable is the level of users in both surveys who rated their Libraries as 'Very Good' in the Adult questionnaire (70% compared to 61% in 2009) and 'Good' in the respective Children and Young Peoples research (90% in 2012 compared to 85% in 2010).</p> <p>2(ii) There is a similar pattern of increased satisfaction among Adults to the choice of books available in 2013 when compared to 2009, a rise from 44% 'Very Satisfied' to 50%. The overall satisfaction percentage has also increased to 99% from 98% under the previous survey.</p> <p>2(iii) Satisfaction levels among Children and Young People with regard to the choice of books available to them remains at 99%. There has however been an improvement in the number who rated the choice as 'Good' this has increased from 78% to 83%.</p> <p>The overall assessment of WPLPI 2 is one of continued high levels of customer satisfaction with the investment that the Council has made in books and other resources. Maintaining such high satisfaction levels in future years, as budgetary pressures increase, will be challenging and the Library Service is also mindful that both PLUS Surveys represent the views of current users and not necessarily those of residents who do not access our provision at present or who have lapsed.</p> <p>During 2013-14 the Council also completed its latest bi-annual Household Survey with Library Service satisfaction achieving a 97% rating among users, lapsed users, and non users. The Library Service satisfaction score was among the highest achieved for any Council provision and markedly up on previous biannual consultation exercises.</p>
3*	The % of time allocated for use of public access ICT facilities actually taken up by users	<p>23% (94,976 hrs)</p>	<p>25.1% (107,279 hrs)</p>	<p>During 2013-14 there was a 13% increase in total computer hours used by customers in Libraries when compared to 2012-13. The overall percentage of time available taken up for IT use however increased in more measured manner as the Library Service increased its number of Public Access Terminals to 250 from 222 in 2012-13.</p> <p>For the second year running the level of IT use by adult customers rose strongly with an increase of 14.4% compared to 2012-13. Adult customers represented 82% of all computer usage within the Library Service for the year ended.</p>

4*	The annual issues (loans) per 1,000 total resident population	No. per 1,000 population: 3,605 (644,582)	No. per 1,000 population: 3,606 (645,498)	<p>645,498 book and non-book loans to residents in 2013-14, compared to 644,582 in 2012-13. This represents a largely neutral position in respect of the Authority's overall performance against this important Performance Indicator.</p> <p>More detailed analysis of the core performance data for WPLPI 4 identifies that children's book and non book loans increased by 4.8% in 2013-14 in comparison to 2012-13 in part linked to a significant uplift in borrowing by this age group at the new Caerphilly Library site which opened to residents in January 2014.</p> <p>There are a number of Libraries within the County Borough that have performed above the overall trend, these include:</p> <ul style="list-style-type: none"> - Caerphilly Library & Customer Service Centre = 12% increase in borrowing (19% uplift in lending by Children) - Newbridge Library, 6% increase in borrowing (22% uplift in lending by Children) - Deri Library, 33% increase in borrowing (20% uplift in lending by Children)
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Performance Indicators (WPLPI)		Reported Performance 2012-13	Actual Performance as at March 31 2014	Authority self-assessment
5*	The % of total annual authority expenditure on the library service spent annually on the purchase of books and other collection items in all formats and made available to the public	10.73% (12.44% when excluding Central charges)	11.23%	<p>In 2013-14 the County Borough Library Service spent £445,352 on book and non book collection items for adults and children. The resource budget of £415,000 has received additional monies as part of the fitting out of the Caerphilly Library and Customer Service Centre, reopening of Aberbargoed Library, relocation of Newbridge and make over of the Bedwas site. This additional funding, above base budget, was a single year allocation to ensure the significantly larger facility at Caerphilly was able to match public need and expectations and bring total holdings in line with the Borough's demographic/population levels.</p> <p>The Authority's longer term target of spending a minimum of 15% of its total annual expenditure on collection items has, based on this estimated figure, been reached.</p> <p>It is however important to note that from 2014-15 onward the resource budget will reduce in real terms by £50,000 and may be subject to greater efficiency pressures in the future as the Council works toward achieving its challenging Financial Plan targets by 2017. The option for one-off capital investment in the resource budget will remain in place subject to funding being available and an appropriate business case for additional monies being approved.</p>
6*	<p>The % of total authority revenue expenditure spent annually on the public library service</p> <p>The actual recharge (in £s) levied on the library service for central services</p>	<p>1.28%</p> <p>£520,000</p>	<p>1.34%</p> <p>£521,000</p>	<p>The County Borough Council continues to financially support its Public Library Service at levels well above the national average. The funding has been crucial in underpinning both the Authority's building development programme and its commitment to supporting the wider resource needs of adult learners, educational attainment among children and young people, and the maintenance of appropriate staffing levels in direct 'face to face' provision to enable customers to make best use of the services open to them.</p>
7*	The % of total authority capital allocations expended on public library facilities this year	4.27%	5.39%	See above.

8*	The net annual revenue expenditure on public library provision per 1,000 resident population, including staffing, materials, revenue costs of buildings and any recharge levied on the library service for central services	£21,035	£23,188	See above.
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EDUCATION FOR LIFE SCRUTINY COMMITTEE - 4TH NOVEMBER 2014

SUBJECT: THE BEHAVIOUR STRATEGY 2014-16

REPORT BY: ACTING DEPUTY CHIEF EXECUTIVE

1. PURPOSE OF REPORT

1.1 To inform Members of the outline of the Behaviour Strategy to be implemented in 2014-16.

2. SUMMARY

2.1 This report outlines the key aspects of the Behaviour Strategy and how it will be implemented and evaluated in the next two years.

3. LINKS TO STRATEGY

- Children and Families (Wales) Measure 2010
- Child Poverty Strategy for Wales
- Child Poverty Strategy 2014 – 2017 (UK)
- Youth Service Strategy (CCBC)
- Single Integrated Plan (CCBC 2013 – 17)
- Directorate Improvement Plan
- Service Improvement Plan (LEI)
- Engagement and Progression
- Improvement Objective - Develop an effective and accessible Youth Service that supports the personal and social development of young people.

4. THE REPORT

4.1 The Rationale

4.1.1 Following consultation meetings with headteachers and staff, it was agreed to prioritise the Behaviour Strategy 2014-2016.

4.1.2 Managing challenging behaviour successfully has always been an issue for schools. It underpins teaching and learning and has a significant impact on levels of well-being of pupils, staff, families and the local community. In order to achieve success, all stakeholders need to work together to ensure consistency in approach.

4.1.3 The analysis of the range of data currently available, demonstrates an increasing need for support for schools. Many requests for input are urgent and immediate. The meeting of such demand is neither realistic nor helpful in the long term and building capacity within schools is vital to raising standards in this aspect.

- 4.1.4 It is important to acknowledge that there are some pupils' behaviours that will always require specialist support and provision because of their complexity. It is also good to acknowledge that there are many examples of good practice which need to be shared.
- 4.1.5 The development of good attitudes towards learning with high standards of behaviour is largely dependent upon a positive learning environment and support from the home. In order to achieve this platform, a coherent strategy effects deep cultural change. The strategy is designed to equip adults to inspire, motivate and create effective change in behaviour, relationships and learning and, in turn, to have policies and procedures which assist in the delivery of consistent approach and high expectations. The strategy aims to support the building of capacity within schools and settings in order to attain sustainable progress in behaviour management.

4.2 The strategy will be successful if the four critical aspects identified are strengthened :

- Leadership and management
- Teaching and learning
- Support for families and the community
- Support from specialist services.

4.3 **Leadership and management**

4.3.1 The characteristics of a good leader and manager of behaviour are :-

- Meeting and greeting staff and learners every day;
- Recognising the critical importance of culture;
- Recognising the inextricable link between learning and behaviour;
- Ensuring that communication is timely, accurate and detailed;
- Modelling and encouraging problem solving;
- Implementing a graduated approach to meeting challenging behaviour;
- Relentlessly catching their staff doing the right things and telling them so;
- Setting and maintaining the standard for adult behaviour;
- Living the behaviour standards every day in every interaction.

4.3.2 In order to support this aspect, there will be training for senior leadership and advice and guidance given for reviews of policies, procedures and protocols. There will be bespoke training for governing bodies.

4.4 **Teaching and Learning**

4.4.1 The characteristics of high standards of teaching and learning are :

- An appropriate pathway;
- High quality learning experiences;
- A variety of learning styles;
- Differentiation;
- Positive cultures, e.g., anti-bullying;
- Pupils attain the 'passport' and the 'guidebook';
- Pupil voice heard and valued.

4.4.2 In order to support this aspect, there will be training for all staff and additional training for a nominated behaviour designate. All staff will continue to complete physical intervention training (Teamteach). There will be bespoke training for particular groups of staff, e.g., Newly Qualified Teachers (NQTs), staff in resource bases, midday supervisors.

4.5 **Support for families**

4.5.1 The characteristics of good support for families are :-

- Good relationships between home and school;
- Families turn to school for support;
- Consistency in approach of all adults
- Bespoke training;
- Clear signposting to other services;
- Helpful information which is easily accessible;
- Authentic links to youth provision;
- Multi agency working.

4.5.2 In order to support this aspect, there will be bespoke training programmes for parents and families with clear information available. Appropriate agencies will work closely together to ensure consistency of approaches. Schools and settings will receive specialist advice on strengthening home-school links, with particular attention given at points of transition.

4.6 **Specialist services**

4.6.1 The characteristics of good specialist services are :-

- Clear roles and responsibilities;
- Consistent approach from all staff;
- Straightforward policies and procedures;
- Clear fair systems for referrals and access to support;
- A fair and consistent manner in dealing with situations.

4.6.2 In order to support this aspect and, as part of the wider review of Additional Learning Needs, all relevant Learning, Education and Inclusion policies and protocols will be reviewed. Working practices of specific teams will be examined and adapted.

4.6.3 The process for referrals for additional support will be reviewed and provision for special behaviour resources will be assessed for fitness for purpose.

4.7 **Monitoring and evaluation**

4.7.1 It is vital that the impact of the strategy is measured as it is implemented over the two years so that, should they be necessary, adjustments can be made. Success will be measured by :-

- Feedback from regular stakeholder meetings;
- Inspection reports;
- Questionnaires;
- Referrals – number and classification
- Decreasing exclusion rates;
- Improving standards of achievement;
- Feedback from pupils' schools/LA staff;
- Appropriate responses to needs of learners;
- Discrimination incidents reported;
- Case studies for sharing good practice.

4.7.2 Regular reports will be made through the Service Improvement Plan (SIP) updates to Senior Management Team and the Education for Life Scrutiny Committee, and case studies will be collected so that good practice can be shared.

4.7.3 Regular updates will also be reported to the Education Achievement Service (EAS) and to headteachers through the scheduled meetings.

4.8 Next steps

- 4.8.1 Procurement of the training providers is currently being completed. The first priority will be to finalise and organise the training schedule and to develop policy.

4.9 Conclusion

- 4.9.1 All stakeholders involved in the strategy have good working relationships which operate in high levels of trust. These factors assist greatly in the development of a clear, consistent strategic approach towards the management of challenging behaviour.
- 4.9.2 We are unanimous in our identification of the behaviour strategy as a priority and hold a fundamental belief that investment in the building of capacity in this way will raise standards of well-being in our schools and communities, as well as positive learning outcomes for our children and young people.

5. EQUALITIES IMPLICATIONS

- 5.1 The Behaviour Strategy links to the Equalities agenda in a number of ways, as challenging behaviour may be due wholly or in part to issues around the individual characteristics or background of a pupil. This is why for example, the numbers of discrimination issues reported forms part of the monitoring and evaluation process as noted in 4.7.1.
- 5.2 This links the Behaviour Strategy to actions under the Council's Strategic Equalities Plan 2012, specifically action 1.2 under Strategic Equality Objective 1 - Tackling Identity-based Hate Crime and Incidents.

6. FINANCIAL IMPLICATIONS

- 6.1 It is anticipated that the Strategy will require an investment of up to a maximum of £2,000 per school which will take place over the next two years.
- 6.2 This spend is key to address increasing cost pressures across the Additional Support and Education Other than at School (EOTAS) budgets. As a Directorate, this one off investment is essential not only to halt the increasing cost pressures, but also to achieve medium term financial plan savings targets moving forward and, as such, can be viewed as an invest to save initiative.
- 6.3 The funding of this initiative can be found from in-year savings within Learning, Education and Inclusion. This has been made possible principally due to in-year vacancies and savings achieved in preparation for medium term financial plan targets in 2015-16.

7. PERSONNEL IMPLICATIONS

- 7.1 There are no direct personnel implications as a result of this report. However, as the strategy is developed, there may be changes required to individual roles and responsibilities. Full consultation will take place wherever this requirement occurs with affected employees and representatives.

8. CONSULTATIONS

- 8.1 The views of all consultees listed have been incorporated in this report.

9. RECOMMENDATIONS

9.1 Members note the content of the report.

10. REASONS FOR THE RECOMMENDATIONS

10.1 To update Members on the content of the Behaviour Strategy and how it will be implemented.

11. STATUTORY POWER

11.1 Children and Families Measure (Wales) 2010.

11.2 Local Government Measure 2009.

11.3 Education Act.

Author: Keri Cole, Manager Learning Education and Inclusion
Consultees: Directorate Senior Management Team
Councillor Rhianon Passmore, Cabinet Member, Education & Lifelong Learning
Councillor Wynne David, Chair of Education Scrutiny Committee
ALN Stakeholder Group
Youth Forum members
David Thomas, Senior Policy Officer (Equalities and Welsh Language)
Gareth Hardacre, Head of People Management
Jane Southcombe, Finance Division

Appendices:

Appendix 1 - Behaviour Strategy 2014-2016 Presentation

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Behaviour Strategy 2014 - 2016

A greener place Man gwyrddach



All behaviour is communication

A greener place Man gwyrddach

Rationale

Referrals for additional support for behaviour have more than doubled from 2012/13 to 2013/14 (25 to 55).

Hours of support allocated have also more than doubled from 245 hours in 2012/13 to 460.5 hours in 2013/14.

The need for support for behaviour has risen from 3% of all referrals in 2009/10 to 19% in 2013/14.

Rationale

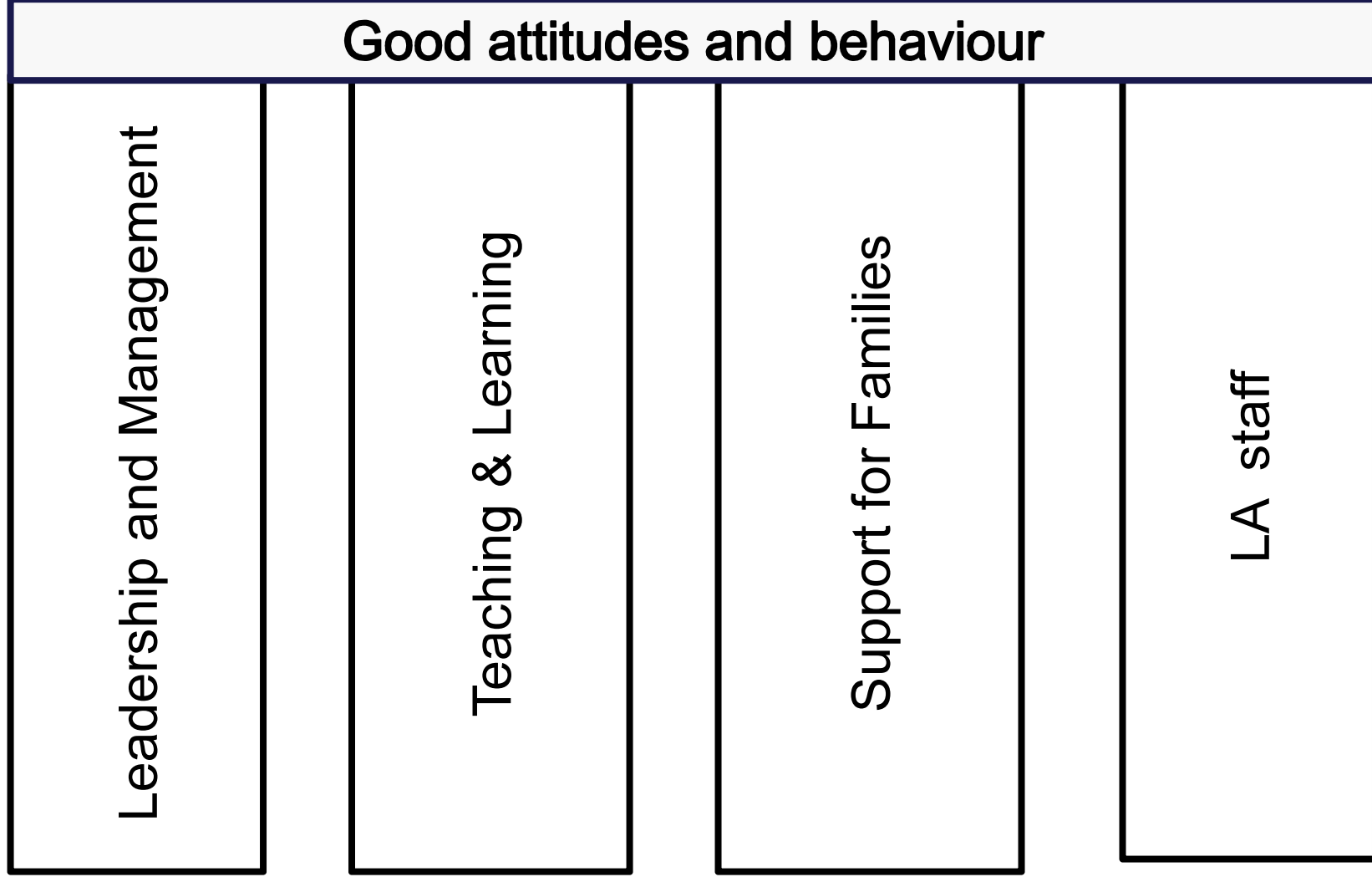
Higher expectations of all schools

To build capacity within schools

Need to share good practice which currently exists.

