

Public Document Pack

Penallta House,
Tredomen Park,
Ystrad Mynach,
Hengoed CF82 7PG

Ty Penallta,
Parc Tredomen,
Ystrad Mynach,
Hengoed CF82 7PG



www.caerphilly.gov.uk
www.caerffili.gov.uk

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

Date: 7th January 2015

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, 13th January, 2015** 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

AGENDA

| | Pages |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 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 4th November 2014 (Minute nos. 1-13) | 1 - 10 |
| 4 Consideration of any matter referred to this Committee in accordance with the call-in procedure. | |

A greener place Man gwyrddach



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

To receive and consider the following Cabinet reports*:-

6 Public Library Standards in Wales - Annual Library Update Report 2013-2014 - 12th November 2014.

7 Cwmcarn High School - 10th December 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, 12th January 2015.*

To receive and consider the following Scrutiny reports:-

8 Presentation by Youth Forum. 11 - 20

9 Improving School Attendance. 21 - 48

10 Reducing Exclusions. 49 - 66

11 Caerphilly County Borough Library Service MTFP 2015/17 - Revised 'Tiering of Delivery' Options for Consideration. 67 - 82

12 Draft Savings Proposals 2015-16. 83 - 108

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

To receive and note the following information items*:-

14 New Governance Arrangements for South East Wales Education Achievement Service. 109 - 122

15 Discriminatory Incidents in Schools Report 2014. 123 - 134

16 School Challenge Cymru Update. 135 - 138

**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, 12th January 2015.*

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

This page is intentionally left blank



EDUCATION FOR LIFE SCRUTINY COMMITTEE

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH
ON TUESDAY, 4TH NOVEMBER 2014 AT 5.30 P.M.

PRESENT:

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

Councillors:

P.J. Bevan, Mrs A. Blackman, H.R. Davies, C. Durham, C.J. Gordon, D.M. Gray, D. Havard,
Mrs G.D. Oliver, D.W.R. Preece, R. Saralis, Mrs M.E. Sargent

Cabinet Member for Education and Leisure: Mrs R. Passmore

Together with:

S. Aspinall (Acting Deputy Chief Executive), B. Hopkins (Assistant Director 21st Century Schools), T. Maher (Assistant Director Planning and Strategy), K. Cole (Manager, Learning, Education and Inclusion), M. Donovan (21st Century Schools Project Manager), G. Evans (Interim Manager Community Education), J. Garland (Service Manager, Social Inclusion), E. Lewis (Connecting Communities 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)
Mrs P. Ireland (NUT)

1. APOLOGIES FOR ABSENCE

It was noted that Councillor Martyn James was recovering following a recent hospital stay and had offered his apologies for the meeting. Members requested that their best wishes for a speedy recovery be conveyed to Councillor James.

Apologies for absence were also received from Councillors G. Johnston, M.P. James and J.E. Roberts, together with Mrs E. Ashton (UCAS), Mrs S. Evans (Caerphilly Governors Association), Mrs J. Havard (NUT), Mr P. Jones (NAHT), Mr J. Short (NASUWT) and Mr M. Western (Cardiff ROC).

2. DECLARATIONS OF INTEREST

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

3. MINUTES – 18TH SEPTEMBER 2014

RESOLVED that the minutes of the Education for Life Scrutiny Committee meeting held on 18th September 2014 (minute no. 1 – 6) be approved as a correct record and signed by the Chair.

4. MINUTES – 23RD SEPTEMBER 2014

Subject to it being noted that Mrs P. Ireland had been present at the meeting but had been recorded as having given her apologies, it was

RESOLVED that the minutes of the Special Education for Life Scrutiny Committee held on 23rd September 2014 (minute no. 1-10) be approved as a correct record and signed by the Chair.

5. CONSIDERATION OF ANY MATTER REFERRED TO THIS COMMITTEE IN ACCORDANCE WITH THE CALL - IN PROCEDURE

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

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

Councillor Mrs R. Passmore, Cabinet Member for Education and Lifelong Learning, informed Members that Caerphilly County Borough Council had been highlighted for excellence in its strategic planning of Public Library Services. It was explained that on Wednesday 22nd October 2014, the Welsh Government's 'Expert Review of Public Libraries in Wales 2014' endorsed Caerphilly County Borough as a model Welsh Local Authority for its planning of library provision and its adoption and utilisation of strategies to take this area of provision forward.

Members were informed that at the Cabinet meeting of 29th October 2014, it was agreed to proceed with the proposal to rationalise Abertysswg and Pontlottyn Primary Schools into one new primary school, which will be based on the Rhymney Comprehensive School site. A consultation document will be circulated in the near future. It was explained that this arrangement would not include Fochriw but that Cabinet agreed to consider federation arrangements for Fochriw Primary School for the future.

The Cabinet Member updated Members on the Connecting Communities strategy, with it explained that the Council had recently provided a £25,000 grant towards funding the provision of a fitness suite at Bedwas High School. A further 20% of the overall costs of £30,000 is also being sought to enhance this provision. A partnership was established between the school, Bedwas RFC (who were eligible to make the application) and the Connecting Communities Manager to complete the funding application. It was explained that once the facility is opened, it would provide an excellent teaching and fitness resource for pupils and an invaluable training facility for the rugby club and local community groups.

The Scrutiny Committee thanked the Cabinet Member for her update.

7. CABINET REPORTS – ISLWYN WEST SECONDARY SCHOOL UPDATE – 1ST OCTOBER 2014

This Cabinet report was brought forward for discussion at the meeting.

The Cabinet Member for Education and Lifelong Learning, together with Martin Donovan, 21st Century Schools Project Manager, summarised the report and explained that its purpose was to provide Members with an update on the new Islwyn West Primary School. The report included progress on the development of the design, a Programme Plan for delivery of the project, roles and responsibilities, an Initial Cost Plan, the appointment of a construction contractor, and project issues to be addressed.

The report highlighted that the initial cost plan is in excess of the approved budget of £18 million to £18.5 million and Members sought clarification on the matter. It was explained that at this stage, the cost plan is based on high-level costs which are subject to refinement. The external Project Manager and Cost Consultants, AECOM, are working closely with Building Consultancy to identify the first stages of possible value engineering to bring costs down and are also exploring options with Education to help reduce the current estimated costs.

These deliberations will continue once the construction contractor is on board, and AECOM will lead detailed negotiations with the contractor to reduce the price to the lowest possible level. It was explained that the final costs of the project would be determined before the contract is signed which is expected to be some time in March/April 2015.

Members queried the project completion date and it was explained that AECOM have prepared a programme timetable which currently shows completion of the school by December 2016 with occupation in January 2017. The programme represents a realistic worst-case position and is being constantly reviewed to identify ways that the completion date can be brought forward. However a range of issues such as bad weather can affect the timetable.

In response to Members' queries, it was confirmed that the provisional governing board of the new secondary school were being kept informed of developments and that Officers would be meeting with them in the next week or so with the latest project update.

Members queried the additional capacity requirements of the new school and it was confirmed that the school has been flexibly designed to accommodate 1100 pupils in the Autumn Term 2016, in order to allow for the pupil bulge that has arisen whilst catchment area changes become fully effective. Longer term the pupil numbers will be managed down to 900, and in addition there will be a 50-place Additional Learning Needs Unit. Officers also clarified the location of the new school, which will be sited on Oakdale Plateau 3.

REPORTS OF OFFICERS

Consideration was given to the following reports.

8. SERVICE IMPROVEMENT PLANS AND IMPROVEMENT OBJECTIVE 2014-2015 – 6 MONTH REVIEW

Sandra Aspinall, Acting Deputy Chief Executive, introduced the report, the purpose of which was to update Members on the mid-year performance of the Education and Lifelong Learning Directorate against the improvement actions set within the Service Improvement Plans 2014-15 and the performance against national and local performance indicators.

The report also updated Members on the progress of Improvement Objective IO3 (Develop an effective an accessible Youth Service that supports the personal and social development of young people) between April and September 2014 and provided the service's evaluation of whether the Improvement Objective is currently being delivered successfully. Members were asked to note the content of the presentation before determining if they agreed with the Service's evaluation of their performance to date.

Members were encouraged to suggest improvements following the presentation of the data. It was explained that there were several references to Health and Safety within the report, which now falls under the remit of the Education and Lifelong Learning Directorate.

With the aid of a slide presentation, Elizabeth Lewis, Connecting Communities Manager, presented detailed information on the Service Improvement Plans for the Education and Lifelong Learning Directorate. These consisted of four main areas: Directorate Priorities, Improvement Action Plan Updates, Directorate Risks and Scorecards.

The four Directorate Priorities were summarised as follows: 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, and transform education opportunities for learners by providing improved learning environments.

Members were informed of the Improvement Action Plans which identified 5 improvement actions for the Learning, Education and Inclusion section of the Directorate and 12 improvement actions for the Planning and Strategy section. These actions were summarised within the report, with the specifics of each of the improvement actions (incorporating success criteria, timescales, financial resources and progress made against individual targets) detailed within Appendix A of the report.

The key areas of improvement were outlined to Members, with it explained that education statistics at Key Stage 2 and Key Stage 3 continue to improve. Provisional Key Stage 4 data indicate improvements at Level 1, Level 2 and Level 2+. With regard to the Improvement Objective for the Youth Service, several key successes had been noted in this area, including the introduction of an early intervention process within schools, and 112 young people engaged within this programme to date. In regard to Adult Community Learning, 344 learners achieved basic skills qualifications during 2013-14, which is 39 learners above target. Library Services were another key area of improvement, achieving 8 out of the 9 National Library Standards.

The report referenced the review of the Public Library Service and Community Centre Service and the future delivery options for these areas, outlining the reports that have been presented to date relating to Medium Term Financial Plan savings and efficiencies.

Areas for development were detailed to Members, including the continuation of work on the 21st Century Schools programme and School Places. Further work regarding exclusions within secondary schools was also identified as an area for development, together with the aim to increase nationally accredited outcomes in line with the expansion of youth work methods.

Members were directed to Appendix B of the report which provided a review of the service risks identified within the Service Improvement Plans, and provided an update on their current rating. The report also summarised the results of a number of scorecards, which contained an update on performance against key service local and national indicators. Performance against these indicators was outlined to Members, with the majority of these indicators displaying signs of improvement and exceeding the set target, with a smaller number below target. It was explained that several indicators were awaiting finalised data in order for this information to be populated.

Further detailed information regarding scorecards was contained within Appendix C of the report and Members' attention was directed to several specific areas that displayed improvement for 2014/15, including Schools Finance, Health and Safety, Libraries and the Youth Service.

The presentation also detailed progress against Improvement Objective IO3 and outlined the six key priorities, including: consultation, publication and implementation of the Youth Service Strategy, increasing engagement with young people, working closely with schools to provide youth work in schools, increasing the numbers of young people securing non-formal learning qualifications, improving equality of access to Youth Service provision, and refining method of data collection to better evidence Youth Service outcomes.

Work has started on each of these actions with a summary provided in Appendix D of the report. Particular reference was made to the number of Young People achieving national accreditations, which showed marked improvements against previous years. It was explained to Members that one area highlighted for improvement was the number of young people with nationally recognised accreditations gained within the Youth Service as a percentage of all young people registered. This had shown a decrease in 2012/2013 and it was explained that there were a number of reasons for this, including changes relating to funding arrangements. It was explained that this had now been established as a priority, with a number of educational projects starting to move forward and it was anticipated that there would be an improvement in this area in the next educational year.

It was explained that at the midyear point, all actions have progress listed against them, with each one progressing in a timely manner for completion in March 2015. For this reason the Education and Lifelong Learning Directorate have classed the current status of Improvement Objective IO3 as successful.

Members thanked the Connecting Communities Manager for her detailed presentation and discussion of the report ensued. A query was raised as to the target for the performance indicators relating to school exclusions and it was explained that this was set as zero in line with national indicator target calculation methods. Particular reference was made to performance indicator EDU/009a (the average number of school days that permanently excluded pupils did not receive an offer of full-time appropriate education during the year). It was explained that this indicator had been affected by the number of Year 11 pupils that had received a permanent exclusion during the 2013-14 Academic Year. Officers explained that it is more complex to allocate full time provision to pupils of this age due to the variation in timetabling, as a result of differing curriculum demands.

Members queried the mechanisms for dealing with challenging pupils and behaviour relating to school exclusions and it was explained that this would be explained later in the evening within the presentation of the Behaviour Strategy for 2014-16.

With regards to the Learning, Education and Inclusion Improvement Actions, a query was raised as to the status of Action 4 (Complete the Additional Learning Needs (ALN) Review and implement recommendations). Officers clarified that Phase 1 of the Review had been completed, with a number of implementation recommendations made, and Phase 2, which incorporated interviews with head teachers and governing bodies was currently being progressed. The success criteria of Phase 2 would be reported upon once completed. The duration of the Phase 2 timescales were queried and Officers explained that it was essential to ensure that a complex review of ALN provision across the county borough was thoroughly completed. It was estimated that this action would be completed in April 2015.

Reference was made to a decrease in free school meal entitlement and take-up, and Members queried the reason for this reduction and the methods being undertaken by the Authority to encourage take-up. It was explained that promotional initiatives had previously been undertaken, with the Authority producing information leaflets and writing to eligible parents to inform them of their free school meals entitlement.

Officers outlined the examination process relating to the decrease in take-up, which had been undertaken by cross-examining data within other departments as such Housing Benefits, with Officers thus able to isolate areas of drop-off in free school meals take-up. It had been established that reasons for these decreases were often due to changes in circumstances,

such as parents claiming Working Tax Credit or returning to work. It was confirmed that further cross-departmental work would continue in order to encourage take-up of free school meals entitlement.

Discussion also took place in regard to the criteria used to assess the success of the Improvement Objective and Officers elaborated on the aims of the priorities and the progress detailed therein. Officers also outlined further information relating to performance targets and indicators. Reference was made to National Accreditation and Officers clarified the awarding bodies involved, such as the Duke of Edinburgh Award and WJEC.

Following consideration of the report, the Scrutiny Committee thanked Officers for their presentation and noted the progress made to date in meeting the actions of the Service Improvement Plan. The Committee also agreed with the Officer assessment of Improvement Objective IO3, and noted that at present progress could be judged as successful.

9. UPDATE ON SCHOOL PLACES – PRIMARY AND SECONDARY

Bleddyn Hopkins, Assistant Director 21st Century Schools, presented the report, which updated Members on the provision of school places across the Council.

Members were informed that the provision of school places had been identified by means of an updated School Places Plan, which had been produced for the period 2013/14 - 2023/24 and was attached as Appendix 1 to the report. The plan included details of population projections (2008-2033), CCBC pupil projections to 2019 (Primary) and 2023 (Secondary), distribution of school sizes (Primary and Secondary) and an analysis of projected surplus places (Primary and Secondary). It was explained that this Plan will assist with the formulation of future key strategic decisions, including size and viability of schools, future projections, current and future levels of surplus school places and school type, including age ranges.

Members were advised that 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.

Officers summarised the data and findings contained within the School Places Plan, which identified a number of key issues, including an increasing need for Welsh-medium education in both primary and secondary schools, consideration around future phases of secondary rationalisation and bid proposals for the future Band B of the 21st Century Schools Programme. It was confirmed that a number of reports addressing these issues would be presented to Members in the near future.

The Assistant Director was thanked for his presentation and discussion of the report ensued. Reference was made to the increasing need for Welsh-medium education and a query was raised by Members as to the feasibility of transferring English-medium school sites, in certain areas, to Welsh-medium provision, in order to address the shortfall in Welsh-medium school places. It was advised that the matter had been given consideration but it had been determined that such action would not be feasible given the complexity of the issues and decisions involved in such a process.

Reference was made to the proposed closures of Pontllanfraith Comprehensive School and Pontllanfraith House, and the possibility that the land that could subsequently become available could be used for new housing developments in the future. Concerns were raised in regard to the impact that this could have on the local population and the availability of school places and it was explained that these considerations had been incorporated into the Authority's Local Development Plan, which took account of future planning approaches and land usage.

Following consideration of the report, Members noted the updated details contained within the School Places Plan 2013/14 - 2023/24 and the key issues identified for future consideration.

10. PUBLIC LIBRARY STANDARDS IN WALES – ANNUAL LIBRARY UPDATE REPORT 2013-14

Gareth Evans, Interim Manager for Community Education, presented the report to Members, prior to its consideration by Cabinet on 12th November 2014. The report informed Members of 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 final year of the improvement scheme in its present form.

It was noted that the Library Service had met or exceeded 8 of 9 Welsh Government Public Library Standards in 2013-14, an improvement of 2 Standards on that achieved in 2011-2012 and 2012-13. Details of standards met or partially met were listed within the report and further information was contained within the Welsh Government's Public Library Standards Annual Report 2013-14, which was included as Appendix 1 to the report. Further details of the WG's Public Library Standard Reference Group assessment of this performance were contained within Appendix 2 of the report.

This performance is deemed above average when compared to Wales as a whole, with this attainment commended by the WG assessor and peer led Reference Group in the Annual Report for Caerphilly 2013-14, as 'significant and sustained', the result of 'careful planning and the implementation of a development plan'

In regard to the 4th Assessment Framework for Welsh Public Library Authorities, the Library Service was 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.

Achievements against the Welsh Public Library Performance Indicator were also detailed, with the number of people using the Library Service per 1,000 resident population increasing by 19.6% in 2013-14, and overall increases in customer satisfaction levels recorded. Targets identified for improvement included areas relating to book borrowing and the percentage of Internet terminals within library buildings in continuous use.

Discussion of the report ensued and Members were pleased to note the progress made against the 4th Framework of Welsh Government Public Library Standards and Performance Indicators. A query was raised in regard to the number of computers within the Authority's libraries and accessibility to wireless internet. It was explained that there are 250 computers available for public use across the Authority's network of computers and wireless internet access is provided in libraries open for 30 hours or more per week.

Following consideration of the report, it was moved and seconded that the recommendations in the report be forwarded to Cabinet for approval. By a show of hands this was unanimously agreed.

RECOMMENDED to Cabinet that:-

- (i) 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 for 2011-14 be noted;
- (ii) The Welsh Government's Public Library Standard Reference Group assessment of this performance be noted, with the Authority's attainment of 8

Public Library Standards, above the median for Wales of 6.5 of particular note and the subject of the assessor's formal commendation;

- (iii) The Welsh Government Public Library Standards Annual Report 2013-14 be endorsed.

11. THE BEHAVIOUR STRATEGY 2014-16

Keri Cole, Manager for Learning, Education and Inclusion, and Jackie Garland, Service Manager for Social Inclusion, presented the report, which outlined the key aspects of the Behaviour Strategy and demonstrated plans for implementation over the next two years.

With the aid of a slideshow presentation, Officers outlined the rationale behind the Behaviour Strategy, together with detailed information regarding the four critical aspects of the strategy. The report outlined how the Strategy would be monitored and evaluated and the next steps to be undertaken in order to progress the Strategy.

Officers outlined the background and rationale surrounding the Strategy and the challenging circumstances experienced by many headteachers today in regard to pupil behaviour, with the strong links between behaviour and communication explained to Members. Managing challenging behaviour successfully has always been an issue for schools, in that it underpins teaching and learning and has a significant impact on levels of wellbeing of pupils, staff, families and the local community. It was explained that in order to achieve success, all stakeholders need to work together to ensure consistency in approach and share examples of good working practice which currently exist within schools.

It was advised that referrals for additional support and hours of support have increased significantly in the last year, and therefore demonstrate an increasing need for support for schools. Members were informed that there were a number of complex reasons behind this increase, with a need for a cautious approach in addressing challenging behaviours. It was acknowledged that there are some pupils' behaviours that will always require specialist support and provisions because of their complexity. Requests for input and support are regularly made to the Authority which are deemed urgent and immediate, with it explained that meeting such demand is unrealistic and counterproductive in the long term, with a need for a proactive approach therefore identified.

Reference was made to recent media headlines as an example of the higher expectations placed on schools in relation to the management of challenging pupil behaviour. It was explained that the Strategy aims to support the building of capacity within schools and settings in order to attain sustainable progress in behaviour management.

In order for the Strategy to be successful, it was explained that there was a need for the four critical aspects identified to be strengthened. These aspects consisted of leadership and management, teaching and learning, support for families and the community, and support for specialist services. Members were informed that these four essential elements needed to interact with each other in order to influence good attitudes and behaviours and ensure that schools build a capacity for dealing with challenging behaviours. It was explained that implementing this Strategy would require a major cultural change and an overhaul of existing policies and processes in order to establish a consistent approach and expectation to managing challenging behaviour in schools across the Authority. In this respect it was explained that the ALN review referenced earlier in the meeting was timely in that it promotes self-evaluation, which interacts with the ethos of the Behaviour Strategy.

Further detailed information was then provided in regard to each of these four critical aspects. In relation to leadership and management, the characteristics of good leadership were outlined to Members and the positive links between this, communication and good behaviour explained. It was expected that good leaders would implement a graduated approach to

meeting challenging behaviour, positively reinforce staff for good working practices, set and maintain the standard for adult behaviour, and reinforce behaviour standards in everyday interaction. In order to support this aspect, it was explained that an ambitious training programme would be developed, together with guidance and advice given for reviews of policies, procedures and protocols, with bespoke training for governing bodies.

The next critical aspect outlined related to teaching and learning, with good characteristics incorporating an appropriate curriculum and learning pathway, and high quality learning experiences. It was explained that a variety of learning styles was key to quality teaching and learning in order to encourage continual engagement with children. Positive school cultures such as anti-bullying stances were also of high importance to teaching and learning, together with the promotion of personal and social skills in addition to educational qualifications. All school staff would receive training on this aspect, together with additional training for a nominated behaviour designate and bespoke training for particular groups of staff (such as support staff).

The third aspect of the Strategy focused on support for families and communities. It was explained that 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. Characteristics of good support for families include positive and meaningful engagement between the school and parents in order to build a good relationship for dealing with difficult pupil behaviour, together with a consistency in approach to all adults. The ability to clearly direct parents to other services and information was also important, together with links to youth provision and multi-agency working. Training would include bespoke programmes for parents and families, with appropriate agencies working closely together to ensure a consistency in approach, with schools and settings receiving specialist advice on strengthening home-school links.

The final aspect of the Strategy related to interaction with specialist services, with the importance of clear roles and responsibilities and a need for a consistent and straightforward approach in dealing with these services outlined to Members. 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, with working practices of specific teams examined and adopted. The process for referrals for additional support will be reviewed and provision for special behaviour processes assessed for fitness of purpose.

Officers outlined the monitoring and evaluation processes to be used in regard to the Behaviour Strategy, and explained that it was vital that the impact of the Strategy is measured as it is implemented over the next two years in order for the necessary adjustments to be made. Success will be measured via a number of avenues, including feedback from stakeholders, inspection reports and questionnaires, number and classification of referrals, decreasing exclusion rates, improving standards of achievement, feedback from schools, appropriate responses to need of learners, reporting of discrimination incidents and case studies for sharing good practice. Regular reports will be made through Service Improvement Plan updates, with case studies collected so good practice can be shared, and regular updates will also be reported to the Education Achievement Service and to Headteachers through the scheduled meetings.

The next steps relating to the implementation of the Behaviour Strategy were outlined to Members, with procurement of the training providers almost completed. It was explained that the first priority would be to finalise and organise the training schedule and to develop policy, and to present the Strategy to the full Stakeholder Group.

Officers were thanked for their presentation and discussion of the report ensued. A Member voiced their concern regarding the marked increase in challenging behaviour in schools. The effectiveness of the new Strategy was queried and Officers were asked if there were sufficient resources available for it to be implemented.

Officers agreed that the scale of the implementation was extensive but that it was essential that this Strategy be introduced in order to provide much needed support to schools that were struggling to manage challenging pupil behaviour. It was also important to share the working practices of schools that already had an excellent track record in relation to managing challenging behaviour, and break the current reactive cycle of responding to support requests by introducing a range of proactive measures.

Discussion took place regarding the differences in support requirements relating to challenging behaviour at primary and secondary school level. It was noted that referrals were more prevalent at primary school level, in part due to earlier diagnosis of more complex issues such as additional learning needs. It was also explained there was a higher level of referrals within primary schools due to secondary schools often having an additional internal support infrastructure.

Members thanked Officers for their presentation and noted the content of the report and the plans for the implementation of the Behaviour Strategy.

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

There were no requests received for future agenda items.

13. 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) Budget Monitoring 2014-15.
- (2) Learning Caerphilly – An Update.
- (3) Childcare Sufficiency Assessment (CSA) 2014.
- (4) SACRE Minutes – 12th June 2014.

The meeting closed at 7.58 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 13th January 2015, they were signed by the Chair.

CHAIR



Caerphilly Junior & Youth Forum Issues



Junior Forum Digital Story



What is the Youth Forum issue for Environment?

Relationships with Police – Communication
between police and young people needs
improving.

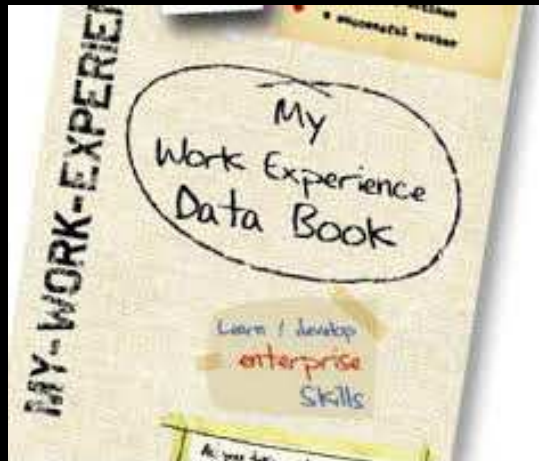
16% of Votes



What is the Youth Forum issue for Regeneration?

Work Experience – Needs structure so young people have a meaningful experience and receive a reference from the employer.

20% of Votes



What is the Youth Forum issue for Education?

Mental Health – More education and awareness
is needed to improve young peoples
understanding

30% of Votes



How the Youth Forum will contribute to this issue?

- We met with Llamau, Domestic Abuse Co-ordinator, Police & Community Safety. We agreed to do an awareness campaign targeting young people.
- Educational resource
- Poster campaign advertising local services
- White Band Campaign

What we need Councils support for...

- Ensuring the educational resource is used in Schools and Youth Services.
- Ensuring the posters are displayed around the authority.
- Support the White Band Campaign.
- Support a launch on White Ribbon Day 2015.

How can you support us in this issue?



Any questions?

Thank You





EDUCATION FOR LIFE SCRUTINY COMMITTEE - 13TH JANUARY 2015

SUBJECT: IMPROVING SCHOOL ATTENDANCE

REPORT BY: ACTING DEPUTY CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 To inform Members of the progress being made in improving attendance in schools within the borough.

2. SUMMARY

- 2.1 The information contained in the National Statistics First Release *Absenteeism from Secondary Schools in Wales, 2013/14*, published as SDR 146/14 gives a national overview of secondary school attendance and absence rates - (to view data please refer to www.statswales.gov.uk) Primary School National release tables will be available in January 2015.
- 2.2 During the academic year 2013/14 there was an increase in both primary and secondary school attendance in comparison with 2012/13. There remains evidence of a strong correlation between poor attendance and those children and young people eligible for Free School Meals (FSM) as indicated in the above Statistical release. Improving attendance remains a priority for the Local Authority (LA) and is a target in the Learning Education and Inclusion Service Improvement Plan.

