



BWRDD ADDYSG, SGILIAU A DIWYLLIANT Y CABINET

*Yn syth Yn dilyn y Pwyllgor Craffu ar
DYDD IAU, 29 TACHWEDD 2018*

**YSTAFELLOEDD PWYLLGOR 1/2 -
CANOLFAN DDINESIG PORT TALBOT**

1. Periodi cadeirydd
2. Datganiadau o fudd
3. Cofnodion y Cyfarfod Blaenorol (*Tudalennau 5 - 8*)
4. Blaenraglen Waith 2018-19 (*Tudalennau 9 - 12*)
5. Derbyniadau i Ysgolion Cymunedol - 2020/2021
(*Tudalennau 13 - 40*)

Adroddiad gan y Pennaeth Trawsnewid

6. Adroddiad Perfformiad Llyfrgelloedd Castell-nedd Port Talbot
(*Tudalennau 41 - 102*)

Adroddiad gan y Pennaeth Trawsnewid

7. Adolygu Perfformiad Cytundeb Partneriaeth Awdurdod Lleol 2017-
18 (*Tudalennau 103 - 108*)

Adroddiad gan y Pennaeth Trawsnewid

8. Cynllun Busnes a Datblygiad Sinema Canolfan Celfyddydau Pontardawe (*Tudalennau 109 - 134*)

Adroddiad gan y Pennaeth Trawsnewid

9. Cyd-leoli ymwelwyr lechyd sy'n gyflogedig gan Fwrdd Iechyd Prifysgol Abertawe Bro Morgannwg ar safle Longford Ysgol Gynradd Abbey (*Tudalennau 135 - 140*)

Adroddiad ar y cyd gan y Pennaeth Trawsnewid a'r Pennaeth Eiddo ac Adfywio

10. Ehangu'r Cynnig Gofal Plant yng Nghastell-nedd Port Talbot (*Tudalennau 141 - 146*)

Adroddiad gan y Pennaeth Cyfranogiad

11. Chwarter 2 Data Dangosyddion Perfformiad 2018/2019 (*Tudalennau 147 - 158*)

Adroddiad gan y Pennaeth Cyfranogiad

12. Eitemau brys
Unrhyw eitemau brys (boed yn gyhoeddus new wedi'u heithrio) yn ôl disgrisiwn y Cadeirydd yn unol ag Offeryn Statudol 2001 Rhif 2290 (fel y'l diwygiwyd).

13. Mynediad i gyfarfodydd
Penderfynu gwahardd y cyhoedd o'r eitemau canlynol yn unol â Rheoliad 4 (3) a (5) Offeryn Statudol 2001, rhif 2290 a'r paragraffau eithriedig perthnasol, sef paragraffau 14 ac 15 o Rhan 4 Atodlen 12 A Deddf Llywodraeth Leol 1972.

Rhan 2

14. Estyniad i Dendr Gofal Plant yn Nhir Morfa (*Tudalennau 159 - 164*)

Adroddiad gan y Pennaeth Cyfranogiad

15. Adroddiad Perfformiad Chwarter Cyntaf Hamdden Celtic 2018 - 19
(*Tudalennau 165 - 170*)
16. Chwarter 1 Hamdden Celtic (*Tudalennau 171 - 176*)

S.Phillips
Prif Weithredwr

**Canolfan Ddinesig,
Port Talbot**

29 Tachwedd 2018

Aelodau'r Cabinet:

Cynghowyr: A.R.Lockyer a/ac P.A.Rees

Nodiadau:

- (1) *Os nad yw unrhyw aelod o Fwrdd y Cabinet yn gallu bad yn bresennol, gall unrhyw aelod arall o'r Cabinet gyflenwi fel aelod etholiadol ar y pwyllgor. Gofynnir i'r aelodau wneud y trefniadau hyn yn uniongyrchol ac yna I hysbysu is adran y pwyllgor..*
- (2) *Ystyrir barn y Pwyllgor Craffu blaenorol wrth wneud penderfyniadau (proses craffu cyn penderfynu)*

Mae'r dudalen hon yn fwriadol wag

EXECUTIVE DECISION RECORD
EDUCATION, SKILLS AND CULTURE CABINET BOARD
18 OCTOBER 2018

Cabinet Members:

Councillors: A.R.Lockyer and P.A.Rees (Chairperson)

Officers in Attendance:

A.Thomas, A.Spooner-Cleverly, C.Davies and J.Woodman-Ralph

Invitees:

Councillor: A.L.Thomas (Scrutiny Chairperson)

1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Councillor P.A.Rees be appointed Chairperson for the meeting.

2. **MINUTES OF PREVIOUS MEETING**

That the minutes of the 20 September 2018 be noted.

3. **ANNUAL REPORT ON NEETS 2018**

Decision:

That the report be noted.

4. **EMPLOYABILITY PROGRAMMES WITHIN THE EDUCATION LEISURE, AND LIFELONG LEARNING DIRECTORATE**

Decision:

That the report be noted.

5. **FORWARD WORK PROGRAMME 18/19**

Decision:

That the report be noted.

6. **ACCESS TO MEETINGS**

Decision:

That pursuant to Regulation 4(3) and (5) of Statutory Instrument 2001 No. 2290, the public be excluded for the following items of business which involved the likely disclosure of exempt information as defined in Paragraphs 14 & 15 of Part 4 of Schedule 12A to the Local Government Act 1972.

7. **MARGAM CATERING AND TWYN YR HYDD**

Decisions:

1. That approval be granted to retain the catering operation at the Orangery and Charlottes Pantry;
2. That the previous exercise for a tenant and operator to be appointed for Twyn Yr Hydd be abandoned and that the Head of Property and Regeneration be granted delegated authority to notify the remaining organisations of the exercise being abandoned;
3. That approval be granted for officers to explore the viability of developing Twyn yr Hydd as a smaller wedding venue to complement the operation at The Orangery;
4. That if Recommendations 2 proves not appropriate the Head of Property and Regeneration and the Head of Transformation be

granted authority to commence a new exercise for the granting of a lease for Twyn Yr Hydd;

5. That the Head of Transformation be granted delegated authority to accept the highest scoring applicant following a competitive process being undertaken. In the event that the highest scoring applicant declines the award, delegated authority be granted to the next highest scoring and so on;
6. That the Head of Property and Regeneration be granted delegated authority to enter into a lease and any associated documents with the successful applicant under the aforementioned competitive exercise in respect of Twyn Yr Hydd.

Reason for Decisions:

The option of in house delivery is considered to be the better delivery model after appraising both options.

The retendering of Twyn Yr Hydd is necessary to attract a tenant who would complement the existing offer at Margam Country Park.

Implementation of Decisions:

That the decisions will be implemented after the three day call in period.

8. **PRIMARY SCHOOLS CATERING REVIEW**

Decision:

That the report be noted.

CHAIRPERSON

Mae'r dudalen hon yn fwriadol wag

Education, Skills and Culture – Forward Work Programme (DRAFT)

2018/2019 FORWARD WORK PLAN (DRAFT)

EDUCATION, SKILLS AND CULTURE CABINET BOARD

DATE	Agenda Items	Type (Decision, Monitoring or Information)	Rotation (Topical, ,Annual, Biannual, Quarterly, Monthly)	Leisure and Culture Scrutiny Sub Committee	Contact Officer/ Head of Service
17 Jan 19	School Attendance Report	Topical	6 Monthly		John Burge/ Andrew Thomas
	Youth Service Update	Information	Annual		C.Millis/ASC
	Implementation Plan Additional Learning Needs	Information	Topical		Hayley Lervy/ Andrew Thomas
	Education Safeguarding Report	Information	Topical		Susan Jones Chris Millis
	30hr Childcare Offer Roll-out	Decision	Topical		Angeline Spooner- Cleverly C.Millis
	MEAS Report	Information	Topical		Mike Daley Chris Millis

Tudalen9

Eitem yr Agenda4

Education, Skills and Culture – Forward Work Programme (DRAFT)

DATE	Agenda Items	Type (Decision, Monitoring or Information)	Rotation (Topical, ,Annual, Biannual, Quarterly, Monthly)	Leisure and Culture Scrutiny Sub Committee	Contact Officer/ Head of Service
28 Feb 19	School Admissions Policy 21/22 (Outcomes of Consultation)	Decision	Annual		Helen Lewis/ Andrew Thomas
	School Terms and Holiday Dates 22/23 (Permission to Consult)	Decision	Annual		Helen Lewis/ Andrew Thomas
	Celtic Leisure 6 Months Performance Review 17/18	Monitoring	Quarterly	29 Jan 19	Paul Walker/ C.Millis
	Welsh Public Libraries Standards Annual Report	Information	Annual	29 Jan 19	Wayne John
	Childcare Facilities within Schools	Decision	Annual		C.Millis
	Local Authority Partnership Agreement Sports Wales	Decision	Annual	29 Jan 19	P.Walker
	Quarter 3 Performance Indicators	Monitoring	Quarterly		C.Glover/ M.Daley

Tudalen10

Education, Skills and Culture – Forward Work Programme (DRAFT)

DATE	Agenda Items	Type (Decision, Monitoring or Information)	Rotation (Topical, ,Annual, Biannual, Quarterly, Monthly)	Cultural and Leisure Scrutiny Sub Committee	Contact Officer/ Head of Service
11 April	Children and Young People Plan	Decision	Topical		Aled Evans
	School Attendance Report	Monitoring	6 Monthly		John Burge/ Andrew Thomas
	Annual Pupil Performance including Key Stage 4 Data	Monitoring	Annual		Carl Glover/ C.Millis
	Think Families Partnership Update	Information	Topical		C.Millis, ASCloverly
	Adult Community Learning Update	Information	Topical		C.Millis ASCleverly

Tudalen11

Mae'r dudalen hon yn fwiadol wag

**NEATH PORT TALBOT COUNTY BOROUGH
COUNCIL**

EDUCATION SKILLS AND CULTURE CABINET BOARD

29th November 2018

**REPORT OF HEAD OF TRANSFORMATION
ANDREW THOMAS**

MATTER FOR DECISION

WARDS AFFECTED – ALL WARDS

ADMISSION TO COMMUNITY SCHOOLS: 2020/2021

Purpose of Report

1. To obtain Education Skills and Culture Cabinet Board approval to consult on the admission arrangements for community schools in relation to the 2020/2021 academic year.

Executive Summary

2. The Council is the admission authority for community schools in its area (the relevant area) and is required to determine by 15th April 2019 its admission arrangements in relation to the 2020/ 2021 academic year.
3. Proposed admission arrangements that detail the procedures to be followed when allocating school are attached as appendix A. It is these proposed arrangements that are to be consulted upon. These arrangements are the same as the previous year.
4. These proposed arrangements conform to the legislative requirements and the good practice guidelines set out in the Welsh Government's School Admissions Code, 2013.

Background

5. The Council, as local authority for the relevant area, is responsible for determining the admission arrangements for community schools¹ and has a duty to consult annually on those arrangements.
6. In drawing up admission arrangements, the Council must ensure that the practices and the criteria used to decide on the allocation of school places:
 - are clear in the sense of being free from doubt and easily understood
 - are objective and based on demonstrable fact
 - are procedurally fair and are also equitable for all groups of children
 - provide parents or carers with easy access to helpful admission information
 - comply with all relevant legislation and have been determined in accordance with the statutory requirements and the provisions of this Code

Proposed admission arrangements for consultation

7. The proposed admission arrangements for consultation are attached as Appendix A. These arrangements are the same as the previous year.
8. They include oversubscription criteria specific to secondary school admissions that support the principle of partner² schools. This reflects the need to ensure the admission arrangements give suitable priority to partner schools at secondary school transfer. This is the same as the previous year.

¹ The Education (Determination of Admission Arrangements) (Wales) Regulations 2006

² For the purpose of admission to community schools the term:

- ‘partner’ school is defined as a school that has a catchment area in common with another school of the same category, e.g. an English-medium community primary with an English-medium community secondary or a Welsh-medium community primary with a Welsh-medium community secondary.
- catchment area is defined as the geographical area served by a school, as determined by the Council.

Consultation

9. The Council, as local authority is required to consult each year on the admission arrangements for those schools which it is the admission authority.
10. Neath Port Talbot County Borough Council is the admission authority for community schools. Admission to voluntary aided (i.e. Faith) schools is the responsibility of the respective governing bodies.
11. The requirements of consultation are set out in the Welsh Government's School Admissions Code³.
12. In the case of this Council, consultation is required with:
 - the governing bodies of community schools
 - the governing bodies of voluntary aided (i.e. Faith) schools
 - all neighbouring local authorities.
13. In addition, the Council should also consult the Admission Forum for the relevant area. The consultation process will cease on 31st January 2019.

Financial Impact

14. There is no financial impact directly associated with this proposal. The admission arrangements support the efficient and effective delivery of education across the County Borough.
15. Administration of the admission process is within the Council's staffing cost envelope and is a statutory function that falls to the Council.

Equality Impact Assessment

31. A Screening Assessment has been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010. After completing the assessment it has been determined that this Policy does require an Equality Impact Assessment (EIA). The

³ School admissions code: Statutory Code document No. 005/2013

EIA is currently being developed and will be informed by the outcomes of the consultation exercise.

Workforce Impact

32. As a statutory function of the Council, the admission process is administered centrally. The current staffing complement associated with this function will be maintained and there will be no change to the staffing arrangements consequent upon the implementation of the proposal.

Legal Impacts

33. The Council, as an admission authority, has a statutory duty to act in accordance with the requirements of the Welsh Government's School Admissions Code, 2013.
34. In relation to the specific purpose of this report, there is a legal requirement that school admission arrangements must be determined by 15th April 2019.

Risk Management

35. There are requirements placed on the Council, as an admission authority, intended to ensure the admission system works for the benefit of both schools and pupils. Admission authorities are required to consult on their admission arrangements, and to offer places within timeframes and deadlines specified by legislation.
36. The proposed admission arrangements recommended for consultation in this report conform to the legislative requirements and the good practice guidelines set out in the Welsh Government's School Admissions Code, 2013.

Recommendations

37. To approve for consultation the proposed 2020/2021 community schools admission policy.

Reasons for the Proposed Decision

38. To enable the Council to meet statutory duties and good practice guidelines in respect of the admission of pupils to community schools.

Implementation of Decision

39. The decision is proposed for implementation after the three day call in period.

Appendix

Appendix A: Proposed admission to community schools in Neath Port Talbot County Borough, 2020/2021

List of Background Papers

- a. Welsh Government: School Admissions Code (No. 005/2013).
- b. Welsh Government: Measuring the capacity of schools in Wales
- c. Education (Determination of Admission Arrangements) (Wales) Regulations 2006
- d. Education (Objections to Admission Arrangements) (Wales) Regulations 2006
- e. Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999
- f. School Admissions (Common Offer Date) (Wales) regulations 2013
- g. The Education Act 2002 (Commencement No.8) (Wales) Order 2006

Officer Contact

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Mae'r dudalen hon yn fwriadol wag



Admission to Community Schools 2020/2021

1. Introduction

The Council is the admission authority for all community maintained schools in the County Borough. As admission authority, the Council determines the criteria that will be applied when allocating places at community schools. This document sets out the admission arrangements that will apply during 2020/21 for: nursery classes based at community primary schools; community primary schools; community secondary schools; and the Welsh medium sixth form at a community secondary school.

For voluntary aided (i.e. Faith) schools, it is each school's governing body that determines the admission arrangements, details of which can be obtained from the respective governing body.

This policy document sets out the principles underpinning the admission arrangements for community schools together with the procedures and the timetables for admission during the 2020/2021 school year (appendices 1, 2, 3 & 4). Further details to assist parents in applying for a school place choosing a school for their child will be set out in the 'Information for Parents Handbook 2020/2021' which will be available to parents in October 2019, prior to the application date. The handbook will contain important information about schools in the County Borough including their admission numbers, the catchment areas they serve together and their partner school arrangements. The handbook also contains the published admission arrangements for individual voluntary aided (i.e. Faith) schools. In this respect, the 'Information for Parents Handbook 2020/2021' forms an integral part of the information available to parents on school admission.

2. Context

Neath Port Talbot County Borough Council aspires to deliver an inclusive education service that celebrates diversity and respects everyone's right to education. The Council provides access to high quality learning experiences for every child and young person by encouraging and supporting individuals to realise their ambitions, achieve their potential and become active and responsible members of society.

To meet the educational needs of children, the County Borough Council delivers a range of provision, including:

- **part-time nursery education, available** in all primary and 'all-through' 3-16/3-18 schools. Successful learning begins in the nursery where children have access to rich experiences in a secure environment;
- **primary phase education** at primary and 'all-through' 3-16/3-18 schools (including Welsh medium and voluntary aided schools), providing a broad education based on practical experiences designed to meet individual needs, including national curriculum areas of study.
- **secondary phase education** at secondary and 'all-through' 3-16/3-18 schools, (including Welsh medium and a Roman Catholic school), setting high standards in examinations, sport and cultural activities, and personal and social education. Pupils in all schools have access to a wide range of curricular opportunities and the national curriculum;
- **special schools**, providing rich and stimulating learning experiences for pupils with severe and complex difficulties. All pupils attending these schools have a statement of special educational needs. Specialist support for primary and secondary age pupils with emotional and behavioural difficulties is available within the County Borough.
- **learning support centres**, based at a number of primary, secondary and 'all-through' schools, provide specialist support in mainstream schools for pupils with statements of special educational needs.

The Council's admission arrangements for community schools ensure that admission procedures do not unfairly advantage or disadvantage any groups through the application of the Welsh Government School Admissions Code 005/2013.

3. Admission to nursery classes at community primary and 'all-through' 3-16/3-18 schools

The Council is the admission authority for all nursery classes in community primary and 'all-through' 3-16/3-18 schools.

Children can access a part-time nursery place from the start of the term following their third birthday. Parents/carers who require a place in a nursery class will be required to submit an admission application. Application forms are available from (and, when completed, to be returned to) the Admissions Officer, School and Family Support Team, Port Talbot Civic Centre, Port Talbot SA13 1PJ. Parents/carers can apply for a place at the catchment school or express a preference for a placement at an alternative school.

Admission to a nursery class prior to the start of the term following the child's third birthday can only be agreed in consultation with the Admissions Officer.

The number of nursery places available may differ to the admission number of full-time year groups within a school (Reception).

Children who are in receipt of a statement of special educational needs which identifies mainstream nursery education within a community school will be guaranteed a place at that setting. Schools have a duty to admit children with a Statement of Special Educational Needs who have been placed in a school by the LA and these pupils are counted towards the number of pupils to be admitted unless their placement is within a school based Learning Support Centre.

The Council will consider each individual application received. If the number of applications exceeds the number of places available, places will be allocated according to the oversubscription criteria below, listed in priority order.

– ***Oversubscription Criteria***

- a) Children looked after¹ or previously looked after by a local authority in Wales, in accordance with section 74 of the Social Services and Well-being (Wales) Act 2014 or England in accordance with Section 22 of the Children Act 1989.
- b) Children who live within the catchment area of the nursery class for which an application is made.
- c) Children who have an older sibling
- d) who will be on the register at the school at which the nursery class is based when they are admitted. A “sibling” is defined as a full sibling, a half sibling (i.e. one shared parent), a step sibling (i.e. the child of a person co-habiting with a parent), a fostered sibling or an adopted sibling. In each case, at the time of the application the sibling must reside at the same address as the child or young person. Any sibling connection must be clearly stated in the application. In the case of multiple births, if it is not possible to offer all children a place in the nursery class, the parents will be asked to decide which child should be offered a place first or the parents may wish to consider an alternative setting for all children.

If children are equally entitled to a place in the nursery in categories a) to c) above, priority will be given to the child living nearest. This is measured by the

¹ A looked after child refers to a child who is looked after by the local authority, in accordance with section 74 of the Social Services and Well-being (Wales) Act 2014 or under Section 22(1) of the Children Act 1989 at the time an application to a school is made and who the local authority has confirmed will still be looked after at the time of admission to the school. Previously looked after children: looked after children who cease to be so because they were adopted or become subject to a residence order, or special guardianship order immediately following having been looked after.

shortest walking/travel route between the home and the school. The Council uses a Geographical Information System to calculate the shortest distance.

In all cases evidence of permanent residence of the pupil at time of application must be supplied.

Once an offer of a school place has been made the Council will only withdraw that offer where the place offered has been on the basis of a fraudulent or intentionally misleading application from a parent (for example, a false claim to residence in a catchment area) which effectively denied a place to a child with a stronger claim. A school place will not be withdrawn once a child or young person has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child had been at the school will be taken into account. Where a place is withdrawn on the basis of misleading information, the application will be considered afresh, and a right of appeal offered if a place is refused.

The home address is considered to be the child's along with their parents' principal place of residence on the published date, i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than fostering arrangements) the friends or relatives address will not be considered in relation to application for admission to schools in Neath Port Talbot.

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

No account will be taken of the particular primary school the child is likely to attend subsequently or to the length of time the school has been aware of the parental intention to apply for a place at the school.

Only applications received by the published closing date for receipt of application forms will be processed in the initial round of allocation of places. Application forms received after the closing date will be considered as late applications. These will be considered on a weekly basis once the initial allocation is complete and places will be allocated in accordance with availability.

As nursery education is non-statutory provision parents have no statutory right of appeal. If they are unsuccessful in gaining a nursery place, wherever possible, children will be offered a place within two miles of the child's place of residence.

Attendance at a nursery class does not automatically entitle a child to a place at a reception class in the same school. A separate application will have to be submitted for admission to the reception class at the school the parent wishes their child to attend.

Although a separate policy provision, the Council recognises the inter-relationship between admission and home to school transport and advises parents to refer to the Council's Home to School Travel policy when applying for a place at a school for their child. The policy is available at www.npt.gov.uk

4. Admission to community primary, secondary and 'all-through' schools

The County Borough Council is the admission authority for all community maintained primary, secondary and 'all-through' schools, (including Welsh-medium schools and sixth form provision).

All admissions to mainstream schools are approved by the Admissions Officer, School and Family Support Team. Children are admitted to reception classes in the September following their fourth birthday. Parents may defer entry until the term following their child's fifth birthday. Children transfer to secondary phase education in the September following their eleventh birthday.

Application forms are available from the School Admissions Section, Neath Port Talbot County Borough Council which the parent should complete and return to the Admissions Officer, School and Family Support Team, Port Talbot Civic Centre, Port Talbot SA13 1PJ or parents can apply online at www.npt.gov.uk. Requests for a place will be granted unless to do so would prejudice the provision of efficient education or the efficient use of resources.