Media Headlines

- *Headteachers under fire over bad behaviour in schools;*
- *Expelled...the classroom thugs aged just FOUR;*
- *Teachers must learn to control pupils – or quit;*
- *Decline in pupil behaviour is an increasing problem for teachers.*



A greener place Man gwyrdach



Coherent Strategy

- Major cultural change;
- Equipping of adults to inspire, motivate and create effective change in behaviour, relationships and learning;
- Clear policies – LA and schools, other educational settings;
- Consistent approaches & expectations;

Coherent Strategy (continued)

- Building of capacity;
- Sustainable progress in behaviour management;
- Acceleration in learning.

Leadership

Characteristics of Good Leaders

- Meet & greet staff & learners every day;
- Recognise the critical importance of culture;
- Recognise the inextricable link between learning & behaviour;
- Ensure that communication is timely, accurate & detailed;
- Model & encourage problem solving;

Leadership (continued)

Characteristics of Good Leaders

- Implement a graduated approach to meeting challenging behaviour;
- Relentlessly catch their staff doing the right things & tell them so;
- Set & maintain the standard for adult behaviour;
- Live the behaviour standards every day in every interaction.

Strategy

- Training for Senior Leaders and Governors;
- Policies, procedures, protocols;
- Consistency in processes.
- Managing the well-being of staff.

Teaching and Learning

- An appropriate pathway;
- High quality learning experiences;
- A variety of learning styles;
- Differentiation.

Teaching and Learning (cont'd)

- Positive cultures e.g. anti-bullying
- Pupils attain the 'passport' and the 'guidebook'
- Pupil voice heard and valued

Training

- Training
- Support for the behaviour designate
- Teach Teach training
- Support for identified groups, e.g. NQTs, Resource Base staff
- Support for staff in special settings
- Clear communication with the Education Achievement Service (EAS)

Support for families

- Good relationships between home and school
- Families turn to school for support
- Consistency in approach of all adults

Support for families (cont'd)

- Bespoke training
- Clear signposting to other services
- Helpful information easily accessible
- Authentic links to youth provision
- Multi agency working

Specialist Services

- Clear roles and responsibilities
- Consistent approach from all staff
- Straightforward policies and procedures
- Clear fair systems for referrals and access to support
- A fair and consistent manner in dealing with situations.

Training

- Development of policies, including Managed Moves.
- Development of protocols for Panels.
- Review of working practice of Education Psychology, Behaviour Support and School Based Counselling.
- Review of additional support allocation and monitoring.
- Review of behaviour resource provision.

Monitoring the Impact

- Regular stakeholder meetings
- Inspection reports
- Questionnaires
- Referrals – number and classification
- Exclusions rates
- Standards of achievement
- Feedback from pupils' schools / LA staff
- Appropriate responses to needs of learners
- Discrimination incidents reported
- Case studies for sharing good practice

Next Steps

- Procurement almost completed;
- Presentation in full to Stakeholder Group;
- Development of policy;
- Design of training programme;
- Review of provision



EDUCATION FOR LIFE SCRUTINY COMMITTEE - 4TH NOVEMBER 2014

SUBJECT: BUDGET MONITORING 2014-15

REPORT BY: ACTING DEPUTY CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 To outline the financial position for the Directorate based on information available to the end of September 2014.

2. SUMMARY

- 2.1 The report identifies any potential under / overspends currently forecast for 2014-15. Full details are attached in Appendix 1.
- 2.2 The report also identifies the 2014/15 savings targets and provides an update with regards to progress. Details are attached in Appendix 2.

3. LINKS TO STRATEGY

- 3.1 The report considers the use of resources within the Directorate to ensure that key strategies are achieved.

4. THE REPORT

- 4.1 The report deals with the budget monitoring information for Education and Lifelong Learning (LL). The revenue position for the Directorate is summarised in Appendix 1, with a breakdown for the 3 service areas of Planning & Strategy; Learning, Education and Inclusion (LEI); and LL respectively.
- 4.2 The forecasted outturn position is based on actual income and expenditure details to the end of September 2014, together with data used to forecast income and expenditure. Account is also taken of the outturn position for 2013-14 and information available following discussions with Managers.

5. EQUALITIES IMPLICATIONS

- 5.1 There are no direct equality implications to this information report, therefore no Equality Impact Assessment has been undertaken. All operational work undertaken to implement the Directorate's key strategies will be assessed individually as appropriate.

6. FINANCIAL IMPLICATIONS

6.1 Revenue 2014-15

- 6.1.1 The report outlines the revenue budget position for Education & Lifelong Learning. The attached Appendix 1, provides projected revenue outturn figures for the financial year compared with the original budget to show anticipated under / (over) spends.
- 6.1.2 In summary a net overspend of £151k is currently forecast for the Directorate. The principal reason for this position relates to potential in year issues with regards to redundancy costs arising largely from the end of some significant European grant funding. The position remains unclear as redeployment opportunities are explored and with some potential costs chargeable against the grants.
- 6.1.3 Details with regards to each of the service areas are outlined below.

6.2 Planning & Strategy (Including Home to School Transport) – (Underspend £40k)

- 6.2.1 The main variances in this service area relate to the following:

	£'000
Additional Recreation / Grounds Maint.	10
Teachers Performance Management	30
School Meal Admin, Utility & Telephone	20
Maintenance of Buildings	(23)
Net Other	3

Total	40
-------	----

- 6.2.2 There are currently no significant variations to report. Projected savings with regards to Additional Recreation / Grounds Maintenance, Teachers Performance Management and the reimbursement of School Meal Admin, Utility and Telephone costs also form part of the Directorates Medium Term savings in 2015-16.
- 6.2.3 In summary the net projected variance for Planning & Strategy is an underspend of £40k.

6.3 Learning, Education & Inclusion – (Underspend £94k)

- 6.3.1 The most significant variances within LEI are as follows:

	£'000
Behaviour Support Training	(200)
Additional Support (Primary & Secondary)	(331)
Recoupment (SEN Out of County / LAC / Inter Authority)	396
Early Years (Rising 3's)	(33)
Visually Impaired Service	56
Music Service	62
In Year Vacancies (across LEI)	144

Total	94
-------	----

- 6.3.2 Investment in behaviour support training across all Primary & Secondary School's is essential to address behavioural issues that are giving rise to increasing cost pressures across Additional Support, EOTAS (Education Other Than At School's) and an increase in potential Tribunal cases. This investment is being funded from in year savings and is essential to assist in Medium Term Financial Plan savings targets moving forward.

- 6.3.3 The projected variance against the Additional Support budget continues to be closely monitored, this projection is in-line with the 2013-14 outturn. The increase over the last 18 months is closely linked to an increase in Statements around ASD (Autistic Spectrum Disorder), which is a national trend.
- 6.3.4 The underspend on the Recoupment budget (Special Educational Needs and Looked After Children), is significant. This projected saving is based on current placements and an estimate for additional need, but remains uncertain due to the often emergency nature of the placement. Whilst the level of spend on the additional support budget has increased, this cost is significantly less than the cost of a child placed in an Out of County School on either a daily or residential placement.
- 6.3.5 The spend on Early Years (Rising 3's) is very much dependant on the pupil age profile and the uptake of places in Primary School's (nursery placements in the term following the child's 3rd birthday). In 2013-14 there was a minimal overspend of £2k, but numbers and uptake is projected to increase in 2014-15.
- 6.3.6 Projected savings with regards to the Visually Impaired and Music Services are very much consistent with recent years and form part of savings in advance for the Medium Term Financial Plan.
- 6.3.7 Across the service area there are a number of in year vacancies, whilst the financial savings are small individually, collectively this adds up to a more significant sum. The savings relate to a number of areas notably Psychology Service, Behaviour Support, Education welfare Service, School Based Counselling, Advisory Support Service, Central Support and Families First Central Admin. Team. Some of these savings form part of the Medium Term Financial Plan moving forward.
- 6.3.8 In summary, the net projected variance for Learning, Education & Inclusion is an underspend of £94k.

6.4 **Life Long Learning – (Underspend £15k)**

- 6.4.1 In 2014-15 the main budget variances are as follows:

	£'000
Central Administration	15
<hr/>	
Total	15

- 6.4.2 Whilst there are currently no significant variations specifically reported within this service area, there has been a significant reduction in Adult Community Learning funding from Welsh Government and consequently the College Franchise Agreements for 2014-15 financial year. A detailed report was provided to Scrutiny 8th July 2014 and the Adult Programme from September has reduced in line with the funding reductions. Due to the large number of Adult Tutors, there could be a significant redundancy impact, however this will not become clear for a little while yet when we review take up of adult courses.

6.5 **Directorate Wide – (Potential Overspend £300k)**

- 6.5.1 In 2014-15 there are a number of our European Grant Funded projects coming to an end, this includes Prevent (14-19), Bridges into Work, Working Skills for Adult and Real Opportunities (Trinity Fields). Should we be in a position where staff have not been able to secure alternative employment by the end of the Projects the Authority could have a redundancy cost to meet. It is possible that some costs, should they arise, can be met from the grants, the position is under regular review.

6.5.2 As reported earlier there is also likely to be a redundancy impact in relation to Adult Tutors which at this point cannot be clearly quantified.

6.5.3 The £300k is an estimate based on a worst case scenario at this point and the expectation would be that this cost pressure will reduce as redeployment opportunities arise and some costs, if necessary, are met from the grants themselves.

6.6 Progress Made Against the 2014/15 Revenue Budget Savings Targets

6.6.1 The 2014/15 revenue budget settlement for Education and Lifelong Learning included a specific savings target of £1.202m. Managers have progressed implementation of the targets set and no significant issues have arisen in year. Consequently there is no specific impact on the projected outturn position for 2014/15.

6.6.2 For ease of reference details are included in Appendix 2.

6.7 Summary

6.7.1 In summary, based on information currently available there is projected revenue overspend for the Directorate of £151k. The expectation is that this position will improve as the year progresses and that the potential redundancy pressures reduce.

6.7.2 The Directorate has identified funding within the Directorates carried forward balances should this projected overspend position arise.

7. PERSONNEL IMPLICATIONS

7.1 To note that efficiency savings through vacant posts are reflected in the financial figures reported. In 2014-15 the Directorate will continue with the strategy of prudent vacancy management. There are no direct personnel implications arising from this report.

8. CONSULTATIONS

8.1 Consultation discussions and responses have been reflected in this report.

9. RECOMMENDATIONS

9.1 Members are requested to note the contents of this report and the budget monitoring information in Appendix 1.

9.2 Members are asked to note the progress made against the savings targets for the Directorate in 2014/15, Appendix 2.

10. REASONS FOR THE RECOMMENDATIONS

10.1 The Council Budget is based on the achievement of both expenditure and income targets. In order to ensure that these are met and the Council's financial integrity maintained Directors are required to review income and expenditure trends.

11. STATUTORY POWER

11.1 Local Government Act 1972.

Author: Jane Southcombe, Senior Group Accountant Life Long Learning
E-mail: southj@caerphilly.gov.uk

Consultees: Education Directorate Senior Management Team
Councillor Rhianon Passmore, Cabinet Member for Education & Lifelong Learning
Nicole Scammell, Acting Director of Corporate Services & S151 Officer
Stephen R Harris, Acting Head of Corporate Finance
Councillor Keith Reynolds, Cabinet Member for Corporate Services Councillor
Mike Eedy, Finance Manager (Environment Directorate)
David A Thomas, Senior Policy Officer (Equalities & Welsh Language)
Sue Richards, Principal Finance Officer (Schools)
Mike Lewis, Principal Accountant Education
Lynne Donovan, HR Service Manager, Customer Services

Appendices:

Appendix 1: Projected Revenue Outturn Figures 2014-15.

Appendix 2: Progress Made Against the 2014-15 Revenue Budget Savings Targets.

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EDUCATION & LIFELONG LEARNING	Original Estimate 2014/2015 £	Estimated Outturn 2014/2015 £	Variance Under (Over) 2014-15 £
<u>SUMMARY</u>			
PLANNING and STRATEGY	102,598,728	102,558,728	40,000
LEARNING, EDUCATION and INCLUSION	15,894,461	15,800,386	94,075
LIFELONG LEARNING	5,541,350	5,526,803	14,547
DIRECTORATE WIDE	0	300,000	(300,000)
TOTAL SERVICE EXPENDITURE (Revenue)	124,034,539	124,185,917	(151,378)

EDUCATION & LIFELONG LEARNING	Original Estimate 2014/2015 £	Estimated Outturn 2014/2015 £	Variance Under (Over) 2014-15 £
<u>PLANNING and STRATEGY</u>			
<i>Individual Schools Budget</i>	100,254,767	100,254,767	0
<i>Earmarked Formula Funding</i>	275,983	265,983	10,000
<i>LMS Contingencies/Other Direct School Related</i>			
Schools	230,738	230,738	0
Teachers Performance Management	304,282	274,282	30,000
PFI Funding Gap	302,986	302,986	0
PFI Building Maintenance	45,855	45,855	0
School Rationalisations	27,247	27,247	0
Former Key Stage 2 Grant	1,287,134	1,287,134	0
Secondary Additional Funding	1,000,979	1,000,979	0
	3,199,221	3,169,221	30,000
<i>Home to School/College Transport (Environment)</i>			
<i>School Meal Admin, Utility & Telephone</i>	416,825	396,825	20,000
<i>Relief Supply Cover</i>	588,122	588,122	0
<i>Early Retirement Pension Costs of School Based Staff</i>	1,724,527	1,724,527	0
<i>LEA Initiatives</i>			
Parent Information/External Publications	11,169	11,169	0
Copyright & Licensing	49,346	49,346	0
Trade Union Contribution GMB	6,157	6,157	0
Police Checks	63,336	63,336	0
	130,008	130,008	0
<i>Maintenance of Buildings</i>	397,059	420,059	(23,000)
<i>Administration & Insurance</i>	887,578	884,578	3,000
<i>Post 16 Initiative</i>	(5,275,362)	(5,275,362)	0
<u>EXPENDITURE TO DIRECTORATE SUMMARY</u>	102,598,728	102,558,728	40,000

EDUCATION & LIFELONG LEARNING	Original Estimate 2014/2015 £	Estimated Outturn 2014/2015 £	Variance Under (Over) 2014-15 £
<u>LEARNING, EDUCATION and INCLUSION</u>			
<i>Social Inclusion</i>			
Psychological Service	540,722	517,956	22,766
Behaviour Support	227,051	463,928	(236,877)
Education Welfare Service	460,770	438,487	22,283
Learning Centre	325,717	325,009	708
Include	545,616	545,616	0
Youth Offending Team	51,523	51,523	0
Safeguarding	88,037	129,059	(41,022)
School Based Counselling	293,521	263,707	29,814
	2,532,957	2,735,285	(202,328)
<i>Additional Learning Needs</i>			
ALN Advisory Support service	288,578	259,262	29,316
Learning Support	90,321	104,825	(14,504)
Professional/Statementing	125,586	125,612	(26)
Additional Support Primary & Secondary	3,555,819	3,886,971	(331,152)
Language Support Primary	834,169	825,892	8,277
Specialist Resources	64,451	43,621	20,830
ALN Improvement Initiative	98,793	93,972	4,821
Childrens Centre	44,417	49,316	(4,899)
SNAP Cymru	31,339	30,509	830
Outreach Trinity Fields	46,923	46,923	0
Speech Therapy	47,924	47,924	0
Hearing & Language Service	274,436	274,436	0
ComIT	86,070	86,070	0
Autism	121,471	121,471	0
Hospital Classes	13,349	13,349	0
	5,723,646	6,010,153	(286,507)
<i>Recoupment (SEN Out of County / LAC / Inter Auth.)</i>			
	1,663,673	1,267,529	396,144
<i>Learning Pathways Partnership</i>			
Active Pathways	144,886	144,886	0
14 - 19 Initiative (Transport Costs)	200,124	200,701	(577)
EOTAS Tuition	594,086	594,086	0
	939,096	939,673	(577)
<i>School & Pupil Support</i>			
WJEC Contributions	53,652	45,508	8,144
	53,652	45,508	8,144
<i>School Effectiveness Grant</i>			
	559,478	559,478	0

EDUCATION & LIFELONG LEARNING	Original Estimate 2014/2015 £	Estimated Outturn 2014/2015 £	Variance Under (Over) 2014-15 £
Standards Quality & Development			
Early Years (Rising 3's)	771,220	804,719	(33,499)
Early Years Central Team (Previously under Lifelong Learning)	365,751	364,900	851
	1,136,971	1,169,619	(32,648)
Service Provision			
Performance Incentive Grant Initiative	203,602	193,521	10,081
Service Support & Resources	253,993	206,485	47,508
SACRE	2,357	2,357	0
Contribution to Outdoor Education Advisor	23,202	23,202	0
School Improvement Initiatives	100,000	100,000	0
	583,154	525,565	57,589
Education Achievement Service (EAS)			
Contribution to EAS Joint Working	1,169,666	1,169,666	0
Welsh in Education Grant (WEG) Match Funding	142,466	131,684	10,782
	1,312,132	1,301,350	10,782
Other			
Visually Impaired Service	423,177	367,177	56,000
Music Service	703,368	640,892	62,476
Families First Central Admin & Monitoring	169,611	144,611	25,000
Community Focus Schools	93,546	93,546	0
	1,389,702	1,246,226	143,476
EXPENDITURE TO DIRECTORATE SUMMARY	15,894,461	15,800,386	94,075

EDUCATION & LIFELONG LEARNING	Original Estimate 2014/2015 £	Estimated Outturn 2014/2015 £	Variance Under (Over) 2014-15 £
<u>LIFELONG LEARNING</u>			
<u>Community Education</u>			
Community Education	1,847,176	1,847,176	0
Community Centres	596,922	596,922	0
	2,444,098	2,444,098	0
<u>Early Years Team (Included under LEI in 2014-15)</u>			
<u>Library Services</u>			
Public Libraries	2,463,798	2,522,134	(58,336)
Library Headquarters	467,948	410,065	57,883
	2,931,746	2,932,199	(453)
<u>Central Lifelong Learning</u>			
Administration Support	30,408	15,408	15,000
Insurance & Non Operational Property/Land	135,098	135,098	0
	165,506	150,506	15,000
<u>EXPENDITURE TO SERVICE SUMMARY</u>	5,541,350	5,526,803	14,547
<u>DIRECTORATE WIDE</u>			
Potential Redundancy Costs		300,000	(300,000)
	0	300,000	(300,000)
<u>EXPENDITURE TO SERVICE SUMMARY</u>	0	300,000	(300,000)

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Description	Savings Targets 2014-15 £'000	Achieved in 2014-15 £'000	Details
Additional Recreation - District Use	30	30	Saving achieved through budget realignment from 1st April 2014. Consistent with recent underspends. Relates to ad hoc grounds works for playing fields.
Additional Recreation - Outdoor Education	5	5	Saving achieved through budget realignment from 1st April 2014. Consistent with recent underspends and savings from the non residential nature of the service.
Teachers Performance Management	25	25	Saving achieved through budget realignment from 1st April 2014. Consistent with recent underspends.
External Audit Fees	10	10	Saving achieved through budget realignment from 1st April 2014. Consistent with recent underspends.
School Finance - SLA Income (Core - Premium)	20	20	Additional income generated through Schools take up of "Premium" Support SLA.
School Effectiveness Grant Reimb. (Finance / Admin.)	40	40	Additional responsibility for collating details from Schools (for the Education Achievement Service) with regards to the School Effectiveness Grant. Workload absorbed by existing staff within Finance.
LMS Contingency	270	270	Budget reduced from 1st April 2014. No issues in year.
DBS (CRB) Checks	10	10	Saving achieved through budget realignment from 1st April 2014. Consistent with recent underspends.
Vacancy Management (Educn Finance)	25	25	Vacant post deleted.
Public Libraries - Cleaning	20	20	Cleaning contracts reviewed to progress the saving from 1st April 2014.
Library HQ - Vacancy Management	21	21	Vacant post deleted.
Public Libraries - Subscriptions	7	7	Budget reduced from 1st April 2014.
Public Libraries - Book Fund	50	50	Budget reduced from 1st April 2014. Impact over 3 year period in Libraries and on the Library Standards attainment.

