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Date: 2nd December 2015

Dear Sir/Madam,

A meeting of the **Cabinet** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Wednesday, 9th December, 2015** at **2.00 pm** to consider the matters contained in the following agenda.

Yours faithfully,

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

Chris Burns
INTERIM CHIEF EXECUTIVE

AGENDA

	Pages
1 To receive apologies for absence.	
2 Declarations of Interest. Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on the agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for both Councillors and Officers.	
To approve and sign the following minutes: -	
3 Cabinet held on 25th November 2015.	1 - 4

A greener place Man gwyrddach



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

4	Council Tax Base 2016-2017.	5 - 12
5	Caerphilly County Borough Council's Annual Library Standards Assessment 2014-2015.	13 - 42
6	Syrian Vulnerable Persons Relocation Scheme.	43 - 48
7	Policy on the Determination of Suitability to Hold a Licence Under The Scrap Metal Dealers Act 2013.	49 - 62
8	Additional Learning Needs Review.	63 - 82
9	Cabinet Forward Work Programme.	83 - 88

Circulation:

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

And Appropriate Officers.



CABINET

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN ON WEDNESDAY 25TH NOVEMBER 2015 AT 2.00 P.M.

PRESENT:

Councillor K.V. Reynolds - Chair

Councillors:

C. Forehead (HR and Governance/Business Manager), N. George (Community and Leisure Services), D.T. Hardacre (Performance and Asset Management), K. James (Regeneration, Planning and Sustainable Development), B. Jones (Deputy Leader and Cabinet Member for Corporate Services), R. Passmore (Education and Lifelong Learning), D.V. Poole (Deputy Leader and Cabinet Member for Housing), T.J. Williams (Highways, Transportation and Engineering) and R. Woodyatt (Social Services).

Together with:

C. Burns (Interim Chief Executive), C. Harry (Corporate Director - Communities), N. Scammell (Acting Director of Corporate Services and S151 Officer).

Also in Attendance:

Councillor N. Dix and C. Hawker.

K. Cole (Chief Education Officer), P. Elliot (Head of Regeneration and Planning), C. Jones (Head of Property and Performance) and C. Evans (Committee Services Officer)

1. APOLOGIES FOR ABSENCE

Apologies were received from D. Street, Corporate Director - Social Services.

2. DECLARATIONS OF INTEREST

Councillor T. Williams declared an interest in Agenda item 5 – Notice of Motion – Land Adjacent to Cefn Fforest Leisure Centre. Details are minuted with the respective item.

3. CABINET – 11TH NOVEMBER 2015

RESOLVED that the minutes of the meeting held on 11th November 2015 (minute nos. 1 - 8) be approved and signed as a correct record.

4. CABINET AS TRUSTEES CWMCARN COTTAGE HOSPITAL FUND – 11 NOVEMBER 2015

RESOLVED that the minutes of the meeting held on 11th November 2015 (minute nos. 1 - 3) be approved and signed as a correct record.

MATTERS ON WHICH EXECUTIVE DECISIONS WERE REQUIRED

5. NOTICE OF MOTION – LAND ADJACENT TO CEFN FFOREST LEISURE CENTRE

Councillor T. Williams declared an interest in this item, due to previous opposition of the application for the sale of land, and left the meeting during its consideration.

Councillor C. Hawker, local ward Member, attended to speak on this item.

The report provided details of a Notice of Motion, received from Councillors J. Jones, C. Hawker, N. Dix, P. Cook, A. Rees, C. Durham, R. Saralis and J. Summers, in relation to the sale of land adjacent to Cefn Fforest Leisure Centre, which was presented to, and supported by the Policy and Resources Scrutiny Committee on 10th November 2015.

Members considered the following Notice of Motion:

“That a previous decision of Cabinet to dispose of land that once formed a part of Cefn Fforest Leisure Centre be withdrawn from sale with immediate effect on the basis that such a sale will pit this piece of land at a disadvantage under a forthcoming Strategic Review of Leisure Centres”.

Cabinet noted the concerns raised by the Scrutiny Committee and the local ward Member for the area in respect of the proposed sale, the impact of any sale on parking availability and the benefits in retaining the land for use by the leisure centre.

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

For the reasons outlined at the meeting, Cabinet RESOLVED to proceed with the disposal of the land.

6. RISCA – TESCO SECTION 106 OPTIONS REPORT

The report provided Cabinet with the options available to the Council in utilising Section 106 (S106) Monies, set aside to develop a footbridge from the large Tesco store to Risca town centre.

In 2010 planning permission was granted for the erection of a new Tesco superstore in Risca. The planning permission was granted subject to a S106 legal agreement that required six obligations summarised below:-

- Town Centre Contribution (to build a footbridge linking the Tesco store with the town centre and east sides of the river) - £425,000 received and currently held in an account.
- Public Art Contribution - £45,000 – received and spent.
- Council Administration Costs - £15,000 – received and currently held in an account.
- Stopping up Contribution (to close a former right of way) - £2,500 – received and spent.

- Legal Costs to Council - £5,750 – received and spent.
- To occupy the “Express Store” within the town (Palace Cinema) – Leased and occupied.

It was noted that, as per obligation 1, the Council were required by Tesco’s to build a pedestrian footbridge. Due to numerous obstacles this bridge is still to be developed and the Council now need to decide on the feasibility/viability of the scheme in the timeframe that remains for providing it.

The report outlined 2 options for the use of the monies, which would satisfy the terms of the Section 106 Agreement. The report recommended the implementation of Option 2, due to the time constraints and the onerous legal issues surrounding the bridge. A number of projects have already been identified which could benefit from the S106 monies.

Cabinet thanked the Officer for the report and, in supporting the recommendation, requested that consultation be conducted with Local Members and proposals be presented to Cabinet for consideration prior to implementation.

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

RESOLVED that for the reasons contained in the Officers report and proposed at the meeting:

- (i) option 2 be pursued in order to best utilise the S106 monies (Utilise Section 106 monies for improvements to Risca Town Centre);
- (ii) consultation be undertaken with Ward Members and a further report be presented Cabinet on these proposals.

7. THE PROCESS FOR THE APPOINTMENT AND REMOVAL OF LOCAL AUTHORITY (LA) GOVERNORS

The report provided a proposal for the implementation of a process for the recruitment and removal of Local Authority (LA) governors.

Currently, Caerphilly County Borough Council (CCBC) has the highest percentage of vacancies for LA governors within the South East Wales Consortium (SEWC). It is important that competent, committed LA governors are recruited so that schools can function effectively.

The report recommended that, in order to support the recruitment of LA governors, an Advisory Panel for appointments be established and, whilst considering appointments, the Advisory Panel and Chief Education Officer consider the appointment of local members wherever possible. In addition, applications can also be accepted from members of the Business Forum, Voluntary Sector and LA staff, subject to compliance with the set criteria.

It was noted that the role of the Advisory Panel would include the provision of advice to the Chief Education Officer on the removal of LA Governors. Disqualification of LA governors or any governors is dealt with under Schedule 5 of the 2005 Regulations.

Members thanked the Officer for the report and raised queries on the mandatory training requirement and the possible impact on Governor Resignations. The Officer explained that the training provided is a one-off mandatory training session, which is provided in the first year of the role.

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

agreed.

RESOLVED that for the reasons contained in the Officers report:

- (i) a Local Authority (LA) Appointments Panel be established, as outlined the report;
- (ii) the process for LA Governor Recruitment and removal be approved.

The meeting closed at 2.29pm

Approved and signed as a correct record subject to any corrections made at the meeting held on 9th December 2015.

CHAIR



CABINET – 9TH DECEMBER 2015

SUBJECT: COUNCIL TAX BASE 2016-2017

REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES AND S151 OFFICER

1. PURPOSE OF REPORT

1.1 For Cabinet to agree the calculation of the Council Tax Base for 2016/17.

2. SUMMARY

2.1 The report provides details of the Council Tax base for 2016/17 for tax setting purposes and the collection percentage to be applied.

3. LINKS TO STRATEGY

3.1 The Council Tax is a significant resource which assists the Council in achieving its various strategies.

4. FINANCIAL IMPLICATIONS

4.1 The Local Government Finance Act 1992 and The Local Authorities (Calculation of Council Tax Base) (Wales) Regulations 1995 sets out the rules for the calculation of the Council Tax base. This is the amount required by the Local Government Finance Act 1992 to be used in the calculation of the Council Tax.

4.2 The Council Tax base for discounted chargeable dwellings expressed as Band D equivalents has been calculated at 61,417.67 for 2016/17. This is a **0.43%** increase on 2015/16. Members are advised that increases in Band D equivalents may result in a reduced Revenue Support Grant (RSG) when the Provisional LG Financial Settlement announcement is made in December 2015. Hence at this stage, additional income cannot be factored into the budget setting process for 2016/17.

4.3 For 2015/16 a collection rate of 97% was assumed. The collection rates for council tax have steadily increased over recent years, in fact the in-year collection rate for council tax in 2014/15 was 96.7%, which was the best ever performance for Caerphilly CBC. This has been achieved against the backdrop of reduced staffing levels, with staffing being reduced in recent years from 31 to 24.5. The Authority pursues Council Tax arrears and this results in the collection rate of 97% being regularly exceeded. This generates a council tax surplus at the financial year end. For 2014/15 the Council Tax surplus was £1.4m. Members should note that the surplus is used to support the Authority's base budget.

4.4 Following the abolition of Council Tax Benefit in 2013/14 by the UK Coalition Government, Welsh Government (WG) has decided to maintain entitlements under the Council Tax Reduction Scheme (CTRS) until 31st March 2017. In November 2013 WG brought forward

regulations placing a duty on Local Authorities to introduce Council Tax Reduction Schemes for 2014/15. This has been extended for both 2015/16 and 2016/17 and requires all Welsh Authorities to maintain full entitlements for all eligible claimants and retains the national framework scheme which was introduced in 2013/14.

- 4.5 WG has commissioned a review looking at the options for a longer-term solution which will provide an equitable and sustainable scheme within the available funding to be implemented from 2017/18 onwards.
- 4.6 Since 2014/15 funding for the CTRS has been included within the Revenue Support Grant at 2013/14 levels. This means that Local Authorities must take account of any additional CTRS costs arising from their decisions about Council Tax levels for 2016/17. Any increase in CTRS expenditure would have to be met by the Authority and therefore it would be prudent to apply the same percentage increase in the Council Tax for 2016/17, to the total funds set aside for the CTRS. An element of the increased revenue from Council Tax would then need to be set aside to fund the increased CTRS costs.
- 4.7 The Council Tax base for 2016/17 is 61,417.67 x 97% which equates to 59,575.14. The Council Tax base analysed over community council areas is as follows:

Community Council	Band D Equivalent
Aber Valley	2005.88
Argoed	848.38
Bargoed	3572.94
Bedwas, Trethomas & Machen	3764.62
Blackwood	2895.51
Caerphilly	6121.31
Darran Valley	694.96
Draethen, Waterloo & Rudry	594.48
Gelligaer	6200.21
Llanbradach & Pwllypant	1459.69
Maesycwmmmer	762.73
Nelson	1589.62
New Tredegar	1346.09
Penyrheol, Trecenydd & Energlyn	4413.45
Rhymney	2530.14
Risca East	2036.27
Risca West	1774.58
Van	1639.02
Areas without Community Councils	<u>15325.26</u>
Total	<u>59575.14</u>

5. EQUALITIES IMPLICATIONS

- 5.1 There are no potential equalities implications of this report and its recommendations on groups or individuals who fall under the categories identified in Section 6 of the Council's Strategic Equality Plan, therefore no Equalities Impact Assessment has been carried out.

6. PERSONNEL IMPLICATIONS

- 6.1 There are none.

7. CONSULTATIONS

7.1 There are no consultation responses which have not been reflected in this report.

8. RECOMMENDATIONS

8.1 It is recommended that:

- The Council Tax collection rate of 97% remains unchanged for 2016/17.
- CTRS funding is increased by the same percentage as the Council Tax for 2016/17. This will be funded by setting aside funding from anticipated Council Tax income as outlined in paragraph 4.6.
- The Council Tax Base for the year 2016/17 be 59,575.14, with the Council Tax Base for each community council area as outlined in paragraph 4.7.

9. REASONS FOR THE RECOMMENDATIONS

9.1 To determine the Council Tax base for 2016-2017.

10. STATUTORY POWER

10.1 Local Government Finance Act 1992 and regulations made under the Act.

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

Consultees: C. Burns, Interim Chief Executive
Cllr K. Reynolds, Leader
Cllr B Jones, Deputy Leader/Cabinet Member for Corporate Services
N. Scammell, Acting Director of Corporate Services & Section 151 Officer
J. Carpenter, Council Tax & NNDR Manager
S. O'Donnell, Principal Council Tax & NNDR Officer
A. Southcombe, Finance Manager, Corporate Finance

Appendices:
Appendix: Council Tax Dwellings Return for 2016-17

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Please select your authority and if necessary, amend the address

Mrs Nicole Scammell
 Caerphilly County Borough Council
 Penallta House
 Tredomen Park
 Ystrad Mynach
 CF82 7PG

If necessary, please amend the name and telephone number of our contact in case of queries:-

Name: Sean O'Donnell

E-mail (please enter N/A if unavailable): odonns@caerphilly.gov.uk

Telephone: STD code: 01443 Number and extension: 864013

Authorities are required to calculate the council tax base for 2016-17 with reference to dwellings shown on the valuation list for the authority as at 31 October 2015 supplied to the authority under section 22B(7) of the Local Government Finance Act 1992. The figures should also take account of changes to the valuation list that appear likely to occur during 2016-17. The information requested on this return must be submitted to the Welsh Government under section 68 of the Local Government Finance Act 1992.

Please ensure that all blank cells are populated with zeros. It is a Welsh Government audit requirement that all cells are completed and copies signed. Where this is not the case forms will not be accepted. Please check the validation sheet before sending the form.