Those parents who apply on time for a place at any school will be given priority over those who apply late.

The closing date for applications is 29th November 2019.

Parents of pupils due to transfer from one educational phase to another at the end of the academic year will be sent an admission application letter by the Council during the Autumn Term. Parents will be advised of their child's allocated secondary phase education place on 2nd March 2020 and primary phase education place on 16th April 2020.

Attendance at a nursery class does not automatically entitle a child to a reception class place in the same school.

Children who are in receipt of a statement of special educational needs which identifies mainstream education within a community school will be guaranteed a place at that school.

Oversubscription criteria primary phase education

Parents have the right to express a preference which will be considered individually and complied with wherever possible. Some schools have more requests for places than there are places available. Where a school is oversubscribed preferences will still be considered but the priorities set by the Council will be applied. In deciding which children to admit to a school the Council applies the criteria set out below in the order of priority shown - a) being the highest priority.

The Council will only admit up to a school's admission number and will not breach the Infant Class Size Regulations of 30 or less, save exceptional circumstances.

a) Children looked after or previously looked after by a local authority in Wales, in accordance with section 74 of the Social Services and Well-being (Wales) Act 2014 or England in accordance with Section 22 of the Children Act 1989.

b) Children who live within the catchment area of the nursery class for which an application is made.

c) Children who have an older sibling / a sibling of statutory school age (statutory school age is defined as pupils who are between the age of 5 and 16 i.e. pupils in any year group between and including reception to year 11) who will be on the register at the school at which the nursery class is based when they are admitted. A "sibling" is defined as a full sibling, a half sibling (i.e. one shared parent), a step sibling (i.e. the child of a person co-habiting with a parent), a fostered sibling or an adopted sibling. In each case, at the time of the application the sibling must reside at the same address as the child or young person. Any sibling connection must be clearly stated in the application. In the case of multiple births, if it is not possible to offer all children a place in the school, the parents will be asked to decide which child should be offered a place first or the parents may wish to consider an alternative setting for all children.

d) Children who live outside the preferred school's catchment area

If children are equally entitled to a place in the school in categories - a) to d) above, then priority will be given to the child living nearest. This is measured by the shortest suitable walking/travel route between the home and the school. The Council uses a Geographical Information System to calculate the shortest distance.

Only applications received by the published closing date for receipt of application forms will be considered in the initial round of allocation of places. Application forms received after the closing date will be considered as late applications. These will be considered on a weekly basis once the initial allocation is complete and places will be allocated in accordance with availability.

In all cases evidence of permanent residence of the pupil at time of application must be supplied.

Once an offer of a school place has been made the Council will only withdraw that offer where the place offered has been on the basis of a fraudulent or intentionally misleading application from a parent or young person (for example, a false claim to residence in a catchment area) which effectively denied a place to a child or young person with a stronger claim. A school place will not be withdrawn once a child or young person has started at the school except where that place was fraudulently obtained. In deciding whether to withdraw the place the length of time that the child had been at the school will be taken into account. Where a place is withdrawn on the basis of misleading information the application will be considered afresh and a right of appeal offered if a place is refused.

The home address is considered to be the child's along with their parents' principal place of residence on the published date, i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than fostering arrangements) the friends or relatives address will not be considered for allocation purposes.

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

Right of Appeal

Parents/carers will be informed, in writing, as to whether their application has been successful. Where their application has been refused parents/carers will be informed in writing that they have right of appeal to an Independent Admission Appeals Panel. In the case of primary phase education admission appeals to be submitted by **15th May 2020**. Any decision made by the Panel being binding on the Council. If the appeal is not successful a further application for a place at the same school will not be considered for the same academic year unless the Admissions Officer, School and Family Support Team, determines that there are significant and material changes to the circumstances.

Waiting lists

The Council will keep a waiting list of unsuccessful applicants ranked in order of priority according to the Council's oversubscription criteria. As places become available these will be offered on the basis of the ranked order of priority. A waiting list will be maintained until 30th September in the school year in which the applicants applied.

Although a separate policy provision, the Council recognises the inter-relationship between admission and home to school transport and advises parents to refer to the Council's Home to School Travel policy when applying for a place at a school for their child. The policy is available at www.npt.gov.uk

Oversubscription criteria secondary phase education

Parents have the right to express a preference which will be considered individually and complied with wherever possible. Some schools have more requests for places than there are places available. Where a school is oversubscribed preferences will still be considered but the priorities set by the Council will be applied.

In deciding which children to admit to a school the Council applies the criteria set out below in the order of priority shown - a) being the highest priority.

The Council will only admit up to a school's admission number.

Parents/carers can apply for a place at the catchment school or express a preference for a placement at an alternative school. Requests for a place will be granted unless to do so would prejudice the provision of efficient education or the efficient use of resources

Those parents who apply on time for a place at any school will be given priority over those who apply late.

a) Children and young people looked after or previously looked after by a local authority in Wales in accordance with section 74 of the Social Services and Well-being (Wales) Act 2014 or England in accordance with Section 22 of the Children Act 1989.

b) Children and young people attending a partner primary school² who live within the catchment area of the school for which the application is made.

c) Other children and young people who live within the catchment area of the school for which the application is made but do not attend a partner primary school.

d) Children and young people who have an older sibling who will be on register at the school when they are admitted. A "sibling" is defined as a full sibling, a half sibling (i.e. one shared parent), a step sibling (i.e. the child of a person co-habiting with a parent), a fostered sibling or an adopted sibling. In each case, at the time of the application the sibling must reside at the same address as the child or young person. Any sibling connection must be clearly stated in the application. In the

² Reference to a partner primary school is in relation to the school for which the application is made. For the definition of a partner primary school see para. 8

case of multiple births, if it is not possible to offer all children a place in the school, parents will be asked to decide which child should be offered a place first or parents may wish to consider an alternative setting for all children.

- e) Children and young people attending a partner primary school³, but who live outside the catchment area of the school for which the application is made.

If children are equally entitled to a place in the school in categories - a) to e) above, then priority will be given to the child living nearest. This is measured by the shortest suitable walking/travel route between the home and the school. The Council uses a Geographical Information System to calculate the shortest distance.

Only applications received by the published closing date for receipt of application forms will be considered in the initial round of allocation of places. Application forms received after the closing date will be considered as late applications. These will be considered on a weekly basis once the initial allocation is complete and places will be allocated in accordance with availability. In all cases evidence of permanent residence of the pupil at time of application must be supplied.

Once an offer of a school place has been made the Council will only withdraw that offer where the place offered has been on the basis of a fraudulent or intentionally misleading application from a parent or young person (for example, a false claim to residence in a catchment area) which effectively denied a place to a child or young person with a stronger claim. A school place will not be withdrawn once a child or young person has started at the school except where that place was fraudulently obtained. In deciding whether to withdraw the place the length of time that the child had been at the school will be taken into account. Where a place is withdrawn on the basis of misleading information the application will be considered afresh and a right of appeal offered if a place is refused.

The home address is considered to be the child's along with their parents' principal place of residence on the published date, i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than fostering arrangements) the friends or relatives address will not be considered for allocation purposes.

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

³ Reference to a partner primary school is in relation to the school for which the application is made. For the definition of a partner primary school see para. 8

Right of Appeal

Parents/carers will be informed, in writing, as to whether their application has been successful. Where their application has been refused parents/carers will be informed in writing that they have right of appeal to an Independent Admission Appeals Panel. In the case of primary phase education admission appeals to be submitted by **20th March 2020**. Any decision made by the Panel being binding on the Council. If the appeal is not successful a further application for a place at the same school will not be considered for the same academic year unless the Admissions Officer, School and Family Support Team, determines that there are significant and material changes to the circumstances.

The Council will keep a waiting list of unsuccessful applicants ranked in order of priority according to the Council's oversubscription criteria. As places become available these will be offered on the basis of the ranked order of priority. A waiting list will be maintained until 30th September in the school year in which the applicants applied.

The LA will be under no duty to comply with preference expressed otherwise than in accordance with its arrangements.

Although a separate policy provision, the Council recognises the inter-relationship between admission and home to school transport and advises parents to refer to the Council's Home to School Travel policy when applying for a place at a school for their child. The policy is available at www.npt.gov.uk

5. Admission to Sixth Form

There are two sixth forms within the County Borough - a community school Welsh-medium sixth form at Ysgol Gymraeg Ystalyfera Bro Dur for which the Council is the admission authority and a voluntary aided school sixth form at St Joseph's RC School & 6th Form Centre for which the school's governing body is the admission authority

Young people who are in receipt of a statement of special educational needs which identifies a particular sixth form provision will be guaranteed a place at that school.

– ***Oversubscription criteria (Welsh-medium 6th Form)***

Parents and pupils have the right to express a preference which will be considered individually and complied with wherever possible. In the event of the

Tudalen28

number of requests for places exceeding the number of places available, preferences will still be considered but the priorities set by the Council will be applied. In deciding which young people to admit to the sixth form, the Council applies the criteria set out below in the order of priority shown - a) being the highest priority. The Council will not normally exceed the sixth form's admission number.

- a) Young people looked after or previously looked after by a local authority in Wales, in accordance with section 74 of the Social Services and Well-being (Wales) Act 2014 or, or England in accordance with Section 22 of the Children Act 1989.
- b) Young people who have an older sibling who will be on register at the sixth form when they are admitted. A "sibling" is defined as a full sibling, a half sibling (i.e. one shared parent), a step sibling (i.e. the child of a person co-habiting with a parent), a fostered sibling or an adopted sibling. In each case, at the time of the application the sibling must reside at the same address as the child or young person. Any sibling connection must be clearly stated in the application. In the case of multiple births, if it is not possible to offer all young people a place in the sixth form, the parents will be asked to decide which young person should be offered a place first or parents may wish to consider an alternative setting for all young people.

If young people are equally entitled to a place in the sixth form in categories a) and b) above then priority will be given to the young person living nearest. This is measured by the shortest suitable walking/travel route between the home and the sixth form. The Council uses a Geographical Information System to calculate the shortest distance.

Only applications received by the published closing date for receipt of application forms will be considered in the initial round of allocation of places. Application forms received after the closing date will be considered as late applications. These will be considered on a weekly basis once the initial allocation is complete and places will be allocated in accordance with availability.

In all cases evidence of permanent residence of the pupil at time of application must be supplied if required.

Once an offer of a school place has been made the Council will only withdraw that offer where the place offered has been on the basis of a fraudulent or intentionally misleading application from a parent or young person (for example, a false claim to residence in a catchment area) which effectively denied a place to a child with a stronger claim. A school place will not be withdrawn once a child or young person has started at the school except where that place was fraudulently obtained. In deciding whether to withdraw the place the length of time that the child had been at the school will be taken into account. Where a place is withdrawn on the basis

of misleading information the application will be considered afresh and a right of appeal offered if a place is refused.

The home address is considered to be the young person's along with their parent's principal place of residence (or the young person's alone if they are living independently) on the published date, i.e. where they are normally and regularly living. If a young person is resident with friends or relatives (for reasons other than fostering arrangements) the friends or relatives address will not be considered for allocation purposes.

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

If a parent or young person is dissatisfied with the result of an application for a particular sixth form an appeal may be submitted to the independent Admission Appeals Panel by **20th March 2020**. Any decision made by the Panel being binding on the Council. If the appeal is not successful, further applications for a place at the same sixth form will not be considered for the same academic year unless the Admissions Officer, School and Family Support Team determines that there are significant and material changes the circumstances.

Although a separate policy provision, the Council recognises the inter-relationship between admission and home to school transport and advises parents to refer to the Council's Home to School Travel policy when applying for a place a school for their child. The policy is available at www.npt.gov.uk

6. Admission during the academic year

Requests for children and young people to transfer between schools at periods other than at the normal transfer age will be determined by applying the above arrangements. Application forms are available from the School Admissions Section, Neath Port Talbot County Borough Council which the parent (or young person in the case of a sixth form application) should complete and return to the Admissions Officer, School and Family Support Team, Port Talbot Civic Centre, Port Talbot SA13 1PJ. Successful applicants will receive a leaving date from the school at which they are currently enrolled and a start date for the receiving school. Moving children and young people during the academic year is not encouraged and, unless otherwise stated, admission to the receiving school will be from the beginning of the following term.

Transfer into a school within the County Borough from another local authority, or a change of school necessitated by a change of address, will be authorised as

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soon as possible but within 15 school days or 28 calendar days whichever is the sooner.

Children and young people who transfer due to being in receipt of a statement of special educational needs will be admitted into the named school as soon as possible but within 15 working days.

7. Admission number and class sizes – community schools

The admission number means the number of pupils that the Council can admit to a school. Each school has an admission number which is calculated using the Welsh Government's 'Measuring the capacity of schools in Wales' assessment. Admission to a school cannot be refused unless the admission number has been reached (appendix 5)

Legislation requires the class size for classes containing pupils the majority of whom will attain the age of 5, 6 and 7 during the course of the school year not to exceed 30 pupils save for 'excepted pupils' as specified by Regulation. The relevant age group is the group at which children and young people are normally admitted, i.e. reception for primary schools and Y7 for secondary schools.

8. Catchment areas and partner schools – community schools

For the purpose of admission to community schools, the term catchment area is defined as the geographical area served by a school, as determined by the Council.

For the purpose of admission to community schools, the term 'partner' school is defined as a school that has a catchment area in common with another school of the same category, e.g. an English-medium community primary with an English-medium community secondary or a Welsh-medium community primary with a Welsh-medium community secondary (voluntary aided schools excepted). An indicative list as at 1st September 2019 is attached as appendix 4.

Copies of school catchment area maps may be obtained from the Admissions Officer, School and Family Support Team.

9. Admission Process overview - Community Schools

All applications for admission into a community school (including sixth form) within the County Borough **must** be made on the appropriate form to the Council and **not** to the school. Parents can apply online at www.npt.gov.uk

Head teachers do not have the authority to admit children to their school. Applications have to be made to the admission authority which, for community schools, is the Council / LA.

All parents of children known to the Council and residing within the County Borough will be forwarded an admission application letter and accompanying admission arrangement notes during the Autumn Term prior to entry into school in September of the following academic year.

Parents should request an admission application form and, when completed, return it to the Admissions Officer or apply online, by the date given on the admission arrangements.

The outcome of all admission applications will be notified to parents in writing or by email as appropriate, with all outcomes sent from the central office on the date given on the admission arrangements.

Parents who are satisfied with the placement offered should confirm acceptance of the offer in writing to the Council or via the school admission website. Unfilled places will be allocated to children and young people whose parents have applied for admission ahead of those who have not formally accepted the initial offer of a place.

Parents who are not satisfied with the placement offered have a right of appeal.

Information regarding appeals will be within the contents of the letter received. Appeals will be heard by an Independent Appeal Panel constituted for the sole purpose of hearing appeals.

Requests for admission to the relevant age group submitted on or before the administrative closing date will be processed collectively. In this respect, no advantage shall be gained from the early submission of an admission request. Requests submitted after the closing date will be processed on a weekly basis.

Admissions will not be determined on the basis of selection criteria involving the sitting of tests, viewing of school reports, interviewing pupils, with or without parents for the purpose of assessing ability or aptitude.

Where requests for admission exceed the number of places available, places will be allocated by applying the Council's oversubscription criteria.

The Council will keep a waiting list of unsuccessful applicants ranked in order of priority according to the Council's oversubscription criteria. As places become available, these will be offered on the basis of the ranked order of priority. A waiting list will be maintained until 30th September in the school year in which applications were received applied.

Right of Appeal

Parents/carers will be informed, in writing, as to whether their application has been successful. Where their application has been refused parents/carers will be

informed in writing that they have right of appeal to an Independent Admission Appeals Panel. In the case of primary phase education admission appeals to be submitted by **15th May 2020**. Any decision made by the Panel being binding on the Council. If the appeal is not successful a further application for a place at the same school will not be considered for the same academic year unless the Admissions Officer, School and Family Support Team, determines that there are significant and material changes to the circumstances.

Children attending the nursery class will not have an automatic right of admission to full time education at the same school. Similarly, children transferring from primary phase education to secondary phase education do not have an automatic right of admission to any school⁴.

The Council will be under no duty to comply with preferences expressed otherwise than in accordance with its arrangements.

Separate admission arrangements apply to pupils for whom the Council holds a statement of special educational need. Pupils with a statement of educational needs must be admitted to the school named on their statement.

Looked after and previously looked after children must, after children with a statement of educational needs, be given first priority in the case of oversubscription.

10. Admission to Voluntary Aided (i.e. Faith) Schools

Although voluntary aided (i.e. Faith) schools are their own admission authority, through its on-line application system the Council assists the application process for St Joseph's RC School & 6th Form Centre. (This applies to year 7 applications only) Requests for admission will be determined by reference to admission criteria set by the governing body. (The governing bodies of Voluntary Aided Schools are responsible for determining their own admission arrangements)

⁴ Children admitted to the primary phase of an 'all-through' school do not have to apply for a place at the same school at secondary transfer.

Schedule of Events
Community Schools
Secondary Phase Education & Sixth Form Admission 2020/21

7th October 2019

Application forms / School Prospectus / Information for Parents Handbook distributed to parents. Parents of young people entering a new school (Year 7) have a minimum of 6 weeks to apply to a school of their choice.

Application forms to be returned to:

Mrs H Lewis, Schools Admissions Officer, Neath Port Talbot County Borough Council, Port Talbot Civic Centre, Port Talbot SA13 1PJ

29th November 2019

Closing date of submission of Admission Application Forms

Applications processed

1st February 2020

Children with statements of special educational needs have placements confirmed.

2nd March 2020

Parents and schools informed of allocation of secondary places to mainstream pupils.

20th March 2020

Appeals against refusal to admit

Schedule of Events
Community Schools
Primary Phase Education Admission 2020/21

7th October 2019

Application forms / School Prospectus, Information for Parents Handbook distributed to parents. Parents of children entering a new school (Reception) have a minimum of 6 weeks to apply to a school of their choice.

Application forms to be returned to:

Mrs H Lewis, Schools Admissions Officer, Neath Port Talbot County Borough Council, Port Talbot Civic Centre, Port Talbot SA13 1PJ

29th November 2019

Closing date of submission of Admission Application Forms
Applications processed

1st February 2020

Children with statements of special educational needs have placements confirmed.

16th April 2020

Parents and schools informed of allocation of primary places to mainstream pupils.

15th May 2020

Appeals against refusal to admit

Schedule of Events for
Community Schools
Nursery Class Admission 2020/21

7th October, 2019

Application forms distributed to parents.

Application forms to be returned to:

Mrs H Lewis, Schools Admissions Officer, Neath Port Talbot County Borough
Council, Port Talbot Civic Centre, Port Talbot SA13 1PJ

23rd March 2020

Closing date of submission of Admission Application Forms
Applications processed

15th May 2020

Parents and schools informed of allocation of nursery places.

**Partner Community Schools
(Indicative list as at 01/09/19)**

PARTNER COMMUNITY SCHOOLS	
Secondary	Primary
CEFN SAESON	Crynallt Primary, Gnoll Primary, Melin Primary, Tonnau Primary.
CWMTAWE	Alltwen Primary, Godre'rgraig Primary, Llangiwg Primary, Rhos Primary, Rhydyfro Primary, Tairgwaith Primary.
YSGOL BAE BAGLAN	Awel Y Mor Primary, Ysgol Carreg Hir, Baglan Primary, Blaenbaglan Primary, Sandfields Primary, Tywyn Primary.
CYMER AFAN	Croeserw Primary, Cymer Afan Primary, Glyncorrwg Primary, Pen Afan Primary.
DWR Y FELIN	Abbey Primary, Blaenhonddan Primary, Coedffranc Primary, Crymlyn Primary, Waunceirch Primary.
YSGOL CWM BROMBIL	Central Primary, Coed Hirwaun Primary, Cwmafan Primary, Eastern Primary,
LLANGATWG	Blaendulais Primary, Blaengwrach Primary, Catwg Primary, Cilffriw Primary, Creunant Primary, Cwmnedd Primary, Maesmarchog Primary, Ynysfach Primary.
YSGOL Gymraeg Ystalyfera – Bro Dur	YGG Blaendulais, YGG Castell-Nedd, YGG Cwmllynfell, YGG Cwmnedd, YGG Gwaun Cae Gurwen, YGG Pontardawe, YGG Rhosafan, YGG Trebannws, YGG Tyle'r Ynn.

NB: Attendance at a partner school does not guarantee a place at the preferred school nor does it prevent parents applying to alternative schools of their choice.

This table does not include voluntary aided schools which are subject to separate admission arrangements.

Admission Number⁵ September 2019

Name of school	Primary Phase Admission Number
Abbey Primary	53
Alderman Davies CIW Primary	59
Alltwen Primary	34
Awel Y Mor Primary	42
Baglan Primary	38
Blaenbaglan Primary	40
Blaendulais Primary	23
Blaengwrach Primary	20
Blaenhonddan Primary	32
Bryncoch CIW Primary	31
Catwg Primary	29
Central Primary	55
Cilffriw Primary	30
Coed Hirwaun Primary	22
Coedffranc Primary	62
Creunant Primary	19
Croeserw Primary	25
Crymlyn Primary	8
Crynallt Primary	57
Cwmafan Primary	60
Cwmnedd Primary	30
Cymer Afan Primary	12
Eastern Primary	26
Glyncorrwg Primary	19
Gnoll Primary	48
Godre'rgraig Primary	23
Llangiwg Primary	21
Maesmarchog Primary	16
Melin Primary	34
Pen Afan Primary	18
Rhos Primary	25
Rhydyfro Primary	24
Sandfields Primary	53
St Joseph's Infant	34
St Joseph's Junior	39
St Joseph's Primary	29
St Therese's Primary	28
Tairgwaith Primary	21

⁵ Voluntary aided (i.e. Faith) schools admission numbers included

Tonnau Primary	30
Tywyn Primary	52
Wauinceirch Primary	30
Ysgol Bae Baglan Primary Phase	36
Ynysfach Primary	25
Ysgol Carreg Hir	60
Ysgol Cwm Brombil Primary Phase	30
Ysgol Gymraeg Ystalyfera Bro Dur Primary Phase	26
YGG Blaendulais	17
YGG Castell Nedd	48
YGG Cwm Nedd	26
YGG Gwaun Cae Gurwen	25
YGG Pontardawe	51
YGG Rhosafan	45
YGG Tyle'r Ynn	29
YGG Cwmllynfell	13
YGG Trebannws	18

Name of School	Secondary Phase Admission Number	Sixth Form Admission Number
Cefn Saeson Comprehensive	184	
Cwmtawe Community	256	
Cymer Afan Comprehensive	128	
Dwr-y-Felin Comprehensive	220	
Ysgol Cwm Brombil Secondary Phase	210	
Llangatwg Community	233	
St Joseph's RC School and 6 th Form Centre	144	143
Ysgol Bae Baglan Secondary Phase	220	
Ysgol Gymraeg Ystalyfera Bro Dur	240	130

Mae'r dudalen hon yn fwriadol wag

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

EDUCATION, SKILLS AND CULTURE CABINET BOARD

29th November 2018

REPORT OF THE HEAD OF TRANSFORMATION ANDREW THOMAS

MATTER FOR: INFORMATION

WARDS AFFECTED: All

PERFORMANCE REPORT NEATH PORT TALBOT LIBRARIES

1. Purpose of the Report

To provide members with background information on the role and comparative performance of public libraries in NPT and illustrate the wide range of activities and events that are delivered by the Library Service.

