



BWRDD ADDYSG, SGILIAU A DIWYLLIANT Y CABINET

***Yn syth Yn dilyn y Pwyllgor Craffu ar
DYDD IAU, 18 MAWRTH 2021***

O BELL TRWY TEAMS

1. Croeso a galw'r rhestr
2. Cyhoeddiadau'r Cadeirydd
3. Penodi Cadeirydd
4. Datganiadau o fuddiannau
5. Cofnodion y Cyfarfod Blaenorol (*Tudalennau 3 - 6*)
6. Blaenraglen Waith 2021/2022 (*Tudalennau 7 - 22*)
7. Penodi a Diswyddo Cynrychiolwyr Llywodraethwyr yr Awdurdod Lleol (*Tudalennau 23 - 42*)
8. Safonau Llyfrgelloedd Cyhoeddus Cymru, Adroddiad Blynyddol 2019-2020 (*Tudalennau 43 - 98*)
9. Derbyniadau Ysgolion Cymunedol 2022 2023 (*Tudalennau 99 - 134*)
10. Dyddiadau Tymhorau Ysgol 2023-2024 (*Tudalennau 135 - 138*)
11. Cyfansoddiad Diwygiedig Fforwm Ysgolion (*Tudalennau 139 - 146*)
12. System Rheoli Gwybodaeth Anghenion Dysgu Ychwanegol

(Tudalennau 147 - 160)

13. Eitemau brys
Unrhyw eitemau brys (boed yn gyhoeddus neu wedi'u heithrio) yn ôl disgrisiwn y Cadeirydd yn unol ag Offeryn Statudol 2001 Rhif 2290 (fel y'i diwygiwyd).
14. Mynediad i gyfarfodydd
Penderfynu gwahardd y cyhoedd ar gyfer yr eitemau canlynol yn unol â Rheoliad 4 (3) a (5) Offeryn Statudol 2001 rhif 2290 a'r paragraffau eithriedig perthnasol yn rhan 4 Atodlen 21A o Ddeddf Llywodraeth Leol 1972.

Rhan 2

15. Hen gae AstroTurf llifoleuedig Ysgol Gyfun Cymer Afan (Eithriedig o dan Baragraff 14) *(Tudalennau 161 - 204)*
16. Traeth Aberafan - Gwasanaeth Achub Bywyd (Eithriedig o dan Baragraff 14) *(Tudalennau 205 - 214)*

K.Jones
Prif Weithredwr

**Canolfan Ddinesig,
Port Talbot**

12/03/2021

Aelodau'r Cabinet:

TBC

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)*

COFNOD A BENDERFYNIADAU GWEITHREDOL
BWRDD ADDYSG, SGILIAU A DIWYLLIANT Y CABINET
DYDD IAU, 23 IONAWR 2020

Cabinet Members:

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

Swyddogion yn bresennol:

A.Thomas, J.Burge, C.Plowman, C.Davies a/ac J.Woodman-Ralph

1. **PERIODI CADEIRYDD**

Cytunwyd y byddai'r Cynghorydd P.A.Rees yn cael ei benodi'n Gadeirydd ar gyfer y cyfarfod.

2. **DATGANIADAU O FUDD**

Cafwyd datganiadau o fudd gan y Cynghorwyr canlynol ar ddechrau'r cyfarfod:

Y Cynghorydd
P.A.Rees

Par: Adroddiad Presenoldeb Ysgol am ei fod yn llywodraethwr yn Ysgol Gyfun Cefn Saeson ac Ysgol Gynradd Crynallt a chadarnhaodd fod ganddo ganiatâd i siarad a phleidleisio.

Par: Adroddiad Presenoldeb Ysgol, am fod ganddo wŷrion sy'n mynychu'r ysgol yng Nghastell-nedd Port Talbot.

Y Cynghorydd
A.R.Lockyer

Par: Adroddiad Presenoldeb Ysgol am ei fod yn Gadeirydd y Llywodraethwyr yn Ysgol Gynradd y Gnoll ac yn

Llywodraethwr yn Ysgol Gymraeg
Castell-nedd a chadarnhaodd fod
ganddo ganiatâd i siarad a phleidleisio.

Par: Adroddiad Presenoldeb Ysgol, am
fod ganddo wŷrion sy'n mynychu'r ysgol
yng Nghastell-nedd Port Talbot a
pherthynas sy'n Bennaeth Cerddoriaeth
yn Ysgol Gyfun Dŵr-y-Felin.

