



BWRDD ADDYSG, SGILIAU A DIWYLLIANT Y CABINET

***Yn syth Yn dilyn y Pwyllgor Craffu ar
DYDD IAU, 28 CHWEFROR 2019, DYDD IAU, 28 CHWEFROR 2019
YSTAFELLOEDD PWYLLGOR 1/2***

1. Periodi cadeirydd
2. Datganiadau o fudd
3. Cofnodion y Cyfarfod Blaenorol (*Tudalennau 3 - 4*)
4. Blaenraglen Waith 2018-19 (*Tudalennau 5 - 6*)
5. Polisi Derbyn Ysgolian 2020/2021 (*Tudalennau 7 - 42*)
Adroddiad y Pennaeth Trawsnewid
6. Dyddiad Tymor Ysgol 2021-2022 (*Tudalennau 43 - 46*)
Adroddiad y Pennaeth Trawsnewid
7. Safonau Llyfrgelloedd Cyhoeddus Cymru - Adroddiad Blynyddol
(*Tudalennau 47 - 70*)
Adroddiad y Pennaeth Trawsnewid
8. Cytundeb Partneriaeth Awdurdod Lleol 2019 – 2020
(*Tudalennau 71 - 84*)
Adroddiad y Pennaeth Trawsnewid
9. Data Rheoli Perfformiad Chwarterol 2018 - 2019 - Perfformiad
Chwarter 3 (1st Ebrill 2018 - 31st Rhagfyr 2018)

(Tudalennau 85 - 96)

Adroddiad y Pennaeth Cyfranogiad

10. Eitemau brys
Unrhyw eitemau brys (boed yn gyhoeddus neu wedi'u heithrio) un ôl disgresiwn y Cadeirydd yn unol ag Offeryn Statudol 2001 rhif 2290 (fel y'l diwygiwyd).
11. 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 o Ran 4 Atolien 12A Deddf Llywodraeth Leol 1972.

Rhan 2

12. Hamdden Celtig Arolwg Chwe Mis Perfformiad 2018 - 19
(Tudalennau 97 - 102)

Adroddiad y Pennaeth Cyfranogiad

**S.Phillips
Prif Weithredwr**

**Canolfan Ddinesig,
Port Talbot**

22 Chwefror 2019

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)*

EXECUTIVE DECISION RECORD

17 JANUARY 2019

EDUCATION, SKILLS AND CULTURE CABINET BOARD

Cabinet Members:

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

Officers in Attendance:

C.Millis, M.Shaw, G.White, C.Davies and J.Woodman-Ralph

1. **APPOINTMENT OF CHAIRPERSON**

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

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

That the Forward Work Programme for 2018/19 be noted.

3. **YOUTH SERVICE UPDATE**

Decision:

That the report be noted.

4. **CHILDCARE FACILITIES WITHIN SCHOOLS IN NEATH PORT TALBOT**

Decisions:

1. That approval be granted for the development of childcare facilities on school sites with the terms and conditions to be agreed by the Head of Property and Regeneration;

2. That the Head of Participation be granted delegated authority to authorise child-care developments on school sites and to report to Members on an annual basis.

Reason for Decisions:

To support the Governing Bodies of schools in supporting the request for childcare facilities to be developed on schools sites. Thus also supporting the Local Authority in meeting the statutory duties placed on it in the Childcare Act 2006. This will in turn support the Child Poverty agenda in enabling parents the time to enter training or employment opportunities, or to access employment or training within the childcare sector.

Implementation of Decisions:

The decisions will be implemented after the 3 day call in period.

5. **SAFEGUARDING UPDATE**

Members noted that they would receive an update on Safeguarding on an Annual basis.

Decision:

That the report be noted.

6. **PUPIL ATTENDANCE UPDATE**

Decision:

That the report be noted.

7. **ADDITIONAL LEARNING NEEDS STATUTORY PROCESSES**

Decision:

That the report be noted.

CHAIRPERSON

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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)	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

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Eitem yr Agenda4

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

DATE	Agenda Items	Type (Decision, Monitoring or Information)	Rotation	Cultural and Leisure Scrutiny Sub Committee	Contact Officer/ Head of Service
23 May	School Terms and Holiday Dates 22/23 (Outcomes of Consultation)	Decision	Annual		Helen Lewis/ Andrew Thomas
	School Improvement Performance, Priorities and Capacity	Information	Annual		Mike Daley
	Adult Community Learning Update	Information	Topical		C.Millis A.Spooner/Cleverly

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**NEATH PORT TALBOT COUNTY BOROUGH
COUNCIL**

Education Skills and Culture Cabinet Board

28th February 2019

**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 determination of 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 places have been consulted upon. These arrangements are the same as the previous year.
4. Consultation took place between 7th December 2018 and 1st January 2019. Consultees included head teachers & governing bodies of community and voluntary aided schools, neighbouring local authorities.
5. It is the officer recommendation that Members determine the proposed admission arrangements attached to this report.

6. These arrangements conform to the legislative requirements and the good practice guidelines set out in the Welsh Government's School Admissions Code, 2013.

Background

7. 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.
8. 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
9. At its meeting of 28th November 2018, the Education Skills and Culture Cabinet Board approved consultation on proposed admission arrangements for community schools.

Proposed admission arrangements for determination

10. The proposed admission arrangements for Member determination are attached as Appendix A. These arrangements are the same as the previous year.
11. 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

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.

suitable priority to partner schools at secondary school transfer. This is the same as the previous year.

12. These have been the subject of consultation. No responses were received.
13. If approved, the arrangements will be effective in relation to admission to community schools for the 2020/2021 academic.

Consultation

14. The Council, as local authority is required to consult each year on the admission arrangements for those schools which it is the admission authority.
15. 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.
16. The requirements of consultation are set out in the Welsh Government's School Admissions Code³.
17. 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.
18. In relation to the 2020/2021 academic year, those consultations are required to be undertaken no sooner than 1st September 2018 and completed by 1st March 2019.
19. Once consultation has been completed the Council must determine by 15th April 2019 its admission arrangements, either in their original form or with such modifications as seen fit.
20. Consultation took place between 7th December 2018 and 31st January 2019. Consultees included head teachers & governing bodies of community and voluntary aided schools within the County Borough (the relevant area) and neighbouring local authorities.

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

21. No comments were received.

Financial Impact

22. 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.
23. 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

24. An equality impact assessment has been carried out and found that there is no adverse effect on any protected group and the process has checks and monitoring in place.
25. The full equality impact assessment is attached to this report as Appendix B.

Workforce Impact

26. 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

27. 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.
28. In relation to the specific purpose of this report, there is a legal requirement that school admission arrangements must be determined by 15th April 2018.

Risk Management

29. 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 and determine their admission arrangements, and to offer places within timeframes and deadlines specified by legislation.

- 30 The proposed admission arrangements recommended for determination 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

- 31 Having given due regard to the equality impact assessment, it is recommended that, in line with School Admissions Code, 2013 and The Education (Determination of Admission Arrangements) (Wales) Regulations 2006, Members determine the admission arrangements for community schools in relation to the 2020/2021 academic year, as attached to this report.

Reasons for the Proposed Decision

- 32 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

- 33 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

Appendix B: Equality Impact Assessment

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 (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999
- e. School Admissions (Common Offer Date) (Wales) regulations 2013

f. The Education Act 2002 (Commencement No.8) (Wales) Order
2006

Officer Contact

Mrs H Lewis, School Admissions.

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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 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.

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.

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 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.

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

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 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.

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

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.

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 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 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.

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.

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)

appendix 1

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

DRAFT

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

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

St Therese's Primary	28
Tairgwaith Primary	21
Tonnau Primary	30
Tywyn Primary	52
Waunceirch 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	Sixth Form
	Admission Number	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

Equality Impact Assessment (EIA) Report Form

This form should be completed for each Equality Impact Assessment on a new or existing function, a reduction or closure of service, any policy, procedure, strategy, plan or project which has been screened and found relevant to Equality and Diversity.

Please refer to the ‘Equality Impact Assessment Guidance’ while completing this form. If you would like further guidance please contact the Corporate Strategy Team or your directorate Heads of Service Equality Champion.

Where do you work?
Service Area: Admission to Community Schools in Neath Port Talbot 2020/2021
Directorate: Education Leisure and Life Long Learning

(a) This EIA is being completed for a...

Service/ Function <input type="checkbox"/>	Policy/ Procedure <input checked="" type="checkbox"/>	Project <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>	Proposal <input type="checkbox"/>
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(b) Please name and describe below...

A policy to set out the admission arrangements for community schools in Neath Port Talbot in respect of the 2019/2020 academic year, in accordance with the Education(Determination)of Admission Arrangements) (Wales) Regulations 2006 and the Welsh Government School Admission Code 005/2013

(c) It was initially screened for relevance to Equality and Diversity on 04/02/2019

(d) It was found to be relevant to...

Age <input checked="" type="checkbox"/>	Race <input checked="" type="checkbox"/>
Disability <input checked="" type="checkbox"/>	Religion or belief..... <input checked="" type="checkbox"/>
Gender reassignment <input type="checkbox"/>	Sex <input checked="" type="checkbox"/>
Marriage & civil partnership <input type="checkbox"/>	Sexual orientation..... <input type="checkbox"/>
Pregnancy and maternity <input type="checkbox"/>	Welsh language..... <input type="checkbox"/>

(e) Lead Officer

Name: Helen Lewis

Job title:- Senior Awards Officer

Date: 05/02/2019

(f) Approved by Head of Service

Name: Mr Andrew Thomas

Date: 05/02/2019

Section 1 – Aims (See guidance):

Briefly describe the aims of the function, service, policy, procedure, strategy, plan, proposal or project:

What are the aims? Policy to set out the admission arrangements for Community Schools in Neath Port Talbot in respect of the 2020/2021 Academic year, in accordance with The Education (Determination of Admission Arrangements) (Wales) Regulations 2006 and the Welsh Government School Admissions Code 005/2013

Who has responsibility? Director of Education, Leisure and Life Long Learning, The Head of Transformation and the School Admission Officer.

Who are the stakeholders? Pupils and Parents who wish their child to attend a community school within Neath Port Talbot CBC, with consideration being given to staff and the schools.

Section 2 - Information about Service Users (See guidance):

Please tick what information you know about your service users and provide details / evidence of how this information is collected.

Age	<input checked="" type="checkbox"/>	Race	<input checked="" type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	Religion or belief.....	<input checked="" type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	Sex	<input checked="" type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	Sexual orientation.....	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	Welsh language.....	<input checked="" type="checkbox"/>

What information do you know about your service users and how is this information collected? Information is provided via the school admission application form. The annual PLASC return, central office data base (EMS) and School data base (SIMS)

Any Actions Required?