Forms should be returned to the address below, according to the following timetable:

- | | | |
|------|---------------------------------------|------------------------|
| (i) | certified signed copy and spreadsheet | 6 November 2015 |
| (ii) | final ratified taxbase | 4 January 2016 |

Bruce Anderson or Frank Kelly
Local Government Financial Statistics Unit
Welsh Government
 CP2
 Cathays Park
 Cardiff
 CF10 3NQ

Queries on completion of the form or spreadsheet should be sent to:

E-mail: lgfs.transfer@wales.gsi.gov.uk
 Telephone: 029 2082 (3519 or 5673)



Llywodraeth Cymru
Welsh Government

	A*	Valuation band										Total (= sum of band figures)
		A	B	C	D	E	F	G	H	I		
Part A: Chargeable dwellings												
A1. All chargeable dwellings (see note 1)		14,533	25,875	17,998	9,008	6,240	2,185	734	85	67		76,725
A2. Dwellings subject to disability reduction (included in line A1) (see note 2)		50	200	178	101	69	30	12	5	16		661
A3. Adjusted chargeable dwellings (taking into account disability reductions)	50	14,683	25,853	17,921	8,976	6,201	2,167	727	96	51		76,725

Part B: Adjusted chargeable dwellings (see note 4)

B1. Dwellings with no discount	25	6,993	16,163	11,984	6,552	5,092	1,867	619	68	41		49,404
B2. Dwellings with a 25% discount	24	7,679	9,659	5,913	2,412	1,094	292	101	11	6		27,191
B3. Dwellings with a 50% discount	1	11	31	24	12	15	8	7	17	4		130
B3a Dwellings with a discount other than 25% or 50% (from Part G, line 11)	0	0	0	0	0	0	0	0	0	0		0
B4. Total adjusted chargeable dwellings (= B1 + B2 + B3 + B3a = A3)	50	14,683	25,853	17,921	8,976	6,201	2,167	727	96	51		76,725
B5. Total variable discounts (= Part G, line 12) (see note 11)	0	0	0	0	0	0	0	0	0	0		0
Validation check: B4 = A3 (0 = clear, not 0 = error)	0	0	0	0	0	0	0	0	0	0		0

Part C: Calculation of discounted chargeable dwellings

C1. not used

C2. Total discounted dwellings (= A3 - (B2x0.25 - B3x0.5) - B5) (see note 5)	44	12,758	23,423	16,431	8,367	5,920	2,090	699	85	48		
C3. Ratio to band D	5/9	6/9	7/9	8/9	1	11/9	13/9	15/9	18/9	21/9		
C4. Band D equivalents (= C2 x C3) (rounded to 2 decimal places)	24.17	8,505.17	18,217.69	14,605.11	8,367.00	7,235.56	3,018.89	1,163.75	169.50	110.83		61,417.67

(sum of individual bands - carry to E1)

Part D: Memorandum items

D1. Exempt dwellings Classes A to N and P to W (not included in sections A to C above) (see note 6)		600	748	453	170	107	49	26	3	8		2,164
D2. Exempt dwellings Class O (not included in sections A to C above). (see notes 6 and 7)		0	0	0	0	0	0	0	0	0		0
D3. All dwellings in class A prescribed under Section 12 (included in section B above) (see note 8)		0	0	0	0	0	0	0	0	0		0
D4. Discount for each dwelling in prescribed class A (enter percentage applied) (see note 9)	0%											
D5. All dwellings in class B prescribed under Section 12 (included in section B above) (see note 9)		57	100	57	21	17	6	3	1	0		262
D6. Discount for each dwelling in prescribed class B (enter percentage applied) (see note 9)	0%											
D7. All dwellings in class C prescribed under Section 12 (included in section B above) (see note 8)		302	298	177	59	33	11	8	1	4		893
D8. Discount for each dwelling in prescribed class C (enter percentage applied) (see note 9)	0%											

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Validation check: D4=0, or between 0% and 50% **OK**
 Validation check: D6=0, or between 0% and 50% **OK**
 Validation check: D8=0, or between 0% and 50% **OK**

Authority: Caerphilly County Borough Council

Part E: Calculation of council tax base

E1	Discounted chargeable dwellings: band D equivalents (= C4 total)	61,417.67
E2	Collection rate (please enter to 2 decimal places)	97.00 %
E3	= E1 x E2 (rounded to 2 decimal places)	59,575.14
E4	Class O exempt dwellings: band D equivalents (please enter to 2 decimal places) (see note 10)	0.00
E5	Council tax base for tax-setting purposes (= E3 + E4)	59,575.14
E6	100% council tax base for calculating revenue support grant (= E1 + E4)	61,417.67

Part F: Exempt dwellings by class of exemption

Class A	298	Class I	27	Class Q	3
Class B	0	Class J	5	Class R	0
Class C	983	Class K	1	Class S	5
Class D	9	Class L	15	Class T	14
Class E	122	Class M	0	Class U	317
Class F	270	Class N	58	Class V	0
Class G	11	Class O	0	Class W	24
Class H	2	Class P	0	Total all classes	2,164

(must match total of lines D1 and D2)

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BOBFAAJQCKCK

Validation check: OK

Code: 544

Authority: Caerphilly County Borough Council

TRUE FALSE FALSE

CT1 2016-17

Part G : Variable discounts

Area	Discount percentage applied	Properties / Discounts	A*	Valuation band										Total			
				A	B	C	D	E	F	G	H	I					
G1	0%	Number of properties	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G2		Discounts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G3	0%	Number of properties	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G4		Discounts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G5	0%	Number of properties	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G6		Discounts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G7	0%	Number of properties	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G8		Discounts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G9	0%	Number of properties	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G10		Discounts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G11		Total number of properties	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G12		Total discounts (G2 + G4 + G6 + G8 + G10) (see note 11)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

* this may be 'whole authority', a single community area or a number of community areas

CERTIFICATE OF CHIEF FINANCIAL OFFICER

I certify that the council tax base shown in sections A to E above has been calculated by my authority in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1995 (Wales) (SI 1995/2561) as amended. Where indicated below, the figures have been approved, in accordance with section 67 of the Local Government Finance Act 1992, as amended by section 84 of the Local Government Act 2003.

The figures have not yet been approved;
 or
 the figures have been approved by executive decision;
 or
 the figures have been approved by the full council.

Chief Financial Officer:  Date: 5/11/15

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CABINET – 9TH DECEMBER 2015

SUBJECT: CAERPHILLY COUNTY BOROUGH COUNCIL'S ANNUAL LIBRARY STANDARDS ASSESSMENT 2014-2015

REPORT BY: ACTING DEPUTY CHIEF EXECUTIVE

- 1.1.1 The report, which detailed the progress made by the County Borough Library Service in seeking to meet the 5th Framework of Welsh Government Public Library Standards, Core Entitlements, and Qualitative Indicators, during 2014-15, and provided a guide to the new features contained in the 2014-2017 Welsh Government Public Library Standards Framework, was considered by the Education for Life Scrutiny Committee on the 3rd November 2015.
- 1.2 Members noted that this is the 1st year of the new Framework that will operate until 31st March 2017 and includes a number of new assessment areas with a focus on outcome and qualitative measures in addition to more traditional standards of attainment.
- 1.3 Caerphilly County Borough was assessed as meeting 17 of the 18 Welsh Government Core Entitlements for Public Library Service provision, with one Entitlement met in part. The Borough Library Service was deemed as meeting 6 of the 7 Quality Indicators for Wales with none failed in totality and was described by the Assessors and Reference Panel as being a "strong performer" within Wales achieving a number of indicators that other Council's have failed to achieve.
- 1.4 It was noted that, the Assessment Group stated that "Caerphilly Library Service is a strong performer and is to be congratulated on its high visits and active borrower figures per capita. It is also meeting several targets which most other authorities are failing".
- 1.5 However, the Welsh Government Public Libraries Standards Reference Group noted a number of areas of performance that were below the average for Wales and required further attention by the Borough Council in order to continue to deliver a strong performing service in the future. These included informal training for customers, increasing the use of Public Computer Services and providing Wi-Fi to customers in the additional one third of static Library bases that do not currently offer the service.
- 1.6 The Scrutiny Committee noted the positive report and that overall the assessment of the County Borough Council's Public Library Service for 2014-2015 was positive and complementary of the investment and strategic leadership the Authority has provided over a number of years.
- 1.7 Following consideration and discussion of the report, the Education for Life Scrutiny Committee unanimously recommended to Cabinet that for the reasons contained therein:
 - (i) the information received from the County Borough Library Service with regard to its performance for 2014-2015 in working towards achieving the 5th Framework of Welsh Government Public Library Standards, 2014-2017 be noted;

- (ii) the Welsh Government's Public Library Standard Reference Group assessment of this performance (as detailed in the appendices to the report), and the Authority's attainment of 17 Core Entitlements and 6 Quality Indicators that have target levels of attainment be noted;
- (iii) in noting that the Education for Life Scrutiny Committee have endorsed its content, the Welsh Government Public Library Standards Annual Report 2014-2015 be approved.

Author: Charlotte Evans, Committee Services Officer

Appendices:

Appendix 1 The Education for Life Scrutiny Committee Report dated 3rd November 2015.



EDUCATION FOR LIFE SCRUTINY COMMITTEE – 3RD NOVEMBER 2015

SUBJECT: CAERPHILLY COUNTY BOROUGH COUNCIL'S ANNUAL LIBRARY STANDARDS ASSESSMENT 2014-2015

REPORT BY: CHIEF EDUCATION OFFICER

1. PURPOSE OF REPORT

- 1.1 To inform the Education for Life Scrutiny Committee of the progress made by the County Borough Library Service in seeking to meet the 5th Framework of Welsh Government Public Library Standards, Core Entitlements, and Qualitative Indicators, during 2014-15. This is the 1st year of the new Framework that will operate until March 31st 2017 and includes a number of new assessment areas with a focus on outcome and qualitative measures in addition to more traditional standards of attainment.
- 1.2 A guide to the new features contained in the 2014-2017 Welsh Government Public Library Standards Framework is included for Scrutiny Member awareness as **Appendix 1**.
- 1.3 Education for Life Scrutiny Committee is asked to endorse this report and forward to Cabinet for consideration and formal approval.

2. SUMMARY

- 2.1 Caerphilly County Borough was assessed as meeting 17 of the 18 Welsh Government Core Entitlements for Public Library Service provision, with one Entitlement met in part. The Borough Library Service was deemed as meeting 6 of the 7 Quality Indicators for Wales with none failed in totality and was described by the Assessors and Reference Panel as being a "strong performer" within Wales achieving a number of indicators that other Council's have failed to achieve. A copy of the formal Welsh Government assessment is included with this report as **Appendix 2**.
- 2.2 The new Welsh Government Public Library Standards Framework, its 5th, will operate from 2014-2017 and includes a range of core entitlements, quality indicators, qualitative data in addition to traditional input and output information, and a number of case study submissions at customer and Authority level. Four strategic themes form the core of the Assessment regime, namely:
 - Customers and Communities
 - Access for all
 - Learning for life
 - Leadership and development

The Welsh Government Standards Reference Group in assessing Caerphilly County Borough Library Service's submission for 2014-2015 identified the following areas of particular strength in the Authority's performance for the year under review:

- A survey of child and young adult customers undertaken in July 2014 rated the Borough Library Service 9.3 out of 10 for overall satisfaction, the second highest performance recorded among Welsh Local Authorities.
- Caerphilly County Borough Library Service had the 2nd highest level of visits per capita in Wales while 28.8% of the population are active borrowers, the best performance by a Council in Wales.
- The Borough Library Service's percentage of supplied book and non-book requests delivered to customers within 15 days was ranked 2nd in Wales.
- The Borough Council's total expenditure per capita on Public Library provision for 2014-2015 was above the median for Wales and the average cost per visit to a Caerphilly Library facility at £2.45 was below the median, suggesting that the Authority is operating efficiently.

The assessment group stated that "Caerphilly Library Service is a strong performer and is to be congratulated on its high visits and active borrower figures per capita. It is also meeting several targets which most other authorities are failing".

2.3 The Welsh Government Public Libraries Standards Reference Group noted a number of other areas of performance that were below the average for Wales and that require further attention by the Borough Council in continuing to deliver a strong performing service in the future, these included:

- Informal training for customers on a per capita basis is the lowest recorded for Wales, though this may be an instance of under reporting by the Borough Council as it is a new measure.
- Public Computer Services appear to be relatively under-utilised by customers.
- One third of the Borough Council's static Libraries do not offer customers Wi-Fi access.

2.4 Overall the assessment of the County Borough Council's Public Library Service for 2014-2015 is positive and complementary of the investment and strategic leadership the Authority has provided over a number of years.

3. LINKS TO STRATEGY

3.1 Public Libraries contribute to a number of the Council's core priorities including the key themes of the Community Strategy and the Single Integrated Plan, 'Caerphilly Delivers'.

3.2 The 5th Framework of Welsh Government Public Library Standards, 2014-2017, assists the Authority in working toward its Strategic Equalities Objectives, in particular:

- Strategic Equality Plan SEO 3- Physical Access
- Strategic Equality Plan SEO 4- Communication
- Strategic Equality Plan SEO 5- Engagement and Participation

3.3 The 5th Strategic Framework of Public Library Standards, 2014-2017, entitled 'Libraries making a difference' links closely with 'Libraries Inspire: The strategic development framework for Welsh libraries 2012-2016'.

4. THE REPORT

- 4.1 The Welsh Government assessment of Caerphilly County Borough Council's performance against the 5th Standards Framework for Public Libraries in Wales during 2014-2015, concluded that:

“Caerphilly library service is a strong performer and is to be congratulated on its high visits and active borrower figures per capita. It is also meeting several targets which most other authorities are failing.”

- 4.2 Caerphilly County Borough Library Service is assessed as meeting 17 of the 18 core entitlements in full and one that relates to online services and Wi-Fi access, in part (**see Appendix 2**).
- 4.3 There are seven quality indicators that have target measures associated to them of which Caerphilly County Borough Library Service is deemed to achieve six in full and one in part that relates to online service and ICT access.
- 4.4 Detailed below are areas of the assessment Framework that deserve specific mention either in respect of the good performance achieved by the Borough Library Service or where activity levels or other metrics fall below the average for Wales in 2014-2015.

4.4.1 Highlighted areas of good or excellent performance when compared to other Welsh Local Authorities

Performance indicator	Caerphilly	Rank	Lowest	Median	Highest
QI 2 Customer satisfaction					
b) 'very good' or 'good' customer care	99%	1 / 10	93%	98%	99%
d) child rating out of ten	9.3	2 / 9	8.0	9.2	9.4
QI 6 Library use					
a) visits per capita	5,826	2	2,637	4,177	5,955
c) active borrowers per capita	288	1	71	155	288
QI 7 attendances at events per capita	317	5	21	192	464
QI 12 Supply of requests					
a) % available within 7 days	78%	4	62%	69%	81%
b) % available within 15 days	91%	2	74%	84%	94%
QI 14 Operational expenditure					
a) total expenditure per capita	£15,728*	7	£8,966	£14,054	£20,796
QI 15 Cost per visit	£2.45*	17	£2.07	£2.87	£3.92
QI 16 Opening hours (see note)					
(ii) a) % hours unplanned closure of static service points	0.0%	1	0.0%	0.02%	0.52%

Note: Rankings have been reversed, so that 1st is the lowest scoring Authority.

*Caerphilly County Borough Library Services performance is either above the median for Wales highlighting the level of investment committed by the Authority or among the most efficient in respect of spend per physical visitor.

Customer satisfaction

Caerphilly County Borough Council's Public Library Service remains popular among the Authority's resident population and judged by users of all ages as offering excellent customer care. This sustained performance that has been noteworthy for a number of years and reflects both the quality of the Council's Library facilities and the resources, skills and care of its staffing complement. The high rating among children and young adults is particularly complementary and the results of a recent Adult customer survey should be known shortly allowing for a more complete and current picture of end user views.

Library Usage

Caerphilly County Borough Public Library Service has maintained recent improvements in the numbers of physical visitors to its 18 sites and is ranked 2nd within Wales. The number of residents attending events in Libraries has also improved on 2013-2014 activity levels and is now ranked within the top quartile for Wales. The high visitor levels and active user percentage noted by the assessors reflects well on the investment that the Authority has made in renovating, relocating, and improving Library sites since 2007 and the quality of resources and provision available.

Satisfying customer requests for resources and specific materials effectively and in a timely fashion

The Borough Library Service has a well-developed book and non-book delivery service and participates in the South Wales book courier offer '*Books4U*' which provides customers with access to 12 Local Authority Library collections. Performance with regards to reservations for specific titles reflects the quality of overall offer currently available, however as book fund reductions begin to impact linked to the Council's Medium Term Financial Plan (MTFP) requirements performance in this area of assessment will become at best more challenging to sustain and at worst will see significant reductions in achievement.

Efficiency

The best performing Local Authority in Wales achieves a cost per visit of £2.07 pence while Caerphilly, ranked 17th lowest, has recorded an average expense of some £2.45. Caerphilly Library Service is therefore among the more efficient and effective providers within Wales for 2014-2015 when the level of physical visitors to Borough sites is considered.

Access

Caerphilly County Borough Library Service has ensured that the level of emergency non-opening of its 18 static library sites has not been a significant concern during 2014-15 this has likewise been the case for its Housebound Library provision. Caerphilly is ranked the best performing Authority in Wales for this measure and has been commended by the Standards Reference Group Assessors for this outcome. Performance against this measure in future years will become increasingly difficult to sustain as a number of the Borough's facilities move to single staffing as part of tapered reductions in opening times scheduled to commence from October 2015 onward, linked to the Council's MTFP obligations.

4.4.2 Highlighted areas of below average performance

Performance indicator	Caerphilly	Rank	Lowest	Median	Highest
QI 1 Making a difference					
a) new skills	55%	9 / 9	55%	72%	93%
c) health and well-being	29%	9 / 9	29%	58%	91%
QI 4 User training					
a) attendances per capita	22	12	2	24	278
c) informal training per capita	16	21 / 21	16	162	484
QI 6 Library use					
b) virtual visits per capita	599	18	212	923	2,449
QI 7 attendances at events per capita	317	5	21	192	464
QI 11 Use of ICT - % of available time used by the public					
a) equipment	28%	20	23%	36%	70%

Making a difference (Skills and well-being)

The two qualitative measures included in this area of the 5th Standards Framework are new and each Authority has developed their own methods of capturing and reporting customer comments on skill development and use of health and well-being resources in their Libraries. Caerphilly's performance against these indicators though appearing low within the authorities to return responses for 2014-2015 should be considered against this context and that the reporting submitted has been based on relatively limited survey work to date and that more detailed questionnaire activity is planned for 2015-2016.