2. Executive Summary

Local authorities are required to provide a public library service as part of their statutory duty under the Public Libraries and Museums Act (1964). Compliance with the act in Wales is interpreted through the Welsh Public Library Standards. These consist of 12 Core Entitlements and 16 Quality Indicators.

Libraries in Neath Port Talbot, taking their lead from the Well-being of Future Generations Act (2015), the Welsh Public Library Standards and the Authority's Corporate Plan, Shaping NPT, are delivering a wide range of events and activities that support the individual and the community.

Often working in partnership with other organisations, including those from the Third Sector, libraries are ensuring that opportunities exist for people:

- To empower themselves through learning

- To become active and healthy within their community, helping to alleviate the issue of social isolation and loneliness
- To participate fully in the cultural, leisure and social life of their community
- To retrain and upskill to get back into employment
- To contribute to their community, creating a vibrant and healthy place in which to live and to work

This report will provide an overview of the performance of Neath Port Talbot's libraries. However, it needs to be stated that measuring performance solely through statistics can be misleading and does not reflect the valuable range of work that libraries are undertaking. Therefore, whilst featuring a number of statistical tables, the report will attempt to highlight the impact that the library service has on individuals (which is often difficult to quantify) within their community. (See appendix 1 for full details of regular events and activities at libraries) It will also demonstrate how the library is contributing to Neath Port Talbot's well-being objectives of improving the well-being of children, young people and adults.

3. Background

Below are a number of tables that show most recent (2017-18) performance for branch libraries.

1. Annual Number of Visits to Libraries (WPLSQI8)

Baglan (25)*	32478
Cwmafan (25)	74114
Glynneath (30)	69956
Neath (46)	145539
Pontardawe (40)	70799

Port Talbot (50) 131270

Sandfields (35) 75886

Skewen (30) 32419

*Opening Hours per week

- Neath Port Talbot = 4,520 annual visits to libraries per 1000 population (4th highest in Wales)
- Average for Wales = 4,047 annual visits to libraries per 1000

2. Annual Number of Issues at Libraries (WPLSQI8)

Baglan 16884

Cwmafan 22095

Glynneath 21806

Neath 86768

Pontardawe 43866

Port Talbot 50383

Sandfields 49965

Skewen 33483

There was a time when libraries were measured purely by the number of book issues. However this is no longer the case. Cipfa stopped using book issues as a key measure in 2015, Welsh Government no longer provide comparative book issue data in their Welsh Public Library Standards return and the number of items issued is no longer a key performance indicator for Neath Port Talbot.

3. % of Available ICT Hours in Use at Libraries (WPLSQI11)

Baglan	15%
Cwmafan	24%
Glynneath	16%
Neath	40%
Pontardawe	21%
Port Talbot	47%
Sandfields	31%
Skewen	33%

- Neath Port Talbot = 34% (7th highest in Wales)
- Average for Wales = 27%

All Neath Port Talbot libraries offer wifi facilities meaning that members of the public will often prefer to use their own devices rather than the desktop computers available in the library.

Support for Learning

Branch libraries provide a combination of formal and informal training sessions for the public on a wide range of themes, including digital technology. In 2017-18 there were 10,900 attendees at training sessions organised by the library service. This puts Neath Port Talbot as ranked as the 5th highest in Wales in providing support for learning.

4. Number of Registered Borrowers (WPLSQI8)

Baglan	2377
Cwmafan	2907
Glynneath	2658

Neath	24937
Pontardawe	10984
Port Talbot	19644
Sandfields	6209
Skewen	4802

Total number of registered borrowers in Neath Port Talbot = 74,518 (this number does not include those registered through the 7 community managed libraries).

5. Annual Attendance at Library Events (WPLSQI6, WPLSCE8)

Baglan	3778
Cwmafan	13801
Glynneath	3283
Neath	14905
Pontardawe	5159
Port Talbot	11770
Sandfields	9985
Skewen	2692

- Neath Port Talbot = 526 per 1000 population (2nd highest in Wales)
- Average Wales = 228

6. Budget (WPLSQI14)

Baglan	£52000
Cwmafan	£48000
Glynneath	£65000
Neath	£276000*
Pontardawe	£124000*

Port Talbot	£249000*
Sandfields	£90000
Skewen	£59000

- *Includes Area Librarians Salary

7. Cost Per Visit (WPLSQI15)

Baglan	£1.57
Cwmafan	£0.65
Glynneath	£0.96
Neath	£1.90
Pontardawe	£1.75
Port Talbot	£1.87
Sandfields	£1.19
Skewen	£1.85

- Neath Port Talbot (average) = £1.38 (4th lowest in Wales)
- Average cost per visit in Wales is £1.82 : Highest cost is £2-41

8. Distance (miles) to the Nearest Library

Baglan	2	<i>Port Talbot, Sandfields</i>
Cwmafan	2	<i>Port Talbot</i>
Glynneath	11	<i>Neath</i>
Neath	2	<i>Skewen</i>
Pontardawe	6	<i>Neath</i>
Port Talbot	2	<i>Sandfields</i>

Sandfields	2	<i>Port Talbot</i>
Skewen	2	<i>Neath</i>

Welsh Public Library Standards Quality Indicator 7 states that at least 75% of the population of the borough should be within 2.5 miles of the nearest library. Current NPT performance against this standard is 82%

9. Number of Statutory Branch Libraries (neighbouring authorities)

Neath Port Talbot	8
Swansea	17
Bridgend	12
Carmarthenshire	18
Powys	18
RCT	14

Community Managed Libraries

None of the data above includes the Community Managed Libraries in Neath Port Talbot. (Blaengwynfi, Cymer, Gwaun Cae Gurwen, Resolven, Seven Sisters, Taibach – both Cwmllynfell and Ystalyfera are, at present, no longer operating).

Community Managed Libraries operate independently of the Library Service, often run by Independent charitable trusts. We should commend the volunteers and Trusts that have maintained a network of community libraries, however opening hours and performance varies considerably. We are unable to provide comparative data for Community libraries at this time.

Mobile Library

Neath Port Talbot currently operates one large mobile library with one driver providing a three weekly service to communities throughout the county. The 10 year lease on the current vehicle expires in 2019. There is a spare mobile library vehicle but that lease has already expired. The average life cycle of a mobile vehicle is 12-15 years. We will therefore need to explore options for continuation of the service from 2021.

4. Financial Impact

The Standard Spending Assessment for Libraries (SSA) for 2018-19 is £2,329,190. The original budget for the library service is £1,612,753.

5. Equality Impact Assessment

There is no equality impacts associated with this report.

6. Workforce Impacts

There are no workforce implications associated with this report.

7. Legal Impacts

None.

8. Risk Management

There are no risk management implications.

9. Consultation

There is no requirement under the Constitution for external consultation on this item.

10. Recommendation

Matter for Information

11. Reasons for Proposed Decision

Matter for Information

12. Implementation of Decision

Matter for Information

13. Appendices

List of regular events and activities at branch libraries

12. List of Background Papers

Library Strategy 2016-2021

Connected and Ambitious Libraries: WPLS 2017 -2020

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Appendices to Library Report of 29th November 2018

Appendix 1 – Regular Events and Activities at Branch Libraries

Baglan Library

Lego Club
Cuppa with a Copper
PACT Meetings
Reading Group
Welsh Reading Group
Welsh Classes
Songs & Rhymes
Baby Massage
Councillor/AM/MP Surgeries
Family History Sessions
Macmillan Coffee Mornings
Afternoon Tea
Workways Mentoring & Employment Advice
Craft Sessions for adults and children
Storytimes
Class Visits

Cwmafan Library

Support for local events
ACL – Training for childminding classes
MacMillan Coffee mornings
Author events
Reading Group
Pilates classes
Community for Work
Keep Fit Club
Job Club
Councillor/AM/MP surgeries
Careers Wales
Social Services Coffee Mornings (aimed at targeting isolation)
Lego Club
Family History Group
Song and Rhyme sessions
School visits

Singalong Groups
Slimming World
Film Nights
Venue for Training Days
Programme of Talks

Glynneath Library

Reading Group
Daily crossword club/coffee morning
Daily Homework Club
Pace – Employment support for single parents
Workways – Employment support
Communities for Work+ - Employment Support
Communities for Work – Employment Support
Prime Cymru – Employment and self-employment support for 50+
Access points to Universal Credit applications
Job Search Support
Knit & Natter Group
Daily Home Schooling sessions for pupils excluded from mainstream school
Action for hearing loss – Hearing aid maintenance, repairs, replacement batteries etc. A service otherwise offered at Neath Port Talbot Hospital
Bump & baby group – Advice for new mums and weighing sessions for young babies.
Song & Rhyme and Story Time sessions
Class visits from local schools
Wednesday night films for adults
Film days for children, Saturday mornings and school holidays
Lego Club
Craft sessions
Children's activity days, eg Halloween, Christmas, Easter
Contact point for social services and families
Age connect IT sessions
Work placements for school children completing DOE awards & Welsh Baccalaureate
Work placements for children in Year 10 completing work experience
Author events

Neath Library

Song & Rhyme and Storytime
Formal IT training sessions
Adult Colouring group
Baby Massage
Writers Group
Craft sessions for adults and children
Lego Club
Coding sessions in partnership with 3
Animation workshops in partnership with 3
Local History Coffee Mornings
Regular programme of talks
Knitters groups
Pensionwise
Stop Smoking help support sessions

Pontardawe Library

Creative Writing
Job Club
IT support group
Song and Rhyme Sessions
Craft club
Communities for Work + Employment Support
Family History group
Reading Group
Local History Talks
Lego Clubs
Friends Group
Coffee mornings
Cymraeg I Blant Baby Massage
Cymraeg I Blany Song & Rhyme

Port Talbot library

Family History Research/Local History Afternoons/Mornings
Programme of Local History Talks
Supporting Local Heritage Projects (Richard Burton event, Jamaican Heritage project, Emily Charlotte Talbot Exhibition)
Song and Rhyme/Play/Music sessions for under 3s
Story Therapy (starting in New Year)
'Open to All' coffee morning with BlindDeaf Cymru
Macmillan/Mind/Spectropolis Coffee mornings
Zentangle/Adult Colouring Club
Knitting and Crochet Group
'Groovi' parchment craft/parchment card making
Art Class
Reading Groups
Kids Reading Group-once a month
Formal IT help sessions
IT Drop in and 'Learn My Way'
Mentoring for Employment - job search/CV help
1:1 Digital help sessions
School Visits to Library
Kids Activities – Lego Club, Art Club, Autism friendly Lego club
Self-Help/job support - organisations that meet in the library
Hwyl (help session for those suffering from low mood/anxiety/stress)
Careers Wales
Workways
Communities for Work
CVS
Communities First
Learning Welsh
SOVA Project
ASDES (Adults with Autism support group)
Toms Care (visit library with adults with autism)

Sandfields Library

Macmillan Coffee mornings and fund raising activities
Baby Massage/bay weaning/potty training/baby sensory classes
Health visitor drop in clinics
Speech and language development sessions
Your Voice advocacy sessions (mental health)

Cuppa with a Copper
Communities First Job club sessions
Reading Group
Natty Knitters
Family History group
Red Cross refugee sessions
Song and Rhyme
Lego Club
Computer support group
Chess club
After school activities eg crafts, colourings, quizzes
Homework Club
AM/MP/Councillor advice Surgery
Local art exhibitions
Linc Cymru Housing Association tenant meetings/activities
DACE adult education advice sessions
Open University advice sessions
Class visits from local primary schools and playgroups/crèches
Promotional activities/displays for Adult Learners' Week, Healthy Living

Skewen Library

Reading Group
Community for Work
Workways Mentoring sessions
Song & Rhyme and Storytimes
Craft clubs
Family History advice
Class Visits
Formal computer training sessions

Mae'r dudalen hon yn fwriadol wag

Library Strategy 2016-2021

1. Vision

Neath Port Talbot will provide a strong, sustainable network of public libraries, both statutory and community managed together with a digital, 24/7 online library service that embraces new media, adapting to the ever changing needs of library users. The service will support communities across Neath Port Talbot, benefiting residents and visitors in a wide range of ways and ensuring that libraries contribute to a society in which everyone has an equal opportunity to participate and prosper.

This vision has as its core themes:

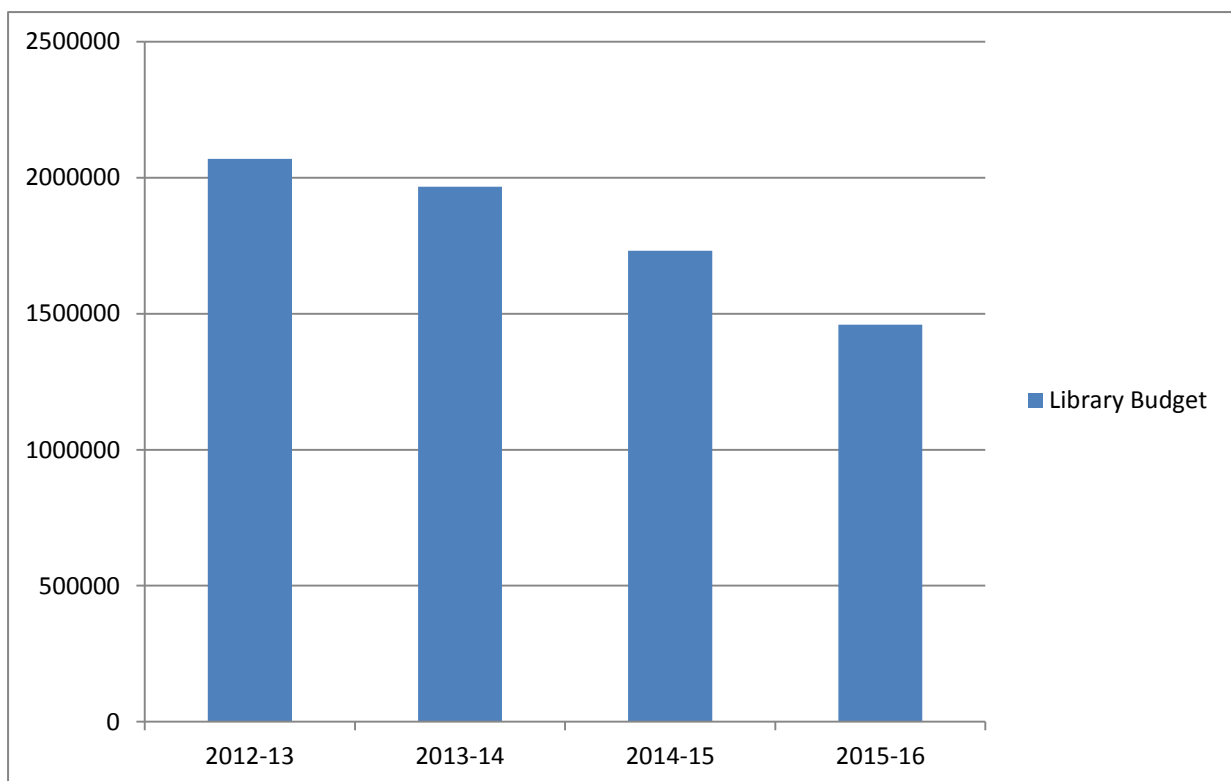
- Access to digital, online services
- Supporting the local economy through learning and training
- Health, independence and well being
- Social, community and cultural well being
- Literacy intervention
- Reading for pleasure
- Education for all and lifelong learning
- Responding to the study needs of school pupils
- Empowering users by offering access to the widest range of quality and accurate information and allowing opportunities for creating and sharing of information
- Supporting local Council services

Delivering this vision will create a vibrant library service that places libraries as a partner working with other agencies and the voluntary sector in meeting Neath Port Talbot Council's key priorities. The Strategy also takes into account current changes in library provision as a result of financial pressures. There is a need to ensure that statutory obligations are maintained and that Welsh Government policies and targets as set out in the Welsh Public Library Standards are followed. New legislation such as the Well-being of Future Generations Act (2015) has also been taken into account within this strategy. This is a vision that will make a difference to all who use the library service.

2. Background Narrative

A combination of financial pressures on the local authority together with the need to modernise and become more efficient has meant that the Library Service has undergone radical changes in recent years. As a consequence overall spend on the Service has fallen by £600k since 2013. This equates to approximately a 30% reduction in budget. This has led to significant reductions in staffing and a marked decrease on the purchase of books and other stock. The service has also decommissioned one of its two mobile libraries which previously covered smaller communities.

Library Expenditure



In the autumn of 2013 a report was presented to Cabinet outlining options for a review of the library service. Following public consultation this resulted in the transfer of nine libraries to community management. This was achieved with the contribution and ongoing support of

colleagues in the Property and Regeneration Team. These nine libraries had been identified as being inefficient in terms of cost and usage and had building deficiencies highlighted in an Asset Plan (2010). The nine Community Managed Libraries were set up in April/May 2014 prior to any official guidelines from Welsh Government. The transfer of these libraries led to the overall loss of 157 opening hours per week to the authority's statutory service. In addition, the library service lost nineteen posts and, as a result of the process, led to Neath Port Talbot having one of the lowest staffing levels in Wales.

Following the transfer of the nine libraries there was a considerable drop in performance in terms of issues and visitors. The number of issues of books at Community Managed Libraries fell by on average 64% in the first year, ranging from decreases of 11% to 81%. For the library service as a whole the number of reported visitors fell by over 100,000 and the number of issues by 80,000 in the twelve months after the transfer.

Since 2011 there have two frameworks of Welsh Government's Welsh Public Library Standards. From 2011-2014 Neath Port Talbot improved its performance and was above the average for Wales in many of the key performance indicators but consistently fell back on spending targets for book stock and staff. The current standards (2014-2017) present much more of a challenge to Neath Port Talbot. Successive budget cuts in 2014 and 2015 has meant that Neath Port Talbot is now amongst the lowest spending authorities on its library service in Wales, impacting on

- Staffing levels
- Book stock
- Opening hours
- ICT provision

3. Current Situation

The Library Service now operates eight branch libraries and one mobile library. In addition, there are the support services provided through central staff, namely:

- ICT Development
- Bookstart – introduction to literacy and numeracy for babies and young children
- Community Services – providing support to community managed libraries and sheltered/residential homes
- Home delivery service – providing books to the housebound
- Supporting children’s literacy – delivering national programmes and targeted intervention in partnership with schools
- Mobile Library Service

The Library Service continues to provide support to Community Managed Libraries via updated book stock, access to the library management system, a request service, events and professional support. However, at present these libraries aren’t considered to be part of Neath Port Talbot’s statutory service. Welsh Government, fearing a rush to the community managed model by local authorities issued new guidelines published in 2015 stating that for a library to be considered as part of the statutory service the local authority must provide at least 50% of the staff hours. This obviously impacts upon any potential savings but must be considered for any future potential transfers to community management. Neath Port Talbot currently has more community managed libraries than the rest of Wales combined, none of which meet the current Welsh Government guidelines. They do, however, deliver a local service which is valued.

Performance, in terms of the number of visitors and the number of items issued, has varied. As can be seen from the table below the number of overall issues has fallen, due largely in part to the cuts made to the mobile library service. This mirrors a national UK-wide trend which has

seen book issues fall by 6% in the last year. Overall visits, however, have increased, indicating that libraries are still well supported by the majority of residents with a higher than average membership in Neath Port Talbot. Presently there are 82,249 registered members of the service.

The increase in visitors and usage also reflects the wide range of outreach work that goes on at the library and at other venues. The number of people attending events held by libraries has increased by 36% over the last two years. In 2015-16 there were 61,664 attendees at all events.

Visits and Issues at Branch Libraries since 2013

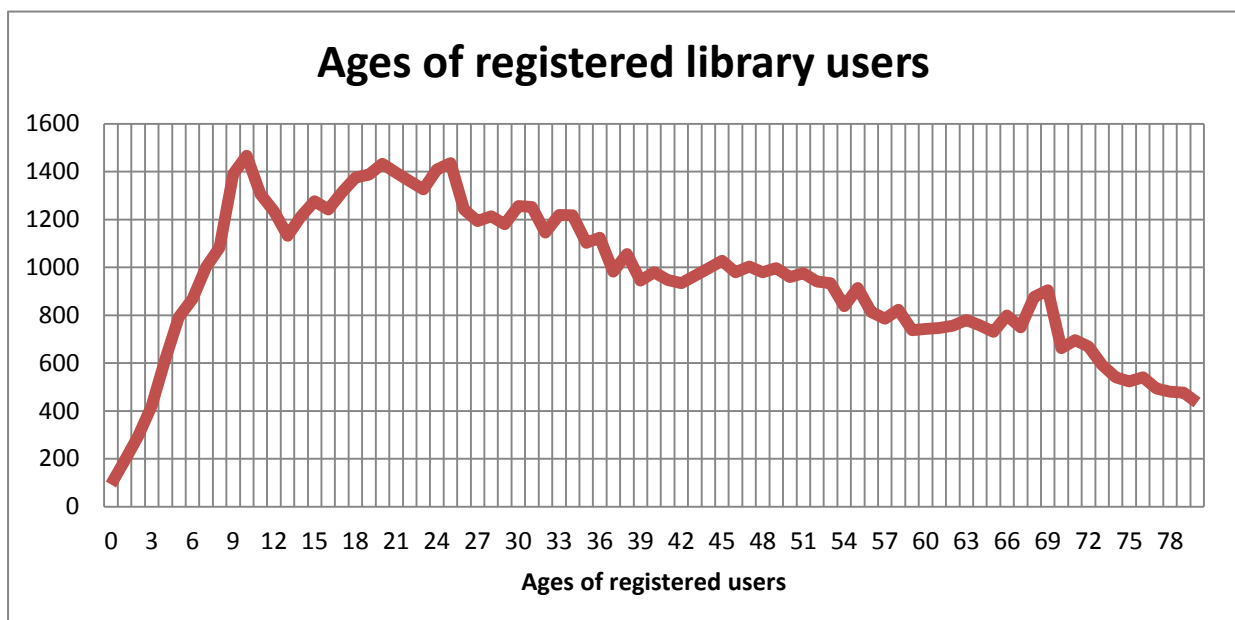
	2013-14		2014-15		2015-16	
	Visits	Issues	Visits	Issues	Visits	Issues
Baglan	29346	18281	26769	19121	29604	19069
Cwmafan	56850	24423	58870	23303	61586	24724
Glynneath	73515	27975	72956	25166	73447	23513
Neath	158243	118578	150902	104762	147438	100745
Pontardawe	54279	51343	55932	41037	74572	44597
Port Talbot	127506	66802	140910	60786	137057	65079
Sandfields	70376	53044	70231	53077	72830	57162
Skewen	27218	30385	29659	29888	28725	27680
Mobiles	21360	72952	21354	46293	10164	28088
Ebooks		4552		6011		6390
Website	218161		171026*		171654	
TOTALS	836854	468335	798609	409444	807077	397047

* Adjustments to the way Google analytics data was collated led to a fall in reported website visits between 2013 and 2014.