Description	Savings Targets 2014-15 £'000	Achieved in 2014-15 £'000	Details
Community Education - Youth Rentals (Oakdale)	10	10	Saving achieved through budget realignment from 1st April 2014. Voluntary Youth Club in the area so the requirement of outreach rentals has changed.
Behaviour Support - Vacancy Management	30	30	Vacant Managers post deleted.
Behaviour Support - Supply Cover & Training	40	40	Budget reduced from 1st April 2014. No funding to cover the on-going costs of school based staff attending training courses (Team Teach).
Education Psychology - Income Flying Start	60	60	Education Psychologists time to be directed to support the Flying Start Agenda.
Language Support - Devolved Funding	200	200	Funding recently devolved to School's rather than filling vacancies. This funding discontinued from 1st April 2014, with School's now receiving an increase in Pupil Deprivation Grant (PDG) for this purpose.
Music Service - Vacancy Management	50	50	Vacant Managers post deleted.
ALN Advisory Support Service - Additional Income	15	15	Savings generated through in year secondment of staff to School's. Vacancies not filled.
Special Education Needs Recoupment (Inter Authority / Out of County)	50	50	Saving achieved through budget realignment from 1st April 2014. Consistent with recent underspends.
Education Welfare Service	64	64	Re-direction of staff roles to support the Flying Start Agenda.
SEN Review	100	100	Re-direction of staff roles to support grant funded areas.
Transport (Part of Home to School / College - budget in the Environment)	50	50	Savings achieved through efficiency negotiations on Contracts.
TOTAL	1,202	1,202	



EDUCATION FOR LIFE SCRUTINY COMMITTEE - 4TH NOVEMBER 2014

SUBJECT: LEARNING CAERPHILLY – AN UPDATE

REPORT BY: ACTING DEPUTY CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 To update Members on progress on the delivery of the Single Plan in terms of a Learning Caerphilly.

2. SUMMARY

- 2.1 The report informs Members on the anticipated outcomes and impact of the Communities First PDG Match Funded Project and the placement of Youth Workers and Family Support Workers in schools.
- 2.2 The report also demonstrates how a partnership between schools, Community First and the Youth Service can assist young people to overcome the barriers to learning and reach their potential.

3. LINKS TO STRATEGY

- 3.1 The report links directly the 'Learning' section of the Single Integrated Plan for Caerphilly, linking into the L1 - Improve the level of basic skills and the number of achieved qualifications (formal and non-formal) to improve the life opportunities for families, L2 - Develop a multi-agency approach to address the impact of poverty on pupil attainment, and L3 - Children, young people and families have the skills and resources to access job opportunities.
- 3.2 The report also has a direct link with the Welsh Government National Youth Service Strategy 2014-2018 and also delivers on the Youth Engagement and Progression Framework.
- 3.3 The United Nations Convention on the Rights of the Child and Welsh Government Extending Entitlement Guidance in terms of ensuring opportunities for young people to participate and influence the development of services.

4. THE REPORT

4.1 Background

- 4.1.1 In October 2013 officers from Community First and the Youth Service met to work in partnership and develop a pilot initiative which based a youth and family worker in schools.

- 4.1.2 A letter was sent to Headteachers asking them if they would be interested in being part of the pilot programme. A total of seven schools replied and four pilot schools were chosen based on the evidence of need. The four pilot schools are: Lewis School Pengam, Pontllanfraith, Rhymney and St Martin's Comprehensive School.
- 4.1.3 A Communities First Pupil Deprivation bid was written and submitted to the Welsh Government in November 2013 which was then subsequently approved in March 2014.
- 4.2 Communities First Pupil Deprivation Project**
- 4.2.1 The purpose of the project is to engage young people at an early stage, identify barriers to learning, improve school attendance and achievement, reduce anti social behaviour, crime, alcohol and drug abuse. The project also has the potential to have a significant contribution to the reduction of poverty.
- 4.2.2 An informal learning environment has been established in each school specifically decorated and furnished to create a nurturing environment and enable the young people to be relaxed and supported effectively.
- 4.2.3 A Youth Workers in School Project Plan has been developed to identify the objectives and corresponding tasks that need to be undertaken by staff to provide an effective lead worker role which is located in each school on a full time basis to address the challenges young people face during the transition from adolescence to adulthood.
- 4.2.4 The Youth Workers were appointed during the recent summer months and commenced their support for young people on the onset of the new academic term 2014/15. A total of 113 young people have been engaged to date.
- 4.2.5 The Youth Workers are currently developing an individual learning plan for each young person to support both their formal and non-formal learning process. This is then linked to the priorities identified for the family and shared with the school.
- 4.2.6 The Youth and Family Worker are line managed on a day to day basis by the Head of Pastoral Care in the individual school. The staff, are then supported by a key qualified and experienced Youth Service manager to ensure that the activities, outcomes and impact is in line with the bid and Caerphilly Youth Service Strategy.
- 4.2.7 It is envisaged that Youth Service Managers will monitor and evaluated the project extensively and report on the young people achievements within the Improvement Objective 3 and subsequent Scrutiny Reports.

5. EQUALITIES IMPLICATIONS

- 5.1 The Youth Service Strategy, operational plan and project management templates will have a holistic commitment to equality of opportunity.
- 5.2 The Youth Service will be required to demonstrate its contribution to the inclusion agenda in line with the Council's Strategic Equality Objectives, via targets, consultation and monitoring in the Youth Service Strategy, the Directorate's Service Improvement Plans and information provided for inclusion in the annual monitoring and improvement reports for Equalities and Welsh Language to the relevant Commissions.

6. FINANCIAL IMPLICATIONS

- 6.1 The submission of this bid ensures best value use of local authority resources by matching school budgets with core Youth Service and Welsh Government funding.

7. PERSONNEL IMPLICATIONS

- 7.1 Four youth workers and four family workers have been employed to engage young people and their families in the four pilot schools. They have been employed by the schools directly or by the authority in response to the schools requirement.

8. CONSULTATIONS

- 8.1 All comments received are contained within the report.

9. RECOMMENDATIONS

- 9.1 Members note the content of the report.

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 To ensure that members are aware of the anticipated outcomes of the project.
- 10.2 To ensure that the funding impacts on the delivery of the Caerphilly Youth Service Strategy.

11. STATUTORY POWERS

- 11.1 Extending Entitlement: supporting young people in Wales.
- 11.2 The Learning and Skills Act 2000.
- 11.3 Local Government (Wales) Measure 2010, Equalities Act 2010 (Statutory Duties) (Wales) Regulations 2011, Welsh Language Measure (Wales) 2011.

Author: Tanis Ann Cunnick, Community, Youth and Adult Services Manager
E-mail: cunnit1@caerphilly.gov.uk

Consultees: Directorate Senior Management Team
Corporate Management Team
Councillor Rhianon Passmore, Cabinet Member, Education & Lifelong Learning
Councillor Wynne David, Chair of Education Scrutiny Committee
Gareth Hardacre and Lynne Donovan, HR
Principal Solicitor - Gail Williams
David Thomas, Senior Policy Officer (Equalities and Welsh Language)
Finance Division – Nicole Scammell

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EDUCATION FOR LIFE SCRUTINY COMMITTEE - 4TH NOVEMBER 2014

SUBJECT: CHILDCARE SUFFICIENCY ASSESSMENT (CSA) 2014

REPORT BY: ACTING DEPUTY CHIEF EXECUTIVE

1. PURPOSE OF REPORT

1.1 To inform Members of the Childcare Sufficiency Assessment (CSA) 2014.

2. SUMMARY

2.1 Currently the Childcare Act 2006 places a statutory duty upon each Local Authority in Wales to produce a full Childcare Sufficiency Assessment every 3 years. The next assessment was due for submission to the Welsh Government (WG) by April 30th 2014.

2.2 The report, **Caerphilly Childcare Sufficiency Assessment Gaps Analysis** aims to provide Caerphilly County Borough Council with the information it needs to identify gaps in the childcare market and plan the steps to secure sufficient childcare places. In this context, 'sufficient' means having the right type and the right volume of childcare places to meet the needs of all parents/carers in the local community, but with a particular focus on meeting the needs of families with children with disabilities, Welsh speaking households and those who are in work or who are seeking work.

2.3 The CSA comprises of three phases:

- Phase One – the collation and analysis of a range of information and data sets and the production of the Gaps Analysis, completed by Spring 2014.
- Phase Two – consultation with the general public and key stakeholders, completed by April 25th 2014.
- Phase Three – Action Planning workshops, completed during the Summer Term 2014

2.4 The CSA Summary Document (Appendix 1) and the Caerphilly CSA Gap Analysis Report supply local geographical need details for development of new childcare provision, and as such directs the Childcare Action Plan and the subsequent delivery planning of the Out Of School Childcare Grant.

2.5 Key improvements identified from the stakeholder consultation included:

- Income or affordability
- The types of childcare available
- Different Ages of children
- Opening times and Flexibility
- Families with children with disabilities
- Welsh speaking households
- Geographic location

- Families in work
- Families seeking work

2.6 There is currently a review of the CSA process especially with regard to frequency of completion, which is currently to complete a full CSA every 3 years with interim refresh annually. The proposal for consultation currently is for a full CSA every 5 years and a single mid point interim refresh of the data, which could be beneficial in both officer time and resource implications.

3. LINKS TO STRATEGY

- 3.1 Childcare continues to be a key feature of the Welsh Government's Vision for a Better Wales. Their continuing commitment to childcare is demonstrated in their policy document '*Building a Brighter Future: The Early Years and Childcare Plan*', launched Summer 2013, which sets out the Welsh Government's policy priorities for Childcare and actions to take them forward, incorporating *The Children and Families (Wales) Measure 2010* and *The Tackling Poverty Action Plan, 2012* and its subsequent *Building Resilient Communities: Taking Forward the Tackling Poverty Action Plan (2013)*
- 3.2 Welsh Government Guidance (2008) on the Childcare Act 2006 requires that the CSA should form part of the overall needs assessment and consultation stages of the preparation and annual review of the Single Integrated Plan and Families First Plan.
- 3.3 The Childcare Act 2006, Sections 22 and 26 requires the CSA completion.

4. THE REPORT

- 4.1 The purpose of the CSA is to help local authorities gauge the childcare market and generate an overall picture of parent's use of and demand for childcare in their local area. By assessing the supply and demand in the local area, local authorities will be able to identify gaps in childcare provision and plan how to address them. It is vital that local authorities use this intelligence when planning new or extending existing provision.
- 4.2 The report, **Caerphilly Childcare Sufficiency Assessment Gaps Analysis** aims to provide Caerphilly County Borough Council with the information it needs to identify gaps in the childcare market and plan the steps to secure sufficient childcare places. In this context, 'sufficient' means having the right type and the right volume of childcare places to meet the needs of all parents/carers in the local community, but with a particular focus on meeting the needs of families with children with disabilities, Welsh speaking households and those who are in work or who are seeking work.
- 4.3 The Welsh Government has provided every Local Authority with a Toolkit and suggested templates on how to produce a CSA. The CSA identifies gaps in childcare in relation to:
- Income or affordability
 - The types of childcare available
 - Different Ages of children
 - Opening times and Flexibility
 - Families with children with disabilities
 - Welsh speaking households
 - Geographic location
 - Families in work
 - Families seeking work
- 4.4 The gaps outlined in this CSA are drawn from five separate reports which seek to profile various aspects of the childcare market in Caerphilly County Borough. These are:

- 4.4.1 **Analysis of factors affecting demand and the ability to pay for childcare (Annex A)**
This is based on a number of different data sets and presents a range of demographic and socio-economic indicators that may affect either the demand for childcare or the ability to pay for it. It also includes an analysis of enquiries made to the Caerphilly Family Information Service.
- 4.4.2 **Analysis of the supply of childcare (Annex B)**
This presents an analysis of the supply of registered and unregistered childcare places in Caerphilly County Borough. It includes: number and type of places, number of children per place, opening times, fees, vacancies and Welsh language provision. It also looks at the take up of free entitlement to Early Education and childcare, including Flying Start. It also captures the future plans of childcare providers.
- 4.4.3 **Measurement of Relative Supply (Annex C)**
This report applies a formula to attempt to understand where the key gaps and pressure points exist, with a specific focus on the number of places required to secure sufficient places for working families.
- 4.4.4 **Consultation with stakeholders on childcare (Annex D)**
Focusing on the level of demand for childcare and the improvements needed, this report includes a detailed analysis of results from a questionnaire distributed to parents in Caerphilly in the summer 2013. It also presents an analysis of focus groups held with parents and carers and Childcare Development Officers. The results of the questionnaire with children are also included.

During the summer 2013 a county wide consultation took place with parents/carers and other key stakeholders. Key improvements identified from the consultation included:

- Childcare to meet their individual child's needs
- Flexible childcare opening times (7.30-9am and after 6pm) and more after school provision and holiday provision for children with disabilities
- Increased local provision, although families with children with disabilities would travel further for the right provision to meet their needs
- Affordability
- Greater range of Welsh medium childcare including increased Cylchoedd Meithrin

- 4.4.5 **Geographical Gaps Analysis (Annex E)**
A profile of each ward/ward cluster or sub local authority area, including local demographics, local knowledge and geographic situation. This section also includes information about current childcare developments.

The reports would be available via the Early Years website portal
www.caerphilly.gov.uk/earlyyears

- 4.6 Following the period of consultation an Action Plan will be developed based on gaps identified. This plan should become an integral part of the process of review and publication of the Families First Plan, Single Integrated Plan and the Welsh in Education Strategic Plan.
- 4.7 The Action Plan will be drawn up to address the following areas linked with the childcare agenda for Wales:
- 4.7.1 **Developing the Childcare Market** – ensuring that sufficient childcare provision is secured to support identified gaps to allow children to access good quality provision, and to enable parents to work, by increasing capacity and supporting sustainability.
- 4.7.2 **Engaging with the Business Community** – WG recognises that childcare businesses may need support both in establishment and throughout their development. We understand the need to support all types of childcare settings and provide assistance such as business planning and financial management. In addition, increasing engagement with the wider

business sector is critical if local employers are to understand the childcare needs of their employees.

- 4.7.3 **Improving the Flexibility, Accessibility and Affordability of Early Years Education and Childcare** – changing patterns of provision to meet parental need and looking at more flexible packages of childcare as identified in the CSA 2014. This will include supporting flexibility, Welsh Language provision and provision for children with disabilities. In addition, this section will look at ensuring that there is sufficient access to information and knowledge about financial support for childcare.
- 4.7.4 **Developing a Workforce with the Right Skills** – considering how to up-skill the current workforce and attract new entrants, as well as considering the appropriate qualifications for the sector. This will include the development of a workforce that has suitable language skills to support Welsh medium childcare and a workforce that is confident and competent enough to support children with disabilities into childcare.
- 4.7.5 **Improving Information** – ensuring that parents have the right information about childcare options, the financial help available to them and the benefits to both the child and parent of good childcare.
- 4.7.6 **Whole Phase Approach to Transitions** – working in partnership to support children across the Foundation phase within and between settings to provide a seamless and consistent service.
- 4.7.7 **Improving the Quality of Early Years Education and Childcare** – developing a consistent approach to quality across the sector.
- 4.7.8 **Supporting Parents to Raise their Children Bilingually** – through the provision of Welsh medium and bilingual childcare provisions and improving the early years language ability of the childcare workforce.

5. EQUALITIES IMPLICATIONS

- 5.1 The report considers data from, all groups that reside within Caerphilly County Borough, including Welsh speakers, non-white ethnic groups, military families, lone parents, travelling families, families with children with disabilities. Specific consultation has also taken place with families seeking Welsh medium childcare, families with children with disabilities and children.

6. FINANCIAL IMPLICATIONS

- 6.1 There are no immediate financial implications associated with the publication of the CSA. The Childcare Action Plan directs the delivery planning of the Welsh Government's Out Of School Childcare Grant, £128,686.

7. PERSONNEL IMPLICATIONS

- 7.1 There are no immediate personnel implications associated with the CSA.

8. CONSULTATIONS

- 8.1 All consultation responses have been incorporated into the production of the CSA reports, including the Summary Document.