Customer training

Caerphilly County Borough Library Service is slightly below the median for attendance per capita at user training activities and deemed the lowest in Wales for informal delivery. As noted above both these areas are also new indicators of performance included in the Welsh Government Standards Framework portfolio for the first time. Caerphilly Library Service are working with partners, including Communities 2.0, Get Caerphilly Online, and the Borough Adult Education Service to increase formal training while the recording of informal activity will be reviewed to ensure no under estimating of activity is taking place.

It is important to note that with the move to single staff Library premises at smaller sites from October 2015 that mediated training support for customers will become more challenging and activity levels in this area may decline as an outcome.

Library virtual usage and utilisation of public Internet terminals

Caerphilly County Borough Library Service provides residents with access to 250 Public Internet Terminals across its 18 static sites this is among the highest number for any Welsh Authority. The level of utilisation, at 28%, though appearing low, is 3% higher than in 2013-2014 and the high number of Internet Terminals available that contribute to the levels of continuous occupancy recorded needs to be considered in assessing this performance. Promotion of e-digital services and computer usage are strategic priorities for the Borough Library Service over the 2014-2017 period as noted in the Authority's recently adopted three year plan.

4.5 Impact Studies and Contribution to Borough Council strategic priority themes

Four case studies on the impact and value of the Borough Library Service were submitted and assessed by the Welsh Government Reference Group panel. The case studies were as follows:

- Support at Abercarn Library for adult learning and job seeking activities.
- Activities for young people at Bargoed Hanbury Chapel Library, a Harry Potter themed night.
- A 'Knit and Natter' group at Llanbradach Library that has supported one older customer to find her way back into the local community.
- The use of the Borough's virtual Library Services by customers with mobility issues who felt they could no longer access the physical resources.

A statement on the contribution the Borough Library Service makes to the Authority's Single Integrated Plan in addition to a number of Welsh Government strategies, notably in the areas of Poverty, National Literacy Programme, Early Years provision, Community Learning, and Library delivery, was also submitted as part of the service Standards return for 2014-2015. Please **see Appendix 3** for the impact case studies and strategic statement.

5. EQUALITIES IMPLICATIONS

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

6. FINANCIAL IMPLICATIONS

- 6.1 The cost to implement free Wi-Fi access at the remaining 6 sites, Quality Indicator 10b, that have no provision at present is approximately £25k. No capital funding has been identified to undertake these enhancements to date.

7. PERSONNEL IMPLICATIONS

- 7.1 There are no personnel implications linked to this report.

8. CONSULTATIONS

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

9. RECOMMENDATIONS

- 9.1 Members note the information received from the County Borough Library Service with regard to its performance for 2014-2015 in working towards achieving the 5th Framework of Welsh Government Public Library Standards, 2014-2017.
- 9.2 Members should also note the Welsh Government's Public Library Standard Reference Group assessment of this performance **See Appendix 2 and 3**. The Authority's attainment of 17 Core Entitlements and 6 Quality Indicators that have target levels of attainment.
- 9.3 That the Education for Life Scrutiny Committee endorses the Welsh Government Public Library Standards Annual Report 2014-2015 and forward to Cabinet for approval.

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 Consult and seek the views of the Scrutiny Committee to meet the requirements of the Welsh Government Public Library Standards by 2017.
- 10.2 To inform Education for Life Scrutiny Members of the progress achieved by the County Borough Library Service in meeting the requirements of the 5th Framework of Welsh Government Public Library Standards, 2014-2017.

11. STATUTORY POWER

- 11.1 Public Libraries and Museums Act 1964.

Author: Gareth Evans, Interim Manager Community Education
Consultees: Chris Burns, Chief Executive
Keri Cole

Background Papers:

Education for Life Scrutiny Committee 4th November 2014.
Public Library Standards in Wales – Annual Library Update Report 2013-14

Cabinet 12th November 2014.
Public Library Standards in Wales – Annual Library Update Report 2013-14

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: How Good Is Your Public Library Service? A Summary Guide To The Performance Measurement And Assessment Framework For Public Libraries In Wales
- Appendix 2: Welsh Public Library Standards 2014-17 Caerphilly County Borough Council Annual Assessment Report 2014-15
- Appendix 3(A): The 5th Quality Framework For Welsh Public Libraries April 2014 To March 2017: Annual Return Pro-Forma: Year Ending 31 March 2015
- Appendix 3(B): Welsh Public Library Standards – Case Studies

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How good is your public library service?

A summary guide to the performance measurement and assessment framework for public libraries in Wales



Llywodraeth Cymru
Welsh Government

www.cymru.gov.uk



The public library service in Wales

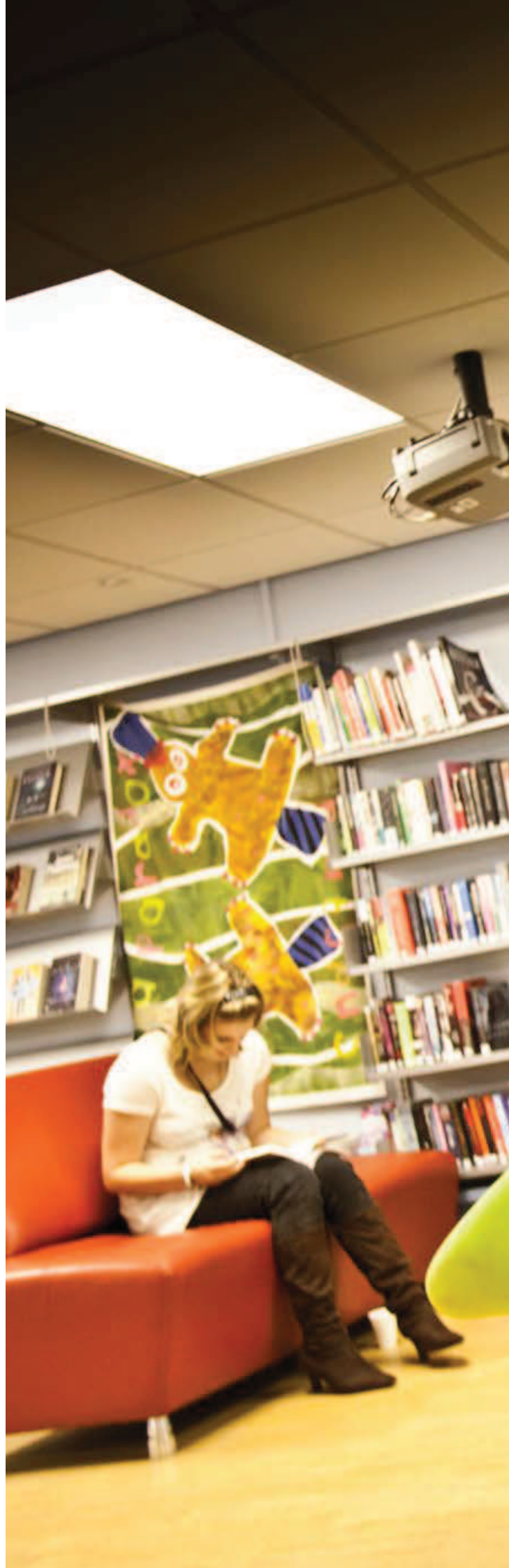
This is a short explanatory guide for local authorities, who have legal and strategic responsibilities for delivering public library services in Wales, and for residents who may be users of library services. It outlines the local authority's responsibilities, and explains how the Welsh Government assesses the performance of library services as part of its ongoing programme of improving public services.

Providing a public library service free of charge at the point of use is a long and honourable tradition in Wales. Public libraries promote community-based opportunities and learning of all kinds, encourage social and economic advancement and support a wide variety of group and individual activities. Libraries are relevant to all ages, needs and interests. The library service is one of the most popular and valuable services provided by local authorities, and residents respond vociferously to any decline in the provision and quality of that service.

Core services

The core aspects of a library service are:

- providing suitable and appropriate access to the service (both the buildings and on-line);
- providing services for those in society with particular needs (special materials, special equipment and special delivery services);
- providing a suitable range of reading and information materials in traditional and new formats reflecting community languages and the requirements of different age groups;
- ensuring that levels of investment are adequate in materials, staff and buildings;
- ensuring that responding to users' views and needs is properly reflected in the ways the service is managed and developed.





Measuring quality – how good is your library?

Each library authority in Wales has a statutory duty under the *Public Libraries and Museums Act 1964* to deliver a 'comprehensive and efficient' service to its residents. This can be measured in a number of ways, including feedback from library users – are they getting what they want, within a reasonable time, by the most suitable means and at convenient and accessible service points?

In addition, local authorities and residents must ensure that they are getting good value for money from their services. This can be measured, for example, by comparing performances between authorities. Information such as the number of users and the number of loans, visits and requests made by members of the public is compared in relation to the level of investment made in the service by each local authority.

The quality framework

The Welsh Government has statutory responsibility for the public library service in Wales. It has been gathering information and monitoring performance since 2002, when it issued its first framework of Welsh public library standards. The framework aims to provide a more consistent level of service throughout Wales and identify user entitlements clearly.

Regular reviews of the framework have been undertaken, and the quality indicators updated to reflect changes to the ways in which public library services are used and delivered. The current framework is the fifth, and will apply from April 2014 to March 2017.

Library services contribute to a range of Welsh Government outcomes such as literacy, skills and learning, digital inclusion, poverty, health and well-being. Library provision spans these outcomes, offering a range of services which often support two or more of the outcomes simultaneously. The new quality framework has therefore been themed around four core service aspects:

- customers and communities;
- access for all;
- learning for life; and
- leadership and development.

Each aspect has a number of core entitlements and quality indicators associated with it, and has been linked to wider government agendas. The desired outcome of the fifth framework is that libraries offer all the services and facilities listed as core entitlements. In order to assess the quality of these services and facilities, a range of performance indicators and outcome-based impact measures are described, to show how people are better off as a result of using the library service.

The quality indicators have been defined using statistics already being collected as far as possible, and in accordance with international standards. In some cases (for example, the provision of up-to-date reading material), targets have been set, based on an appropriate comparative level of performance across Wales, which library authorities will be expected to achieve over a three year period. In others (for example, customer satisfaction), targets are not appropriate, and comparison to previous years will monitor improvements in services.

What is expected of library authorities?

Because library services are the responsibility of local authorities, they should reflect local priorities, even though they are delivered within a statutory context. Libraries will not necessarily be able to achieve the top levels of performance in all areas, but are expected to achieve as many of the targets as possible and to seek improvements in those areas where performances are weaker. Authorities should also compare their performances with others in Wales and share best practice in order to bring about improvements.

In addition, local authorities are asked specifically to consider and ensure that their library services contribute fully to the achievement of overall corporate aims, and that they are always linked to various key local, regional and national policy agendas and work programmes.

How is performance assessed?

There are three contributors to the assessment process:

- the public, who respond to user surveys on the basis of their experience of the service, and who should have access to published reports about their library services;
- the library authority, which is required to scrutinise the performances of the library service and consider the assessment provided by the Welsh Government; and
- The Welsh Government.

Library authorities submit an annual return in early summer each year to the Welsh Government, noting performances against the core entitlements and quality indicators for the previous year. The Welsh Government uses a panel of assessors from local government, with the support of other experts, to consider the returns. Library authorities are given written feedback reports containing independent opinion, assessment and advice in the autumn of each year; these reports are also published on the CyMAL: Museums Archives and Libraries Wales web pages, and are available to members of the public.

What happens next?

Library authorities are asked to consider the feedback reports (according to local 'scrutiny' practices) and to address any weaknesses identified. They can do this by taking steps such as making additional investment, re-directing finance or by adopting more effective and efficient management practices.

If the Welsh Government has concerns about any library service, for example if appropriate action is not taken and quality continues to fall, there are a number of further steps which could be taken:

- An authority that does not perform to a satisfactory level can be offered assistance in the form of advice to carry out an agreed improvement programme.
- Disregarding advice or responding inadequately to the requirements could mean exclusion from the extra funding made available to public library services by the Welsh Government.
- Ultimately, the Welsh Government can remove the power to run a library service from a library authority, for example if performance against the quality indicators remains poor, and public discontent becomes apparent.



What has been the effect of setting standards for library services?

Since 2002, local authorities in Wales have responded to the challenges, and improvements have been recorded in all library services. Some authorities have made more progress than others, according to particular circumstances. It has not been considered necessary to invoke any of the actions noted in the three points above. There have been significant overall improvements in the levels of investment in materials, in the provision of information technology, in buildings and opening hours in many authorities. Many library services have also adopted improved methods of delivering services. Public opinion of library services continues to remain high throughout Wales.

The authorities that have made the most significant progress are those that have increased the levels of investment in their library services, particularly in the purchasing fund for books and information resources and in equipment and buildings, and who have also improved their approach to the management of services. This combination of approaches has had beneficial effects on performances. The challenge for the next three years is not only to maintain levels of service in a climate of public spending cuts, but to continue to improve service quality and the benefits it brings to the people of Wales.



The role of CyMAL: Museums and Archives and Libraries Wales

CyMAL is the Welsh Government's policy division for public library services. It advises the Minister for Culture and Sport on policy matters as well as providing advice and support to the library sector. It provides Welsh Government grant funding to library services for innovative projects, including modernisation of library buildings. It also has a role to support and develop library standards, expertise and skills. CyMAL's staff and representatives also advise local authorities and other interest groups on public library services and on the quality framework of Welsh public library standards.

Further information

Information about the framework of Welsh public library standards is available on the CyMAL web pages:

www.wales.gov.uk/cymal

Welsh Public Library Standards 2014-17

Caerphilly County Borough Council

Annual Assessment Report 2014-15

This report has been prepared based on information provided in Caerphilly's annual return, case studies and narrative report submitted to Museums, Archives and Libraries Division of the Welsh Government.

The return was not approved by the authority prior to submission; such approval is expected in October 2015.

1) Executive summary

Caerphilly is meeting 17 of the 18 core entitlements in full and one in part.

Of the seven quality indicators with targets, Caerphilly is achieving six in full, and one in part.

Caerphilly library service is a strong performer and is to be congratulated on its high visits and active borrower figures per capita. It is also meeting several targets which most other authorities are failing.

- 63% of children said that the library helped them to learn and find things out, while 89% of attendees at training sessions said that attendance helped them to achieve their goals. Four impact case studies highlight the range of added value services provided across the authority, although the direct impacts could be better articulated in two of the four studies in particular.
- Caerphilly's most recent adult customer survey was in May 2013. A survey of children was undertaken in July 2014, with children awarding an average score of 9.3 out of 10, the second highest in Wales. The number of training sessions hosted has increased, but informal training per capita is the lowest in Wales, and may be under-recorded.
- Caerphilly meets the target for access to service points, and has the second highest visits per capita in Wales. 28.8% of the population are active borrowers, the highest percentage in Wales.
- Caerphilly meets all the targets for acquisitions. ICT provision is poorly used, and one third of the service points do not provide Wi-Fi access for the public. The percentage of requests supplied within 15 days is the second highest in Wales.
- Caerphilly meets the targets for staffing levels, training, and qualifications, and for opening hours. Total expenditure per capita is above the median for Wales. The average cost per visit is £2.45, below the median, suggesting that the authority is operating efficiently.
- Compared to the rest of Wales, Caerphilly generally performs well in the broad areas of *Access for all* and *Learning for life*, although some individual indicators in these areas are below the medians.
- Caerphilly appears to be maintaining its strong performance from previous frameworks.