3. LINKS TO STRATEGY

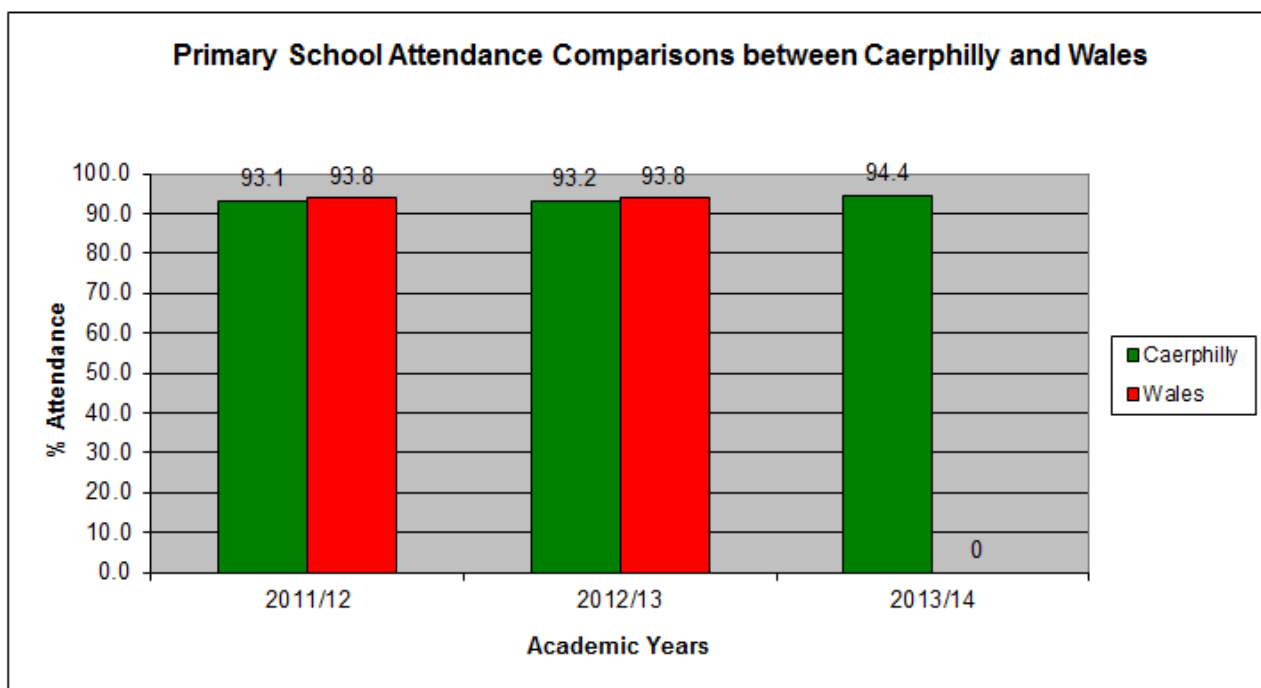
- 3.1 This report links directly with the NEETS Strategy, Single Integrated Plan, the Inclusion Strategy and Learning Education and Inclusion Service Improvement Plan.

4. THE REPORT

- 4.1 Attendance within primary schools in Caerphilly has continued to improve. Figure 1 provides an overview of the local data and indicates that for the academic year 2013/14, there was an overall LA improvement of 1.2%. The national validated primary data is due in January 2015.

Figure 1

| Primary School 3 year attendance comparisons between CCBC and Wales | | | |
|---------------------------------------------------------------------|---------|---------|---------|
| | 2011/12 | 2012/13 | 2013/14 |
| Caerphilly | 93.1 | 93.2 | 94.4 |
| Wales | 93.8 | 93.8 | TBC |

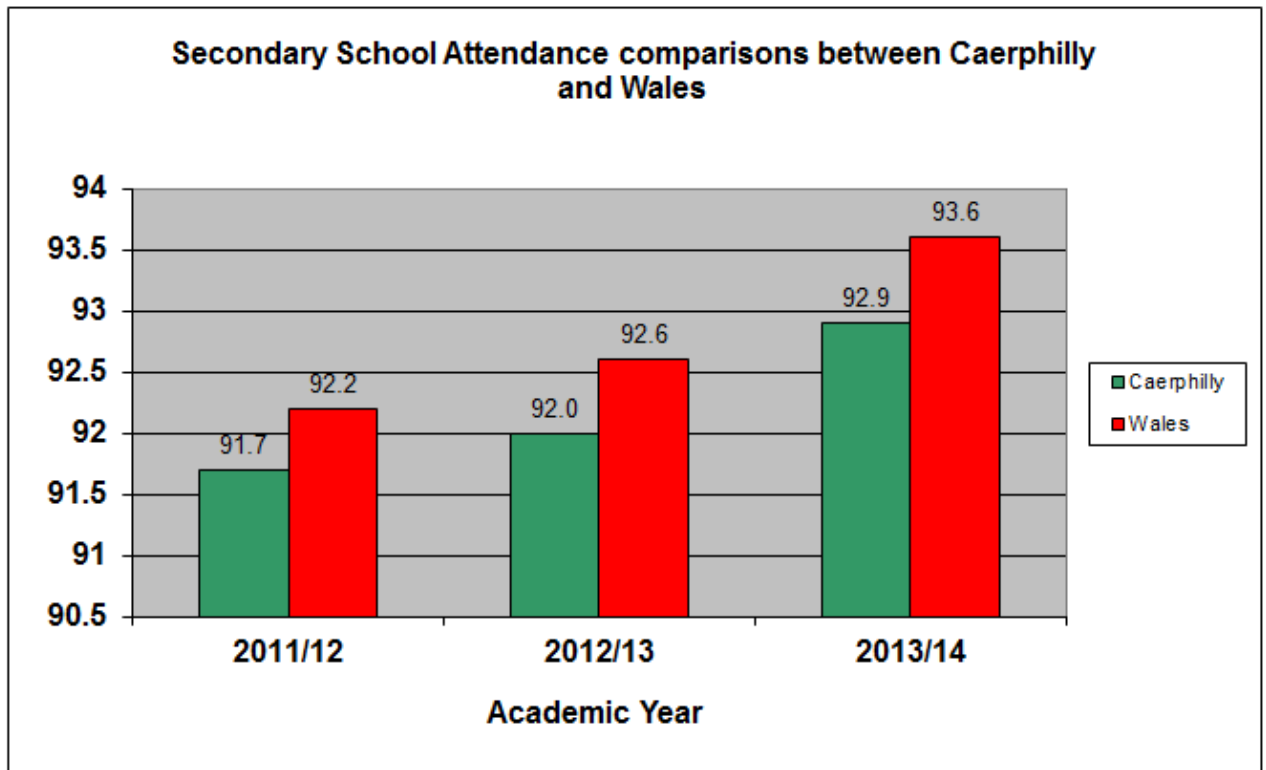


4.2 National and local data confirm that there have been improvements in attendance within Caerphilly Secondary schools over the past 4 years. The 2013/14 figure of 92.9%, records an overall 0.9% increase as indicated in figure 2 below.

Figure 2

Secondary School Attendance comparisons between CCBC and Wales

| | 2011/12 | 2012/13 | 2013/14 |
|------------|---------|---------|---------|
| Caerphilly | 91.7 | 92.0 | 92.9 |
| Wales | 92.2 | 92.6 | 93.6 |



- 4.3 The Secondary school statistical release, reports that 21 out of the 22 Local Authorities in Wales are recorded as having improved secondary school attendance for 2013/14 compared with 18 the previous year. The data also indicates that the LA was ranked 19th with Merthyr Tydfil and Newport.
- 4.4 Local comparisons confirm that:
- 66 of the 75 primary schools show improved attendance from the previous year;
 - 63 of the 75 primary schools matched or exceeded the LA attendance target of 93.2%;
 - All 14 secondary schools show improved attendance from the previous year with 13 schools matching or exceeding the LA attendance target of 92.3%.
- 4.5 The Senior Education Welfare Officer has undertaken additional visits, to monitor progress and give support and guidance. Of the 28 Primary schools having had targeted visits, as indicated in Figure 4, 25 have recorded improved attendance for the academic year 2013/14.

Figure 4

| School | Visit date | 2012/13 Attendance % | 2013/14 Attendance % (LA Target 93.2%) |
|-------------------------------|------------|----------------------|----------------------------------------|
| Aberbargoed Primary | 01/10/2013 | 90.8 | 93.0 |
| Abercarn Primary | 21/03/2014 | 93.4 | 94.5 |
| Bedwas Infants | 11/11/2013 | 94.7 | 95.5 |
| Cefn Fforest Primary | 23/10/2013 | 92.4 | 93.7 |
| Crumlin High Level Primary | 03/09/2013 | 93.3 | 95.4 |
| Cwm Glas Infants | 20/11/2013 | 90.4 | 92.3 |
| Cwmaber Junior | 05/03/2014 | 92.4 | 93.7 |
| Cwmfelinfach Primary | 15/01/2014 | 93.3 | 95.4 |
| Deri Primary | 08/01/2014 | 90.3 | 93.8 |
| Derwendeg Primary | 13/11/2013 | 91.1 | 94.0 |
| Hendre Infants | 13/09/2013 | 91.4 | 93.3 |
| Llancaeath Junior | 15/11/2013 | 93.4 | 94.4 |
| Llanfabon Infants | 11/10/2013 | 91.9 | 93.8 |
| Maesycwmmmer Primary | 22/11/2013 | 93.4 | 94.4 |
| Markham Primary | 22/01/2014 | 92.6 | 93.9 |
| Nant Y Parc Primary | 12/11/2013 | 91.6 | 93.2 |
| Park Primary | 06/02/2014 | 93.2 | 93.7 |
| Penllwyn Primary | 07/07/2014 | 93.6 | 94.7 |
| Plasyfelin Primary | 22/01/2014 | 92.5 | 94.1 |
| Pontllanfraith Primary School | 18/02/2014 | 92.4 | 94.4 |
| St James Primary | Jun-14 | 92.2 | 93.5 |
| The Twyn School | 07/02/2014 | 92.2 | 93.3 |
| Tynewydd Primary. | 12/11/2013 | 91.6 | 92.5 |
| White Rose Primary | 28/01/2014 | 92.6 | 93.4 |
| Ysgol Gymraeg Bro Allta | 22/10/2013 | 93.6 | 94.9 |
| Cwm lfor Primary | 27/03/2014 | 93.0 | 92.8 |
| Phillipstown Primary | 13/11/2013 | 91.6 | 91.4 |
| Tyn-y-Wern Primary | 18/02/2014 | 94.9 | 94.9 |

- 4.6 Welsh Government (WG) funding has been made available to Consortia across Wales to improve school attendance across the regions. In South East Wales Professor Ken Reid is leading on an attendance project with 6 schools selected to engage in bespoke attendance training.
- 4.7 In order to strengthen approaches to inclusion and safeguarding, The Fixed Penalty Notice Regulations (The Education (Penalty Notices) (Wales) Regulations 2013) came into force in September 2013. The scheme, introduced by the WG, made available to LA's an additional legal sanction in the form of Penalty Notice Fines.
- 4.8 Penalty Notices are one option amongst a wide range of interventions and support strategies available, to promote improved school attendance and children's educational prospects and to avoid putting them at risk of criminal or anti-social behaviour. The measures will also support LAs and schools in ensuring parents and carers fulfil their legal responsibilities to ensure their children regularly attend school.
- 4.9 CCBC's Local Code of Conduct has been developed to ensure that powers are applied consistently and fairly across the LA and sets out the procedures and protocols for administration of the scheme.

5. EQUALITIES IMPLICATIONS

- 5.1 The LA is committed to ensuring that all children and young people gain maximum benefit from their education by regular attendance at school, regardless of the individual or family characteristics of those children and young people.

6. FINANCIAL IMPLICATIONS

6.1 There are no financial implications.

7. PERSONNEL IMPLICATIONS

7.1 There are no personnel implications.

8. CONSULTATIONS

8.1 All responses are reflected in the report.

9. RECOMMENDATIONS

9.1 Members are requested to note the content of the report.

10. REASONS FOR THE RECOMMENDATIONS

10.1 Improving attendance is a priority at both a national and local level.

11. STATUTORY POWER

11.1 Education Act 1996.

Author: Linda Perkins, Senior Education Welfare Officer
Consultees: Keri Cole, Manager, Learning Education and Inclusion
Jackie Garland, Service Manager Social Inclusion
Directorate Senior Management Team
Councillor Rhianon Passmore, Cabinet Member, Education and Lifelong Learning
Chair of Education for Life Scrutiny Committee
Education Achievement Service
Pastoral Leaders (Secondary schools)
David A. Thomas, Policy Officer (Equalities and Welsh Language)

This page is intentionally left blank

Attendance & Exclusions

Education For Life Scrutiny Committee

Tuesday 13th January 2015

Jackie Garland, Service Manager – Social Inclusion

Attendance

Improving attendance remains a priority for the Local Authority (LA) and is a target in the Learning Education and Inclusion Service Improvement Plan.

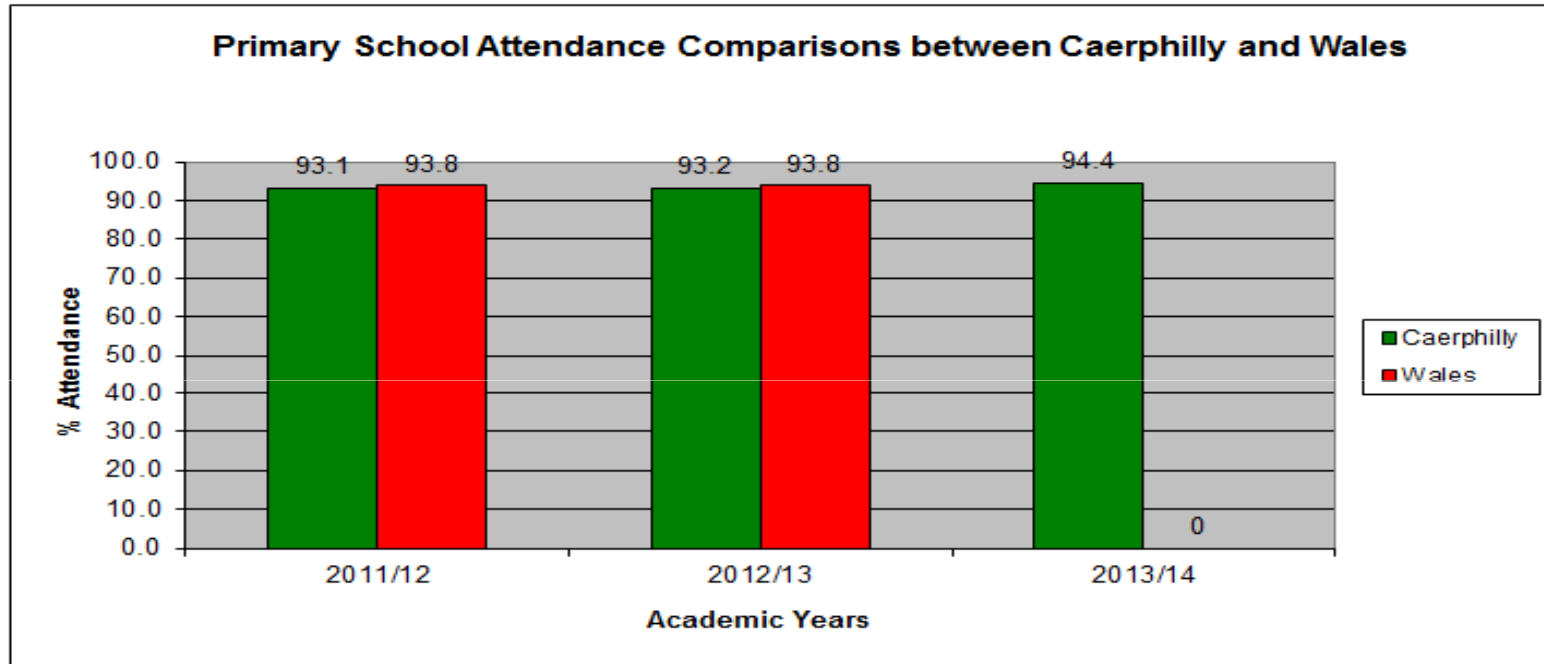
Attendance in Primary Schools

Attendance in primary schools has continued to improve.

There was an overall LA improvement of 1.2% from 93.2% in 2012/13 to 94.4% in 2013/14.

The national validated data is due by January 2015.

Attendance in Primary Schools



Attendance in Primary Schools

66 of the 75 primary schools show improved attendance from the previous year.

63 of the 75 primary schools matched or exceeded the LA attendance target of 92.3%.

Attendance in Secondary Schools

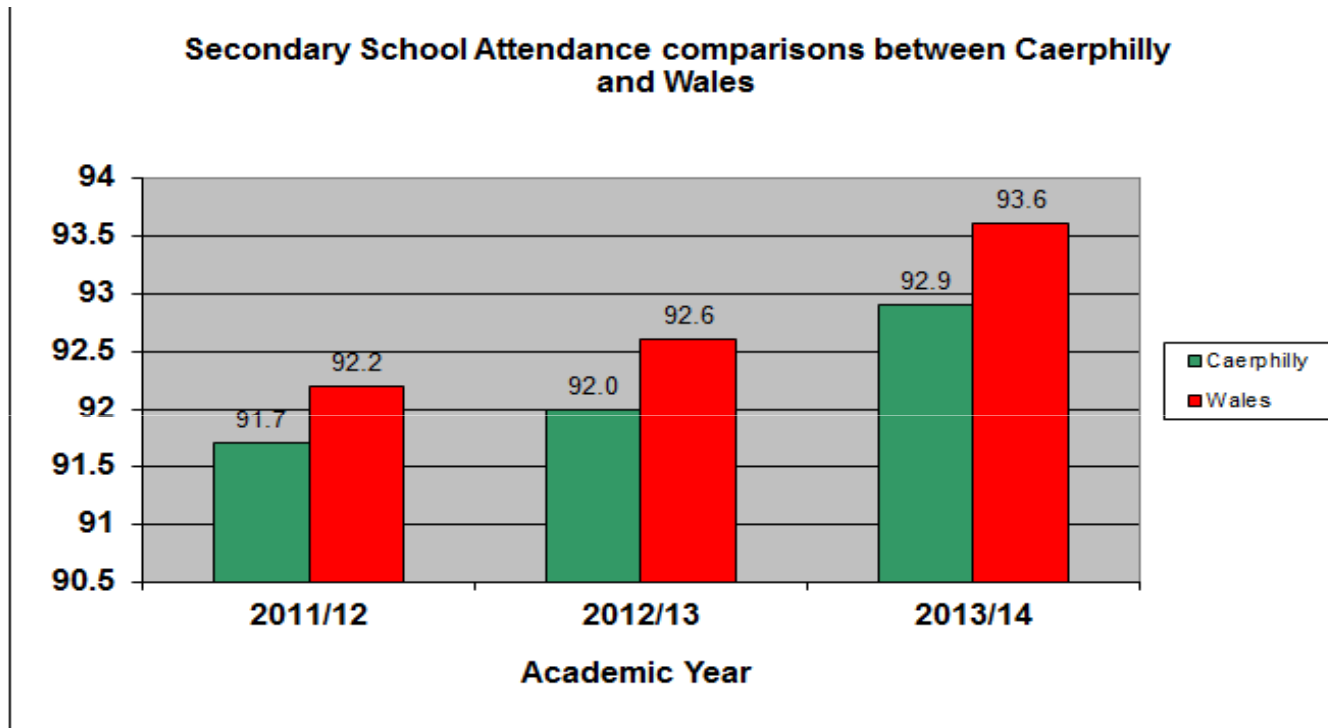
21 out of the 22 Local Authorities in Wales are recorded as having improved secondary school attendance for 2012/13 compared with 18 the previous year.

There was an overall LA improvement of 0.9% from 92% in 2013/14 to 92.9% in 2013/14.

Caerphilly was ranked 19th with Merthyr Tydfil and Newport in 2013/14

All 14 secondary schools in Caerphilly show improved attendance from the previous year with 13 schools matching or exceeding the LA attendance target of 92.3%.

Attendance in Secondary Schools



A greener place Man gwyrdach

Attendance - Moving Forward

In Caerphilly there has been a review of the allocation of Education Welfare Officers and resources have been re-aligned to target support.

The Senior Education Welfare Officer now undertakes additional visits to target schools, monitor progress and give support and guidance.

WG funding has been made available to Consortia across Wales to improve school attendance across the regions. In South East Wales Professor Ken Reid is leading on an attendance project.

Exclusions

The LA works with schools and other partners to ensure a robust approach towards the reduction of exclusions.

During 2011/12, the need to reduce exclusions became an urgent priority and has continued to be a focus in all key plans.

Exclusions

LA officers monitor exclusions on a monthly basis and contact schools to clarify any issues identified.

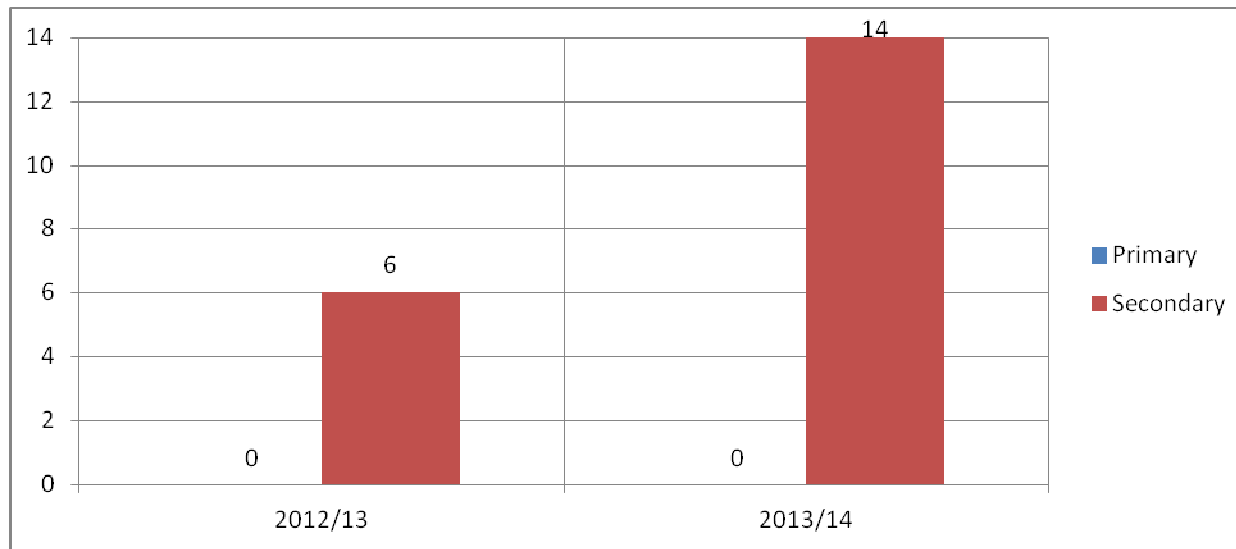
Targeted interventions are agreed between the LA and the Education Achievement Service. The impact of this accelerated approach has been significant so far with regard to many of the exclusion indicators.

Permanent Exclusions in Primary and Secondary Schools

There have been no permanent exclusions issued in primary schools for 3 consecutive years.

The number of permanent exclusions issued in secondary schools increased from 6 in 2012/13 to 14 in 2014/15.

Permanent Exclusions in Primary and Secondary Schools



Fixed Term Exclusions

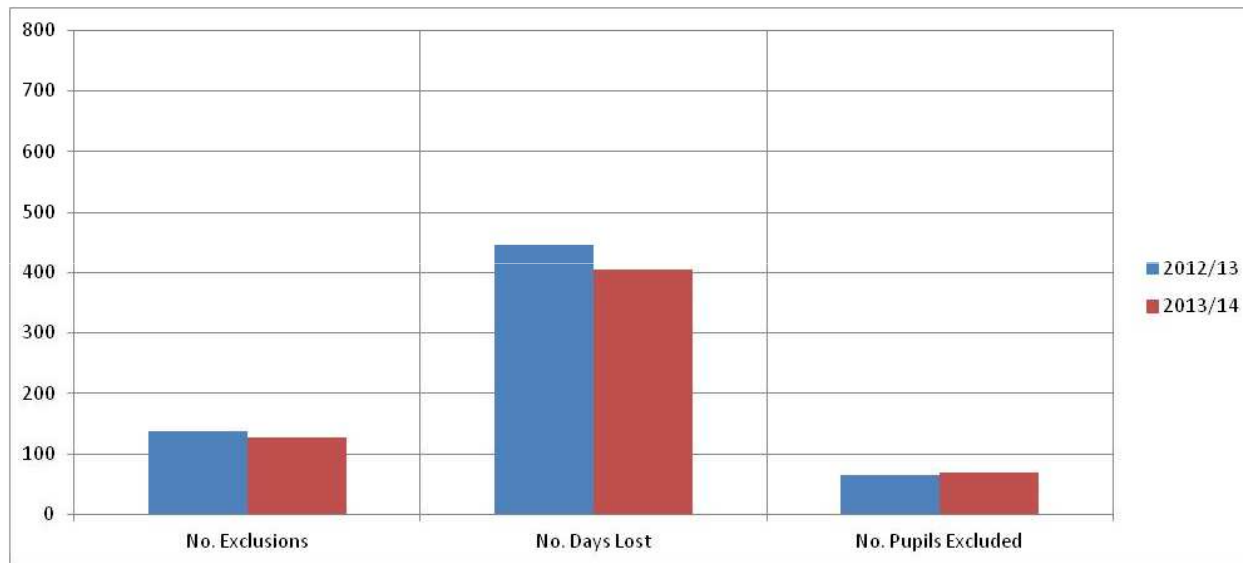
Across both phases there have been decreases in the following exclusion indicators:

- The overall number of fixed term exclusions in primary schools;
- The overall number of days lost due to fixed term exclusions in primary schools;
- The overall number of fixed term exclusions in secondary schools;
- The overall number of days lost due to fixed term exclusions in secondary schools;
- The number of pupils receiving fixed term exclusions in secondary schools

Fixed Term Exclusions of 6 days or more in Primary Schools

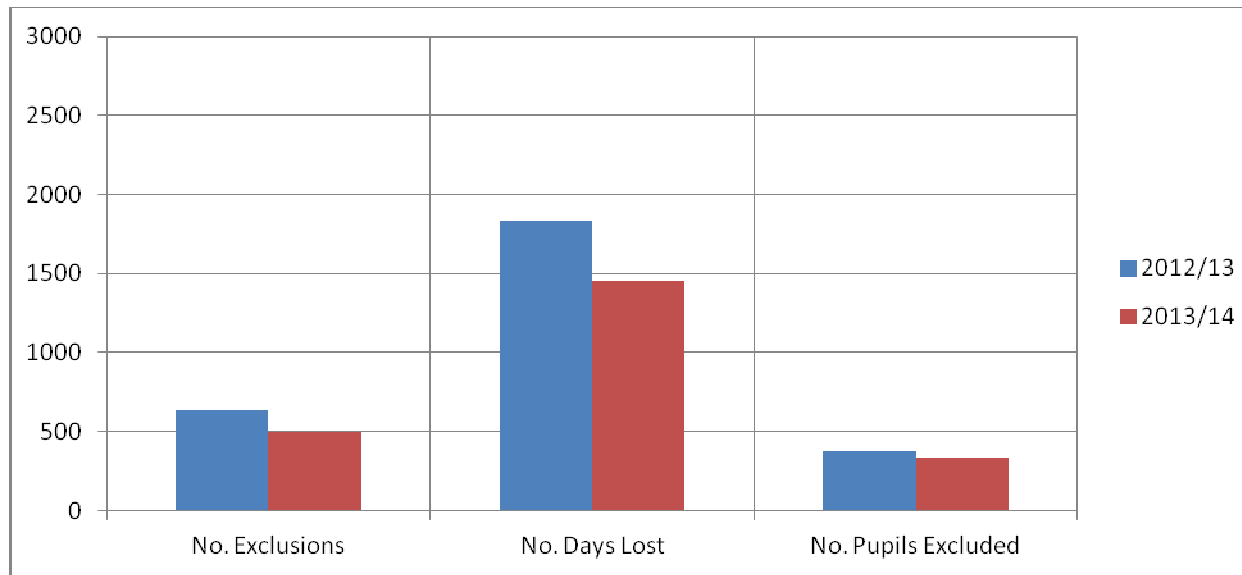
The number of days lost due to fixed term exclusions of 6 days or more in primary schools, is a cause for concern and a priority for the LA.

Exclusions in Primary Schools – 2 Year Comparison



A greener place Man gwyrdach

Exclusions in Secondary Schools – 2 Year Comparison



Fixed Term Exclusions and Gender

There is a strong correlation between exclusions and gender.

This is more pronounced in primary schools than in secondary schools.