Information continues to be collected under the usual data gathering activities.

Section 3 - Impact on Protected Characteristics (See guidance):

Please consider the possible impact on the different protected characteristics. This could be based on service user information, data, consultation and research or professional experience (e.g. comments and complaints).

	Positive	Negative	Neutral	Needs further investigation
Age	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Sex	→	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	→	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Welsh language	→	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Thinking about your answers above, please explain in detail why this is the case including details of any consultation (and/or other information) which has been undertaken to support your view

The policy is in relation to the process and procedure of admitting a pupil, who wishes to access a school place within a community school. Primary education is for those pupils aged between 3-11 years old, only pupils in this age frame may apply for primary education in Neath Port Talbot. Pupils aged between 11-16 years can apply for secondary education. There are two schools in Neath Port Talbot that provide Post 16 education, one school is a faith school, for which the Governing Body of the school is the admission authority and the other is a welsh medium community school. There is no English medium community school providing post 16 education, however post 16 education is available via Neath Port Talbot College. In accordance with the Welsh Government School Admissions Code 005/2013 priority in relation to the oversubscription criteria is given to looked after or previously looked after pupils.

Each school within Neath Port Talbot has been assessed for accessibility. Any pupil with a disability may be assessed on an individual basis and any relevant modifications, adaptations or reasonable adjustment can be made where applicable. Pupils who are supported by a statement will have a specific school identified and named on the statement. Section 324 requires a maintained school that is named on the statement of SEN to admit the pupil.

All schools are inclusive for pupils of all ethnic groups. Ethnicity is not a criterion within the Admission to community schools policy.

A pupil's religion or faith is not applicable in regards to a community school.

Parents/carers and pupils can request to access education via the medium of Welsh or English.

All community schools within Neath Port Talbot admit both girls and boys.

Neath Port Talbot provides education, for nursery, primary and secondary pupils both English and Welsh.

Consultation on the proposed policy was undertaken between December 2018 and January 2019.

What consultation and engagement has been undertaken (e.g. with the public and/or members of protected groups) to support your view?

Consultation in accordance with the Welsh Government School admission code was undertaken with neighbouring Local Authorities, Headteachers and governing bodies of all schools within Neath Port Talbot CBC.

Any actions required (to mitigate adverse impact or to address identified gaps in knowledge)

To monitor the oversubscription and other admission criterion against protected groups.

Section 4 - Other Impacts:

Please consider how the initiative might address the following issues.

You could base this on service user information, data, consultation and research or professional experience (e.g. comments and complaints).

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Foster good relations between different groups	Advance equality of opportunity between different groups
Elimination of discrimination, harassment and victimisation	Reduction of social exclusion and poverty

(Please see guidance for definitions)

Please explain any possible impact on each of the above.

Neath Port Talbot County Borough Council aspires to deliver an inclusive education service. All community maintained schools have policies in place to prevent racism, harassment and victimisation.

Consultation process has been undertaken with Headteachers, governing bodies and neighbouring authorities.

Neath Port Talbot County Borough Council aims to tackle poverty and social exclusion through various initiatives, including free school meals and the administration of the PDG Access Grant.

Priority is given to pupils who are looked after or previously looked after.

What work have you already done to improve any of the above?

Neath Port Talbot CBC continually review educational inclusion.
Monitoring the performance of schools

Is the initiative likely to impact on Community Cohesion?

How will the initiative treat the Welsh language in the same way as the English language?

Parents/carers and pupils can request to access education via the medium of Welsh or English.

Actions (to mitigate adverse impact or to address identified gaps in knowledge).

To monitor the oversubscription and other admission criterion against protected groups.

Section 5 – Post Consultation

Please explain the impact of the consultation process on the issues stated above.

Section 6 - Monitoring arrangements:

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Please explain the arrangements in place (or those which will be put in place) to monitor this function, service, policy, procedure, strategy, plan or project:

Monitoring arrangements: To be reviewed on an annual basis. Data collection by Welsh Government. Submission to Welsh Government report provided by the Neath Port Talbot School Admission Forum.

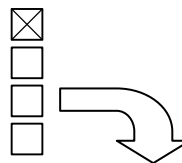
Actions:

To monitor the oversubscription and other admission criterion against protected groups.

Section 7 – Outcomes:

Having completed sections 1-5, please indicate which of the outcomes listed below applies to your initiative (refer to guidance for further information on this section).

- Outcome 1: Continue the initiative...
- Outcome 2: Adjust the initiative...
- Outcome 3: Justify the initiative...
- Outcome 4: Stop and remove the initiative...



For outcome 3, detail the justification for proceeding here

Section 8 - Publication arrangements:

On completion, please contact the Corporate Strategy Team for advice on the legal requirement to publish the findings of EIAs.

The policy relating to Admission to community school in Neath Port Talbot requires an equality impact assessment as part of the publication process.

Action Plan:

Objective - What are we going to do and why?	Who will be responsible for seeing it is done?	When will it be done by?	Outcome - How will we know we have achieved our objective?	Progress
<p>A Policy to set out the admission arrangements for Community Schools in Neath Port Talbot in respect of the 2020/2021 Academic year, in accordance with The Education (Determination of Admission Arrangements) (Wales) Regulations 2006 and the Welsh Government School Admissions Code 2013</p>	<p>Helen Lewis</p>	<p>By 15th April 2019</p>	<p>Policy will be determined by 15th April 2019 and published.</p>	

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Mae'r dudalen hon yn fwiadol wag

**NEATH PORT TALBOT COUNTY BOROUGH
COUNCIL**

Education Skills and Culture Cabinet Board

28th February 2019

REPORT OF HEAD OF TRANSFORMATION

ANDREW THOMAS

MATTER FOR DECISION

WARDS AFFECTED – ALL WARDS

School Terms Dates 2021/2022

Purpose of the Report

1. To obtain Education Skills and Culture Cabinet Board permission to consult on the proposed school term dates in respect of the 2021/2022 academic year.

Executive Summary

2. The Local Authority is responsible to determine school terms and holiday dates for community and maintained special schools and is required to consult on its proposals prior to determination.

Background

3. To ensure harmonisation of school term dates across Wales, the Welsh Government have issued legislation which gives the Welsh Ministers power to direct authorities and the governing bodies of voluntary aided and foundation schools on the school term dates that they set.
4. Where agreement cannot be met, Welsh Ministers have the power to intervene and direct the Local Authority.
5. It is a requirement that the Authority inform the Welsh Ministers of term dates for the school year 2021/2022 by the final working day in August 2019.
6. The 2021/2022 school term dates proposed by Neath Port Talbot are those the same as neighbouring authorities.
7. Permission is sought to consult on the proposed 2021/2022 term dates which are attached as Appendix A.

Financial Impact

8. There are no financial impacts associated with this report.

Equality Impact Assessment

9. 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 not require an Equality Impact Assessment (EIA). There are no equality impacts associated with this report.

Workforce Impacts

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

Legal Impacts

11. The Local Authority has a statutory requirement to consult on proposed school term dates.

12. In relation to this specific purpose of the report, there is a legal requirement that the 2021/2022 school term dates must be submitted to the Welsh Ministers by the final working day of August 2019.

Risk Management

13. There are requirements placed on the Local Authority to consult and determine the school term dates prior to submission to the Welsh Ministers.

Consultation

14. Permission is sort to consult with governing bodies and other admission authorities including those in the relevant area.

Recommendations

15. To approve for consultation the proposed 2021/2022 school term dates.

Implementation of Decision

16. To enable the Authority to meet its statutory duties.

Appendices

17. Appendix A: Proposed School Term Dates 2021/2022.

List of Background Papers

18. The Education (Notification of School Term Dates)(Wales) Regulations 2014
19. School Standards and Framework Act, 1998

Officer Contact

20. Mrs H Lewis - School Admissions
h.lewis@npt.gov.uk Tel - 01639 763580



School Terms and Holiday Dates
2021/2022 Academic Year

		Mid Term Holiday			
Term	Term	Begins	Ends	Term Ends	Days
Autumn 2021	Thursday 2nd September	Monday 25 th October	Friday 29 th October	Friday 17 th December	72
Spring 2022	Tuesday 4 th January	Monday 21 st February	Friday 25 th February	Friday 8 th April	64
Summer 2022	Monday 25 th April	Monday 30 th May	Friday 3 rd June	Friday 22 nd July	59
				Total	195

Schools will be closed to pupils for INSET/Staff Preparation on five days between Thursday 2nd September 2021 and Friday 22nd July 2022.

Bank Holidays

Good Friday	Friday 15 th April 2022
Easter Monday	Monday 18 th April 2022
May Bank Holiday	Monday 2 nd May 2022
Spring Bank Holiday	Monday 30 th May 2022

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

28th February 2019

REPORT OF HEAD OF TRANSFORMATION
ANDREW THOMAS

MATTER FOR DECISION

WARDS AFFECTED: All

Welsh Public Library Standards Annual Report 2017-18

Purpose of the Report

To approve the Annual Report to the Welsh Government in respect of the authorities library services performance against the Welsh Public Library Standards (WPLS) framework 6 and to note the feedback, comments and recommendations in the Annual Assessment Report 2017-18.

Executive Summary

This is the first year of the new framework 6 of the Welsh Public Library Standards, “Connected and Ambitious Libraries” which consists of 12 core entitlements and 16 quality indicators, 10 of which have set targets.

Neath Port Talbot now meet all 12 of the core entitlements in full. These core entitlements have been revised and enable the public to know what should be expected from their local public library service.

In respect of the 10 quality indicators which have set targets, Neath Port Talbot achieves 6 in full, 1 in part and fails to achieve 3, which allowing for comparison with the last year of framework 5, identifies a similar level of performance for those quality indicators where direct comparisons are possible.

In 2018, performance against the current Welsh Public Library Standards has also become one of the National performance Indicators for local authorities in Wales (NPI's).

The Quality Indicators which the library service fail are resource based and can be directly attributed to successive budget reductions since 2014, which has adversely impacted on stock purchases (QI 9 / QI 10), staffing levels (QI 13) and total opening hours of branch libraries (QI 16).

Background

Public libraries are a statutory service, provided under the Public Libraries and Museums Act 1964.

In Wales, all local authorities are required to report annually to the Welsh Government via the Museums, Archives and Libraries Division (MALD), on their individual performance against the current framework of the Welsh Public Library Standards, which the Minister uses as an interpretation of local authorities complying with their statutory duty in providing a “comprehensive and efficient” library service as required under the 1964 Act.

This is first year of the Sixth framework of the Standards – Connected and Ambitious Libraries which covers the period 2017 – 20. The framework consists of 12 core entitlements and 16 quality indicators, 10 of which have set targets upon which the library services performance is evaluated.