2) Performance against the standards

The standards framework comprises of core entitlements, quality indicators with targets, quality indicators with benchmarks and impact measures. Section 2 summarises achievements against the core entitlements, the quality indicators which have targets, the quality indicators showing performance against others, and impact measures. A narrative assessment of the authority's performance is made in Section 3.

a) Core entitlements

Caerphilly is meeting 17 of the 18 core entitlements in full, and partially meeting one. The only area where Caerphilly is not achieving the core entitlement falls within the area of *Learning for life*, where it is only partially meeting the entitlement to free use of the internet and computers, including Wi-Fi, which is only available in two-thirds of the authority's service points at present.

b) Quality indicators with targets

There are 16 quality indicators (QI) within the framework. Of the 7 which have targets, Caerphilly is achieving six in full, and one in part:

Quality Indicator	Met?	
QI 3 Individual development:		Fully met
a) ICT support	✓	
b) Skills training	✓	
c) Information literacy	✓	
d) E-government support	✓	
e) Reader development	✓	
QI 5 Location of service points	✓	Fully met
QI 8 Up-to-date reading material:		Fully met
a) Acquisitions per capita	✓	
<u>or</u> Materials spend per capita	✗	
b) Replenishment rate	✓	
QI 9 Appropriate reading material:		Fully met
a) % of material budget on children	✓	
b) % of material budget spent on Welsh	✓	
<u>or</u> Spend on Welsh per capita	✓	
QI 10 Online access:		Partially met
a) All service points	✓	
Computers per capita	✓	
b) Wi-Fi provision	✗	
QI 13 Staffing levels and qualifications:		Fully met
a) Staff per capita	✓	
b) Professional staff per capita	✓	
c) Head of service qualification/training	✓	
d) CPD percentage	✓	
QI 16 Opening hours per capita	✓	Fully met

c) *Impact measures*

The framework contains three indicators which seek to gather evidence of the impact that using the library service has on people's lives. Through these and other indicators it is possible to see how the library service is contributing towards educational, social, economic and health and wellbeing local and national agendas. These indicators do not have targets. Not all authorities collected data for the impact indicators, and ranks are included out of 22, unless stated otherwise, where 1 is the highest, and 22 the lowest scoring authority.

Caerphilly last carried out a customer survey of adults in May 2013, and the data below relating to adults are taken from that survey. It carried out a survey of children in July 2014.

Performance indicator	Caerphilly	Rank	Lowest	Median	Highest
Q1 1 Making a difference					
b) % of children who think that the library helps them learn and find things out:	63%	7 / 7	63%	93%	95%
e) % of adults who think that the library has made a difference to their lives:	n/a		73%	87%	92%
% of children who think that the library has made a difference to their lives:	n/a		43%	79%	90%
Q1 4 b) % of attendees of training sessions who said that the training had helped them achieve their goals:	89%	12 / 17	65%	93%	100%

Caerphilly described four impact case studies:

- support at Abercarn library for adult learning and job seeking;
- activities for young people at Bargoed Hanbury Chapel library;
- a 'Knit and Natter' group which has helped one customer find her way back into the local community; and
- the use of the virtual library services by customers with mobility issues who felt they could no longer use the physical resources.

In the first two in particular, although the service provided is well described and clearly appreciated, more emphasis could be given to the direct impact on users.

d) *Quality performance indicators and benchmarks*

The remaining indicators do not have targets, but allow performance to be compared between authorities. The following table summarises Caerphilly's position for 2014-15. Ranks are included out of 22, where 1 is the highest, and 22 the lowest scoring authority, unless stated otherwise. (Indicators where fewer than 22 authorities supplied data are obtained from customer surveys which only need to be carried out once during the three year framework period, or those where relevant data elements were not available to some authorities.)

Caerphilly last carried out a customer survey of adults in May 2013, and the data for Q1 1 and Q1 2 relating to adults are taken from that survey. It carried out a survey of children in July 2014.

Performance indicator	Caerphilly	Rank	Lowest	Median	Highest
QI 1 Making a difference					
a) new skills	55%	9 / 9	55%	72%	93%
c) health and well-being	29%	9 / 9	29%	58%	91%
d) enjoyable, safe and inclusive	n/a		84%	97%	98%
QI 2 Customer satisfaction					
a) 'very good' or 'good' choice of books	89%	5 / 10	82%	89%	97%
b) 'very good' or 'good' customer care	99%	1 / 10	93%	98%	99%
c) 'very good' or 'good' overall;	96%	5 / 10	94%	96%	99%
d) child rating out of ten	9.3	2 / 9	8.0	9.2	9.4
QI 4 User training					
a) attendances per capita	22	12	2	24	278
c) informal training per capita	16	21 / 21	16	162	484
QI 6 Library use					
a) visits per capita	5,826	2	2,637	4,177	5,955
b) virtual visits per capita	599	18	212	923	2,449
c) active borrowers per capita	288	1	71	155	288
QI 7 attendances at events per capita	317	5	21	192	464
QI 11 Use of ICT - % of available time used by the public					
a) equipment	28%	20	23%	36%	70%
b) Wi-Fi services	38%	3 / 7	4%	37%	74%
QI 12 Supply of requests					
a) % available within 7 days	78%	4	62%	69%	81%
b) % available within 15 days	91%	2	74%	84%	94%
QI 13 Staffing levels and qualifications					
(v) a) total volunteers	17	8	0	14	74
b) total volunteer hours	510	12	0	527	2696
QI 14 Operational expenditure					
a) total expenditure per capita	£15,728	7	£8,966	£14,054	£20,796
b) % on staff,	64%	5	45%	57%	77%
% on information resources	13%	10	5%	13%	21%
% on equipment and buildings	3%	14	0%	4%	27%
% on other operational costs;	19%	13	4%	22%	37%
c) capital expenditure per capita	£0	16	£0	£266	£2,126
QI 15 Cost per visit	£2.45	17	£2.07	£2.87	£3.92
QI 16 Opening hours (<i>see note</i>)					
(ii) a) % hours unplanned closure of static service points	0.0%	1	0.0%	0.02%	0.52%
b) % mobile stops / home deliveries missed	0.3%	8 / 19	0.0%	0.4%	5.4%

Note: Rankings here have been reversed, so that 1 is the lowest scoring authority.

3) Analysis of performance

The core entitlements and quality indicators are divided into four key areas. This section of the report outlines performance against the quality indicators within these four areas.

a) Customers and communities

Caerphilly undertook a user survey of children in May 2014, and achieved a good satisfaction score, the second highest in Wales. An adult survey was undertaken in May 2015, and will be reported next year. All service points provide the full range of support for individual development. The service provides an active programme of events in partnership with a range of organisations, and has increased the number of training sessions hosted or delivered. Informal training for customers per capita is the lowest in Wales although considering the context of the service as a whole, this could be due to under-reporting..

b) Access for all

Caerphilly meets the target for physical access to service points. Visits to library premises have increased since last year, and now stand at over one million in total, the second highest per capita rate in Wales. This includes an increase of over one third in the number of attendances at library events, reflecting improvements in the offer. Other indicators of use – virtual visits and issues – have both fallen, however, and this is noted as being a strategic target for the authority over the next three years. 28.8% of the population are active borrowers, the highest proportion in Wales.

c) Learning for life

Caerphilly is meeting the targets for acquisitions, overall, for children and in the Welsh language. It continues to maintain its ICT provision, although six of the 18 service points do not provide Wi-Fi access at present and there are no plans to expand this, owing to budgetary constraints. Use of ICT equipment is relatively low, with only two authorities recording a lower rate of use. Although there has been a small drop in the percentage of requests met within 7 days, there has been a significant improvement in the percentage met within 15 days, which is now the second highest in Wales.

d) Leadership and development

Caerphilly meets all the targets in this area, and has been able to fill two long-standing vacancies with support from the authority. The service has increased its number of volunteers slightly, to 17, who give an average of 30 hours each – a fall from last year. Volunteering opportunities are offered only as work experience placements, under two schemes, and the service is working towards NOS accreditation.

Total expenditure per capita is above the median for Wales, but the high level of visits means that the average cost per visit, at £2.45, is below the median, showing an efficient service. Opening hours meet the target set. The authority noted 96 hours of closure (0.3% of the total) which were beyond its control, being caused by a flood and fire evacuation, and union strike which affected all but two libraries.

4) Strategic context

The library service clearly articulated its contribution to three local authority strategies, in sustaining vibrant town and village centres; supporting residents to learn new skills, and offering a range of well-being resources and services. It also clearly articulated its contribution to Welsh Government priorities, in particular the Libraries Inspire framework.

5) Conclusion

Caerphilly library service is a strong performer and is to be congratulated on its high visits and active borrower figures per capita. It is also meeting several targets which most other authorities are failing.



The fifth quality framework for Welsh public libraries

April 2014 to March 2017

Annual return pro-forma: Year ending 31 March 2015

Guidance notes

The return is to be made over three worksheets, together with a Word document. Authorities should take note of the following:

The *Definitions and guidelines for data collection and reporting* document provides guidance for completing the return.

Where data are included in the annual public library actuals return to CIPFA, the same figure should be used for this return.

Only those cells where data are required can be selected; other areas of the return are shaded. The tab key can be used to move to the next available cell.

CyMAL reserves the right to request evidence of the information provided in the return to assist with the assessment process.

Context

This sheet requires some descriptive details for the authority, and contact details for the person to whom any queries should be addressed.

Core entitlements

This sheet deals with the 18 core entitlements for the public. Authorities should select their (self-assessed) level of compliance from the drop-down box, and provide further information as required in the space provided.

Quality indicators

This sheet covers the 16 public library standard quality indicators. For some indicators authorities are required to enter the raw data from which quantitative standards are derived; calculation will then take place automatically.

For those standards with quantitative targets, values are compared to the target set, and an indication given of whether or not that standard has been met. Space has been provided for comment; authorities failing to meet targets will be prompted to use this space to detail any mitigating circumstances, and plans for future improvement.

A comparative figure for the year ending 31 March 2014 should be provided for each annually reported PI. Space is provided for authorities to comment on any decline in their performance over the previous year.

Submission

When completed, the return should be submitted via email to CyMAL:

cymal@wales.gsi.gov.uk

Closing date for receipt of returns:

Friday 26th June 2015

For more information please contact:

Alyson Tyler

alyson.tyler@wales.gsi.gov.uk

0300 062 2103 (direct line)

0300 062 2112 (CyMAL main number)

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APPENDIX 3 (B): Welsh Public Library Standards - Case Studies

Authority: Caerphilly County Borough Council

1. The impact which the library has had on an individual, or on a group of individuals, during the year. Describe the use made of the service, and the difference that use made to the individual or group concerned. Up to four case studies may be provided (indicative length: 500 words each).

a)

Abercarn Library and its community run café provides the ideal setting for local adult learning and job seeking support through a range of complementary partners coordinated by a work coach each Friday. The setting offers only part of the solution delivered and the welcome and support of local Library staff is crucial to making the excellent physical resources onsite truly valuable to the customers in receipt of IT support and Job seeking assistance.

Comment (Abercarn Library – Lynette Jones [Work Coach])

I have been working at Abercarn library every Friday morning since October 2013, for Blackwood Job Centre Plus providing a 'Youth Hub', which involves customers coming to the library to have support from Jobcentre services, we also involve Careers Wales and Communities 1st, providing help and support to move our customers into work or nearer the job market, by working together to get the best outcome for our customers with CV's, Universal Jobmatch, other organisations also attend such as Lift Project, we have also had customers who are wheelchair users, I must commend the staff at the library, Kerry and Julie as they are a great asset and so helpful to ourselves and our customers especially as we tend to take over the computer areas every week. They are also happy to help our customers to set up smart cards etc. The cafe is a great help too, providing us with drinks and a relaxing area with our customers, so well done to all the volunteers. I think this has been so successful due to the people who run this and also the welcoming atmosphere and the support given to the Jobcentre by everyone involved including Cheryl the manager who is most helpful. This proves that by working together within the community and involving many Partners we can all help each other and help move our customers forward. so thank you for supporting and grateful thanks again to all the staff and volunteers at Abercarn library.

b)

Challenging stereotypes and engaging with the recreational or educational reading needs of all customer groupings is of vital importance to any Public Library when there are many competing pressures for the visitor's time. The comment below reflects positively on the contribution Bargoed Hanbury Chapel Library staff made to children and young people through their establishing of a Harry Potter night event where the 2 star listed facility became Hogwarts for a week of activities.

Comment (Bargoed Hanbury Chapel – Harry Potter Night event – Teenager feedback)

I had a wonderful comment from Connor Parker with regard to our Harry Potter Book Night event last Thursday, he came bounding into the library absolutely beside himself with excitement exclaiming how much he loved Harry Potter and we had an animated discussion about both films and books. He was very happy to tell me that he thought we were 'sooo cool' to have decorated the library so well and then he literally bounced from one display area to the next. His older brother Luke helped establish the Warhammer Club with the staff, which is held here every other Saturday morning, so they are familiar faces to the staff. Both are well behaved and friendly, but as they are both teenagers it is expected that staff no longer fall into 'cool people' territory any longer. It makes it all worthwhile! EH

APPENDIX 3 (B): Welsh Public Library Standards - Case Studies

c)

Caerphilly County Borough Library Service plays an important role social and community engagement role among its older customer grouping.

The comment detailed below highlights both the value of small part-time village facilities and the enabling opportunities that hosting events like 'Knit and Natter' classes can play and similarly reading groups. The County Borough Council has invested considerable resources in recent years to update and enhance its recreational reading offer and supports some 40 reading groups that meet in local Library facilities and elsewhere in the community.

Comment (Llanbradach Library – Older residents/ social and learning benefit of Library Service – feedback)

Comment: Last year I joined the Knit and Natter group on Friday mornings and really enjoy it. As well as doing my knitting, I catch up with old friend (and some new) and all their news once a week. After being away from the area for 14 years it was what I needed to find my way back into the local community. The lady at the library (Jeanette) is most helpful and has found me some books on crochet, as I have always wanted to learn how to master that skill. While I am in the library, I can always ask about books and have some reserved for me, so although I now live in Blackwood, if I can't find anything there I like, I look on the shelves in Llanbradach too. I have also joined a book club in Llanbradach library, which is held once a month. As well as performing a social aspect, it gives me the opportunity to sample many different types of books, some of which I might not have chosen for my self- and so broadens my reading horizons.

d)

The comment detailed below highlights the impact that online services can have in sustaining a resident's use of Library facilities even when their underlying health issues are significant. The 'virtual Library', or in Caerphilly Libraries case the 19th service point, can sustain conventional access to recreational reading and enable residents to feel informed and able to address their information and learning needs.

Comment (New Tredegar – DDA issues and the benefits of e-zines, e-books, and online information provision– feedback)

A customer came in to end theirs and their wives relationship with the library service. Both of the customers had issues with their wrists stopping them holding books and mobility issues and felt the library physically wasn't an option for them anymore. I queried if they used e-readers and they said they did but weren't happy with the range of free stock available on amazon. I told them that we had a great range of free stock available through their librarycard. During their visit I sat them down and re-joined them through the smartcard service. I showed them how to access our e-books and e-zines. I also showed them our ancestry subscription and they told me they also helped their grand daughter do her homework. I took this as an opportunity to show the customers our britannica site with which they were very happy. The customer was shocked they could use the library service from home at any time of night (the customer was a night owl). They left very happy.