3. **BLAENRAGLEN WAITH 2019-20**

Y dylid nodi'r Flaenraglen Waith ar gyfer 2019/2020.

4. **Y DIWEDDARAF AM WASANAETH IEUENCTID**

Penderfyniad:

Y dylid nodi'r adroddiad.

5. **ADRODDIAD PRESENOLDEB YSGOL**

Cafwyd trafodaeth am yr effaith yr oedd y feirws diweddar wedi'i chael ar
bresenoldeb o fewn y fwrdeistref ond cydnabuwyd gwaith rhagorol staff
glanhau ysgolion am gynnal amgylchedd iach o fewn ysgolion a oedd
wedi golygu y gallent barhau i fod yn agored yn ystod cyfnod yr achos.

Penderfyniad:

Y dylid nodi'r adroddiad.

6. **ADRODDIAD CYNNYDD BUSNES PARC GWLEDIG MARGAM**

Penderfyniad:

Y dylid nodi'r adroddiad.

7. YSTAFELLOEDD CHWARAE A NEWID LON LONGLANDS

Penderfyniad:

Y dylid datgan bod y caeau chwarae a'r ystafelloedd newid yn Lôn Longlands, Margam, Port Talbot, SA13 2NR yn ofer i ofynion strategol a gweithredol parhaus y Gwasanaeth Addysg, Hamdden a Dysgu Gydol Oes.

Rheswm dros y Penderfyniad:

Nid yw'r caeau chwarae a'r ystafelloedd newid yn weithredol ac felly maent yn ofer i anghenion strategol parhaus y Gwasanaeth Addysg, Hamdden a Dysgu Gydol Oes.

Rhoi'r Penderfyniad ar Waith:

Caiff y penderfyniad ei roi ar waith ar ôl y cyfnod galw i mewn o dridiau.

CADEIRYDD

Mae'r dudalen hon yn fwriadol wag

Executive
FORWARD WORK PROGRAMME

January 2021 – 2022

CONTENTS

<u>COMMITTEE</u>	<u>Officer Responsible</u>
Council	Jayne Woodman
Cabinet	Jayne Woodman
Education, Skills and Culture Cabinet Board	Tammie Davies
Social Services, Health and Wellbeing Cabinet Board	Tammie Davies
Regeneration and Sustainable Development Cabinet Board	Nicola Headon
Streetscene and Engineering Cabinet Board	Nicola Headon
<p>The Committees below Agendas are determined prior to the meeting so are not included in the Forward Work Programme. Dates of all meetings are available on the Neath Port Talbot County Borough Council website Calendar of Meetings</p> <p>Planning Committee, Audit Committee, Personnel Committee, Licensing and Gambling Acts, Licensing and Gambling Acts Sub Committee, Registration and Licensing</p>	

Council (All starting 2pm unless otherwise stated)

Meeting Date	Agenda Item	Type	CDG/CMB	Contact Officer
2021				
Tudalen9 27 th January	Council Tax Reduction Scheme 2021/22 (Need the reports by the 21 st January)	Decision		Hywel Jenkins
	Capital Programme Monitoring Reports	Monitoring		Hywel Jenkins/ Huw Jones
	Strategic Equalities Plan 2020/2024	Decision	Cabinet 10 th December 20	Karen Jones/ Rhian Headon
	Appointment of Deputy Returning Officer	Decision		Karen Jones/ Craig Griffiths
	Election of Mayor and Deputy Mayor for the Civic Year 2021/2022	Decision		Craig Griffiths/ Stacy Curran

COUNCIL

9 th March Tuesday pm	Council Tax Setting Report and associated Budget Reports	Decision		Hywel Jenkins
17th March	ANNUAL MEETING			Stacy Curran/ Craig Griffiths
Tudalen10	24 th March Dem. Services Committee Report regarding Member Induction Programme 2022	Decision		Craig Griffiths
	Pay Policy Statement 2021/2022	Decision	CMB 24 th February	Sheenagh Rees
	Chairman's Annual Report – Democratic Services	Information		Stacy Curran/ Craig Griffiths
14 th April	Corporate Plan 2021/2023	Decision	CDG 17 th March CMB 23 March Cabinet 7 April	Caryn Furlow/ Sheenagh Rees
26 th May				

Cabinet (Following Cabinet Scrutiny starting at 2pm.)