Following the transfer of 9 libraries to community management in April 2014, the Welsh Government commissioned a Report on Community Managed Libraries and the Statutory Provision of Public Library Services in Wales (May 2015), which only recognises those community libraries where paid staff are available for a minimum of 50% of the opening hours. This excludes most of the community libraries in Neath Port Talbot and directly impacts on the total number of aggregated opening hours which can be attributed towards Quality Indicator 16.

Financial Impact

Since 2014, the library service has seen budget reductions of nearly £600,000 or 30% of the total budget.

The current Standard Spending Assessment (SSA) for the library service is £2,329,190 against the current original revenue budget of £1,612,753.

In order to fully comply with the Welsh Public Library Standards, Neath Port Talbot would need to increase expenditure in the following areas:

Book stock – an additional £139,000.

Staffing – An additional 14 full time members of staff would be required at an estimated cost of £240,000.

Equality Impact Assessment

There are no equality impacts associated with this report.

Workforce Impacts

There are no workforce implications

Legal Impacts

The Annual Report ensures that the Council complies with its statutory duty to provide a public library service required under the Public Libraries and Museums Act 1964.

Risk Management

Due to reductions in the library service budget, performance against the Welsh Public Library Standards has deteriorated since 2013 and those standards that the authority fail to achieve are mostly resource based, namely expenditure on book stock and staffing levels.

Performance against the current Standards is unlikely to improve without investment in the service and further reductions in the library service budget will have a negative impact on performance.

The possible closure or transfer to the community of any further libraries is also likely to have an adverse impact on the authorities' performance against the Welsh Public Library Standards, which

since 2018 have become one of the National performance indicators (NPI's) for local authorities in Wales.

Consultation

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

Recommendation

It is recommended that Members approve the Annual Report to Welsh Government and note the contents of the Annual Assessment Report 2017-18.

Reasons for Proposed Decision

To enable the Council to comply with its statutory duty of providing a library service in Neath Port Talbot.

Implementation of Decision

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

Appendices

Appendix 1: Neath Port Talbot – Annual Return 31st March 2018.

Appendix 2: Annual Assessment Report 2017 – 18.

List of Background Papers

Connected and Ambitious Libraries: The sixth quality framework of the Welsh Public Library Standards 2017 -20

Officer Contact

Wayne John, County Librarian

☎ 01639 899829

✉ w.john@npt.gov.uk



The sixth quality framework for Welsh public libraries

April 2017 to March 2020

Annual return pro-forma: Year ending 31 March 2018

Guidance notes

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

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

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

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

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

Context

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

Core entitlements

This sheet deals with the 12 core entitlements for the public. Authorities should select their (self-assessed) level of compliance from the drop-down box, and provide further information in the space provided.

Quality indicators

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

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

A comparative figure for the year ending 31 March 2017 should be provided for each annually reported PI. Space is provided for authorities to comment on any decline in their performance over the previous year.

The most recent figures available should be given for those PIs which are required only once in the three year period, and the date of data collection given in the space provided.

Submission

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

mald@gov.wales

Closing date for receipt of returns:

Friday 22nd June 2018

For more information please contact:

Alyson Tyler

alyson.tyler@gov.wales

0300 062 2103 (direct line)

0300 062 2112 (MALD main number)

Contextual data**Year ending 31 March 2018**

Authority

Neath Port Talbot

Resident population

141,588

Percentage of population aged under 16

17.5%

Percentage of population able to speak and read Welsh (see notes)

12.0%

No. of static service points open 10+ hours per week

8

No. of static service points open for less than 10 hours per week

0

No. of Mobiles

1

Community libraries open 10+ hours per week

No. of community managed libraries

5

No. of community supported libraries

0

No. of commissioned libraries

0

Community libraries open for less than 10 hours per week

No. of community managed libraries

2

No. of community supported libraries

0

No. of commissioned libraries

0

How many, if any, of these community libraries are included in this return (see notes)?

0

No. of Independent Community Libraries

0

Contact details for queries regarding this return

Name Wayne John

Telephone 01639 899289

Email w.john@npt.gov.uk

Has this Annual Return been approved by the authority prior to its submission to MALD?

No

When is approval expected? January 2019

When will the definitive version be submitted to MALD? January 2019

Entitlement	Compliance (please select)	Authority comments
<p>1 Free to join, and open to all.</p>	Fully met	<p>The Library Service meets its statutory obligation of being free to join and free to access the core range of services of book borrowing and accessing information - this includes access to all our services and is not restricted to branch library users. Housebound users can join the library and also get access to the full range of resources available via the Home Delivery Service. Neath Port Talbot has participated in the Every Child a Library Member scheme, aimed at children in Year 4 at school. A core message of the scheme promotes the theme that the library is free to join. Membership of Neath Port Talbot Libraries gives all users access to libraries managed by the Library Service in addition to community managed libraries. Users are able to join the library either through their local branch library or via the online joining form. Over the last twelve months the Service has been proactive in signing up new members at a number of external events e.g. parent and child reading sessions at school.</p>
<p>2 Ensure friendly, knowledgeable and qualified staff are on hand to help.</p>	Fully met	<p>The Library Service conducted a user survey in October 2016. What the results from this survey showed was that the public value both the library and library staff very highly. Staff ratings for both adults and children were exceptionally high and an improvement on previous surveys. Via annual performance appraisals staff are fully able to maximise their potential and continue their professional development. Ensuring training is up to date and relevant to what staff and users need is a key part of the library training programme. The Library Service has a training budget to ensure that staff are able to continue their professional development and to meet new challenges. In addition to qualified professional, specialist staff at Library Headquarters, the three main libraries all have a professionally qualified senior librarian backed up by a library staff that boasts a wealth of experience. Moreover, paid library staff are available for 100% of the hours at every service point, ensuring that we are able to maintain a consistent level of delivery at all times. Professional advice and support is made available to community managed libraries and a professionally qualified librarian is always on duty.</p>
<p>3 Provide access to a range of services, activities and resources to support lifelong learning, personal well-being and development, community participation, and culture & recreation.</p>	Fully met	<p>In contributing to the authority's corporate priorities, the Library Service is presently focussed on delivering services and resources in the areas of digital inclusion, health and well being, children's literacy and lifelong learning. We now have an established programme of events at all our statutory libraries, we run events at community managed libraries and at other external venues e.g. Margam Park, Schools, Nursing Homes and local Festivals. The range of events includes: Baby yoga, Lego clubs at all libraries, art workshops, homework clubs, adult colouring group, kids art clubs, Workways employment group, Age Connect IT, District Historical Society, author events, knitting and crochet, mother and toddler groups, local choir events, after school clubs, local history talks and film screenings.</p>

Entitlement

Compliance
(please select)

Authority comments

4 Provide appropriate services, facilities and information resources for individuals and groups with special requirements.

Fully met

A range of services are provided for all individuals and groups with special needs. The Home Delivery service (over 600 members) provides books (including large print) and spoken word directly to people's homes. As a result of the partnership with British Wireless for the Blind users now have access to Concerto - a dab radio, cd player and cassette player specially adapted for clients with visual impairments. Digital services enables 24-hour access to information resources as well as ebooks, emagazines and eaudio resources. There is a wide range of assistive technology and hardware available at all Neath Port Talbot managed libraries. Libraries have worked with refugees to assist in their language and technology skills, have provided support to users who have English as a second language and has autism friendly activities on a regular basis. A collection of resources aimed at people with dementia and their carers has been established. The Library Service participates in the bibliotherapy scheme for children - Better with Books.

5 Provide a safe, attractive and accessible physical space with suitable staffed opening hours.

Fully met

Seven of our eight libraries have been refurbished via Welsh Government funding over the past ten years. Skewen Library is the only library that remains to be refurbished. The work that has been undertaken to enhance the library environment is borne out by the October 2016 survey results which showed an increase from 84% to 99% when users are asked to rate the library space. Opening hours at libraries are reviewed frequently and adjusted to cater for local needs. There was no loss of opening hours (other than those lost to snow - 1 day) in 2017-18. Accessibility audits are carried out every three years to ensure compliance with DDA.

6 Lend books for free, and deliver free access to information, including online information resources available 24 hours a day.

Fully met

The free loan and reservation of books remains an important element of our core service. The service continues to provide a free requests service for books on order and in stock within Neath Port Talbot libraries and from other library services across Wales (free interlending). This free requests service is also extended to the seven community managed libraries. Free access to information remains a core library service available through the internet, non-fiction stock or reference material. This also includes free access to a range of newspapers and magazines, including emagazines. The Service has actively promoted Neath Port Talbot's community directory - an online resource for all community information needs and Digital by Choice as well as continuing to support the Passport scheme which opens up academic libraries, including Swansea University, to Neath Port Talbot's library members. The Service participates in the Books4u regional interlending scheme.

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Entitlement	Compliance (please select)	Authority comments
<p>7 Provide free use of the Internet and computers, including Wi-Fi.</p>	<p>Fully met</p>	<p>Using the internet and the computers, including wifi, at all eight statutory branch libraries is free. There are no charges relating to time used. Library members may use a PC for up to 2 hours daily and additional hours can be requested if there is free space / availability. Following upgrades in 2016 our wifi usage continues to grow. All facilities relating to computer use and IT training are advertised internally and externally through a variety of means including adverts, social media and via our website.</p>
<p>8 Provide access to services, cultural activities and high quality resources in the Welsh language.</p>	<p>Fully met</p>	<p>Selection policy is reviewed annually. The Library Service will often liaise with the Welsh Books Council on stock requirements as well as its Welsh language reading groups. We offer a wide range of formats- these include large print, audio books, ebooks and eaudio. The Library Service provides a wide variety of material in all formats, both written and digital for all ages in a wide variety of languages.</p>
<p>9 Work in partnership to share catalogues and facilitate access to the resources of all Welsh libraries.</p>	<p>Fully met</p>	<p>The Library Service's catalogue has seen much improvement in recent years. Users now get a much better experience featuring images, information about the book and links to reservations. Neath Port Talbot acts as the lead Welsh authority in the purchasing consortium for both ebooks and eaudio. The Library Service works in partnership with 12 other authorities on the Books4u inter lending scheme and also provides access to academic libraries through the Passport scheme. This facilitates open access to university and college libraries within South West Wales. A link to Access to Research is available on the Service's website and staff are encouraged to promote it to users.</p>
<p>10 Work with a range of partners to promote and deliver services to new and diverse audiences, enabling more people to benefit from their services.</p>	<p>Fully met</p>	<p>Library staff attend a number of external events throughout the authority and actively promote the library service through a number of methods. In doing so this naturally promotes the service to non-users. Events include World Book Day, Every Child a Library Member, Summer Reading Challenge, Bookstart Week, Margam Park Programme and Pontardawe Festival. A designated marketing budget is used to promote the Service during these occasions. The Service has also worked alongside partners to promote and deliver to different audiences. Social media plays an active role in the communications policy of the Library Service. As well as a general NPT Libraries Facebook and Twitter pages, the three main area branch libraries have their own Twitter accounts.</p>
<p>11 Regularly consult users to gather their views on the service and information about their changing needs.</p>	<p>Fully met</p>	<p>User and Non-user surveys are undertaken every two years (October 2016 being the most recent). These seek the views of both adults and children at all eight libraries. In addition surveys are carried out for specific aspects of the service such as IT services and at events. Users are consulted through feedback forms, social media contact and via Neath Port Talbot's Comments, Compliments and Complaints procedure. Staff also receive anecdotal feedback at a number of external events which enable us to engage with users and non users. Feedback has led to the upgrading of both computer hardware and software at all eight libraries in recent years.</p>

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Entitlement

Compliance
(please select)

Authority comments

12 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.