APPENDIX 3 (B): Welsh Public Library Standards - Case Studies

2. Please provide a narrative that demonstrates how the library service is contributing towards wider Welsh Government priorities and strategic goals (indicative length: 500 - 1,000 words)

2 (i) How the Borough Library Service contributes to key Caerphilly County Borough Council Local Authority Strategies and Plans

Single Integrated Plan	Anti-Poverty Strategy (4 P's)	2015-16 Council Improvement Objectives	Priority Areas that the Library Service contributes toward	Key Contributions – Libraries
Theme 1: Prosperous Caerphilly	Places (where people live and the services they have access to locally can impact positively on their ability to be resilient to poverty)	To help people make the best use of their household income and manage their debts.	Develop and sustain vibrant town and village centres The Borough is able to offer sustainable and high quality town and village centres that have the potential to enhance resident feelings of well-being and to develop the skills and employability of local residents.	New and refurbished Library facilities in town centre/retail locations are anchor services that support the vitality and value of the communities they serve. Since 2007 the Council, stakeholders, and the private/third sector have invested some £12million in develop Borough Library sites making the facilities fit for purpose and complementary to the retail and local hubs they often occupy. Access to free public internet facilities in Libraries, 250 Internet Terminals, alongside a range of training and mentored support provided for residents, including Digital Friday activities at 6 locations enable customers to gain new skills and qualifications and to become IT enabled. There has been an 11% rise in total computer hours used and a 3% increase in total occupancy rates from 25 to 28%.
Theme 2: Learning Caerphilly	Prospects, Pockets, & Prevention (measures and policies that support residents to improve their life chances, income levels, and reduce the risk of them sliding into poverty)	Improve outcomes for all learners, particularly those vulnerable to under achievement To help people make the best use of their household income and manage their debts.	Residents of all ages are supported to learn new skills and gain qualifications. Residents are able to learn in their locality at School, work, or in a variety of community locations (including virtually from home). Residents have the skills and knowledge to be resilient to the challenges of poverty through access to good quality training and support. Residents have access to training and improved employability conditions that have the potential of increasing their income levels, qualifications, and ability to progress with their employers.	County Borough Libraries support residents to access mediated and informal learning, books and other materials, and to feel in control of their individual educational progressing and achievements. Some 6,778 residents took part in either structured or informal learning activities in Library premises during 2014-15 with 89% of those participating indicating they had learned and benefitted from the process. The range of new or recently refurbished Library premises include a strong focus on establishing community centred learning spaces that are modern, attractive, and learner friendly. Establishing/Developing sustainable online educational content that children, parents, and other independent learners who live or work in the County Borough can access and benefit from is a key goal of the Borough Library Service's Three Year Plan 2014-17 under the theme of 'e-digital services'.
Theme 3: Healthier Caerphilly	Prevention (measures and policies that assist residents not to slide into poverty)	Close the gap in life expectancy for residents between the most and least deprived areas in the county borough.	Support the mental as well as physical well-being of the County Borough's residents Access to skills, knowledge and information that enable residents to achieve their goals	Libraries offer access to a wide range of self-help, advice and well-being resources targeted at supporting the individual to cope with the physical or mental distress they may be facing (National Books on Prescription Scheme – supported by the Welsh Government where GP's can prescribe a book to a patient with mild to moderate mental health issues which the resident can then borrow from their local Library).

APPENDIX 3 (B): Welsh Public Library Standards - Case Studies

2 (ii) How the Borough Library Service contributes to a range of Welsh Government Priorities and Strategic Goals

Libraries Inspire : The strategic development framework for Welsh libraries 2012-16	Welsh Government Priorities for Tackling Poverty, Baroness Andrews Report 'Culture and Poverty', Fusion: Tackling Poverty through Culture	Welsh Government - Programme for Government	Welsh Government - Building a brighter future : Early Years and Childcare Plan, National Literacy Programme, Delivering Community Learning for Wales, and Qualified for life	Priority Areas that Caerphilly Borough Library Service contributes toward	Key Contributions – Caerphilly County Borough Library Service
<p>Modernise Public Library Buildings - to meet the changing needs of their users</p> <p>Skills for life – including literacy information and digital skill development</p> <p>Attracting the Audience – developing and utilising a planned programme of citizen engagement to access and benefit from Library provision in Wales</p> <p>Investing in People - Library staff are central to the provision of a good library experience for customers. The Libraries Inspire Framework is committed to continue investing resources and funding to enable Welsh Library Services to develop a skilled and confident workforce.</p>	<p>Culture and collaborative working as a driver for learning and improved life changes – focused on Communities First areas and the impact aspirational activities can support when available. Culture and Poverty Report</p> <p>Assist in mitigating the impact of poverty through ensuring fair access to computer technologies and working to improve engagement and wider skill development alongside community participation through 'digital inclusion' measures Welsh Government Priorities for tackling Poverty</p>	<p>Widen access to our culture, heritage and sport, and encouraging greater participation.</p> <p>Reduce inequality and poverty among the most disadvantaged areas of Wales and work to ensure citizens do not fall into poverty wherever possible.</p> <p>Supporting education and employment progression as an enabler to lift people out of poverty and material deprivation.</p> <p>Ensuring residents and their carers receive the support required to benefit from fulfilled lives.</p> <p>Support the wider business and innovation growth environment through complementary access to community located learning and skill development opportunities.</p> <p>Support Schools, Colleges and Higher Education providers to play their role as community institutions through extending and enhancing the partnerships that exist with Public Library Services to their maximum effect.</p> <p>Work more effectively across the regional and local public sector bodies to collaborate wherever possible.</p>	<p>"Literacy is an essential life skill. To make sense of the world around them, young people need an understanding of written and spoken language, the ability to interpret what has been written or said, and to draw inferences from the evidence that surrounds them. It is also about being able to communicate – accurately, fluently and persuasively." National Literacy Programme</p> <p>"Collaborative working between support staff, teachers, school leaders, schools, colleges and other learning centres ... to enable children and young people to achieve their potential" Qualified for life</p> <p>Only 45% of poorer households read regularly to their under 3's compared to 78% among more affluent homes. Overall Wales under performs both among its wealthiest family settings and those significantly hampered by poverty with regard to child and parent confidence in reading. Building a brighter future: Early Years and Childcare Plan</p>	<p>The creation of informal 'cultural hubs' at Library facilities including Bargoed Hanbury Chapel, Risca Palace Cinema, Newbridge Memo, and Caerphilly Library and Customer Service Centre places the Borough Library Service at the heart of artistic and community learning activity – with premises often located in important civic sites that are listed, supporting their retention, development, and effective utilisation.</p> <p>Projects linked to digital skill enablement, film and creative art activity, and reading initiatives, have and will continue to drive the Borough Library Services contribution to the 'programme for government' cultural & heritage priority themes.</p> <p>Access to a range of free services provided by the Borough Library Service including recreational and learning materials, IT facilities, including WiFi at 12 of its 18 locations, and community learning opportunities in partnership with a range of public sector / FE /HEI providers – all played an important role in supporting residents to lift themselves from the dangers of poverty and deprivation and to obtain skills that will benefit them in their future job seeking endeavours.</p>	<p>Since 2007 some £12 million has been invested in a range of new, refurbished, or enhanced Public Library spaces across Caerphilly County Borough in a number of listed iconic cultural sites including Bargoed Hanbury Chapel, Risca Palace, and the Memorial Hall Newbridge.</p> <p>Each new or refurbished facility has dedicated learning areas that can facilitate digital enablement alongside conventional educational activities. Some 6,778 residents took part in either structured or informal learning activities in Library premises during 2014-15, a rise of 36% on the previous year, with 89% of those participating indicating they had learned and benefitted from the process.</p> <p>Use of Library ICT facilities increased by 11% during 2014-15 building on a number of years of growth, in particular among adults seeking employment or benefit information often taking advantage of the volunteer based ICT tuition provided at the 6 largest Library sites as part of the Digital Friday initiative.</p> <p>During 2014-15 8,659 children and accompanying parents, carers, or teachers attend events and activities in local Borough Libraries including author sessions and toddler times. This represents a 9% rise on the numbers who participated in 2013-14. Attendance by children rose more markedly by some 14% with 7,581 taking part in activity sessions over the last 12 months.</p>

APPENDIX 3 (B): Welsh Public Library Standards - Case Studies

Libraries Inspire : The strategic development framework for Welsh libraries 2012-16	Welsh Government Priorities for Tackling Poverty, Baroness Andrews Report 'Culture and Poverty', Fusion: Tackling Poverty through Culture	Welsh Government - Programme for Government	Welsh Government - Building a brighter future : Early Years and Childcare Plan, National Literacy Programme, Delivering Community Learning for Wales, and Qualified for life	Priority Areas that Caerphilly Borough Library Service contributes toward	Key Contributions – Caerphilly County Borough Library Service
					<p>In excess of 1,200 staff hours have been invested in workforce development activities during 2014-15. The Borough Library Service also supports the follow staff training and progression in the last year:</p> <ul style="list-style-type: none"> - 2 Members of staff undertaking Master Degrees in Librarianship - 4 Officers are being supported to undertake NVQ's in the application of ICT in LIS work - 1 Employee is completing a ILM Level 5 in Management - 15 new employees are undertaking their full range of induction training at present

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CABINET – 9TH DECEMBER 2015

SUBJECT: SYRIAN VULNERABLE PERSONS RELOCATION SCHEME

REPORT BY: INTERIM CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 To seek Cabinet approval for participation in the Syrian Vulnerable Persons Relocation Scheme.

2. SUMMARY

- 2.1 In response to the humanitarian emergency in Syria the UK Government has announced that over the next 4/5 years up to 20,000 Syrians will be accepted into the UK under the Syrian Vulnerable Persons Relocation Scheme. Local Authorities have been asked to consider participating in the Scheme with an additional request for “trailblazer” local authorities to come forward who would be willing to accept some families before Christmas.
- 2.2 Local Authorities would be expected to ensure that arrivals are provided with suitable accommodation and that the specific needs of these vulnerable individuals are met. Central Government will meet the costs of the arrivals in terms of orientation support, health and education costs for the first year from arrival. The intention is that properties would be sourced from within the private rented sector in localities where relevant support services and networks can be accessed. Cabinet are asked to approve participation in this Scheme.

3. LINKS TO STRATEGY

- 3.1 Putting arrangements in place to resettle and support those subject to international humanitarian crises supports the following Well-being Goals as set out in the Well-being of Future Generations (Wales) Act 2015:
- A Wales of cohesive communities;
 - A globally responsible Wales.

4. THE REPORT

The Syrian Vulnerable Persons Relocation Scheme

- 4.1 The United Nations estimates that as of February 2015 12.2 million people are in need of humanitarian aid within Syria. At least 7.6 million people in Syria have been forced to flee their homes and there are some 3.8 million refugees in neighbouring countries. The Syrian Vulnerable Persons Relocation Scheme (SVPRS) was launched in January 2014, and is the first resettlement programme run by the UK to target support for refugees specifically on the basis of their vulnerability. Since the first arrivals in March 2014 to the end of June 2015, 216 people were relocated to the UK under the SVPRS. With the Prime Minister’s recent

announcement of the UK taking up to 20,000 persons to be resettled over the next 4/5 years this programme will need to rapidly scale up and Local Authorities have been invited to participate in the scheme.

- 4.2 Individuals identified by UNHCR are allowed to bring their immediate family with them. This is limited to one spouse / partner (who must be over 18) and their minor dependant children (under 18 and not living an independent life). There is no provision to allow applicants to bring over-age dependant relatives unless they also meet the vulnerability criteria in their own right or the Home Office is satisfied that there is an existing dependency. The SVPRS prioritises help for survivors of torture and violence, women and children at risk, and those in need of medical care.
- 4.3 Medical reports are produced by the International Organisation for Migration (IOM) in advance of arrival. All applicants (including accompanying family members) are subject to the usual immigration checks and screening prior to a visa being granted. Those with a criminal past or links to war crimes or extremism are excluded from the scheme.
- 4.4 Those who are accepted under the SVPRS are granted humanitarian protection giving them leave to remain for 5 years with full access to employment and public funds and rights to family reunion comparable to refugees. At the end of the 5 years, if they have not been able to return to Syria, they may be eligible to apply for settlement in the UK. Settlement may be refused if the person is convicted of a criminal offence during their leave and will be refused if they pose a danger to the public, or to national security. Leave to remain can also be curtailed if such evidence comes to light during the initial 5 year period. Settlement can be revoked if evidence emerges after it has been granted.
- 4.5 Local Authorities participating in the scheme are asked to take the lead in working with other key local partners to ensure that arrivals are provided with suitable accommodation and the specific needs of these vulnerable individuals are met. This includes working with education and housing providers, for example, and liaising with the Health Board and through them primary and secondary healthcare providers. Some Local Authorities commission the voluntary sector to deliver orientation services whilst others deliver this in-house. Consideration will also need to be given to bringing in specialist support providers subject to individuals' specific requirements.
- 4.6 Central Government will meet the costs of the arrivals in terms of orientation support, health and education costs for the first year from arrival. Staffing costs to cover administration of the scheme will also be met. The Home Office have adopted a unit cost approach whereby local authorities can be flexible between elements of the unit cost and pool them (i.e. to offset overspends in one area with underspends in another). The Home Office also state that while a uniform approach is needed to deliver the scheme as quickly and effectively as possible, there will be instances where further discussion may be necessary and some costs effectively topped up by the Home Office. A breakdown of the unit costs is provided in Appendix 1. Where families are granted indefinite leave to remain in the UK and chose to settle in Caerphilly County Borough they will have the same statutory entitlements as any other resident. Year two to five funding will be allocated on a tariff basis over four years, tapering from £5,000 per person in year two to £1,000 per person in year five.
- 4.7 Local authority costs cover management of the scheme, housing, and cultural integration including English language provision. There is an element included in the local authority costs for social care also – any cases where social care costs cannot be accommodated within this figure would need to be topped up separately by making a case to the Home Office. For Special Educational Needs, the provision is expected to cover an assessment, and any specific needs identified would then need topping up separately per child. Medical care costs are split into two – the cost of registering a new arrival with a GP, and secondary medical costs for refugees with more serious medical needs, which are potentially more expensive. The Home Office advise that legitimate costs above this would be covered. Benefits are paid directly by the Home Office to the DWP and health costs are paid directly to relevant health bodies.

- 4.8 The Home Office have approached Local Authorities with a request that they consider participating in the Scheme and are in addition seeking confirmation of those who would wish to participate as “trailblazers” accommodating Syrian families prior to Christmas. The Chief Executive, in consultation with the Leader, has advised the Home Office that the Council does wish to be considered for the “trailblazer” phase. Officers are liaising with the Home Office in relation to this and are in the process of sourcing appropriate properties from the private sector. Consideration is being given to localities in the south of the county borough as it is considered that proximity to any existing support networks within the cities of Newport and Cardiff will be beneficial. Discussions are also taking place with a third sector provider regarding provision of other support services.
- 4.9 Initial consideration is being given to resettling 2 Syrian families before Christmas. It is not possible to specify numbers of people that might be resettled within the county borough going forward, but it is expected that overall numbers are likely to be low. The number and profile of families will be subject to the availability of suitable accommodation and capacity within relevant support services such as education and health, for example. Members are asked to approve this initial and on going participation in the Syrian Vulnerable Persons Relocation Scheme.

5. EQUALITIES IMPLICATIONS

- 5.1 There are no potential equalities implications of this report and its recommendations on groups or individuals who fall under the category identified in Section 8 of the Council’s Strategic Equality Plan. There is no requirement for an Equalities Impact Assessment Questionnaire to be completed for this report.

6. FINANCIAL IMPLICATIONS

- 6.1 Central Government will meet the costs of the arrivals in terms of orientation support, health and education costs for the first year from arrival under the Syrian Vulnerable Persons Relocation Scheme. Staffing costs to cover administration of the scheme will also be met. The Home Office have adopted a unit cost approach whereby local authorities can be flexible between elements of the unit cost and pool them. CCBC costs incurred in support of the refugee relocation scheme should in the main be funded from the Central Government unit cost reimbursement scheme as noted in Appendix 1. Year two to five funding will be allocated on a tariff basis over four years, tapering from £5,000 per person in year two to £1,000 per person in year five.

7. PERSONNEL IMPLICATIONS

- 7.1 There are no personnel implications arising directly from this report.

8. CONSULTATIONS

- 8.1 This report has been sent to the Consultees listed below and all comments received are reflected in this report.

9. RECOMMENDATIONS

- 9.1 That Cabinet approve participation in the Syrian Vulnerable Persons Relocation Scheme.