Meeting Date	Agenda Item	Type	CDG/CMB Jt Scrutiny	Contact Officer
2021	CABINET			
22 nd January (2pm) (Special)	Bus Emergency Service 2 Agreement	Decision	CDG 6 Jan/ CMB 12 Jan	David Griifftihs/ Peter Jackson
3 rd February	Budget (Scrutiny Item)	Monitoring		Hywel Jenkins
	Neath Bid	Decision	CMB 26 th Jan	Hywel Jenkins
4 th February	Strategic Equality Plan – Annual Report 2019-2020	Decision		Caryn Furlow/ Rhian Headon
	Welsh Language Promotion Strategy Progress Report	Monitoring		Caryn Furlow/ Rhian Headon
	Corporate Governance Improvement Action Plan – Progress Report	Decision	CDG 27 th Jan 2021	Caryn Furlow

8 th March (Monday pm)	Revenue Budget and Capital Programme	Decision		Hywel Jenkins
	Budget Monitoring	Monitoring		Hywel Jenkins
	Treasury Management	Monitoring		Hywel Jenkins
	Education through Regional Working Report	Information		Aled Evans
16 th March Tudalen 12	Budget Monitoring Reports	Monitoring		Huw Jones
	Complaints Policy	Decision	CDG 3 rd March	Caryn Furlow/ Sheenagh Rees
7 th April	Corporate Plan 2021/2023	Decision	CDG 17 March CMB 23 March Council 14 th April	Caryn Furlow/ Sheenagh Rees
	SSIP – Proposal to Establish an English Medium 3 – 11 School to replace Alltwen, Godre’rgraig and Llangiwg Primary Schools (Results of Consultation) (Joint Scrutiny with Education, Skills and Culture needed for this item.)	Decision	CMB 23 rd March	Andrew Thomas/ Rhiannon Crowhurst

21 April	Annual Governance Statement 2020/2021	Decision	CDG 31 st March	Caryn Furlow/ Hywel Jenkins
12 th May				

Tudalen13

Cabinet Finance Sub (Following Cabinet)

Meeting Date	Agenda Item	Type	CDG/CMB Jt Scrutiny	Contact Officer
2021	CABINET			
Tudalen14	3 rd February	Miscellaneous Grant Fund Applications	Decision	Hywel Jenkins/ Huw Jones
		Glamorgan Further Education Trust Fund	Decision	Andrew Thomas
		The Harold and Joyce Charles Trust Fund	Decision	Andrew Thomas
		Business Rates Write Offs	Decision	Hywel Jenkins/ Huw Jones
24 th February	Miscellaneous Grants	Decision		Hywel Jenkins

16 th March				
7 th April	Items to be Confirmed			
1 st April	Items to be Confirmed			
12 May	Items to be Confirmed			

Education, Skills and Culture Cabinet Board

Immediately following Scrutiny Committee starting at 2pm

Meeting Date 2021	Agenda Item	Type	CDG/ CMB	Contact Officer
Tudalen16	21 January	Budget (Scrutiny Item)	Monitoring	Hywel Jenkins
18 th March	Aberavon beach lifeguard provision	Decision		Paul Walker
	Schools Forum Revised Constitution	Decision		John Burge
	School Admissions Policy 2022/2023	Decision		Helen Lewis
	School Holiday/ Term Dates 2023/2024	Decision		Helen Lewis
	Former Cymer Afan Comprehensive Stand-Alone Floodlit Astro Turf Pitch	Decision		Roger Bowen

Social Services, Health and Wellbeing Cabinet Board

Immediately following Scrutiny Committees starting at 2pm

Meeting Date 2021	Agenda Item	Type	CDG/ CMB	Contact Officer
28 January	Budget (Scrutiny Item)	Monitoring		Hywel Jenkins
	Dwelling House At 46 Sycamore Crescent, Baglan, Port Talbot	Decision		Leighton Jones
	2 x Private DFG Waiver Reports	Decision		Rob Davies
				Rob Davies
1 April	2 x Private DFG Waiver Reports	Decision		Rob Davies
	Tai Tarian Lettings Policy	Decision		Rob Davies