Fixed Term Exclusions and Gender

Primary

| | 2012/13 | | | | 2013/14 | | | |
|--------|----------------------------------------|-----------|------------------|------|----------------------------------------|----------|------------------|------|
| | Number of Fixed Term Exclusions Issued | | No. Of Days Lost | | Number of Fixed Term Exclusions Issued | | No. Of Days Lost | |
| | No. | 2012/13 % | No. | % | No. | 2013/14% | No. | % |
| Male | 130 | 94.9 | 430 | 96.3 | 113 | 89.7 | 384 | 94.9 |
| Female | 7 | 5.1 | 16.5 | 3.7 | 13 | 10.3 | 20.5 | 5.1 |

Secondary

| | 2012/13 | | | | 2013/14 | | | |
|--------|----------------------------------------|-----------|------------------|------|----------------------------------------|----------|------------------|----|
| | Number of Fixed Term Exclusions Issued | | No. Of Days Lost | | Number of Fixed Term Exclusions Issued | | No. Of Days Lost | |
| | No. | 2012/13 % | No. | % | No. | 2013/14% | No. | % |
| Male | 484 | 76.3 | 1489 | 81.2 | 351 | 70.8 | 958 | 66 |
| Female | 150 | 23.7 | 344.5 | 18.8 | 145 | 29.2 | 492.5 | 34 |

Fixed Term Exclusions and Vulnerable Groups

There is a correlation between exclusions in primary schools and FSM

There are less exclusions issued to children who are Looked After and those who have Statements of SEN compared with those who are in these vulnerable groups.

Exclusions - Moving Forward

The implementation of the Behaviour Strategy will drive further reductions in exclusions.

Focussed intervention to reduce the number of days lost due to fixed term exclusions of 6 days or more in primary schools and permanent exclusions in secondary schools.

Thank you

This page is intentionally left blank



EDUCATION FOR LIFE SCRUTINY COMMITTEE - 13TH JANUARY 2015

SUBJECT: REDUCING EXCLUSIONS

REPORT BY: ACTING DEPUTY CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 To update Members on the progress made in relation to exclusions from schools within the Borough.

2. SUMMARY

- 2.1 The Local Authority (LA) works with schools and other partners to ensure a robust approach towards the reduction of exclusions. During 2011/12, the need to reduce exclusions became an urgent priority and has continued to be a focus in all key plans.
- 2.2 There have been no permanent exclusions issued in primary schools for three consecutive years. There has, however, been a significant increase in the number of permanent exclusions issued in secondary schools. There were no fixed term exclusions issued in over 50% of primary schools. There has been a decrease in the overall number of fixed term exclusions as well as the number of days lost due to all exclusions in both primary and secondary schools. However, the number of days lost due to fixed term exclusions of 6 days or more in primary schools has increased significantly. The aforementioned increases in exclusions are a cause for concern and a priority for the LA.
- 2.3 During 2013/14, there were disproportionately more exclusions issued to boys compared with girls. This was more pronounced in primary schools. There were more exclusions issued to children who were eligible for free school meals (FSM) compared with those who were not eligible for FSMs in primary schools. This is a different picture in secondary schools with disproportionately more exclusions issued to children who are not eligible for FSM. There were less exclusions issued to children in vulnerable groups including children who are Looked After and those with Statements of Special Educational Needs compared with those who were not in these groups.
- 2.4 The implementation of the Behaviour Strategy will facilitate further reductions in exclusions.
- 2.5 Validated data for 2013/14 will be available by April 2015.

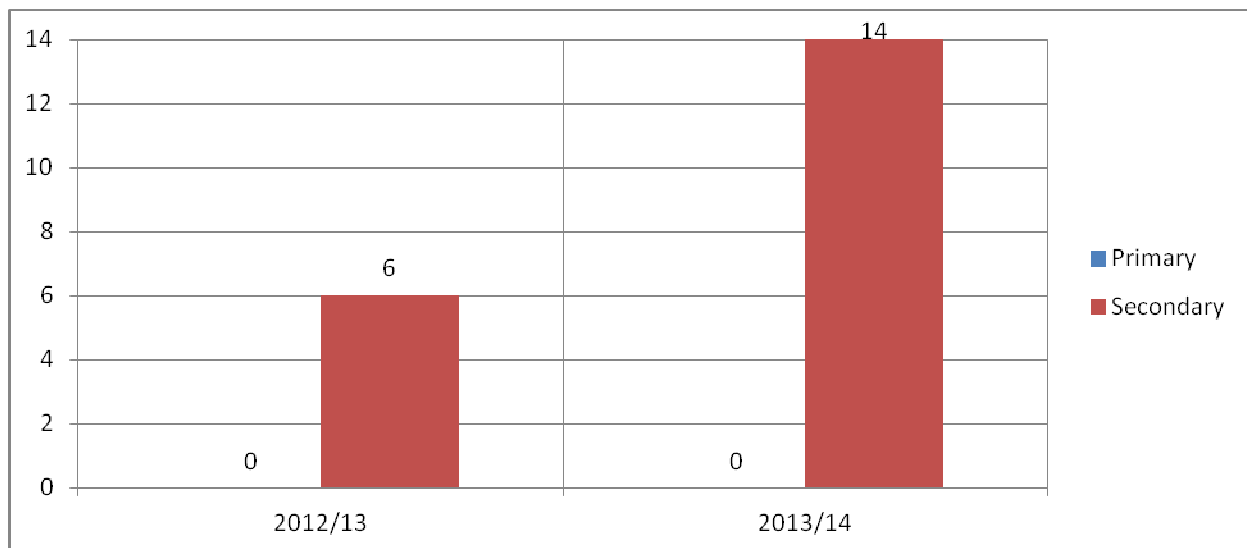
3. LINKS TO STRATEGY

- 3.1 Reducing exclusions is a priority within the Single Integrated Plan, the Learning, Education and Inclusion Service Improvement Plan and the Operational Plans.

4. THE REPORT

- 4.1 The LA works with schools and other partners to ensure that a robust approach towards the reduction of exclusions is taken. During 2011/12, the need to reduce exclusions became an urgent priority within the Directorate and has continued to be a focus in all key plans.
- 4.2 LA officers monitor exclusions on a monthly basis and contact schools to clarify any issues identified. Targeted interventions are agreed between the LA and the Education Achievement Service (EAS). The impact of this accelerated approach has been significant so far with regard to many of the exclusion indicators.
- 4.3 The policies and guidance for schools developed in collaboration with the Pastoral Leaders in secondary schools and Headteachers in primary schools has been implemented and embedded. These policies are now subject to review as part of the LAs Behaviour Strategy.
- 4.4 Working in partnership is a key priority for the LA. The downward trend in many of the exclusion indicators is a reflection of an effective multi-agency approach adopted across the borough. In this respect, effective work has been undertaken via the Complex Needs Panel, the South East Wales Safeguarding Children Board and Supporting Family Change.
- 4.5 Comparative data and Information regarding trends between 2007/08 and 2013/14 in exclusions in primary and secondary schools is given in Appendix 1.

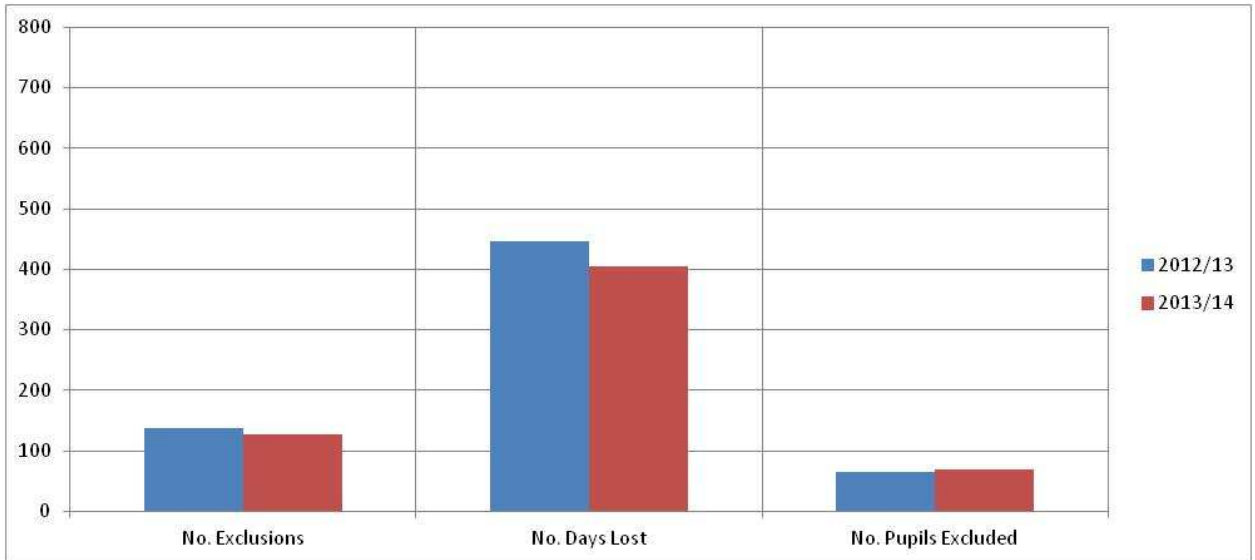
Figure 1 – Number of permanent exclusions – 2 year comparison



- 4.6 Information provided in Appendix 1 (1.1) indicates that there have been no permanent exclusions issued in primary schools for 3 consecutive years. Figure 1 illustrates that the number of permanent exclusions issued in secondary schools, increased from 6 in 2012/13 to 14 in 2013/14. In this respect, 8 of the 14 secondary schools issued permanent exclusions in 2013/14. During this period, there were no permanent exclusions issued in 6 of the 14 secondary schools.
- 4.7 There have been decreases in the following exclusion indicators:
- The overall number of fixed term exclusions in primary schools;
 - The overall number of days lost due to fixed term exclusions in primary schools;
 - The overall number of fixed term exclusions in secondary schools;
 - The overall number of days lost due to fixed term exclusions in secondary schools;
 - The number of pupils receiving fixed term exclusions in secondary schools.
- 4.8 Whilst the overall number of fixed term exclusions and the number of days lost due to fixed term exclusions has decreased, in primary schools there has been an increase in the number of fixed term exclusions and the number of days lost that are 6 days or more.

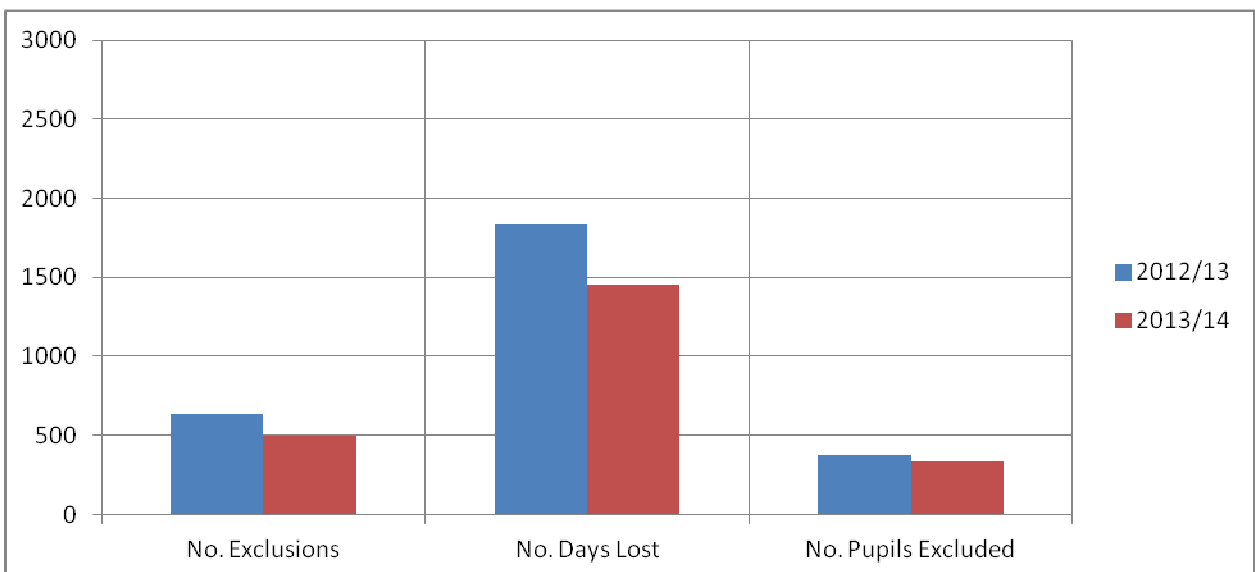
- 4.9 In addition to the rise in permanent exclusions in secondary schools, there has been a slight increase in the number of pupils receiving fixed term exclusions in primary schools.
- 4.10 The increase in the number of permanent exclusions in secondary schools and the number of fixed term exclusions and the number of days lost due to fixed term exclusions of 6 days or more in primary schools are a cause for concern and a priority for the LA
- 4.11 Figure 2 shows the reduction in the number of fixed term exclusions, the number of days lost and the number of pupils being issued fixed term exclusions in 2013/14 compared with 2012/13 in primary schools. The number of exclusions decreased from 137 to 126; the number of days lost decreased from 446.5 to 404.5 and the number of pupils excluded increased slightly from 65 to 69.

Figure 2 – Fixed Term Exclusions in Primary Schools – 2 year comparison



- 4.12 There has been a slight rise in the number of fixed term exclusions issued in primary schools that are 6 days or more, from 13 in 2012/13 to 14 in 2014/15.
- 4.13 Whilst there has been a significant reduction in primary schools in the number of days lost due to fixed term exclusions of 5 days or fewer (from 290.5 to 212), the number of days lost due to exclusions of 6 days or more has risen from 156 in 2012/13 to 192.5 in 2013/14.

Figure 3 – Fixed Term Exclusions in Secondary Schools – 2 year comparison



- 4.14 Figure 3 shows in secondary schools: the reduction in the number of fixed term exclusions, the number of days lost and the number of pupils being issued fixed term exclusions in 2013/14 compared with 2012/13. The number of exclusions decreased from 634 to 496; the number of days lost decreased from 1833.5 to 1450.5, and the number of pupils excluded reduced from 379 to 333.
- 4.15 Information provided in Appendix 2 shows the correlation between exclusions and gender; FSM; children who are Looked After and those with Statements of Special Educational Needs.
- 4.16 Tables 1 and 2 illustrate the strong correlation between exclusions and gender. More exclusions are issued to boys than girls. This is more pronounced in primary schools than in secondary schools.
- 4.17 Table 3 shows that more exclusions are issued to children who are eligible for FSM than those who are not eligible for FSM in primary schools. This is a different picture in secondary schools with disproportionately more exclusions issued to children who are not eligible for FSM (Table 4).
- 4.18 Tables 5, 6, 7 and 8 show that there are less exclusions issued to children who are Looked After and to those with Statements of Special Educational Needs compared with children who are in these vulnerable groups.
- 4.19 There are many examples of good practice. For instance, collaborative working has resulted in a significant reduction in the number of fixed term exclusions issued by the following schools: Cwm Ifor Primary, Bedwas High School, Lewis School Pengam and Ysgol Gyfun Cwm Rhymni. Rhymney Comprehensive issued only two fixed term exclusions in 2013/14. It is important to note that no fixed term exclusions were issued by 41 out of 75 primary schools (55%).
- 4.20 Reducing exclusions remains a priority within the LA. In this respect the LA continues to work closely with other partners to further develop a range of strategies to tackle disaffection. The implementation of the Behaviour Strategy across the period 2014-16 will drive further reductions in exclusions

5. EQUALITIES IMPLICATIONS

- 5.1 The LA is committed to ensuring that all children and young people gain maximum benefit from their education by regular attendance at school or otherwise, regardless of the individual or family characteristics of those children and young people.
- 5.2 The discriminatory incident reporting system that all schools must complete termly, will help in the identification of possible causes of exclusions in minority groups.

6. FINANCIAL IMPLICATIONS

- 6.1 There are no financial implications.

7. PERSONNEL IMPLICATIONS

- 7.1 There are no personnel implications.

8. CONSULTATIONS

- 8.1 All responses are reflected in the report.

9. RECOMMENDATIONS

9.1 Members are requested to note the contents of this report.

10. REASONS FOR THE RECOMMENDATIONS

10.1 Reducing exclusions is a priority at both a national and local level.

11. STATUTORY POWER

11.1 Education Act 1996

Author: Jackie Garland, Service Manager – Social Inclusion
e-mail garlaj@caerphilly.gov.uk

Consultees: Directorate Senior Management Team
Councillor Rhianon Passmore, Cabinet Member, Education and Lifelong Learning
Councillor Wynne David, Chair of Education Scrutiny Committee
Learning, Education and Inclusion Managers
Education Achievement Service
Pastoral Leaders (Schools)
David A. Thomas, Policy Officer (Equalities and Welsh Language)

Appendices:

Appendix 1 Trends in Exclusions in Primary and Secondary Schools
Appendix 2 Fixed Term Exclusions by Gender

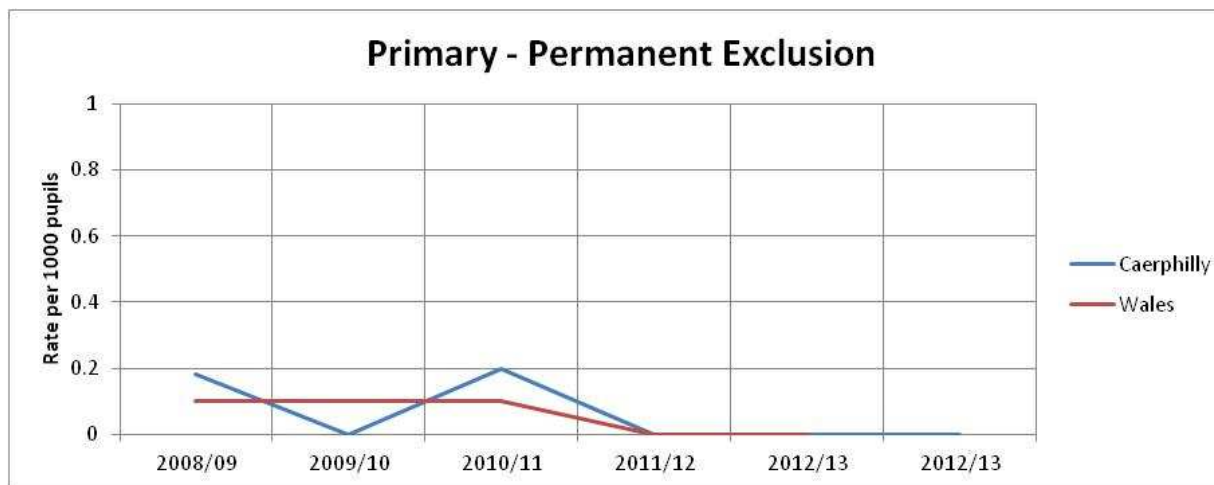
This page is intentionally left blank

Trends in Exclusions in Primary and Secondary Schools

1.1 Primary

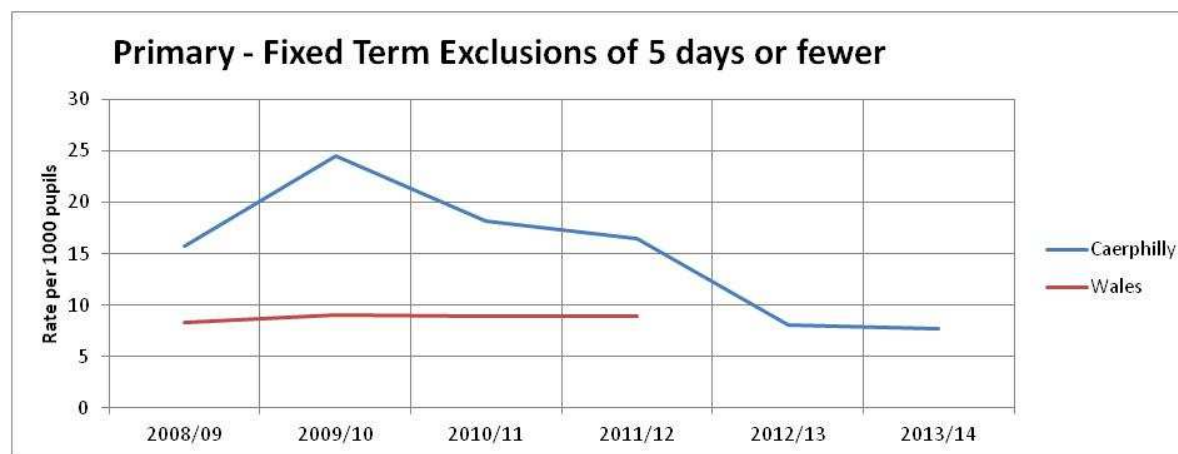
Permanent Exclusions – Primary

| | 2008/09 | | | 2009/10 | | | 2010/11 | | | 2011/12 | | | 2012/13 | | | 2013/14 | | |
|------------|---------|------------------------|---------|---------|------------------------|---------|---------|------------------------|---------|---------|------------------------|---------|---------|------------------------|---------|---------|------------------------|---------|
| | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank |
| Caerphilly | 3 | 0.18 | 21 | 0 | 0 | 1* | 3 | 0.2 | 20 | 0 | 0 | #N/A | 0 | 0 | #N/A | 0 | 0 | |
| Wales | 14 | 0.1 | | 19 | 0.1 | | 14 | 0.1 | | 8 | 0 | | #N/A | #N/A | | | | |



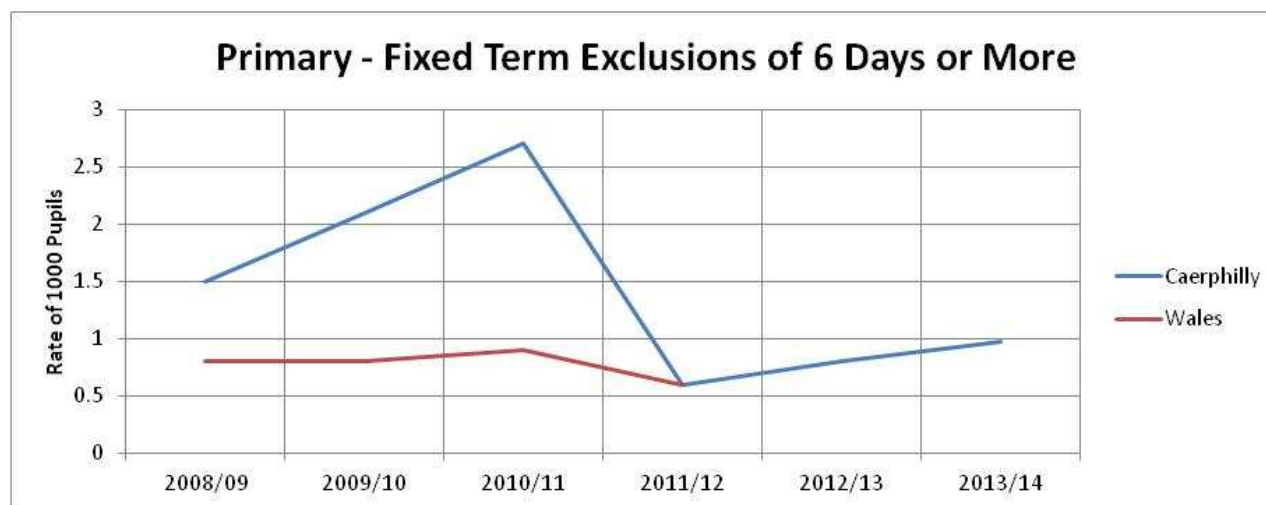
1.2 Fixed term exclusions of 5 days or fewer – Primary

| | 2008/09 | | | 2009/10 | | | 2010/11 | | | 2011/12 | | | 2012/13 | | | 2013/14 | | |
|------------|---------|------------------------|---------|---------|------------------------|---------|---------|------------------------|---------|---------|------------------------|---------|---------|------------------------|---------|---------|------------------------|---------|
| | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank |
| Caerphilly | 191 | 15.7 | 19 | 296 | 24.5 | 22 | 219 | 18.2 | #N/A | 198 | 16.5 | #N/A | 124 | 8 | #N/A | 112 | 7.7 | |
| Wales | 1612 | 8.3 | | 1735 | 9 | | 1698 | 8.9 | | 1703 | 8.9 | | #N/A | #N/A | | #N/A | #N/A | |



1.3 Fixed term exclusions of 6 days or more – Primary

| | 2008/09 | | | 2009/10 | | | 2010/11 | | | 2011/12 | | | 2012/13 | | | 2013/14 | | | |
|------------|---------|------------------------|---------|---------|------------------------|---------|---------|------------------------|---------|---------|------------------------|---------|---------|------------------------|---------|---------|------------------------|---------|--|
| | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank | |
| Caerphilly | 18 | 1.5 | 20 | 25 | 2.1 | 22 | 32 | 2.7 | #N/A | 7 | 0.6 | #N/A | 13 | 0.8 | | 14 | 0.97 | | |
| Wales | 163 | 0.8 | | 157 | 0.8 | | 172 | 0.9 | | 106 | 0.6 | | | | | | | | |



1.4 Percentage of school days lost due to fixed term exclusions – Primary

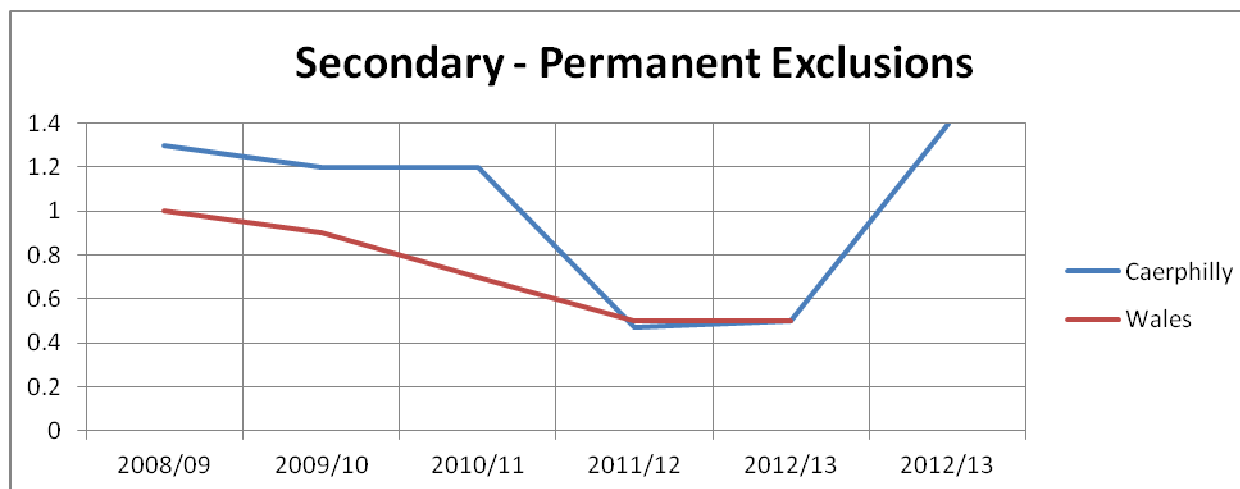
| | 2008/09 | | | 2009/10 | | | 2010/11 | | | 2011/12 | | | 2012/13 | | | 2013/14 | | |
|------------|---------|------------------------|---------|---------|------------------------|---------|---------|------------------------|---------|---------|------------------------|---------|---------|------------------------|---------|---------|------------------------|---------|
| | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank |
| Caerphilly | 561.75 | 0.02 | 19 | 741 | 0.03 | 21 | 698 | 0.03 | 22 | 507.5 | 0.02 | | 446.5 | 0.01 | | 404.5 | 0 | |
| Wales | 5134.5 | 0.01 | | 4870 | 0.01 | | 5150 | 0.013 | | #N/A | #N/A | | #N/A | #N/A | | #N/A | #N/A | |



1.5 Secondary

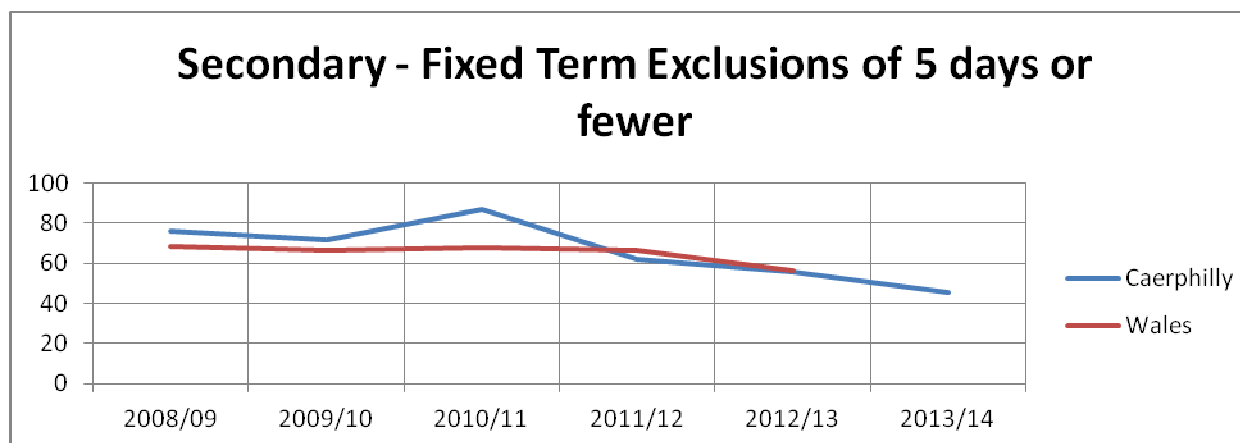
Permanent Exclusions – Secondary

| | 2008/09 | | | 2009/10 | | | 2010/11 | | | 2011/12 | | | 2012/13 | | | 2013/14 | | |
|------------|---------|------------------------|---------|---------|------------------------|---------|---------|------------------------|---------|---------|------------------------|---------|---------|------------------------|---------|---------|------------------------|---------|
| | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank |
| Caerphilly | 16 | 1.3 | 16 | 13 | 1.1 | 17 | 13 | 1.1 | 17 | 5 | 0.4 | 16 | 6 | 0.5 | 17 | 14 | 1.4 | #N/A |
| Wales | 195 | 1 | | 159 | 0.9 | | 142 | 0.7 | | 92 | 0.5 | | #N/A | 0.5 | | #N/A | #N/A | |