10. REASONS FOR THE RECOMMENDATIONS

10.1 To enable the Council to respond to the humanitarian emergency in Syria.

11. STATUTORY POWER

11.1 Local Government Acts 1972 & 2000.

Author: Rob Hartshorn, Head of Public Protection
Consultees: Cllr Keith Reynolds, Leader of the Council
Chris Burns, Chief Executive
Gail Williams, Interim Head of Legal Services/Monitoring Officer
Howard Rees, Programme Manager - Partnership Development and Collaborative Improvement
Mike Eedy, Finance Manager
Shaun Watkins, Human Resources Manager
David A. Thomas Senior Policy Officer (Equalities and Welsh Language)
Jacquelyn Elias, Service Manager, Additional Learning Needs
David W. J. Thomas, Service Manager, Social Services
Kenyon Williams, Private Sector Housing Manager
Kath Peters, Community Safety Manager
Chris Hunt, Community Cohesion Coordinator (West Gwent)
Sam Crane, Head of Partnerships and Networks, ABUHB
Dr. Gill Richardson, Executive Director of Public Health
Chief Inspector Nick McClain, Gwent Police

Background Papers:

Syrian Vulnerable Persons Relocation Scheme – Home Office Statement of Requirements

Appendices:

Appendix 1 Syrian Vulnerable Persons Relocation Scheme – Unit Costs

Appendix 1: Syrian Vulnerable Persons Resettlement Scheme – Unit Costs

The working unit costs per refugee are:

Children under the age of 3	Unit cost = £10,720
Children aged 3-4	Unit cost = £13,970
Children aged 5-18	Unit cost = £16,220
Adults in receipt of mainstream benefits	Unit cost = £23,420
Other adults	Unit cost = £10,720

This is broken down as follows:

UNIT COST FOR SYRIA VPR SCHEME					
	Adult Benefit Claimant	Other Adults	Children 5-18	Children 3-4	Children U-3
	£	£	£	£	£
Local Authority Costs	8,520	8,520	8,520	8,520	8,520
Education	0	0	4,500	2,250	0
Special Educational Needs	0	0	1,000	1,000	0
DWP Benefits	12,700	0	0	0	0
Primary medical care	200	200	200	200	200
Secondary medical care	2,000	2,000	2,000	2,000	2,000
TOTALS	23,420	10,720	16,220	13,970	10,720

Local authorities will therefore receive the following unit costs:

Children under the age of 3	Unit cost = £8,520
Children aged 3-4	Unit cost = £11,770
Children aged 5-18	Unit cost = £14,020
Adults in receipt of mainstream benefits	Unit cost = £8,520
Other adults	Unit cost = £8,520

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CABINET – 9TH DECEMBER 2015

SUBJECT: POLICY ON THE DETERMINATION OF SUITABILITY TO HOLD A LICENCE UNDER THE SCRAP METAL DEALERS ACT 2013

REPORT BY: CORPORATE DIRECTOR, SOCIAL SERVICES

1. PURPOSE OF REPORT

- 1.1 To seek Cabinet approval for a policy on the determination of suitability to hold a licence under the Scrap Metal Dealers Act 2013.

2. SUMMARY

- 2.1 The Scrap Metal Dealers Act 2013 (“the Act”) was enacted on the 1st of October 2013 and introduced a new licensing system to control site operators and itinerant collectors.
- 2.2 The Act and supporting Regulations are silent upon the issue of the responsibility for exercising the function under the Act. Consequently the provisions of S 9 (D) of the Local Government Act 2000 are triggered and by default the function is exercised by the Executive.
- 2.3 The purpose of this policy is to set out the criteria which the Council will take into account when determining whether or not an applicant or an existing licence holder is suitable to hold a scrap metal dealer’s licence. Cabinet are asked to consider and approve the proposed policy attached at Appendix 1.

3. LINKS TO STRATEGY

- 3.1 Public protection is a statutory duty of the authority and contributes to the Prosperous Caerphilly and Safer Caerphilly Priorities within the Caerphilly Local Service Board single integrated plan, Caerphilly Delivers, and Objective 1 of the Council’s Strategic Equality Plan 2012.

4. THE REPORT

- 4.1 The Scrap Metal Dealers Act 2013 replaced previous registration requirements in respect of scrap metal dealers. The Council is the licensing authority under the Act and is responsible for the issue, renewal, variation and revocation of scrap metal dealer’s licences.
- 4.2 A local authority must determine whether the applicant is a suitable person to carry on a business as a Scrap Metal Dealer and must not issue or renew a licence unless it is satisfied that the applicant is a suitable person to be licensed. Local authorities may have regard to any relevant information in considering suitability, including convictions for relevant offences, previous or impending enforcement action, previous refusal of the applicant or revocation of a licence. A local authority may also require that an applicant provide such other information, as it considers relevant, for the purpose of considering their suitability.

- 4.3 On the 16th of October 2013 Cabinet determined that the majority of applications are dealt with by officers under delegated powers in accordance with the requirements of the Act. Disputed applications and those where applicants have convictions for relevant offences or are considered unsuitable for any other reason are determined by the Head of Public Protection and Head of Legal and Democratic Services or representative in consultation with the relevant Cabinet Member (the “panel”).
- 4.4 The purpose of this policy is to set out the criteria which the Council will take into account when determining whether or not an applicant or an existing licence holder is suitable to hold a scrap metal dealer’s licence. The policy provides guidance to officers, members, licence holders and applicants regarding the relevance and impact of a persons history, previous convictions etc on their suitability.

The aim of the policy is to ensure:

- a person licensed as a scrap metal dealer is a suitable person to carry on such a business;
- the process Caerphilly County Borough Council follow when considering a person’s suitability is transparent, fair and proportionate;
- the protection of the public

The Council will determine each application on its individual merits and will have regard to the policy and where the circumstances demand, may depart from the policy. Full reasons for departure from the policy will be provided in writing. The policy is attached as Appendix 1.

- 4.5 In developing the policy, the Council consulted with existing scrap metal dealers and motor salvage operators, Heddlu Gwent Police, other relevant enforcement bodies, British Transport Police, Natural Resources Wales and Industry Associations.

5. EQUALITIES IMPLICATIONS

- 5.1 The Council ensures that it treats all individuals and organisations who are renewing or making new applications for licenses, with equal respect both when corresponding with those individuals and organisations, and during the licensing approval process. Adopting the policy will increase transparency and openness for everyone involved in the process and will improve consistency of approach and fairness.

6. FINANCIAL IMPLICATIONS

- 6.1 There are no financial implications.

7. PERSONNEL IMPLICATIONS

- 7.1 There are no personnel implications.

8. CONSULTATIONS

- 8.1 This report has been sent to the Consultees listed below and all comments received are reflected in this report.
- 8.2 No responses were received from the consultation exercise.

9. RECOMMENDATIONS

- 9.1 That Cabinet consider the contents of this report and approve the adoption of the policy from the 1st January 2016.

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 To ensure that all relevant persons are aware of the criteria which the Council will take into account when determining whether or not an applicant or an existing licence holder is suitable to hold a scrap metal dealer's licence.
- 10.2 To support consistency in determining applications.

11. STATUTORY POWER

- 11.1 The Scrap Metal Dealers Act 2013. This is an Executive Function.

Author: Jacqui Morgan, Trading Standards, Licensing and Registration Manager
Consultees: Cllr N George, Cabinet Member for Community & Leisure Services
Dave Street, Corporate Director, Social Services
Rob Hartshorn, Head of Public Protection
Gail Williams, Interim Head of Legal Services/Monitoring Officer
Myra McSherry, Licensing Manager
Mike Eedy, Finance Manager
Trish Reardon, Human Resources Manager
David A. Thomas Senior Policy Officer (Equalities and Welsh Language)
Sue Ead, Solicitor

Background Papers:
Cabinet Report Scrap Metal Dealers Act 16th October 2013

Appendices:
Appendix 1: Draft Policy on the Determination of Suitability to Hold a Licence Under the Scrap Metal Dealers Act 2013

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Appendix 1

CAERPHILLY COUNTY BOROUGH COUNCIL

**POLICY ON THE DETERMINATION OF SUITABILITY TO HOLD A LICENCE
UNDER THE SCRAP METAL DEALERS ACT 2013**

**Licensing Section
Caerphilly County Borough Council
Penallta House
Tredomen Park
Ystrad Mynach
CF82 7PG**

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**Further copies may be obtained from
the above address or from the website
www.caerphilly.gov.uk**

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7. Notice of Decisions
8. Revocation of Licence
9. Appeals

APPENDICES

Appendix 1: Definitions

Appendix 2 : Relevant Offences & Penalties

1. Introduction

- 1.1 The Scrap Metal Dealers Act 2013 replaced previous registration requirements in respect of scrap metal dealers operating both as yards and itinerant collectors, and motor salvage operators. The Act introduced a licensing regime to address widespread problems of metal theft and associated criminal activity.
- 1.2 The licensing regime introduced a two tier scheme for Scrap Metal Dealers and Scrap Metal Collectors, definitions for sites and collectors are set out in Appendix 1. Application processes and conditions are prescribed by the Act and relevant regulations and guidance.
- 1.3 The Council is the licensing authority under the Act and is responsible for the issue, renewal, variation and revocation of scrap metal dealer's licences. It also has responsibility for ensuring compliance with the relevant legislation and enforcement of these businesses.
- 1.4 The purpose of this policy is to set out the criteria which the Council will take into account when determining whether or not an applicant or an existing licence holder is suitable to hold a scrap metal dealer's licence. This policy was approved at a meeting of Caerphilly County Borough Council's Cabinet on **** DATE ****
- 1.5 The aim of the policy is to ensure:
 - a person licensed as a scrap metal dealer is a suitable person to carry on such a business;
 - the process Caerphilly County Borough Council follow when considering a person's suitability is transparent, fair and proportionate;
 - the protection of the public.
- 1.6 This policy provides guidance to any person with an interest in the business of scrap metal, in particular, but not exclusively:
 - the general public
 - Council officers concerned with the determination of applications
 - applicants for scrap metal dealer's licences;
 - existing licensed scrap metal dealers;
 - licensing officers, police and other relevant enforcement bodies;
 - Magistrates Court hearing appeals against local authority decisions.
- 1.7 The Council will determine each application on its individual merits and will have regard to the policy and where the circumstances demand, may depart from the policy. Full reasons for departure from the policy will be provided in writing. At the time of implementation of this policy contested applications are determined by a panel of officers comprising the Head of Public Protection and Head of Legal and Democratic Services or representative in consultation with the relevant Cabinet Member .
- 1.8 The Council reserves the right to amend this policy without consultation where it is necessary to ensure the policy reflects changes to national legislation or statutory guidance.

2. Consultation

- 2.1 In developing this policy, the Council consulted with existing scrap metal dealers and motor salvage operators, Heddlu Gwent Police, other relevant enforcement bodies, British Transport Police, Natural Resources Wales and Industry Associations

3. Legislation and Policy Guidance

3.1 When considering an application for a site licence or collector's licence, in addition to this policy, the Council will have regard to the following legislation and guidance:

- Scrap Metal Dealers Act 2013;
- Scrap Metal Dealers Act 2013 (Prescribed Relevant Offences and Relevant Enforcement Action) Regulations 2013;
- Any relevant guidance issued by the Secretary of State / Home Office etc; Local Government Association Guide to the Scrap Metal Dealers Act 2013

4. Suitability of Applicants

4.1 A local authority must determine whether the applicant is a suitable person to carry on a business as a Scrap Metal Dealer. A local authority may require that an applicant provide such other information, as it considers relevant, for the purpose of considering the suitability of an applicant.

4.2 The Council will consult with other agencies regarding the suitability of an applicant, including:

- Any other local authority;
- The Environment Agency;
- The Natural Resources Body for Wales;
- Heddlu Gwent Police;
- Local Authority Environmental Health; and
- Trading Standards
- Planning Authority
- Any other agency as is considered appropriate dependant on the circumstances of the case

4.3 In determining an application the Council must have regard to any information it considers to be relevant which will include:

- Whether the applicant or any site manager has been convicted of any unspent relevant offence;
- Whether the applicant or any site manager has been convicted of any other unspent offence;
- Whether the applicant or any site manager has been the subject of any relevant enforcement action;
- Any previous refusal to issue or renew a scrap metal licence;
- Any previous refusal for an environment permit or registration;
- Any previous revocation of a scrap metal licence; and
- Whether the applicant has demonstrated that there will be adequate procedures to comply with the Act.

'Relevant Offences' are prescribed by legislation and are set out in Appendix 2.

4.4 In exceptional circumstances the Authority may consider spent convictions, for example, where the authority is satisfied that justice cannot be done except by admitting or requiring evidence relating to a person's spent convictions and take it into account. In doing so, the authority will have regard to the age, circumstances, relevance and seriousness of the spent convictions. Exceptional circumstances may include offences associated with serious traffic convictions, dishonesty, violence, drugs and sexual offences. Consideration will also be given to any relevant and proportionate information provided by another agency which suggests that an applicant represents a substantial risk to the public.

4.5 The Council may also have regard to any pending prosecutions. Whilst the Council would not consider refusal of a licence on this point alone, it will, however, monitor whether the outcome

results in a conviction and impacts on the person's suitability to hold a licence, and take any necessary action to impose conditions or revoke the licence

All of the above will apply to any director, any secretary of a company or any shadow director of the company if the applicant is not an individual.

5. Determination of Application/Issue of Licence

5.1 Each application will be taken on its own merit and appropriate weight to the information provided will be given.

5.2 Where the Council is satisfied that an applicant is a 'suitable person' it must issue a licence.

5.3 If an applicant or any site manager has been convicted of a relevant offence, the Council may include in the licence one or both of the following conditions:

- To limit the dealer to receiving any metal within the hours of 9.00am to 5.00pm; and
- That any scrap metal must be kept in the form in which it is received for a specified period of time, not exceeding 72 hours.

5.4 Where the Council is not satisfied that an applicant is a 'suitable person' or a licence holder is no longer considered 'suitable' to continue to hold a licence, the Council must consider refusing the application or revoking the licence where a licence has been issued.

6. Right to Make Representations

6.1 If the Council proposes to refuse an application or to revoke/vary a licence it will issue a notice setting out what the authority proposes to do and the reasons for this. The notice will state that, within the period specified, the applicant/licensee may either:

- a) make representations about the proposal; or
- b) inform the authority that the applicant/licensee wishes to do so.

6.2 Section 7, Schedule 1 of the Act prescribes procedures which must be followed in relation to representations.

6.3 Any representations received by the applicant/licensee will be considered by a panel of officers together with any representations made by other agencies.

7. Notice of Decisions

7.1 If an application is refused, or a licence revoked or varied, the Council will give a notice to the applicant/licensee setting out the decision and the reasons for it. The notice will also state appeal rights.

8. Revocation of Licence

8.1 The Council may revoke a scrap metal licence if it is satisfied that :-

- the licensee does not carry on the business of scrap metal dealing at any of the sites identified in the licence.
- a site manager named in the licence does not act as site manager at any of the sites identified in the licence.
- the licensee is no longer a suitable person to carry on a business as a scrap metal dealer.

8.2 A revocation or variation does not come into effect until such time as any appeal has been determined.

8.3 Where the Council considers that the licence should not continue in force without conditions it may by notice provide:-

- that, until a revocation comes into effect, the licence is subject to one or both of the conditions set out in section 5.3, or
- the variation comes into effect immediately

9. Appeals

9.1 An applicant may appeal to the Magistrates' Court in relation to :

- refusal of an application or a variation,
- the inclusion in a licence of a condition,
- the revocation or variation of a licence.

9.2 An appeal must be lodged within 21 days beginning on the day the notice to refuse the application, to include a condition or to revoke or vary the licence, was given. A fee is payable for any appeal made, details of which can be obtained from the Court.

9.3 On appeal, the Magistrates' Court may confirm, vary or reverse the Council's decision, and give such directions as it considers appropriate having regard to the provisions of the Act.

DEFINITIONS

A scrap metal dealer is defined under the Act as someone whose business consists wholly or partly in buying or selling scrap metal, whether or not the metal is sold in the form in which it was bought; or carries on a business as a motor salvage operator. Scrap metal includes:

- a) any old, waste or discarded metal or metallic material, and
- b) any product, article or assembly which is made from or contains metal and is broken, worn out or regarded by its last holder as having reached the end of its useful life.

Motor salvage operation is defined in the Act as a business that consists wholly or mainly of:

- a) recovering salvageable parts from motor vehicles for re-use or sale and selling the remainder of the vehicle for scrap;
- b) buying written-off vehicles, repairing and reselling them;
- c) buying or selling motor vehicles which are to be the subject of any of the activities mentioned in (a) or (b);
- d) wholly or mainly in activities falling within paragraphs (b) and (c).

Anyone wishing to operate a business as a scrap metal dealer, will require a site licence or a collector's licence. The licence is valid for three years and permits the holder to operate within the boundaries of the issuing authority. These are:

- **Site licence** – all sites where a licensee carries on a business as a scrap metal dealer have to be identified, and a site manager has to be named for each site. The licence allows the licensee to transport scrap metal to and from those sites from any local authority area
- **Collectors licence** – this allows the licensee to operate as a collector in the area of the issuing licensing authority only. It does not allow the collector to operate in any other local authority, so a separate licence has to be obtained from each council area the collector wishes to operate in.