Citizens now use libraries for a wide range of activities other than traditional book borrowing. Based on the feedback obtained from the 2014 User Survey there is a high level of satisfaction with the service provided.

- 99% of those surveyed at all libraries rated the library as very good or good
- 73% of adults said that the library had made a difference to their lives
- 72% said that the library had helped them develop new skills
- 84% said that the library was a safe and inclusive place
- 93% of children aged 7-16 said that the library helped them in their learning and in finding things out
- 85% of children (7-16) said that the library made a difference to their lives

With regard to the usage of computers there are currently 88 computers that are available for public use. At present they are being used for a



combined total of about 81,000 hours each year. Wifi facilities are now available at all Neath Port Talbot libraries enabling the public to use their own devices, such as laptops and tablets, at the library.

Libraries are used by a wide cross section of the population. This is demonstrated by the table below.

4. Financial Analysis

Library Service Budget 2014-15

Library (Opening Hours)	FTE Staff	No. of PCs	Operating Costs	Salaries	Total Budget*
Neath (48.5)	8.59	18	£49,478	£198,021	£228,033
Port Talbot(50)	5.46	20	£66,168	£137,317	£187,072
Pontardawe(45)	3.54	12	£18,740	£93,725	£105,095
Sandfields(35)	2.22	10	£24,772	£63,018	£82,560
Glynneath(30)	1.62	8	£18,112	£39,249	£55,748
Skewen(30)	1.62	4	£16,380	£43,127	£56,844
Cwmafan(25)	1.22	7	£32,868	£26,898	£39,784
Baglan(25)	1.22	9	£24,974	£30,523	£53,758
Mobiles(25)	1	0	£35,525	£24,820	£60,347
Library Headquarters	9	n/a	£31,020	£278,264	£309,284
Libraries General (books, materials etc.)	n/a	n/a	£285,755	n/a	£285,755
					£1,464,280.00

*Figures for total budget include any income that is generated at the library either through charges or the rental of rooms. Cwmafan Library, for example, receives over £12,000 from Communities First. Not all libraries however are able to provide rental space.

Efficiency Savings

To deliver a viable and sustainable service requires that a review of potential efficiency savings must be undertaken. Neath Port Talbot has one of the highest costs for internal recharges in Wales at approximately £500,000 plus. Within these recharges three particular areas stand out.

1. Cleaning costs – an immediate saving of £20,000 could be achieved if cleaning services for libraries were reviewed and agreed.
2. Broadband charges – costs for broadband are disproportionate across all libraries. In many cases libraries are paying the same for broadband service as a local school. An example of this is Skewen Library who are currently paying more than £800 per computer for its broadband.
3. Building maintenance – a review of costs and services should be undertaken to ensure that the Library Service is receiving full value for money.

Further savings should be achieved as the lease terms on the mobile library vehicles expire. One of the vans sees its lease end in December 2017. At the moment this would not be renewed bringing about a £10,000 in savings in 2017/18. The second van sees its lease expire in December 2018 which could result in a further potential saving of £10,000.

Port Talbot Library, located in the Aberafan Shopping Centre, has high annual rental and service charges which are increasing year on year. Relocating the library, as outlined in the recommendations in Section 7, should be an obvious consideration for this strategy.

5. A Modern Library Service

Libraries continue to play a vital role in society offering a wide range of activities to support citizens throughout life. It could be argued that at no point in their history have libraries provided a more valued, relevant service to as wide a range of users as they do today. Various national and local case studies have shown the value of libraries to health, the

economy, digital literacy, learning, culture and reading. Libraries are delivering this because they are continuously modernising and adapting their services to fit the needs of users and communities. This can clearly be illustrated by the ongoing programme of surveys of residents and communities of Neath Port Talbot.

Neath Port Talbot are at the forefront in implementing new and efficient methods of service delivery. Considerable improvements have been made in the implementation of self-service issuing (RFID) at two of our main libraries and in the book supply process through a combination of new technology (EDI), a consortium approach to purchasing and direct delivery to individual branches by our suppliers.

The Library Service has also been proactive in taking the lead on the development of an all Wales service for e books, e magazines and, more recently, e audio. Neath Port Talbot also acts as the lead authority for the Welsh Book purchasing consortium which currently includes all 22 local authorities in Wales. Additionally the Service plays an active role in regional library partnerships which promote inter lending between public and academic libraries, providing users with a wider range of resources. They also enable greater skills sharing between staff with opportunities for personal and professional development. This is vital to ensure that Neath Port Talbot continues to play an active role in modernisation throughout the region.

The challenge to the Library Service, over the next five years, is how to remain at the forefront of modernisation and provide a modern, sustainable library service that meets the needs and ambitions of its users.

Central to any discussion about a modern library service has to be the user. Here it is worth noting that what fits one community may not be suitable for another. What works in a busy town centre library may not work in a local, village library.

Identifying the needs of users will ensure that the Library Service will remain relevant. What people expect from the library is constantly changing, either through changes in society e.g. unemployment, migration or changes that the public experience during their lifetime. It is the role of the library to ensure that it caters for all these needs.

This strategy identifies three stages in people's lives and indicates what the Library Service offers to meet those needs.

Children and Young People

- Bookstart and Song and Rhyme sessions for under 3s and parents/carers
- Storytelling sessions and family craft activities
- Summer Reading Children to encourage children to read during the summer holidays and become active, independent readers
- Every Child a Library Member - Welsh Government initiative to foster a love of reading and improve literacy within primary schools
- Reading groups
- Study space and homework help
- Technocamps providing computer and robotics skills for children
- Free wifi
- Creative writing workshops with professional writers
- Literacy intervention – direct support to schools
- Books and information – including free e books and e-resources
- Online reading schemes to support children's reading development
- Safe, free, social spaces for children to learn and enjoy
- Free computers and free internet access for information and leisure
- Free library events programme

Active Citizens

- Quality information resources in print and digital format
- Books and reading for pleasure
- Access to online Council services
- Reading and Writing Groups
- Free wifi and computers with free internet access
- Job Clubs
- Access to Universal Jobmatch
- Local information

- Community venue
- Learning and training support
- Events programme
- Access to health information and Books on Prescription scheme
- Family activities
- Meeting space
- Local history and archives
- Family history workshops
- Free downloadable resources i.e. newspapers, driving theory test

Older People

- Free wifi and computers with free internet access
- Books, including spoken word and large print formats
- Access to online Council services
- Downloadable resources
- Free social and community space
- Access to health information and Books on Prescription scheme
- Informal support to health and well being
- Reading groups
- Creative writing workshops
- Home delivery service for those who are housebound
- Book deliveries to residential and sheltered homes
- Events and activities
- Local information
- IT support - informal learning
- Family history workshops
- Local history and archives

The Impact of Libraries

The Library Service is addressing some of society's biggest issues including:

- Physical and mental health
- Digital inclusion

- Isolation amongst the elderly
- Literacy and numeracy
- Unemployment
- Child poverty

The Library Service's Contribution to Council Priorities

The Library Service is playing an active role in contributing towards social inclusion, digital inclusion, literacy and learning, health and well-being, tackling poverty and assisting people into work. All actively contributing to meeting the Council's six priority areas which are:

1. Safer, brighter futures
2. Better schools, brighter prospects
3. Improving outcomes, improving lives
4. Prosperity for all
5. Reduce, reuse, recycle
6. Better, simpler, cheaper

However the needs of the public continually change and the Library Service must ensure that it has the resources and the staff skills to meet these requirements.

There should be a well-trained, highly skilled workforce enhanced by professionally qualified staff. Skills and training must be updated on a regular basis and kept relevant to meet demand. Where appropriate the Service will look to the voluntary sector and to external partners to support the service.

Resources must be relevant and stimulating. By the end of this strategy the Service needs to be able to demonstrate the widest range of high quality physical and digital resources that will inspire library users of all ages. They also need to be purposeful in order to address the core themes.

Library buildings should be “places of inspiration and aspiration where people can come to access high quality resources, to learn/study, to enjoy or to take part in activities in a safe relaxing environment.” Between 2008-2016 Neath Port Talbot received over £1m from Welsh Government to refurbish seven of our eight branch libraries. In most cases the libraries were transformed into places fit for a modern 21st century library service providing an attractive environment with a flexible use of space, an enhanced IT service and disabled friendly access. Also, the Service has continued to review its branch library opening hours so that they fit in with the needs of the community.

Neath Port Talbot can be proud that some of its libraries are amongst the best in Wales. In 2014 the Library Service was featured by the Guardian newspaper as one of the four most innovative services in the UK. More recently Port Talbot Library has been shortlisted for the UK Library of the Year 2016 award.

The challenge must be to ensure that as many people as possible are aware of the wide range of free services that libraries provide. In order to reach new and existing users a range of marketing and promotional activities will continue to be undertaken by the Service.

6. A New Model for the Library Service

In recent years a number of authorities in Wales have explored the option of transferring some services out to trust with the incentive of potential savings from business rates. After looking closely at the three authorities that have opted to transfer to trust there are a number of concerns to Neath Port Talbot which include

- Libraries have very few income streams which make them unattractive to leisure trusts and therefore suffer a lack of investment
- Local authorities are still held accountable for providing a statutory library service even if they are transferred to trust
- Lack of direct operational control
- A number of recent Welsh Government reports have recommended that business rates for libraries and museums be

abolished thus removing the incentive to transfer to trust in the first place

- Those library services that have transferred have seen a serious decline in investment in both staffing and resources
- The Library Service's core themes reflect the authority's key priorities ensuring a coherent, joined up approach in both education and social services

For these reasons the majority of authorities in Wales have dismissed the trust option.

Creating the foundations for a sustainable and innovative library service requires new thinking as to how the branch library network operates. A new approach will establish a network that puts each library on a sustainable footing, ensuring that the services they provide are relevant to the community they serve.

The Library Service therefore proposes to create a tiered network of libraries, from Tier 1 through to Tier 4.

Tier 1 Libraries - Neath, Pontardawe and Port Talbot

These three libraries will be the main central hubs offering the widest range of library services. They will serve both their local community and the visitors to the three towns. They will be open for 40-50 hours per week and have a professionally qualified librarian with a team of library assistants. The libraries will offer professional support to the Community Managed Libraries.

What each library will provide is:

- Access to all types of book and audio visual stock
- Minimum of 10 computers available for use
- Community event space
- Full programme of events
- Services of a professionally qualified member of staff
- Free Wifi and free internet access
- Operate as a hub giving access to other Council services
- Wide range of information services including link to e-government

- Offer a self-service issue and return desk (This option is not yet viable for Neath due to building limitations. If the library were to relocate to a larger venue then self-service would be provided as an option)
- Co-located with customer service centre or local authority partners
- Class visits
- Job Clubs
- Programme of learning and training events
- IT support
- Local history collection
- Map collection
- Books on Prescription
- Reading and Writing Groups
- Bookstart / Song and Rhyme sessions

Tier 2 Libraries – Glynneath, Sandfields and Skewen

These three libraries will also deliver a high quality service to their local community. They will be open between 30-35 hours per week and managed by a Branch Librarian and part time library assistants.

What each library will provide is:

- Access to a wide range of book and audio visual stock
- Computers available for public use
- Programme of events
- Free Wifi and free internet access
- Class visits
- Job Clubs
- Programme of learning and training events
- IT support
- Books on Prescription
- Reading and Writing Groups
- Bookstart / Song and Rhyme sessions

Tier 3 Libraries – Baglan and Cwmafan

These two libraries will deliver a quality library service meeting the individual needs of their local community. They will be open between 20-

25 hours per week and managed by a Branch Librarian with library assistants.

What each library will provide is:

- Access to a good range of book and audio visual stock
- Meeting rooms
- Programme of events
- Free Wifi and free internet access
- Class visits
- Job Clubs
- Programme of learning and training events
- Books on Prescription
- Reading and Writing Groups
- Bookstart / Song and Rhyme sessions

Tier 4 Libraries – Community Managed Libraries

Blaengwynfi, Briton Ferry, Cymmer Afan, Cwmllynfell, Gwaun Cae Gurwen, Resolven, Seven Sisters, Taibach and Ystalyfera.

The Library Service will continue to support community managed libraries through the provision of new stock, regular stock changes, access to a requests service, the library management system and professional support and advice together with training for volunteers. However they will all still be staffed by volunteers with the premises funded and managed by individual community groups. The services they provide are not within the direct control and management of Neath Port Talbot Library Service.

Following the publication of guidelines on Community Managed Libraries by Welsh Government in 2015, any further transfer of library provision will require the authority to maintain a minimum of 50% of the opening hours with paid staff.

The four tiers of libraries will be supported by:

- Professional specialist staff based at Library Headquarters who will deliver much of the targeted outreach work. They will also

work with branch libraries to implement new projects together with regional and national initiatives

- A mobile library service serving the smaller and more remote communities of Neath Port Talbot
- A home delivery service meeting the needs of housebound borrowers

7. Recommendations for the future development of a library service in Neath Port Talbot

1. Consideration should be given to relocating Port Talbot Library from the Aberafan Shopping Centre to a suitable alternative location. We need to ensure that opportunities to co-locate or integrate Port Talbot Library with other Council services are fully explored. There would also be considerable savings from relocating away from a commercial retail site which has higher rental and service charges.

2. Neath Library is housed in a building that is over 100 years old and is situated in two separate buildings over two floors. It no longer meets the accessibility needs of users and has considerable long term maintenance costs. Therefore possible relocation to alternative Neath town centre premises should be considered together with the possibility of service integration.

(For Recommendation 1 & 2 it should be noted that there are currently grants of up to £300k available from Welsh Government to assist in the enhancement of the library.)

3. Sandfields Library is in a perfect location to deliver the services of a Tier 2 library but there are some building maintenance issues which will need to be addressed in the next five years.

4. The building that Skewen Library currently occupies is too small to provide a full range of services required of a Tier 2 library. A refurbishment grant application was submitted to Welsh Government in 2015, but was refused due to the limited benefits and enhancements that could be achieved in the current building. However usage is relatively high and shows the potential for developing a wider range of services in Skewen. In order for the Library Service to deliver a Tier 2 library then consideration should be given to relocating from the present

building. There is a possibility of developing partnership working with the local community council to provide alternative premises and this should be fully explored. Such an agreement could secure efficiencies of circa £32k.

5. The Mobile Library vehicles in Neath Port Talbot have a current life expectancy of approximately five years. Moreover the lease period of both vehicles will expire by December 2018 (the lease on one of the vans expires December 2017). Replacement costs of at least £150k is prohibitive. Consideration therefore should be given to developing an alternative offer in the next five years which could consist of:

- An enhanced home delivery service
- Small community deposit collections
- Greater participation with the voluntary sector/other partner organisations in delivering a library service to remote areas.

This would secure savings of £30k

6. Neath Port Talbot must continue to play an active part in local and regional library initiatives such as the development and implementation of the all Wales Library Management System. This will facilitate greater cooperation between authorities, both regionally and nationally while providing an enhanced service to users.

7. Neath Port Talbot has one of the highest costs for internal recharges in Wales. Reducing these costs should bring about almost instant efficiency savings and must be a priority in the first year of the strategy.

Implementing all recommendations, over time, could realise savings of circa £200k.

Wayne John,

County Librarian

July 2016



Llywodraeth Cymru
Welsh Government

Connected and Ambitious Libraries:

The sixth quality framework of Welsh Public Library Standards 2017-2020

Tudalen 75

Contents

3

Foreword

4

1. Introduction

10

2. Core entitlements

12

3. Quality indicators

22

4. Reporting,
monitoring and
assessment

24

5. The Well-being
of Future
Generations Act

26

6. Community
managed libraries

Foreword

Public libraries connect people, information and culture. The Welsh Government and local authorities have an established record of working well together to achieve ambitious goals for our library services. I am delighted to be working collaboratively with local authorities on a new framework of Welsh Public Library Standards, to ensure that we continue to provide the citizens of Wales with high quality public library services.

As library users know, libraries provide everyone with a wealth of information, resources, activities and cultural opportunities. They are places of ambition and learning where people can gain new skills, leading to job success and prosperity; they encourage people to be active and healthy through a range of health information services and partnerships; and they connect and unite people, not only with each other and local communities, but also with culture and the world beyond Wales. They also make a valuable contribution to the seven goals of the Well-being of Future Generations Act.

All parts of the public sector are facing considerable financial pressure, including public library services. The expectations of citizens, for a high quality library service, need to be balanced with what is practical and possible to deliver, alongside the statutory requirement to provide a “comprehensive and efficient” service as specified in the Public Libraries and Museums Act 1964.

The Welsh Public Library Standards framework provides a mechanism to enable service providers to plan their provision, and for the public to know what they can expect from their library service. The framework also enables me to assess provision and performance of Welsh public library services as part of my statutory duty under the Public Libraries and Museums Act 1964.

I am pleased that this new framework increases the emphasis on outcome and impact measures to help identify the wider benefits of using the library service. In conjunction with promoting the Standards to make our library services as sustainable and efficient as possible, further consideration will also be given to the regional consortia model which was outlined in the Expert Review of Public Libraries and the Scoping a New Future for Welsh Public Libraries report.

I welcome this new framework of the Standards and the opportunities that it provides to continue the positive partnership between the Welsh Government and local authorities to continue to deliver an outstanding connected and ambitious public library service in Wales.

Ken Skates, AM

Cabinet Secretary for
Economy and Infrastructure



1. Introduction

“Freedom, Prosperity and the Development of society and individuals are fundamental human values. They will only be attained through the ability of well-informed citizens to exercise their democratic rights and to play an active role in society. Constructive participation and the development of democracy depend on satisfactory education as well as on free and unlimited access to knowledge, thought, culture and information.

“The public library, the local gateway to knowledge, provides a basic condition for lifelong learning, independent decision-making and cultural development of the individual and social groups.”¹

1.1. The benefits of using public libraries

Library service engagement with individuals and with the wider community drives benefits in many of the Welsh Government’s priority areas such as prosperity, resilience, equality, cohesive communities, culture, learning and health and well being. How the library interacts with its stakeholders – chiefly the users (and potential users) of the service – is key to the provision of a quality service. User perceptions of the services available derive from their experiences.

Libraries which engage appropriately with their customers will provide the maximum benefits both for individuals and the community. As well as providing training and learning support for individuals, libraries contribute to society in other ways, such as providing access to computers and e-government for digitally excluded members of the community.

The public library has a key role in social inclusion. It may be the only place in the community where users can spend time in a safe and neutral environment. Supporting job-seekers in their search for work contributes to the local – and

national – economy. By providing specialist facilities and services for those in the community who might have special needs, libraries contribute to health and well-being. Such benefits will only be achieved if the library provides equality of access for all. Much information is now more easily accessible online – indeed, some is only available online – and libraries are uniquely positioned to facilitate access to resources which may be too costly for individuals (e.g. the cost of the basic hardware, Internet access or the resource subscription).

Libraries play a key role in providing information, promoting knowledge and developing skills for people of all ages and all walks of life. From children's first steps in listening to stories and learning to read, to providing quiet spaces for study, and supporting older people in using new technologies, libraries contribute to the delivery of literacy targets, information literacy and digital inclusion.

Good libraries play an important part in shaping people's views of local government. In order to deliver quality,



sustainable services to the public, libraries need active leadership and a programme for development enabling them to respond in a timely way to the changing information and cultural needs of their local communities. Staff must have the skills, knowledge and confidence to deliver services and meet customer needs, demonstrated by appropriate professional qualifications. Libraries have the opportunity to contribute to a range of wider local and national government agendas, but this will only happen if the library is pro-active in promoting its role, based on a strong vision linked to those agendas.



1.2. What this means for the people of Wales

The sixth framework of Welsh public library standards builds on the developments in the fifth framework. It comprises 12 core entitlements and 16 quality indicators to monitor how well library services realise these benefits for the people of Wales. The mapping between benefits and indicators is not a simplistic one, as measuring outcomes and impacts at a service-wide level cannot be achieved directly, but must be inferred from broader indicators.



The table below shows the indicators in this framework which are most directly related to some of the key benefits of using public libraries. Libraries which perform well on these indicators will be engaging appropriately with their customers to make a difference to their lives.

Outcomes and impacts	Core entitlements	Quality indicators
People in Wales will be able to increase their knowledge / skills having used the library	2, 3	1, 3, 5
People in Wales will be able to take part in reading and other cultural events organised by the library service	3	4, 6, 9, 10, 12
People in Wales will feel part of a community using the library service	3, 11	1, 7, 8
People in Wales will be able to take advantage of the opportunities offered in the digital world using the library service	2, 6, 7	4, 9, 11
Personal health and well-being is enhanced by using the library	3, 4	1, 4
People in Wales can participate more fully in local affairs via the facilities in the library	3, 6	3, 11

Other core entitlements and quality indicators are concerned with the effective management of services, which underpins the effective delivery of the outcomes and impacts. All can be related to one or more of the seven goals of the Well-being of Future Generations Act; details are given in Section 5.