Tudalen17

Regeneration and Sustainable Development Cabinet Board

Immediately following Scrutiny Committees starting at 10am

Tudalen 18

Meeting Date 2021	Agenda Item	Type	CDG/ CMB	Contact Officer
5 February	Budget (Scrutiny Item)	Monitoring		Hywel Jenkins
	Alleged Public Footpath – Seven Sisters	Decision		Mike Shaw/ Craig Griffiths / Mike Workman
	Proposal to extend the current service provided by the Primary Substance Abuse Liaison team (PSALT)	Decision		Chris Millis/ Claire Jones
16 April 2021	Regional Technical Statement (RTS) 2 nd Review	Decision		Ceri Morris / Lana Beynon
	Rural Development Plan Update	Information		Angelina Spooner-Cleverly
	Biodiversity Duty Plan	Information		Ceri Morris / Lana Beynon
	Metal Detection Policy	Decision		Mike Roberts / Simon Brennan

July 2021	Food and Feed Delivery Plan 2021/2022	Information		Ceri Morris / Mark Thomas
	Food and Feed Enforcement Review 2020/2021	Information		Ceri Morris / Mark Thomas
September 2021	Local Air Quality Management	Information		Ceri Morris / Mark Thomas

Streetscene and Engineering Cabinet Board

Immediately following Scrutiny Committees starting at 10am

Tudalen20

Meeting Date 2021	Agenda Item	Type	CDG/ CMB	Contact Officer
22 January	Budget (Scrutiny Item)	Monitoring		Hywel Jenkins
	Fleet Renewals Programme	Decision		Dave Griffiths/ Peter Jackson
	Traffic Orders (Various)	Decision		Dave Griffiths/ Hasan Hasan
26 March	Traffic Orders (Various)	Decision		Dave Griffiths/ Hasan Hasan
	Home to School Contract Extension	Decision		Dave Griffiths /Peter Jackson
	Arboriculture Management Plan	Decision		Mike Roberts / Andrew Lewis

	Scarlet Avenue Beach Access Ramp	Decision		Mike Roberts / Steve Owen
	Traffic Capital Programme 2021-2022: Proposed Traffic Regulation Orders	Decision		Dave Griffiths
	Road Safety Grant Schemes 2021-2022: Proposed Traffic Regulation Orders and Safe Routes in Communities	Decision		Dave Griffiths
September 2021	Three year Review of Grit Bin Provision			Mike Roberts

Tudalen21

Mae'r dudalen hon yn fwiadol wag

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Education, Skills and Culture Cabinet Board

18 March 2021

Report of the Head of Transformation – Andrew Thomas

Matter for Decision

APPOINTMENT AND REMOVAL OF LA GOVERNOR
REPRESENTATIVES

Wards Affected:

Aberavon, Blaengwrach, Coedffranc Central, Glynneath, Godre'rgraig, Neath East, Neath North, Neath South, Pontardawe, Sandfields West, Tonna, Ystalyfera.

Purpose of the Report

To appoint LA governor representatives to existing vacancies and vacancies that will arise up to and including the end of the Summer Term 2020/21.

Background

Governing bodies are made up of various categories of governor under existing legislation of The Government of Maintained Schools (Wales) Regulations 2005. One of those categories is LA governor representative. This Authority has determined that appointments and

removals of LA governor representatives will be made by the Education, Skills and Culture (Special) Cabinet Board.

Criteria for appointing and removing LA Governor Representatives

The Cabinet Board shall apply the following criteria in the priority set out below when considering appointments:

- a) Elected members representing wards in the catchment area of the relevant school or pupil referral unit.
- b) Other elected members of the LA.
- c) Persons who, in the opinion of the panel, would contribute to the well-being of the school or pupil referral unit.

In each of the above categories, where there are more candidates than vacancies, LA governor representatives shall be appointed on the basis of who, in the opinion of the Cabinet Board, will make the most significant contribution to the management of the relevant school or pupil referral unit.

The Cabinet Board shall apply the following criteria when considering removals.

Where there is an oversubscription of LA governor representatives on the governing body of the relevant school, or pupil referral unit, then the Board will replace one of the current LA governor representatives with the newly elected member.

Priority for replacement will be: any former elected member(s) having lost or resigned their ward seat; followed by the shortest time served LA governor representative on that particular governing body.

The Cabinet Board shall take the steps necessary to remove LA governor representatives where, in the opinion of Cabinet Board, there is good reason.