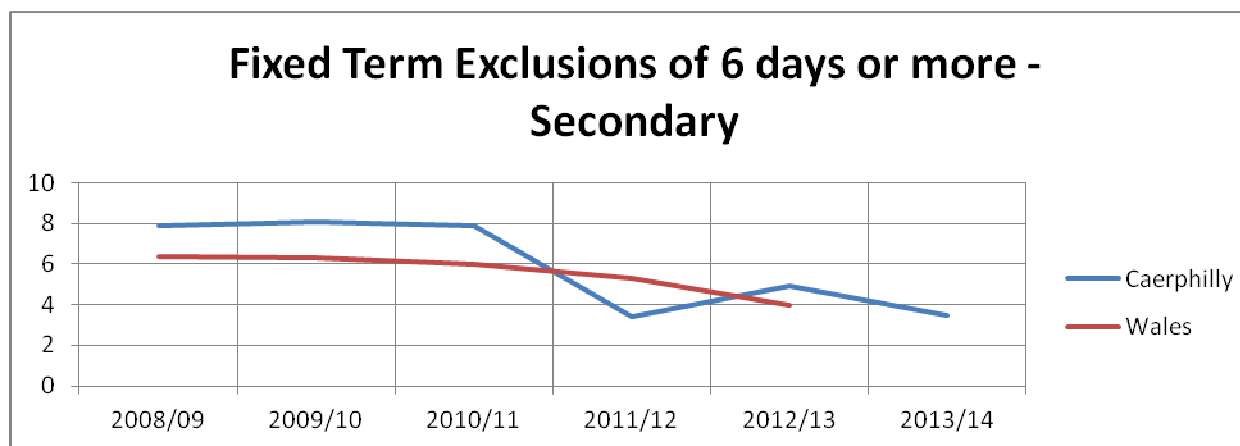
1.6 Fixed term exclusions of 5 days or fewer – Secondary

| | 2008/09 | | | 2009/10 | | | 2010/11 | | | 2011/12 | | | 2012/13 | | | 2013/14 | | |
|------------|---------|------------------------|---------|---------|------------------------|---------|---------|------------------------|---------|---------|------------------------|---------|---------|------------------------|---------|---------|------------------------|---------|
| | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank |
| Caerphilly | 948 | 75.8 | 17 | 899 | 71.7 | 17 | 1074 | 87 | 18 | 694 | 62 | 14 | 582 | 55.5 | 11 | 460 | 45.3 | #N/A |
| Wales | 14091 | 68.6 | | 13549 | 66.4 | | 13621 | 67.7 | | 13192 | 66.6 | | 10967 | 56.5 | | #N/A | #N/A | |



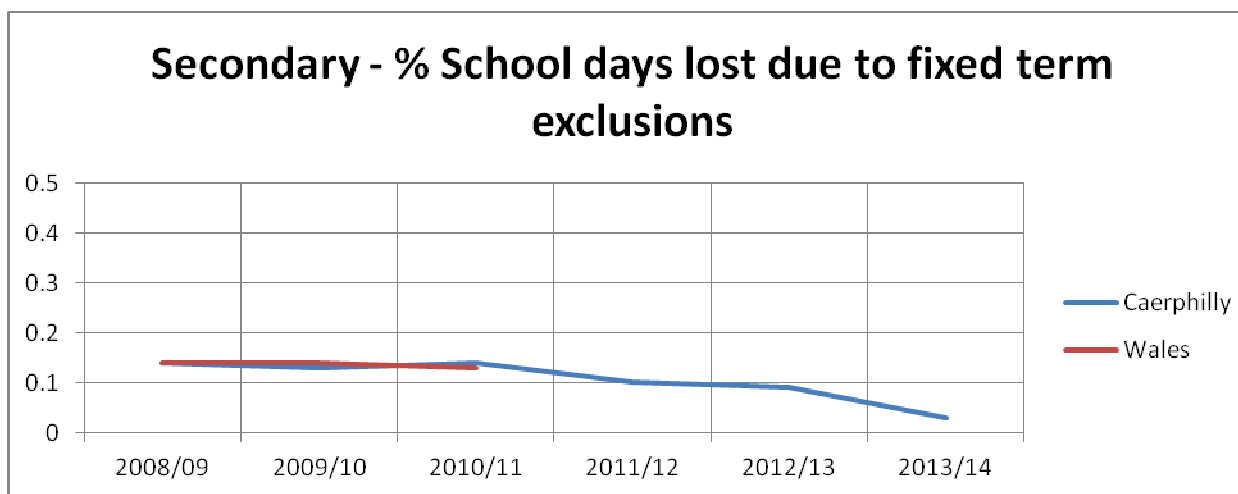
1.7 Fixed term exclusions of 6 days or more – Secondary

| | 2008/09 | | | 2009/10 | | | 2010/11 | | | 2011/12 | | | 2012/13 | | | 2013/14 | | |
|------------|---------|------------------------|---------|---------|------------------------|---------|---------|------------------------|---------|---------|------------------------|---------|---------|------------------------|---------|---------|------------------------|---------|
| | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank |
| Caerphilly | 99 | 7.9 | 16 | 102 | 8.1 | 17 | 97 | 7.9 | 17 | 41 | 3.4 | 8 | 52 | 4.9 | | 36 | 3.5 | |
| Wales | 1324 | 6.4 | | 1286 | 6.3 | | 1200 | 6 | | 1042 | 5.3 | | 769 | 4 | | #N/A | #N/A | |



1.8 Percentage of school days lost due to fixed term exclusions – Secondary

| | 2008/09 | | | 2009/10 | | | 2010/11 | | | 2011/12 | | | 2012/13 | | | 2013/14 | | |
|------------|---------|------------------------|---------|---------|------------------------|---------|---------|------------------------|---------|---------|------------------------|---------|---------|------------------------|---------|---------|------------------------|---------|
| | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank | Number | Rate (per 1000 pupils) | LA Rank |
| Caerphilly | 3324 | 0.14 | 13 | 2631 | 0.13 | 12 | 2628.5 | 0.14 | 17 | 1947 | 0.1 | #N/A | 1842 | 0.09 | #N/A | 1450.5 | 0.03 | |
| Wales | 47695 | 0.14 | | 45965 | 0.14 | | 43212 | 0.13 | | #N/A | #N/A | | #N/A | #N/A | | #N/A | #N/A | |



The Correlation between Exclusions and Gender, FSM, Children who are Looked After and have Statements of Special Educational Needs

Table 1

Primary fixed term exclusions by gender

| | 2012/13 | | | | 2013/14 | | | |
|---------------|----------------------------------------|------|------------------|------|----------------------------------------|------|------------------|------|
| | Number of Fixed Term Exclusions Issued | | No. Of Days Lost | | Number of Fixed Term Exclusions Issued | | No. Of Days Lost | |
| | No. | % | No. | % | No. | % | No. | % |
| Male | 130 | 94.9 | 430 | 96.3 | 113 | 89.7 | 384 | 94.9 |
| Female | 7 | 5.1 | 16.5 | 3.7 | 13 | 10.3 | 20.5 | 5.1 |

Table 2

Secondary fixed term exclusions by gender

| | 2012/13 | | | | 2013/14 | | | |
|---------------|----------------------------------------|------|------------------|------|----------------------------------------|------|------------------|----|
| | Number of Fixed Term Exclusions Issued | | No. Of Days Lost | | Number of Fixed Term Exclusions Issued | | No. Of Days Lost | |
| | No. | % | No. | % | No. | % | No. | % |
| Male | 484 | 76.3 | 1489 | 81.2 | 351 | 70.8 | 958 | 66 |
| Female | 150 | 23.7 | 344.5 | 18.8 | 145 | 29.2 | 492.5 | 34 |

Table 3

Primary fixed term exclusions by FSM

| | 2012/13 | | | | 2013/14 | | | |
|----------------|----------------------------------------|------|---------------|-------|----------------------------------------|------|---------------|-------|
| | Number of Fixed Term Exclusions Issued | | No. Days Lost | | Number of Fixed Term Exclusions Issued | | No. Days Lost | |
| | No. | % | No. | % | No. | % | No. | % |
| FSM | 80 | 58.4 | 277.5 | 62.15 | 71 | 56.3 | 220 | 54.39 |
| Non FSM | 57 | 41.6 | 169 | 37.85 | 55 | 43.7 | 184.5 | 45.61 |

Table 4

Secondary fixed term exclusions by FSM

| | 2012/13 | | | | 2013/14 | | | |
|----------------|----------------------------------------|------|---------------|-------|----------------------------------------|------|---------------|-------|
| | Number of Fixed Term Exclusions Issued | | No. Days Lost | | Number of Fixed Term Exclusions Issued | | No. Days Lost | |
| | No. | % | No. | % | No. | % | No. | % |
| FSM | 219 | 34.5 | 582 | 31.74 | 209 | 42.1 | 546.5 | 37.68 |
| Non FSM | 415 | 65.5 | 1251.5 | 68.26 | 287 | 57.9 | 904 | 62.32 |

Table 5

Primary fixed term exclusions by LAC

| | 2012/13 | | | | 2013/14 | | | |
|----------------|----------------------------------|-------|---------------|-------|----------------------------------|-------|---------------|-------|
| | No. Fixed Term Exclusions Issued | | No. Days Lost | | No. Fixed Term Exclusions Issued | | No. Days Lost | |
| | No. | % | No. | % | No. | % | No. | % |
| LAC | 4 | 2.92 | 21 | 4.70 | 15 | 11.90 | 82 | 20.27 |
| Non LAC | 133 | 97.08 | 425.5 | 95.30 | 111 | 88.10 | 322.5 | 79.73 |

Table 6

Secondary fixed term exclusions by LAC

| | 2012/13 | | | | 2013/14 | | | |
|----------------|----------------------------------|-------|---------------|-------|----------------------------------|-------|---------------|-------|
| | No. Fixed Term Exclusions Issued | | No. Days Lost | | No. Fixed Term Exclusions Issued | | No. Days Lost | |
| | No. | % | No. | % | No. | % | No. | % |
| LAC | 48 | 7.57 | 129 | 7.04 | 33 | 6.65 | 92.5 | 6.38 |
| Non LAC | 586 | 92.43 | 1704.5 | 92.96 | 463 | 93.35 | 1358 | 93.62 |

Table 7

Primary fixed term exclusions by Statement

| | 2012/13 | | | | 2013/14 | | | |
|------------------------|----------------------------------|-------|---------------|-------|----------------------------------|-------|---------------|-------|
| | No. Fixed Term Exclusions Issued | | No. Days Lost | | No. Fixed Term Exclusions Issued | | No. Days Lost | |
| | No. | % | No. | % | No. | % | No. | % |
| Statemented | 23 | 16.79 | 80.5 | 18.03 | 5 | 3.97 | 16 | 3.96 |
| Non Statemented | 114 | 83.21 | 366 | 81.97 | 121 | 96.03 | 388.5 | 96.04 |

Table 8

Secondary fixed term exclusions by Statement

| | 2012/13 | | | | 2013/14 | | | |
|------------------------|----------------------------------|-------|---------------|-------|----------------------------------|-------|---------------|-------|
| | No. Fixed Term Exclusions Issued | | No. Days Lost | | No. Fixed Term Exclusions Issued | | No. Days Lost | |
| | No. | % | No. | % | No. | % | No. | % |
| Statemented | 47 | 7.41 | 159.5 | 8.70 | 40 | 8.06 | 107 | 7.38 |
| Non Statemented | 587 | 92.59 | 1674 | 91.30 | 456 | 91.94 | 1343.5 | 92.62 |



EDUCATION FOR LIFE SCRUTINY COMMITTEE - 13TH JANUARY 2015

**SUBJECT: CAERPHILLY COUNTY BOROUGH LIBRARY SERVICE MTFP 2015/17 –
REVISED ‘TIERING OF DELIVERY’ OPTIONS FOR CONSIDERATION**

REPORT BY: ACTING DEPUTY CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 To update Members of Education for Life Scrutiny Committee with information on the service tapering options requested following the Special MTFP meeting held on June 19th 2014.
- 1.2 To consider Medium Term Financial Plan (MTFP) contributions from Caerphilly County Borough Library Service in accordance with the Cabinet report – next stages of MTFP – 2015/16 and 2016/17 dated 16 April 2014.

2. SUMMARY

- 2.1 The Medium-Term Financial Plan agreed by Council on the 26th February 2014 identified an estimated savings requirement of £6.5m for 2015/16 and £6.9m for 2016/17. This was based on an indicative reduction in Welsh Government funding of 1.34% for 2015/16 and, in the absence of further guidance from WG, an assumed reduction of a further 1.34% for 2016/17.
- 2.2 The budget strategy agreed by Council for 2015/16 and 2016/17 is currently being taken forward via two main strands. The first of these is further savings proposals for Members to consider in respect of up to 3% efficiency savings. These efficiency targets require savings of circa £5m and will be applied to those statutory and essential services that the Authority has to deliver. The second strand of the agreed budget strategy is a review of discretionary services, including those areas of statutory provision where delivery exceeds the minimum required levels, with a view to identifying savings proposals totalling over £8m.
- 2.3 Members of the Education for Life Scrutiny Committee will be aware of the letter from the Minister for Local Government on the 24th June 2014 informing Local Authorities that due to a range of emerging cost pressures, particularly in the NHS, further significant reductions in the Local Government financial settlement are now anticipated for 2015/16 and beyond. This has serious consequences as WG is now asking Local Authorities to consider how they would respond to funding reductions of up to 4.5%. A report was presented to Cabinet in the 16th July 2014, which identified that a cut in WG funding of 3% would increase the required savings for 2015/16 and 2016/17 from the current planning figure of £13.4m to £22.2m. A cut of 4.5% will increase the savings target to £30.1m. A further report will be presented to Cabinet early in the autumn when the position has been examined in more detail.
- 2.4 This report outlines revised saving options for the Council's Public Library Service, based on the outcome of an initial consultation meeting with Education for Life Scrutiny Members that took place on June 19th 2014, to support the agreed Local Authority budget strategy. Members requested that option 3, retention of the present network of service points but opening on a reduced core hour's basis, merited further development and consideration by the Committee.

- 2.5 Option 3, 'Present network of Public Libraries maintained but opening arrangements and contracted hours of staff employment are tapered to a more economical sustainable level linked to the Borough's present banding model of delivery', has been revised into two substantive proposals for Education for Life Scrutiny Committee Member consideration namely:
- (1) All locations share reductions in opening times, linked to the Council's banding scheme for provision, equitably with contracted staff employment amendments to affect the efficiency savings required. – **Fair distribution tapering model.**
 - (2) All locations share reductions in opening times but present Saturday access arrangements are retained, linked to the Council's banding scheme for provision – **Saturday retention model.**
- 2.6 Each option noted in 2.6 above and detailed in the body and appendices of this report will require a significant degree of risk assessed single staffing at a number of the Borough's smaller Libraries and initial capital investment of £70,000 to introduce self service kiosk provision at seven locations to support direct delivery to the public with a reduced employee complement.
- 2.7 Both proposal options detailed in this report are additional to the efficiency savings noted in section 6.2 and endorsed by Members at the Special Education for Life Scrutiny Committee on June 19th 2014.

3. LINKS TO STRATEGY

- 3.1 The work of Caerphilly County Borough Library Service contributes to a number of the Councils key strategic priority areas and plans including 'Caerphilly Delivers: The Single Integrated Plan 2013-2017', in particular with respect to:
- **Prosperous Caerphilly** – supporting local people to improve their employment opportunities and compete for work.
 - **Learning Caerphilly** – providing access to a range of resource, facilities, and services that underpin basic skill development, qualification attainment, and access to materials that support improved educational achievement among residents of all ages.
 - **Healthier Caerphilly** – supporting older residents to live in their own homes and communities independently through the work of the Housebound Library Service.
- 3.2 Caerphilly County Borough Library Service supports the Authority in addressing Strategic Equality Objectives 3, 4, 5, 6, and 7.
- 3.3 The Authority is committed to work toward meeting the Welsh Government's 5th Quality Framework of Public Library Standards, wherever possible and as funding permits, and the priority areas of 'Libraries Inspire: The strategic development framework for Welsh libraries 2012-16'.
- 3.4 Public Library Services in Wales are governed by the 1964 Public Libraries and Museum's Act. The Welsh Government Minister with responsibility for Culture and Sport superintends this Act, and its adoption by Local Authorities in Wales, through the prevailing Standards Framework in place at that time.

4. THE REPORT

- 4.1 The County Borough Council Library Service has refined two variations of option 3, 'present network of Libraries is maintained but with a tapered reduction in opening times and contracted hours of staff employment', to take account of Member feedback and comment

whilst also taking due note of the financial pressures facing the Local Authority within its Medium Term Financial Plan requirements, 2015/17.

- 4.2 Option 3 (b) is specifically developed to reflect Education for Life Scrutiny Member requests for a retained Saturday provision proposal to be prepared with alternative closure arrangements incorporated into week day delivery.
- 4.3 The main findings and areas of note identified in preparing options 3 (a) and (b), see section 4.5 and Appendices 1 and 2 respectively, are as follows:
- Single Staffing is required across a significant part of the present Library network to achieve the reductions in opening times proposed and to enable the levels of budgetary savings to be achieved that contribute sufficiently to MTFP targets between 2015/2017.
 - Capital investment of £70,000 is required to introduce Self Service Kiosk technology at 7 smaller Library sites, £10,000 per building, to facilitate the adoption of single staffing at these locations.
 - Contracted employment arrangements of staff will need to change in both 3 (a) and 3 (b) in order to achieve the saving levels anticipated. The savings possible from closing sites with regarding to heating, lighting, and cleaning are at best limited in their impact on the levels of efficiency required.
 - Restructuring of the County Borough Library Service’s public facing staffing structure, to reflect changes in opening time arrangements, is the most equitable method of progressing employee elements of 3 (a) and 3 (b). This approach will ensure the contracted staffing hours of all public facing Library posts better reflect the new opening arrangements once agreed and ensure all ring-fenced officers have the same level of opportunity to apply for roles within the new structure.
 - Option 3 (b), where opening hours are reduced but Saturday provision is retained, will be challenging to implement and sustain as staff employed at part-time Libraries that open during the morning on these days will be required to work every Saturday in order to deliver the access requested. It is anticipated that under either option, but proposal 3 (b) in particular, the rate of unexpected site closure due to employee sickness will rise as cover will be challenging to put in place, often at very short notice, impacting on Standards performance.
 - Both option 3 (a) and (b) meet the 5th Welsh Government Public Library Standards Framework with regard to annual opening hours per thousand resident population.
 - Both option 3 (a) and (b) will fail to meet the total staffing Standard.
- 4.4 Library Service review options 3 (a) and 3 (b) are to be considered alongside the planned efficiency savings, see section 6.2, when assessing the overall reductions in funding that may be achievable.

4.5 County Borough Library Service Review Options – Tapered delivery models linked to present service banding designations

4.5.1 Tapered Library Service - Option 3 (a) - Equitable rebalancing of opening hours across all sites

| | |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Budget Title / Ref: | Rebalancing banding scheme to retain greater equity in opening hours at smaller community sites |
| Savings (£): | MTFP = £134k 2016-17 |
| Financial Year(s): | 2016/17 |
| Comment: | The Authority currently opens 18 static sites 570.5 hours per week this would be tapered to a minimum of 496.5 hours with staff contracted employment arrangements reducing accordingly. The tapering would synchronise with the Authority’s present banding arrangements for its library network endorsed by Council in November 2003. |

The current network of Library facilities would be retained. No loss of community provision though reduction in access at each site within the Borough Network.

A number of anomalies would be removed from current opening patterns to assist staff to maintain local access arrangements. These include:

- Common opening time across the Network of 9.30 am.
- All sites below Portal and Hub size close between 1 and 2 pm for lunch – reducing need for lunchtime cover.
- No facility would open later than 6 pm – reducing broader staffing pressures and cover for late night provision.
- Portal and Hub locations retain 6 day provision however no other Libraries open on Saturday's.
- 7 Smaller Library sites require capital investment of £10k, per location, to introduce Self Service Kiosks and stock tagging technology to support the introduction of single staffing.
- The risk assessed introduction of single staff service delivery remains key to the saving target noted above and the ability of the Authority to maintain the present number of Library sites within the Medium Term Financial Planning cycle. Single staffing is required at up to 9 Libraries – this represents 50% of the present network.

The tiering arrangement for service delivery would be amended as shown below:

| Tiering Designation | Present Opening Hours per week | Proposed Opening Hours per week |
|--------------------------------------|---------------------------------------|----------------------------------------|
| Portal and Hub Libraries | | |
| Blackwood (Portal) | 46 | 46 |
| Caerphilly (Portal) | 50 | 46 (-4) |
| Bargoed (Hub) | 46 | 46 |
| Risca (Hub) | 50 | 46 (-4) |
| Town Libraries | | |
| Newbridge | 30 | 30 |
| Rhymney | 37 | 34.5 (-2.5) |
| Ystrad Mynach | 43 | 34.5 (-8.5) |
| Joint Use / Village Libraries | | |
| Abertridwr | 35.5 | 28 (-7.5) |
| Bedwas | 30 | 28 (-2) |
| Abercarn | 21 | 20.5 (-0.5) |
| New Tredegar | 37 | 20.5 (-16.5) |
| Oakdale | 20.5 | 20.5 |
| Community Linked Libraries | | |
| Aberbargoed | 25 | 15 (-10) |
| Nelson | 31 | 20.5 (-10.5) |
| Pengam | 20.5 | 15 (-5.5) |
| Deri | 15 | 15 |
| Llanbradach | 16 | 15 (-1) |
| Machen | 17 | 15 (-2) |

The reduced weekly opening arrangements noted above remain within the Welsh Government's Public Library Standards and Quality Framework requirements of 120 hours per 1,000 residents per annum. The tapered proposal noted above, and detailed in **Appendix 1**, provides 138 hours of opening per 1,000 residents per annum.

| | |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Cost to Implement</u> | |
| Staff Costs: | Savings of £134k on staffing costs through reductions in employee contracts of employment to fit proposed tapered opening times of the 18 static sites. |
| Additional Costs: | <p>Proposal based upon re-structure/re-recruitment process for all public facing sites with the introduction of tailored Library Assistant and Senior Library Assistant roles that better match the new opening patterns outlined. All present staff would be ring-fenced within the process to enable the retention of core skills, experience, and expertise.</p> <p>Redundancy and early pension related costs not known – dependent on which staff apply for the new roles planned at each site, etc. £70k capital funding required, 'invest to save costs', to introduce 7 self service kiosks and tagging resources to enable reduced staffing levels to be implemented and the longer-term savings required to be achieved.</p> <p>Management related costs to undertake staff, trade union, and public consultations – any changes in opening times currently requires additional consultation as defined within the Council Constitution.</p> |
| <u>Timeframe to Implement</u> | |
| Consultation: | <p>6 to 9 month employee and trade union consultation timeline. Changes anticipated to effect 60+ staff across the whole Library network.</p> <p>Public consultation including full Equality Impact Assessments (EIA's) and Local Authority's constitutional requirements to liaise with local stakeholder groups, town, community, and village Councils, 9 to 12 months required to appropriately and comprehensively complete the consultation processes detailed.</p> |
| Statutory Process: | <p>Introduction of new service arrangements by March 31st 2017 and earlier where possible.</p> <p>1964 Public Libraries and Museums Act. HR related processes and protocols (26 weeks within the redeployment pool).</p> |
| <u>Risks of Implementation</u> | |
| Not Achieving - | Achievable, however detailed staff and trade union negotiations will be required to agree a sustainable model for adoption. Public opposition likely where opening hours are reduced. Health and Safety concerns raised by union and staff, in respect of single staffing, may lead to additional costs or materially impact on specific arrangements and the level of opening hour reductions delivered – subject to appropriate risk assessments being undertaken on lone working patterns at each affected facility where this will be a requirement. |
| Savings: | Gross savings possible of £134k. |
| Timeframe | <p>Invest to save capital spend of £70k to fully implement self service kiosks should also be considered as part of this option moving forward.</p> <p>Consultation process required will determine the timescale constraints enforced.</p> |

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>HR Implications:</u> | |
| Redundancy: | Opening Hour changes and service realignment implications would result in up to 60+ posts being affected. Level of redundancy or early retirement requests difficult to gauge at present. |
| Redeployment: | As above. |
| Redirected Resource: | A number of staff affected may be accommodated by job share arrangements within the revised employee complement – dependent on individual consultation with staff and HR advice. Some employees may wish to be considered for opportunities at other sites that better match their present working pattern or contracted employment status. |
| <u>Other Options/Issues:</u> | |
| <p>Will support present proximity/access levels to the Service and ensure all 18 areas presently supported remain so into the future, albeit in the majority of cases at lower levels of delivery. Would meet Welsh Government's 5th Quality Framework Standard for opening hours per thousand resident population.</p> <p>Would fail to meet a number of other Standards that relate to staffing levels and possibly emergency non-opening arrangements.</p> | |

4.5.2 Tapered Library Service – **Option 3 (b) - Saturday Opening retention**

| | |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Budget Title / Ref: | Tapered Library Service (option 3) – Proposal 2 Saturday Opening retention |
| Savings (£): | MTFP = £119k 2016-17 |
| Comment: | <p>The Authority currently opens 18 static sites 570.5 hours per week this would be tapered to a minimum of 497 hours with staff contracted employment arrangements reducing accordingly.</p> <p>In order to retain Saturday opening at those locations, where access is currently being provided, each Library below Portal or Hub banding would close an additional half a day within the working week, Monday to Friday, as indicated on Appendix 2.</p> <p>The tapering would synchronise with the Authority's present banding arrangements for its library network endorsed by Council in November 2003.</p> <p>The present network of Library facilities would be retained. No loss of community provision though reduction in access at each site within the Borough Network.</p> <p>A number of anomalies would be removed from current opening patterns to assist staff to maintain local access arrangements. These include:</p> <ul style="list-style-type: none"> • Common opening time across the Network of 9.30 am. • All sites below Portal and Hub size close between 1 and 2 pm for lunch – reducing need for lunchtime cover. • No facility would open later than 6 pm – reducing broader staffing pressures and cover for late night provision. • Portal and Hub locations retain 6 day provision. • 7 Smaller Library sites require capital investment of £10k, per location, to introduce Self Service Kiosks and stock tagging |

technology to support the introduction of single staffing.

- The risk assessed introduction of single staff service delivery remains key to the saving target noted above and the ability of the Authority to maintain the present number of Library sites within the Medium Term Financial Planning cycle. Single staffing is required at up to 9 Libraries, 50% of the present network.
- Libraries would close at other times during the week in order to open on Saturday's, as proposed in Appendix 2.
- Presents sites that open on Saturdays would see their provision at this time retained but no new locations have been included in the proposal scoped to date.