9. RECOMMENDATIONS

9.1 Members note the content of the report.

10. REASONS FOR THE RECOMMENDATIONS

10.1 Compliance with the legal requirements under the Childcare Act 2006.

11. STATUTORY POWER

11.1 Childcare Act 2006, Sections 22 and 26.

Author: Fiona Santos, Early Years and Childcare
Consultees: Senior Management Team
Councillor Rhianon Passmore, Cabinet Member, Education & Lifelong Learning
Councillor Wynne David, Chair of Education Scrutiny Committee
David Thomas, Senior Policy Officer (Equalities and Welsh Language)
Gail Williams, Principal Solicitor
Lynne Donovan, Personnel Manager
Mike Lewis, Principal Accountant, Education

Background Papers:

The following background papers can be viewed on the Members' Portal due to size of documents:

- Caerphilly CSA Gap Analysis Report
- Annex A – Analysis of factors Affecting Demand and the Ability to Pay For Childcare
- Annex B – Analysis of Supply and Appendix
- Annex C – Measuring Relative Supply
- Annex D – Consultation with Stakeholders
- Annex E – Geographic Gaps Analysis

Appendices:

Appendix 1 – CSA Summary Document (separate attachment)

Appendix 2 – Out of School Childcare Grant Funding Proposals 2014-15

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Directorate of Education and Lifelong Learning
Cyfadran Addysg a Dysgu Gydol Oes

Caerphilly County Borough Council
Childcare Sufficiency Assessment

Summary Report

April 2014



1.1 Introduction

The Caerphilly Childcare Sufficiency Assessment is a report that brings together a range of different data and information to develop a picture of the current childcare market and to identify whether there are any gaps in supply. As a result of the assessment, an action plan will be drawn up to address any identified insufficiencies.

1.2 Overview

The Childcare Act, 2006, underpins the Welsh Government's current Childcare Plan, Building a Brighter Future, and sets out the statutory basis for:

- Parents' legitimate expectation of accessible high quality childcare for children and their families; and
- Local Authorities' responsibilities for providing information to parents and prospective parents to support them in their parenting role.

In Wales, The Childcare Act sets out to achieve these aims by placing a duty giving Local Authorities the lead role in facilitating the childcare market to ensure it meets the needs of working parents; in particular those on low incomes, those with disabled children and those wishing for their children to attend Welsh medium provision. In addition, it looks to support the childcare needs of those in training and those seeking work.

Section 26 of The Childcare Act requires Local Authorities in Wales to prepare assessments of the sufficiency of childcare in their area as a necessary first step towards securing sufficient provision and establish plans to address any gaps identified.

The following are the areas where potential gaps may be found:

- ◆ **Income Gaps or Affordability** – where there is a shortage of affordable childcare for income groups populating an area.
- ◆ **Specific Needs Gaps** – where there is a shortage of suitable places for children with disabilities, or children with other specific needs or requirements.
- ◆ **Time Gaps** – where there is a shortage of specific childcare at a time that parents would wish to use childcare.
- ◆ **Age Gaps** – where there is a shortage of childcare suitable to meet the needs and requirements of a certain age group.
- ◆ **Type Gaps** – where there is a shortage in the type of childcare for which parents may be expressing a preference.
- ◆ **Geographical Gaps** – where a geographical area has a general shortage of supply

It is also important to look into gaps in provision for:

- ◆ Childcare for those who receive or may require childcare in the Welsh language/bilingual provision.
- ◆ Childcare provision for children and young people from working families or families seeking work.

In addition the information will support and inform the development of other Local Authority plans and programmes including Flying Start, Early Years Education, Families First, the Welsh Education Strategic Plans and the Single Integrated Plan.

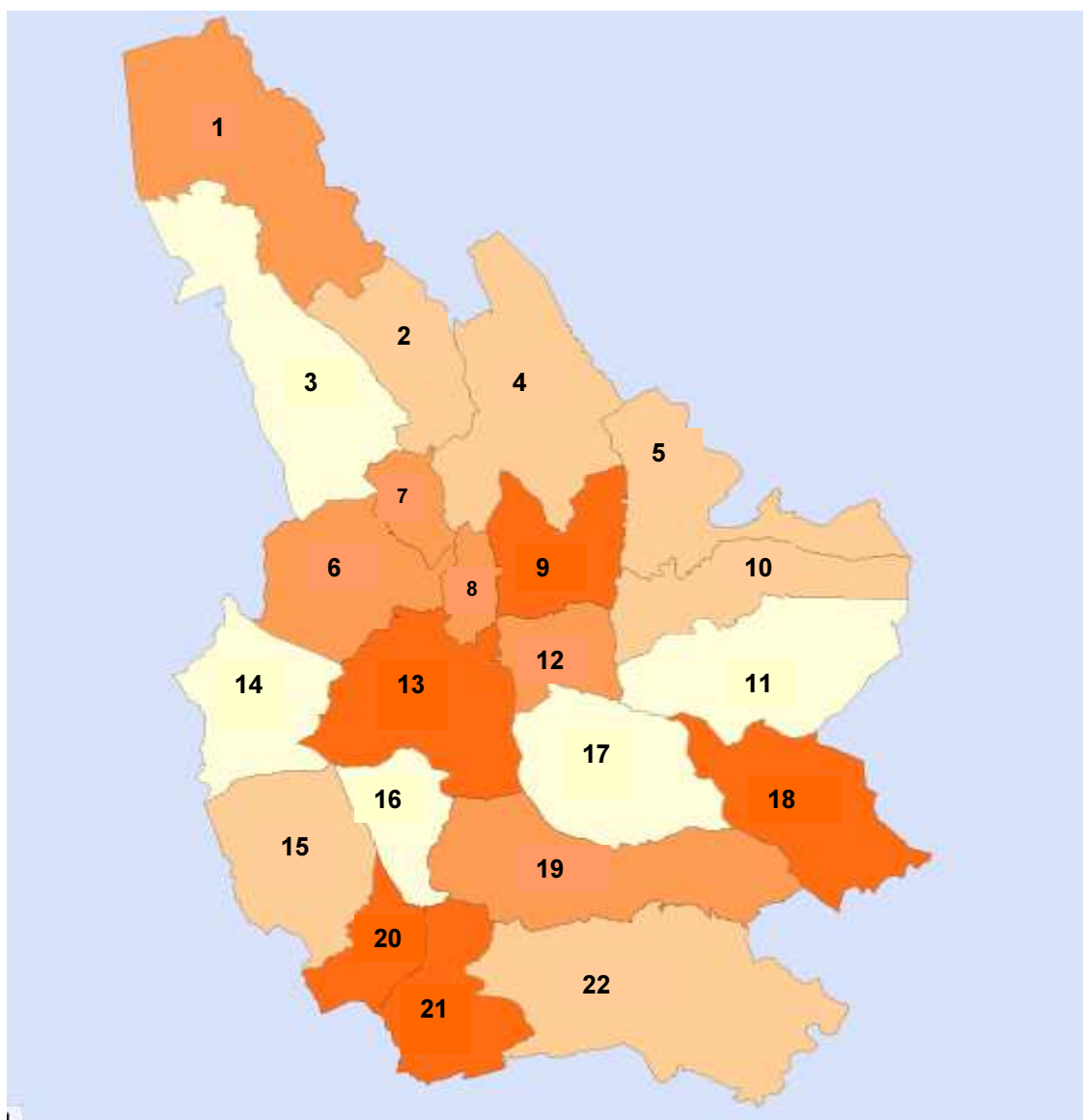
1.3 Evidence

Evidence for the gap analysis is drawn from five separate reports, which seek to profile various aspects of the childcare market in Caerphilly:

- ◆ **Analysis of factors affecting demand and the ability to pay for childcare.** This is based on a number of data sets, including data from the Census 2011, and presents a range of demographic and socio-economic indicators that may affect either the demand or the ability to pay for childcare.
- ◆ **Analysis of the supply of childcare.** This presents an analysis of the supply of registered and unregistered childcare in Caerphilly collected by the Family Information Service (FIS) in a snapshot of supply taken on August 31st 2013. This information includes: number and types of places, number of children per place and type of place, opening times, fees and vacancies. It also includes a separate section on the future plans of childcare providers and an analysis of enquiries made to the Caerphilly FIS.
- ◆ **Measurement of Relative Supply.** This report applies a formula ('The Rochdale Formula') to attempt to understand where the key gaps and pressure points exist, with a specific focus on the number of places required to secure sufficient places for working families.
- ◆ **Consultation with Stakeholders on Childcare.** Focusing on the level of demand for childcare and the improvements needed, this report includes a detailed analysis of results from a questionnaire distributed to parents/carers in Caerphilly over the summer 2013. It also presents an analysis of focus groups held with parents/carers of children with disabilities, those requiring Welsh medium childcare, children and childcare providers. There are also the results of the consultation with employers and a consultation with children who attend After School Provision.
- ◆ **Geographic Gaps Analysis.** A profile of each ward/ward cluster or sub local authority area, including local demographics, local knowledge and geographic situation. This section also includes information about current childcare developments.

1.4 Caerphilly Childcare Sufficiency Boundaries

For the purposes of the CSA, the county borough has been organised into 22 localities either by ward or by a cluster of wards as shown below.



1	Twyn Carno, Moriah & Pontlottyn	12	Pontllanfraith
2	New Tredegar	13	Ystrad Mynach, Maesycwmmmer & Hengoed
3	Darren Valley	14	Nelson
4	Argoed & Aberbargoed	15	Aber Valley
5	Crumlin	16	Llanbradach
6	St Cattwg	17	Ynysddu
7	Bargoed & Gilfach	18	Crosskeys & Risca
8	Pengam & Cefn Fforest	19	Bedwas, Trethomas & Machen
9	Blackwood & Penmaen	20	Penyrheol
10	Newbridge	21	St Martins & Morgan Jones
11	Abercarn	22	St James

2. The Supply of Childcare

There are 253 childcare settings registered with Care and Social Services Inspectorate for Wales (CSSIW) in Caerphilly. Within these settings, 313 childcare services are provided. The figure includes the following types of childcare provision as they are defined by CSSIW :

- 30 After School Clubs
- 14 Breakfast Clubs
- 146 Childminders
- 16 Day Nurseries
- 23 Flying Start settings
- 20 Holiday Clubs
- 34 Playgroups
- 30 Wrap Around settings

In addition, there are 35 unregistered settings including:

- 14 After School Clubs
- 11 Childminders (currently not offering childcare)
- 1 Day nursery (parents remain on site)
- 3 holiday clubs
- 2 playgroups
- 2 play schemes
- 2 wrap around settings

Together these settings offer 4,616 registered childcare places across the borough. However, when the number of places that are actually offered by the childcare providers is calculated this figure rises to 5,300 places. This might be because a day nursery is registered for 50 places, but within that 50 they offer 5 breakfast club places, 5 wrap around places and 5 after school places, totalling 65 places actually offered.

Number of Childcare Places by Locality and Provider Type

The following table shows the number of childcare places by type across the county borough (as at 31/8/13). Childcare places are fairly evenly spread except for holiday provision. Number of places for 11 – 14 year olds in Chill Zones is also not shown here.

The total number of places delivered through the medium of Welsh and Bilingually differs between localities too with some areas providing a far greater number of Welsh medium/bilingual places than others. In total there are 860 places (16.1%) delivered through the medium of Welsh, 119 places (2.2%) offered through the medium of Welsh with English and 382 places (7.15) offered bilingually. This compares to 2,686 places (50.3%) offered through the medium of English with some Welsh and 1,292 (24.2%) offered in purely English medium settings.

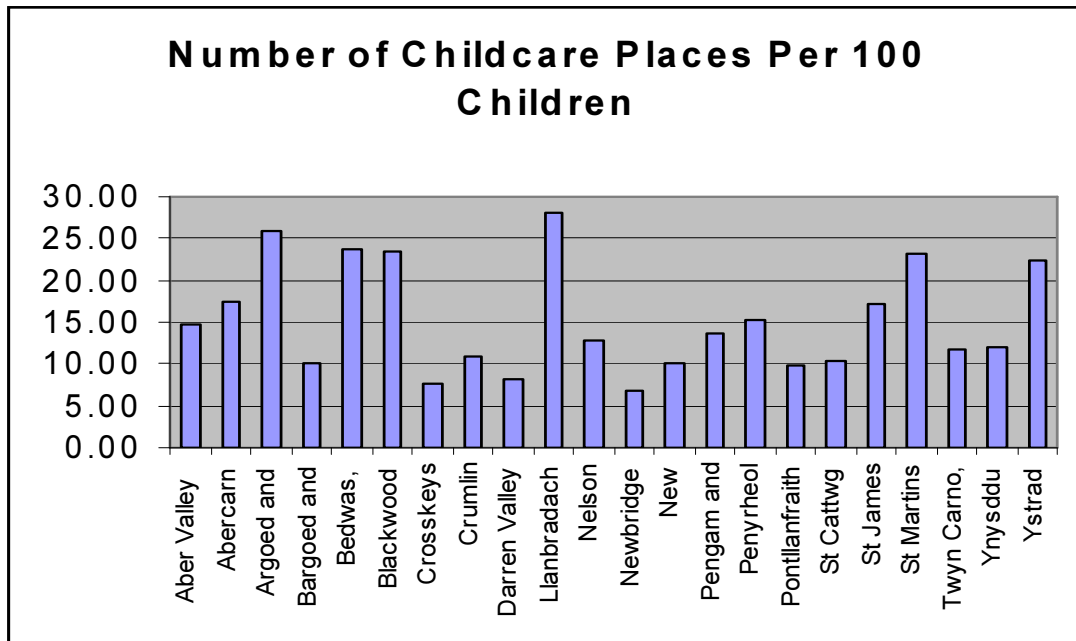
The total number of places available differs between term time and during school holidays. While there are 324 settings operational during term time, this drops to 198 during school holidays. The settings offering childcare during school holidays include day nurseries, childminders, holiday clubs and playschemes. The number of places available during term time is 4,768, which drops to 2,379 during the school holidays. Not all of these childcare places can be accessed by all age groups.

Figure 1: Number of childcare places by locality and provider type

	After School Club	Breakfast Club	Childminder	Day Nursery	Flying Start	Holiday Club	Play Scheme	Playgroup	Wrap Around	Total
Aber Valley	35		40		3			66	68	212
Abercarn	27		7	55				32	56	177
Argoed/ Aberbargoed	37	5	49	80	17	35		54	24	301
Bargoed Gilfach			56		58			12	14	140
Bedwas, Trethomas, Machen	72	26	93	131	69	14		86		485
Blackwood Penmaen	99	8	190	64		102		93	36	592
Crosskeys Risca			105		13			42	20	180
Crumlin	24		62					24		110
Darren Valley					40					40
Llanbradach	35	8	30	47		8		48	50	226
Nelson		4	18	35				45		102
New Tredegar	16		10		24			19	25	94
Newbridge			9		32			12	24	77
Pengam Cefn Fforest	27	24	55	12		24		20	40	202
Penyrheol	120		59	40		72	60		48	399
Pontllanfraith	32		76					14	32	154
St Cattwg	7		21	28		1		60	31	148
St James	44	5	24	44	80	4				201
St Martins Morgan Jones	114	72	69	65		88	50	79	80	617
Twyn Carno, Moriah Pontlottyn	4		22	20	121	4		10		181
Ynysddu	11	1		44		6		10	12	84
Ystrad Mynach Maesycwmmwr Hengoed	99	15	62	125	52	64		59	78	554
Total	803	162	1057	790	509	422	110	785	662	

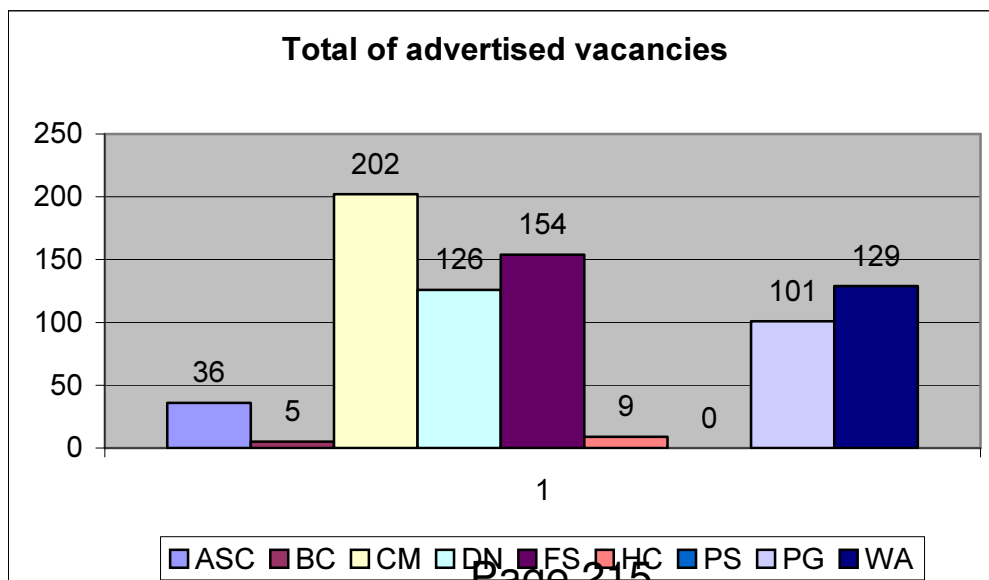
In order to gain a more accurate picture of sufficiency of childcare places by locality, the availability of places offered must be considered alongside the

child population aged between 0 – 14 of each locality. Below is a table showing number of places per 100 children for each locality.



The table clearly shows that some areas have a high level of childcare places, such as Llanbradach, St Martins/Morgan Jones and Argoed/Aberbargoed, while other areas have very little childcare provision for their child population, such as the Crosskeys/Risca, Newbridge and Darren Valley areas. In turn other factors must be considered for each locality such as the age range that the available childcare caters for, the language of the provision and the economic make up of the area along with parental choice.