Financial Impact

No implications.

Integrated Impact Assessment:

A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010, the Welsh Language Standards (no.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016).

The first stage assessment has indicated that a more in-depth assessment is not required. A summary is included below.

This report focusses solely on the appointment and removal of LA governors to schools.

Valleys Communities Impacts:

No implications.

Workforce Impacts

No implications.

Legal Impacts

The recommendations contained within this report are in accordance with the Council's obligations set out in The Government of Maintained Schools (Wales) Regulations 2005.

Risk Management Impacts:

Failure to appoint sufficient numbers of governors is likely to impede the operation and efficiency of the governing body.

Consultation

There is no requirement under the Constitution for external consultation on this item. Internal consultation regarding nominations of the LA governor representatives has, though, been undertaken with the respective Ward Members.

Recommendations

That, in line with approved policy, LA governor representatives be appointed to the existing and forthcoming vacancies set out in the attached appendix.

Reasons for Proposed Decision

To enable the Authority to contribute to effective school governance through representation on school governing bodies.

Implementation of Decision

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

Appendices:

1. Details of the vacancies to be filled are set out in the appendix to this report.

List of Background Papers

Education, Leisure and Lifelong Learning Policy in relation to the appointment and removal of LA governor representatives.

Officer Contact

John Burge, Manager, School & Family Support Team,
j.burge@npt.gov.uk

Kathryn Gilbert, Principal Schools Governance Officer,
k.gilbert@npt.gov.uk

LA Governor Representatives
Summary of Vacancies 18th March, 2021

School	Date of Vacancy	Proposal
Blaengwrach Primary School	Immediate	Appoint Mrs. Yun Yun Herbert
Coedffranc Primary School	Immediate	Future appointment to be made
Cwmnedd Primary School	Immediate	Appoint Mr. Richard Knoyle
Gnoll Primary School	Immediate	Future appointment to be made
Godre'rgraig Primary School	Immediate	Appoint Mrs. Delyth Danaher
Sandfields Primary School	Immediate	Future appointment to be made
St. Joseph's Junior School	Immediate	Future appointment to be made
St. Joseph's Primary School	Immediate	Future appointment to be made
St. Joseph's RC School & 6 th Form Centre	Immediate	Future appointment to be made
Tonnau Primary School	Immediate	Future appointment to be made
YGG Castell-Nedd	Immediate	Appoint. Mr Christopher Shaw
YGG Pontardawe	Immediate	Future appointment to be made
YGG Rhos Afan	Immediate	Appoint. Mrs. Sarah-Louise Hockin
Ysgol Bae Baglan	Immediate	Future appointment to be made
	Immediate	Future appointment to be made
Ysgol Gymraeg Ystalyfera – Bro Dur	Immediate	Appoint Mr. Gavin Thomas

BLAENGWRACH PRIMARY SCHOOL

Current LA Representatives

Vacancy

Cllr. Carolyn Edwards

Mrs. Sharon Davies

Term of office ends

N/A

31/12/2024

31/03/2023

Recommendation

Appoint Mrs. Yun Yun Herbert

N/A

N/A

Tudalen28

Local Member

Cllr. Carolyn Edwards

Ward

Blaengwrach

School 1

Blaengwrach

School 2

YGG Cwm Nedd

Other Information

- i) An application has been received from Mrs. Yun Yun Herbert who wishes to be considered for appointment.

COEDFFRANC PRIMARY SCHOOL (Deferred from previous panel)

Current LA Representatives	Term of office ends	Recommendation
<i>Vacancy</i>	<i>N/A</i>	<i>Future appointment to be made</i>
Cllr. Arthur P H Davies	31/12/2022	N/A
Mr Stephen James	31/12/2022	N/A
Mr. Andrew Addis-Fuller	10/01/2025	N/A

Tudalen29

Local Member	Ward	School 1	School 2
Cllr. Angharad Aubrey	Coedffranc Central	-	-
Cllr. Arthur P H Davies	Coedffranc Central	Coedffranc Primary	-

Other Information

- i) To date, no nomination/application has been received for this vacancy

CWMNEDD PRIMARY SCHOOL

Current LA Representatives

Vacancy

Mrs. Janet Gregory

Mr. Edward Exley Jones

Term of office ends

N/A

30/04/2023

31/08/2024

Recommendation

Appoint Mr. Richard Knoyle

N/A

N/A

Tudalen30

Local Member

Cllr. Simon Knoyle

Cllr. Del Morgan

Ward

Glynneath

Glynneath

School 1

YGG Cwm Nedd

YGG Cwm Nedd

School 2

-

-

Other Information

- i) An application has been received from Mr. Richard Knoyle who wishes to be considered for appointment.