The tiering arrangement for service delivery would be amended as shown below:

| Tiering Designation | Present Opening Hours per week | Proposed Opening Hours per week |
|--------------------------------------|---------------------------------------|----------------------------------------|
| Portal and Hub Libraries | | |
| Blackwood (Portal) | 46 | 46 |
| Caerphilly (Portal) | 50 | 46 (-4) |
| Bargoed (Hub) | 46 | 46 |
| Risca (Hub) | 50 | 46 (-4) |
| Town Libraries | | |
| Newbridge | 30 | 30 |
| Rhymney | 37 | 34.5 (-2.5) |
| Ystrad Mynach | 43 | 35 (-8) |
| Joint Use / Village Libraries | | |
| Abertridwr | 35.5 | 28 (-7.5) |
| Bedwas | 30 | 28 (-2) |
| Abercarn | 21 | 20.5 (-0.5) |
| New Tredegar | 37 | 20.5 (-16.5) |
| Oakdale | 20.5 | 20.5 |
| Community Linked Libraries | | |
| Aberbargoed | 25 | 15 (-10) |
| Nelson | 31 | 20.5 (-10.5) |
| Pengam | 20.5 | 15 (-5.5) |
| Deri | 15 | 15 |
| Llanbradach | 16 | 15 (-1) |
| Machen | 17 | 15 (-2) |

The reduced weekly opening arrangements noted above remain within the Welsh Government's Public Library Standards and Quality Framework requirements of 120 hours per 1,000 residents per annum. The tapered proposal noted above, and detailed in **Appendix 2**, provides 138 hours of opening per 1,000 resident per annum.

In order to retain the level of savings required in the Council's Medium Term Financial Plan and maintain Saturday access where provided Library staff will be required to work every Saturday. This proposal is likely to be more challenging to implement than 3 (a) with more detailed employee and trade union discussion anticipated. Cover and morale issues may also be considerations prior to any adoption with a greater likelihood of Library closures on Saturdays as alternative staff arrangements will prove difficult to implement and add additional cost pressures to the service.

| <u>Cost to Implement</u> | |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Additional Costs: | <p>Savings of £119k on staffing costs through reductions in employee contracts of employment to fit proposed tapered opening times of the 18 static sites. Saturday Library opening arrangements protected with site closures at other times during the working week.</p> <p>Proposal based upon re-structure/re-recruitment process for all public facing sites with the introduction of tailored Library Assistant and Senior Library Assistant roles that better match the new opening patterns outlined. All present staff would be ring-fenced within the process to enable the retention of core skills, experience, and expertise.</p> <p>Redundancy and early pension related costs not known – dependent on which staff apply for the new roles planned at each site, etc. £70k capital funding required, ‘invest to save costs’, to introduce 7 self service kiosks and tagging resources to enable reduced staffing levels to be implemented and the longer-term savings required to be achieved.</p> <p>Management related costs to undertake staff, trade union, and public consultation – any changes in opening times currently requires additional consultation as defined within the Council Constitution.</p> <p>In year costs to cover sickness absence on Saturdays may prove a hidden expense at part-time facilities where staff employed will be required to work every weekend to deliver this option within the saving profile outlined.</p> |
| <u>Timeframe to Implement</u> | |
| Consultation: | <p>6 to 9 month employee and trade union consultation timeline. Changes anticipated to effect 60+ staff across the whole Library network. The timeline may need to increase under this option as the Saturday retention implication on a reducing workforce may prove challenging to address with staff and the respective Trade Unions.</p> <p>Public consultation including full Equality Impact Assessments (EIA’s) and Local Authority’s constitutional requirements to liaise with local stakeholder groups, town, community, and village Councils, 9 to 12 months required to appropriately and comprehensively complete the consultation processes detailed.</p> |
| Statutory Process: | <p>Introduction of new service arrangements by March 31st 2017 and earlier where possible.</p> <p>1964 Public Libraries and Museums Act. HR related processes and protocols (26 weeks within the redeployment pool).</p> |
| <u>Risks of Implementation</u> | |
| Not Achieving - | <p>Achievable, however detailed staff and trade union negotiations will be required to agree a sustainable model for adoption. Public opposition likely where opening hours are reduced. Health and Safety concerns raised by union and staff, in respect of single staffing, may lead to additional costs or materially impact on specific arrangements and the level of opening hour reductions delivered – subject to appropriate risk assessments being undertaken on lone working patterns at each affected facility where this will be a requirement.</p> |

| | |
|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Savings: | Gross savings possible of £119k. Invest to save capital spend of £70k to fully implement self service kiosks should also be considered as part of this option moving forward. |
| Timeframe: | Consultation process required will determine the timescale constraints enforced. |
| <u>HR Implications:</u> | |
| Redundancy: Redeployment: Redirected Resource: | Opening Hour changes and service realignment implications would result in up to 60+ posts being affected. Level of redundancy or early retirement requests difficult to gauge at present. As above. A number of staff affected may be accommodated by job share arrangements within the revised employee complement – dependent on individual consultation with staff and HR advice. Some employees may wish to be considered for opportunities at other sites that better match their present working pattern or contracted employment status. |
| <u>Other Options/Issues:</u> | Will support present proximity/access levels to the Service and ensure all 18 areas presently supported remain so into the future, albeit in the majority of cases at lower levels of delivery. Would meet Welsh Government's 5 th Quality Framework Standard for opening hours per thousand resident population. Would fail to meet a number of other Standards that relate to staffing levels and possibly emergency non-opening arrangements if unexpected closures increase due to employee sickness at times of lone working. |

5. EQUALITIES IMPLICATIONS

- 5.1 Dependent on which option Members wish to explore further appropriate Equality Impact Assessments will be prioritised as part of the next stage in the formal County Borough Library Service Review process. Where required the detailed Equality Impact Assessments undertaken will form part of subsequent reports to Members for their information and consideration.

6. FINANCIAL IMPLICATIONS

- 6.1 The financial implications of each County Borough Library Service Review option considered as part of this report have been noted where known at present in section 4 above. The full cost implications of the option, or options, that Members may wish to take forward will be prepared as part of the next stage in the process and included in a further report to Education for Life Scrutiny Committee and Cabinet in due course. To summaries at this stage the following indicative savings may be possible from each option outlined, subject to any redundancy / redeployment costs, and grant claw-back that may apply in certain cases:

| County Borough Library Service - Review Options (3 a, b) | Estimated level of saving | Possible additional financial pressures linked to this option |
|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|----------------------------------------------------------------------|
| Option 3 (a) - Rebalancing banding scheme to retain greater equity in opening hours at smaller community sites | £134k directly from this version of option 3. | |

| | | |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | £373k (including efficiency savings of £239k agreed at Education for Life Scrutiny meeting of June 19 th 2014) | |
| Option 3 (b) - Saturday Opening retention | £119k directly from this version of option 3. £358k (including efficiency savings of £239k agreed at Education for Life Scrutiny meeting of June 19 th 2014) | |

6.2 The anticipated general Medium Term Financial Plan efficiency savings required of the County Borough Library Service, between 2015/17, are re-stated below for completeness. The efficiency savings outlined were endorsed by Education for Life Scrutiny Members on June 19th 2014:

| County Borough Library Service - Efficiency Area | 2015-16 | 2016-17 | Totals |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|---------------|
| Public Libraries – Book fund reduction | | £75k | £75k |
| Back Office Review –Efficiencies (Withdrawal of Acquisitions Service and adoption of fully automated and managed direct delivery to site scheme for material receipting and processing. Deletion of three part-time posts) | | £50k | £50k |
| Public Libraries – Vacancy Management (Service restructure – reduced management team) | £91k | | £91k |
| Public Libraries – Supplies and Services (relocation of services from one or more remote site leading to reduced occupation fees) | £13k | | £13k |
| Public Libraries – Relocate Acquisitions team (Part of phased withdrawal of present Acquisitions service and adoption of direct delivery of materials to site – current team relocated to Bargoed Hanbury Chapel) | £10k | | £10k |
| Totals | £114k | £125k | £239k |

7. PERSONNEL IMPLICATIONS

- 7.1 Both variations of option 3, detailed in section 4.5 above, have personnel implications that will require further development, appropriate employee and trade union consultation, and costing dependent on which proposal(s) that Members elect to examine in greater detail.
- 7.2 The full HR implications of the option, or options, to be considered further will form a key part of future reports to Members as and when required.

8. CONSULTATIONS

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

9. RECOMMENDATIONS

- 9.1 The views of the Scrutiny Committee are sought in relation to the suggested savings from the Education and Lifelong Learning Directorate's County Borough Library Service.

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 To ensure that Scrutiny Members' views are reported to Cabinet in the budget setting process.

Author: Gareth Evans, Interim Manager Community Education
Consultees: Sandra Aspinall, Acting Deputy Chief Executive
Tony Maher, Assistant Director, Education and Lifelong Learning
Corporate Management Team
Education Senior Management Team
Kathryn Davies, Acting Principal Personnel Officer
Cllr R Passmore, Cabinet Member, Education and Lifelong Learning
Jane Southcombe, Principal Accountant

Background Papers:

Education for Life Scrutiny Committee 19th June 2014. Caerphilly County Borough Library Service Medium Term Financial Plan 2015/17 – Items for Consideration

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: OPTION 3 (a) – Fair Opening Hour Distribution Tapering Model

Appendix 2: OPTION 3 (b) – Fair Opening Hour Distribution Tapering Model (Saturday access retained)

This page is intentionally left blank

APPENDIX 1

OPTION 3 (a) – Fair Opening Hour Distribution Tapering Model

| Designation | Library | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total Hours per week (current hrs) | Comments |
|---------------------------------------------------------------|----------------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|---------------|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Portal 46 Hours per week, 6 day opening</i> | Blackwood Population 30,659 | 9.30 – 5.00 | 9.30 – 5.00 | 9.30 - 5.00 | 9.30 – 6.00 | 9.30 – 6.00 | 9.30 – 4.00 | 46 (46) | <p>Portal Library (46 hrs per week opening over 6 days)</p> <ul style="list-style-type: none"> Population in excess of 14,000 Library located in main shopping centre Floor space in metres square (400m² to 1000m²) Coffee shop or vending facility Minimum of 25,000 items of stock in wide variety of formats. Inclusion of specialist collections e.g. – Family, Local History, Health & Wellbeing, Reading Group sets, and School/Homework resources Minimum of 20 Public Access Computers (dedicated provision for learners, adults, children, and young people) Gaming area within Children and Young Persons space including consoles and screens Free Wifi access Self Service Points near Ground Floor entrances Community and arts event space Co-located with Customer Service Centre or equivalent public facing partner. Wide range of information, link to E-Government <p>Town Library (30-34.5 hrs per week over 5 day, Monday to Friday delivery)</p> <ul style="list-style-type: none"> Population in the range 8,000 -14,000 Library located in town centre Floor space in metres square (215m² to 400m²) Vending facility Minimum of 15,000 items of stock in wide variety of formats. Inclusion of collections that support a wide range of recreational interests and learning needs - School/Homework resources Minimum of 15 Public Access Computers (dedicated provision for learners, adults, children, and young people) Gaming area within Children and Young Persons space including consoles and screens – where floor space and site design allows Free Wifi access Self Service Points near main entrance Community meeting and event space Co-located with Customer Services or equivalent public facing partner Range of information services, link to E-Government <p>Joint Use / Village Library (Two sub tiers, 4 day per week 28 hr delivery for larger community sites and 3 day per week operation at 20.5 hrs for others)</p> <ul style="list-style-type: none"> Population in the range 4,500 – 8,000 3 day/20.5 hour sites single staffed. Library located near village centre/shopping area Floor space in metres square (120m² to 215m²) Small vending provision for beverages where achievable Minimum of 5,000 items of stock in variety of formats. Inclusion of collections that support a wide range of recreational interests and learning needs - School/Homework resources Minimum of 10 Public Access Computers Self Service kiosks as part of staffing solution Community meeting and event space where possible Co-located with other community or Council partners where possible Range of online and paper information sources <p>Community Linked (15 hour per week, 2 day delivery – serving smallest communities)</p> <ul style="list-style-type: none"> Population less than 4,500 Single staffing Minimum of 5 Public Access Computers Self Service kiosks as part of staffing solution 1,500 to 5,000 resources for loans and study |
| <i>Portal 46 Hours per week, 6 day opening</i> | Caerphilly Population 33,727 | 9.30 – 5.00 | 9.30 – 5.00 | 9.30 – 6.00 | 9.30 – 6.00 | 9.30 – 5.00 | 9.30 – 4.00 | 46 (50) | |
| <i>Portal 46 Hours per week, 6 day opening</i> | Bargoed Population 16,075 | 9.30 – 5.00 | 9.30 – 6.00 | 9.30 – 5.00 | 9.30 – 5.00 | 9.30 – 6.00 | 9.30 – 4.00 | 46 (46) | |
| <i>Portal 46 Hours per week, 6 day opening</i> | Risca Population 14,958 | 9.30 – 6.00 | 9.30 – 5.00 | 9.30 – 6.00 | 9.30 – 5.00 | 9.30 – 5.00 | 9.30 – 4.00 | 46 (50) | |
| <i>Town 30 Hours per week, five day opening</i> | Newbridge Population 9,456 | 9.30-1.00 2.00-5.00 | 9.30 - 1.00 2.00 - 6.00 | 2.00 – 5.00 | 9.30 - 1.00 2.00 – 5.00 | 9.30 - 1.00 2.00 - 5.00 | Closed | 30 (30) | |
| <i>Town 34.5 Hours per week, five day opening</i> | Rhymney Population 8,845 | 9.30 - 1.00 2.00 – 6.00 | 9.30 – 1.00 2.00 – 5.00 | 9.30 - 1.00 2.00 - 6.00 | 9.30 - 1.00 2.00 - 5.00 | 9.30 - 1.00 2.00 - 5.00 | Closed | 34.5(37) | |
| <i>Town 34.5 Hours per week, five day opening</i> | Ystrad Mynach Population 12,833 | 9.30 – 1.00 2.00 – 5.00 | 9.30 – 1.00 2.00 – 6.00 | 9.30 – 1.00 2.00 – 5.00 | 9.30 – 1.00 2.00 – 5.00 | 9.30 – 1.00 2.00 – 6.00 | Closed | 34.5 (43) | |
| <i>Joint Use / Village 28 Hours per week, 4 day opening</i> | Abertridwr Population 6,799 | 9:30 - 1.00 2.00 - 6.00 | 9.30 – 1.00 2.00 – 5.00 | Closed | 9.30 – 1.00 2.00 – 6.00 | 9:30 - 1.00 2.00 - 5.00 | Closed | 28 (35.5) | |
| <i>Joint Use / Village 28 Hours per week, 4 day opening</i> | Bedwas Population 6,455 | 9.30 – 1.00 2.00 – 5.00 | 9.30 – 1.00 2.00 - 6.00 | 9:30 – 1.00 2.00 – 6.00 | Closed | 9:30 – 1.00 2.00 - 5.00 | Closed | 28 (30) | |
| <i>Joint Use / Village 20.5 Hours per week, 3 day opening</i> | Abercarn Population 5,352 | 9:30 - 1.00 2.00 – 5.00 | Closed | 9:30 - 1.00 2.00 - 6.00 | 9.30 – 1.00 2.00 – 5.00 | Closed | Closed | 20.5 (21) | |
| <i>Joint Use / Village 20.5 Hours per week, 3 day opening</i> | New Tredegar Population 4,966 | 9:30 – 1:00 2:00 – 6:00 | Closed | 9.30 – 1.00 2.00 – 5.00 | Closed | 9:30 - 1.00 2.00 – 5.00 | Closed | 20.5(37) | |
| <i>Joint Use / Village 20.5 Hours per week, 3 day opening</i> | Oakdale Population 5,251 | Closed | 9:30 - 1.00 2.00 - 6.00 | 9:30 - 1.00 2.00 - 5.00 | Closed | 9.30 – 1.00 2.00 – 5.00 | Closed | 20.5 (20.5) | |
| <i>Community Linked 15 Hours per week, 2 day opening</i> | Aberbargoed Population 3,642 | Closed | 9:30-1.00 2.00-6.00 | Closed | 9.30 – 1.00 2.00-6.00 | Closed | Closed | 15 (25) | |
| <i>Joint use/Village 20.5 Hours per week, 3 day opening</i> | Nelson Population 4,647 | 9.30 – 1.00 2.00 – 5.00 | Closed | 9.30 – 1.00 2.00 - 6.00 | Closed | 9:30 - 1.00 2.00 - 5.00 | Closed | 20.5 (31) | |
| <i>Community Linked 15 Hours per week, 2 day opening</i> | Pengam Population 3,848 | Closed | 9.30 – 1.00 2:00 – 6:00 | Closed | 9:30 – 1.00 2.00 – 6.00 | Closed | Closed | 15 (20.5) | |
| <i>Community Linked 15 Hours per week, 2 day opening</i> | Deri Population 2,607 | 9:30 - 1.00 2.00 - 6.00 | Closed | 9.30 – 1.00 2.00 - 6.00 | Closed | Closed | Closed | 15 (15) | |
| <i>Community Linked 15 Hours per week, 2 day opening</i> | Llanbradach Population 4,383 | Closed | Closed | 9.30 – 1.00 2.00 - 6.00 | Closed | 9:30 - 1.00 2.00 - 6.00 | Closed | 15 (16) | |

| | | | | | | | | | |
|----------------------------------------------------------|-------------------------------|--------|----------------------------|--------|----------------------------|--------|--------|---------|----------------------------------------------------------------|
| Community Linked 15 Hours per week, 2 day opening | Machen Population 4,303 | Closed | 9.30 – 1.00 2.00 - 6.00 | Closed | 9.30 – 1.00 2.00 – 6:00 | Closed | Closed | 15 (17) | Opening Hours 496.5 pw Aggregate 138 per 1,000 pop. |
|----------------------------------------------------------|-------------------------------|--------|----------------------------|--------|----------------------------|--------|--------|---------|----------------------------------------------------------------|

APPENDIX 2

OPTION 3 (b) – Fair Opening Hour Distribution Tapering Model (Saturday access retained)

| Designation | Library | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total Hours per week (current hrs) | Comments |
|-------------------------------------------------------------------------------------------|----------------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|---------------|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Portal 46 Hours per week, 6 day opening</i> | Blackwood Population 30,659 | 9.30 – 5.00 | 9.30 – 5.00 | 9.30 – 5.00 | 9.30 – 6.00 | 9.30 – 6.00 | 9.30 – 4.00 | 46 (46) | Portal Library (46 hrs per week opening over 6 days) <ul style="list-style-type: none"> Population in excess of 14,000 Library located in main shopping centre Floor space in metres square (400m² to 1000m²) Coffee shop or vending facility Minimum of 25,000 items of stock in wide variety of formats. Inclusion of specialist collections e.g. – Family, Local History, Health & Wellbeing, Reading Group sets, and School/Homework resources Minimum of 20 Public Access Computers (dedicated provision for learners, adults, children, and young people) Gaming area within Children and Young Persons space including consoles and screens Free Wifi access Self Service Points near Ground Floor entrances Community and arts event space Co-located with Customer Service Centre or equivalent public facing partner. Wide range of information, link to E-Government |
| <i>Portal 46 Hours per week, 6 day opening</i> | Caerphilly Population 33,727 | 9.30 – 5.00 | 9.30 – 5.00 | 9.30 – 6.00 | 9.30 – 6.00 | 9.30 – 5.00 | 9.30 – 4.00 | 46 (50) | |
| <i>Portal 46 Hours per week, 6 day opening</i> | Bargoed Population 16,075 | 9.30 - 5.00 | 9.30 – 6.00 | 9.30 – 5.00 | 9.30 – 5.00 | 9.30 – 6.00 | 9.30 – 4.00 | 46 (46) | |
| <i>Portal 46 Hours per week, 6 day opening</i> | Risca Population 14,958 | 9.30 – 6.00 | 9.30 – 5.00 | 9.30 – 6.00 | 9.30 – 5.00 | 9.30 – 5.00 | 9.30 – 4.00 | 46 (50) | |
| <i>Town 30 Hours per week, five day opening</i> | Newbridge Population 9,456 | 9.30-1.00 2.00-5.00 | 9.30 - 1.00 2.00 - 6.00 | 2.00 – 5.00 | 9.30 - 1.00 2.00 – 5.00 | 9.30 - 1.00 2.00 - 5.00 | Closed | 30 (30) | Town Library (30-34.5 hrs per week over 5 day, Monday to Friday delivery) <ul style="list-style-type: none"> Population in the range 8,000 -14,000 Library located in town centre Floor space in metres square (215m² to 400m²) Vending facility Minimum of 15,000 items of stock in wide variety of formats. Inclusion of collections that support a wide range of recreational interests and learning needs - School/Homework resources Minimum of 15 Public Access Computers (dedicated provision for learners, adults, children, and young people) Gaming area within Children and Young Persons space including consoles and screens – where floor space and site design allows Free Wifi access Self Service Points near main entrance Community meeting and event space Co-located with Customer Services or equivalent public facing partner Range of information services, link to E-Government |
| <i>Town 34.5 Hours per week, five day opening</i> | Rhymney Population 8,845 | 9.30 - 1.00 2.00 – 6.00 | 9.30 - 1.00 2.00 – 5.00 | 9.30 - 1.00 2.00 - 6.00 | 9.30 - 1.00 2.00 - 5.00 | 9.30 - 1.00 2.00 - 5.00 | Closed | 34.5 (37) | |
| <i>Town 35 Hours per week, six day opening Includes Saturday opening.</i> | Ystrad Mynach Population 12,833 | 9.30 – 1.00 2.00 – 5.00 | 9.30 – 1.00 2.00 – 6.00 | 9.30 – 1.00 2.00 – 5.00 | 9.30 – 1.00 | 9.30 – 1.00 2.00 – 6.00 | 9.30 – 1.00 | 35 (43) | |
| <i>Joint Use / Village 26 Hours per week, 5 day opening Includes Saturday opening</i> | Abertridwr Population 6,799 | 9:30 - 1.00 2.00 - 6.00 | 9:30 - 1.00 2.00 - 5.00 | Closed | 2.00 – 6.00 | 9:30 - 1.00 2.00 - 5.00 | 9.30 – 1.00 | 28 (35.5) | |
| <i>Joint Use / Village 26 Hours per week, 5 day opening Includes Saturday opening</i> | Bedwas Population 6,455 | 9:30 – 1.00 2.00 - 5.00 | 2.00 - 6.00 | 9:30 – 1.00 2.00 – 6.00 | Closed | 9:30 – 1.00 2.00 - 5.00 | 9.30 – 1.00 | 28 (30) | |
| <i>Joint Use / Village 20.5 Hours per week, 3 day opening</i> | Abercarn Population 5,352 | 9:30 - 1.00 2.00 – 5.00 | Closed | 9:30 - 1.00 2.00 - 6.00 | 9:30 – 1:00 2:00 – 5:00 | Closed | Closed | 20.5 (21) | Joint Use / Village Library (Two sub tiers, 4 day per week 28 hr delivery for larger community sites and 3 day per week operation at 20.5 hrs for others) <ul style="list-style-type: none"> Population in the range 4,500 – 8,000 3 day/20.5 hour sites single staffed. Library located near village centre/shopping area Floor space in metres square (120m² to 215m²) Small vending provision for beverages where achievable Minimum of 5,000 items of stock in variety of formats. Inclusion of collections that support a wide range of recreational interests and learning needs - School/Homework resources Minimum of 10 Public Access Computers Self Service kiosks as part of staffing solution Community meeting and event space where possible Co-located with other community or Council partners where possible Range of online and paper information sources |
| <i>Joint Use / Village 20.5 Hours per week, 3 day opening</i> | New Tredegar Population 4,966 | 9:30 – 1:00 2:00 – 6:00 | Closed | 9:30 – 1:00 2:00 – 5:00 | Closed | 9:30 - 1.00 2.00 – 5.00 | Closed | 20.5 (37) | |
| <i>Joint Use / Village 20.5 Hours per week, 3 day opening</i> | Oakdale Population 5,251 | Closed | 9:30 - 1.00 2.00 - 6.00 | 9:30 - 1.00 2.00 - 5.00 | Closed | 9:30 - 1.00 2.00 – 5.00 | Closed | 20.5 (20.5) | |
| <i>Community Linked 15 Hours per week, 2 day opening</i> | Aberbargoed Population 3,642 | Closed | 9:30-1.00 2.00-6.00 | Closed | 9:30-1.00 2.00-6.00 | Closed | Closed | 15 (25) | |
| <i>Joint Use/Village 20.5 Hours per week, 4 day opening Includes Saturday opening</i> | Nelson Population 4,647 | 9:30-1:00 2:00-5:00 | Closed | 2.00 - 6.00 | Closed | 9:30 - 1.00 2.00 - 5.00 | 9.30 – 1.00 | 20.5 (31) | |
| <i>Community Linked 15 Hours per week, 2 day opening</i> | Pengam Population 3,848 | Closed | 9:30 – 1:00 2:00 – 6:00 | Closed | 9:30 – 1.00 2.00 – 6.00 | Closed | Closed | 15 (20.5) | Community Linked (15 hour per week, 2 day delivery – serving smallest communities) <ul style="list-style-type: none"> Population less than 4,500 Single staffing Minimum of 5 Public Access Computers Self Service kiosks as part of staffing solution 1,500 to 5,000 resources for loans and study |
| <i>Community Linked 15 Hours per week, 2 day opening</i> | Deri Population 2,607 | 9:30 - 1.00 2.00 - 6.00 | Closed | 9:30 - 1.00 2.00 - 6.00 | Closed | Closed | Closed | 15 (15) | |
| <i>Community Linked 15 Hours per week, 2 day opening</i> | Llanbradach Population 4,383 | Closed | Closed | 9:30 – 1.00 2.00 - 6.00 | Closed | 9:30 - 1.00 2.00 - 6.00 | Closed | 15 (16) | |

| | | | | | | | | | |
|----------------------------------------------------------------------------------------------|--------------------------------------|---------------|----------------------------|---------------|-------------|---------------|-------------|---------|----------------------------------------------------------------------|
| Community Linked 15 Hours per week, 3 day opening Includes Saturday opening | Machen Population 4,303 | Closed | 9:30 – 1.00 2.00 - 6.00 | Closed | 2.00 – 6:00 | Closed | 9.30 – 1.00 | 15 (17) | Opening Hours 496.5 pw Aggregate 138 per 1,000 pop. |
|----------------------------------------------------------------------------------------------|--------------------------------------|---------------|----------------------------|---------------|-------------|---------------|-------------|---------|----------------------------------------------------------------------|



EDUCATION FOR LIFE SCRUTINY COMMITTEE – 13TH JANUARY 2015

SUBJECT: DRAFT SAVINGS PROPOSALS 2015/16

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

-
- 1.1 The attached report was considered by Cabinet on the 29th October 2014.
 - 1.2 The report provides details of the Provisional 2015/16 Local Government Settlement along with an updated Medium Term Financial Plan for the period 2015/16 to 2017/18. The report also presents details of proposed savings for 2015/16 totalling £12.208m and a proposal to increase Council Tax for 2015/16 by 3.9%.
 - 1.3 Following consideration of the report Cabinet:-
 - 1.3.1 Endorsed the proposed package of 2015/16 savings totalling £12.208m, as detailed in Appendices 2 to 6 of the report.
 - 1.3.2 Agreed that the savings proposals should be subject to a further period of consultation prior to final 2015/16 budget proposals being presented to Cabinet in January 2015 and to Council in February 2015.
 - 1.3.3 Supported the proposal to increase Council Tax by 3.9% for the 2015/16 financial year to ensure that a balanced budget is achieved.
 - 1.4 As part of the ongoing consultation on the savings proposals, the Education for Life Scrutiny Committee is asked to consider and comment upon the proposals in Appendix 4 of the attached report.

Author: Stephen Harris, Interim Head of Corporate Finance
Tel: 01443 863022 E-mail: harrisr@caerphilly.gov.uk

Appendices:-

Appendix 1 – Report and Appendices to Cabinet 29th October 2014

This page is intentionally left blank



CABINET – 29TH OCTOBER 2014

SUBJECT: DRAFT SAVINGS PROPOSALS FOR 2015/16

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

1. PURPOSE OF REPORT

- 1.1 To provide Cabinet with an updated Medium-Term Financial Plan (MTFP) reflecting the Provisional 2015/16 Local Government Financial Settlement announced by the Welsh Government (WG) on the 8th October 2014.
- 1.2 To present Cabinet with details of draft savings proposals for the 2015/16 financial year to allow for a further more focussed period of consultation prior to a final decision in February 2015.

2. SUMMARY

- 2.1 The report provides details of revised savings requirements for the period 2015/16 to 2017/18 based on the WG Provisional 2015/16 Local Government Financial Settlement.
- 2.2 The report also provides details of draft savings proposals for 2015/16 totalling £12.208m.

3. LINKS TO STRATEGY

- 3.1 The budget setting process encompasses all the resources used by the Council to deliver services and meet priorities.