1.3. Fulfilling the statutory duty

The Public Libraries and Museums Act 1964² makes it a duty of the relevant Welsh Ministers (currently the Cabinet Secretary for Economy and Infrastructure) **“to superintend and promote the improvement of the public library service provided by local authorities and to secure the proper discharge by local authorities of the functions in relation to libraries conferred upon them as library authorities under this Act”**.

² Available at <http://www.legislation.gov.uk/ukpga/1964/75/contents>

Under the same Act, library authorities are required to **“provide a comprehensive and efficient library service for all persons desiring to make use thereof”**.

Since 2002, the Welsh Ministers have fulfilled this duty through the Welsh Public Library Standards (WPLS, or the Standards). The first framework ran from 2002 to 2005 with subsequent frameworks covering the periods 2005-08, 2008-11, 2011-14 and 2014-17. Each individual framework evolved to reflect the changing needs and expectations of public library users. In addition to the fulfilment of statutory duties, the WPLS framework plays a valuable role in supporting the development of public library services.

There is general consensus among stakeholders concerned with the provision of public library services in Wales that these performance measurement frameworks, introduced and administered

by the Welsh Government for the sector, have helped public library services to improve in a number of ways and in key areas. For example, as a result of the Standards, there have been significant improvements in service areas such as the delivery of requests and provision of ICT facilities and services, leading to enhanced outcomes for library customers.

Local authorities have a statutory duty (under section 7 of the Act) to provide a library service and encourage both adults and children to make full use of that library service. The performance indicators listed here will assist the Welsh Government in assessing whether or not local authorities in Wales are fulfilling their duties under the 1964 Act, and in assessing the comprehensiveness and efficiency, in terms of the manner of delivery, of library services in Wales.



1.4. Community managed libraries

Since about 2014 the number of independent and semi-independent libraries in Wales, frequently referred to as community managed libraries, has increased. Guidance issued by the Welsh Government in 2015 on community managed libraries has now been updated and is included here, at Section 6, rather than in a separate document, as previously. It includes criteria to be fulfilled in order that a community managed library might be included in the library service's annual return as part of the statutory service, and details of the data to be provided on all community managed libraries.

1.5. The sixth quality framework

The aims of this sixth framework of Welsh Public Library Standards are to:

- enable the Cabinet Secretary for Economy and Infrastructure to fulfil the statutory requirements of the 1964 Act in respect of superintending the provision of a 'comprehensive and efficient' library service by local authorities;
- provide a robust assessment of the performance of library services;
- have clear links to the Welsh Government's programme for government³, to ensure credibility across local government in Wales;
- be relevant and useful to all local authority library services in Wales;
- be transparent, easily understood and accepted by all stakeholders;
- incorporate outcome measures to show the benefits of using libraries;
- act as a driver for improvements to library services and local communities; and
- minimise the burden of data collection on library authorities.

³ Taking Wales Forward 2016-2021, available at <http://gov.wales/docs/strategies/160920-taking-wales-forward-en.pdf>

The framework has been based largely on the fifth framework, updated to take account of the changed local authority environment within which library services must work, and continues to provide opportunities for libraries to deliver services in innovative ways and the flexibility to make best use of the resources available to them. It will come into operation on 1st April 2017, and libraries will make their first report against its requirements in the summer of 2018. This document describes the new framework in detail.

Section 2 lists the 12 core entitlements, and self-assessment prompts will be provided in the guidance for library staff.

Section 3 describes the 16 quality indicators, which are of three broad types.

- Input indicators are concerned primarily with what the library service will provide for the citizens of Wales in key areas in order that the core entitlements can be delivered.
- Output indicators are concerned with levels of use. When considered alongside input indicators, they can give an indication of the efficiency of delivery of the service.
- Outcome and impact indicators measure the direct or indirect effects of the library service on its users, and on the wider community. They show the difference libraries make to people's lives.

Most indicators will be reported every year; some may be reported once in the three year period, for example, where user survey data are required. For some indicators, formal targets are set, although such targets are not appropriate in all cases.

Libraries will be expected to compare their performance on all indicators with previous years, and to meet the targets where these are set. Benchmarking of authorities will be possible when all results are available.

⁴ See <http://gov.wales/topics/culture-tourism-sport/museums-archives-libraries/?lang=en> for details



The nature of the geography, distribution of population and other factors within individual authorities can cause significant variations in the approaches necessary to the planning and delivery of library services. For this reason, Welsh library authorities are offered alternatives against which to measure their services in some of the indicators described, and should choose the most appropriate to reflect their circumstances.

Definitions of the various terms and guidance on methods of data collection are not specified in this document; however these will be included with the reporting template provided to library services, and are available on request⁴. In all cases, detailed guidance on data collection and calculation will be provided to library authorities to ensure consistency and



comparability. Existing data will be utilised wherever practicable. Where appropriate, international standard definitions and methods have been adopted.

Section 4 of this document details the reporting requirements, which include an element of self evaluation and descriptive reporting in addition to key service statistics and the performance indicators, and describes the monitoring and assessment process. A holistic view of assessment will be taken.

Library performance will be judged on all the aspects of the framework, including compliance with the core entitlements, ranking on the quality indicators, how many quality indicators are met in full and in part, and the narrative providing

evidence of the impact of the service on individuals and the community.

Library provision spans a range of Welsh Government outcomes, offering a range of services which often support two or more of the outcomes simultaneously. The Well-being of Future Generations Act⁵ lists seven broad areas of priority, and **Section 5** of this framework document aligns the core entitlements and quality indicators with these areas, giving examples of the contribution the library service makes.

⁵ See <http://gov.wales/topics/people-and-communities/people/future-generations-act/?lang=en> for details

2. Core entitlements

A set of core library entitlements for Welsh citizens was first incorporated into Making a Difference, the fifth quality framework of Welsh Public Library Standards. These entitlements have been revised and refocused for this sixth framework, to enable the public to know what they can expect from their public library service.

These entitlements are initially self-assessed by each authority. A number of questions are specified in the Guidance document, which the authority is required to take into account when making their self-assessment. It is not necessary to be able to answer every question positively to meet the core entitlement, but justification for the assessment, which could refer to other relevant provision, should be provided in the return. The self-assessment will be moderated by MALD, the Independent Adviser, and a small Reference Group of senior librarians to ensure consistency between authorities.

WPLSCE 1 Libraries in Wales will be free to join, and open to all.

WPLSCE 2 Libraries in Wales will ensure friendly, knowledgeable and qualified staff are on hand to help.

WPLSCE 3 Libraries in Wales will provide access to a range of services, activities and high quality resources in a range of formats to support lifelong learning, personal well-being and development, community participation, and culture and recreation.

WPLSCE 4 Libraries in Wales will provide appropriate services, facilities and information resources for individuals and groups with special requirements.

WPLSCE 5 Libraries in Wales will provide appropriate safe, attractive and accessible physical spaces with suitable staffed opening hours.

WPLSCE 6 Libraries in Wales will lend books for free, and deliver free access to information, including online information resources available 24 hours a day.

WPLSCE 7 Libraries in Wales will provide free use of the Internet and computers, including Wi-Fi.

WPLSCE 8 Libraries in Wales will provide access to services, cultural activities and high quality resources in the Welsh language.

WPLSCE 9 Libraries in Wales will work in partnership to share catalogues and facilitate access to the resources of all Welsh libraries.

WPLSCE 10 Libraries in Wales will work with a range of partners to promote and deliver services to new and diverse audiences, enabling more people to benefit from those services.

WPLSCE 11 Libraries in Wales will regularly consult users to gather their views on the service and information about their changing needs.

WPLSCE 12 Libraries in Wales will provide access to the library service's strategy, policies, objectives and vision, in print and online, in a range of languages appropriate for the community.



3. Quality indicators



The quality indicators in this sixth framework build on the previous framework, and include additional measures covering the outcomes and impact of the library service. They fall into two broad types; those which are provided for monitoring and benchmarking performance over time and between authorities, and those which have specific targets.

WPLSQI 1 Making a difference

This selection of indicators assesses the impact of library use on people's lives in a variety of ways. Although some are relevant to other areas of this framework, they are grouped together here as being key to the overall customer experience.

Authorities will report, at least once in the three year period:

- a) the percentage of adults who think that using the library has helped them develop new skills;
- b) the percentage of young people who think that the library helps them learn and find things out;
- c) the percentage of adults who have found helpful information for health and well-being at the library;
- d) the percentage of adults who experience the library as an enjoyable, safe and inclusive place;
- e) the percentage of adults who think that the library has made a difference to their lives.

Data will be collected from user surveys of adults and of children, which should be conducted in accordance with good statistical practice, at least once during

the three-year period of this framework. Authorities will be given guidance on the conduct of the survey and wording of questions to ensure comparability. Respondents answering 'not applicable' or 'don't know' should be excluded from the calculation.

Authorities may conduct more frequent surveys if they wish to do so and report accordingly.

WPLSQI 2 Customer satisfaction

Customer satisfaction is a key element of library performance. As with the indicators concerned with library impact (QI 1), some of these are relevant to other areas of this framework, but are grouped together here as being key to the overall customer experience.

Authorities will report:

- a)** the percentage of adults who think that the choice of books available in the library they use is 'very good' or 'good';
- b)** the percentage of adults who think that the standard of customer care in the library they use is 'very good' or 'good';
- c)** the percentage of adults who think that the IT facilities provided in the library they use are 'very good' or 'good';
- d)** the percentage of adults who think that overall the library they use is 'very good' or 'good';
- e)** the average overall rating out of ten awarded by users aged 16 or under for the library they use.

Data will be collected from user surveys of adults and of children, which should be conducted in accordance with good statistical practice, at least once in the three-year period of this framework.

It is appreciated that not all authorities wish to use the CIPFA PLUS suite of survey instruments (from which the above indicators are drawn), and guidance will be issued to ensure that authorities which

choose to use their own surveys will have comparable results. Authorities may conduct more frequent surveys if they wish to do so and report accordingly.

WPLSQI 3 Support for individual development

Libraries shall ensure that the following services are offered in all static service points open for 10 hours per week or more:

- a)** basic support in the use of the ICT infrastructure provided (including Wi-Fi) and in accessing the range of electronic information resources available;
- b)** training to improve literacy, numeracy, information and digital skills, and assistance in developing or enhancing capabilities to identify and access appropriate resources efficiently and effectively; critically evaluate information; and apply information appropriately to further objectives, such as educational, employment, health and well-being.

Training programmes may be developed and delivered with appropriate partners outside the library service;

- c)** support for users to access local and national e-government resources;
- d)** reader development programmes/ activities for both adults and children.

The format of the support offered and frequency of any specific timetabled sessions should be appropriate both for the size of the service point and local community needs.

WPLSQI 4 Support for health and well-being

- a)** Libraries shall ensure that the following services are offered in all static service points open for 10 hours per week or more:
 - i. Book Prescription Wales scheme
 - ii. Better with Books scheme



- iii. Designated health and well-being collection
 - iv. Information about healthier lifestyles and healthy behaviours - leaflets, books etc
 - v. Signposting to health and well-being services
- b)** Authorities will report the number of static service points open for 10 hours per week or more in which the following services are available on a regular basis
- i. Shared Reading groups (reading aloud together)
 - ii. Book clubs (discussion of chosen book)
 - iii. Macmillan cancer or other health information partnerships
 - iv. Dementia Friendly services
 - v. Mental health awareness activities

WPLSQI 5 User training

This indicator assesses the extent to which sessions offered match local need, and the impact of those sessions for the participants. Reader development sessions; literacy, numeracy, information and digital skills sessions; ICT sessions, etc., should all be included. Include sessions arranged in collaboration with partner agencies. User training may have a general audience, or be targeted towards specific sub-groups of the population e.g. children, carers, unemployed persons, etc.

Sessions may require advance registration, or be open to all on a drop-in basis. Include sessions also reported under WPLSQI 4.

Authorities will report:

- a)** the total number of attendances at pre-arranged training sessions organised and/or hosted by the library service at its own service points or at other locations within the authority during the year, divided by the resident population, multiplied by 1,000;



- b) the percentage of attendees at such sessions who said that attendance helped them to achieve their goals;
- c) the number of customers helped by means of informal training during the year, divided by the resident population, multiplied by 1,000.

Part b) of this indicator should ideally be derived from a simple feedback form offered to all attendees, but may be based on sessions during one or more sample periods.

Part c) of the indicator may be derived by sampling. Authorities will be provided with guidance to ensure consistency of reporting.

WPLSQI 6 User attendances at library events

The purpose of this indicator is to estimate the attraction of library events for the library's population to be served, and the extent to which such events meet local need.

- a) Authorities will report the total number of attendances at events and activities organised by the library service at its own service points or at other locations within the authority during the year, divided by the resident population, multiplied by 1,000.

Include events with literary, cultural or educational intent, e.g. author visits, reading groups, literary discussions, digital and information literacy workshops, genealogy workshops, health literacy, financial literacy, job seeking etc.

Events specifically for children are included, such as storytelling, poetry, music. Include events delivered by partner organisations in collaboration with the library service.

- b) Libraries shall ensure that events or activities for those who have special requirements are offered in all static service points open for 10 hours per week or more. The events or activities may be promoted specifically for an intended group, or open to all, but with a clear target group in mind.

Special requirements can include physical and health impairment, economic disadvantage (e.g. long-term unemployed), cultural difference (e.g. non-native speakers, new arrivals), educational background, or other circumstances that require special library services. Authorities should provide specific examples of such events and list joint working with relevant social inclusion organisations and partners.

WPLSQI 7 Location of service points

No stipulation is made with regard to minimum opening hours of static libraries (on a site by site basis) however, authorities are asked to consider the viability of service points which are open for fewer than 10 hours per week. Equally, no stipulation is made with regard to length or frequency of mobile library stops, however it is expected that mobile libraries will visit each scheduled stop at least 12 times per year.

Authorities shall ensure that they meet the following criteria for the location of service points and mobile library stops, according to their population density:

Population density	% of households	Distance from library
20 or more persons per hectare	At least 95%	Within 2 miles of a static service point
More than 1 but fewer than 20 persons per hectare	At least 75%	Within 2.5 miles (or 10 minutes travelling time by public transport) of a static service point, or within ¼ mile of a mobile library stop
1 person or fewer per hectare	At least 70%	Within 3 miles (or 15 minutes travelling time by public transport) of a static service point, or within ¼ mile of a mobile library stop

WPLSQI 8 Library use

Seven measures of use of the library are required, covering the physical and the electronic resources provided. Together, they assess the library's success in attracting users to its services.

Authorities will report:

- a) the total number of visits to library premises during the year divided by the resident population, multiplied by 1,000;
- b) the total number of external visits to the library's website during the year divided by the resident population, multiplied by 1,000;
- c) the total number of active borrowers divided by the resident population, multiplied by 1,000.
- d) the total number of library members
- e) the total number of book issues (adult and children separate)
- f) the total number of audio-visual issues
- g) the total number of electronic downloads

The data used should be those as reported to CIPFA for the public library actuals return.

WPLSQI 9 Up-to-date and appropriate reading material

This and the next indicator are designed to ensure adequate investment and an appropriate balance of resources across various sections of the community.

- a) Library authorities should achieve
 - either a minimum of 243 items acquired per 1,000 resident population or a minimum spend of £2,180 per 1,000 resident population annually.

Books and e-books, periodicals, audio-visual material and electronic resources are all included.

Authorities should include their contribution to consortium purchases where relevant.

- b) Library authorities will report
 - The percentage of the material budget spent on resources for children.

WPLSQI 10 Welsh language resources

This indicator is designed to ensure materials in Welsh are provided in line with local requirements and the socio-demographic characteristics of the population.

a) Authorities should achieve:

Either a minimum of 4% of the material budget, or, a minimum of £750 per 1,000 Welsh speaking resident population.

Authorities will also report:

b) Total issues of resources in the Welsh language per 1,000 Welsh speaking resident population.

WPLSQI 11 Online access

a) Every static library should provide

- i. A minimum of one device giving public access to the Internet and networked digital content. Computers, laptops, tablets, and other mobile devices are all included.
- ii. Wi-Fi access for users to bring their own laptops or mobile devices.

b) Authorities will report the total number of devices giving public access to the Internet

- i. Available in static libraries, per 10,000 resident population
- ii. Available in mobile libraries.

Computers, laptops, tablets, and other mobile devices are all included.

c) Authorities will report the percentage of available time allocated for use of public access ICT equipment actually taken up by users. This should be aggregated across all libraries in the authority, including mobiles.

WPLSQI 12 Supply of requests

This indicator measures the efficiency of the public library service in responding to requests for material which is not immediately available.

Authorities should achieve:

- a)** A minimum of 64% of requests for material to be notified to the user as being available within 7 calendar days of the request being made;
- b)** A minimum of 79% of requests for material to be notified to the user as being available within 15 calendar days of the request being made.

Requests for pre-publication material shall be counted from the date of publication. Material which is not owned by the library but must be acquired by purchase or by inter-library loan is included in the calculations.

WPLSQI 13 Staffing levels and qualifications

- i. Library authorities shall achieve total establishment staffing levels for the service of 3.6 (full time equivalent) per 10,000 resident population. Staff who do not work directly in service provision, e.g. cleaners, are excluded. Include only those staff paid from the library service budget.
- ii. The total number of staff (full time equivalent) holding recognised qualifications in librarianship, information science or information management per 10,000 resident population should not fall below 0.65. Staff with qualifications in cognate areas, such as ICT, heritage or leisure management or education and learning may be included in the calculations if they occupy posts on the library staff establishment which require those qualifications, and when the qualifications held are relevant to their current roles and functions within the library service.



Include only those staff paid from the library service budget.

- iii. The designated operational manager of the library service shall, either be the holder of recognised qualifications in librarianship, information science or information management, or, have undertaken relevant library management training within the last 3 years.

Authorities will also report:

- a) where this post sits within the local authority management structure;
- b) the post held by the most senior professional librarian (where different); and
- c) where that post sits within the local authority management structure.
- iv. A minimum of 1% of aggregate staff working hours should be spent in training and personal / professional development during the year. All library staff should

be encouraged to undertake training and development relevant to their role and responsibilities, and to improve their skills.

- v. Library authorities may offer members of the community the opportunity to volunteer, to support additional services in libraries managed and run by the library authority. Such opportunities can, for example, enhance the life skills and employability of individuals, contributing to tackling poverty outcomes.

Where there is community involvement in delivering the library service at a branch level, we expect there to be paid staff working alongside the volunteers in the libraries, for some of the time.

Library authorities that use volunteers to deliver additional services 'in house' (as opposed to community managed libraries) shall ensure:

Tudalen92 a designated volunteer coordinator

from the library service's permanent professional staff coordinates those parts of the service involving volunteer workers;

- each volunteer receives a written role description;
- legal requirements are met for each volunteer in relation to their role;
- both induction training and continuing training is provided for all volunteers;
- volunteers are appropriately supervised; and
- they have achieved, or are actively working towards, Investing in Volunteers accreditation⁶.

Authorities will report:

- a) the total number of volunteers across the year;
- b) the total number of volunteer hours during the year;
- c) whether they have accreditation status relating to the NOS or are working towards this accreditation.

Note that in order to meet this indicator in part, the service must achieve at least three of the five elements, including (iii), relating to the qualifications of the operational manager.

WPLSQI 14 Operational expenditure

In the current economic climate it is not thought appropriate to set a target for overall library expenditure, but spending on the public library service will continue to be scrutinised closely.

Authorities will report:

- a) the total revenue expenditure per 1,000 resident population;
- b) the percentages of this total spent on staff, materials and information resources, maintenance, repair and replacement of equipment and buildings, and other operational costs;

⁶ See <http://iiv.investinginvolunteers.org.uk/inyourcountry/iiv-wales> for more information



- c) total capital expenditure per 1,000 resident population.

Authorities which complete the CIPFA public library actuals return should use the same data here.

WPLSQI 15 Cost per visit

This indicator is useful for justifying expenditure of public funds, giving a proxy for value for money, but it must be interpreted in conjunction with demographic indicators and quality indicators relating to use. It measures the cost of the library service related to the number of library visits, including virtual visits.

Authorities will report:

- The total expenditure on library staff and materials, net of generated income, divided by the sum of the number of physical visits to library premises (including mobiles) plus the number of visits to the library web site during the year.

Authorities which complete the CIPFA public library actuals return should use the same data here. The ratio will be automatically calculated from data provided for other indicators.

WPLSQI 16 Opening hours

- i. Welsh public libraries should achieve a level of aggregate staffed (paid staff and/or volunteers) opening hours across all service points administered by the authority of no less than 120 hours per annum per 1,000 resident population.
- ii. Authorities will report the total number of unstaffed opening hours across all service points administered by the authority per 1,000 resident population.
- iii. This part of the indicator is concerned with the adequacy of the library service's maintenance programme and staffing strategy. Authorities will report:
 - a) the total number of hours of unplanned and emergency closure of static service points as a result of building failure or staff unavailability as a percentage of the total planned opening hours of all static service points during the year;
 - b) the number of mobile library stops and/or home delivery services missed as a result of vehicle failure or staff unavailability, as a percentage of the total number of planned mobile library stops and/or home delivery services during the year.

Scheduled opening hours not open as a result of adverse weather conditions, or any other cause beyond the library's control, are not included.



4. Reporting, monitoring and assessment

The statutory requirements of public library service provision in Wales are enshrined in the Public Libraries and Museums Act 1964. The performance indicators listed here will assist the Welsh Government in assessing whether or not local authorities in Wales are fulfilling their duties under the 1964 Act, and in assessing the efficiency of the manner of delivery of library services in Wales.

4.1. Reporting requirements

Each year, local authorities will be required to report their performance against the various elements of the framework. The return will include a compliance rating against the core entitlements – indicating whether these are fully met, partially met, or not met, with appropriate description / explanation. For all entitlements which are not fully met, the return should also include a strategy for improvement in the following year.

Individual authority returns will also include data showing performance against the quality indicators included in this framework, together with a comparison for the previous year. Where performance has declined, the return should include the authority's strategy to halt the decline. Where targets are not met, the return should include a narrative outlining proposals and a timescale to achieve these targets. These data will be drawn together to provide an overview of Welsh public library services as a whole, to assist with identification of good practice, and of areas where action may be required to bring about improvements.

Measurement of the impact of public library services – the difference those services make to people's lives – is not easily quantifiable. For this reason, a qualitative element will be included in the reporting.