Vacancy rates are another good indicator of the requirement of childcare availability and take up for parents in work, in training or seeking work. In total, in August 2013, there were 5300 childcare places offered across the county borough. Of these, there were 762 vacancies reported to the FIS. This equates to a vacancy rate of 14.37%. Again, vacancy rates vary by locality. The following chart shows in which type of Childcare provision the vacancies are:



Childcare Availability by Locality.

Below is an out line of the supply of Childcare in each of the geographic areas identified in the CSA. A fuller description is given in the report 'Geographic Gaps Analysis'.

Aber Valley

There are a total of 212 places offered within the Aber Valley located in After School, Childminder, Flying Start, Playgroup and Wrap Around settings. 162 places are registered. Providers state that they currently have 167 occupied places and 31 vacancies. 91 places are available through the medium of Welsh, 0 Welsh/English, 56 Bilingual, 38 English Welsh and 27 English. Supply data shows there is a lack of places for the 11+ age group and that there are very few vacancies in the 0 – 2 and 5 – 7 age groups. The After School places are only available through the medium of Welsh and are all unregistered.

There are a relatively low number of places per 100 children at 14.72, however the Rochdale formula* suggests there is an oversupply of 29 places which takes into account the economic and demographic make up of the area. There is also going to be an expansion of the Flying Start programme in the near future which will have an impact on the childcare for 2 year olds.

The lack of places for the 11+ age group could be catered for in the local catchment Secondary School located in the Penyrheol ward where a Chill Zone is currently in development. No holiday club provision is shown, however, the local youth provision does offer some holiday provision for 11+ year olds.

Full day care is provided by childminders only, however, there is plenty of choice for full daycare in the neighbouring Caerphilly basin, which the majority of those travelling to work would pass through and could access easily. It is interesting to note that of those that responded to the Parental Survey from the Aber Valley there was the lowest percentage of parents using family and friends as childcare and the highest percentage of those using full day nursery. One childminder has since de-registered with a loss of 6 places.

This area has one of the highest densities of 5 – 7 year olds, and there are no reported vacancies for this age group, and again none through the medium of English.

With the new housing development, the introduction of the full Flying Start programme and the relatively low number of vacancies this area will need to be continually assessed in order to manage the childcare market effectively.

* **The Rochdale Formula** - A formula to calculate the number of childcare places that may be required or demanded by parents/carers in each ward/ward cluster. It takes into account the number of childcare places, the economic activity of the area and the number of children aged between 0 – 14.

Abercarn

There are a total of 177 places offered within the After School, Childminder, Day Nursery, Playgroup and Wrap Around settings. 199 places are registered but may not be offered. Providers state that they currently have 140 occupied places and 19 vacancies. 32 places are available through the medium of Welsh, 48 Welsh/English, 90 Bilingual, 4 English Welsh and 3 English.

The supply data shows that there is very little provision for the 5 – 10 age group and only 2 vacancies. There is very little holiday provision, although some is offered within the day nursery. The other holiday provision that is registered is through the medium of Welsh and although remains registered with CSSIW, is not currently offering any places.

The Rochdale formula suggests that there is a very small over supply of 8 places, however, this does not take into consideration that there are no English medium sessional playgroups or After Schools Clubs. This area also has a relatively high number of childcare places per 100 children at 17.46 (16.12 across Caerphilly). As this area has a major travel route between the middle of the county and Newport, and its demographics indicate a higher than average economic activity, it should be able to accommodate Full Day care as has been demonstrated by the siting of a new day nursery reporting very few vacancies.

Argoed/Aberbargoed

There are a total of 301 places offered within the After School Clubs, Breakfast Clubs, Childminder settings, Day Nursery, Flying Start, Holiday Clubs, Playgroups and Wrap Around settings. 235 of these places are registered. In addition there are 21 places for Early Years Education within the non-maintained sector. Providers state that they currently have 197 places occupied and 30 vacancies. 106 places are available through the medium of Welsh, 0 Welsh/English, 0 Bilingual, 182 English Welsh and 37 English

This area boasts one of the highest number of places per 100 children at 24.08. The Rochdale formula would suggest that there is an over supply of 150+ places given its economic make up. However, part of this area is located at a cross roads between the upper part of the county and the economic centres of Blackwood and Ystrad Mynach as well as feeding upwards towards Meryth, Ebbw Vale and Tredegar and may supply childcare for parents travelling to work here.

The large day nursery is registered for 80 places but only currently offers 40 with only a few vacancies. The Flying Start programme has increased the numbers in a local playgroup and as such supply has seen an increase since the last CSA. These two provisions help to cater for the high proportion of 0 – 7's that this area has. It should be noted that all the sessional After School Provisions and Holiday Provisions is offered through the medium of Welsh.

Early Years Education places are offered both morning and afternoon in the Markham area offering an additional 21 places for 3 year olds.

Bargoed/Gilfach

There are a total of 140 places offered within the Childminder, Flying Start, Playgroup and Wrap Around settings. 126 places are registered. The local Cylch Meithrin offers Early Years Education places when there is parental demand. There is also a registered crèche in this area offering free provision for parents engaged with the Bridges into Work programme. Providers state that they currently have 73 occupied places and 38 vacancies. 24 places are available through the medium of Welsh, 0 Welsh/English, 0 Bilingual, 77 English Welsh and 39 English.

The majority of the childcare offered in this area is either through childminders or Flying Start. In the main, the vacancies that are available are with childminders for the 0 - 2 year olds. There is no After School or Holiday provision and all childcare for older children is with childminders.

The Welsh medium playgroup offers both Early Years Education places and Flying Start places as well as offering a Wrap Around service for the school. The Cylch is in the process of relocating to another site where it is hoped it will be much more stable and sustainable. The English medium Wrap Around setting also offers spaces for playgroup and is located at the other end of this ward cluster. They are located within the confines of a school and are in the process of opening an After School Club.

A Welsh medium After School Club has been operational in the past, but has not proved to be sustainable. However, parents were keen to see the development of holiday provision in the Welsh Parents focus group. Further market research would have to be done to test the wider market.

Since the FIS Snapshot in August 2013, another childminder has registered in this area with an additional 5 places. The Rochdale formula suggests that there is an undersupply of 92 places (without taking Flying Start places into consideration), and with only 10.06 places per 100 children this is an area that could support more childcare, in particular because of the new shopping centre and further town centre regeneration that is underway. In addition, ASC and Holiday provision in the medium of Welsh could be further explored.

Bedwas/Trethomas/Machen

There are a total of 485 places offered within the After School Club, Breakfast Club, Childminder, Flying Start, Holiday Club, Playgroup and Wrap Around settings. 383 places are registered. In addition, there are 25 places for Early Years Education within the non-maintained sector across 3 settings in both morning and afternoon sessions. This has recently been reduced to 2 settings. Providers state that they currently have 399 occupied places and 96

vacancies. 0 places are available through the medium of Welsh, 8 Welsh/English, 0 Bilingual, 405 English Welsh and 72 English.

This area shows a good mixture of provision types varying from purely Flying Start childcare provision, to two full Day Nurseries, After School Clubs and Playgroups that offer a mixed economy of Flying Start, Early Years Education and Wrap Around.

The 2 day nurseries are located at the Caerphilly town end of the ward, supporting economically active parents from the local area and those travelling to work to and from Newport. One offers Early Years Education and has recently decided to operate more flexible sessions to suit parental demand.

There are After School Clubs at both ends of the ward as well as Wrap Around provision, however, FIS reported a client looking for an After School Club in the Graig y Rhacca area.

Since the FIS Snapshot in August 2013, another childminder has registered in this area with an additional 4 places and 2 other childminders are no longer operating with a loss of 6 places.

With 23.82 places per 100 children, this area seems well supplied with childcare places (Caerphilly average is 16.12). The Rochdale formula suggests there is an over-supply of 150+ places, and with 96 reported vacancies this may be the case. However, with the majority of childcare offered through the medium of English there is scope for the development of more Welsh medium provision.

Blackwood/Penmaen

There are a total of 592 places offered within After School Club, Breakfast Club, Childminder, Flying Start, Holiday, Playgroup and Wrap Around settings. 547 places are registered. In addition, there are 22 places for Early Years Education within the non-maintained sector across 3 settings in both morning and afternoon sessions. Providers state that they currently have 377 occupied places and 81 vacancies. 49 places are available through the medium of Welsh, 0 Welsh/English, 99 Bilingual, 206 English Welsh and 238 English.

This area has a good mix of provision in both English and Welsh medium. The Day nursery is bilingual. There is a good level of After School Provision which supports the large number of 5 and 6 year olds in this area. However, since the data was collated for this report, one ASC is no longer operating with a loss of 32 places.

There are a good number of childminders in the area offering flexible childcare. The one day nursery which also offers Early Years Education places, is a bilingual provision but is located a fair distance from the economic centre of Blackwood. They have reported only 12 vacancies.

With 23.58 places per 100 children, and the Rochdale Formula calculating an over-supply of 170+ places it would suggest there is sufficient childcare to support this area, although full day care could be further explored as an option in the Blackwood town area.

Crosskeys/Risca

There are a total of 180 places offered within the Childminder, Flying Start, Playgroup and Wrap Around settings. 127 places are registered. In addition, there are 16 places for Early Years Education within the non-maintained sector, across two settings. Providers state that they currently have 115 occupied places and 14 vacancies. 0 places are available through the medium of Welsh, 37 Welsh/English, 0 Bilingual, 88 English Welsh and 55 English.

This area has no group After School Provision except Wrap Around which usually ends at the end of the school day. An ASC was recently opened but shut due to poor location and not enough support. There are 2 After School Clubs (56 places) across the Newport border in Rogerstone, but typically After School Clubs's are linked to schools and would not really support Out of School places in this area.

Another Wrap Around is in the process of development at the Ty Sign school and an After School Club is investigating opening on a local school site where it will be better supported and more sustainable.

Both the local Cylch Meithrin and the local Playgroup offer a mixed economy of provision offering playgroup provision, Flying Start places and delivering Early Years Education. The data also shows there is a lack of provision for the over 8's.

All full day care is offered through 13 childminders who report only 14 vacancies between them. Various attempts at finding an appropriate venue for a full day care provision have been made, but to no avail. There is a flood risk from the river which has hampered planning in the past. Over the border in Newport there is one Full Day care provider (42 places) and an additional 21 Childminders (113 places) in the Rogerstone ward who could support the childcare needs of those parents travelling to work from this area. Since the FIS Snapshot in August 2013, another childminder has registered in this area with an additional 3 places.

There is also no fully Welsh provision as the local Cylch defines itself as Welsh/English and is known locally as both the Cylch and Playgroup.

As this is a major travel to work in Newport area, is the 2nd highest populated ward/ward cluster in the county, has a relatively high percentage of the population who are economically active and has one of the lowest numbers of childcare places per 100 children at 7.69 places, it is anticipated that this area can sustain additional childcare. In particular, After School Provision, holiday provision and group full day care. In addition, because there is a College in the area, the development of on-site crèche provision will be explored.

Crumlin

There are a total of 110 places offered within After School Club, Breakfast Club, Childminder and Playgroup settings. 76 places are registered. Providers state that they currently have 66 occupied places and 5 vacancies. 0 places are available through the medium of Welsh, 0 Welsh/English, 0 Bilingual, 59 English Welsh and 51 English.

This area shows very little childcare and only 10.98 places per 100 children. The Rochdale Formula calculates there is an under-supply of 57 places. All full day care is offered through Childminders, however, a new day nursery is in development in a neighbouring ward. The playgroup also offers a wrap around service. The After School Club has ceased operating since the supply snapshot was taken as it was unsustainable, despite offering places at little or no cost to try and boost numbers.

The child population would indicate a need for childcare in the older age ranges which is something that is currently being piloted at the local high school in the neighbouring ward of Newbridge. The Trinant area is now part of the Flying Start programme so will be supporting all 2 year olds in this distinct area of the ward. Group Day Care will be supported in the new Day Nursery across the border in a neighbouring ward. This should support additional places for the 0 – 2 year olds too where there are very few vacancies. It is also anticipated that this will support the After School requirements that are not currently met, but in a more sustainable manner.

There is no Welsh medium provision in this area.

Darren Valley

This area shows the lowest number of childcare places within the county borough with only a total of 40 places, all offered within a Flying Start setting. The providers states that they currently have 16 occupied places and 24 vacancies. All places are offered through the medium of English with Welsh.

The ward shows only 8.2 places per 100 children all offered in the community of Fochriw. There is no childcare in the town of Deri. The parental survey mirrored this as the majority of respondents use family and friends for their childcare.

As a ward the demographics show a low level of economic activity, however, the market could be tested further in the Deri area for After School Provision and Wrap Around as this area is distinct from the Fochriw area which has much higher levels of deprivation. Deri however, is an isolated community and is relatively small, so any childcare would only be supporting its own community of children which is one of the smallest in the borough. The Rochdale formula shows an under-supply of 49 places.

Llanbradach

There are a total of 226 places offered within the After School Clubs, Breakfast Clubs, Childminder, Holiday Clubs, Playgroup and Wrap Around settings. There are 165 registered places. In addition there are 12 places for Early Years Education within the non-maintained sector. Providers state that they currently have 137 occupied places and 32 vacancies. 0 places are available through the medium of Welsh, 48 Welsh/English, 0 Bilingual, 153 English Welsh and 25 English.

Llanbradach hosts a good mixed economy of childcare provisions for all ages under 11 years old. However, the demographics of this area show that there is a higher proportion of 11 – 14 year olds than the younger age groups and therefore the only potential gap could be in this area. Childcare for this age group would normally be provided at the secondary schools which serve this locality which are located in neighbouring wards. Currently all childcare for 11-14's is provided with childminders. Since the FIS Snapshot in August 2013, another childminder has registered in this area with an additional 3 places.

The Cylch Meithrin offers sessional care through the medium of Welsh but it has defined itself as Welsh/English. There are also good levels of Welsh used in the Day Nursery. There are 28.07 places per 100 children and the Rochdale formula suggests there is an over supply of 92 places (compared to the last CSA which reported an under-supply). The geographic location of this area sitting between the economic hubs of Caerphilly town and Ystrad Mynach, enables it to manage the number of childcare places it offers.

Nelson

There are a total of 102 places offered within the Breakfast Club, Childminder, Day Nursery and Playgroup settings. There are 143 registered places. In addition there are 11 places for Early Years Education within the non-maintained sector. Providers state that they currently have 92 occupied places and 21 vacancies. 13 places are available through the medium of Welsh, 0 Welsh/English, 35 Bilingual, 54 English Welsh and 0 English.

This area has relatively low numbers of 0 - 7 year olds and a falling population. However, it does have above average economic activity and a geographic location that can support the childcare needs of parents travelling towards the A470, the busy trunk road between Cardiff and the valleys.

There are currently only 12.85 places per 100 children and the Rochdale formula suggests that there is an under-supply of 30 places, however as there are 143 registered places and only 102 places offered there must be under occupancy in some settings, indicating a capacity to extend places if required. The supply data also did not capture the newly opened After School Club which now offers 16 places, the newly opened wrap around provision also offering 16 places and a new childminder offering an additional 3 places.

In the neighbouring county of Merthyr Tydfil, the towns of Treharris, Trelewis and Bedlinog sit close along the border with Nelson and the childcare offered there may have an impact on the gaps/demand in this area. This consists of 3

After School Clubs, 7 childminders, 2 Cylch Meithrin, 1 Day Nursery and 2 community playgroups. Further research would show how many Caerphilly residents access this out of county childcare, to help inform future childcare developments.

New Tredegar

There are a total of 94 places offered within After School Club, Childminder, Flying Start, Playgroup and Wrap Around settings. There are 125 registered places. Providers state that they currently have 88 occupied places and 6 vacancies. 0 places are available through the medium of Welsh, 0 Welsh/English, 0 Bilingual, 84 English Welsh and 10 English.

The childcare in New Tredegar is offered through 1 childminder, a Flying Start provision which is distinct to an isolated part of the ward, and through the Integrated Children's Centre located at the centrally located primary school. Of the 6 vacancies reported 5 are with the childminder and only one is with the wrap around provision. This indicates there is little demand for full day care provision. Where this exists, parents who are travelling south down the valley to work can access the Day Nursery in the neighbouring ward of Aberbargoed.

However, since the FIS Snapshot in August 2013, the one childminder registered in this area has moved to the Penyrheol area meaning a loss of 5 places in New Tredegar. Of the childcare places that are offered there are no places available, however, if demand grew there are registered places that could be offered, so capacity for the age ranges 3 – 8 exists.

There is no Welsh language provision in this area, however, there are some levels of Welsh offered at the Integrated Children's Centre.

There is no group childcare provision for the over 11's, however, there is a very strong play team presence linked to the ICC which supports play activities for this age group and supports holiday activities for over 8 year olds.

With only 10.02 places per 100 children and with an undersupply of 24 places according to the Rochdale formula, it would appear that more childcare could be developed in this area, potentially Welsh language.

Newbridge

There are a total of 77 places offered within Childminder, Flying Start, Playgroup and Wrap Around settings. There are 71 registered places. Providers state that they currently have 53 occupied places and 24 vacancies. 0 places are available through the medium of Welsh, 0 Welsh/English, 0 Bilingual, 32 English Welsh and 45 English.

This area has a limited supply of childcare with the majority of places offered by Flying Start in a distinct, isolated part of the ward. The Rochdale formula calculates an under-supply of 97 places, and there are only 6.77 places per

100 children, one of the lowest across the borough. There are also a relatively high number of vacancies.

The Wrap Around provision has 50% places unfilled suggesting lack of demand. This group is linked to its playgroup and there maybe opportunities to extend either the Wrap or Playgroup numbers depending on demand. There is no After School Club or Holiday provision in this area and no Day Nursery. There is, however, a new Day Nursery in development which is hoped will support the unmet childcare places of this area. It is anticipated this will open summer/autumn 2014 and will forge close links with the school it is to be located next to.

This area lies on the border with Torfaen and from a search on the FIS located there, the 3 wards of Cwmyrnyscoy, Wainfelin and Green Meadow only have a total of 5 Childminders between them as childcare services. It is unlikely that these childcare providers will have any impact on developments in the Newbridge region.