4. THE REPORT

4.1 Headline Issues in Provisional Settlement

- 4.1.1 Published on the 8th October 2014, the key points of the Provisional 2015/16 Local Government Settlement for Wales are: -

- There have been three transfers into the settlement totalling £0.346m and three transfers out totalling £0.200m. Details are provided in paragraph 4.1.2
- The provisional Aggregate External Finance (Revenue Support Grant (RSG) and Redistributed Non-Domestic Rates) for Caerphilly CBC for the 2014/15 financial year is a reduction of 3.4% i.e. **a cash decrease of £9.087m.**
- As in previous years, WG have, through the RSG formula, placed a requirement on Local Authorities to include provision of a 1% protection for schools based on the percentage applied by Central Government to WG's block grant. For 2015/16 this represents a 0.6% increase for schools.

- No indicative settlement figures have been provided by WG for 2016/17 and 2017/18.
- The capital allocations available to Caerphilly CBC in the RSG and from the General Capital Grant have increased by £7k from the previous year.

4.1.2 Table 1 provides details of transfers in and out of the WG financial settlement: -

Table 1 – Transfers In/Out 2015/16

| | £m |
|--------------------------------------------------------------------------|--------------|
| Transfers In: - | |
| Local Government Borrowing Initiative – 21 st Century Schools | 0.133 |
| Integrated Family Support Service | 0.173 |
| Autistic Spectrum Disorder | 0.040 |
| Transfers Out: - | |
| Student Finance Wales | (0.153) |
| Feed Safety Controls | (0.030) |
| National Adoption Service | (0.017) |
| TOTAL | 0.146 |

4.1.3 Table 2 provides details of other passported grants included in the WG financial settlement: -

Table 2 – Other Passported Grants 2015/16

| | £m |
|--------------------------------------------------------------------------|----------------|
| Local Government Borrowing Initiative – 21 st Century Schools | 0.171 |
| Council Tax Reduction Scheme | (0.106) |
| Private Finance Initiative | (0.202) |
| TOTAL | (0.137) |

4.1.4 It is proposed that the above (both the increases and decreases in funding) are passed directly to those services that they relate to.

4.2 Updated Medium-Term Financial Plan (MTFP)

- 4.2.1 Cabinet will recall that the MTFP agreed by Council on the 26th February 2014 identified an estimated savings requirement of £6.5m for 2015/16 and £6.9m for 2016/17. This was based on an indicative reduction in WG funding of 1.34% for 2015/16 and, in the absence of further guidance from WG, an assumed reduction of a further 1.34% for 2016/17.
- 4.2.2 On the 24th June 2014 the Minister for Local Government and Government Business wrote to all Local Authorities in Wales informing them that there would be a significant shift in the likely financial settlement for 2015/16 and beyond. The Minister advised Authorities to consider how they would respond to a cut in funding of up to 4.5%.
- 4.2.3 Cabinet received a report on the 16th July 2014 outlining the impact of a cut in funding of 3% and 4.5%. Cabinet were advised that a 3% cut would increase the savings requirement for the two-year period 2015/16 and 2016/17 from the current planning level of £13.4m to £22.2m. A cut of 4.5% would increase the savings target to £30.1m.
- 4.2.4 Whilst the cut of 3.4% in the 2015/16 provisional settlement is better than the potential worst-case scenario of 4.5%, it still presents an extremely challenging financial position. It is also likely that austerity will remain for at least the medium-term and on this basis the MTFP has been updated for the three-year period 2015/16 to 2017/18 with an assumed reduction in WG funding of 3.4% for each of the three years. The updated position is attached as Appendix 1 and this shows a total savings requirement of £39m as summarised in Table 3: -

Table 3 – Cash Savings Targets

| Year | Annual Cash Savings Target £m | Cumulative Cash Savings Target £M |
|---------|----------------------------------|--------------------------------------|
| 2015/16 | 12.866 | 12.866 |
| 2016/17 | 14.030 | 26.896 |
| 2017/18 | 12.105 | 39.001 |

4.3 2015/16 Budget Proposals

4.3.1 The proposals contained within this report would deliver a balanced budget for 2015/16 on the basis that Council Tax is increased by 3.9%. Table 4 provides a summary: -

Table 4 – Summary

| Paragraph | Description | £m | £m |
|-----------|---------------------------------|---------------|---------------|
| 4.3.2 | Whole Authority Cost Pressures | 2.886 | |
| 4.3.4 | Inescapable Service Pressures | 2.462 | |
| 4.3.5 | Reduction in WG Funding | 9.087 | |
| 4.4 | Draft Savings Proposals 2015/16 | | 12.208 |
| 4.5 | Council Tax Uplift (3.90%) | | 2.227 |
| | TOTAL | 14.435 | 14.435 |

4.3.2 The whole Authority cost pressures totalling £2.886m are set out in Table 5 below (cost pressures for schools are excluded as the full cash pledge growth has been provided): -

Table 5 – Whole Authority Cost Pressures

| | £m |
|---------------------------------------------------------------|--------------|
| Pay excluding Teachers and other school staff @ 1% | 1.131 |
| Living Wage increase (assumed at 20p per hour) | 0.164 |
| Non pay inflation 1.5% (net of 1.5% fess & charges increases) | 1.432 |
| Supported Borrowing (Capital Financing) | 0.150 |
| Transfers in/out and other passported grants | 0.009 |
| TOTAL | 2.886 |

4.3.3 The updated MTFP includes an assumed pay award of 1% for 2015/16. Cabinet will be aware that the pay settlement for the current financial year is still subject to agreement and this has the potential to impact on the level of savings required.

4.3.4 It is incumbent upon Council to set a realistic budget each year. Table 6 provides details of those 2015/16 inescapable service commitments/pressures that have been identified and require consideration in respect of funding: -

Table 6 – Inescapable Service Pressures and Other Service Commitments

| | £m |
|---------------------------------------------------|--------------|
| Council Tax Reduction Scheme additional liability | 0.332 |
| Waste Management contingency | 0.240 |
| Contact Centre, Bargoed – Running costs | 0.075 |
| Meeting the Schools pledge | 0.665 |
| Social Services Demographics | 1.000 |
| Proposal for Waste Transfer Station (Ty Duffryn) | 0.150 |
| TOTAL | 2.462 |

4.3.5 The WG Provisional Settlement has decreased the available funding by 3.4% for the 2015/16 financial year, representing a cash reduction of £9.087m for Caerphilly CBC.

4.4 2015/16 Draft Savings Proposals

4.4.1 The budget strategy agreed by Council on the 26th February 2014 consisted of 2 main strands. The first of these was further savings proposals for Members to consider in respect of up to 3% efficiency savings. These efficiency targets required savings of circa £5m and would be applied to those statutory and essential services that the Authority has to deliver. The second strand of the agreed budget strategy was a review of discretionary services with a view to identifying savings proposals totalling over £8m. A series of Special Scrutiny Committee meetings have taken place during recent months to consider savings proposals.

4.4.2 Since the announcement by the Minister for Local Government and Government Business on the 24th June 2014 a significant amount of work has been undertaken within each Directorate to identify further savings proposals to address the worsening financial outlook.

4.4.3 The work to identify savings has been led by the Corporate Management Team (in consultation with appropriate Cabinet Members), working with Heads of Service with support from colleagues in Finance. Service Managers have also been involved to ensure that all options that are deliverable for 2015/16 have been considered.

4.4.4 For 2014/15, General Fund balances of £800k were earmarked to make good any shortfall where savings were due to be delivered part way through the financial year. The very late announcement of the Provisional Settlement for 2014/15 and the significant movement in the savings target from the original indication left very little option but to set-aside this funding to support the delivery of savings. This is not now the case, a strong message has been given by WG that austerity and cuts to RSG are to be expected up until 2020, the Authority should plan accordingly to address the anticipated budgetary shortfall.

4.4.5 The Authority has determined at Council, in recent years, to keep the General Fund reserves at a level of circa £10m, which is 3% of the net revenue budget. There could be an opportunity to release balances for one-off expenditure but the use of balances does not and will never be able to reduce an overall savings target. Balances can be used to defer a saving for a short period (less than a year) but this is not a good use of these funds. It is therefore proposed to maximise the impact of the use of any "excess" General Fund balances by utilising them for Capital/Invest to Save Schemes. This will ensure a lasting legacy for service users of the Borough and will improve service provision, rather than defer a saving that will ultimately have to be taken a short period later. It will also enable the Authority to provide match funding for grant related capital schemes i.e. 21st Century Schools, convergence and lottery.

4.4.6 Appendices 2 to 6 provide details of the proposed savings for the 2015/16 financial year. Table 7 provides a summary: -

Table 7 – Summary of Proposed 2015/16 Savings

| | £m |
|------------------------------------|---------------|
| Whole Authority "corporate nature" | 3.957 |
| Education & Lifelong Learning | 0.809 |
| Social Services | 3.128 |
| Environment | 2.852 |
| Corporate Services | 1.462 |
| TOTAL | 12.208 |

4.4.7 Cabinet should note that savings proposals that do not have a direct impact on services users or the public have been categorised into a single line for each Directorate in Appendices 2 to 6. These proposals consist in the main of vacancy management, budget realignment and minor changes to service provision. Much of the detail of these proposals will have been presented to the Special Scrutiny Committees held during recent months. Across all

Directorates these savings proposals total £6.627m, which represents 54.3% of the total savings identified of £12.208m. Members at Special Scrutiny Committees were supportive of these types of savings proposals.

- 4.4.8 Some savings proposals will have a part-year impact in 2015/16 but will deliver significant further savings in 2016/17. The most notable of these are the following: -

Table 8 – Main Proposals with 2015/16 Part-Year Impact

| Saving Proposal | 2015/16 Saving £m | 2016/17 Savings £m |
|------------------------------------------------------------------|------------------------------|-------------------------------|
| Street Lighting – New technology to achieve energy efficiencies. | 0.100 | 0.350 |
| Review of Customer Services | 0.125 | 0.125 |
| Reduction in Street Cleansing | 0.100 | 0.200 |
| Closure of Ty Pontllanfraith | 0.100 | 0.600 |
| TOTAL | 0.425 | 1.275 |

- 4.4.9 There will be a requirement to fund ‘one-off’ capital expenditure for some of the above and there will be an opportunity to utilise ‘excess’ General Fund balances.
- 4.4.10 Cabinet is asked to endorse the proposed package of savings totalling £12.208m as detailed in Appendices 2 to 6 and to agree that the proposals should now be subject to a further period of consultation prior to final 2015/16 budget proposals being presented to Cabinet in January 2015 and Council in February 2015.

4.5 Council Tax Implications 2015/16

- 4.5.1 The Medium Term Financial Plan approved by Council on the 26th February 2014 included indicative increases to Council Tax for 2015/16 and 2016/17 of 2.35%.
- 4.5.2 The savings requirement to deliver a balanced budget for the 2015/16 financial year is £12.866m and savings proposals totalling £12.208m are presented in this report. This leaves a shortfall of £658k and it is proposed that this is met by increasing Council Tax by 3.9% for the 2015/16 financial year. This would result in Council Tax Band D being set at £992.02 per annum (an increase of 71p per week).

5. EQUALITIES IMPLICATIONS

- 5.1 Budget decisions at this level affect every resident in the County Borough, regardless of their individual circumstances and backgrounds.
- 5.2 A full impact assessment has not been undertaken on all of the draft savings proposals, however assessments will be made on all individual reports and projects during the financial year. This is in order to ensure that decisions that affect different individuals and groups are assessed at an appropriate and relevant level and at the correct stage in the process.
- 5.3 Consultation with residents, when done in accordance with the Council’s Public Engagement Strategy and the Equalities Consultation and Monitoring Guidance, also ensures that every resident, regardless of circumstances, has the opportunity to have their views heard and considered in the Council’s decision-making process.
- 5.4 The list of proposed savings appended to this report does contain high-level narrative around the possible impact of some proposals and this will provide a starting point for assessments when specific areas are being looked at to provide savings.

6. FINANCIAL IMPLICATIONS

- 6.1 As detailed throughout the report.

7. PERSONNEL IMPLICATIONS

- 7.1 It is impossible to conceive that savings of £39m over three years could be achieved without substantial reductions in staffing. The fact is that by the end of year three the Council will have to become a significantly smaller organisation, in some respects offering a reduced range of services.
- 7.2 The Council has always prided itself on seeking to avoid compulsory redundancies at all costs, and this general ambition remains. However, given the new situation in which the Council finds itself nothing can be guaranteed.
- 7.3 Where staff reductions are required the Council will firstly try to achieve the reduction through 'natural wastage' and not filling vacancies. It is unlikely, however, that staff turnover over a three-year period would be sufficient to deal with the likely numbers involved.
- 7.4 The Council has a policy on redeployment, which would be the next preferred option. Thereafter, the Council has recently adopted a number of policies, which will enable us to invite applications for voluntary severance. These will be applied on a service by service basis to assist with restructuring or 'downsizing' within those services rather than on an Authority-wide basis as this would run the danger of creating vacancies in the wrong areas and with the wrong skill sets to accommodate those displaced and requiring redeployment.
- 7.5 The budget strategy for the next three years is likely to require a more proactive approach to restructuring than we have seen in most areas and some difficult decisions will undoubtedly be needed to prioritise roles and functions, as the Authority itself develops a more focussed approach to priorities among its various services.

8. CONSULTATIONS

- 8.1 Appendices 2 to 6 identify where proposals that affect service users have been debated at Special Scrutiny meetings. It is acknowledged that it is difficult for Members to form a view as to whether to support a saving or not without an appreciation of the bigger picture. Overall, recommendations made to date by Special Scrutiny Committees have not delivered savings that would come close to the required target. Moving forward, the draft budget proposals included in this report will be discussed at a Members' Seminar event on the 3rd November 2014 with a further Seminar to be held in January 2015. This will allow an informed discussion and debate in the context of the whole Authority position. Following Cabinet on the 29th October 2014 this report will also be scheduled for discussion at the next available Scrutiny Committee meetings as part of the consultation process.
- 8.2 The extent of the savings required by the Authority in the next 3 years is estimated at £39m and the majority of frontline reductions in spend will need a lead in time prior to implementation. Officers will try to minimise the impact of the cuts on the public facing areas of service adopting more innovative ways of delivering services. It must be emphasised though that no innovative / different ways of working will bridge the budgetary shortfall. The Authority's services will reduce over the next 3 years and staff numbers will also reduce over that same period.
- 8.3 The Authority has undertaken a public budget consultation in recent months focussing on those areas that members of the public see as priority services that should be protected from cuts wherever possible. A total of 1705 surveys were completed and the three service areas identified as most important were Libraries, Sport & Leisure and Public Bus Services. The draft savings proposals for 2015/16 have little impact on these service areas.

- 8.4 The draft 2015/16 savings proposals as presented in this report will be subject to a further period of consultation during the next 3 months. Details of the outcome of this will be included in the final budget proposals reports to be presented to Cabinet in late January 2015 and to Council in February 2015.

9. RECOMMENDATIONS

9.1 Cabinet is asked to: -

- 9.1.1 Endorse the proposed package of 2015/16 savings totalling £12.208m, as detailed in Appendices 2 to 6.
- 9.1.2 Agree that these savings proposals should now be subject to a further period of consultation prior to final 2015/16 budget proposals being presented to Cabinet in January 2015 and to Council in February 2015.
- 9.1.3 Support the proposal to increase Council Tax by 3.9% for the 2015/16 financial year to ensure that a balanced budget is achieved (Council Tax Band D being set at £992.02).

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 The Council is required annually to approve proposals to set a balanced budget, agree a Council Tax rate and update its Medium Term Financial Plan.
- 10.2 Council is required to put in place a sound and prudent financial framework to support service delivery.

11. STATUTORY POWER

- 11.1 The Local Government Acts 1998 and 2003.

Author: Stephen Harris, Interim Head of Corporate Finance
E-mail: harrisr@caerphilly.gov.uk Tel: 01443 863022

Consultees: Corporate Management Team
Cllr Keith Reynolds, Leader
Cllr Barbara Jones, Deputy Leader & Cabinet Member for Corporate Services
Cllr Christine Forehead, Cabinet Member for HR & Governance / Business Manager
Gail Williams, Interim Head of Legal Services & Monitoring Officer
David A. Thomas, Senior Policy Officer (Equalities and Welsh Language)

Background Papers:
Provisional Local Government Settlement (8th October 2013)

Appendices:
Appendix 1 Updated Medium-Term Financial Plan 2015/16 to 2017/18
Appendix 2 2015/16 Draft Savings Proposals – Whole Authority
Appendix 3 2015/16 Draft Savings Proposals – Education & Lifelong Learning
Appendix 4 2015/16 Draft Savings Proposals – Social Services
Appendix 5 2015/16 Draft Savings Proposals – Environment
Appendix 6 2015/16 Draft Savings Proposals – Corporate Services

This page is intentionally left blank

Updated Medium-Term Financial Plan 2015/16 to 2017/18

APPENDIX 1

Provisional LG Settlement (08/10/14)

| Description | 2015/16 £m | 2016/17 £m | 2017/18 £m |
|------------------------------------------------------|----------------|----------------|----------------|
| Aggregate External Finance (AEF) | (9,087) | (8,784) | (8,491) |
| Council Tax @ 2.35% | 1,569 | 1,598 | 1,642 |
| Total Funding | (7,518) | (7,186) | (6,849) |
| Pay 1.0%, 1.0%, 1.0% | 1,131 | 1,131 | 1,131 |
| Living Wage (assumes pledge funds schools) | 164 | 164 | 164 |
| Non-Pay Inflation (1.5% p.a.) | 1,672 | 1,672 | 1,672 |
| Non-Pay Inflation (1.5% p.a.) - Fees and Charges | (240) | (240) | (240) |
| Capital Financing | 150 | 150 | 150 |
| Transfers In/Out | 146 | 0 | 0 |
| Other Passported Grants | (137) | 0 | 0 |
| Sub-Total | 2,886 | 2,877 | 2,877 |
| Service Pressures/Additional Funding | | | |
| CTRS Additional Liability @ 2.35% | 332 | 339 | 347 |
| Welfare Reforms LA Costs | 0 | 100 | 100 |
| Waste Management Contingency | 240 | 0 | 0 |
| Contact Centre, Bargoed - Running costs | 75 | 0 | 0 |
| Schools Pledge | 665 | 628 | 632 |
| Social Services Demographics | 1,000 | 1,000 | 1,000 |
| Employer NI Increase (April 2016) - Excludes schools | 0 | 1,600 | 0 |
| Proposal for Waste Transfer Station (Ty Duffryn) | 150 | 0 | 0 |
| Other Service Pressures | 0 | 300 | 300 |
| Sub-Total | 2,462 | 3,967 | 2,379 |
| Total Shortfall | 12,866 | 14,030 | 12,105 |

This page is intentionally left blank

| <i>Description</i> | <i>Potential Saving</i> | <i>Impact narrative</i> | <i>Impact</i> | <i>Committee</i> |
|-------------------------------------------------------------------------------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| WHOLE AUTHORITY COSTS | | | | |
| General - Savings that have no direct impact on service users | 2,312 | | | |
| Apprentice/trainee costs - reduce budget to £150k and supplement with use of earmarked reserves | 345 | Minimal impact upon public and service users | Low | Scrutiny 17/6 supported a phased reduction to £150k p.a by 17/18 using reserves. A review of reduced scheme to be undertaken prior to 17/18 |
| Assistance to voluntary sector | 30 | 11% of total budget | Low | A further report will be presented to Scrutiny and Cabinet. |
| Project Gwyrdd | 1,169 | Previously agreed by full council | | Previously agreed by full council |
| HMRC Mileage Rate - Reduction in mileage rate from 50p to 45p. £135k full year saving | 101 | 17 Welsh Local Authorities have already adopted the approved HMRC rate (45p). A further 3 Authorities are considering this for 2015/16. | | Scrutiny 24/9 - Members requested that this be deferred for one year to April 2016. |
| | | | | |
| TOTAL WHOLE AUTHORITY COSTS | 3,957 | | | |
| | | | | |

This page is intentionally left blank

| <i>Description</i> | <i>Potential Saving</i> | <i>Impact narrative</i> | <i>Impact</i> | <i>Committee</i> |
|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------------------------------------------------|---------------|--------------------------------------------------------------------|
| EDUCATION & LIFELONG LEARNING | | | | |
| General - Savings that have no direct impact on service users | 692 | | | |
| Public Libraries - Review of opening hours (tapered delivery linked to present banding & population profiles) - Full year saving £134k | 67 | Potential minor impact on public | Low/Med | Scrutiny 19/6 supported in principle a reduction in opening hours. |
| Recoupment (SEN Out of County / LAC / Inter Authority) | 50 | Could be a risk due to volatility of placements | Medium | |
| | | | | |
| TOTAL EDUCATION & LIFELONG LEARNING | 809 | | | |

This page is intentionally left blank

| Description | Potential Saving | Impact narrative | Impact | Committee |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SOCIAL SERVICES | | | | |
| General - Savings that have no direct impact on service users | 1,568 | | | |
| Reduction of 3 social workers per division with the intention to achieve by vacancy management | 219 | This will be achieved through vacancy management. | High | Scrutiny 16/10 - Clarification was requested in respect of the "opportunity to consider the future of vacant posts". Officers explained that this related to the recently approved Children's Services restructure. |
| Removal of £1m demographic growth for 15/16. | 1,000 | Current Social Services revenue budget projections for 2014/15 indicate an underspend. In light of these projections the £1 million demographic growth funding will not be required for 2015/16. Due to the volatility of demand on Social Services this does present a potential risk. However, if there are any resulting overspends in 2015/16 these will be met from service reserves. | Low/Med | |
| Independent Sector Domiciliary Care - Elderly - Review of shopping service. | 40 | Alternative services will need to be explored with service users | Medium | Scrutiny 17/7 - Officers to explore options which would ensure the service is delivered where absolutely necessary. Scrutiny 16/10 - Members requested further information on potential impact on existing service users |
| Meals on wheels - Increase of £1 per meal. | 88 | Potential for reduced take up | Medium | Scrutiny 17/7 - Proposal supported by Members. Scrutiny 16/10 - Members recommended increase of £1.50 which would result in a saving of £132k |
| Own Day Care - Review of day centre provision. Full Year saving £255k | 128 | Relocation of service provision within the same community | Medium | Scrutiny 17/7 - Officers to explore options of a mixture of service reconfiguration and targeted day services. Scrutiny 16/10 - Members supported proposal to reconfigure services to ensure no impact on service users. |
| Home Assistance and Reablement Team (H.A.R.T.) - Review of domiciliary care provision. This to include vacancy management, shopping, laundry, sitting, single handed hoisting, telecare options and other community support etc. | 85 | Task and Finish Group to be established to review options. | Medium | Scrutiny 16/10 - One Member raised concerns that this area has borne the brunt of savings required in recent years. Officers explained that there are plans for options in this area to be considered by a Task and Finish Group. |
| TOTAL SOCIAL SERVICES | 3,128 | | | |

This page is intentionally left blank

| <i>Description</i> | <i>Potential Saving</i> | <i>Impact narrative</i> | <i>Impact</i> | <i>Committee</i> |
|---------------------------------------------------------------------------------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------------------|
| ENVIRONMENT | | | | |
| REGENERATION, PLANNING & ECONOMIC | | | | |
| General - Savings that have no direct impact on service users | 530 | | | |
| Removal of Bargoed ice rink from December 2015. | 20 | Reduced events availability to local residents that visit the ice rink | Low | Scrutiny 01/10 - Not accepted |
| Community Regeneration - Area Forum Budget removal. Utilise reserves of £162k over next few years | 72 | Minimal impact as these schemes are additional to core maintenance provision. In addition some wards/partnership areas do not spend the allocation hence the £162k reserve. Impact would be reduction in small community schemes delivered and the availability of funds to provide match funding for community facilities. | Low | Scrutiny 01/10 - Not Accepted |
| | | | | |
| TOTAL REGENERATION, PLANNING & ECONOMIC | 622 | | | |

| Description | Potential Saving | Impact narrative | Impact | Committee |
|------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------------------------------------------------|
| ENGINEERING DIVISION | | | | |
| General - Savings that have no direct impact on service users | 179 | | | |
| Highways Operations - Street Lighting energy reduction option - use of new technologies/part management lighting. Full year saving £450k | 100 | A combination of options will generate £450k saving in full year. This may require some part-night lighting in residential areas. This will require up front investment of £700k + £200k. This contributes to Council's carbon reduction targets. Consultation may not be required if the new technologies being reviewed can achieve the savings required. The use of new technologies will reduce the need/amount of part-night lighting required. No effect on jobs. | Medium | Scrutiny 12/6 - Members requested further information. |
| Highways Operations - Reduction in planned carriageway resurfacing budget (20% of budget). | 300 | Reduction in revenue budget will defer investment in Council's largest asset for future years. No consultation required, possible reduction in workforce, depends on capital budget support. | Medium | Scrutiny 12/6 - Further information requested |
| Highways Operations - Reduction in planned footway resurfacing budget (12% of budget). | 60 | Reduction in revenue budget will defer investment in Council's largest asset to future years. No consultation required, possible reduction in workforce, depends on capital budget support. | Medium | Scrutiny 12/6 - Further information requested |
| Highways Operations - Gully Reed Bed recycling. Increase income by promoting facility to other authorities and private sector | 10 | Additional promotion with adjoining authorities to increase use of facility needed. Relies on winning new customers. No formal consultation required. No effect on jobs. | Low | Scrutiny 12/6 - Supported |
| Highways Operations - Reduce highways reactive maintenance budget by 4%. | 50 | Budget will need close monitoring to ensure reduction in planned maintenance does not significantly increase reactive maintenance which could also increase third party claims. No consultation required. This will result in 1 no loss of job within NCS which will be achieved through vacancy management. | Medium | Scrutiny 12/6 - Further information requested |
| Highways Operations - Reduce highway/land drainage planned maintenance budget by 11% | 30 | Reduction will slow down investment in the infrastructure that deals with climate change. No formal consultation required. This will contribute to an aggregated reduction in jobs within NCS (0.6 FTE). This will be achieved through vacancy management. | Medium | Scrutiny 12/6 - Not supported |
| Reduce gritting routes from 9 to 8. | 60 | Route optimisation being undertaken to provide an option to reduce routes from 9 to 8 but still keep existing coverage. No consultation required. No effect on jobs. | Low | Scrutiny 12/6 - Further information requested |
| Highways Operations - Reduce 'aids to move budget' by 25% (road markings/signs/crossing points). | 25 | Small reduction in current work levels. Minimal risk. No consultation required. No direct effect on jobs. However, will add to an aggregated reduction in overall budgets which will result in job reductions (0.5 FTE). This will be achieved through vacancy management. | Low | Scrutiny 12/6 - Supported |

| <i>Description</i> | <i>Potential Saving</i> | <i>Impact narrative</i> | <i>Impact</i> | <i>Committee</i> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------------------------------------------------------------------------------|
| Highways Operations - Reduction in highways/land drainage reactive maintenance budget by 4%. | 20 | Difficult to assess impact as budget is weather susceptible. No consultation required. This will contribute to an aggregated reduction in jobs within NCS (0.4 FTE). This will be achieved through vacancy management. | Medium | Scrutiny 12/6 - Not supported |
| Highways Operations - Reduction in structures and retaining walls budget by 10%. | 50 | Only the highest priority work is currently being undertaken. This will need to continue and some key priorities may need to be delayed. No consultation required. This will contribute to an aggregated reduction in jobs within NCS (0.5 FTE). This will be achieved through vacancy management. | Low | Scrutiny 12/6 - Further information requested |
| Highways Operations - Remove financial support for Christmas lighting in towns and villages. | 35 | Historic anomalies in amounts of funding to various bodies. No formal consultation required. No impact on jobs. No risk in removing budget. Community councils/town councils will need to arrange their own funding. | Low | Scrutiny 12/6 - Supported but a list of areas affected to be provided |
| Highways Operations - Highways adoption and agreement fees. Increase in fees | 15 | Raise fees in line with neighbouring councils. No public consultation required. No effect on jobs. | Low | Scrutiny 12/6 - Supported |
| Transport Engineering - Cease holding events in pay & display car park sites. Events lead to loss of car park income | 20 | Either events cover loss of income, are held in other locations or are not held. No public consultation required. No effect on jobs. | Low | Scrutiny 12/6 - Supported subject to further liaison with Planning & Regeneration |
| Transport Engineering - Car park tariffs. Increase car parking charges by typically 10p per hour | 30 | Similar actions are being considered by other councils. Formal notification procedure required. No negative effect on jobs. No public consultation required. | Low | Scrutiny 12/6 - Further information requested |
| Transport Engineering - Management of off-street car parks - increase excess charge notice penalty | 25 | No impact on service. No effect on jobs. | Low | Scrutiny 12/6 - Increase supported but further information required re Sunday charging |
| Transport Engineering - Management of off-street car parks - introduce Sunday charges | 10 | No impact on service. No effect on jobs. Public consultation required. | Low | Scrutiny 12/6 - Further information required |
| Passenger Transport - Concessionary pass replacements. Increase charges - currently £5 for second and subsequent - revise to £5 for first and £10 for subsequent replacements | 7 | No impact on service. No consultation required. No effect on jobs. | Low | Scrutiny 12/6 - Supported |
| Review of Passenger Transport Services - Full year impact £150k | 24 | No effect on jobs. Public consultation required. | Medium | Scrutiny 12/6 - Further information requested |
| TOTAL ENGINEERING DIVISION | 1,050 | | | |
| | | | | |