Fully met

In 2015/16 the Service began work on a new five-year library strategy. This was published in 2016 and can be found on the Library Service's home page in both English and Welsh. The Library Service strategy brings together and updates a number of library policies and outlines the vision and objectives for the next five years in conjunction the Council's corporate priorities.
<https://www.npt.gov.uk/default.aspx?page=15631>

WPLSQI 1 Making a difference	Framework 6		Framework 5
Percentage of adults who think that using the library has helped them develop new skills	n/a		88%
Percentage of adults who have found helpful information for health and well-being at the library	n/a		86%
Percentage of adults who experience the library as an enjoyable safe and inclusive place	n/a		99%
Percentage of adults who think that the library has made a difference to their lives	n/a		96%
Survey dates (month & year)	n/a	Survey date	Oct 16
Authority comment: Next survey to be completed in 2018/19			

Percentage of children aged 7-16 who think that the library helps them learn and find things out	n/a		97%
Survey dates (month & year)	n/a	Survey date	Oct 16
Authority comment: A survey was carried out in October 2016, at the end of Framework 5. The overall survey response rate was 78%. The survey results showed an increase in those responding very good or good to the questions asked, as can be seen in the table above. Neath Port Talbot will continue to carry out surveys every two years. The next scheduled survey will take place in 2018/19			

WPLSQI 2 Customer satisfaction	Framework 6		Framework 5
Percentage of adults who think that the choice of books is 'very good' or 'good'	n/a		98%
Percentage of adults who think that the standard of customer care is 'very good' or 'good'	n/a		100%
Percentage of adults who think that the IT facilities provided are 'very good' or 'good'	n/a		
Percentage of adults who think that the library is 'very good' or 'good' overall	n/a		100%
Survey dates (month & year)	n/a	Survey date	Oct 16
Authority comment: Next survey to be completed in 2018/19			

Average overall rating out of ten awarded by users aged 7-16 for the library they use	n/a		9.7%
Survey dates (month & year)	n/a		Oct 16
Authority comment: Next survey to be completed in 2018/19			

WPLSQI 3 Support for individual development	2017-18	% of total	2016-17 % of total
Number of static service points open for 10 hours per week or more providing:			
Basic support in the use of ICT infrastructure provided (including Wi-Fi) and in accessing the range of electronic information resources available.	8	100%	100%
Training to improve literacy, numeracy, information literacy and digital skills.	8	100%	100%
Support for users to access local and national e-government resources.	8	100%	100%
Reader development programmes/activities for both adults and children	8	100%	100%
This target has been met.			

Basic support in the use of ICT is delivered by library staff and through a partnership approach with external organisations such as Communities First/Digital Communities Wales/Learn Direct (NPT College). This approach has been successful in providing a regular programme of basic support at all eight libraries. Digital inclusion remains a key corporate priority for Neath Port Talbot via the Digital by Choice Strategy. Libraries have been at the forefront of supporting citizens to actively engage with the Council online. The upgrade of wifi provision in 2016-17 has led to a much higher take up of our internet offer. More and more users are choosing to use their own devices over the more formal desktop computers. The Library Service is proactive in delivering high quality sessions in the areas of literacy, numeracy and digital literacy. The library services participates in Literature Wales' Literature Development programme which has helped deliver literacy/writing projects in both English and Welsh and to targeted audiences in Neath Port Talbot. Furthermore the Library Service has a dedicated literacy officer for children working in libraries, schools and in the community. Working with Job Centre Plus and Get NPT Online has led to the continuation of job clubs at NPT libraries. The Library Service currently has three dedicated reading group collections for adults (English and Welsh) and for children. In total there are thirty eight reading groups using these collections in Neath Port Talbot.

WPLSQI 4 Support for health & wellbeing	2017-18	% of total
Number of static service points open for 10 hours per week or more providing:		
Books Prescription Wales scheme	8	100%
Better with Books scheme	8	100%
Designated health & wellbeing collection	8	100%
Information about healthy lifestyles & behaviours	8	100%
Signposting to health & wellbeing services	8	100%

This target has been met.

In line with new Corporate objectives well-being in a fundamental aspect of our service. As a result we have ensured that there are signposted health and well-being collections at all libraries, this includes access to information and events and support sessions to help visitors get the best possible service. The Library Service has long been a partner on the Books on Prescription scheme and in 2016-17 took up the Welsh Government Better with Books scheme. We have purchased the suggested collection and promote Better with Books at our libraries. The Library Service also works in partnership with a number of agencies including social services.

Number of static service points open for 10 hours per week or more providing:	
Shared Reading groups	0
Book clubs	8
Health information partnerships	5
Dementia friendly champions and services	0
Mental health awareness activities	3

Authority comment:

At the present moment there are no library based shared reading groups run in accordance with the guidance set out by the Reader Organisation. However there are 38 reading groups (adult and children, including Welsh language) that use libraries and the designated reading group collection - Hooked on Books - that meet on a regular basis. Each branch library has at least one reading group and supports others with information and providing books. Some of these groups will take the opportunity to share stories, poems, anecdotes and 'read aloud'. Also shared reading / reading aloud is something that does also happen at other activities taking place at the library i.e. Knit and Natter, Local History. While they are not billed as shared reading groups they do allow members of the public the opportunity to share and enjoy reading with one another. While there are no library-based shared reading groups there are regular sessions where library staff visit locations across Neath Port Talbot to read to audiences on a regular basis. These include schools, playgroups and nursing homes. In 2016-2017 the Service worked with Age Connect to establish two reading groups that met regularly. Five libraries currently have a regular event/activities with Macmillan, Quit Smoking and HWYL - signposting and guidance for mental health. Even though there are no designated dementia champions for the Library Service all staff have undertaken dementia awareness training. Moreover specialist staff within our Community Services department and at Branch Libraries have undertaken advanced dementia awareness training via the MALD training programme. This training led to the establishment of the dementia collection which had been trialed at selected nursing homes.

WPLSQI 5 User training	2017-18	Per 1,000 pop'n	2016-17
Total number of attendances at pre-arranged user training sessions organised by the library	10,900	77	81
Percentage of attendees who said that attendance helped them to achieve their goals	97%		95%
Please indicate the method used to calculate this figure	Representative sample		
Approximate number of feedback forms distributed	275		

Number of feedback forms included in the calculation	218	
Number of customers helped by means of informal training during the year	52,668	372

Authority comment (including note on the method used to calculate the results):

The figures reported are based on a sample period carried out over a three week period in February/March 2018. A full range of activities with a range of audiences, including children, were evaluated. Some of these sessions were delivered by library staff, others by partner organisations. The feedback from not just this survey but over the course of the year is overwhelmingly positive and an endorsement of the Service's training programmes, its commitment to continuous professional development and the quality and professionalism of its library staff.

WPLSQI 6 User attendances at library events	2017-18	per 1000 pop'n	2016-17
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Total number of attendances at events and activities organised by the library	74,469	526	496
Number of static service points open for 10 hours per week or more providing events or activities for users with special requirements	8	100%	

This target has been met.

Authority comment, including examples of events:

This is the sixth consecutive year where the number of attendances at events has increased. Furthermore the range of activities has broadened this year, catering for a growing range of needs. For example we now hold sessions which are signposted as autism friendly. To us it shows a library that has many uses providing a wide range of services and activities to a wide range of people. It also shows that the work that we do is highly valued and supported by the public. Recognition must be given for the work, commitment and engagement of library staff, especially given the financial pressures that the Service has had to manage in recent years. The range of events includes: baby yoga, Lego clubs at all libraries, art workshops, homework clubs, adult colouring group, kids art clubs, Workways employment group, Age Connect IT, District Historical Society, author events, knitting and crochet groups, craft club, IT Help, writers groups, reading groups, film shows, mother and toddler groups, local choir events and after school clubs.

WPLSQI 7 Location of service points	2017-18	2016-17
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Population density (persons per hectare)	3.2	
% of households 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	90%	90%

This target has been met.

The figure of 90% relates to the eight libraries and, for the first time, the mobile library operated by Neath Port Talbot but does not include any of the seven community-managed libraries although all members of Neath Port Talbot's libraries can still borrow, return and request items from these community managed libraries. Some of the Community managed libraries also have paid staff but are not included in this statutory service return. Neath Port Talbot implemented its model of community-managed libraries well in advance of any official guidance from Welsh Government i.e. the recommendations laid out in the 2014 Expert Review.

WPLSQI 8 Library use	2017-18	Per 1,000 pop'n	2016-17 Per 1,000 pop'n
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Total number of visits to library premises during the year	639,991	4,520	4,632
Please indicate the method used for calculation	Full year count		
Total number of external visits to the library's web site during the year	128,798	910	1,222
Total number of active borrowers during the year	26,937	190	156
Total number of library members	88,486	625	606
Total number of adult book issues	262,587	1,855	n/a
Total number of children's book issues	94,710	669	n/a
Total number of audio-visual issues	16,188	114	n/a
Total number of electronic downloads	20,848	147	n/a

Authority comment (include names of any shared service points with shared counting mechanisms and date of last membership data cleanse):

Performance figures for the number of visitors and issues decreased in 2017-18. However the number of library members has increased. A fall in the number of visitors and issues was not unexpected. Early in the year there were some operational issues which affected visitor figures. The second half of the year has seen the numbers of visitors improve and return to where we would hope they would be. The number of visitors to the website continues to fall as more users prefer to interact with the Service via other channels, such as social media, which is not included in this data. Also not included are the digital services we offer which can be accessed directly, bypassing the website. Data for the total number of active borrowers is taken from the library management system. Data cleansing is still carried out on an ongoing basis through the Tell us Once scheme. A new library management system will be in place in the autumn of 2018 which will mean a comprehensive cleanse of the borrower data. It should be noted that the data for active borrowers only count those who visit the library to borrow items or to use the computer. It does not count ebook users, emagazine users, those who attend events and activities or who come in to find out information, therefore as an indication of library usage, it is limited. The total number of library members encompasses all who join through the library management system, even if the application is completed at a community managed library. This is because the library membership allows the user to access any facility regardless of where they joined. Neath Port Talbot also participates in the Every Child a Library Member scheme though unlike most Authorities in Wales, the Service operates an opt-in scheme rather than opt-out. The fall in issue figures is part of a wider national trend which has seen numbers fall gradually over the last decade. However, in Neath Port Talbot we have identified some discrepancies in our current library management system due to technical issues with our network which has skewed some of the issue / usage figures. It is hoped that the new All Wales LMS system will rectify these problems. It should be noted that we do not include any books or other items that have been issued via the community-managed libraries, even though they are stocked directly from NPT's general library service's book stock.