Each authority's return should include at least one, but no more than four, specific case studies describing the impact which the library service has had on an individual, or on a group of individuals, during the year. This is expected to describe not only the service provided and the use made of that service, but also the outcomes for the individuals or members of group as a consequence. Guidance will be provided on the format of the case studies and appropriate material to include. Such case studies will build into a valuable source of evidence of impact and value, and will further promote the spread of good practice across Wales.

A second qualitative element of reporting will be a narrative that demonstrates how the library service is contributing towards both local authority agendas and wider Welsh Government priorities and strategic goals, including any relevant legislative frameworks. The purpose of this strand of reporting is to encourage libraries to be aware of the wider social drivers (e.g. health and well-being; digital inclusion including information literacy; literacy, including reading and the connection with digital literacy; community engagement and community benefits, including families, children and young people, older people, welfare reform; Welsh language and culture), to which their service should be able to demonstrate a contribution, and to make explicit their relevance and value to policy makers at local, regional and national level.

A short description of the authority's future direction and plans for the library service over the following year will be included. Authorities will also be required to confirm that feedback in the form of opinion on the year's performances achieved by each library service has been

adequately considered by the member with responsibility for library services and by the relevant management, scrutiny and performance monitoring procedures.

A reporting template will be provided to authorities to ensure that reporting is consistent and comparable across Wales.

4.2. Monitoring and assessment procedures

The process of monitoring and assessing will be led by MALD: Museums Archives and Libraries division of the Welsh Government, and will follow the pattern established in earlier frameworks. Annual returns should be submitted by the deadline each year, and will be scrutinised for completeness by an independent reviewer and a peer reference group. The independent reviewer will then prepare a formal written feedback report, covering all aspects of the framework, including all quality indicators and narrative elements, which will be delivered to each authority in the autumn, in time to address any issues raised as part of their formal service planning process. This feedback will be formally disseminated to library authority chief executives and also to council leaders, scrutiny officers or performance managers as well as to the managers of library services. The annual reports will be made public, via the MALD web pages.

The independent reviewer will prepare a summary overview each year, including an analysis of overall performances, and significant trends within those performances, against the entitlements and quality indicators. The highest, lowest and median performances in Wales will be calculated for each indicator where this is possible. The overall analysis will be disseminated to all local authorities, usually during an annual seminar. At the end of the framework period a summary report will be published via the MALD web site.

The findings of these processes will be brought to the attention of the relevant Minister annually, highlighting achievements and trends and also problem areas, such as

declining performances, incidences of non-compliance or recurring failure, together with a diagnosis of the causes wherever possible. Noteworthy improvements in performances and improving trends will also be drawn to the Minister's attention.

The core entitlements and quality indicators set out in this framework deal with aspects of the library service which are considered by the Welsh Government to be necessary – but are not necessarily sufficient – for the delivery of a comprehensive and efficient library service under the terms of Section 10 of the Public Libraries and Museums Act 1964.

As the ultimate sanction in the cases of failure to deliver a comprehensive and efficient library service, the Welsh Government can institute an inquiry, issue a direction and transfer the library functions of a library authority to itself or to another authority/organisation. Sanctions would be invoked in cases where, for example, a significant number of the core entitlements and performance targets are not reached, there is a failure consistently to reach the average performance of comparable Welsh authorities with no evidence of improvement over time, or performance across the service as a whole is consistently falling year on year.

To date, it has not been necessary to implement any of these sanctions due to constructive discussion between the relevant parties.

5. The Well-being of Future Generations Act



Libraries have a clear contribution to make to the seven goals of the Well-being of Future Generations Act.

5.1. A prosperous Wales

Development of a skilled and well-educated population is a fundamental aspect of public libraries' activity. Examples of how this is achieved include providing access to a world of lifelong learning through relevant book stock and online information, and the provision of free IT equipment, broadband and Wi-Fi, which supports education, small businesses and job seeking. Core entitlements 2, 3, 6 and 7, and quality indicators 1, 3, 5, 7, 8, 9, 12, 13 and 15 all monitor aspects of public libraries' contribution to this goal.

5.2. A resilient Wales

Social and economic resilience is supported by encouraging and promoting individual personal development, enabling people and society to adapt to changing circumstances.

Regular consultation with users ensures that the services themselves are resilient and able to adapt to changing needs. Two core entitlements are particularly pertinent here, 3 and 11, together with quality indicators 4, 11 and 14. Examples of how this is achieved in practice include support for greater community involvement in running library services, and book stock that encourages a more resilient lifestyle with access to IT so people can self-educate about the issues.

5.3. A healthier Wales

Physical and mental well-being is a key offer of public libraries, not only by providing information on which to base informed choices for the benefit of health in the future but also designated collections and schemes such as Book Prescription Wales titles loaned through libraries, which directly benefit individuals with health concerns. Relevant core entitlements for this goal are 3 and 4; quality indicators 1, 4, and 6 monitor activity.

5.4. A more equal Wales

Libraries are welcoming, inclusive and offer pro-active outreach and public engagement activities in deprived and socially excluded communities. Support for government initiatives such as Universal Jobmatch and Universal Credit enable those without IT skills or facilities to fulfil their potential. Core entitlements 1, 2, 4, 6 and 7, and quality indicators 3, 4, 11, 13 and 14, all monitor public libraries' contribution to this goal.

5.5. A Wales of cohesive communities

Libraries offer a safe neutral place within the community which provides opportunities for people to connect with each other. The one-stop-shop or hub model being developed in many areas further connects local communities with the services they need. Other examples include support for community involvement through the provision of information about the local area. Core entitlements 1, 3 and 5, and quality indicators 1, 6, 13 and 16 monitor aspects of public libraries' contribution to this goal.

5.6. A Wales of vibrant culture and thriving Welsh language

With explicit provision in the current framework covering the provision of material in the Welsh language, libraries are well placed to contribute in this area. They promote and protect Welsh culture and language, and encourage participation in the arts and recreation through the availability of a good range of stock in Welsh, and a host of cultural events and activities. Core entitlements include 2, 3, 6, 8, 9, and 10, and quality indicators 2, 6, 8, 9 and particularly 10 are all relevant here.

5.7. A globally responsible Wales

A commitment to make the most efficient use of resources is embodied in the quality indicators. MALD works with the British Standards Institute and International Standards Organisation in developing and using quality indicators for libraries which conform to ISO 11620.

Further, the borrowing of books is a great recycling tool, reducing the impact on the environment. Libraries in Wales work together in book purchasing consortia, digital/e-book consortia and the All-Wales Library Management System. Core entitlement 12 is directly related to global good practice, while quality indicators 14 and 15 are related to the balance and efficiency of service provision.

6. Community managed libraries



Since about 2014 there has been a growing number of independent and semi-independent libraries in Wales, frequently referred to as community managed libraries. Guidance issued by the Welsh Government in 2015 on community managed libraries has now been updated and is included here rather than in a separate document, as previously.

Welsh Government guidance on community managed libraries recommends that for such libraries to be considered as part of the authority's statutory provision, they must meet the core entitlements contained within the Standards framework. For the purposes of the sixth framework of public library standards, community managed libraries which receive ongoing support from the local authority library service in terms of shared resources, qualified staff and a 'seamless' customer experience can be considered for inclusion in the return.

For example, libraries conforming to the following models may be eligible:

- Elements of resources and staff provided or co-ordinated by the local library service, with the building in community ownership and a contribution towards staffing from the community council with the staff employed by the library service.
- Limited resources and regular staffing (defined hours) provided by the local library service, the building in community ownership and assistance from volunteers.

Models involving the transfer of the building and resources to the community and entirely run by volunteers with minimal (or no) ongoing assistance from the local library service in managing the facility are not eligible for inclusion.

It is appreciated that different models may exist within a single authority, so that some community managed libraries may be included in the returns, while others may not. For full consideration of whether community managed libraries can be included in the statutory service, the following minimum criteria should be met, along with meeting all the core entitlements:

- A service level agreement with the local authority public library service to include resource sharing activities such as inter-library loans;
- Paid staff, whether funded by the local authority library service or from other sources (e.g. community councils) available for 50% of the library opening hours specified in the service level agreement;
- The provision of a range of material, e.g. books, multimedia/audio-visual, Internet access and staff to support access to and utilisation of these resources;
- Authority support for the ICT facilities, which should be free at the point of use;
- Full access to and use of the local authority's library catalogue including the ability to place reservations, for members of the public. Paid staff would be expected to have access to the LMS.

The purpose of these criteria is to ensure that the public receives a high quality, comprehensive and efficient public library service that is deemed worthy of the statutory service. It is possible for a community managed library to achieve all the proposed criteria outlined above, and if they meet these and the core entitlements, they could be considered for inclusion as part of the local authority's statutory provision of public library services.

As identified above, this is achievable by entering a partnership with their local authority public library service and/or working with community councils and groups.

6.1. Reporting and data collection

If community managed libraries are considered by the authority to be part of the statutory service and are included in the annual return, the guidance document on what data to gather and how applies to all the libraries. The same rigour should be used to gather data in community managed libraries as in other libraries.

In addition, the Welsh Government wishes to monitor the support and resources provided to community managed libraries within the authority, and the extent to which they have been included in the indicators in this framework.

All authorities will therefore be asked to provide the following information, as part of the contextual data in the return:

- a) The number of community managed libraries for which the authority provides
 - i. Paid staff
 - ii. Full access to and use of the local authority's library catalogue for members of the public
 - iii. Support for the ICT facilities
 - iv. Shared and rotated stock services
 - v. A service level agreement including resource sharing activities such as inter-library loans
- b) The total annual aggregate opening hours of community managed libraries within the authority.
- c) The total number of staff hours per annum dedicated to supporting community managed libraries. Include front-line staffing and management support and administration time.

Separate figures for the above will be sought for those community managed libraries included in the return (i.e. those meeting all five bullet points above), and those not included, where available.



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Page 1: Wrexham Central Library

Page 3: Ken Skates AM (image: © Crown copyright (2017) Visit Wales)

Page 5: Top: Llanelli Library, Middle: Rhyl Library, Bottom: Torfaen Libraries

Page 7: Top: Computer training group, Prestatyn Library, Bottom: Cwmbran Library

Page 8: Llanelli Library

Page 9: Carmarthen Library

Page 11: Shared reading group at Ty Cae Nant Residential Home, Torfaen Libraries

Page 12: Reading at home service, Torfaen Libraries

Page 14: Baby and toddler group, Prestatyn Library

Page 18: Reference room, Llanelli Library

Page 19: Seren Walker, Cwmbran Library

Page 21: Welsh language discussion group, Aberkenfig Library

Page 24: School visit, Maesteg, Bridgend

Page 26: All Stitched Up, Blackwood Library

Page 28: Risca Library

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL EDUCATION, SKILLS AND CULTURE CABINET BOARD

29th November 2018

Report of Mr Andrew Thomas Head of Transformation Education, Leisure and Lifelong Learning

Matter for Information

Wards Affected: "All wards"

LOCAL AUTHORITY PARTNERSHIP AGREEMENT PERFORMANCE REVIEW 2017-18

Purpose of the Report

To update Members on the outcomes from the Local Authority Partnership Agreement 2017 - 18 (LAPA). This document is the authority's annual Strategic funding agreement with Sport Wales. In 2017 - 18 the total Sport Wales Grant was £480,527

Background

Whilst the Local Authority Partnership Agreement (LAPA) is the strategic agreement for core funded programmes such as the Active Young People programme (A.Y.P.), Community Chest, it also allows for additional programmes to be delivered that meet the specific needs of Neath Port Talbot.

The Physical Activity & Sport Service (P.A.S.S), delivers the LAPA, and is committed to developing and promoting a better life for the population of Neath Port Talbot through active living. The bespoke programmes delivered in 2017 -18 via the LAPA, were provided after consultation with Schools, Celtic Leisure and local clubs via the District Sports Council and Governing Bodies of Sport.

The priority programmes identified to increase participation in Physical Activity were:-

Mountain Biking

Funding was received to expand the mountain bike project. The Afan Valley and Margam Park were targeted for development, due to their excellent trails, and accessibility to local community mountain bike clubs, who assisted in delivering the project.

Festivals were held, with 543 children attending taster sessions, linking them to the two community clubs, the Afan Valley Bike Shed and Margam Park Adventure.

Afan valley Bike shed delivered sessions weekly on a Thursday evening, a total of 18 club nights were delivered with 108 participations.

Margam Park Club sessions were delivered on a Sunday morning during July and August 2017; unfortunately the club did not attract as many participants as was hoped. But since the AYP team have relocated to Margam Country Park in June 2018, a mid-week junior mountain bike club has been established at the park.

Eight trail cycle leaders have been trained, and the Afan Valley Bike Shed and Margam Park Adventure are now accredited British cycling centres.

Netball:

During 2017-18 the Swansea Bay Netball League which was established by the AYP team, has expanded to 34 teams from 8 different clubs, entering teams in the under 13, 15, 17 and 21 leagues.

A further 10 clubs have entered the under 11 festivals held, with 26 teams playing.

In total that equates to 500 girls regularly playing netball in the leagues on Friday evenings between October and April.

All established clubs are now fully self-sustained and constituted. The most impressive aspect of this project is not just the improved playing standard, and the contribution to the performance pathway. But there are many girls

that would not be playing sport, and would be inactive if it wasn't for the expansion of the community clubs and league structure.

Badminton.

Badminton has proven to be more of a challenge. The AYP team are working with schools to deliver taster sessions linking in with community clubs. Competitive opportunities are being developed. 4 clubs are currently running with under 11 and under 16 age groups.

Table Tennis-

Community clubs have been established in four areas in NPT. Some areas having more success than others but all clubs are well attended and fixtures held within the community clubs.

Basketball

Four community clubs have been developed in Neath Port Talbot. The target age group was 13+ boys; this was based on the data from the school's sports survey. The clubs are currently still being developed, and competitive fixtures are being planned.

Hockey

Hockey is a sport that has not been developed in Neath Port Talbot for a number of years. A new successful club has been established at Ysgol Bae Baglan, with over 40 children participating on a regular basis. A strong link was formed with the URDD to help deliver this club, and they are now in the process of developing the club further, and competing with other clubs in the area.

Street Games

To target areas of poverty the AYP team has worked in partnership with Street Games to organise a door step sport provision. They delivered 17 door step sport sessions to establish four new door step sport clubs. These clubs have been developed in areas of deprivation in Neath Port Talbot. Sessions are run in the Western Valleys, Afan Valley, Aberavon and Neath / Briton Ferry areas.

Due to the success of this initiative, Street Games has provided a grant of £4k which has funded a £1k delivery budget per area.

Women and girls

The AYP team has delivered the US Girls project over the last year; there has been some success and some failure. In the Dulais Valley the Us Girls session has been successful in sustaining a club, which has been constituted and a community chest grant received to support the club.

The AYP team will be delivering a project targeting the inactive 14+ girls in their schools and communities, consultation is underway and girls only sessions are will be established.

Disabled People

The disability sport officer is working with clubs to support them through the insport process, which is Disability Sport Wales quality assurance accreditation. Although we consider our community sport clubs to be fully inclusive, we also recognise the need for specific targeted disability clubs.

Seven extracurricular disability clubs have been established across the local authority, these clubs are the festival of sport club, pan disability football, disability rugby club, dance club, SNAC Taibach club.

Sessions are being developed for a specific group in the Afan Valley, and a session linking with the physio team at the hospital has also been established.

The annual weeklong festival of sport held in August, attracted over 100 children per day, who took part in different sports / activities in Margam Park.

National Exercise Referral Scheme:

The P.A.S.S. team also deliver the National Exercise Referral Scheme (N.E.R.S) which is a Welsh Assembly Government initiative to promote physical activity in those people who are currently inactive or who have certain medical conditions. Programmes and exercise classes are delivered for clients with pre and post cancer, back injuries, trips and falls, stroke, diabetes, phase 4 cardio rehabilitation and weight management. The

programme is 100%, grant funded. An additional grant of £34,000 has also been secured from A.B.M.U.to deliver a chronic obstructive pulmonary disease (C.O.P.D.) programme on their behalf.

Financial Impact

1. Total Grant Funding received from Sport Wales 2017 -18 £480k
Total Grant Funding received from Disability Sport Wales 2017 - 18 £21k
Total grant funding for NERS via public health Wales £121k
Funding for COPD programme from ABMU £34k
Community Chest Grant received from Sport Wales 2017 -18 £85k

Equality Impact Assessment

2. There are no equality impacts associated with this report, the report is for information only

Workforce Impacts

3. There are no workforce impacts associated with this report.

Legal Impacts

4. There are no legal impacts associated with this report.

Risk Management

5. There are no risk management issues associated with this report.

Consultation

6. There is no requirement under the Constitution for external consultation on this item.

Appendices

None.


List of Background Papers

7. Copies of the 2017-18 and 2018-19 Local Authority Partnership Agreements are Available from the Operations Coordinator.

Officer Contact

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**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL
EDUCATION, SKILLS AND CULTURE CABINET BOARD**

29th November 2018

**REPORT OF HEAD OF TRANSFORMATION
ANDREW THOMAS**

MATTER FOR DECISION

WARDS AFFECTED: Pontardawe

**PONTARDAWE ARTS CENTRE BUSINESS PLAN AND CINEMA
DEVELOPMENT**

1. Purpose of the Report

1.1 To seek Member approval for the implementation of a new business Plan for Pontardawe Arts Centre and for the Head of Transformation to be granted authority to engage with the Arts Council for Wales to secure a capital grant towards the cost of a new cinema development at Pontardawe Arts Centre.

2. Executive Summary

- 2.1 A new business plan which is appended as (Appendix 1) for Pontardawe Arts Centre, is presented to Members for consideration and approval.
- 2.2 The plan seeks to explore opportunities to reduce costs and generate income that will contribute towards meeting the forward financial plan saving target.
- 2.3 The business plan recognises the addition of a new cinema is key to sustaining the future of Pontardawe Arts Centre. This development would consolidate the existing audiences and also widens the appeal to new audiences, especially young people, within the community.

3. Background

3.1 Set within the Swansea Valley, in the heart of Pontardawe, the

Arts Centre opened in 1996. The venue comprises of a Victorian style theatre with a maximum capacity of 500, a studio theatre which can accommodate up to 100, an attic gallery, teaching studio, café, bar, and complimentary facilities.

- 3.2 Pontardawe Arts Centre receives an annual revenue support grant circa £64k from the Arts Council for Wales .
- 3.3 As well as the Arts Centre establishing a more commercial approach, it must continue to deliver the requirements of the funding agreement, which is appended as (Appendix 2).
- 3.4 To date the Arts Centre has engaged with the Arts Council via its resilience programme, at no cost to the council. As a result of an initial feasibility study commissioned by the Arts Council, we have been invited to progress to stage 2. This requires the procurement of a business consultant. ACW will pay 75% of the consultant at a cost circa £50k, with the council funding 25% of the costs circa £12.5k.
- 3.5 Stage 3 of the application would be the final submission to the Arts Councils capital grants panel. Prior to that a fully costed report would be brought to the Board for member approval to progress to stage 3.

4. Financial Impact

- 4.1 The business plan seeks to reduce the current level of subsidy that the Arts Centre receives, and to support a more sustainable business model for the Council.
- 4.2 Whilst the council will be able to draw down grant funding from The Arts Council for the capital cost of a cinema, there would be a financial contribution required from the council. A fully costed report would be brought to the Board for member approval to progress at that stage.

5. Equality Impact Assessment

- 5.1 There is no equality impacts associated with this report.

6. Workforce Impacts

- 6.1 Implementation of the business plan may have workforce impacts. Where this is the case, it will be reported in subsequent

reports to Members.

7. Legal Impacts

7.1 All actions within the business plan will be delivered in line with the Council's financial guidelines and regulations.

8. Risk Management

8.1 There are no risk management issues associated with the business plan.

8.2 With regard to the cinema, as stated in the draft budget consultation report to the cabinet on 31st October. "In relation to the medium term future of such facilities as Pontardawe Arts Centre, it is now very dependent upon bids for capital funding submitted to the Arts Council".

9. Consultation

9.1 There is no requirement under the constitution for external consultation on this item.

10. Recommendation

Recommendation :1

It is recommended that:

- a. The new business plan for Pontardawe Arts Centre appended to this report be implemented accordingly.
- b. Delegated authority be granted to the Head of Transformation to commence a procurement exercise in partnership with the Arts Council for Wales, to engage a business consultant at a cost of circa £12.5k and for authority to enter into any contractual arrangements associated with this arrangement.

11. Reasons for Proposed Decision

11.1 To ensure the long term sustainable future of the Arts Centre.

12. Implementation of Decision

12.1 The decision is proposed for implementation after the three day call in period.

13. Appendices

Appendix 1: Pontardawe Arts Centre Business Plan.

Appendix 2: Arts Council for Wales funding agreement.

14. List of Background Papers

None

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Pontardawe Arts Centre

Business Plan

2018 - 0

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Index:

- 1. Vision**
- 2. Background**
- 3. Strategy**
- 4. Key Actions**
- 5. Financial Performance**
- 6. Out-turn Figures**
- 7. Grants**
- 8. Action Plan**
- 9. Friends Action Plan**

Tudalen 114

1. Vision:

Pontardawe Arts Centre seeks to enrich people's lives through their engagement in the arts, by offering a diverse and accessible range of live events, film screenings, exhibitions and participatory opportunities for the entire community. Pontardawe Arts Centre strives to challenge, inspire, and educate.

2. Background:

2.1.1 Set within the Swansea Valley, in the heart of the town, Pontardawe Arts Centre opened in 1996 following extensive refurbishment funded by the local authority. Owned and managed by Neath Port Talbot County Borough Council, the venue comprises: a Victorian style theatre/cinema with a maximum capacity of 500; a studio theatre which can accommodate up to 100; an attic gallery; teaching studio; café; bar and; complimentary facilities.

2.1.2 Pontardawe Arts Centre receives an annual revenue support grant from the Arts Council for Wales. As well as the centre establishing a more commercial approach, it will continue to deliver the requirements of the funding agreement, *pendix 2*. These are:

- Make Reach Sustain;
- Cultural Poverty;
- Young People;
- Resilience Programme.

3. Strategy:

3.1.1 Neath Port Talbot County Borough Council, working with the Friends of the Pontardawe Arts Centre, will work to ensure the Arts Centre is sustainable and high performing. The overall strategy is to:

- Employ sustainable strategies and practices that reduce the operating subsidy achieving a zero subsidy over time;
- Diversify and grow the user base;
- Secure capital investment, which enhances and modernises the premises, to help grow revenues;
- Develop a balanced programme of arts and participatory activities within the available financial envelope;
- Secure new and additional sources of funding to secure sustainability of the facility.