| Description | Potential Saving | Impact narrative | Impact | Committee |
|-------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------------------------------------------------------------|
| PUBLIC PROTECTION | | | | |
| General - Savings that have no direct impact on service users | 22 | | | |
| Licensing - Income - Increase fees. | 8 | Fees will be increased to recover costs as appropriate. This will result in increased cost to the service user and may lead to a fall in take up of the service. | Low | Scrutiny 4/9 -Supported |
| Registrars - Income - Increase fees. | 10 | Fees will be increased to recover costs as appropriate. This will result in increased cost to the service user and may lead to a fall in take up of the service. | Low | Scrutiny 4/9 -Supported |
| Health Improvement Officer - 1 vacant post (0.6 FTE) & Senior Health Improvement Officer - 1 vacant post (1 FTE). | 77 | The Health Improvement Team strategically leads and delivers the local response to Health Challenge Wales and Change 4 Life Interventions as well as contribution to our Corporate Health activities. The Team consists of 5.4 FTE with 1.8 FTE delivering the Healthy Schools Programme and funded by grant. Deleting 1.6 FTE will significantly impact upon the capacity of team, as 1 post is the Senior Officer. Alternative line management arrangements will need to be put in place. | Medium | Scrutiny 4/9 Agenda Item 3(1) Appendix 3 - Further information requested. |
| Enforcement - Environmental Health Officer - 1 vacant post (1 FTE). | 45 | Reducing the 3 EHOs within the General Environmental Health Team to 2 will extend the time taken to deal with and investigate service requests. The Team protects public health and quality of life by dealing with complaints of nuisances or hazards to health. E.g. noise, defective drains and sewers, investigation of odours, and bonfires etc. They deal with filthy and verminous premises, and travellers sites, and are also involved in problems of pest infestations, straying animals and irresponsible dog ownership. They also enforce in relation to littering, dog fouling and fly tipping activities. | Medium | New saving proposal. |
| TOTAL PUBLIC PROTECTION | 162 | | | |

| Description | Potential Saving | Impact narrative | Impact | Committee |
|--------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| COMMUNITY & LEISURE SERVICES | | | | |
| General - Savings that have no direct impact on service users. | 338 | | | |
| Parks & Playing Fields - Cessation of summer "Bands in the Park" events programme | 2 | Little or no impact on appearance of County Borough but there may be a small number of complaints given the limited audience that typically enjoy these events. | Low | New saving proposal |
| Residual Waste - Charging for all replacement containers. | 60 | Provides clarity over existing policy. Generally low impact. | Low | Scrutiny 30/7 - Suggested cabinet consider further. |
| Street Cleansing - Reduced cleaning on bank holidays. Cleansing will be reduced to same levels as weekends. | 13 | The only cleansing that will occur on bank holidays will be early mornings in town centres | Medium | Scrutiny 30/7 - Supported |
| Street Cleansing - Reduction in weed removal budget. Reduced contribution to winter rear lane grubbing out team. | 100 | May result in increases in complaints from the public if weather conditions support weed growth | Med/High | Scrutiny 30/7 - Supported |
| Parks and Playing Fields - 2nd phase of the removal of flower beds in parks & open spaces. | 40 | Phase 1 completed in 2014/15 without any real issues | Low | Scrutiny 30/7 - Supported |
| Parks and Playing Fields - Reduction in playing field maintenance. Remove 2 fertilizer applications & cease end of season renovation works | 30 | Officers have considered an alternative option involving cessation of regular pitch marking and handing over pitch marking responsibility to clubs (subject to consultation). The saving would be the same but some pitch renovation could then be undertaken. | Medium | Scrutiny 30/7 - Could not support without first consulting with local clubs & Town Councils in order to explore all avenues & funding options |
| Parks and Playing Fields - Increase outdoor facility charges by 20%. | 20 | The Scrutiny members suggested that Officers examine options to only increase adult fees while keeping junior fees at current levels. If this strategy is employed the options are as follows:- <ul style="list-style-type: none"> • Increase of 40% in adult fees = additional £27k income • Increase of 45% in adult fees = additional £31k income • Increase of 50% in adult fees = additional £34k income • Increase of 100% in adult fees = additional £69k income | Medium | Scrutiny 30/7 - Members suggested freeze for juniors but further increase for adults. |
| Cwmcarn Leisure Centre - Centre closed - handover of facility to school | 25 | Consulting with key stakeholders. Negotiations ongoing with school regarding principle, but capital liability issues still to be resolved. This will be subject to a further report. | Low | Scrutiny 30/7 - Members supported option not to reopen as a leisure centre. |
| Parks and Playing Fields - Review park ranger service to reduce from 18 to 12. | 40 | Can be accommodated by not engaging agency staff in the Spring of 2015 | Medium | Scrutiny 30/7 - Subject to consultation with Trade Unions and Town Councils, Members happy to support |
| Street Cleansing - Reduce number of pedestrian sweepers operated by 1. | 14 | Rationalisation of the number of small sweepers will reduce the ability to cover the whole borough, other than for specific periods. | Low | Scrutiny 30/7 - Supported |
| Parks and Playing Fields - Cessation of litter picking at 14 parks on Saturdays. | 12 | May result in increased littering (particularly in spring/summer). Potential for increase in public complaints. | Medium | New saving proposal |

| Description | Potential Saving | Impact narrative | Impact | Committee |
|-----------------------------------------------------------------------------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|------------------------------------------------------------------|
| Parks and Playing Fields - Removal of Barrier Attendants at 5 locations | 14 | Car parks (at parks) will remain open. May result in increased littering and anti-social behaviour after hours. | Medium | New saving proposal |
| Sport & Leisure - Closure of Bedwas swimming pool on Sundays. | 10 | Level of use can be accommodated at Caerphilly Leisure Centre. | Low | New saving proposal |
| Sport & Leisure - Average price increase of 5% on leisure centre fees | 100 | Additional cost of 5% to users e.g.: Swim from £3.05 to £3.20 - Gym from £4.25 to £4.45 | Low/Med | New saving proposal |
| Waste Strategy & Operations - Closure of Civic Amenity Sites for 2 days/week + 1 hour on other days | 100 | Obvious reduction in availability to public. Closure days would be staggered across all sites. | Medium | Scrutiny 30/7 - This option was suggested by Scrutiny committee. |
| Waste Strategy & Operations - Reduction in cleansing budget. Full year impact £300k Page 00 | 100 | <ul style="list-style-type: none"> • The full year proposed saving represents 7.4% of the total cleansing budget of £4.075m with the part year saving representing 2.45% • The process needs careful management involving Corporate HR as it will inevitably mean a reduction in the number of staff. • There will be a significant impact in the cleanliness of the county borough. • An increase in back office and Contact Centre workload could result from an increase in public complaints. • Given the time constraint in identifying additional savings there has been limited consultation with Trade Unions, Contact Centre etc. • Contact Centre Service Level Agreement for nappy waste & missed collections will need to be reviewed and replaced with a 7 day response. | High | New saving proposal |
| TOTAL COMMUNITY & LEISURE SERVICES | 1,018 | | | |
| TOTAL ENVIRONMENT | 2,852 | | | |

| <i>Description</i> | <i>Potential Saving</i> | <i>Impact narrative</i> | <i>Impact</i> | <i>Committee</i> |
|----------------------------------------------------------------------------------------|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CORPORATE SERVICES | | | | |
| General - Savings that have no direct impact on service users | 986 | | | |
| Withdrawal of 'additional help for pensioners with their Council Tax' funding. | 246 | The majority of Authorities in Wales are proposing to withdraw this funding for 2015/16. Withdrawal of the funding for this scheme may need to be monitored in terms of impact and pensioners who fall into arrears may need to be signposted to other forms of support from sources within the Council and from external partners in the voluntary sector. | Low | Scrutiny 17/6 - Further information requested. Scrutiny 24/9 - Supported 50% withdrawal of funding in 2015/16 with remainder of funding being withdrawn in 2016/17. |
| Communications Unit - Cease to deliver a twinning function. | 5 | | Low | Scrutiny 17/6 - Supported |
| Review of Customer First - Full year impact estimated at £250k, part year impact 15/16 | 125 | This will be subject to a separate report. No significant impact for 2015/16 as part year. Will involve reducing opening hours in all Customer First centres but no closures. | Low/Med | |
| Closure of Ty Pontllanfraith - Full year impact £600k, part year impact in 15/16 | 100 | The details of this proposal were presented to the Special Policy & Resources Scrutiny Committee on the 17th June 2014. | Low | Scrutiny endorsed the principle to begin consultation on the proposal |
| | | | | |
| TOTAL CORPORATE SERVICES | 1,462 | | | |

This page is intentionally left blank



EDUCATION FOR LIFE SCRUTINY COMMITTEE - 13TH JANUARY 2015

**SUBJECT: NEW GOVERNANCE ARRANGEMENTS FOR SOUTH EAST WALES
EDUCATION ACHIEVEMENT SERVICE**

REPORT BY: ACTING DEPUTY CHIEF EXECUTIVE

- 1.1 The attached report, which highlights the changes necessary to the agreed Governance arrangements for the Regional School Improvement Service - Education Achievement Service in order to align the arrangements to the National Model for School Improvement was considered by Cabinet on 29th October 2014.
- 1.2 After due consideration of the proposed new governance arrangements, and in noting that a report was to be presented to each of the five local authorities of the South East Wales Consortium to seek approval to implement the change, Cabinet approved the new governance arrangements for the Education Achievement Service, as outlined in paragraph 4.7 of the report.
- 1.3 Members are asked to note the content of the report and the decision of Cabinet.
- 1.4 An update on the arrangements will be provided later in the year.

Author: Sandra Aspinall, Acting Deputy Chief Executive

Appendices:

Appendix - Cabinet Report - 29th October 2014

This page is intentionally left blank



ERROR! REFERENCE SOURCE NOT FOUND.ERROR! REFERENCE SOURCE NOT FOUND. – 29/10/2014

SUBJECT: NEW GOVERNANCE ARRANGEMENTS FOR SOUTH EAST WALES EDUCATION ACHIEVEMENT SERVICE

REPORT BY: ACTING DEPUTY CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 To apprise Members of the changes necessary to the agreed Governance arrangements for our Regional School Improvement Service – Education Achievement Service (EAS) in order to align the arrangements to the National Model for School Improvement.
- 1.2 To seek approval to implement the new arrangements.

2. SUMMARY

- 2.1 A National Model of regional working for school improvement was introduced by the Minister for Education and Skills in March 2014. The South East Wales Education Achievement Service (EAS) closely aligns with the National Model but, in order to comply with the National Model, it was recognised that the 'Governance' arrangements required further consideration. Each of the five local authorities of the South East Wales Consortium will in the next month present the new governance arrangements to Members in order to seek approval to implement the changes.

3. LINKS TO STRATEGY

- 3.1 The five Councils and the Company Education Achievement Service (EAS) Collaboration and Members' Agreement.
- 3.2 The Deed of Contribution.

4. THE REPORT

- 4.1 The South East Wales Education Achievement Service was established as a limited company in July 2012. Its prime function is to raise standards in education across the region. Newport, Torfaen, Caerphilly, Blaenau Gwent and Monmouthshire Councils commissioned the EAS to deliver a school improvement service on behalf of each individual authority and hence across the consortium.
- 4.2 In March 2013, the Minister for Education and Skills introduced a 'national model for regional school improvement services' and in December of the same year all five Local Authorities within the regional consortium agreed to work to this model.

- 4.3 The National Model contains five key themes
1. Mission, values and principles of effective school improvement
 2. The scope of regional consortia
 3. Delivery of respective regional consortia and local authority functions
 4. Governance and accountability
 5. The organisation and operation of consortia
- 4.4 The school improvement service developed by the South East Wales Consortium is closely aligned to the 'National Model' but, in order to comply with the National Model, it was recognised that the 'Governance' arrangements would require further consideration. Each of the five local authorities of the South East Wales Consortium will in the next month present the new governance arrangements to Members in order to seek approval to implement the changes.
- 4.5 Currently the EAS Board is made up of nominated Directors and Councillors from each of the five Councils. Leaders from each Council have expressed a desire to see a consistent approach to the nomination of board members across the five Local Authorities. It is suggested that such board members should be:
- Senior Cabinet Members (who do not hold the portfolio for Education) but have the necessary skills and experience to make decisions
 - A Lead Chief Executive
 - The Managing Director of the EAS
 - The Chair of the Executive Board.
- 4.6 It is proposed that the governance arrangements outlined in paragraph 4.7 are implemented in order to meet the requirements of the National Model. As Governance arrangements are already in place for the EAS the proposal outlined below includes a combination of current, revised and additional arrangements. Draft Terms of Reference for each of the governing groups are included in Appendices 1-4.
- 4.7 The proposed new governance arrangements will include:-
1. The continuance of an EAS Board
 2. The addition of a South East Wales Executive Board
 3. The continuance of the JEG (Joint Executive Group)
 4. The addition of an Audit Committee
- 4.8 It must be noted that both the JEG and the addition of an Audit Committee sit outside the agreed National Model of Governance.
- 4.9 **The Continuance of the EAS Board:**
- 4.9.1 Board members will have responsibility for approving the budget (including remuneration), business planning and performance management of the regional consortium. Meetings will focus on monitoring progress against the Business Plan. The Board may delegate operational decision making to the Executive Board and must demonstrate sustained control ensuring that it does not act as a 'rubber stamping' body. The Board will appoint senior EAS staff and deal with Human Resource (HR) related issues. The EAS Board will determine appropriate levels of remuneration for the Managing Director and his senior team and be responsible for the appointment or removal of the Managing Director.
- 4.10 **The addition of an EAS Executive Board:**
- 4.10.1 Membership of the Executive Board will include the Chairperson of the EAS Board, the Managing Director (acting as a paid official and not an Executive Board Member) a Lead Chief Executive, a Lead Director of Education and no more than five additional individuals, one appointed to the Executive Board. These individuals will include a Welsh Government

representative and individuals with expertise in school improvement (one of whom must be a serving Head teacher drawn from a school within the consortium area). The EAS Board will appoint the Executive Board members.

4.10.2 The Lead Chief Executive will rotate on an annual basis. Paul Matthews, Chief Executive of Monmouthshire County Council has volunteered for this role in the first instance.

4.10.3 The Executive Board acts as an advisory group and on instruction from the South East Wales EAS Board. The Executive Board is accountable to the EAS Board, but will have delegated powers to consider and recommend an annual Business Plan in line with the set budget, monitor and evaluate progress and outcomes of the Business Plan.

4.11 The continuance of the Joint Executive Group (JEG)

4.11.1 Leaders are clear that they wish to see the continuation of the JEG in order to ensure that the five Cabinet Members with the portfolio for Education and Chief Education Officers/Directors from each local authority (LA) across the region engage in meaningful discussion linked to commissioning and validation.

4.11.2 The JEG challenges the delivery of the EAS Service and will determine if the Service is meeting the standards required. It is the forum whereby each Member is made aware of any issues which may affect the delivery of services.

The JEG is also a mechanism to ensure that each portfolio holder is satisfied that the EAS are delivering on the services commissioned which enable the LA to fulfil its statutory functions.

4.11.3 The continuance of a JEG group, as stated in Para.4.7 of this report will be in 'addition' to the advice set out in the National Model. The JEG will act in an advisory capacity but will not form part of the formal decision making process.

4.12 Scrutiny is an important component of any model of governance. With such large financial investment in the Regional Services value for money needs to be evident. The current governance arrangements agreed for the Education Achievement Service include a Joint Scrutiny Committee. However, this arrangement does not form part of the National Model.

4.13 Therefore, after careful consideration, Leaders and Chief Executives of the five Councils propose that the establishment of an Audit Committee is required.

4.13.1 The membership would be made up of two nominees from each of the five Councils. These nominees are likely to be (but not required to be) members of the local scrutiny committee. This decision will be taken on an individual local authority basis.

4.13.2 The Audit Committee will scrutinise the financial reporting process, in relation to risk management systems and internal and external audit functions. Its role is to provide advice and recommendations to the EAS Board within the scope of their terms of reference. The Managing Director must bring to the attention of the EAS Board the terms of reference for the Audit Committee and ask that they be approved by the EAS Board.

4.13.3 Draft Terms of Reference for the aforementioned governing groups are outlined in Appendix 1, 2, 3 and 4. Following legal advice the Managing Director will bring the terms of reference to the attention of the EAS Board for their approval.

5. EQUALITIES IMPLICATIONS

5.1 There are no equalities implications arising from this report.

6. FINANCIAL IMPLICATIONS

6.1 There are no financial implications arising from this report.

7. PERSONNEL IMPLICATIONS

7.1 There are no personnel implications arising from this report.

8. CONSULTATIONS

8.1 All comments received have been incorporated into the body of the report.

9. RECOMMENDATIONS

9.1 Members approve the new governance arrangements for the Education Achievement Service as outlined in paragraph 4.7.

10. REASONS FOR THE RECOMMENDATIONS

10.1 The governance arrangements for the Regional Service align to the National Model.

11. STATUTORY POWER

11.1 Local Government Act 1972
School Standards & Framework Act 1998

Author: Sandra Aspinall, Acting Deputy Chief Executive
Consultees: Chief Executives of Newport, Torfaen, Caerphilly, Blaenau Gwent and Monmouthshire Local Authorities
Leaders of Newport, Torfaen, Caerphilly, Blaenau Gwent and Monmouthshire Councils
Consortium Directors of Education/Chief Education Officers
South East Wales Education Achievement Service
Cabinet Members for Education across the five local authorities
Corporate Management Team
Senior Management Team of the Directorate for Education & Lifelong Learning
Interim Head of Legal Services & Monitoring Officer

Background Papers:
Welsh Government: A National Model for Regional Working in Wales February 17th 2014

Appendices:
Appendix 1 Draft Terms of Reference of the South East Wales EAS Board
Appendix 2 Draft Terms of Reference for the EAS Executive Board
Appendix 3 Draft Terms of Reference for the Joint Executive Group
Appendix 4 Draft Terms of Reference for the EAS Audit Committee

Appendix 1:

Draft Terms of Reference of the South East Wales EAS Board

The work of the South East Wales Education Achievement Service will be overseen by an EAS Board. The EAS Board may make decisions which affect the delivery of and resources available for improving school performance. Therefore, local authorities should make sure that the governance arrangements put in place do not contradict local authority decision making and democratic accountability.

The EAS Board will have responsibility for approving the consortia budget (including remuneration), business planning and performance management of the regional consortia.

Consortia and local authorities should make sure that the members of EAS Board have the right skills, experience and seniority to make decisions; have a clear understanding of their collaborative regional responsibility; and are clear about their roles and responsibilities and how these dovetail with the democratic accountabilities

The membership of the EAS Board will include:

- Five Senior Cabinet Members representing the five Local Authorities (who do not hold the portfolio for Education)
- A Lead Chief Executive
- The Managing Director of the South East Wales EAS
- The Chair of the Executive Board

The EAS Board will:

- Nominate and agree a Chair
- Meet once a school term to oversee the work of the consortium.
- Hold an annual meeting to focus on considering and agreeing the draft business plan and the accompanying budget.
- Delegate the operational decision making of the consortium to an executive board whose role will be to oversee, support and challenge the work of the regional consortium.
- Monitor the progress and outcomes of the business plan.
- establish arrangements for appointments of senior staff and to deal with HR issues such as grievances

The Managing Director and the lead Chief Executive shall:

- After consultation with the Chair of the Board, agree the agenda and papers to be prepared for each EAS Board meeting.

*Normally meetings of the joint committee will be open to the public.

This page is intentionally left blank

Appendix 2: Draft Terms of Reference for the EAS Executive Board

The EAS Board will delegate the operational decision making of the consortium to an executive board whose role will be to oversee, support and challenge the work of the regional consortium.

The membership of the EAS Executive Board will be appointed by the EAS Board and should include:

One representative Chief Executive who will also act as the champion of the consortium in the region;
A nominee of Welsh Government (observer status);

The lead Director of Education;

The Managing Director of the EAS; and

No more than [five] individuals who will be appointed, with the approval of the joint committee, for their expertise in education, leadership and corporate governance drawn from an approved pool of individuals assembled by the WLGA and Welsh Government. Those nominated shall include at least one serving head teacher drawn from a school within the consortium area.

Reporting regularly to the EAS Board, the Executive Board will have delegated responsibility for the implementation of:

- Strategy – executive board members will constructively challenge and contribute to the development of strategy to enable the organisation achieving its goals;
- Business planning – executive board members will consider and recommend an annual business plan to the EAS Board;
- Budget – executive board members will ensure that the business plan agreed is in line with the budget; performance – executive board members will monitor and review the performance of management in meeting assigned goals and objectives and monitor the reporting of performance;
- Self-evaluation and risk – executive board members will need to have arrangements in place to make sure that regional consortia financial controls and systems are robust where necessary this will be reported to individual local authorities; people – executive board members will recommend to the EAS Board appropriate levels of remuneration for the managing director and top team
- And have the prime role in appointing/removing the managing director.

The role of the Chair of the Executive Board will be to:

- Set the agenda for the executive board in conjunction with the managing director and ensure that the board operates effectively;
- Ensure the provision of accurate, timely and clear information for other executive board members;
- Ensure that the executive board operates effectively in all aspects of its role;
- Ensure the provision of accurate, timely and clear information for other executive board members;
- Support effective communication with constituent local authorities and Welsh Government; and
- Facilitate effective contributions from all executive board members and ensure appropriate relationships between executive board members and between executive board members and officers.

The Managing Director and Chair of the Executive board shall attend meetings of the EAS Board.

This page is intentionally left blank

Appendix 3

Draft Terms of Reference for the Joint Executive Group

The Joint Executive Group (JEG) has been established as a forum for Members and Senior Officers of the five participating authorities to discuss monitor and agree issues associated with the Education Achievement Service.

The Collaboration and Members' Agreement provides details of the purpose and responsibilities of the group and should be referred to as the definitive document.

Responsibility of Group

The following areas fall within the remit of the group:

- Approving the business plan for each financial year.
- Approving the annual budget for each financial year
- Approving the Company's objectives
- Approving the Company's priorities for each Financial Year
- Agreeing the Performance Review Proforma
- Agreeing the Commissioned Services to be provided to each Home Authority by the Company for each Academic Year
- Setting and monitoring the Company's performance against the objectives

Specific Tasks

The Joint Executive Group shall agree on or before the last week in September each year:

- each Home Authority's funding contribution for the first Financial Year as set out in the Schedule 2 (Funding);
- the charging model which determines each Home Authority's future obligation to provide funding to the Company set out in Schedule 2 (Funding);
- Objectives for the period from the Commencement Date to 1 September 2015 and set out in Schedule 6 (Objectives);
- the Commission Services standards as set out in Schedule 4 of the Commissioning Agreement; and
- agreeing the Commissioned Services to be provided to each Home Authority in the first Financial Year by the Company.

Membership of Group

Each Home Authority shall, (i) a Cabinet Member responsible for Education and (ii) the Director of Education to be members of the Joint Executive Group.

Any member of the Joint Executive Group may appoint an alternate to attend meetings in his or her place. Prior to the commencement of any Financial Year each Home Authority shall, by written notice to the secretariat nominate its alternate.

The members of the Joint Executive Group shall appoint one member to be the Chair of the Joint Executive Group for a period of 12 months from the date of appointment. The appointment of chair shall rotate in the following order:

Blaenau Gwent County Borough Council

Caerphilly County Borough Council

Torfaen County Borough Council

Monmouthshire County Council

Newport City Council

Administration

The Home Authority of the person appointed as Chair pursuant shall also act as secretariat to the Joint Executive Group and shall deliver such Secretariat Services at no charge to the Home Authorities. If the Chair is absent or unable or unwilling to preside at a meeting of the Joint Executive Group, the members present may appoint another member to chair the meeting. The Joint Executive Group may regulate their proceedings on such terms as they think fit provided the Joint Executive Group meet at least four times in any Financial Year.

The quorum for meetings of the Joint Executive Group shall be four (4) Cabinet Members responsible for Education. No business shall be transacted at any meeting of the Joint Executive Group unless a quorum is present. If no quorum is present within half an hour of the time for which the meeting was called, the meeting shall be cancelled. If a quorum ceases to be present at any time during the meeting, the meeting shall be adjourned. Each member of the Joint Executive Group (or his or her alternate) shall have one vote. Decisions at Joint Executive Group meetings shall only be carried where (1) there is a simple majority of votes in favour and (2) at least four Cabinet Members responsible for Education or their alternates vote in favour. Decisions in relation to the matters identified in the Responsibilities of the Group shall require the unanimous decision of the Joint Executive Group.

Agenda / Minutes

The Agenda for each meeting will be agreed by the nominated chair in liaison with the Lead Director of the EAS and the home authorities. Items for inclusion on the agenda, together with supporting papers, must be passed to the secretariat 10 working days prior to the meeting. Agenda to be issued to all members of JEG five working days prior to the meeting. Draft minutes from meetings to be issued within five working days of the meeting

Appendix 4

Draft Terms of Reference for the EAS Audit Committee

The functions of the Audit Committee are to;

- Review and scrutinise the EAS affairs
- Make reports and recommendations in relation to the EAS financial affairs
- Review and assess the risk management, internal control and corporate governance arrangements of the EAS
- Make reports and recommendations to the authority on the adequacy and effectiveness of those arrangements
- Oversee the EAS internal and external audit arrangements and
- Review the financial statements prepared by the EAS

Terms of Reference

To exercise the following functions and take the following resolved decisions, under delegated powers to:-

- Appoint the Chair of the Audit Committee
- Receive and approve the EAS Annual Statement of Accounts in accordance with the Accounts and Audit Regulations
- Receive and approve the Annual Internal Audit Report
- Receive and approve the Annual Internal Audit Plan
- Review and approve the annual programme for internal audits, the audit priorities and effectiveness of the programme in providing adequate assurance in respect of the EAS's main business risks
- Review and monitor the effectiveness of the EAS system of internal control and the proper administration of its financial affairs, including corporate governance and risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements
- Engage with external auditors and inspection agencies and other relevant bodies to ensure that there are effective relationships between external and internal audit.

To exercise the following functions and make recommendations, where appropriate to:

- Monitor and oversee the implementation and outcomes of the internal audit programme and, where necessary, review and make recommendations regarding unsatisfactory audit reports
- Review the adequacy of the EAS internal audit resources and to make recommendations, where necessary
- Seek assurances on the adequacy of EAS Board or management responses to internal audit advice, findings and recommendations and monitor implementation and compliance with agreed action plans
- To consider the Annual Audit and Inspection Letter, make any recommendations to the Board and to monitor the Boards response to individual risks or areas of concern identified in the Letter
- Consider the Annual Report on Treasury Management and Prudential Indicators and make recommendations to Board
- Receive and consider inspection reports from external regulators and inspectors and to make recommendations and, where necessary, monitor implementation and compliance with agreed action plans
- Monitor and review decisions to waive Contracts Standing Orders and urgent executive decisions taken without consultation and to make recommendations where appropriate.
- Make recommendations to the Managing Director and the Chair of the EAS Board in relation to the Financial Procedures and Regulations set out in the Council's Constitution
- Recommend to EAS Board the appointment of further lay Board or Audit Committee members, where appropriate.