WPLSQI 9 Up-to-date and appropriate reading material	2017-18	Per 1,000 pop'n	2016-17 Per 1,000 pop'n
Total number of items acquired	16,510	117	156
Total materials expenditure (from WPLSQI 14)	167,603	£1,184	£1,487

This target has not been met. Please add any comments below:

The Library Service, like all departments within Neath Port Talbot, remains bound by Authority's Forward Financial Plan. Consequently the need to make the most efficient use of resources is the priority. As a result expenditure for 2017-18 has been one of the lowest during the period covered by the current Library Standards frameworks. There have been some book supply issues which together with the retirement of key supply staff have resulted in a reduction in stock acquisitions. The fact remains that spending on stock has been lower this year as a result of previous budget reductions which have now been implemented. However the Council has already identified this as a major concern and addressed this matter by committing to an increase in the stock purchasing budget in excess of 20% for 2018 -19.

Total expenditure on material purchased for children	£16,120		
Does this figure include expenditure on a Schools Library Service?	No		
Percentage of materials expenditure for children	10%		% 17%
Authority comment			

In recent years the Service has prioritised children's stock and spent a higher percentage of its overall book budget on items for children. We have readdressed the balance this year, partly in response to the available book budget which was reduced but also partly due to our belief that the ratio of adult to children stock needed to be balanced. As a result of the 20% increase being granted in 2018-19 in our book budget, we expect expenditure on children's stock to be increased in line with our service and corporate priorities.

WPLSQI 10 Welsh language resources	2017-18	Per 1,000 pop'n	2016-17
Total expenditure on materials in the Welsh language	£1,723		
Percentage of materials expenditure on materials in the Welsh language	1%		% 3%
Spend per 1,000 Welsh-speaking resident population	£101		£ 311

This target has not been met. Please add any comments below:

As stated above there have been substantial reductions in our available spend this year. This has especially been reflected in the expenditure on Welsh stock. Exacerbating the issue have been some administrative and supply problems with Welsh book suppliers. We recognise that this level of Welsh spending is far from ideal and as a result have already matched the whole of 2016-17's spending on Welsh within the first 5 weeks of 2018-19.

Total number of issues of Welsh language material	6,633	47	
Authority comment			

See Cell 98. Presently Welsh language issues account for 1.6% of total issues. This has been a fairly consistent percentage of Welsh language stock issued over the last ten years.

WPLSQI 11 Online access	2017-18	Per 10,000 pop'n	2016-17 Per 10,000 pop'n
Do all libraries provide a minimum of one device giving public access to the Internet and networked digital content?	Yes		
This target has been met.			
All statutory libraries provide at least one device giving free public access to the internet and networked digital content. All computers were replaced and upgraded in 2016 - 17.			
Do all static service points provide Wi-Fi access for the public using their own devices?	Yes		
This target has been met.			
Wifi was enhanced at all libraries in 2016-17. The user experience, capacity and reliability has been greatly improved so that it delivers at the same level of service as the desktop user. There are now many more users of the wifi service available in our libraries.			
Total number of devices giving public access to the Internet:	90	6.36	6
Available in static libraries	90		
Available in mobile libraries	0		
Authority comment:			
The number of PCs is more than sufficient to meet the level of demand at all libraries. We don't envisage increasing the number of desktop PC's and are concentrating resources on providing a high specification level of equipment. All of our PCs operate on an upgraded Windows10 and are replaced on a regular basis of 3 to 4 years.			
Number of hours available for use of public access ICT facilities during the year	174,625		
Number of hours recorded for use of public access ICT facilities during the year	58,655	34%	39%
Authority comment:			
The fall in computer usage comes as no surprise given the upsurge in the number of people using our wifi and their own portable devices with which they are more familiar. We will however continue to enhance our desktop provision with software and hardware upgrades. Also with more people using wifi we are able to dedicate more desktop time to users with specific needs i.e. job clubs, adult learning.			
WPLSQI 12 Supply of requests	2017-18	%	2016-17 %
Total number of requests for specific items made during the year	8,850		
Number of requests which are notified to the user as being available within 7 calendar days of the request being made	7,250	82%	75%
This target has been met.			
The total number of requests indicated above is based on a sample period undertaken in October 2017. The sample covered the eight Neath Port Talbot Libraries. The public can still reserve and collect items from community managed libraries, however their data is not included and is not reported as part of our statutory provision. All reservations for items within Wales are made free of charge. Satisfaction of requests has been consistently high in Neath Port Talbot, reflecting the positive role of library staff in engaging with their users.			
Number of requests which are notified to the user as being available within 15 calendar days of the request being made	8,500	96%	95%
This target has been met.			
See Cell 124			
WPLSQI 13 Staffing levels & qualifications	2017-18	Per 10,000 pop'n	2016-17 Per 10,000 pop'n
Total number of staff (FTE)	36.2	2.56	2.61
This target has not been met. Please add any comments below:			
Authority comment (including information about shared staff):			

There is a slight fall in total FTE hours as a result of some changes to staff contracts where they have requested to work reduced hours for personal reasons. The Service took the opportunity to review its staffing structure in 2017 making a number of key posts permanent in the process.

Number of staff holding recognised library related qualifications (FTE) (including cognate areas)	7.5	0.53	0.53
This target has not been met. Please add any comments below:			
Number of staff holding qualifications in cognate areas (FTE)	1.0		£ 1
Number of posts which require a library qualification	10.0		
Number of staff with library qualifications in posts which do not require a library qualification (FTE)	0.0		

Authority comment:

The Service is committed to professionally develop its staff. Staff have pursued various qualifications in library studies and leadership and management. One member of staff has a teaching qualification which relates to their work in schools and is added here as a qualification in a cognate area. Currently there are a number of unqualified library staff in roles that do require library qualifications. This is because the Service adheres to Neath Port Talbot's policy on recruitment and redeployment which is supported by management and Trade Unions.

Does the designated operational manager of library services hold a formal qualification in librarianship or information science or information management?	Yes	Yes
Please give details of current qualifications held:	Professional Examinations, Chartered Librarian, Associate / CILIP	

This target has been met.

Where does this post sit within the local authority management structure?	The County Librarian reports to the Co-ordinator of Operations within the Education Directorate		
Who is the post held by the most senior professional librarian (if different from the above)?	As above		
Where does the post held by the most senior professional librarian sit within the local authority management structure (if different from the above)?	As above		
Total staff working hours during the year	66,950		
Number of staff hours spent in training & personal/professional development	676		
% of time spent in training & personal/professional development	1.0%	2016-17	1.10%

This target has been met.

Annual performance appraisals are integral to the library Service's staff training programme. It is here that staff are encouraged to extend their skills with suitable, relevant courses and attendance at seminars/conferences. Staff are encouraged to identify any relevant courses that they wish to attend, these include regional and UK wide training events. Over the year training for all staff has been available for supporting Universal Credit, Library Management System updates, Emergency First Aid and Health and Safety management. In addition staff attend professional events related to their area of work, such as health and wellbeing, Dementia awareness.

Total number of volunteers active during the year	31	2016-17	10
Total number of volunteer working hours during the year	2,525	2016-17	1,470
Do you have Investors in Volunteers accreditation relating to the NOS?	In progress		

Briefly describe the training and support offered to volunteers.

Authority comment:

This figure represents the total number of volunteers for Neath Port Talbot's statutory library service and does not include those volunteers based at community managed libraries. All volunteers are offered the same training and support as regular Neath Port Talbot library staff. The Library Service also provides professional guidance and support to all community managed libraries. Volunteers have been successfully used to support the summer reading challenge. These volunteers (older children) have acted as mentors for younger children to encourage them with their reading. Volunteers are only ever used to support paid staff in carrying out their role. They are not there to replace paid members of staff.

WPLSQI 14 Operational expenditure	2017-18	% of total	2016-17	% of total
Expenditure on staff	£1,051,566	61%		58%
Total materials expenditure	£167,603	10%		12%

Expenditure on maintenance, repair & replacement of equipment & buildings	£5,799	0%	0%
Total other operational costs	£493,749	29%	29%
Total revenue expenditure	£1,718,717	100%	
Total revenue expenditure per 1,000 population	£12,139		£11,979
Total capital expenditure	£0		
Total capital expenditure per 1,000 population	£0		£0

Authority comment:

The total revenue expenditure on libraries increased slightly in 2017-18. Much of this increase can be attributed to extra staff costs as a result of long term illness. With extra funding being allocated for 2018-19 it is anticipated that the total materials expenditure will increase. There are presently no plans for any capital projects.

WPLSQI 15 Cost per visit	2017-18	Ratio	2016-17
Total revenue expenditure on staff & materials	£ 1,219,169.17		
Total income generated	£ 157,960		£ 110,283
Total number of visits to library premises during the year	639,991		
Total number of external visits to the library's web site during the year	128,798	£1.38	£ 2

Authority comment:

The stark drop in cost per visit from £2 to £1.38 is due to the slight change in guidelines for this standard (total revenue expenditure on **staff and materials**). Were this to be calculated based on last year's guidelines i.e. total revenue expenditure only, then cost per visit would be £2.03. Income has increased significantly in 2017. A grant of £15,000 from Coedffranc Community Council to support Skewen library has made up a large part of that increase. We continue to offer free internet and a free requests service and closely monitor charges in neighbouring authorities.

WPLSQI 16 Opening hours	2017-18	Per 1,000 pop'n	2016-17 Per 1,000 pop'n
Aggregate annual opening hours for all service points	15,700	111	112

This target has not been met. Please add any comments below:

Opening hours are frequently reviewed, monitored and amended/increased to meet the demands of our users. There have been no changes to opening hours this year. The very slight fall in hours per 100 population is down to an increase in population numbers. It should be noted that the opening hours for community-managed libraries are not included in this standard, even though Neath Port Talbot continues to provide regular stock, access to the library management system, events and activities, access to requests and professional support and training. Were they to be included then this standard would be comfortably achieved. Also library staff carry out many duties out of hours and/or away from their branch library, taking the service to those in the community who can't easily access a service point. We do ensure that every hour of our available opening times are staffed by paid, trained and knowledgeable staff with a professional librarian always available to provide support.