Pengam/Cefn Fforest

There are a total of 202 places offered within the After School Club, Breakfast Club, Childminder, Day Nursery, Holiday Club, Playgroup and Wrap Around settings. 179 places are registered. Providers state that they currently have 146 occupied places and 14 vacancies. 96 places are available through the medium of Welsh, 7 Welsh/English, 12 Bilingual, 48 English Welsh and 39 English.

This area demonstrates a relatively low number of childcare places per 100 children of only 13.71. The Rochdale formula suggests there is a slight over-supply of places, however, and given that this area has a lower than average economic activity and that there are two areas which will be offering Flying Start programmes starting Summer 2014, this is relative.

Through the middle of this area runs a route between the top end of the valley and the Blackwood/Ystrad Mynach areas. As such it could capture and accommodate the childcare requirements of those travelling to work.

There is a fairly good mix of childcare provision currently, but with only 14 vacancies, demand is relatively high. Almost half of the childcare offered is through the medium of Welsh although not one childcare type is exclusively Welsh, offering a good choice to parents. A new day nursery is currently in development which is looking to offer 24+ places including After School provision.

There is very little childcare provision for 11 – 14 year olds, and the places available are in the Welsh medium Holiday Club and Breakfast Club. As an area that has a large concentration of 8- 14 year olds, this may be area that would require further development. In addition there is the Welsh medium Secondary School that could accommodate appropriate Welsh medium provision for the 11 – 14 year olds.

Penyrheol

There are a total of 399 places offered within the After School, Childminder, Day Nursery, Holiday Club, Playscheme and Wrap Around settings. There are 361 places registered. Providers state that they currently have 282 occupied places and 34 vacancies. 0 places are available through the medium of Welsh, 0 Welsh/English, 0 Bilingual, 244 English Welsh and 155 English.

Penyrheol is made up of several distinct communities and supply of childcare places varies within it, as does the economic make up of the ward. Together it has one of the highest densities of children in the county borough and therefore the need for childcare places would be higher. This is further highlighted by the fact that there are very few vacancies reported by providers, that there are relatively low numbers of childcare places per 100 children (15.38), and that the Rochdale formula suggests an under-supply of places by 33. In 2014, there will be additional Flying Start Childcare places which will help to boost the numbers of childcare places for the 2 year old age group.

Since the FIS Snapshot in August 2013, 3 other Childminders have registered in this area with an additional 13 places, but one has stopped operating with a loss of 6 places. One childcare setting defines itself as a day nursery, though it does not open to the general public as it is the Caerphilly Children's Centre which offers unregistered sessional childcare places for children with recognised disabilities. There is, however, a Day Nursery that lies on the border with a neighbouring ward and is very close to one of the schools. All of the sessional childcare for the 3 and 4 year olds is run through Wrap Around provisions and there are no stand-alone Playgroups or Cylch Meithrin. All of the provision is provided mainly through the medium of English.

This ward has one of the highest levels of provision for the 11 – 14 age range. This is primarily in the summer playscheme that is run here and some in the after school clubs. In addition there is a Chill Zone located in the Secondary School within the ward offering appropriate childcare for up to 20, 11 – 14 year olds.

Pontllanfraith

There are a total of 154 places offered within the After School Club, Childminder, Playgroup and Wrap Around settings. 89 places are registered. In addition there are 7 places for Early Years Education within the non-maintained sector. Providers state that they currently have 77 occupied places and 36 vacancies. 0 places are available through the medium of Welsh, 3 Welsh/English, 14 Bilingual, 45 English Welsh and 92 English

The supply of childcare places in this ward is very low in comparison to the large child population with only 9.87 places per 100 children. The Rochdale formula suggests a moderate under-supply of 44 places. The childcare places available are provided in a variety of settings. However, since the data was collected in August 2013, this picture is rapidly changing. There is a new Day Nursery in development, hoping to open Easter 2014 with an additional 56 places, the After School provision has recently closed due to lack of demand,

although this could be supported by the new Day Nursery, and the Wrap Around is also under threat of closure. The Playgroup/Cylch is run through the medium of Welsh with English and has no vacancies. There are also no places for 11 – 14 year olds in this ward.

2 Childminders have also stopped operating since the FIS snapshot in August 2013, with a loss of 5 places.

St Cattwg

There are a total of 148 places offered within the After School Club, Childminder, Day Nursery, Holiday Club, Playgroup and Wrap Around settings. 134 places are registered. Providers state that they currently have 108 occupied places and 17 vacancies. 0 places are available through the medium of Welsh, 20 Welsh/English, 0 Bilingual, 82 English Welsh and 46 English.

This ward has a relatively low number of childcare places per 100 children at 10.47 places. The Rochdale formula suggests there is an under-supply of 29 places. There has a good supply of places for children aged under 5 but a lack of provision for over 5's in a large part of the ward. The one After School Club is located at the bottom end of the ward across a busy road. The other places for over 5's are with Childminders and although the Day Nursery (located at the top end of the ward) is able to provide for 5 – 8 year olds, it does not currently offer this facility. There could be room for extending into this area if there is further parental demand. This is further highlighted by the response to the parental survey where it showed that families from this area tend not to use After School Clubs, but also do not use families and friends to meet their childcare needs, indicating that potentially they are using childcare located outside of the ward.

The Cylch Meithrin defines itself as mainly Welsh, and there are other Welsh medium Wrap-Arounds and After School Clubs located within the Welsh school on the wards border in Penallta.

St James

There are a total of 201 places offered within the After School Club, Breakfast Club, Childminder, Flying Start and Holiday Club settings. 216 places are registered. Providers state that they currently have 124 occupied places and 65 vacancies. 0 places are available through the medium of Welsh, 0 Welsh/English, 0 Bilingual, 163 English Welsh and 38 English.

St James' location is a mixture of rural and urban. It's urban area sits nestled just outside Caerphilly town and next to Bedwas, Trethomas and Machen. Both of these neighbouring wards have a good supply of childcare.

This ward has a day nursery located in the industrial/business park on the outskirts of Caerphilly and supports the childcare needs of those who work in the park as well as local residents. The ward also has two after school clubs, one of which is located in the Catholic School and supports childcare needs for its pupils from the whole county rather than just the local residents. They

also host a holiday club which shares its venue with the holiday club located in Penyrheol in order to support sustainability.

The densely populated area of Lansbury park, with its high percentage of lone parents, high levels of parents who look after home and family and low levels of economic activity, has a very active Flying Start Programme offering preschool provision for eligible children only. When the FIS snapshot was taken, the setting was temporarily offering Early Years Education places for 3 year olds because of lack of supply in the local primary school. This has since stopped as supply has again become available in the school.

The Catholic School has recently considered developing a Wrap Around scheme to support its nursery aged pupils, but again this would support families from the whole borough rather than this ward.

The Rochdale formula suggests a very slight over-supply of places, and there is a relatively high number of 17.19 places per 100 children (not including Flying Start places). But this area is not straightforward to analyse given the factors outlined above.

With limited numbers in Holiday provision and no Playgroup or Wrap Around schemes there is scope for the development of these sorts of provisions. However, the Flying Start programme supports preschool provision in the densely populated Lansbury Park, so a Playgroup could be considered in the more remote rural parts of the ward, where transport and sustainability may be issues to closely consider.

Considering Caerphilly Basin as a whole, there is a general lack of Early Years Education places for 3 year olds in both maintained and non-maintained settings. This needs to be addressed by the local Education Authority.

St Martins/Morgan Jones

There are a total of 617 places offered within After School club, Breakfast Club, Childminder, Day Nursery, Holiday Club, Play Scheme, Playgroup and Wrap Around settings. 611 places are registered. In addition, there are 15 places for Early Years Education within the non-maintained sector. Providers state that they currently have 656 occupied places and 43 vacancies. 236 places are available through the medium of Welsh, 72 Welsh/English, 0 Bilingual, 206 English Welsh and 103 English.

This area has a good supply and a good variety of childcare provisions. As a central hub of the county borough and one with high levels of economic activity, this area serves not only its own community, but also that of the surrounding wards and those travelling to work in the area from further afield. As such it can accommodate and sustain high levels of childcare places and has one of the highest rates of childcare places per 100 children at 23.07. There are relatively few vacancies. The parental survey also indicated that families from this area have one of the lowest rates of using family and friends

to meet childcare requirements and the highest percentage use of Day Nurseries.

Since the FIS Snapshot in August 2013, a new Day Nursery has registered in this area with an additional 65 places. It is well located next to the main railway station to Cardiff and is in a position to be highly sustainable. It will also offer additional After School Club places across the area.

Since the FIS Snapshot in August 2013, 2 childminders have suspended their registration in this area with a loss of 8 places.

Twyn Carno/Moriah/Pontlottyn

There are a total of 181 places offered within the After School Club, Childminder, Day Nursery, Flying Start, Playgroup and settings. 166 places are registered. The majority of places are Flying Start. Providers state that they currently have 135 occupied places and 43 vacancies. 27 places are available through the medium of Welsh, 0 Welsh/English 70 Bilingual, 84 English Welsh and 0 English.

This area is one of the more deprived areas of the county borough and the majority of childcare places are Flying Start. The one area of higher economic activity in Pontlottyn, has no childcare within it. Childcare places per 100 children are relatively low at only 11.81 places. There is one Day Nursery on the border with Blaenau Gwent which is reporting no vacancies and there is a Day Nursery just across the border which also caters for the childcare needs of families from Caerphilly county. The Playgroup is Welsh medium and offers Flying Start places which take up the majority of places. The lack of provision for 5+ is evident and the Day Nursery supports after school places although demand is low. The local Comprehensive school is developing a chill zone element for the 11+ age group, supporting after school activities.

The Rochdale formula suggests there is an under-supply of 93 places. The Welsh medium primary school is in the process of developing a new Wrap Around service to open in Autumn 2014 which will help alleviate any undersupply and support working parents. The Childminders and Day Nursery are only reporting 2 vacancies between them indicating a possible area for development of new full day care provision. Given its proximity to both Meryth Tydfil and Blaenau Gwent economic regions, further testing of the market across county borough borders and exploring the levels of childcare sufficiency in these areas is advisable prior to any new major developments.

Ynysddu

There are a total of 84 places offered within the After School, Breakfast club, Childminder, Holiday Club, Playgroup and Wrap Around settings. 44 places are registered. Providers state that they currently have 81 occupied places and 35 vacancies. 0 places are available through the medium of Welsh, 0 Welsh/English, 0 Bilingual, 84 English Welsh and 0 English.

Since the snapshot of this area in August 2013, the level of childcare places has now changed as one Playgroup and one After School Club have now closed with a loss of 11 places for the 3 – 4 age group and approx 16 places for the After School Club. A new After School Club is now opened and awaiting registration but in a different location.

This area has a higher proportion of childcare in the 8 – 14 age groups yet there is still very little provision available. The new After School Club that is awaiting registration, currently offers provision for the over 8's. This is offered in one of the 2 schools and links could be made with the other local school to share provisions and support the higher proportions of the older age group.

There is no Welsh medium provision offered in the area.

Ystrad Mynach/Maeycwmmmer/Henoged

There are a total of 554 places offered within After School Club, Breakfast Club, Childminder, Day Nursery, Flying Start, Holiday Club, Playgroup and Wrap Around settings. There are 477 places registered. Providers state that they currently have 496 occupied places and 54 vacancies. 172 places are available through the medium of Welsh, 0 Welsh/English, 6 Bilingual, 253 English Welsh and 123 English.

This area has one of the highest levels of childcare places across the borough at 22.48 places per 100 children. It also has a good mixed economy of childcare type including a good mixture between Welsh and English medium. There is also a good amount of childcare across the age groups however, all of the 11 – 14 provision is with After School Clubs in the primary schools. The secondary school within this area is in the process of developing a new Chill Zone club for the older age range which is hoping to be open after Easter 2014 with places for up to an anticipated 35 + young people.

The Rochdale formula suggests an over supply of 91 places, however, given that this area supports childcare for many residents travelling to work in this central economic hub, it can sustain the large number of childcare places. Since the FIS Snapshot in August 2013, one Childminder has ceased to practice with a loss of 5 places. The Holiday Zone, whose catchment is county wide, also reports no vacancies and could expand to offer additional places. A new crèche venue is in the process of registration in Ty Graddfa to support the New and Expectant Mums project.

Funded Childcare Places

Early Years Education for 3 Year Olds

Caerphilly Local Education Authority offers free Early Years Education places for children the term after their third birthday. This is either in a school setting or in a childcare setting that is registered with the local authority to deliver the Foundation Phase. These settings include 3 Day Nurseries, 4 English medium Playgroups and 7 Welsh Medium Playgroups. Of the 72 primary schools in Caerphilly, 7 do not offer provision for the rising three year olds. All schools offer Foundation Phase provision for Rising 4 year olds. Of the 7 schools that do not have capacity to offer nursery provision for the younger children, 3 are in the Caerphilly Basin area. Within both school provision and childcare provision there is enough capacity across the borough to accommodate 100% of eligible 3 year old children. These places, however, may not be in the geographical area of a parent's choice.

Flying Start Childcare

Flying Start Childcare offers free, part time childcare for children aged two years (the term after their second birthday) who live in one of the 19 defined Flying Start areas. Childcare places are provided through a mixture of 15 Caerphilly Council run settings, 6 English Medium Playgroup settings, 4 Welsh Medium Cylch Meithrin and 2 childminder settings. Data for Flying Start Places take up in the Autumn term 2013 shows a 91% take up by eligible children.

Assisted Places Scheme

Caerphilly CBC operates an Assisted Places Scheme which supports the improvement in the welfare or quality of life of children by providing access to childcare placements to address a child's emerging needs. The scheme is available borough wide and will pay for the parental fees for individual children to access sessional childcare provision for a time limited placement to address specific targets. The referral scheme operates through the Team Around the Family (TAF) and Integrated Services for Children with Additional Needs (ISCAN) models and via other defined referral criteria. In total the number of children accessing a 10 week placement during the year 2013 – 14 was 194, in a variety of settings. Whilst this scheme helps to support children from poorer families access childcare, it also supports the sustainability of childcare settings by filling vacant places.

Free Breakfast Clubs

Although not defined as childcare nor registered with Care and Social Services Inspectorate for Wales (CSSIW), free Breakfast Clubs within school settings offer a vital service for parents wishing or needing to get to work earlier than the start of the school day. In Caerphilly schools there are a total of 3270 places offered.

Mobile Crèche Provision

Free Crèche provision is offered through both the Families First Mobile Creche and the Bridges into Work Crèche provision. The Families First Crèche operates in various venues across the county borough and supports free childcare for parents engaging in Families First and Flying Start Activities including training and parenting programmes. The Bridges into Work crèche operates from a fixed venue in Bargoed but supports parents county-wide.

Demand and Ability to Pay for Childcare

Caerphilly County Borough is made up of a group of 50 relatively small, mainly former coal mining communities stretched across 25 miles north to south and taking in the rivers Rhymney, Sirhowy and Ebbw. Caerphilly is the 5th largest authority in Wales in terms of its population size. For the purposes

of the Childcare Sufficiency Assessment the borough has been divided into 22 localities based on wards and clusters of wards. The Welsh Index of Multiple Deprivation (2011) demonstrates that the picture of deprivation in Caerphilly is not uniform, but rather gives the impression of intense pockets of disadvantage. There are 16 areas in the 10% most deprived communities in Wales.

The 2011 Census shows there were 32,734 children aged between 0 – 14 living in the county borough. This equates to 18.3% of the population as a whole. This is slightly above the proportion of children in Wales.

Ward	under 1's estimate	aged 1 and 2	aged 3 and 4	aged 5,6 and 7	aged 8,9,10	aged 11,12,13 and 14	Totals 0 - 14
Aber Valley	126	217	193	288	262	354	1440
Abercarn	60	153	170	195	161	275	1014
Argoed and Aberbargoed	89	199	197	249	205	311	1250
Bargoed and Gilfach	112	205	205	265	254	351	1392
Bedwas, Trethomas and Machen	126	271	300	425	372	542	2036
Blackwood and Penmaen	155	306	320	503	527	700	2511
Crosskeys and Risca	172	329	305	437	419	680	2342
Crumlin	66	125	137	181	188	305	1002
Darren Valley	34	61	61	80	94	158	488
Llanbradach	59	102	115	147	163	219	805
Nelson	48	97	104	129	166	250	794
Newbridge	78	146	156	203	221	333	1137
New Tredegar	90	148	138	172	175	215	938
Pengam and Cefn Fforest	109	197	188	273	277	429	1473
Penyrheol	194	394	363	504	480	659	2594
Pontllanfraith	96	219	185	346	304	410	1560
St Cattwg	87	207	160	288	269	403	1414
St James	69	159	176	230	223	312	1169
St Martins and Morgan Jones	197	388	372	503	512	702	2674
TwynCarno/Moriah/Pontllytyn	119	181	201	289	298	445	1533
Ynysddu	47	99	77	124	144	213	704
Ystrad, Maescwmmmer, Hengoed	168	330	356	458	469	683	2464
Totals per age group	2301	4533	4479	6289	6183	8949	32734

In some areas there are proportionally more children in the 0 – 7 age range (Aber Valley, Argoed/Aberbargoed, Abercarn, Bedwas/Trethomas/Machen, Penyrheol, Pontllanfraith and St James) and in other areas there are proportionally more children in the 8 – 14 age brackets (Blackwood and Penmaen, Darren Valley, Nelson and Newbridge).

According to the 2011 Census, the population of children rose by 1023 since that reported in the last CSA in 2011 (based on data from the Census 2001). However, the proportion of children aged 0 – 14 amongst the whole population has dropped suggesting an aging population. There has been very little fluctuation within birth rates for the past 10 years, although data does show that there were small booms in live births in 2008 and 2010 and a lower than predicted number of births in 2011. Again there are variations between wards. By year group data shows there are more children in the 0 – 7 age range than the 8 – 14 age range. Projections of births suggests a 0.5% percentage drop in the birth rate over the next 5 years in Caerphilly which equates to approximately 13.2 births a year. With migration rates in and out of the county balancing each other, it is not likely to impact on any significant changes to demand on childcare.