This page is intentionally left blank



EDUCATION FOR LIFE SCRUTINY COMMITTEE - 13TH JANUARY 2015

SUBJECT: DISCRIMINATORY INCIDENTS IN SCHOOLS REPORT 2014

REPORT BY: ACTING DEPUTY CHIEF EXECUTIVE

1. PURPOSE OF REPORT

1.1 To update Members on the monitoring and reporting of discriminatory incidents in schools.

2. SUMMARY

2.1 This report is an update to Education for Life Scrutiny of the report presented in January 2014 and covers the full range of work undertaken by CCBC and partner organisations on Equalities issues, both within the Directorate of Education and in schools and governing bodies, with particular focus on discriminatory bullying.

3. LINKS TO STRATEGY

3.1 Equalities, hate crime and cohesion matters are crosscutting themes in Caerphilly Delivers - the LSB Single Integrated Plan. This report also directly links to the Learning and Safer Caerphilly themes of that plan.

3.2 Tackling discriminatory bullying is part of the work under the Council's Strategic Equality Plan 2012, specifically Strategic Equality Objective 1 - Tackling Identity Based Hate Crime, as well as wider national hate crime and anti-bullying strategies from the Welsh Government.

3.3 Work around discriminatory school bullying links to the Directorate of Education's Bullying Prevention Strategy 2012 and on a national level, to the Welsh Government's 'Respecting Others 2011' guidance and the 'School Effectiveness Framework: Building effective learning communities together' (2008).

4. THE REPORT

4.1 Members may recall that since the Spring Term in the 2011-2012 academic year, termly reporting of discriminatory bullying incidents to the Directorate of Education has been a mandatory requirement, as part of wider bullying and equalities monitoring.

4.2 During the period since the first term's reporting, all schools now submit a termly form, with the majority noting a Nil Return. The summary of the incidents that have been reported to date is shown as Appendix 1 for information.

4.3 The positive work being undertaken by this Council is receiving publicity across the country, with a short article in Fyne Times reflecting the last few years' work. Fyne Times is a national publication covering LGBT issues but its most recent edition was specifically around homophobic bullying in Education. The article on Caerphilly's work is attached as Appendix 3 for information.

- 4.4 One area of concern that needs to be raised however is that discriminatory monitoring forms are not the only source of data available to the Directorate of Education, as hate incidents and hate crimes are also recorded by Gwent Police for example.
- 4.5 The final row on the table in Appendix A shows the number of times Gwent Police have been called to schools in the county borough, due to the severity of the discriminatory incident, yet the schools concerned in those cases have submitted a Nil Return to the Directorate of Education for that term.
- 4.6 There have also been Freedom of Information requests made to schools on these issues, the results of which have been advertised in the media, that again show more incidents recorded by schools in this period than have been reported to the Directorate of Education.
- 4.7 Lastly, under the Council's Bullying Prevention Strategy (May 2012), there is a requirement to complete the Bullying Incident Recording Sheet to record individual critical incidents of bullying and forward them to the local authority within 24 hours. There are currently none on record that note any police involvement with schools. Appendix 2 shows the reporting flowchart to be followed.
- 4.8 School bullying in all its forms has a deeply negative effect on the pupils who are its victims, but discriminatory bullying can add an even more personal and hurtful element to the bullying that goes on. But where discriminatory bullying incidents are not properly recorded, the true nature of that bullying can get overlooked, and any support offered may never tackle the root cause.
- 4.9 The Directorate of Education, working with the council's Equalities and Welsh Language Team and the Regional Community Cohesion Officer, have provided schools with support and training around these issues. In October 2014, all schools in the county borough were sent a letter covering these issues to remind them of the importance of proper recording and monitoring of these incidents.
- 4.10 During the academic year 2013-2014, 16 primary schools, 8 comprehensive schools and 22 youth clubs were provided with Show Racism the Red Card training. Show Racism the Red Card is an anti-racism charity which aims to raise awareness amongst young people about racism in society. They make use of the powerful position of professional footballers and other sports stars as role models to deliver an anti-racism message.
- 4.11 **2629** pupils in total received this training across the county borough, and it would be heartening to believe that the drop in racist incidents reported for the Summer Term 2014, after a large increase, was as a result of this. Appendix 4 shows the schools and youth clubs that received this training. Further sessions will be arranged if funding allows.
- 4.12 The full evaluation report provided by Show Racism the Red Card can be found online at www.caerphilly.gov.uk/equalities in the Equalities in Schools section, which is specifically devoted to providing schools with equalities related information and support.
- 4.13 Another charity that the Council worked with during this year for the first time was the Sophie Lancaster Foundation. It was established and became a registered charity in 2009 with the aim of providing workshops that would challenge the prejudice and intolerance towards people from alternative subcultures. It was set up by Sylvia Lancaster, a youth worker herself, and was named after her daughter who was attacked and murdered due to her appearance and mode of dress.
- 4.14 A session was arranged for members of staff from the Youth Service, with a view of up skilling existing staff with the knowledge to be able to deliver further sessions within youth clubs and schools across the county borough. 12 people attended the session, 10 were staff members and 2 from Barnardo's Cymru – Young Carers Project. Their feedback was unanimously positive and they are actively using the resources at sessions being held within the county borough with young people.

- 4.15 The council's Equalities and Welsh Language Team also worked with the Directorate of Education in 3 schools (including their governing bodies) to provide dedicated Equalities awareness sessions in response to situations that have arisen within their establishments.
- 4.16 Also during the academic year, Gwent Police through the 5 School Community Police Officers within Caerphilly CBC, have delivered a very high number of lessons on respect, bullying and diversity issues:-
- 86 Right or Wrong Lessons
 - 88 Sticks and Stones Lessons at Primary Level
 - 84 Save Me lessons at Secondary Level.

Support materials for all these lessons for both teachers and pupils can be found on www.schoolbeat.org.

- 4.17 The numbers of incidents being recorded each term varies as a number of factors can influence the results, however it should be noted that *increasing* the number of reported incidents is a target in the Strategic Equality Plan 2012 to reflect better monitoring and identification of the incidents, and so when higher figures are recorded it does not necessarily mean that the situation is worsening.
- 4.18 Data collection and publishing of reports is always done using anonymised totals, with only examples of good practice by individual schools, or those that have had bespoke training being specifically named at any time.
- 4.19 Data is collected and reported in various ways to help identify trends, to target support and show that the Council and schools are complying with legal duties around these issues.
- 4.20 Discriminatory bullying is a matter of concern for every local authority, however this report demonstrates that Caerphilly county borough council and its partners are actively monitoring the situation and tackling the issues by working with partners to make positive progress each year.

5. EQUALITIES IMPLICATIONS

- 5.1 The report itself is an Equality Assessment of the way in which the Directorate of Education and Lifelong Learning works with the Equalities and Welsh Language Team to create a safe and tolerant learning environment for the nearly 28,000 pupils in the county borough.

6. FINANCIAL IMPLICATIONS

- 6.1 There are no direct financial implications to this report as the information covers work already undertaken. Any training costs were met from existing budgets at the time.

7. PERSONNEL IMPLICATIONS

- 7.1 There are no personnel implications to this information report, beyond the provision of relevant training as part of the continuous professional development of both council and school based staff.

8. CONSULTATION

- 8.1 The report was circulated for comments between 20th November and 11th December 2014. The full list of consultees is listed below and all views received during the consultation period have been considered in the final report presented here.

9. RECOMMENDATIONS

- 9.1 That members note the content of this report, the range of work being undertaken and the positive progress being made in tackling incidents of discrimination in schools.

10. REASONS FOR RECOMMENDATIONS

- 10.1 In order to comply with the Council's statutory duties in terms of both school bullying issues and Equalities and Welsh Language duties, the range of work being reported on demonstrates that Caerphilly County Borough Council can evidence best practice in many areas and also evidence progress for each academic year since 2011-2012.

11. STATUTORY POWER

- 11.1 Children Act 1989, Education and Inspections Act 2006, Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011.

Author David A. Thomas, Senior Policy Officer (Equalities and Welsh Language)
Ext 4353 thomada@caerffili.gov.uk

Anwen Rees, Equalities Training and Promotion Officer
Ext 4404 reesma@caerffili.gov.uk

Consultees Sandra Aspinall, Acting Deputy Chief Executive
Cllr Rhiannon Passmore, Cabinet Member for Education
Cllr Barbara Jones, Deputy Leader and Cabinet Member for Corporate Services
Cllr James Pritchard, Elected Member Equalities Champion
Colin Jones, Head of Performance and Property
Jackie Dix, Policy Unit Manager
John Elliot, Research Officer
Keri Cole, Manager, Learning, Education and Inclusion
Jackie Garland, Service Manager - Social Inclusion
Sarah Ellis, Principal Education Psychologist
Kathryn Peters, Community Safety Manager
Inspector Kevin Childs, Gwent Police
Lyndon Samuel, Gwent Police Schools Liaison Coordinator
Christopher Hunt, Regional Community Cohesion Coordinator (West Gwent)

Background Papers:

Bullying Prevention Strategy 2012

Strategic Equality Plan 2012

Guidance Documents

Show Racism the Red Card Evaluation Report

(These are available electronically for information on request or at - www.caerphilly.gov.uk)

Appendices:

Appendix 1 - Summary of Reported Incidents 2012-2014 (covering 7 school terms)

Appendix 2 - Bullying Prevention Strategy Reporting Flowchart

Appendix 3 - Fyne Times article on CCBC's work

Appendix 4 - Show Racism the Red Card Training - List of Locations

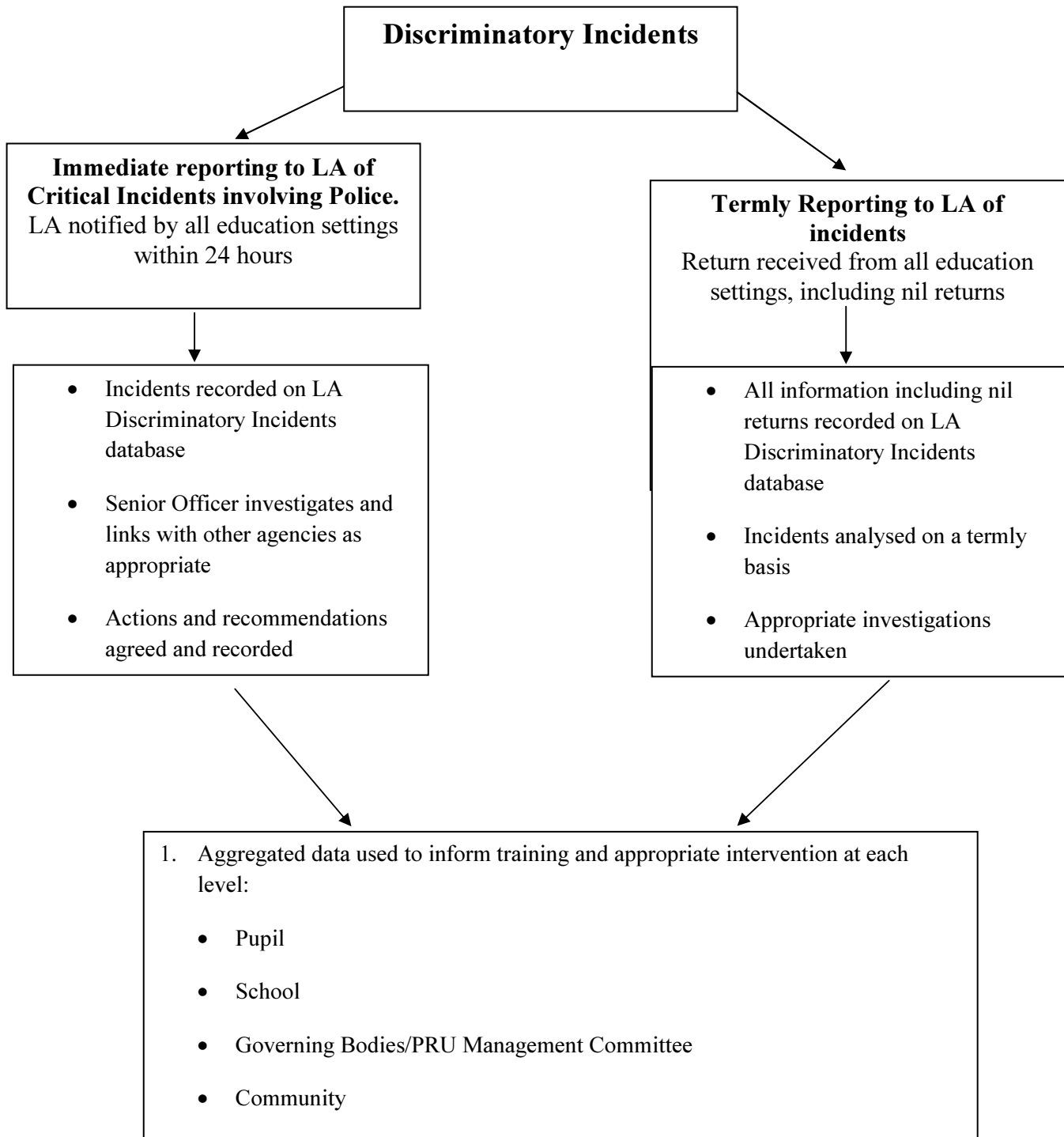
SUMMARY OF DISCRIMINATORY INCIDENTS IN SCHOOLS - 2012-2014

| | Summer 2012 | Autumn 2012 | Spring 2013 | Summer 2013 | Autumn 2013 | Spring 2014 | Summer 2014 | Totals |
|---------------------------------------------------------------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|------------|
| Type of Discrimination | | | | | | | | |
| Cared For / Caring For | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Cultural | 2 | 2 | 1 | 2 | 4 | 1 | 4 | 16 |
| Disability | 0 | 0 | 0 | 0 | 1 | 2 | 0 | 3 |
| Gender | 5 | 0 | 0 | 0 | 3 | 5 | 1 | 14 |
| Homophobic | 7 | 2 | 1 | 2 | 3 | 5 | 1 | 21 |
| Language | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Nationality | 3 | 0 | 0 | 1 | 1 | 0 | 2 | 7 |
| Race | 10 | 4 | 4 | 9 | 21 | 16 | 7 | 71 |
| Religion or Belief | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 2 |
| Type not specified | 2 | 17 | 0 | 0 | 0 | 0 | 0 | 19 |
| TOTALS | 29 | 26 | 6 | 14 | 34 | 30 | 15 | 154 |
| Number of schools submitting Nil Returns but with recorded Gwent Police involvement. | 0 | 1 | 1 | 2 | 2 | 2 | 1 | 9 |

NB - Summer 2012 was the pilot term for the new discriminatory monitoring form introduced as a result of the increased monitoring and reporting requirements following the introduction of the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011.

This page is intentionally left blank

**BULLYING PREVENTION STRATEGY -
DISCRIMINATORY INCIDENT REPORTING FLOWCHART**



This page is intentionally left blank

FYNE TIMES ARTICLE ON CAERPHILLY COUNTY BOROUGH COUNCIL'S DISCRIMINATORY BULLYING WORK

A greener place
Man gwyrdach



Tackling Homophobic Bullying in Schools - improve the information being held about it and you improve the opportunities to tackle it effectively.



Since 2012, Caerphilly county borough council has worked with schools to develop better monitoring and better support for pupils and teachers in dealing with homophobic bullying. The full report on what we had done around all forms of discriminatory bullying up until December 2013 can be found on line.

School bullying in all its forms has a deeply negative effect on the pupils who are its victims but discriminatory bullying

can add an even more personal and hurtful element to the bullying that goes on. But where homophobic, or other forms of discriminatory bullying, are not recorded as such within the general school bullying figures, the true nature of that bullying can get overlooked, and any support offered may never tackle the root cause.

Developing discriminatory bullying monitoring to cover 10 areas of pupil identity has meant that the Council now has

recorded data on homophobic incidents in schools. Since the trial term in 2012, there is now two full academic years' worth of data to be able to identify patterns, trends and target support at any schools where there seems to be ongoing problems.

There are 97 education establishments that provide monitoring data and the summary of the reported homophobic data across the 7 school terms is shown in the table below.

| Summer Term 2012 (pilot term) | Autumn Term 2012 | Spring Term 2013 | Summer Term 2013 | Autumn Term 2013 | Spring Term 2014 | Summer Term 2014 |
|-------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| 7 | 2 | 1 | 2 | 3 | 5 | 1 |

Bullying of this kind is too big an issue for one school, or one governing body, or one council department to tackle alone, it's something that needs all the partners to work on together.

Since the last report, we have begun providing training sessions in schools using the

"Homophobia: Let's Tackle It" educational resource, delivered by Show Racism the Red Card. Update reports on discriminatory bullying are also presented to elected members through the Education for Life Scrutiny Committee, and to the Community Cohesion Forum

as part of the reporting on all hate crime and incidents in the county borough.

We are delighted that in Caerphilly county borough, though there's still so much more to do, we're taking the right steps to tackle homophobia in schools.

www.caerphilly.gov.uk/equalities or www.caerffili.gov.uk/cydraddold eb

This page is intentionally left blank

APPENDIX 4**SHOW RACISM THE RED CARD TRAINING - LIST OF LOCATIONS**

| Primary Schools | | |
|----------------------------------|----------|------------|
| Abercarn Primary | 15.01.14 | 31 |
| Cwmcarn Primary School | 22.01.14 | 33 |
| Derwendeg Primary School | 27.03.14 | 30 |
| Glyn Gaer Primary School | 14.03.14 | 30 |
| Graig-y-rhacca Primary School | 20.03.14 | 14 |
| Greenhill Primary School | 24.01.14 | 25 |
| Hengoed Primary School | 07.02.14 | 25 |
| Machen Primary School | 31.01.14 | 29 |
| Pantside Primary School | 28.03.14 | 30 |
| Twyn Primary School | 10.01.14 | 120 |
| Tŷ Sign Primary School | 14.03.14 | 60 |
| Tyn-y-wern Primary School | 08.01.14 | 25 |
| Ysgol Gymraeg Bro Allta | 24.01.14 | 34 |
| Ysgol Gymraeg Cwm Gwyddon | 08.01.14 | 25 |
| Ysgol Gynradd Gymraeg Caerffilli | 21.03.14 | 40 |
| Ysgol Penalltau | 21.01.14 | 17 |
| TOTAL PRIMARY PUPILS | | 568 |

| Comprehensive Schools | | |
|-----------------------------------|----------------|-------------|
| Bedwas High School | 25.03.14 | 150 |
| Lewis Girls' Comprehensive School | 07.02.14 | 140 |
| Lewis School Pengam | 17.02.14 | 150 |
| Newbridge School | 21.03.14 | 150 |
| Rhymney Comprehensive | 25/26/27.09.13 | 427 |
| St Cenydd School | 13.03.14 | 150 |
| St Martin's Comp. School | 06.02.14 | 100 |
| Ysgol Gyfun Cwm Rhymni | 15 & 28.01.14 | 251 |
| TOTAL COMPREHENSIVE PUPILS | | 1518 |

| Youth Clubs | | |
|----------------------------------------|--------------------|------------|
| Aberbargoed Youth Club | 26.03.14 | 45 |
| Abertysswg Youth Club | 10.02.14 | 15 |
| Bargoed and Gilfach Youth Club (Welsh) | 04.02.14 | 35 |
| Bargoed YMCA | 19.03.14 | 45 |
| Blackwood Basement | 27.03.14 | 20 |
| Blackwood Youth Club | 20.01.14 | 28 |
| Cefn Hengoed Youth Club | 19.03.14 | 20 |
| Charter Housing Group | 12.03.14 | 20 |
| Crosskeys Youth Club | 01.04.14 | 20 |
| Graig-y-rhacca Youth Club | 03.03.14 | 20 |
| Heolddu Youth Club | 13.02.14 | 45 |
| Innovate Project - Rhymney | 17.03.14 | 45 |
| Llanbradach Youth Club | 06.03.14 | 20 |
| New Tredegar Youth Club | 10.03.14 | 45 |
| Pantside Youth Club | 06.02.14 | 10 |
| Penllwyn Youth Club | 17.03.14 | 10 |
| Rhymney Youth Club | 11.03.14 | 15 |
| Risca Youth Club | 24.03.14 | 20 |
| St Cenydd Youth Club | 20.03.14 | 20 |
| Trinant Youth Club | 30.01 and 04.02.14 | 29 |
| Ynysddu Youth Club | 25.03.14 | 10 |
| Youth4U Editorial Group | 13.03.14 | 6 |
| TOTAL YOUNG PEOPLE | | 543 |



EDUCATION FOR LIFE SCRUTINY COMMITTEE - 13TH JANUARY 2015

SUBJECT: SCHOOLS CHALLENGE CYMRU

REPORT BY: ACTING DEPUTY CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 To inform Members of the Welsh Government (WG) strategy to improve educational outcomes for pupils under the Schools Challenge Cymru (SCC) programme.

2. SUMMARY

- 2.1 One of the Government's key priorities in education is to break the link between poverty and educational attainment. SCC sets out to do that in schools in Wales that face significant challenges, both in terms of their circumstances and stage of development in a way that stimulates wider improvement in the education system. Schools Challenge Cymru is about recognising that some schools face unique challenges and that these require more intensive, additional support, above and beyond that which is provided as a matter of course.

3. LINKS TO STRATEGY

- 3.1 The SCC programme complements the Local Authority's Single Integrated Plan and Service Improvement Plan. It also links to the Education Achievement Service's (EAS) business plan.

4. THE REPORT

- 4.1 SCC is an acceleration and concentration of WG's school improvement efforts, focussed on secondary schools in Wales that face the largest challenge in terms of circumstance and stage of development. It will also involve their cluster primaries. WG wants to do far more to break the link between poverty and attainment. The current commitment is for 2 years. However, during this time, the programme will be evaluated and consideration given to whether the programme should be extended.
- 4.2 Within the overall strategy for school improvement set out in the National Model for Regional Working, Schools Challenge Cymru involves schools that have been in lower Bands over the past three years and where there are particularly high levels of pupils eligible for Free School Meals. Wherever possible, data over three years was used in order to get a clear picture of each school together with the local knowledge of Regional Education Consortia to determine whether they should be included in the programme. The Challenge aims to empower and equip these Pathways to Success Schools to be able to achieve continuous self-improvement by building on existing good practise, mobilising additional support and monitoring the impact of their efforts.

- 4.3 Five secondary schools in Caerphilly have been identified as Pathways to Success Schools under the SCC programme:-
- Bedwas High School
 - Blackwood Comprehensive
 - Heolddu Comprehensive
 - St Cenydd School
 - St Martin's School
- 4.4 Schools in the Challenge have four core entitlements:-
- a 'school on a page' template that provides a snapshot of where their school is on its improvement journey and what its strengths and areas for improvement are;
 - a committed, experienced Adviser to support and challenge the school on how it can improve, and to help broker support;
 - a Single School Development Plan, showing how the schools efforts for improvement are drawn together, including an entitlement to draw on additional resource, as needed; and
 - an Accelerated Improvement Board to support the school's leadership through its improvement journey.
- 4.5 Each school will be assigned a Schools Challenge Cymru Adviser (SCCA) who will take an active role in each school's improvement process, with an expected commitment of up to 25 days of support to each school per annum. The Advisers will be employed by the Regional Educational Consortia and funded by Schools Challenge Cymru and accountable to the Minister. They will report regularly to the Champions Group on their work with the schools. The Advisers are experienced individuals, each with a proven track record of achieving school improvement and transforming education for children and young people. They will provide support and challenge in preparing their plans for improvement. They will work with senior staff in analysing the school context, providing them with support in formulating appropriate and effective improvement strategies. In so doing, they will be in a position to locate and broker additional support from other schools and external agencies that will strengthen these improvement efforts – acting as a gatekeeper to ensure improvement efforts are fully aligned and effective.
- 4.6 The EAS advise on the deployment of the Schools Challenge Cymru Advisers within the Pathways to Success Schools. EAS will also have a direct link to the Welsh Government Schools Challenge Cymru Core Team who will provide policy advice and support and allocate programme funding. They will ensure that there is sufficient engagement between the Schools Challenge Cymru Advisers and the Challenge Advisers working as part of the National Model for School Improvement.
- 4.7 Schools Challenge Cymru Adviser will support the school in drafting a Single School Development Plan – a comprehensive map of the next stage of the school's improvement journey, with stretching targets for success. These were completed by the end of the Summer Term (July 2014). The Plans set out the targets the school has set itself for improvement, demonstrating how it intends to achieve these. It will define how additional resources provided through Schools Challenge Cymru will be used to support rapid improvement. The Schools Development Plan should identify any additional resources that may be required in terms of infrastructure investment. In identifying capital investment need it is imperative that it is specifically targeted and of appropriate scale to support rapid improvement in schools. The Single School Development Plan have been submitted to WG for approval and, following required amendments, have now all been approved.

- 4.8 Each participating school's efforts will be supported by an Accelerated Improvement Board, to be convened and chaired by the Headteacher. The membership of this Board will be the Headteacher, Chair of Governors, a representative of the Local Authority, a Headteacher of a cluster primary, and the SCC Adviser. The Accelerated Improvement Board will meet monthly. The main task is to ensure that the improvement strategies are being implemented effectively and that rapid progress is being made.
- 4.9 There are four main themes for the Challenge, drawing on the experiences of the London and Greater Manchester Challenges. These are leadership, learning and teaching, the pupil, and the school and the community – including parents or carers.
- 4.10 Given the Challenge's focus on breaking the link between deprivation and attainment, its overall success will be measured in how effectively attainment is raised by pupils eligible for Free School Meals – most obviously measured by the Level 2 attainment of pupils eligible for Free School Meals, alongside L2 attainment for all pupils. This is in addition to the Pathways to Success Schools' own success measures. Other key indicators that will be used to gauge Pathways to Success Schools' improvement will include:
- Attendance levels
 - Key Stage 2 – Levels achieved against core subjects in cluster primaries
 - Key Stage 3 – Levels achieved
 - Estyn Inspection ratings
 - Banding and School Categorisation
 - School and SCCA self-assessments, including leadership and school capacity to improve
 - Pupil feedback, including self-evaluation surveys

5. EQUALITIES IMPLICATIONS

- 5.1 Breaking the link between deprivation and attainment can be even more vital for children from minority background families, or who have disabilities, as their attendance levels can also be affected to a greater extent.
- 5.2 Tackling Poverty and Equalities issues are both cross-cutting themes of Caerphilly Delivers, the LSB Single Integrated Plan, and the Discriminatory Incidents in Schools Report 2014 also provides background information that links the two agendas as it is often the schools in the most deprived areas that report a higher number of discriminatory incidents.

6. FINANCIAL IMPLICATIONS

- 6.1 There are no direct financial implications for the local authority
- 6.2 There is revenue grant funding of up to £20m across Wales for the scheme, with approximately £4.6m allocated to the South East Wales region.
- 6.3 Each school can access this funding via a grant bid to the allocated School Challenge Cymru Adviser.
- 6.4 In addition, an amount of £366,239 has been allocated to the 5 Caerphilly schools in respect of capital spend.
- 6.5 The Pupil Deprivation Grant (PDG) and School Effectiveness Grant (SEG) do not form part of the SCC funding allocations.
- 6.6 The purpose of the funding is to enable the delivery of a support package to drive forward school improvement in the SCC Pathways to Success schools in the South East Wales Consortia area.

- 6.7 The capital funding will be paid direct to each LA for distribution to schools. The revenue funding will be paid to Torfaen, as the EAS bankers, for distribution to schools via the responsible LAs.
- 6.8 Only those schools named by the Minister (see 4.3 above) are eligible for funding. However, a number of schools in the region that are providing support in the form of the release of staff will be reimbursed for the staff time from this grant.

7. PERSONNEL IMPLICATIONS

- 7.1 There are no direct personnel implications for the Authority. However, given the nature of the SCC programme, it is likely that support for managing capability and performance issues will arise at the schools in question. HR support will be made available to support the SCC Advisers, EAS and Caerphilly County Borough Council (CCBC) School Improvement Officers in dealing with these cases.

8. CONSULTATIONS

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

9. RECOMMENDATIONS

- 9.1 That Members note the information within this report.

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 SCC is a new initiative and Members need to be updated on this development.

11. STATUTORY POWER

- 11.1 Education Action 1996

Author: John Rawlings, Principal Challenge Adviser, Education Achievement Service
Consultees: Directorate Senior Management Team
Sandra Aspinall, Acting Deputy Chief Executive
Keri Cole, Manager, Learning, Education and Inclusion
Councillor Rhianon Passmore, Cabinet Member, Education and Lifelong Learning
Councillor Wynne David, Chair of Education Scrutiny Committee
Education Achievement Service (EAS)