Total number of unstaffed opening hours for all service points	0		
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Authority comment:

All Service points are staffed 100% of the time by an experienced, paid member of staff. In order to ensure that there is a consistent level of service at all branch libraries it is vital that trained and knowledgeable staff are available at all times.

		% of total	2016-17 % of total
Total hours of unplanned and emergency closure of static service points as a result of building failure or staff unavailability	0		
Total planned opening hours of all static service points	14,425	0.0%	0%
Total number of missed mobile library stops and home deliveries as a result of vehicle failure or staff unavailability	42		
Total planned mobile library stops and home deliveries	2,080	2.0%	2%

Authority comment:

Neath Port Talbot has consistently maintained its advertised opening hours at all branch libraries throughout 2017/18. The only interruptions to this were as the result of snow in February 2018.

Tudalen64

Welsh Public Library Standards 2017-2020: Neath Port Talbot

Annual Assessment Report 2017-18

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

1 Executive summary

Neath Port Talbot met all of the 12 core entitlements in full.

Of the 10 quality indicators which have targets, Neath Port Talbot achieved 6 in full, 1 in part and failed to achieve 3.

Neath Port Talbot library service continues to deliver effectively for its local community, despite some reductions in performance in 2017-18, notably with regard to cuts to the materials budget. It is encouraging that extra funding is to be allocated to address this downturn in 2018-19. The service also shows strength and leadership in a number of areas, and is to be commended for its contribution to sector developments around digital access and provision of e-resources in particular. The authority continues to support seven community-managed libraries (two less than in 2016-17), extending service reach beyond its eight official service points with consequent benefits for service users, although this contribution is not counted as part of statutory service performance.

- Neath Port Talbot submitted four case studies demonstrating the positive impact that the service makes. 97% of attendees at training sessions said they were helped to achieve their goals.
- Attendance at pre-arranged training sessions, and numbers helped by informal training have both fallen slightly, but are still amongst the highest in Wales.
- Attendance at events and activities organised by the library have increased, with performance per capital the second highest in Wales.
- Physical visits and book issues have declined, but operational issues, since resolved, are understood to have been a factor. There has been a welcome increase in library membership, and numbers of active borrowers.
- Budget reductions affected the materials budget in 2017-18, with overall spending falling by 20%. The acquisitions targets were as a result missed by some margin. There is a commitment to address this issue in 2018-19.
- Staffing levels and aggregate annual opening hours remain below target; the return does not include the seven community-managed libraries, although they continue to be supported by staff expertise, and a range of service resources.

2 Performance against the standards

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

2.1 Core entitlements

Neath Port Talbot is meeting all of the 12 core entitlements in full, with a focus on delivering services and resources in the areas of digital inclusion, health and well-being, children's literacy and lifelong learning. A range of services are provided for individuals and groups with special needs, including work with refugees to assist with language and technology skills. The service participates in the Books4u regional partnership and continues to support the Passport scheme which opens up academic libraries to Neath Port Talbot's library members. A Library Strategy (2016-2021) is in place setting out the vision and objectives for the service and how these align with wider corporate priorities.

2.2 Quality indicators with targets

There are 16 quality indicators (QIs), of which ten have constituent targets. Of these, Neath Port Talbot is achieving 6 in full, one in part and is failing to achieve 3.

Quality Indicator	Met?	
QI 3 Support for individual development:		Met in full
a) ICT support	✓	
b) Information literacy and skills training	✓	
c) E-government support	✓	
d) Reader development	✓	
QI 4 (a) Support for health and well-being		Met in full
i) Book Prescription Wales scheme	✓	
ii) Better with Books scheme	✓	
iii) Designated health & well-being collection	✓	
iv) Information about healthy lifestyles and behaviours	✓	
v) Signposting to health & well-being services	✓	
QI 6 all static service points offer events/activities for users with special requirements	✓	Met in full
QI 7 Location of service points	✓	Met in full
QI 9 Up-to-date and appropriate reading material		Not met
Acquisitions per capita	x	
<u>or</u> Materials spend per capita	x	
QI 10 Welsh Language Resources		Not met
% of material budget spent on Welsh	x	
<u>or</u> Spend on Welsh per capita	x	
QI 11 Online access:		Met in full
a) i) Public access to Internet	✓	
ii) Wi-Fi provision	✓	
QI 12 Supply of requests		Met in full
a) % of requests satisfied within 7 days	✓	
b) % of requests satisfied within 15 days	✓	
QI 13 Staffing levels and qualifications:		Partially met
i) Staff per capita	x	
ii) Qualified staff per capita	x	

iii) Head of service qualification/training	✓	
iv) CPD percentage	✓	
QI 16 Opening hours per capita	x	Not met

There has been no change in Neath Port Talbot's performance compared to the last year of the fifth framework for those quality indicators where direct comparisons are possible.

2.3 Impact measures

The framework includes three indicators aimed at assessing the impact of library use on people's lives. These indicators do not have targets, and authorities are only required to carry out user surveys for QI 1 once over the three-year period of the framework. The summary figures (lowest, median and highest) are therefore based on those authorities indicating they completed their user survey during this first year of the framework. Rankings reflect the numbers of respondents, where 1 is the highest scoring authority.

Neath Port Talbot has yet to complete its user surveys; these are due to be carried out in 2018/19.

Performance indicator	Rank	Lowest	Median	Highest	
QI 1 Making a difference					
b) % of young people who think that the library helps them learn and find things out:	n/a	73%	94%	97%	
e) % of adults who think that the library has made a difference to their lives:	n/a	38%	90%	95%	
QI 5 b) % of attendees of training sessions who said that the training had helped them achieve their goals:	97%	11/17	75%	98%	100%

Authorities are also asked to provide up to four case studies describing the impact which the library service has had on an individual or on a group of individuals during the year. Neath Port Talbot provided four such case studies:

- Song and Rhyme – impact of these sessions on young families. Parents have noticed how they improve the children's confidence, communication skills, and socialisation; the parents themselves benefit from peer support, and have made new friends.
- Participation – impact of the library service on an individual with special needs; following the end of a work placement visiting the library has become a key part of his routine – attending classes, Local History coffee mornings, and borrowing books to help with personal projects – improving his knowledge and his emotional well-being.
- Home Delivery Services – the impact of this service on individuals with special needs; bringing them greater independence, and providing valuable social contact.
- Children's Well-being – the impact of the library on one child who has been attending since he was a baby; benefitting from free access to a range of books that his family could not afford to buy, and the opportunity to join the library's clubs / activities. He has developed advanced reading skills, and loves the library space and the great staff.

2.4 Quality indicators and benchmarks

The remaining indicators do not have targets, but allow services to monitor and benchmark their performance over time, in comparison with other authorities. The following table

summarises Neath Port Talbot's position for 2017-18. Ranks are included out of 22, where 1 is the highest, and 22 the lowest scoring authority, unless stated otherwise. Indicators where fewer than 22 authorities supplied data are those where relevant data was not available to some authorities. Where possible, figures from the last year of the fifth framework have been included for comparison; however, in some cases a change in definition or the introduction of additional measures makes comparisons impractical. Indicators 'per capita' are calculated per 1,000 population unless otherwise noted.

Performance indicator		Rank	Lowest	Median	Highest	2016/17
QI 1 Making a difference						
a) % of adults who think that using the library has helped them develop new skills:	n/a		24%	83%	94%	88%
c) health and well-being	n/a		33%	65%	95%	86%
d) enjoyable, safe and inclusive	n/a		90%	98%	100%	99%
QI 2 Customer satisfaction						
a) 'very good' or 'good' choice of books	n/a		88%	91%	98%	98%
b) 'very good' or 'good' customer care	n/a		93%	99%	100%	100%
c) 'very good' or 'good' IT facilities	n/a		74%	86%	94%	
d) 'very good' or 'good' overall;	n/a		93%	97%	99%	100%
e) users aged 16 & under rating out of ten	n/a		8.5	9.1	9.2	9.7
QI 5 User training						
a) attendances per capita	77	5/22	10	32	238	81
c) informal training per capita	372	4/22	15	199	473	390
QI 6 attendances at events per capita	526	2/22	82	228	684	496
QI 8 Library use						
a) visits per capita	4,520	4/22	2,501	4,047	7,014	4,632
b) virtual visits per capita	910	10/22	243	866	2,211	1,136
c) active borrowers per capita	190	6/22	100	154	229	156
QI 10 Welsh issues per capita*	47	15/22	4	68	663	
QI 11 Online access						
b) Computers per capita^	6	21/22	5	9	14	6
c) % of available time used by the public	34%	7/22	14%	27%	67%	40%
QI 13 Staffing levels and qualifications						
(v) a) total volunteers	31	11/21	3	31	196	10
b) total volunteer hours	2,525	4/21	40	1,346	11,939	1,470
QI 14 Operational expenditure						
a) total expenditure per capita	£12,139	10/21	£7,047	£11,915	£17,771	£11,979
b) % on staff,	61%	12/21	44%	63%	75%	58%
% on information resources	10%	16/21	4%	13%	25%	12%
% on equipment and buildings	0%	21/21	0%	4%	20%	0%
% on other operational costs;	29%	5/21	0%	18%	37%	29%
c) capital expenditure per capita	£0	14/20	£0	£338	£17,432	£0
QI 15 Net cost per visit	£1.38	17/21	£1.24	£1.82	£2.41	£1.94

QI 16 Opening hours [#]						
(iii) a) % hours unplanned closure of static service points	0.00%	1/21	0.00%	0.02%	1.28%	0.00%
b) % mobile stops / home deliveries missed	2.02%	15/20	0.00%	0.35%	11.24%	1.54%

^{*} per Welsh speaking resident population

[^]per 10,000 resident population

[#] Rankings here have been reversed, so that 1 is the lowest scoring (best performing) authority.

3 Analysis of performance

The core entitlements and quality indicators can be divided into four key areas. This section of the report outlines performance under these areas, and compares this performance (where applicable) with the final year of the fifth framework (2016-17).

3.1 Meeting customer needs (QI 1-5)

Neath Port Talbot has yet to conduct its user surveys which are planned for 2018-19. All static libraries provide a full-range of support for individual development, and health and well-being is also well-supported. Attendance at pre-arranged training sessions, and numbers helped by informal training have both fallen slightly in 2017-18, but are still among the highest in Wales. 97% of attendees indicated that the training had helped them achieve their goals.