Children with Disabilities

Data for England and Wales suggests that 18% of children and young people will have some mild disability. In Caerphilly this would correlate to 5708 children and young people aged 0 – 14 years of age with an additional 1205 in the 15 – 17 age range. The number of children aged 0 - 18 identified as having statements in Caerphilly schools is 929. Broken down by age this is:

- 0 - 4 year olds – 22
- 5 – 10 year olds – 300
- 11 – 14 year olds – 370
- 15 to 18 year olds – 237

The number of children with disabilities recognised on the Integrated Children's System (ICS) in Caerphilly under the age of 18 is 197 as of Sept 1st 2013. Of these, 34 are in the 15 to 18 age range and need to be considered in this Assessment.

Family Size and Make up

According to the 2011 Census data, Caerphilly has higher than average percentages of married/same sex civil partnerships with dependent children (14.8%) than the Wales average (13.9%), higher than average cohabiting parents households with dependent children (5.8%) than the Wales average (4.5%), and higher than average lone parents with dependent children (8.8%) than the Wales average (7.5%). Census 2011 data shows that the highest percentages of children living in lone parent households were in St James (42.77%), Twyn Carno/Moriah/Pontlottyn (38.93%) and Argoed/Aberbargoed (36.24%). The proportion of lone parents will have an impact on the demand for childcare as although they are likely to have an increased demand for childcare in order to support access to employment, they are the least likely group to be economically active. However, data does show an increased take up by lone parents of the Childcare Element of the Working Tax Credit in recent years.

Local Authority household projections suggest there will be a steady increase in the number of single parent households in Caerphilly and a steady decrease in the number of two parent households following the national trend.

Economic Activity and Inactivity

Overall levels of economic activity in Caerphilly are slightly above the average for Wales. In total, statistics for 2012/13 show 75.2% of people of working age are economically active (74.5% for Wales), and 9% are unemployed (or seeking employment) compared to 8.1% across Wales. Numbers of residents who are economically active has increased across the borough.

According to the 2011 census data, there is quite a large spread between the localities with the highest and lowest percentages of their 16 - 74 population that are economically active. The highest economic activity can be found in Blackwood/Penmaen, (68.3%), St Martins/Morgan Jones (69.7%) and Abercarn (69.25%). A total of 10 wards/ward clusters show economic activity over 65%, which is a 5% increase since the Census 2001 figures.

In the main, the majority of people drive to work and full day childcare (Day Nursery and Childminders) that operates in economic hubs and on routes to work will support employment. For those parents of school age children who work, out of school childcare based around the school site and local to the child's community would be better located.

Of those that are economically inactive there are a number of adults looking after their household or family throughout the county. These people are not actively seeking employment and may be at home looking after children which may have an impact on the demand for childcare. The 2011 Census notes that the highest percentages for economically inactive men are located in Aber Valley, Darren Valley, and Penyrheol. The lowest percentages were in Nelson, Abercarn, Crumlin and Ynysddu.

The 2011 census notes that the highest percentages for economically inactive females looking after home and family are located in Aber Valley, New Tredegar and St James, and the lowest were in St Martins/Morgan Jones, Nelson, and Crosskeys.

The average percentage of households in Caerphilly county borough where the economically inactive population is looking after home and family is 24.9% compared to the Wales figure of 21.5%. The fluctuations across the wards show patterns across the borough and give an indication as to where the traditions of families and friends looking after children remain strongest and where the requirement for childcare may be at its highest. The use of family and friends as the most favoured childcare option was highlighted in the parent survey.

Children living in Poverty

As noted earlier, the Welsh Index of Multiple Deprivation 2011 shows that there are 23.6% of the counties small communities (Lower Super Output

Areas) that fall within the 20% most deprived communities in Wales, with 16 communities in the top 10%. Of these 16, 13 are included in the Flying Start Programme and free childcare for 2 year olds is offered to those children who live in the most deprived areas. The Assisted Places Scheme aims to support access to childcare for referred children who are not eligible for Flying Start Childcare.

Welsh Language

The data from the Census 2011 shows 31.34% of children and young people aged 3-19 in Caerphilly speak Welsh to some level. This is notably higher than the figure for the whole of Wales, which is quoted for all age groups as being 23.3%. With 11 Welsh Medium Primary Schools the demand for Welsh medium childcare is likely to be relatively high and as highlighted in the supply report there is a good variety of Welsh language and bilingual childcare provision across the county. There are pockets however, where additional childcare places could be developed. Additional childcare places will be considered in partnership with the Welsh medium Schools including provision for the 11 – 14 age group.

Ethnicity

Over the past 10 years, since the last Census, the population of Caerphilly is becoming more ethnically diverse but only marginally. The most recent data suggests that only 2.2% of the population is from a non-white ethnic background which is less than the 4.4% average across Wales. The southern end of the county has a higher proportion of non-white ethnic groups than more northern wards. Because these groups are sparsely populated with the absence of large communities, there is potential for isolation. There is also minimal demand for specific childcare provisions for any one particular ethnic group.

Housing and Employment Developments

There are a number of housing developments in progress across the county borough which may have an impact on the childcare market in these areas. The main areas for housing development over the next 5 years are in the Caerphilly Basin and Ystrad Mynach areas.

The major retail development in the Bargoed area is likely to increase employment in the area and as such have an impact on the need for childcare in particular childcare that can support flexible, shift working.

The Views of Parents and Carers

A survey was carried out in the summer of 2013 to seek the views of parents and carers on childcare. Responses from 904 parents were received and

analysed. Enough responses were received to give us confidence that the answers given are representative of the population of the county as a whole. Respondents to the survey were mainly female, broadly in line with the ethnic make up of the county, had a good representation of lone parents and were a higher percentage of working females than in the whole population. 139 respondents stated that they had a child with some form of disability.

In addition to the questionnaire, Focus Groups were carried out with parents of children with disabilities and parents requiring childcare through the medium of Welsh.

The responses indicated that approximately a third of families in Caerphilly use childcare regularly and of these, just over 50% use families and friends to look after their children. Approximately a third use Day Nurseries and Breakfast Clubs in schools. During school holidays those using family and friends increases to 57%, but use of Day Nurseries drops to 25% and 17.6% use a Holiday club or a Playscheme. The majority of childcare that is used (92.8%) is based within Caerphilly.

On average, parents/carers use 15.2 hours of childcare a week. The average for working parents was higher at 19.5 hours and those children under the age of 3 used on average 22.3 hours of childcare a week. Children use significantly more hours of childcare a week when they are of preschool age. Once they enter school the hours they spend in childcare drops to approximately 12.5 hours a week.

The main reasons given for using childcare were to go to work with some parents reporting that they liked their child to attend childcare for the social benefits for their child. A small percentage used formal childcare in order to study, but the flexibility of family and friends was a preferred option. The main reasons given for not using childcare were that they were a stay-at-home parent, their family looked after their child and that childcare is too expensive.

The majority of parents state that childcare partly or fully meets their needs during term time, but this dropped during school holidays. Some parents responded that insufficient childcare was a barrier to them accessing employment and approximately 10% reported that they had issues with childcare arrangements that break down or are unreliable.

Almost two thirds of parents who use formal childcare receive some form of financial help towards the costs. Of these, just over a quarter have access to childcare vouchers and nearly a third access the Childcare Element of the Working Tax Credit. Many parents saw the benefit of free early years education places as helping towards childcare costs and some commented on the use of free Flying Start childcare as a cost benefit. There is general agreement across the borough that childcare is too expensive and could be more affordable. However, the recent National survey on childcare costs shows that both the all-UK and all-Wales costs of childcare across all childcare providers are consistently higher than those in Caerphilly.

The provision of Welsh medium childcare is relatively good, but there are some areas where additional Welsh medium childcare could be provided. Welsh medium childcare is well used with fewer than average vacancies reported. There is a relatively good supply of Holiday provision through the medium of Welsh and the majority of Welsh medium primary schools have After School Clubs and Wrap-Around provisions on site. Parents in the Welsh medium focus group suggested that there was a need for increased Welsh speaking Childminders to collect children from Welsh medium primary schools, appropriate childcare provision for 11 – 14 year olds based in the secondary school and, despite their being bilingual Day Nursery provision, a fully Welsh medium Day Nursery would be a welcome development.

Families with children with disabilities use less childcare than other families and are more likely to use family and friends and Childminders because of their ability to be more flexible. They are also more likely than others to want childcare that is better at meeting their child's needs. Parents in the focus group discussed how trust was an issue for them and finding the right childcare provider to meet the specific needs of their child was not always easy. They were prepared to travel to find the right childcare with the right training and expertise rather than utilising a local childcare provider who was not fully able to meet their child's needs.

Generally, the majority of respondents tended to have high levels of agreement that they were satisfied with their childcare (more so in term time than in school holidays), that the quality of childcare is high and that it caters for their child's needs.

In terms of suggestions for improvements, the main areas noted were increased childcare outside the standard hours of 7.30 – 6 p.m. and additional Wrap Around services to support part-time nursery provision. A small number (4.8%) of respondents suggested that childcare could be improved by being better at meeting their child's individual needs and a similar number would like childcare closer to their home. Nearly half responded by saying that no improvements were needed although there is a general agreement that childcare could be more affordable. Overall, it would appear that Caerphilly residents are mainly satisfied with the childcare arrangements that are in place in the borough.

The Needs of Employers

Following a very poor response to a paper survey, childcare staff attended the local Caerphilly Business Forum meetings to talk directly to a range of employers across the borough. 13 local employers were consulted including 1 local franchise of a larger organisation, 5 small (less than 10 employees), 4 medium (less than 50 employees) and 3 large (50+ employees).

Many small and medium sized employers thought that their practices were adequate to support existing employees, but not many had the forethought to consider attracting new employees. One employer assumed that there were no childcare issues with regard to their evening shifts because staff had

volunteered to work these hours. Little consideration was given for those employees who may have wished to work these hours but could not because of childcare issues. Some of the employers operated shifts that began before 7a.m. or finished after 7p.m. These employees, if requiring childcare, would normally rely on family and friends it was believed.

Both large and small employers were able to offer flexi-working practices and were able to accommodate most staff's requests for flexible working.

No employer in Caerphilly County borough currently has on site 'crèche' provision for its own staff. In the past one day nursery was owned by a company (Britannia) and offered discounts for its staff. This company has now become a private enterprise and no financial assistance is given to staff, however, the location of the nursery – still on site – supports the childcare needs of the staff and is well used. The one business type that does offer childcare discount to its staff is privately owned day nurseries.

The majority of employers were not aware of the help and support that the Family Information Survey could provide and requested information to be sent so they could display on their staff notice board. Some employers were not aware of how the Childcare Element of the Working Tax Credits worked and so were unable to pass on this information to staff.

All noted that they were unaware if childcare had been an issue regarding employees taking up work, but one employee did note that one or two mothers had not returned to work following having a child.

Employers were more aware of Childcare Voucher Schemes and the take up was higher than in the past.

The views of Childcare Providers

A survey was carried out with childcare providers across the county borough and in addition a focus group was held with Childminders.

The view of Childcare providers across the borough was that a good range of affordable childcare was available in the borough and that it provided good value for money. In the main, quality was felt to be satisfactory to good and that there was a good choice. It was noted however, that choice reduces when you go further north up the county borough. Many providers are committed to supporting improved access to children with disabilities in particular through training and additional resources. Over 90% of group childcare providers have achieved the local quality award and many are undertaking or have achieved the national quality award.

Childminders in their focus group noted that they offered flexible childcare that was relatively well used. One childminder offered over-night care but it had not been requested yet. They all enjoyed the benefits of attending training offered by the Local Authority, but sometimes found it difficult to attend because of their working hours. Other concerns were raised over the numbers

of 2 year olds attending Flying Start and 3 year olds attending Early Years Education. In addition, they are finding it increasingly difficult to compete with After School Provision. They also had concerns over some parents misusing tax credits and the impact this was having on their business.

Many stakeholders saw the benefit of the Assisted Places Scheme as a positive programme to support both children in poverty with emerging needs into a childcare place where they could experience improved outcomes and also supporting the childcare setting by filling vacant places and thus supporting sustainability. No comments were received from the Local Safeguarding Board regarding suitability of childcare provision. Families First continue to fund the mobile crèche provision to support parents access to relevant training and parenting courses, and the Bridges into Work programme continues to fund their crèche to provide free childcare to support parents access to work.

Consultation with Children

A questionnaire was circulated to children using After School Childcare provision to ask their opinion on the childcare they use and whether they would be happy to use childcare one they reached secondary school. 66 responses were received.

The majority of children liked or loved their After School Provision with a small minority suggesting they did not like it because the activities were not age appropriate. Over 85% attended because their parents were at work. Over half of the respondents would be happy to go to some form of After School Provision in secondary school but over 75% agreed that their parents would want them to attend. The main message coming from these young people was that if they are to attend After School Provision then the activities have to be fun and age appropriate. The gap between what the young people want and what they believe their parents will want is an important one to note. As practitioners we must to work with the young people to understand what would make an appropriate environment for these young people to make their experience as positive as possible.

Childcare Gaps

The Childcare Sufficiency Assessment is required to present an analysis of gaps in relation to the provision of childcare in Caerphilly in the following areas:

- ◆ **Income Gaps or Affordability** – where there is a shortage of affordable childcare for income groups populating an area
- ◆ **Specific Needs Gaps** – where there is a shortage of suitable places for children with disabilities, or children with other specific needs or requirements.
- ◆ **Time Gaps** – where there is a shortage of specific childcare at a time that parents would wish to use childcare.
- ◆ **Age Gaps** – where there is a shortage of childcare suitable to meet the needs and requirements of a certain age group.
- ◆ **Type Gaps** – where there is a shortage in the type of childcare for which parents may be expressing a preference.
- ◆ **Geographical Gaps** – where a geographical area has a general shortage of supply

It is also important to look into gaps in provision for:

- ◆ Childcare for those who receive or may require childcare in the Welsh language/bilingual provision, and,
- ◆ Childcare provision for children and young people from working families or families seeking work.

Income Gaps and Affordability

- There is a general agreement across parent stakeholders in Caerphilly that childcare should be more affordable and that this is a top priority for improvement. This, however, varies between localities and different Income Groups. Childcare providers however, believe that costs are affordable and they provide good value for money.
- The cost of childcare was a particular issue for parents of children with disabilities.
- Despite this, parents are taking more positive steps towards making childcare more affordable. 26.6% more parents than that reported in the last CSA now access some form of financial support for childcare costs. This includes a big increase in two parent households claiming the Childcare Element of the Working tax credit. There was however, a drop in the number of Lone parents claiming the support.
- Flying Start is going some way to supporting access to childcare for children living in poverty and the Assisted Places Scheme is going some way to supporting those children who are ineligible for Flying Start to access childcare.
- Employers are also more likely to use childcare voucher schemes to support working parents than they were three years ago. However,

the majority of small employers still use an informal system of flexible working to support parents.

- Childcare costs in Caerphilly are lower than the cross-Wales average.

Specific Needs Gaps – Disabilities

- Parent/carers of children with disabilities are less likely to use childcare because they feel that there is not enough childcare to meet their child's specific needs
- Parents/carers of children with disabilities are more likely to use family and friends or Childminders as their form of childcare as they offer a more flexible service that can operate around the child's medical needs.
- Parents/carers of children with disabilities are more likely to use childcare that suits their child's needs rather than proximity to home.
- In the Winter 2013/14 a Workforce Audit was completed by childcare providers to assess the levels of competency against a number of disabilities. In light of this a training programme has been developed to increase competency in the more general areas of disability and specific training can be organised when a childcare provider requires it.
- Supply data showed that on top of the specialist provision provided by the Caerphilly Children's Centre, many childcare providers are well equipped to deal with a range of disabilities including good access and down stairs washroom facilities.

Specific Needs Gaps – Childcare Through the Medium of Welsh

- The majority of households with some level of Welsh language indicated that their childcare needs were being fully met whether this was with Welsh or English medium childcare or with Welsh speaking family and friends. Parents/carers did agree, however, that there should be increased levels of Welsh medium childcare, but this agreement rate varied across the county borough.
- Both the supply data and stakeholders highlight the lack of Welsh medium day care provision in both Day Nurseries and childminders.
- In the majority of Welsh medium primary schools there is a seamless childcare support around the school day with wrap around and after school provision. In those primary schools where this is not the case parents were suggesting a gap.
- There is no After School Provision for the 11 – 14 year olds at the Welsh medium Secondary School. This could be further extended into the new Welsh medium 3 – 19 school being developed in the St Martins/Morgan Jones ward.
- There is a short supply of Welsh speaking childcare staff and this is an area that needs to be addressed if high quality, additional Welsh medium provision is to be developed.

Time Gaps

- Very few respondents to the survey indicated that childcare opening times was a reason for not using childcare.
- However, nearly a third of all respondents who do use childcare suggested that childcare opening at different or extended times would be an improvement
- Holiday childcare could also be improved by being available at different times.
- Shift workers did not raise the opening hours of childcare as an issue, however, there was greater reliance on families and friends to support their working patterns.
- Parents in certain parts of the borough would like their child to be able to access greater levels of childcare, in particular the Crosskeys and Risca area.
- Flexibility in accessing childcare is an issue for those seeking work and/or training where their patterns of childcare requirements are not consistent.
- Higher demand for greater flexibility comes from areas where there is higher economic activity, less family and friends support network and from those with children with disabilities

Age Gaps

- Children aged 3 and 4 are most likely to be using childcare and this is where there are the majority of childcare places offered. However, the vacancy rate for this age group is relatively low.
- Free childcare that is offered for 2 year olds in Flying Start areas may have had an impact on the supply and take up data for this age group, i.e. it is difficult to determine the demand for childcare for 0 - 2 year olds in localities with Flying Start as the majority of places are taken up as an entitlement rather than as a need for accessing work or training.
- There is a general lack of provision for children with disabilities over the age of 15. However, some childminders will take children over this age when supported by a Social Services placement.
- There is no Welsh language childcare for children aged 11 – 14.
- Gaps in childcare supply by age vary considerably by locality.