4. Key Actions:

- Pontardawe Arts Centre (PAC) will deliver the £40k Forward Financial Plan savings via increased income and control of expenditure. Total savings identified in the action plan for 2018/19 is **£55k** (see section 8 below).
- Following a recent review of the licenced bar, the bar will work towards delivering increased profit margins and increased numbers of events to generate increased trading profit. Target trading surplus for 2018/19 is £15k (current profit margin is £11k) .
- A programming review will be carried out to create cost centres for both Pontardawe Arts Centre productions (PAC) and Arts Council for Wales Productions. The profit from the PAC Shows will assist in the venue subsidy reduction. *Appendix 1 and 2*
- PAC will deliver a programme as per the Arts Council for Wales (ACW) funding agreement 2018-19. This includes drama, comedy, world, folk, contemporary and classical music and children's theatre. *Appendix 3*
- Neath Port Talbot County Borough Council will continue working with ACW via the Capital Grant scheme to secure capital funding to build a new cinema at the venue.
- PAC has recently participated in the ACW Resilience Programme. This review was commissioned by ACW. PAC will implement the recommendations of this report. They are included in the action plan, section 8.
- PAC will exploit all appropriate commercial opportunities to reduce the current subsidy in line with the local authority's Forward Financial Plan (FFP). Proposed actions are included in the action plan; targeted income for FG for year 1 - **£10k**.
- A review of the current staffing structure will be undertaken as part of the ACW Business consultants' review.
- A review of the current participation programme will be undertaken. Targets will be introduced and monitored.
- A review of the current marketing strategy and marketing roles is underway.
- PAC work closely with and support the new Friends Group to deliver their key aims for 2018-19.

- In partnership with the Friends Group, user and non-user surveys will be carried out in summer 2018. The survey will identify areas for audience development.
- PAC will work in partnership with the Friends Group to draw down grant funding to support the Arts Centre.
- A detailed analysis of recently released user data will be used to increase user numbers through targeted marketing campaigns. *Appendix 4*

5. Financial Performance:

5.1.1 Due to austerity measures, the Council identified financial savings across all service areas including the reduction in funding for Pontardawe Arts Centre of £40k in each financial year (2017 -2020). In 2017/18, due to the Council receiving a better than expected settlement from Welsh Government, this was reduced to £30k for that financial year.

5.1.2 During 2017 – 18 the operating subsidy for Pontardawe Arts Centre was circa £220k. This figure does not take into account the building maintenance costs of circa £50k per annum and support services such as finance, HR, IT.

5.1.3 The operational subsidy for 18-19 has been reduced by a further £40k per annum, and is now set at £180k.

5.1.4 The Arts Centre needs to offset the subsidy reduction by increasing income, which reduces the operational cost of the venue or by reducing expenditure.

5.1.5 Grant Funding:	2016/17	2017/18	2018/19
Arts Council of Wales Revenue support grant	£61,060	£61,060	£63,197
Arts Council of Wales – project support (1)	£23,890		
Arts Council of Wales – Grant - Energy Efficiency Measures	£20,000		
Arts Council of Wales – Wales in Edinburgh		£25,000	
Arts Council of Wales – Cracked – R & D		£17,830	
Arts Council of Wales – Cracked – touring grant			£30,000
Film Agency Revenue support grant (2)	£3500	0	£6,500

(Note 1) For specific one off productions not year on year

(Note 2) No grant received in 17/18 from Film Agency

6. Out-turn Figures Financial Year 2017 -18 and projections for 18 - 19

	Actual 17-18	Estimate 18-19
Arts Centre Artistic Programme funded by the Arts Council for Wales	Income	
ACW Grant	(£63,197)	(£63,197)
Ticket Sales	(£78,653)	(£102,000)
Total Income	(£141,850)	(£165,197)
Gross Expenditure (Artist Fees and Marketing)	£129,835	(£160,197)
Profit	(£12,016)	(£5,000)

Arts Centre venue operating costs.	Income	Income
Total Income	(£136,256)	(£216,678)
Total Expenditure	£381,095	£437,786
Nett Expenditure	£244,839	£221,108
Bar Profit	(£11,888)	(£15,334)
Artistic Programme funded by the Arts Council for Wales profit	(£12,016)	(£5,000)
Total Subsidy	£220,935	£200,774 *

* Whilst the revised budget only shows a budget reduction of circa £20k, the action plan shown as section 8, identifies further actions to meet the budget saving of £40k

Tudalen 18

7. Grants:

7.11 There are a number of grants available both locally and nationally. Recently a new Friends of Pontardawe Arts Centre Group, a charity, has been established. In partnership with the group Pontardawe Arts Centre will now have the ability to apply for funds from Trusts and Foundations. Grant aid will be sought in two broad areas.

Small (less than £10,000).

- Improving use through supporting disadvantaged groups to have better access
- Small equipment replacement / enhancement.

Large (greater than £10,000)

Grant applications for larger investments will be developed as part of the Capital Investment programme when it is clearer what the needs and opportunities are.

During the first financial year (2018/19) the Friends Group will seek to secure grant funding and additional contributions in excess of **£20k**.

7.1.2 Grant funding: the Friends Group has submitted applications as follows:

- Tesco Bags for Help (**£1000-£4000**): proposal prepared for submission
- Mynydd y Betws Wind Farm Community Grant - This year's funding round opens on the 25.06.18 to close on the 27.07.18 in readiness for assessment on the 6.09.18. Tier 1 - £500 - £5,000 – Up to 90% grant. **Proposal for £4000 prepared for submission.**

The following grants are being pursued:

- Big Lottery Fund – 'Awards for All Wales - £10,000 - £500,000 grants available through both strands of the People and Places programmes.
- Landfill Disposals Tax Community Scheme, a new Grant linked to the Pwllfawatkin , Cwmgors Landfill operation. Possible grants between £5,000 and £49,999 (no match needed).
- Coalfields Regeneration Trust (CRT) Grants for Pontardawe. There might be some opportunity as an area formally worked for coal and still suffering the effects of the streamlining of the Mining Industry. Can award grants from £500 up to £7,000.
- Councillors Community Fund:. £10,000 per Local Councillor.
- Local Community councils. Up to £1,000 per community council, from October 2018

8. Action Plan:

		Priorities		
		Programme		
Priority	Actions	Outcome	Lead Officer	Contribution to reducing subsidy
Arts Council for Wales	Deliver Programme as per revenue support funding agreement 2018-19.	Remain ACW Revenue support client receiving £63,197 and therefore ability to access capital funding	Angie Dickinson (AD)	AD Salary £10k Technician Salary £5k
Programme Review	<p>A programming review has been carried out for 2018-19; this will be further developed for 2019-20.</p> <p>The revised programme will ensure that the Centre's offer is more commercial and will secure increased footfall, eg popular music event headlined by Public Service Broadcasting in September 2018, already sold out. This will be a key feature of the programme going forward based on market intelligence.</p> <p>The review creates two cost centres, one for the commercially profitable productions, whose profit will assist in the subsidy reduction for the Arts Centre.</p> <p>The second cost centre will be for the more</p>	The net profit from the PAC shows will assist in the venue subsidy reduction.	AD	£12k net 2018-19 £15k net 2019-20

	risk productions which will be subsidised by the Arts Council for Wales' revenue support grant.			
Participation Programme	Review the current programme to establish whether pricing and time slots are appropriate. This will result in development of a suite of performance indicators that will be regularly monitored.	Increase participation figures circa 20,000 Income figure for 17-18 £20,000 Target 18-19 £21,000	Meirion Gittins (MG)	£1k
Children's Theatre	A more targeted programme for children particularly children's theatre, film and participatory activities.	Aim for £1,000 increase in income in year 1	AD	£1k
Young people	Develop activities targeted at younger audiences, such as Battle of the Bands, dance / drama groups.			
Music programming	Trial music events that are more targeted at teens and young people in their early twenties. This will be a risk as it is a new audience, possibly a joint programme with the Friends group in the beginning to help it become an established genre.	Income Generation reduced subsidy	MG	£1k
Film Programming	Cater more for children and families. New releases during half term and school holidays.	Families generally buy multiple tickets and often generate secondary spend. Income 17/18 £26,049 Target for 18/19 £28,500	AD	£2.5k
Staffing				
Review Staffing Structure	Linked to the proposed Capital investment from ACW which will necessitate a Business Consultant to look at entire PAC operation	Improve efficiency and identify any skill and capacity gaps.	Paul Walker (PW) and ACW consultant	£8k

Volunteer Scheme	Increase volunteer scheme particularly when there is no Receptionist on duty. Volunteers will be available to advise on programme and purchase of tickets	Improve accessibility of venue with welcoming atmosphere 325 Hours annually, which would equate to £2,438 Additionally unpaid work experience with total of 1045 hours which would equate to £7,838 annual target increase of 20%	AD	£10k (In kind)
Secondary spend				
Licenced Bar	The bar will work towards increased profit margins and will increase events. Including introducing Street Food Fridays to be programmed monthly after September, Open Day and Friend's Social Events	Generate increased trading profit. Target to increase 17/18 profit of £11k to -£15k in 18/19	MG	£4k
Expand Hire	Increased promotion for availability of hire of rooms for training and conferencing and private events.	Target income £1,000	MG	£1k
Exhibitions & Gallery space	Review the use of the gallery space.	Arts in the Tawe Valley run the Gallery programme and we receive 10% of all sales. Income for these classes included in participation programme	AD	£0.5k
Marketing and sponsorship				
Friends of Pontardawe Arts Centre	Work together with the Friends to raise awareness of the venue locally and to promote the venue – particularly the hire of facilities. Encourage businesses to sponsor specific shows and events.	Generate increase in user figures and income.	AD	£2.5k
Marketing	Develop a robust marketing plan, to include the increased use of social media, link with	Potential increased exposure and new audiences.	AD	£5k

	the authorities media section to increase exposure Review the format of the brochure as a marketing tool.	Reduce current marketing costs by £5k		
Introduce Business Club Sponsorship Scheme	Utilising the venue and Friend's contacts promote and develop a sponsorship scheme in which in return for financial investment sponsors are given no cost and varying value of promotion via existing outlets (eg inclusion in website, brochures, pre- film screenings and flat screens within bar.	Business Patrons circa £200 per year. Target £1000 in year one.	Friends of Pontardawe Arts Centre (FR)	£1k
Explore donations from online shopping and search engines	easyfundraising.org.uk allows charities and non-profit organisations to sign up to raise either a small donation, or percentage of money spent, when supporters use the links given to shop with major online retailers.	Income Generation reduced subsidy.	MG	£0.5k
Tudalen 123			TOTAL	£55K
	Other key actions			
User/Non user Survey	In partnership with the Friends group carry out a user and non-user survey. Survey to be via Survey Monkey which will better enable the figures to be examined and analysed. Participants accessed on line, in venue and via attendance at town events over the summer months Target of 300 users and 100 non users	It will be invaluable to understand why non users are not attending and influence programming in future. It will also result in a solid base of evidence to underpin funding application, all of which will expect to see a strong grass roots demand for services.	AD -FR	
Film Club pricing	Review film club pricing.	Film screenings cover costs. PAC receives a Film Agency grant	AD	

		of £3,500 due to screening of specialist film.		
Arts in Health	Explore with ABMU the opportunity to support their Arts Strategy, in particular the Experience and Engagement stream through developing projects in Primary Care. This may include working with the third sector and social prescribing initiatives.	Potential increased exposure and new audiences.	AD	
Capital Projects				
Tudalen 124 Building layout and flow.	As part of the ACW Consultants review, consider better clustering of office space over one or two floors rather than over three. Review reception, bar and gallery space.	Improved closer working and communication.	PW/AD/ACW	
New Cinema	Continue working with ACW via its Resilience Programme which leads to their Capital Grant scheme. (Time line below). Establish a project steering group to include NPT officers, ACW and Pontardawe Arts Centre Friends representative.	New Cinema increasing the offer at the venue and increased income, thus reducing the subsidy. Increase of £40k anticipated in year 1 with potential to increase as service embeds	PW/AD/ACW/FR	
New Cinema costs	The estimated costs for the new cinema build are £500-600k. The match funding implications for NPTCBC would be circa 30% of the final capital costs.			
New Cinema key milestones	<ul style="list-style-type: none"> • Meeting to discuss procurement exercise 1 August 2018. • Application to be completed and submitted 			

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Tudalen125</p>	<p>to Arts Council of Wales for up to 75% of total eligible costs by 13 August 2018.</p> <ul style="list-style-type: none"> • Application to be considered at Capital Committee on 21st September 2018. • Arts Council of Wales decision letter to be sent week commencing 24 September • Subject to approval of Capital Committee, Feasibility Study tender advertised on sell2wales, websites and social media 1st October 2018. • 3-4 weeks for return of tenders by 2nd November 2018 • 1-2 weeks to score and interview shortlisted applicants • Feasibility Study commences Mid November 12-16 weeks • Feasibility Study completed by end of February/March 2019. • Feasibility Study assessed by Arts Council of Wales External Assessors for Architecture and Business Planning • Feasibility Summary presented to Capital Committee for approval to submit application for major funding. 			
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	<ul style="list-style-type: none"> • Application for major funding to be completed and submitted to Arts Council of Wales by April 2019. • Application for major funding to be considered at Capital Committee May/June 			
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9. The Friends of Pontardawe Arts Centre Proposed Action Plan for 2018/9

1. Recruit beneficial support skills for FPAC
2. Register FPAC with the Charity Commission (submitted)
3. Prepare FPAC accounts for YE 31 Dec 2018
4. Aim to increase current membership & retain all members for 2019
5. Secure sponsorship/ patronage support & income from individuals/ businesses
6. Scrutinise any future NPTCBC budget proposals & lobby as required
7. Assist in increasing attendance at the Arts Centre including through promoting use
8. Work in conjunction with NPTCBC to prepare a 3 year business plan based on local community feedback.
9. Identify areas of practical support/ advice to PAC following preparation of a business plan & user/non user research.
10. Work in conjunction with NPTCBC to support grant aid applications for priority capital & revenue projects at PAC including possible cinema pod and external atrium

NB The order of listing does not represent any suggested priority

Funding Agreement 2018/19

Please return your signed copy to your LEAD OFFICER directly in order to avoid a delay in payment



Cyngor Celfyddydau Cymru
Arts Council of Wales



Funded Organisation	Pontardawe Arts Centre
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Award for 2018/19	£63,197
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Name of your Lead Officer	Henry Rees
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We are funding you as a	Venue
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Tddalen 127

This Funding Agreement should be read in conjunction with our **Handbook for the Arts Portfolio Wales** which can be found on our website [here](#). Please take time to study the Handbook carefully. There will be specific versions of this document relating to each specific sector. It also describes those areas where we expect you to set priorities within your work in relation to our overall objectives for Equalities, Welsh Language and Wellbeing.

Finally, you will find information about how we will work with you throughout the year.

The following targets are those that we have agreed with you for 2018/19:

Target and Context	What will a successful outcome look like?	Progress*
<p>Make, Reach, Sustain Programme and present a year round program of imaginative, ambitious work of the highest possible quality throughout 2018/19.</p> <p>Timeline: throughout 2018/19 for reporting ahead of 2018/19 Funding Agreement Meeting</p>	<p>A full programme of live presentations for 2018/19</p> <p>Professional live performances:</p> <p>Amateur productions:</p> <p>Participatory Programme:</p> <p>Please list any other initiatives and projects:</p>	
<p>Cultural Poverty</p> <p>Continue to engage with audiences that are at the heart of your community. Current target groups for 2018/19 may include:</p> <ul style="list-style-type: none"> -Disenfranchised young people -Areas of deprivation -Older people -Families -Schools sector <p>Timeline: update throughout 2018/19 and incorporate strategies and targets into Business Plan.</p> <p>Final reporting ahead of the 2018/19 meeting.</p>	<p>Collecting, monitoring and evaluating data in relation to attendances and engagement from target groups.</p> <p>Expectation is that a renewed Pontardawe Arts Centre Business Plan will be able to communicate the ambition and scope of the centre's commitment to affecting change within this agenda..</p>	
<p>Young people:</p> <p>Through your programme of activity, continue to deliver inspirational and transformational opportunities throughout 2018/19.</p>	<p>Collecting, monitoring and evaluating data in relation to attendances and engagement from children, young people and families.</p>	

Tudapest 12

<p>Timeline: update throughout 2018/19 and incorporate strategies and targets into Business Plan. Final reporting ahead of the 2018/19 meeting.</p>	<p>Expectation is that a renewed Pontardawe Arts Centre Business Plan will be able to communicate the ambition and scope of the centre's commitment to affecting change within this agenda.</p>	
<p>Sustain Effective Business Planning: Continue to engage with the Resilience Programme and support recommendations around Capital development of the new cinema project.</p> <p>This also may include attendance at Workshops and Masterclasses</p> <p>Timeline: throughout 2018/19</p>	<p>Continue to engage positively with assigned mentors, working towards implementing recommendations.</p> <p>Moving forward with the Resilience Programme outcomes, to help agree and enable the implementation and realisation of the Capital strategy around the new cinema development.</p>	
<p>Sustain Effective Business Planning Reflecting the annual condition around the submission of Business Plans, and considering the possible outcomes around the Resilience programme, we will require Pontardawe Arts Centre and Neath Port Talbot CBC to ensure the development and submission of the current Business Plan, with the intention of incorporating robust proposals, forward financial forecasting and budgeting for a minimum of three years beyond the current financial year.</p> <p>Timeline: update throughout 2018/19 with submission in October 2018</p>	<p>Submission of an appropriate and agreed Business Plan in October 2018.</p>	

Tutorial 12

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*Please use this column to monitor progress at your regular Board Meetings. You should include the completed table in your minutes.

This table will be reviewed during the year as appropriate and at next year's Funding Agreement meeting.

Lottery Funding

From time to time you might identify new and additional areas of work for which you wish to apply for Lottery funding. In our discussions about your Funding Agreement, we indicated that we could consider an application in relation to the following during 2018/19:

1	Possible Audience Development application to be discussed with your Lead Officer prior to submission.
2	Dependant on discussions with Lead Officer, a possible application to support one of the following: Training, Production or Taking Part.

I confirm that I have read and understood and agree to the conditions included within the documents discussed in this agreement.

I also confirm that I understand the requirements of the attached payment schedule (see appendix) and the deadlines it contains.

Our signature (Lead Officer):

Your signature (Director):

Your signature (Chair):

Date:

Date:

Date:

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Appendix 1- Your Personalised Payment Schedule

Payments are made by BACS and the months given below are when payments are expected to clear into your organisation's bank account. The date is an indication and payments will only be released when Arts Council of Wales has received and reviewed all the information listed **prior** to the payment month and has received sufficient funds from the Welsh Government.

Month	Requirements Due	Date Required	Payment Due in Month
January 2017	Quarterly Management Accounts to end of December 2017	End January 2018	£0.00
	Annual Accounts to end of March 2017	End January 2018	
February 2017			£0.00
	Annual Budgets for the year to March 2019	End February 2018	
March 2017	Signed Funding Agreement (to be returned to Lead Officer)	31st March 2018	£0.00
	Signed Award Acceptance (to be returned to Investment and Funding Services)	31st March 2018	
April 2017	Quarterly Management Accounts to end of March 2018	End April 2018	£15,800.00
	Submission (and satisfactory review by ACW) of your updated 2018/19 Strategic Equality Plan	28th April 2018	

Tudalen 132

May 2017	Submission of Arts Portfolio Wales Survey for October 2016 to March 2018	12th May 2018	£0.00
June 2017			£0.00
July 2017	Quarterly Management Accounts to end of June 2018	End July 2018	£15,800.00
	Submission (and satisfactory review by ACW) of your revised Welsh Language Plan	31st July 2018	
August 2017			£0.00
September 2017			£0.00
October 2017	Submission of updated Business Plan for 2018/19 and the three years 2019/20 to 2021/22	20th October 2018	£15,800.00
	Quarterly Management Accounts to end of September 2018	End October 2018	
November 2017	Submission of Arts Portfolio Wales Survey for April 2018 to September 2018	10th November 2018	£0.00

December 2017			£0.00
January 2018	Quarterly Management Accounts to end of December 2018	End January 2019	£15,797.00
	Annual Accounts to end of March 2018	End January 2019	
February 2018			£0.00
	Annual Budgets for the year to March 2020	End February 2019	
March 2018			£0.00

- please refer to the '**Business Monitoring of Arts Portfolio Wales Standard Requirements**' document, which will be available on our website should you need a further copy. This describes what information is required within each document you submit to us.

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

EDUCATION SKILLS AND CULTURE CABINET BOARD

29th November 2018

JOINT REPORT OF THE HEAD OF TRANSFORMATION AND THE HEAD OF PROPERTY AND REGENERATION

MATTER FOR DECISION

WARDS AFFECTED: DYFFRYN

CO-LOCATION OF HEALTH VISITORS EMPLOYED BY ABERTAW BRO MORGANNWG UNIVERSITY HEALTH BOARD AT ABBEY PRIMARY SCHOOL'S LONGFORD SITE

Purpose of Report

1. To seek in principle authorisation to proceed with a request received by the Governing Body of Abbey Primary school from Abertawe Bro Morgannwg University Health Board to occupy a currently under-utilised room at the Longford site as a permanent office base for use by three Health Visitors.

Background

2. The Governing Body have recently been approached by Abertawe Bro Morgannwg University Health Board to utilise an existing under-utilised room at the school's Longford site as approximately shown hatched Black on the attached copy plan (Appendix 1) as an office base for a small team of Community Health Visitors.

3. The room will be used as an administrative base for three Health Visitors and assist to forge closer links and working relationships between parents, Health Board and schools.
4. The Health Visitors will exclusively occupy the room Monday to Friday throughout the year including school holiday periods.
5. The Governing Body of Abbey Primary school have agreed in principle to support the request subject to appropriate terms and conditions being agreed to protect the School and Authority's interests.
6. It is proposed that Abertawe Bro Morgannwg University Health Board be granted an initial 2 year tenancy on terms and conditions to be agreed by the Head of Property and Regeneration. This tenancy would include the right allowing either party to terminate on 3 months written notice.

Financial Impact

7. The arrangement would result in the school benefitting from additional rental income inclusive of all service charges.