3.2 Access and use (QI 6-8)

Neath Port Talbot continues to meet the target for easy access to service points, with the additional benefits of access to seven community-managed libraries, which are not included within the statutory return. Attendance at events and activities organised by the library has increased again in 2017-18, with performance per capita the second highest in Wales, and provision made at all statutory libraries for those with special requirements. Numbers of visitors and book issues have however fallen, with the authority attributing this to operational issues early in the year, which were subsequently resolved. In contrast library membership and the number of active borrowers has increased, with membership figures reflecting use across both the eight statutory service points and the seven community-managed libraries. Issues with the current library management system are noted, which the transfer to the all-Wales LMS system in 2018-19 should address.

3.3 Facilities and services (QI 9-12)

The service has not met any of the acquisition targets in 2017-18, with funding an identified issue for service investment, as previous budget reductions have impacted the materials budget. Overall spending has dropped by around 20%, with expenditure on Welsh language resources particularly affected, down to less than a third of 2016-17 levels. Spending on children's materials has also fallen, but this in part reflects a balancing of adult / children's stock following heavy investment on children's resources in previous years. It is acknowledged that these levels of investment are of major concern, and the Council has already committed to an increase in the stock purchasing budget in excess of 20% for 2018 -19. PC provision has increased slightly, but while ICT usage remains above the median for Wales, usage is falling – a trend seen in most services as customers increasingly use their own devices in conjunction with Wi-Fi facilities. Performance in relation to supply of requests has improved, and both targets here are met.

3.4 Expertise and capacity (QI 13-16)

Overall staffing levels and numbers of qualified staff are broadly similar to 2016-17, but with Neath Port Talbot one of thirteen library services not meeting either target. Qualified leadership is in place, and the service continues to meet the target for the proportion of staff time spent on professional development activities. The use of volunteers has increased in 2017-18, with a total of 31 each providing an average of 81 hours to the service, supporting paid staff to carry out their roles. Volunteers based at community-managed libraries are not included in the figures, although all volunteers are offered the same level of training and support as paid staff, and the service provides professional guidance and support to the community run services.

Total revenue expenditure has actually increased slightly in 2017-18, with much of this increase attributed to extra staff costs as a result of long term illness. It is encouraging that extra funding is to be allocated in 2018-19 to address the corresponding shortfall in the materials budget. Aggregate opening hours are unchanged, with the average per capita below the median for Wales, and Neath Port Talbot one of six authorities not achieving the target. It should be noted that the performance reported does not include the seven community-managed libraries.

4 Strategic context

As part of the return authorities are asked to report on how the library service is contributing to wider Welsh Government priorities and strategic goals. Neath Port Talbot notes the connection between the service's own strategic goals and the priorities set out in the authority's Corporate Plan, the objectives of which are aligned with the Well-being of Future Generations Act. A comprehensive narrative is offered in relation to the ten core themes of the Library Strategy, including provision of digital services; support for the local economy; services enabling health, independence and well-being; and support for education and lifelong learning.

5 Future direction

Reporting on the authority's future direction and plans for the library service over the following year, Neath Port Talbot cited the vision and core themes set out in its Library Strategy 2016-2021, and the aim to create a vibrant service that helps to address the Council's key priorities. Specific actions associated with the delivery of the strategy in 2018-19 could however have been detailed.

6 Conclusion

Neath Port Talbot library service continues to deliver effectively for its local community, despite some reductions in performance in 2017-18, notably with regard to cuts to the materials budget. It is encouraging that extra funding is to be allocated to address this downturn in 2018-19. The service also shows strength and leadership in a number of areas, and is to be commended for its contribution to sector developments around digital access and provision of e-resources in particular. The authority continues to support seven community-managed libraries (two less than in 2016-17), extending service reach beyond its eight official service points with consequent benefits for service users, although this contribution is not counted as part of statutory service performance.

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

Report of Mr Andrew Thomas Head of Transformation

Matter for Information

Wards Affected: "All wards"

LOCAL AUTHORITY PARTNERSHIP AGREEMENT 2019-2020

Purpose of the Report

To update Members on the local Authority Partnership Agreement 2019 - 20 (LAPA). This document is the authority's annual Strategic funding agreement with Sport Wales.

Background

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, and the Welsh Governments Free Swimming Initiative 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 In line with Sport Wales "Vision for Sport in Wales" and their seven key principles.

During 2019-20 the PASS team will continue to focus on providing a varied program that increases opportunities in all areas of Neath Port Talbot.

Our program will tackle inequalities by providing opportunities in deprived areas, developing community activities ensuring strong pathways and new

links for inclusive groups. The grant application LAPA is appended as Appendix 1

Financial Impact

Fully funded via Sport Wales.

Equality Impact Assessment

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

Workforce Impacts

There are no workforce impacts associated with this report.

Legal Impacts

There are no legal impacts 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.

Appendices

Appendix 1: Partner 12 Months programme Investment application. (1st April 2019 to 30th March 2020).


List of Background Papers

None

Officer Contact

1. Paul Walker,

Operations Coordinator

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 p.walker@npt.gov.uk

Mae'r dudalen hon yn fwriadol wag

Appendix 1

Partner 12 Months Investment (1st April 2019 to 30th March 2020)

This extension works together with the 18/19 application form and is for exchequer and lottery investment

To be completed by the partner	To be completed by the partner at the end of 6 months (30 th September 2019)	To be completed by the partner at the end of 12 months (30 th March 2020)
Vision for Sport in Wales	Vision for Sport in Wales – Progress	Vision for Sport in Wales – Progress
<i>Please outline how your organisation is responding to the vision for sport? How will the Vision change your approach going forward?</i>	<i>Please highlight successes and any challenges</i>	<i>Please highlight successes and any challenges</i>
<p>In line with encouraging “An active nation” where everyone can have a lifelong enjoyment of sport’ the NPT PASS team will continue to focus on providing a varied program that increases opportunities in all areas of Neath Port Talbot.</p> <p>Our program will tackle inequalities by providing opportunities in deprived areas, developing community activities ensuring strong pathways and new links for inclusive groups.</p> <p>Our work will impact on the 7 health and well-being goals and we have designed this application to highlight the projects and programmes that will impact each of the seven goals.</p> <p>1. A prosperous Wales:</p> <p>Our leadership programme from ambassador level through to community coach and local authority officers provides a programme of training and development / employment opportunities.</p> <p>Elements of our community sport programme are organised as small enterprise this includes the hiring and payment of local facilities, payment for community coaches and accessing grant funding to expand opportunities and improve facilities and resources.</p>		

Tueday 17/5

Appendix 1

This community pathway is linked to the elite pathway and will lead to more children and young people playing sport improve elite and national teams.

Festivals are organised to promote large sporting events and to inspire the next generation of sports stars.

2. A resilient Wales

In order to create a positive working environment staff are encouraged to stay active and to participate in activities along with the children and young people when appropriate.

We will take sport and activity to the door step of those people that need it most through our community sport programme and collaboration with street games and other partners. We will encourage the people of Neath Port Talbot to use the wonderful natural resources and target projects and activities in the outdoors.

3. A healthier Wales.

Our projects and programmes all encourage children and young people to be active and develop new skills that can be transferred into sporting situations and into life in general.

A host of school based projects engaging children, young people and families will be targeted to the areas that need it most. The use of schools and community based facilities will provide suitable locations for community based physical activity sport.

A training programme for staff, coaches and volunteers will ensure that opportunities are developed in the correct way to ensure long term sustainability whilst also providing continued professional development.

Appendix 1

4. A more equal Wales

We will use data available to ensure that our resources are pooled into the correct places. A collaborative approach will be crucial in order to maximise the impact of our programmes and to raise awareness of activities in local communities.

5. A globally responsible Wales

Cycling is growing in popularity and Neath Port Talbot has some world class Mountain biking trails. Children and young people need to develop the skills to be able to access the trails and promotion is needed to raise awareness of what is on people's doorstep.

Promoting active travel and improving links is important but children and young people must develop the skills and confidence to use these. We will ensure that children have opportunities to develop skills and improve confidence / fitness levels.

6. Cohesive Communities

The approach taken to project design is for bottom up planning to take place involving children and young people in the decision making and design process. Officers are placed in geographical areas and must be established as well-known members to the communities they are influencing.

Creating active families will be important if we are to improve the activity levels in communities.

A Collaboration of partners to improve the delivery and promote the awareness of activities is key along with bringing activities into the communities that need it most.

Appendix 1

<p>Case studies, sharing success and rewarding success with sporting awards and regular posts to social media and the marketing team / local press will ensure that participation in communities is highlighted.</p> <p>7.A Wales of Vibrant culture and thriving Welsh Language Training and resources will be produced and delivered bilingually. Activities and sessions will be promoted in both English and Welsh. Highlighting and promoting Welsh sporting success and Welsh representation at large events will highlight Wales as a sporting nation and promote positive Welsh role models.</p> <p>The vision highlights that strong collaboration is needed between partners to create long term sustainable activity and sport. This lifelong participation in sport and the pathways that people may choose has influenced and shaped the direction of our sport plan. A variety of activities delivered in a fun enjoyable way and putting on the right activity in the right place can ensure that our work can help towards achieving an active nation with as many people as possible inspired into lifelong participation.</p>		
<p>We'd like you to tell us about your key areas of work over the 12-month extension period. (This should cover community/elite and governance aspects as appropriate) For each area of work please outline;</p> <ul style="list-style-type: none"> a. What do you hope to achieve? b. How you will know if you have made progress? 	<p>Key Areas of work – Progress at 6 months</p>	<p>Key Areas of work – Progress at 12 months</p>

Appendix 1

<i>Please use the space below</i>	<i>Please highlight progress (both success & failure) and what you have learnt</i>	<i>Please highlight progress (both success & failure) and what you have learnt</i>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Tudalen79</p> <ul style="list-style-type: none"> A. Increase school club links by providing sessions through the AYP program and developing and supporting clubs in the local communities surrounding the schools. B. increased attendance in community clubs across NPT A. Young Ambassadors program, supporting young ambassadors to deliver extra-curricular session and gain leadership qualifications. Ensuring young ambassadors are trained and have the confidence to be the voice for community sport. The team will carry out mentor visits to primary school, organise sports crews and silver ambassadors and identify, interview and support Gold and Platinum ambassadors to increase sports participation and to present and deliver at events and sports camps B. Increased number of extra-curricular sessions running in both primary and secondary schools, case studies of young ambassador’s work, numbers attending training / recruited into the programme. Number of YA’s in employment- case studies tracking progress. A. Narrow the gap between participation in deprived areas and more affluent areas- target resources into the areas offering additional extracurricular clubs, community sessions and sports camps. Officers to work with selected schools to deliver a number of different projects in the school and local community including a project targeting young children and their families. B. Case studies from the participants in the communities targeted, numbers attending clubs, survey data, national statistics. 		