Type Gaps

The main areas where there are identified gaps in the types of childcare across the borough are:

- Geographically located Welsh Medium places or, conversely, English medium places. The spread of English and Welsh medium provisions in relation to type of childcare, is not even across the county borough, with some areas having a good supply of a variety of types, but these may only be available in the medium of Welsh or

English. This imbalance is explored further in the Geographic Gaps analysis report.

- In addition, there is recognition that there needs to be a greater increase in the number of Welsh speaking practitioners to support any expansion of Welsh or Bilingual provision.
- The use of family and friends as a preferred use of childcare is often a cultural one rather than one of necessity because of lack of childcare provision. The high levels of reported satisfaction with childcare arrangements of those that use childcare (including family and friends) confirms this.
- Holiday provision – there are areas across the borough where there is no holiday provision that is suitable for the school age child. While 44% of respondents who use childcare in the school holidays said that their needs were fully met in the school holidays, that leaves 56% who say that their childcare needs are either only partially met or not met at all. The Focus groups noted that holiday time is often a juggling act between family, friends and formal childcare.
- With only 422 places in Holiday clubs (i.e. not in Day Nursery or with a Childminder), across the borough for children aged over 8, and very few vacancies, this area is a potential gap.
- Suitable provision for children aged 8 – 10 and 11-14. The lack of appropriate childcare for those children entering Secondary School is a particular area of focus across the borough.

Gaps for Working Families and those Seeking Work or Training

- The majority of those who use childcare do so in order to work. The questionnaire conducted in After School Clubs reiterated this point where almost all the children stated that they attended their club because their parents worked.
- Those with regular working patterns are more likely to use formal childcare and those who are training and those that have irregular working patterns are more likely to use family and friends or Childminders to support their childcare needs because of their increased levels of flexibility.
- Of those respondents that do not work, 22.2% said that this was because there was a lack of suitable childcare. Colleagues in Job Centre Plus no longer collate this data as the fundamental logic for using this as a reason not to find employment were not explored fully enough.

Conclusion

A full picture of the Gaps in Childcare is given in the Reports that accompany this Summary. The general picture is that the supply of Childcare in Caerphilly is relatively healthy and the number of childcare places has improved since the last CSA conducted in 2011. There are geographic areas where additional childcare can be developed to support parents into work or training and the specifics of these can be found in the Geographic Gaps Analysis Report where local demand is looked at in relation to supply and other local factors. However, even in areas where some forms of childcare are deemed insufficient, the market will need to be tested further given the current economic climate and challenging social conditions.

Feedback on the Draft Summary

This Draft Summary document was posted on the Caerphilly Early Years Website for public consultation between April 10th 2014 and April 28th 2014. Stakeholders were contacted to inform them that the Summary Report was available for feedback. Stakeholders were contacted via news items on the Intranet, Internet, Facebook, text messages to all childcare providers, Family Information Services web site, emailing to relevant partners and Umbrella Organisations. Printed copies were available through libraries and library staff were asked to support those who had limited access to IT.

The Feedback questions asked were as follows:

- How easy was the assessment to understand?
- Do you think the assessment is a fair reflection of the childcare market in your area?
- Do you think the gaps outlined match your understanding of where the key gaps in the childcare market are? If not, where do gaps exist?
- How would you improve the assessment?

All responses received were positive and any comments made were around partnership working in supporting the development of the market in accordance with the findings for the CSA. Clarification was asked around the reasoning behind identification of gaps in relation to Welsh Medium childcare. This is further explored within the Geographic Gaps Analysis and the Welsh in Education Strategic Plan (WESP) and will be addressed in the associated Action Plan.

PACEY Cymru, in particular, were pleased that the LA recognises the importance of childminding provision and felt that the CSA report was clear, concise and easy to follow. They believe it was a fair reflection of provision in Caerphilly based on their knowledge. They also felt that the CSA clearly showed where the gaps in provision were and that it considered some future implications. They found it interesting to learn that in two wards childminders provided the only form of full day care. PACEY Cymru would like to explore the possibility of utilising the services of Childminders to deliver Early Years

Education in the future and were happy to support childcare market development in the future.

All other responses received were positive and made no suggestions for improvement.

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Out of School Childcare Grant 2014/15

1. Review of 2013/14

Did you achieve all of the targets as set out in Schedule 3 of your Out of School Childcare Grant offer letter, taking into account any amended target information?

Yes

If these were achieved please give a brief account of any projects that you considered to be particularly successful

- 4 After School Clubs developed. Total places developed - **80 places**
- 2 new day nurseries offering Out of School Provision. Total places developed – **32 places**
- 2 holiday childcare provisions developed and registered – one Welsh medium - **Total places developed 36.**
- One new Wrap around club developed– offering **20 places**
- 6 childminders have developed greater flexibility in hours. **Total Places with increased flexibility – max 36.**
- 11 – 14's OOS Provision - Pilot extended in Newbridge Comprehensive and Rhymni Comprehensive to develop appropriate Chill Zone environments. A new Chill Zone facility is being developed at Lewis Girls School for 11 – 14 year olds (max 100 places) due to open Spring 2014. **Total Places developed – maximum 150**
- 5 Holiday Activity clubs were supported, including support for **A minimum of 32 places were provided.**
- **Assisted Places** – the Assisted Places Scheme has far exceeded its original targets and as such additional support was required from another funding source. The positive outcomes from this scheme have reduced the need, in many cases, for subsequent statutory intervention.
- **Holiday Zone** – this club has gone from strength to strength and is used as a model of best practice. The club consistently has no vacancies for all holiday periods and we will be exploring possible expansion.

If not, please give a brief account of any specific barriers or difficulties encountered in delivering the proposed targets.

2. Funding in 2014/15

Local authorities are encouraged to identify and meet gaps in provision based on the results of their Childcare Sufficiency Assessments and Play Sufficiency Assessments.

Please show on the attached table how you propose to use this grant to address the Out of School childcare needs in your area, in line with Schedule 1 “The Purposes” in your grant offer letter.

Objectives should be specific and quantitative

Please provide details/information about:

- **the type of provision to be supported, for example After School Club/Holiday Club**
- **the type of support being given e.g. equipment/training/business support**
- **The numbers of settings being funded, number of childcare places in each setting**
- **Where applicable, when, and for how long, the setting is open**

Each Objective should be separately identified and costed, not merged with another

Any changes to your proposed spending plans should be agreed by the Welsh Government.

If you are proposing to fund local authority staff costs using Out of School Childcare Grant, please ensure that you provide:

- **details of the percentage of the time and cost relevant to the specific post that you are proposing to fund;**
- **details of any other sources of funding contributing to the cost of the post and the relevant proportion covered, and**
- **the job description.**

Proposals for the use of funding in 2014/15

Please provide in the table below a short summary of each activity that your Local Authority proposes to operate or support in 2014/15, using the Out of School Childcare Grant funding.

Objective/Target	Cost	Proposed Outcome(s)
1. Childcare Provision <ul style="list-style-type: none"> • After School Clubs 	12,500	Development of 2 new ASC – supporting a minimum of 16 places each, providing opportunities for a minimum of 32 families to benefit. Business support provided through in-house Development Officers and financial support for equipment, rent and staffing.
2. Childcare provision <ul style="list-style-type: none"> • Out of School Provision within Day Nurseries 	15,000	2 new developments supporting breakfast, wrap, After school and holiday clubs each supporting a minimum of 8 places for each club. Business support provided through in-house Development Officers and financial support for equipment, rent and staffing.
3. Childcare Provision <ul style="list-style-type: none"> • Wrap Around Childcare 	15,000	Development of 2

		<p>new settings offering a minimum of 16 places each, providing opportunities for a minimum of 32 families to benefit. Business support provided through in-house Development Officers and financial support for equipment, rent and staffing.</p>
<p>4. Childcare Provision</p> <ul style="list-style-type: none"> • Childminders 	3,000	<p>To develop greater flexibility amongst 6 childminders to offer childcare outside of the usual 7.30 a.m. – 6 p.m. weekdays. Each providing a potential 6 flexible places.</p>
<p>5. Childcare Provision</p> <ul style="list-style-type: none"> • 11 – 14's provision 	11,500	<p>To extend the Chill Zone pilot at 1 comprehensive schools offering support to a minimum of 60 families with children in years 7 – 9. To develop one new Chill Zone in Welsh medium Secondary School. Business support provided through in-house Development Officers and financial support for equipment, rent and staffing.</p>

6. Childcare Provision <ul style="list-style-type: none"> • Holiday Childcare and Holiday Activity Clubs 	2,000 4,000	<p>To support 4 holiday activity clubs for 8 – 14 year olds. These short-term clubs are community based and offer OOS Provision during the summer holidays for up to 4 weeks.</p> <p>To support a minimum of 2 Holiday Childcare Clubs for 16 places for under 8 year olds. Provision during the holidays for up to 4 weeks.</p>
7. Assisted Places <ul style="list-style-type: none"> • Employ 100% Officer Time (Grade 7) 	26,866	<p>To finance the Assisted Places Officer to deliver and monitor the programme. (Please see JD attached)</p>
8. Assisted Places <ul style="list-style-type: none"> • Placements 	26,000	<p>To support a minimum of 74 x 10 week placements for children with ‘emerging needs’ who are living in poverty to access quality childcare. Placements are time limited with SMART targets attached. Linking with the ISCAN (Integrated Services for Children with Additional Needs) Service to ensure Continuity.</p>

9. Sustainability <ul style="list-style-type: none"> • Holiday Childcare 	5,000	To sustain the Holiday Zone Childcare Facility to give Holiday childcare access at an affordable rate. To offer 24 childcare places through all school holidays (except Christmas). Supports a minimum of 24 families who are at work.
10. Training	9, 820	To deliver a minimum of 2 CPD courses and a Level 3 Award and Certificate in Playwork for 12 candidates to support quality delivery in OOS and Play provision.
Total	£128, 686	



CAERPHILLY STANDING ADVISORY COUNCIL FOR RELIGIOUS EDUCATION (SACRE)

MINUTES OF THE MEETING HELD AT RISCA SALVATION ARMY CITADEL,
COMMERCIAL STREET, RISCA CAERPHILLY ON THURSDAY, 12TH JUNE 2014 AT
2.00 P.M.

PRESENT:

Councillor J. Taylor - Vice Chair

Representing Teaching Organisations: Miss H. Bartley (ATL) N. Boardman (NUT) and Mrs. B. Davies (UCAC).

Representing Religious Organisations: Mrs. J. Jones (Church in Wales), Mr. M. Western (Roman Catholic Archdiocese) and Lieutenant C. Di Palma (Salvation Army).

Together with:

V. Thomas (RE Consultant), K. Cole (Manager, Learning, Education and Inclusion) and E. Sullivan (Democratic Services Officer).

APOLOGIES

Apologies for absence were received from Councillors D.G. Carter, D.M. Gray, Mrs. G.D. Oliver, Mrs. M.E. Sargent and Mrs. E. Hawthorn (United Reform Church).

In the absence of Councillor D.M. Gray (Chair), Councillor J. Taylor (Vice Chair) took the Chair for the meeting.

WELCOME

The Chair thanked Lieutenant Carlo Di Palma for giving SACRE such a warm welcome and for providing Members with an interesting and informative introduction to the Salvation Army.

1. DECLARATIONS OF INTEREST

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

2. MINUTES

RESOLVED that the minutes of the meeting held on the 5th March 2014 be approved as a correct record and signed by the Chair.

3. MATTERS ARISING

Members were advised that all the actions arising from the last meeting had been completed. It was noted that letters had been sent to schools in relation to the Examination Results Data and the Religious Education Quality Mark programme.

Teaching Representatives expressed concern that information was not reaching the appropriate person. The Clerk to SACRE confirmed that she had contacted all schools requesting contact details for their Head of RE or RE Co-ordinator and had compiled a comprehensive distribution list as a result of their responses.

SACRE agreed that the information circulated on Examination Results Data, REQM and RE Quest be resent using this list in order to ensure that information from SACRE reached the appropriate person. Teaching Representatives were asked to monitor this process and feedback any further issues.

4. SCHEDULE OF MEETINGS 2014-15

The report presented Members with provisional dates for forthcoming SACRE meeting and sought nominations for suitable venues.

Members fully discussed the dates and venues offered and agreed the following: -

The Autumn Term meeting would be held on Thursday 6th November 2014 at Ysgol-y-Lawnt, Rhymney.

The Spring Term meeting would be held on Monday 9th March 2014 at Newbridge School, Newbridge.

The Summer Term meeting would be held on Wednesday 10th June 2014 at the Penallta House Offices, Tredomen, Ystrad Mynach.

5. SACRE MEMBERSHIP UPDATE

The report updated Members on the current membership of Caerphilly SACRE and highlighted the present position in terms of vacant places.

The efforts made to secure nominations from Teaching Trade Unions and Free Church Representation were noted. Members were referred to an email received from Rheinallt Thomas with regard to Church representation and during discussion Councillor J. Taylor confirmed that he would be able to provide a contact from the East Glamorgan Baptist Association should Cytun be unable to secure a nomination.

The Chair thanked the Officer and the RE Advisor for the update and full discussion ensued.

SACRE agreed that Cytun should be given a further two weeks to secure a nomination, in the event that this was unsuccessful that Councillor Taylor provide details of his contact in the East Glamorgan Baptist Association and a suitable nomination be sought from there.

In relation to Teacher representation SACRE agreed that Keri Cole, Manager for Learning, Education and Inclusion be contacted and asked to circulate a letter to Caerphilly Primary Schools seeking nominations.

SACRE agreed that no further action was required in relation to the current Co-opted vacancies.

SACRE noted the report.

6. RELIGIOUS EDUCATION COUNCIL OF ENGLAND AND WALES ANNUAL CONFERENCE

The report updated Members on the Religious Education Council of England and Wales Annual Conference on the 7th May 2014 and highlighted an excerpt from the speech given by Huw Lewis, Minister for Education as it related specifically to RE.

The key messages were detailed for Members information and noted the statements relating to the teaching of Religious Education and how this fits in to the changing educational landscape in Wales. It acknowledged that RE Teachers were already introducing and implementing the Literacy and Numeracy Framework in their lessons and confirmed the seriousness with which Welsh Government takes religion and the teaching of RE in society.

Reference was made to the positive nature of the Estyn report but acknowledged that more needed to be done to ensure good quality RE provision and highlighted areas for improvement. The statements regarding the value of professional development and sharing good practice were noted however Members felt that the current lack of any real opportunities to facilitate this required further discussion with the Minister. Although the role taken up by WASACRE in providing training was recognised there remained a huge training gap. As to engaging with key partners in assessing the quality of support provided by local authorities it was noted that SACRE achieved this through its annual report and further evidenced through Welsh Governments Review of SACRE Annual Reports. The review was discussed and the 4-year timeframe under which it was conducted was acknowledged as too long a time period. Members were also mindful that during this review period full-time RE Advisors were in place and this was no longer the case.

The speech also referred to Professor Graham Donaldson review of the Curriculum for Wales and the remit and scope of the review was confirmed for information. Members were pleased to note that part of that remit included the implications for the capacity of the workforce. The implications for Agreed Syllabus should the National Curriculum order be revised were discussed and SACRE emphasised the importance of providing appropriate training to teachers in relation to any change.

Mrs Thomas (RE Consultant) confirmed that WASACRE had requested an interview with Professor Donaldson as part of the call for evidence process and confirmed that she would be in attendance and hoped to be able to raise CPD and funding for training as a result of changes to the curriculum at this time.

The Chair thanked the RE Advisor for her report and full discussion ensued.

SACRE felt that the given the positive nature of the statements made within the speech and the implications for RE Teachers that the excerpt in the report be shared with schools.

SACRE agreed that a letter be sent to all schools sharing the relevant section of the speech with schools.

Having fully discussed its content SACRE noted the report.

7. RE QUEST RESOURCE FOR TEACHING CHRISTIANITY IN SCHOOLS

The report informed Members of the updated RE Quest website that provided resources for teaching Christianity in schools.

RE Quest is one of the largest on line resources for teaching Christianity in schools in the UK. This free resource provides films, images, interactive features, lesson plans and downloadable materials.

Members viewed a selection of introductory video clips that illustrated how to navigate the site and the different options available.

The Chair thanked the RE Advisor for the report and full discussion ensued.

SACRE agreed that a letter be sent to all schools informing them of the RE Quest resource and its updated website.

8. WASACRE - MINUTES OF THE MEETING HELD ON THE 27TH MARCH 2014 IN CAERPHILLY

The report informed Members of the discussion and deliberations of WASACRE at its last meeting on the 27th March 2014.

The RE Advisor confirmed that the minutes noted within the report were in draft and provided a verbal update on any matters arising. Members were referred to the discussion in relation to the RE News e-Magazine and it was confirmed that this resource would now be made available to all schools free of charge.

A presentation given by Tudor Thomas on WJEC Developments was highlighted along with feedback from the training provided by Gavin Graigen on using levels in RE. Updates to WASACRE and RE Quest websites were also noted.

SACRE noted the discussions and deliberations of WASACRE.

9. WASACRE - REPRESENTATION AT THE NEXT MEETING ON 22ND JULY 2014 AT LLANDRINDOD WELLS, POWYS

The report advised Members of the date and time of the next WASACRE meeting and sought nominations for representation from Caerphilly SACRE.

It was noted that the votes for the Executive Committee would be cast at this meeting and the RE Advisor requested that Members if possible make every effort to attend.

Councillor J. Taylor advised that he would try and rearrange his work schedule to allow him to attend but could not give a firm commitment at this time. It was noted that Councillor D.M. Gray and Mrs V. Thomas (RE Advisor) would be in attendance.

10. EXECUTIVE VOTING FOR THE PERIOD 2014-2015

The report provided Members with profiles of the seven nominees for the two vacant position on the WASACRE Executive Committee.

Having fully considered the list of nominees it was moved and seconded that Councillor D.M. Gray and Mrs V. Thomas be put forward as Caerphilly SACREs nominations to the WASACRE Executive Committee and that WASACRE be informed of the voting preference of Caerphilly SACRE and by a show of hands this was unanimously agreed.

The meeting closed at 3.00 p.m.

Approved as a correct record, and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on Thursday, 6th November 2014, they were signed by the Chairman.

CHAIRMAN