RELEVANT OFFENCES

The Scrap Metal Dealers Act 2013 (Prescribed Relevant Offences and Relevant Enforcement Action) Regulations 2013, means any offence specified in the Schedule to these Regulations, and includes an offence of -

- (a) attempting or conspiring to commit any offence falling within the Schedule;
- (b) inciting or aiding, abetting, counselling or procuring the commission of any offence falling within the Schedule, and
- (c) an offence under Part 2 of the Serious Crime Act 2007 (encouraging or assisting crime) committed in relation to any offence falling within the Schedule.

Primary Legislation (a) An offence under section 1, 5, or 7 of the Control of Pollution (Amendment) Act 1989(4)

- (b) An offence under section 170 or 170B of the Customs and Excise Management Act 1979(5), where the specific offence concerned relates to scrap metal
- (c) An offence under section 110 of the Environment Act 1995(6)
- (d) An offence under sections 33, 34 or 34B of the Environmental Protection Act 1990(7)
- (e) An offence under section 9 of the Food and Environment Protection Act 1985(8)
- (f) An offence under section 1 of the Fraud Act 2006(9), where the specific offence concerned relates to scrap metal, or is an environment-related offence
- (g) An offence under section 146 of the Legal Aid, Sentencing and Punishment of Offenders Act 2012(10)
- (h) An offence under sections 327, 328 or 330 to 332 of the Proceeds of Crime Act 2002(11)
- (i) Any offence under the Scrap Metal Dealers Act 1964(12)
- (j) Any offence under the Scrap Metal Dealers Act 2013
- (k) An offence under sections 1, 8,9,10, 11, 17, 18, 22 or 25 of the Theft Act 1968(13), where the specific offence concerned relates to scrap metal, or is an environment-related offence
- (l) Any offence under Part 1 of the Vehicles (Crime) Act 2001(14)
- (m) An offence under sections 85, 202, or 206 of the Water Resources Act 1991(15).

Secondary Legislation

- (a) An offence under regulation 38 of the Environmental Permitting (England and Wales) Regulations 2007(16)
- (b) An offence under regulation 38 of the Environmental Permitting (England and Wales) Regulations 2010(17)
- (c) Any offence under the Hazardous Waste (England and Wales) Regulations 2005(18)
- (d) Any offence under the Hazardous Waste (Wales) Regulations 2005(19)
- (e) An offence under regulation 17(1) of the Landfill (England and Wales) Regulations 2002(20)
- (f) Any offence under the Pollution Prevention and Control (England and Wales) Regulations 2000(21)
- (g) Any offence under the Producer Responsibility (Packaging Waste) Regulations 2007(22)
- (h) Any offence under the Transfrontier Shipment of Waste Regulations 1994(23)
- (i) Any offence under the Transfrontier Shipment of Waste Regulations 2007(24)
- (j) Any offence under the Waste (Electrical and Electronic Equipment) Regulations 2006(25)
- (k) An offence under regulation 42 of the Waste (England and Wales) Regulations 2011(26).

**Summary of Rehabilitation Periods Applicable to Certain Sentences
(Section 5 Rehabilitation of Offenders Act 1974 as amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012)**

For Custodial Sentences	
Sentence	Rehabilitation Period (Period of sentence plus the 'buffer' period below which applies from end of sentence)
0-6 months	2 Years
6-30 months	4 Years
30 months – 4 years	7 Years
Over 4 years	Never Spent

For Non - Custodial Sentences	
Sentence	'Buffer' period will apply from end of sentence
Community order (& Youth Rehabilitation Order)	2 Year
Sentence	Period
Fine	1 Year (from date of conviction)
Absolute discharge	None
Conditional discharge, referral order, reparation order, action plan order, supervision order, bind over order, hospital order	Period of Order

The above periods are halved for persons under 18 years at date of conviction (except for custodial sentences of up to 6 months where the buffer period will be 18 months for persons under 18 years at the date of conviction).



CABINET – 9TH DECEMBER 2015

SUBJECT: ADDITIONAL LEARNING NEEDS REVIEW

REPORT BY: CHIEF EDUCATION OFFICER

1. PURPOSE OF REPORT

- 1.1 A report was presented to the Education for Life Scrutiny Committee on 3rd November 2015 which detailed the progress of the Additional Learning Needs (ALN) Review. Members noted the progress made and were advised of proposals to seek approval from Cabinet to go out to formal consultation to close the Specialist Resource Base (SRB) at Hendre Junior School and realign the Social Inclusion Base at Cefn Fforest Primary School. This reports details the formal consultation process and procedures that are required to be followed

2. SUMMARY

- 2.1 The aim of the ALN review is to identify strengths and areas for development of the current services and to provide options for the delivery of services for children and young people with additional learning needs. The report provides an update on the status of the ALN review makes recommendations for a way forward with regard to two Specialist Resource Base (SRB) provisions.

3. LINKS TO STRATEGY

- 3.1 SEN Policy and Inclusion Strategy.
- 3.2 SEN Code of Practice for Wales (2002).
- 3.3 Draft Additional Learning Needs and Educational Tribunal (Wales) Bill.

4. THE REPORT

- 4.1 Learning Education and Inclusion (LEI) Service consists of a wide range of support and intervention services, which includes Educational Psychology, Behaviour Support Service, Education Welfare Service and Additional Learning Needs Service. The purpose of the ALN review was to review the functions of the individual services and identify good practice and areas for development. Head teachers have been fully involved in the review process through a series of stakeholder group meetings.

In order to progress the ALN review four task and finish groups have been tasked to lead development on the following areas.

- Specialist Resource Base (SRB) funding models and provision development (lead officer - Chief Education Officer)
- Additional Support (lead officer – Service Manager for Additional Learning Needs)

- Behaviour Provision (lead officer – Service Manager for EOTOS and Behaviour)
- Looked After Children (lead officer – Service Manager for Social Inclusion)

Membership of the Task and Finish groups includes officers from LEI, Human Resources, Finance and Head Teacher representatives. Recommendations from these groups will be reported to the Stakeholder meeting in November and to Scrutiny in the New Year.

4.2 Specialist Resource Bases (SRBs)

Whilst the majority of pupils in Caerphilly are educated in their local mainstream school, pupils who have very significant needs require more specialist placements. Placements are agreed through discussion at the Specialist Placement and Provision Panel. There are currently twenty-seven specialist classes in seventeen primary settings. At secondary level four secondary schools host SRB provision (Appendix A). An analysis of provision and future demand has revealed the need for further reorganisation and development of SRB provision to take into account

- provision required to meet current and future identified need;
- geographical distribution of SRBs;
- cross-phase continuity for children and young people.

A report to the Scrutiny Committee in September 2014 (Appendix B) indicated that addressing these issues could include re-designation and rationalisation of SRBs. A recommendation was made in June 2015 to the Head Teacher Stakeholder group that the SRB in Hendre Junior School should close and that Social Inclusion Class in Cefn Fforest Primary School should be re-designated as a Complex Needs class.

4.3 Hendre Junior SRB

Hendre Junior School is located on St Cenydd Road, Trecenydd, Caerphilly; it is an English medium school. The Specialist Resource Base (SRB) is designated to support a total of 8 Key Stage 2 aged pupils with severe hearing impairment.

For the academic year 2013-14, three pupils attended the SRB but this was reduced to one pupil when two siblings attending the base moved to another area. In April 2015 the one remaining pupil in the base transferred to Trinity Fields School. There are currently no pupils in the SRB

It is proposed that the SRB at Hendre Junior School is closed. The setting does not have any children attending and there have been surplus places for a number of years. The advancement of new-born hearing screening, medical intervention and technology has allowed the Local Authority (LA) to meet the needs of children and young people with significant hearing loss in mainstream settings more effectively. In addition parents of children and young people with Hearing Impairment (HI) and the children and young people themselves, are requesting mainstream rather than specialist settings. This has impacted on the demand for placements for pupils with HI across the LA and many pupils are now very successfully placed in their local community schools with packages of support. This is in accordance with the LA's Inclusion and SEN Policy. The fact that the SRB in Hendre Junior School has no pupils on roll at present does not make it viable to continue with this provision.

The Head Teacher and Governing Body have been consulted regarding this proposal and have indicated that would support the closure of the SRB.

4.4 Cefn Fforest Primary School SRB

Cefn Fforest Primary School serves the village of Cefn Fforest, although approximately a third of the pupils come from the Blackwood area of Caerphilly, it is an English medium school. The school currently hosts two specialist classes. One Social Inclusion class takes pupils in year 3 and 4 from other schools in the local authority and pupils are dual registered. The other class caters for Key Stage 2 pupils with complex needs from all over the local authority.

It is proposed that the Social Inclusion Class at Cefn Fforest is re-designated to be a Key Stage 1 Complex Needs Specialist Resource Base. The setting currently has a Key Stage 2 Complex Needs SRB. The ALN Review has recognised that children in SRB settings benefit from cross-phase continuity so that transition for children between key phases can be managed more effectively. A recommendation from the review has been to review current complex needs provision and where possible ensure that both key stages of the provision are in the same setting.

The Head Teacher and Governing Body have been consulted regarding this proposal and have indicated that they would support the realignment of the Social Inclusion Class.

The ALN Review has also considered the effectiveness of social inclusion and nurture provision in the context of a more strategic approach to behaviour management across the authority. The ALN Review has identified that due to the way nurture and social inclusion provision is organised, vulnerable children attending these classes have a fractured educational experience, which does not lead to sustained progress over time in relation to the difficulties they are experiencing. A behaviour review will consider arrangements for specialist provision to meet the needs of children with behavioural, emotional and social needs (BESD). This will be subject to a separate consultation process

4.5 Consultation Timeline

If cabinet give approval for the consultation to progress, formal consultation processes as set out by Welsh Government's School Organisation Code 2013 will need to be followed. The table below illustrates the procedures that need to be followed and possible timescales

Process	Proposed Deadline Dates
Cabinet considers proposals	9 th December 2015
If approval to the proposals is granted by Cabinet, the consultation process should commence by providing relevant consultees with a consultation document. Responses to the consultation document should be made within 42 days, with at least 20 of these being school days, If appropriate Learning Education and Inclusion (LEI) Service should consider convening a meeting with the stakeholders during the consultation period.	4 th January 2016-14 th February 2016 Consultation report to Scrutiny meeting scheduled for 12 th January
Consultation comments are collated and summarised by LEI Service. The summary together with the LEI Service response to the comments should be published in a consultation report within three months of the end of consultation period. The consultation report should then be published and reported back to Cabinet.	16 th March 2016
If agreement is granted by Cabinet to proceed with the proposals (this should be within 6 months of the end of the consultation period), the publication of a statutory notice for a 28 day consultation period should follow. This notice must be published on a school day and within 15 school days (not including the day of the publication) in the notice period.	11 th April 2016 – 9 th May 2016

<p>At the end of the 28 day statutory notice period:</p> <ul style="list-style-type: none"> • If objections are received, an objection report should be drafted outlining the objections and their responses to them and available to the objectors within 28 days of the end of the objection period. • If no objections are received, a Cabinet decision will be needed to ratify the proposal. 	<p>15th June 2016</p> <p>In this event Cabinet will need to approve, or otherwise, the draft objection report at this meeting.</p> <p>15th June 2016</p>
<p>If proposals receive approval or the proposer determines to implement them, they should be implemented in accordance with the date given in the statutory notice, or any subsequent modified date</p>	<p>If approval is secured at Cabinet on 15th June 2016 and referral to Welsh Government is not required, the plan will be implemented from September 2016.</p>

5. EQUALITIES IMPLICATIONS

- 5.1 Council's full Equalities Impact Assessment process will be applied to the formal Consultation Document and subsequent report to Cabinet.

6. FINANCIAL IMPLICATIONS

- 6.1 There are no direct financial consequences from this report but it is recognised that this will need to be reviewed following consultation. An update will be provided to Scrutiny Committee and Cabinet following that.

7. PERSONNEL IMPLICATIONS

- 7.1 Rationalisation of base provisions could impact on personnel currently employed in SRBs. Any staff affected will be fully consulted along with trade union representatives and supported through HR processes. Alternative arrangements have been made with regard to all staff at Hendre Junior SRB.

8. CONSULTATIONS

- 8.1 Heads of Services and a Head teacher focus group have been kept fully informed of the progress of the review. The Head Teacher and Governing Body of Hendre Junior School and the Head Teacher and Governing Body of Cefn Fforest Primary School have acknowledged the need for the changes in relation to the SRBs in their schools and accept them. Further, wider consultation will take place following Cabinet's approval to move to the next stage.

9. RECOMMENDATIONS

- 9.1 In order to progress these proposals the Local Authority must follow procedures set out in the School Organisation Code 2013. It is recommended that Members note the contents of this report and give approval for the consultation process to proceed.

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 Current provision is no longer fit for purpose and needs to be revised in order that children and young people's needs are fully met.

11. STATUTORY POWER

11.1 Schools Standards Organisation (Wales) Act 2013

11.2 The School Organisation Code (section 1.13).

Author: Keri Cole

Consultees: Mr C Burns, Chief Executive

Mrs Keri Cole, Chief Education Officer

Mr Bleddyn Hopkins, Assistant Director.

Angharad Price, Interim Deputy Monitoring Officer

Mrs Lynne Donovan, Personnel Manager

Mrs Gail Williams, Interim Head of Legal Services

Mrs Jane Southcombe, Financial Services Manager

Mr John Farmer, Head Teacher, Hendre Junior School

Chair of Governors, Hendre Junior School

Mrs Julie Farmer, Head Teacher Cefn Fforest Primary School

Chair of Governors, Cefn Fforest Primary School

Background Papers:

CCBC SEN Policy

CCBC Inclusion Strategy

SEN Code of Practice for Wales

Draft Additional Learning Needs and Educational Tribunal (Wales) Bill

Appendices:

Appendix A Specialist Resource Base (SRB) Provision List

Appendix B Report to Scrutiny September 2014

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Name of setting - PRIMARY	Type of Provision	Number
Cefn Fforest Primary (KS2)	Complex Learning Difficulties	8
Cefn Fforest Primary (Yr 3 /4)	Social Inclusion	8
Coed y Brain Primary (KS1 &2)	Speech and Language	16
Cwm Ifor Primary (satellite provision)	Complex Learning Difficulties	8 (Trinity Fields)
Cwmcarn Primary(KS2)	Complex Learning Difficulties	8
Deri Primary (KS1)	Complex Learning Difficulties	8
Behaviour Management Group at Glan Y Nant (KS2)	Behavioural, Emotional & Social Difficulties	8
Greenhill Primary (KS1&2)	ASD / Social and Communication	16
Pantside Primary (KS1&2)	ASD / Social and Communication	16
Pontllanfraith Primary (KS1&2)	Autistic Spectrum Disorder	16
St James Primary (KS1 &2)	Complex Learning Difficulties	16
Tir y Berth Primary (KS1&2)	Speech and Language	16
Ty Isaf Infants (KS1)	Complex Learning Difficulties	8
Tyn y Wern (Yr 3/4)	Social Inclusion	8
Tyn y Wern (Rec/ Yr1)	Nurture Class	8
Ty Sign Primary (KS2)	Behavioural, Emotional & Social Difficulties	8
Ynysddu Primary School (Rec/ Yr1)	Nurture Class	8
Ynysddu Primary School (Yr 3/4)	Social Inclusion	8
Ysgol Ganolfan Cwm Derwen (KS1&2)	Complex Learning Difficulties	8
Name of Setting- SECONDARY	Type of Provision	
Newbridge School (KS3)	Behavioural, Emotional & Social Difficulties	16
Pontllanfraith Comprehensive (KS3 &4)	Complex Learning Difficulties	50
Risca Comprehensive (KS3 & 4)	Autistic Spectrum Disorder	14
St Cenydd Comprehensive (KS3 & 4)	Speech & Language, Sensory and Physical Difficulties	50
Ysgol Gyfun Cwm Rhydney	Resourced to meet the needs of children and young people with complex needs	

Special School Provision /PRU

Name of School	Type of Provision	Number of places
Trinity Fields School & Resource Centre	PMLD/SLD/ASD	130
The Learning Centre	BESD Y5-8	16

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EDUCATION FOR LIFE SCRUTINY COMMITTEE - 23RD SEPTEMBER 2014

SUBJECT: ADDITIONAL LEARNING NEEDS (ALN) REVIEW

REPORT BY: ACTING DEPUTY CHIEF EXECUTIVE

1. PURPOSE OF REPORT

1.1 To update Members on the progress of the Additional Learning Needs (ALN) Review.

2. SUMMARY

2.1 The aim of the ALN review is to identify strengths and areas for development of the current services and to provide options for the delivery of services for children and young people with additional learning needs. The report makes recommendations for a way forward with regard to funding models and the rationalisation and re-designation of Specialist Resource Base (SRB) provision.