Appendix 1

Tudalen80

- A- There is still a drop out in girls attending sport / activity sessions at KS4- Officers will arrange a KS4 girls only session at each comprehensive school with an incentive rewards scheme attached. The aim will be to engage girls into a suitable activity and provide exit routes as taster.
- B- Case studies, attendance figures, number of girls accessing reward for attending sessions.

- A Children with disabilities sessions should be active and have access to a range of opportunities and activities, sessions and clubs need to be as inclusive as possible. We will assist in the design and delivery of a community sport program of activities for children with disabilities to access. The officers will ensure that children have access to opportunities in school and that sessions and clubs are fully inclusive. Camps will offer specific groups for children to attend and will be inclusive and integrate children where and when possible.
- B. Case studies, Disability KPI

- A. Ensuring that deprived communities have a number of different affordable sessions to access on their doorstep. Collaboration with street games and the police will ensure we organise, deliver, support and promote sessions of physical activity and sport on the doorstep of people in these communities.
- B. Street Games Data, case study, questionnaires.

- A. To encourage the use of natural resources in Neath Port Talbot- We will offer taster sessions in surfing linking to the local surf club. We will organise, promote and deliver mountain bike clubs at Margam and at the Afan Valley. Sessions will be delivered in the outdoors and in

Appendix 1

<p>green space. We will assist with the development of mountain bike trails at Margam Park</p> <p>B. Surf club and MTB club attendance, case studies.</p> <p>A. Ensure that children in Neath Port Talbot remain active during holiday times and can access affordable quality provision- We will design and deliver a range of sports camps including multisport camps, adventurous activity camps and fit and fed camps targeting socio economically deprived communities. The team will assist in the delivery of the SHEP programme.</p> <p>B. Promotional video of sports camps, data on SHEP programme, camp attendance and feedback from parents / carers and participants.</p> <p>A. There is a need to improve the extra-curricular offer for primary schools across Neath Port Talbot. The sports survey results show that the extra-curricular participation in our primary schools is lower than in other areas. We will work with primary schools to increase this offer and create new opportunities.</p> <p>B. Attendance figures at primary school clubs, sport survey data, case study and feedback.</p> <p>A- We need to promote and raise awareness of our service and the opportunities that are available in the Local Authority. In order to do this we will use social media, our marketing team and the local and national press. We will plan festivals linking to big sporting events to raise the profile of sport and the Physical Activity Sport Service.</p> <p>B- Engagement figures and insight on social media, festival attendance, short video of festivals / events shared, local press reports</p>		
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Tudalen81

Appendix 1

<p>Tudalen82</p> <p>A- There is a need to support and maintain competitive sport opportunities in Neath Port Talbot for young people, the team will continue to organise support and expand the Swansea Bay Netball League, competitive badminton opportunities and an annual surfing and mountain biking competition.</p> <p>B- Attendance to the netball league, surfing and mountain bike competition attendance, press release, case study</p> <p>A- Training is needed for young leaders and teachers / volunteers / school staff in order to deliver engaging activity and sport sessions- We will work with Neath Port Talbot College to train BTEC sport students with the active young people organiser award. Students will be recruited as coaches / deliverers to work alongside the team. A course for school and club staff will be organised to promote the use of the games for sport pack.</p> <p>Free Swimming. Celtic Community Leisure will provide a range of structured activities and free splash sessions during school holidays and weekends for communities within Neath Port Talbot. This will include free top up swimming lessons. Celtic Community Leisure will offer free swimming for adults aged 60 years and over during all public swimming sessions throughout the year and also provide Aqua Aerobics sessions free for over 60's which are scheduled as follows: As per the requirements of FSI.</p> <p>Community Chest: Continued delivery of the Community Chest in partnership with the voluntary sector Committee. We will use Community Chest funding to Tackle inequalities in sport in NPT.</p>		
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Appendix 1

Partner Investment - 12 Months Investment Request					
Completed by Partner		Completed by Partner		Completed by Sport Wales	
2018/19 (12 months) Investment	Budget Lines	12 Months Investment Request	Additional Comments (identify any underspend)	12 Months Investment	Additional Comments
£	AYP programmes (5*60 & Dragon Sport)	257,000			
£	Community Chest Admin	3,437			
£	FSI	151,500			
£	Community Sport Additional	22,795			
£	Total	434,732			
Partner Sign off (Name, Job title & date)		Partner Sign off (Name, Job title & date)		Partner Sign off (Name, Job title & date)	
Senior Officer - Comments and Sign Off		Senior Officer - Comments and sign off		Senior Officer - Comments and sign off	
<i>Assessment on the above</i>		<i>How did the partner do – 6 months</i>		<i>How did the partner do – 12 months</i>	
SO Name:		SO Name:		SO Name:	
Date:		Date:		Date:	

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Education, Skills and Culture Cabinet Board

28th February 2019

Report of the Head of Participation

Chris Millis

Matter for Monitoring

Wards Affected: All Wards

Quarterly Performance Management Data 2018-2019 – Quarter 3 Performance (1st April 2018– 31st December 2018)

Purpose of the Report

To provide members with quarter 3 performance management data, complaints and compliments for the period 1st April 2018 to 31st December 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. 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 concerning the number of visitors 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

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Performance Indicators





South West Water Council



Appendix 1 - Education, Skills and Culture Cabinet Board - Corporate Plan Key Performance Indicators -
Quarter 3 - 2018/19




Print Date: 04-Feb-2019

How will we know we are making a difference (01/04/2018 to 31/12/2018)?

PI Title	Actual 16/17	Actual 17/18	Actual 18/19	Target 18/19	Perf. RAG
1 Well-being Objective 1 - To improve the well-being of children and young people					
CP/002 - Number of full day childcare places provided (measured over the financial year - quarterly)	2199.00	2282.00	2194.00	2350.00	 Red
There is a slight fall in registered places due to a childminder deregistering in this quarter. We continue to provide training, grants and support visits to help sustain settings.					
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. All Wales data 2016/17 Academic Year : 54.80%					
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 All Wales data 2016/17 Academic Year : 94.90%					
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> <p>All Wales data 2016/17 Academic Year : 94.10%</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 opened 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 1,486 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 (Welsh in Education Strategic Plan) 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)	32.33	37.30	27.71	37.30	 Red
<p>5,184 of 13,897 in Quarter 3 2017-18 compared to 3,992 of 14,406 in Quarter 3 2018-19. Numbers of young people engaged with the Youth Service is down due to some clubs being temporary closed and the mobile bus being temporary out of use.</p>					
2 Well-being Objective 2 - To improve the Well-being of all adults who live in the county borough					
CP/024 - Communities for work - Number of local people in training, volunteering or employment	143.00	227.00	210.00	252.00	 Red

PI Title	Actual 16/17	Actual 17/18	Actual 18/19	Target 18/19	Perf. RAG
<p>Quarter 3 is historically the lowest for engagements onto the Community for Work (C4W) programme – lose 2-3 weeks of recruitment over the festive period – WG targets don't take this into account.</p> <p>The figures stated do not include Transfer Starts in to the programme, which since the 1/4/18 there have been 9.</p> <p>There are at least 5 (3 x P1) participants that we are waiting for proof of eligibility in Qtr. 3 which when received will be added to the figures.</p> <p>C4W is one of several employability programmes, some of which are more numbers and target focussed and where the WG would prefer a more co-ordinated approach between programmes for the benefit of the individual but this is not always the case.</p> <p>The C4W programme is ESF funded and cannot work with any individual that is receiving support from another ESF programme.</p> <p>The C4W programme is basically split in to 2 types of participants, those who are job ready requiring a small amount of support and those who will need significant additional support and mentoring. Those who are job ready are supported by DWP C4W Advisors, the other participants are supported by the Authority C4W Mentors (figures stated above). Where the Advisor feels, identifies that the participant they are dealing with needs more support they are transferred to the Mentors but cannot be recorded as an engagement start.</p> <p>Although the programme is not mandatory, it does have strict eligibility criteria that individuals must meet before receiving support especially the 25+ participants (P1).</p>					
<p>3 Well-being Objective 3 - To develop the local economy and environment so that the well-being of people can be improved</p>					
<p>CP/072 - Number of visits to our theatres (Measured cumulatively over the financial year - quarterly)</p>	160542.00	191938.00	184465.00		
<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>					
<p>CP/073 - PAM/040 - Percentage of quality standards met by the Library Service</p>			65.00		
<p>This is a new indicator for 2018-19. The library service achieves 6 Quality Indicators in full and partly achieves one. The Quality Indicators that the service fails to meet are those that are resource based, namely staffing, stock acquisitions and opening hours all of which have been adversely effected by reductions in budget since 2014.</p>					
<p>CP/074 - PAM/017 - Number of visits to leisure centres per 1,000 population</p>	4497.42	5469.82	7682.46	5600.00	 Green
<p>Visitors to local authority sports and leisure centres who participate in physical activity have increased in quarter 3 (2018-19) by over 39 percent when compared to quarter 3 (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>All Wales Data 2017/18 : 8502</p>					

Report



Tudor
Stevens

Performance Indicators




Seath Port Talbot Council

Appendix 2 - Education, Leisure and Lifelong Learning - Other Education PI's -Quarter 3- 2018/19



Print Date: 01-Feb-2019

How will we know we are making a difference (01/04/2018 to 31/12/2018)?

PI Title	Actual 16/17	Actual 17/18	Actual 18/19	Target 18/19	Perf. RAG
1 Well-being Objective 1 - To improve the well-being of children and young people					
ELLL - EDU/015a - The percentage of final statements of special education needs issued within 26 weeks including exceptions. (measured over the calendar year - quarterly)	45.53	39.85	58.82	39.00	 Green
58.82% - 100 statements issued with the 26 week timescale (including exemptions) out of a total of 170 possible statements. This measure continues to show an improvement, compared to the corresponding period last year.					
ELLL - EDU/015b - The percentage of final statements of special education needs issued within 26 weeks excluding exceptions. (measured over the calendar year - quarterly)	100.00	98.15	98.04	100.00	 Amber
98.04% - 100 statements issued within the 26 week timescale (excluding exceptions) out of a total of 102 possible statements. Data entry systems are being reviewed to assess the reason for the slight drop in performance compared to the corresponding period last year.					
Well-being Objective 3 - To develop the local economy and environment so that the well-being of people can be improved					
ELLL - LCL001 - The number of visits to public libraries during the year, per 1,000 population (measured cumulatively over the financial year - quarterly)	4305.17	4089.15	3998.57	4089.00	 Amber
Overall visits to libraries have seen a slight decrease of 1.9%. However some libraries have increased substantially while others have see a decrease in visitors for no obvious reason.					
All Wales Data 2017/18 : 5270					

Information
 Governance
 2018/19



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Performance Indicators

North Devon Council

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



Print Date: 01-Feb-2019

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