Equality Impact Assessment

8. Having considered the Council's screening assessment guidance produced to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010 it has been determined that this report does not require an equalities impact assessment.

Workforce Impact

9. There are no workforce or staffing issues directly associated with this report.

Legal Impacts

10. There is no legal impact associated with this report.

Risk Management

11. The interests of both Council and the Governing Body will be mitigated within a tenancy with Abertawe Bro Morgannwg University Health Board.

Consultation

16. There is no requirement under the Constitution for external consultation on this item.

Recommendation

18. That:

- i) The Governing Body's in principle decision to allow Abertawe Bro Morgannwg University Health Board to utilise an available room at the Longford site as a permanent office base for use by three Health Visitors is approved.
- ii) that authorisation is approved for an initial 2 years tenancy on terms and conditions to be agreed by the Head of Property and Regeneration to include a right allowing either party to terminate on 3 months advance written notice

Reasons for Proposed Decision

19. To support the Governing Body of Abbey Primary School in agreeing to the establishment of an administrative base at the Longford site that will facilitate the co-location of three Health Visitors within the school setting.

Implementation of Decision

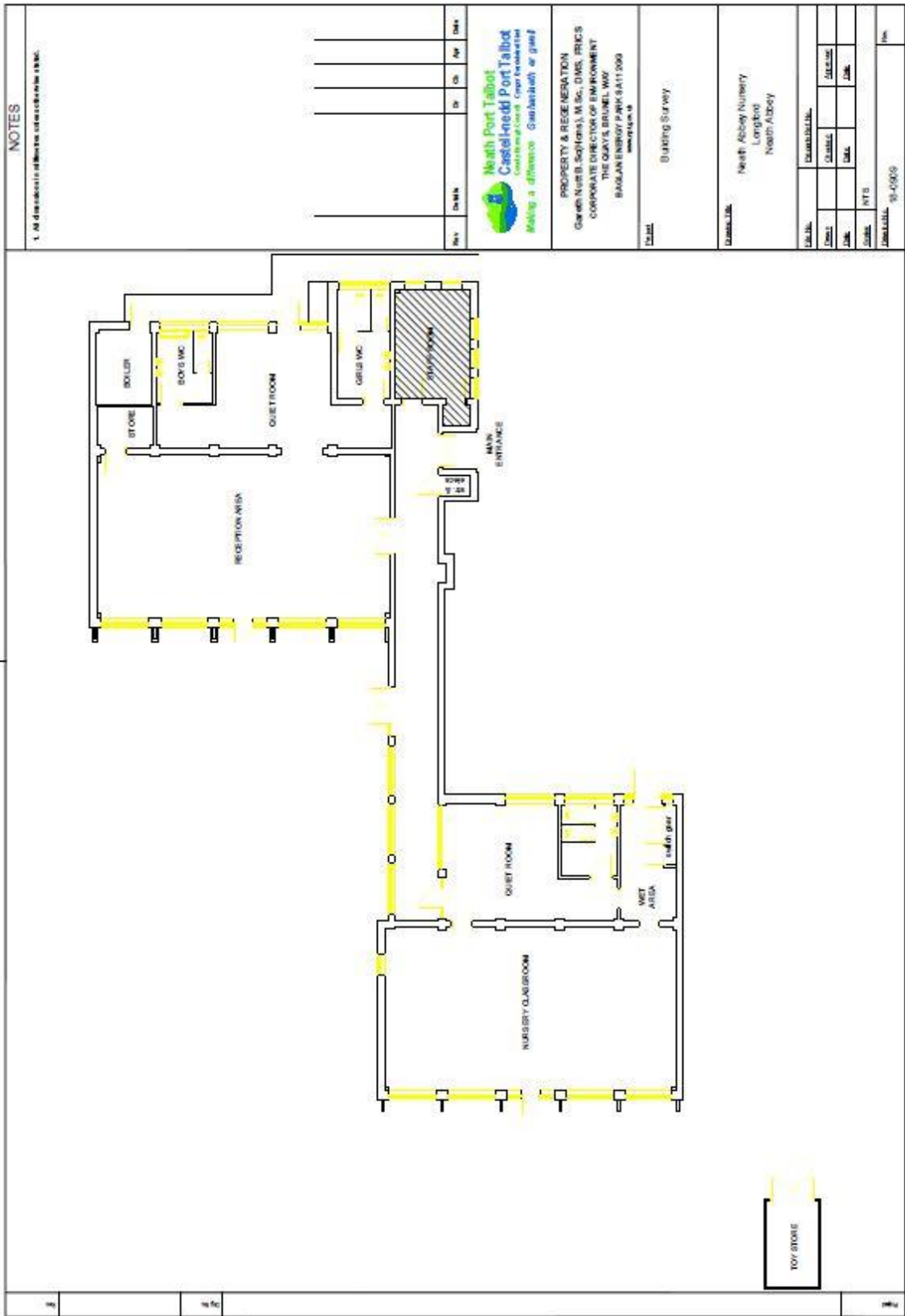
20. The decision is proposed for immediate implementation.

Officer Contact

Mr Andrew Thomas
Head of Transformation
Tel 01639 763314
Email a.d.thomas@npt.gov.uk

Mr Simon Brennan,
Head of Property and Regeneration
Tel 01639 686370
Email s.brennan@npt.gov.uk

Appendix 1



Mae'r dudalen hon yn fwriadol wag

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Education, Skills & Culture Cabinet Board

29th November 2018

Report of the Head of Participation – Chris Millis

Matter for Decision

Wards Affected:

All Wards

Expansion of the Childcare Offer in Neath Port Talbot

Purpose of the Report

To seek approval for the Childcare Offer Wales to be implemented across Neath Port Talbot by end of January 2019.

Executive Summary

The Childcare Offer has been delivered across 14 pilot areas of Neath Port Talbot since September 2018. Applications have been approved for 150 children with 3,872 hours of funded childcare being provided through the offer during September.

It is proposed that the remaining wards are phased in over three stages (see Appendix 1). The report proposes that all remaining wards become eligible by January 2019.

Background

The Welsh Government's (WG) "Taking Wales Forward" Programme identified free childcare as one of its main pledges to remove barriers to parents taking up employment.

The childcare offer provides working parents with 30 hours of government-funded childcare and early education for 3 and 4 year olds for up to 48 weeks of the year.

The offer combines Foundation Phase nursery provision during term times, with additional childcare up to a total of 30 hours. During the weeks of the year when nursery is not provided, qualifying children will receive 30 hours of childcare, supporting working families with the costs of holiday care.

The government-funded childcare is available:

- from the term following the child's third birthday and will continue until the child starts reception class in his/her primary school the September after their fourth birthday.
- if all parents in the household meet the eligibility requirements for income from wages or identified benefits.

In 2017, Welsh Government began a pilot of the offer with six local authorities. Neath Port Talbot started its pilot in September 2018.

All childcare providers registered with Care Inspectorate Wales are able to sign up to be part of the offer and parents choose provision to meet their needs. Parents will be able to use their childcare hours outside of Neath Port Talbot so relationships will need to develop with providers in neighbouring authorities to ensure that parents have access to suitable provision.

Progress on Pilot Phase

Since July, 171 applications have been received for the Childcare Offer, 150 of which have been approved. An online application system has been developed by the Council's IT section which allows parents to provide all of their details and associated evidence for the eligibility

checks. Further developments are currently being made to the system to support the payments to childcare providers.

Currently 78 childcare providers are registered to deliver the offer, approx. 53% of all providers in NPT. During September, the first month of delivery, 3,872 hours of funded childcare were provided, with a total payment of £17,424 being made to providers.

A Childcare Offer Lead, Support Team Officer and Outreach Worker have been appointed to deliver the offer and ensure promotion and support is available throughout the lifetime of the offer for both providers and parents. The three posts are fully funded through the childcare offer grant.

Proposed Roll Out

Following the initial pilot it is proposed that the remaining wards are categorised into a further three phases - phase 2 to be implemented from December 2018, and phases 3 and 4 from January 2019. See Appendix 1. This will ensure that eligible parents from all areas of Neath Port Talbot will be able to apply for the offer from end January 2019.

Funding

The childcare offer is fully funded by Welsh Government through funding for childcare providers and a delivery grant for local authorities. An SEN grant is also available to support children with additional needs to access childcare.

An application for £5m of capital funding has been made to Welsh Government to support the development of childcare provision, which will be utilised over the next three years. A decision is expected on this in early 2019.

Financial Impact

The childcare offer will be fully funded by Welsh Government. Funding of £166,939 has been confirmed for 2018/19 including a one-off start up payment of £67,250.

Equality Impact Assessment

An Equality Impact Screening Assessment has been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010. After completing the initial screening assessment it has been determined that this proposal does not require an Equality Impact Assessment.

Workforce Impacts

There are no workforce impacts associated with this report.

Legal Impacts

There are no legal issues associated with this report.

Risk Management

There are no risk management issues associated with this report.

Consultation

There is no requirement under the Constitution for external consultation on this item.

Recommendations

That approval is given for the Childcare Offer to be phased out through the listed wards shown in Appendix 1.

Reasons for Proposed Decision

To ensure that the Childcare Offer is implemented throughout Neath Port Talbot by January 2019.

Implementation of Decision

The decision is proposed for implementation after the three day call in period.

Appendices

Appendix 1 – Table of Phased ward roll out

List of Background Papers

None

Officer Contact

Chris Millis, Head of Participation

Tel: 01639 763226

Email: c.millis@npt.gov.uk

Appendix 1 – Proposed Phased Roll Out

Phase 1 September 2018	Phase 2 December (3rd) 2018	Phase 3 January (2nd) 2019	Phase 4 January (31st) 2019
Aberavon	Allt-wen	Cwmllynfell	Glynneath
Baglan	Cadoxton	Godre'r Graig	Aberdulais
Blaengwrach	Cimla	Rhos	Neath North
Bryn-Coch North	Crynant	Coedfranc North	Dyffryn
Bryn-Coch South	Neath East	Coedfranc West	Neath Central
Cymmer	Sandfields East	Briton Ferry West	Bryn and Cwmavon
Glyncorrwg	Sandfields West	Briton Ferry East	Pelenna
Gwaun-Cae-Gurwen	Tonna	Port Talbot	Coedffranc Central
Gwynfi	Trebanos	Margam	
Lower Brynamman	Ystalyfera	Seven Sisters	
Onllwyn			
Pontardawe			
Resolven			
Tai-bach			

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Education, Skills and Culture Cabinet Board

22nd November 2018

Report of the Head of Participation

Chris Millis

Matter for Monitoring

Wards Affected: All Wards

Quarterly Performance Management Data 2018-2019 – Quarter 2 Performance (1st April 2018– 30th September 2018)

Purpose of the Report

To provide members with quarter 2 performance management data, complaints and compliments for the period 1st April 2018 to 30th September 2018 for Education, Leisure and Lifelong Learning Directorate. This will enable the ESC Cabinet Board to discharge their functions in relation to performance management.

Executive Summary

The report provides education results and assessments at KS4, KS3 and KS2. Attendance and exclusion data over the secondary and primary sectors. Data relating to the Statutory Assessment Process, the Youth Service and childcare. Data relating to the Library Service including number of visitors, material issued and a summary of the number of people participating in a sporting activity at the council facilities.

Background

Quarterly data for members to compare results/outcomes.

Financial Impact

The progress described in the quarterly report was delivered within reduced budgets.

Equality Impact Assessment

The Equality Act 2010 requires public bodies to “pay due regard to the need to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and foster good relations between persons who share a relevant protected characteristics and persons who do not share it.”

As the focus of this report is to report progress and Neath Port Talbot schools produce an annual Strategic Equalities Plan there is no requirement to undertake an equality impact assessment.

Workforce Impacts

The progress described in the quarterly report was achieved against a backdrop of a reduced workforce alongside ongoing financial challenges.

Legal Impacts

This progress report is prepared under:

The Local Government (Wales) Measure 2009 and discharges the Council’s duties to “make arrangements to secure continuous improvement in the exercise of its functions”.

The Neath Port Talbot County Borough Council Constitution requires each cabinet committee to monitor quarterly budgets and performance in securing continuous improvement of all the functions within its purview.

Risk Management

Failure to have robust performance monitoring arrangements could result in poor performance going undetected.

Consultation

There is no requirement under the Constitution for external consultation on this item.

Recommendations

Members monitor performance contained within this report.

Reasons for Proposed Decision

Matter for monitoring. No decision required.

Implementation of Decision

Matter for monitoring. No decision required.

Appendices

- Appendix 1: Corporate Performance Management Data - Quarterly.
- Appendix 2: Local Performance Management Data - Quarterly.
- Appendix 3: Compliments and Complaints Data

List of Background Papers

The Neath Port Talbot [Corporate Improvement Plan - 2016-2019](#) "Rising to the Challenge";
Monitoring forms/spreadsheets
Welsh Government Statistical Releases

Officer Contact

Neal Place, Performance Management Officer.
E-mail n.place@npt.gov.uk. Tel. 01639 763619



Tudalen 151





Performance Indicators



Neath Port Talbot Council


Appendix 1 - Education, Skills and Culture Cabinet Board - Corporate Plan Key Performance Indicators -
Quarter 2 - 2018/19

Print Date: 13-Nov-2018

How will we know we are making a difference (01/04/2018 to 30/09/2018)?

PI Title	Actual 16/17	Actual 17/18	Actual 18/19	Target 18/19	Perf. RAG
EDUCATION LEISURE & LIFELONG LEARNING					
CP/002 - Number of full day childcare places provided (measured over the financial year - quarterly)	2569.00	2283.00	2203.00	2350.00	 Red
The number of registered childminders has fluctuated over the quarter, affecting the overall number of registered places. Training and support is available to providers to help sustain their settings and additional work will be undertaken to promote this to providers.					
CP/004 - Percentage of Year 11 pupils achieving 5 GCSEs at grades A*-C, or equivalent, including English or Welsh first language and Maths	61.53	51.41	52.02	60.00	 Red
Academic Year 2017-18 : There has been a rise in this indicator from 51.41% in Academic Year 2016/17 to 52.02% for Academic Year 2017/18 but the figure is below the target set. This is largely due to the unexpected change in grade boundaries which had a detrimental effect on individual pupils at the C/D borderline in GCSE English Language, mathematics and Numeracy. This is only the second year since the change in the format of the GCSE exams, with the main difference being that the results rely more on the exam paper than coursework and assessment. This has clearly had an impact on pupils from more deprived backgrounds which when added to the removal of pupils opportunity to enter exams early has made target setting particularly challenging.					
CP/005 - PAM/007 - Percentage of pupil attendance in primary schools	94.56	94.69	94.14	94.90	 Amber
185,997 missed half day sessions of 3,501,081 in Academic Year 2016-17 compared to 204,413 missed half day sessions of 3,490,918 in Academic Year 2017-18. There were a number of factors that affected attendance during the year including a higher than average amount of recorded illness amongst pupils in a number of schools. Scarlet fever, chicken pox and stomach bugs were the main causes of illness that hit several classes and schools quite hard during the winter months. There was a notable rise in the number of unauthorised holiday's being taken during term-time since the Isle of Wight prosecution case that received significant attention by the national media. This was particularly prominent at the very start and end of the school year. The Education Welfare Service continues to work closely with schools and parents to identify the root cause of persistent absences with the aim of providing intervention and support when and where needed. A new dedicated officer was appointed during the year with the sole focus of working with those pupils classified as persistent absentees. Regular meetings are scheduled between Education Welfare Officers and key school staff to discuss individual pupil cases and provide advice, support and to determine appropriate course of actions					
CP/006 - PAM/008 - Percentage of pupil attendance in secondary schools	93.72	93.64	93.48	94.00	 Amber

PI Title	Actual 16/17	Actual 17/18	Actual 18/19	Target 18/19	Perf. RAG
<p>147,951 missed half day sessions of 2,325,867 in Academic Year 2017-18 compared to 151,041 missed half day sessions of 2,316,937 in Academic Year 2018-19. There were a number of factors that affected attendance during the year including a higher than average amount of recorded illness amongst pupils in a number of schools. Scarlet fever, chicken pox and stomach bugs were the main causes of illness that hit several classes and schools quite hard during the winter months. There was a notable rise in the number of unauthorised holidays being taken during term-time since the Isle of Wight prosecution case that received significant attention by the national media. This was particularly prominent at the very start and end of the school year. The Education Welfare Service continues to work closely with schools and parents to identify the root cause of persistent absences with the aim of providing intervention and support when and where needed. A new dedicated officer was appointed during the year with the sole focus of working with those pupils classified as persistent absentees. Regular meetings are scheduled between Education Welfare Officers and key school staff to discuss individual pupil cases and provide advice, support and to determine appropriate course of actions.</p>					
CP/007 - PAM/033 - Percentage of pupils assessed in Welsh at the end of Foundation phase	16.65	16.16	15.78		
<p>Academic Year 2017-18 : New Indicator - Data for previous years has been obtained but no target set. This is an objective in the Welsh in Education Strategic Plan (WESP) and links with Objective 1 which is: More seven-year-old children being taught through the medium of Welsh. This will be done in a number of ways including:-</p> <ul style="list-style-type: none"> • To increase the capacity of Welsh-medium pre-school provision • Provide information for parents/carers that promotes the benefits of a bilingual education • Work with Mudiad Meithrin to ensure expansion of pre-school provision and support the sector to recruit suitably skilled Welsh language care workers • Improve the support for parents/pupils and schools to move along the linguistic continuum <p>Authority is opening a second Welsh medium (WM) secondary campus in the south-east in September 2018 with a capacity for 650 pupils aged 11-16. It is expected, based on parental responses, that this will stimulate interest and growth in WM primary provision in the areas of Port Talbot, Neath, Llandarcy, Briton Ferry and the Afan Valley in subsequent years. It is reasonable, based on known current capacity, to assume a minimum 2% growth in numbers accessing WM provision.</p>					
CP/008 - PAM/034 - Percentage of year 11 pupils studying Welsh first language			12.85		
<p>This is a new indicator for 2018-19. There are 191 pupils out of a cohort of 1486 pupils studying Welsh first language at Year 11. This relates to one school and will depend on the number of pupils attending that school. As part of the NPT WESP a range of strategies are being used to promote Welsh medium education, primarily the opening of Ystalyfera Bro Dur is likely to have a long term impact on this percentage. However, it is too early to see the impact.</p>					
CP/014 - Percentage of 11 - 19 year olds in contact with the Youth Service (measured cumulatively over the financial year - quarterly)	19.11	24.47	18.53	24.50	 Red
<p>3,400 of 13,897 in Quarter 2 2017-18 compared to 2,670 of 14,406 in Quarter 2 2018-19. The fall can be attributed to a fall in Authority Wide youth work that was carried out in the first 2 quarters of 2018-19. During the first two quarters of 2017/18 extensive work was undertaken with the schools promoting the youth council and added over 400 young people to our database. Also a lot of work was undertaken on Sexual relationship education sessions with over 200 young people accessing the SRE sessions. The numbers are expected to rise in quarter 3.</p>					
CP/024 - Communities for work - Number of local people in training, volunteering or employment	90.00	182.00	150.00	168.00	 Red

PI Title	Actual 16/17	Actual 17/18	Actual 18/19	Target 18/19	Perf. RAG
<p>There are several reason the numbers are lower than the anticipated target:-</p> <ul style="list-style-type: none"> • The figures stated do not include Transfer Starts in to the programme, which since the 1/4/18 there have been 6. • WG have acknowledged that there has been a lower take up by 25+ participants, Wales wide – this is possible due to the changeover to Universal Credits. • There are at least 8 participants that we are waiting for proof of eligibility in Qtr. 2 which when received will be added to the figures. • The C4W programme is ESF funded and cannot work with any individual that is receiving support from another ESF programme. • Although the programme is not mandatory, it does have strict eligibility criteria that individuals must meet before receiving support especially the 25+ participants. 					
CP/072 - Number of visits to our theatres (measured cumulatively over the financial year - quarterly)	97376.00	113678.00	103320.00		
<p>This is a new indicator for 2018-19 Data for previous years has been obtained but due to a cut in the budget of 50% over the previous years no target has been set.</p>					
CP/074 - PAM/017 - Number of visits to leisure centres per 1,000 population	3580.77	3563.43	4581.35	3700.00	 Green
<p>visitors to local authority sports and leisure centres who participate in physical activity have increased in quarter 2 (2018-19) by over 28 percent when compared to quarter 2 (2017-18) mainly due to the popularity of the “Aberavon Leisure and Fitness Centre” and the hire of “Ysgol Bae Baglan” facilities by the general public.</p>					
P/276 - PAM/032 - Capped 9 score			341.00		
<p>This is a new indicator so no comparable data.</p>					

Financial Statement
 2018-19
 15/09/2018



Tudalen 155

Performance Indicators

Neath Port Talbot Council

Appendix 2 - Education, Leisure and Lifelong Learning - Other Education PI's -Quarter 2- 2018/19

Print Date: 13-Nov-2018



Tudalen 157

Performance Indicators

South West Water Council

Appendix 3 - Education, Leisure and Lifelong Learning - Compliments & Complaints - Quarter 2 - 2018/19

Print Date: 13-Nov-2018

How will we know we are making a difference (01/04/2018 to 30/09/2018)?

PI Title	Actual 16/17	Actual 17/18	Actual 18/19	Target 18/19	Perf. RAG
EDUCATION LEISURE & LIFELONG LEARNING					
PI/256 - Education, Leisure & Lifelong Learning Directorate-- % of complaints at stage 1 that were upheld	0.00	0.00	0.00		
Zero upheld/partially upheld of 7 complaints. Three complaints concerned the SEN process, one the Library Service, one the Cleaning Service, one Margam Park and one concerning the issuing of child performance licences – all the complaints were not upheld					
PI/257 -Education, Leisure & Lifelong Learning Directorate - % of complaints at stage 2 that were upheld/partially upheld	0.00	0.00	0.00		
One stage 2 complaint concerning the SEN process - this complaint was not upheld.					
PI/258 -Education, Leisure & Lifelong Learning Directorate - % of complaints dealt with by the Public Services Ombudsman that were upheld/partially upheld	0.00	0.00	0.00		
No complaints were referred to the Ombudsman.					
PI/259 - Education, Leisure & Lifelong Learning Directorate - Number of compliments received from the public	3.00	97.00	8.00		
The 8 compliments concerned Margam Park. The way compliments are compiled have changed. We are now unable to quantify compliments raised via our social media pages as the grading system on these pages is no longer provided by the social media site.					

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