3. LINKS TO STRATEGY

3.1 SEN Policy and Inclusion Strategy.

3.2 SEN Code of Practice for Wales (2002).

3.3 ALN White Paper (2014).

3.4 School Organisation Code (1 October 2013) and the Council's 21st Century School's programme.

3.5 The Learning Caerphilly theme of 'Caerphilly Delivers', the LSB single integrated plan.

4. THE REPORT

4.1 Learning Education and Inclusion (LEI) Service consists of a wide range of support and intervention services, which includes Educational Psychology, Behaviour Support Service, Education Welfare Service and Additional Learning Needs Service. The purpose of the ALN review was to review the functions of the individual services and identify good practice and areas for development. Head teachers have been fully involved in the review process through a series of stakeholder group meetings.

4.2 As a result of a consultation meeting with Head teachers in July 2013, recommendations were made to prioritise identified areas. These included:

- development of the role of Trinity Fields;
- training for SRB staff;
- development of a common assessment and tracking system for specialist settings;
- quality assurance visits for all SRBs.

- 4.3 It was also recommended that as currently there are no formal service level or partnership agreements between schools that host SRBs and the Local Authority; this could be addressed through the review.
- 4.4 Progress has been made in all the above areas. Quality assurance visits have been completed in collaboration with head teacher and specialist staff. This process has helped inform planning for future SRB developments through identifying training, curriculum planning and performance management.
- 4.5 An assessment tool and tracking system (PIVATS – Performance Indicators and Value Added Target Setting) has been identified, enabling schools and local authority to set effective targets and plan a differentiated curriculum. Key staff have been trained to deliver a roll out programme of training for all SRB staff. All head teachers have been kept informed of this development.
- 4.6 As part of the Local Authority’s commitment to Trinity Fields School as a forward looking centre of excellence, the review made a recommendation to develop a specialist resource base class within a mainstream primary school as a satellite class of Trinity Fields. The Governing Bodies of Trinity Fields School and Cwm Ifor Primary School were consulted and have agreed to this development. Consultation with parents has also taken place. Following minor adaptations it is planned that the satellite class will open early in the autumn term 2014. This development will support the Local Authority’s commitment to extend opportunities for inclusion for all pupils across and within a variety of settings.
- 4.7 A formal ‘Partnership Agreement’ will be developed between Cwm Ifor Primary School, Trinity Fields School and the Local Authority to identify respective roles and responsibilities. It is proposed that this will become a model for future partnership agreements between schools which host SRBs and the Local Authority.

Training and Performance Development

- 4.8 The review highlighted a lack of consistency in training for SRB staff. In order to address this it is proposed that there is a core skills training programme, which would ensure that staff based in SRBs have the appropriate expertise to deal with the range of complex needs and behaviours of children and young people in specialist classes. This would include:
- Behaviour management
 - Communication techniques
 - TEACCH approaches (autism /social communication)
 - Basic self care skills / Manual Handling
 - Assessment – PIVATS training
 - Safeguarding
- 4.9 In addition staff would have access to more in-depth specialist training relevant to the needs of the children they are supporting.

Specialist Resource Bases (SRBs)

- 4.10 There are currently twenty-seven specialist classes in seventeen primary settings. At secondary level four secondary schools host SRB provision (Appendix A). Currently Ysgol Gyfun Cwm Rhymni is resourced to meet the needs of pupils with complex needs. An outcome of the review has been a recommendation that a formal SRB is established. Initial consultation with the Head teacher and Governing Body will commence in the autumn term.

4.11 An analysis of provision and future demand has revealed the need for further reorganisation and development of SRB provision to take into account:

- provision required to meet current and future identified need;
- geographical distribution of SRBs;
- cross-phase continuity for children and young people.

4.12 Addressing these issues could include re-designation and rationalisation of some single phase provisions.

4.13 A further outcome from the review has identified that a more in-depth review of behaviour provision and intervention is necessary. Planning for the review is currently taking place and will be actioned during the autumn term 2014.

Funding

4.14 The current SRB funding arrangements have been in place for at least 15 years and have not been reviewed during this period. The review identified that the needs of pupils now placed within SRB provision have become increasingly more complex leading to increased demand for additional support in these settings.

4.15 Officers from LEI and Finance have developed alternative SRB funding formula options there are two distinct elements, place led funding and pupil led funding.

- **Place Led Funding** – this refers to funding for teachers and teaching assistants in SRB classes. In recognition of the increasing complexity of pupil need, it is proposed that the staff to pupil ratio is increased to one teacher and two teaching assistants to every eight pupils. This should address the number of applications to SPP Panel for additional funding. Place led funding will include any additional funding such as capitation, sanitation allowances and equipment maintenance.
- **Pupil Led Funding** – this refers to additional funding generated through a SRB matrix to reflect individual pupil needs.(Appendix B)

4.16 **Funding Options Summary** - Appendix C illustrates these options applied to Primary SRB settings, the same principle will be applied to secondary settings.

	Option 1	Option 2	Option 3
Place Led funding	1 Teacher , 1 TA level 3 , 1 TA level 1	1 Teacher , 1 TA level 3 , 1 TA level 1	1 Teacher & 2 TAs Core staff funding varies according to the designation of the base to take into account differing roles and responsibilities of TAs
	Sanitation, capitation & equipment maintenance. Sickness / absence supply cover.		
Pupil Led Funding	Through full SRB matrix	Through reduced SRB matrix	Through full SRB matrix
	Additional pupil led funding e.g. PDG, SEG, WEG		

Next Steps

4.17 In September LEI officers will meet with head teacher and governing bodies of schools which might be affected by the re-designation and rationalisation of SRBs. Following this a meeting will be held with the stakeholder group to discuss the recommendations of the review. The Budget Forum and Scrutiny Committee will be updated verbally regarding the outcome of the meeting with the Head teacher stakeholder group.

- 4.18 A review of behaviour support services and provision will begin in the early autumn term; this has been identified as a priority in the LEI Service Improvement Plan. In addition to the review of behaviour support services the next phase of the ALN review will consider the role, function and current structure of central services that support pupils with additional learning needs and their associated budgets.

5. EQUALITIES IMPLICATIONS

- 5.1 Additional Learning Needs by its very nature has strong links with the Equalities agenda and so the service review fully takes into account a range of disability issues (physical, mental and learning) as an intrinsic part of the process.
- 5.2 The council's full equalities impact assessment process will be applied to the review when a final SRB funding formula has been agreed.

6. FINANCIAL IMPLICATIONS

- 6.1 The financial implications will be dependent on the chosen funding option. Members will be updated following the determination of the agreed option.

7. PERSONNEL IMPLICATIONS

- 7.1 Rationalisation of base provisions could impact on personnel currently employed in SRBs. Any staff affected will be fully consulted, managed through the workforce redeployment arrangements.

8. CONSULTATIONS

- 8.1 Heads of Services and a Head teacher focus group have been kept fully informed of the progress of the review.
- 8.2 Further consultation is already noted in section 4 with stakeholder groups, however if proposals to re-designate/rationalise SRBs are agreed, parents will be consulted as part of the statutory process.

9. RECOMMENDATIONS

- 9.1 It is recommended that Members note the content of the report and comment on the proposals outlined before they are presented to the Budget Forum.

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 Current provision and funding model is no longer fit for purpose and needs to be revised in order that children and young people's needs are fully met.

11. STATUTORY POWER

- 11.1 The statutory power is section 14 of the Education Act 1996 (functions in relation to provision of Primary and Secondary Schools) and section 14(6)(b) is the specific to special educational provision. Section 315 of the Education Act 1996 is the requirement to review arrangements for special educational provision.

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Education Senior Management Team;
Head Teacher Stakeholder group;
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Appendices:
Appendix A SRB Provision
Appendix B Summary of Pupil Led funding
Appendix C Summary of Funding Options

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Name of setting - PRIMARY	Type of Provision
Cefn Fforest Primary (KS2)	Complex Learning Difficulties
Cefn Fforest Primary (Yr 3 /4)	Social Inclusion
Coed y Brain Primary (KS1 &2)	Speech and Language
Cwm Ifor Primary (satellite provision)	Complex Learning Difficulties
Cwmcarn Primary(KS2)	Complex Learning Difficulties
Deri Primary (KS1)	Complex Learning Difficulties
Behaviour Management Group at Glan Y Nant (KS2)	Behavioural, Emotional & Social Difficulties
Greenhill Primary (KS1&2)	ASD / Social and Communication
Hendre Juniors (KS2)	Hearing Impairment
Pantside Primary (KS1&2)	ASD / Social and Communication
Pontllanfraith Primary (KS1&2)	Autistic Spectrum Disorder
St James Primary (KS1 &2)	Complex Learning Difficulties
Tir y Berth Primary (KS1&2)	Speech and Language
Ty Isaf Infants (KS1)	Complex Learning Difficulties
Tyn y Wern (Yr 3/4)	Social Inclusion
Tyn y Wern (Rec/ Yr1)	Nurture Class
Ty Sign Primary (KS2)	Behavioural, Emotional & Social Difficulties
Ynysddu Primary School (Rec/ Yr1)	Nurture Class
Ynysddu Primary School (Yr 3/4)	Social Inclusion
Y Ganolfan Cwm Derwen (KS1&2)	Complex Learning Difficulties
Name of Setting- SECONDARY	Type of Provision
Newbridge School (KS3)	Behavioural, Emotional & Social Difficulties
Pontllanfraith Comprehensive (KS3 &4)	Complex Learning Difficulties
Risca Comprehensive (KS3 & 4)	Autistic Spectrum Disorder
St Cenydd Comprehensive (KS3 & 4)	Speech & Language, Sensory and Physical Difficulties
The Learning Centre (KS2 & 3)	PRU - Emotional, Behavioural and Social Difficulties

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Appendix B

Area of Need	5 -9 hours support	10 -14 hours	15 -19 hours	20 – 24 hours	25 -32 hours
Funding	3497	5995	8493	10991	14988
Physical /Medical (to include manual handling/care needs) Toileting (single issue)	Pupil has identified therapeutic needs (OT/Physio programmes) TA2 Pupil is in nappies or pads and is totally dependent upon adults to change and clean them (TA1)		Pupil has high level of dependency for mobility and medical needs and requires therapeutic programmes to be implemented on daily basis. (TA2)		Care plan /Risk Assessment indicates pupil has profound physical medical difficulties which requires a high level of support (TA2)
Safeguarding / well being issues (to include sexualised behaviour, attachment, CAMHS involvement)	Risk assessment identifies need to be supervised during unstructured times (TA1)	Risk assessment identifies pupil needs to be supervised during unstructured times & some activities e.g. PE. TA1			Risk Assessment identifies that pupil requires supervision throughout the school day(TA1)
Supporting mainstream integration		2 or more pupils from base spending 50% of curriculum time in mainstream classes			
HI (Signing required a primary means of communication)					Signing required in order to access curriculum (TA 2/3)
Welsh First Language		Welsh first language pupil placed in English medium setting (TA2)			

Funding

Based on Amounts given as per Additional Support Spreadsheet
Hourly Rate £12.81 (Amount Devolved as Present)

Summary of Funding Options

Current in Formula	Additional Support	Total
1,814,499	159,296	1,973,795
Option 1	2,162,990	
Place Led funding	1 Teacher , 1 TA level 3 , 1 TA level 1	Sanitation, capitation & equipment maintenance.Sickness / absence supply cover.
Pupil Led Funding	Through full SRB Matrix	Additional pupil led funding e.g. PDG, SEG, WEG
Option 2	2,060,647	
Place Led funding	1 Teacher , 1 TA level 3 , 1 TA level 1	Sanitation, capitation & equipment maintenance.Sickness / absence supply cover.
Pupil Led Funding	Through reduced SRB Matrix	Additional pupil led funding e.g. PDG, SEG, WEG
Option 3	1,973,122	
Place Led funding	1 Teacher & 2 TAs Core staff funding varies according to the designation of the base to take into account differing roles and responsibilities of TAs	Sanitation, capitation & equipment maintenance.Sickness / absence supply cover.
Pupil Led Funding	Through full SRB Matrix	Additional pupil led funding e.g. PDG, SEG, WEG

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CABINET – 9TH DECEMBER 2015

SUBJECT: CABINET FORWARD WORK PROGRAMME

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

1. PURPOSE OF REPORT

- 1.1 To seek Cabinet endorsement of the Forward Work Programme for the period December 2015 to March 2016.

2. SUMMARY

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

3. LINKS TO STRATEGY

- 3.1 The Council is required to publish a Cabinet Forward Work Programme to assist in open and transparent decision-making.

4. THE REPORT

- 4.1 The Cabinet Forward Work Programme sets out the key reports that Cabinet expects to receive in the coming months. It is a legal requirement that such programmes are published. The programme is an important way of tracking progress against targets set in the Council's Improvement Plan.
- 4.2 Appendix 1 to this report sets out details of the Cabinet Forward Work Programme for the period June to September 2015.
- 4.3 It should be noted that urgent and unanticipated reports could be added to the Cabinet Work Programme.
- 4.4 Members will be aware that, following the Scrutiny review and recommendations approved by Council on 6th October 2015, that it was agreed that the format of the Forward Work Programme will be reviewed so that it gives more detailed narratives. This will be undertaken before March 2016.

5. EQUALITIES IMPLICATIONS

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

6. FINANCIAL IMPLICATIONS

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

7. PERSONNEL IMPLICATIONS

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

8. CONSULTATIONS

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

9. RECOMMENDATIONS

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

10. REASONS FOR THE RECOMMENDATIONS

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

11. STATUTORY POWER

- 11.1 Local Government Acts 1972 and 2000.

Author: Angharad Price, Interim Head of Democratic Services
Consultees: Corporate Management Team
Gail Williams, Interim Head of Legal Services and Monitoring Officer

Appendices:
Appendix 1 Cabinet Forward Work Programme

CABINET FORWARD WORK PROGRAMME: JANUARY TO MARCH 2016

APPENDIX 1

20TH JANUARY 2016	
Smaller Scale Wind Turbine Development Landscape Sensitivity and Capacity Study.	Cllr. K. James
Active Travel Act	Cllr. T. Williams
Disposal of Former Bedwelty School Site	Cllr. D. Hardacre
Visit Wales ERDF Projects - The Mon and Brecon Canal Adventure Triangle	Cllr. K. James
Velathon Wales	Cllr. K. James and Cllr. T. Williams
Future of County Borough Supplies	Cllr. B. Jones
3RD FEBRUARY 2016	
Waste	Cllr. N. George
Outdoor Bowls Clubs	Cllr. N. George
Medium Term Financial Plan	Cllr. B. Jones
Re-Profiling of WHQS Programme and Capital Programme for 2016/17	Cllr. D. Poole
WHQS Compliance Report	Cllr. D. Poole
Small Lots – Review of Contract Arrangements	Cllr. D. Poole
Rowan Place – Progress Report and Sensitive Lettings Policy	Cllr. D. Poole

CABINET FORWARD WORK PROGRAMME: JANUARY TO MARCH 2016

APPENDIX 1

17TH FEBRUARY 2016	
Council Tax Discretionary Reduction Policy	Cllr. B. Jones
Off Street Car Park County – Wide Review (Change of date to be confirmed)	Cllr. T. Williams
24TH FEBRUARY 2016 – SPECIAL CABINET	
Budget Proposals 2016/17	Cllr. B. Jones
2ND MARCH 2016	
Welsh Language Standards and Strategic Equality Plan	Cllr. B. Jones
Domestic Asbestos Management Plan	Cllr. K. James
16TH MARCH 2016	
Reserves Strategy	Cllr. B. Jones
30TH MARCH 2016	
Admission Arrangements	Cllr. R. Passmore
Cabinet Forward Work Programme	Cllr. C. Forehead

CABINET FORWARD WORK PROGRAMME: JANUARY TO MARCH 2016

APPENDIX 1

9TH DECEMBER 2015

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