GNOLL PRIMARY SCHOOL (Deferred from last panel)

Current LA Representatives

Vacancy

Cllr Alan Lockyer

Cllr. Sandra Miller

Mrs. Linda Rees

Term of office ends

N/A

31/08/2024

10/01/2025

30/04/2023

Recommendation

Future appointment to be made

N/A

N/A

N/A

Tudalen31

Local Member

Cllr. John Miller

Cllr. Sandra Miller

Cllr. Sheila Penry

Ward

Neath East

Neath East

Neath East

School 1

Melin Primary

Gnoll Primary

Cefn Saeson

School 2

YGG Castell Nedd

Melin Primary

Melin Primary

Other Information

- i) To date, no nomination/application has been received for this vacancy.

GODRE'RGRAIG PRIMARY SCHOOL (Deferred from last panel)

Current LA Representatives

Vacancy

Cllr. Rosalyn Davies

Mrs. Glenys Protheroe

Term of office ends

N/A

31/08/2024

10/01/2025

Recommendation

Appoint Mrs. Delyth Danaher

N/A

N/A

Tudalen32

Local Member

Cllr. Rosalyn Davies

Ward

Godre'rgraig

School 1

Godre'rgraig Primary

School 2

Ysgol Gymraeg Ystalyfera – Bro Dur

Other Information

- i) An application has been received from Mrs. Delyth Danaher who wishes to be considered for appointment.

SANDFIELDS PRIMARY SCHOOL (Deferred from last panel)

Current LA Representatives	Term of office ends	Recommendation
<i>Vacancy</i>	<i>N/A</i>	<i>Future appointment to be made</i>
Mrs. Suzanne Amos	31/12/2022	N/A
Mrs. Susan Harvey	30/04/2023	N/A
Mr. Almon Ryan Macalino	31/12/2023	N/A

Tudalen33

Local Member	Ward	School 1	School 2
Cllr. Scott Bamsey	Aberavon	St. Joseph's Comprehensive	-
Cllr. Nigel Hunt	Aberavon	YGG Rhosafan	-
Vacancy	Aberavon		

Other Information

- i) To date, no nomination/application has been received for this vacancy.

ST. JOSEPH'S CATHOLIC JUNIOR SCHOOL (Deferred from last panel)

Current LA Representatives
Vacancy

Term of office ends
N/A

Recommendation
Future appointment to be made

Tudalen34

Local Member
Cllr. Scott Bamsey
Cllr. Nigel Hunt
Vacancy

Ward
Aberavon
Aberavon
Aberavon

School 1
St. Joseph's Comprehensive
YGG Rhosafan

School 2
-

Other Information

- i) To date, no nomination/application has been received for this vacancy.

ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL (NEATH) (Deferred from last panel)

Current LA Representatives
Vacancy

Term of office ends
31/12/2020

Recommendation
Future appointment to be made

Tudalen35

Local Member

Cllr. Jamie Evans
Cllr. Peter Rees

Ward

Neath South
Neath South

School 1

-
Cefn Saeson Comprehensive

School 2

-
Crynallt Primary

Other Information

- i) To date, no nomination/application has been received for this vacancy

ST. JOSEPH'S RC SCHOOL & 6TH FORM CENTRE (Deferred from last panel)

Current LA Representatives

Vacancy

Cllr. Scott Bamsey

Term of office ends

N/A

31/08/2021

Recommendation

Future appointment to be made

N/A

Tudalen36

Local Member

Cllr. Scott Bamsey

Cllr. Nigel Hunt

Vacancy

Ward

Aberavon

Aberavon

Aberavon

School 1

St. Joseph's Comprehensive

YGG Rhosafan

School 2

-

-

Other Information

- i) To date, no nomination/application has been received for this vacancy.

TONNAU PRIMARY COMMUNITY SCHOOL (Deferred from last panel)

Current LA Representatives

Vacancy

Cllr. Leanne Jones

Mr. Robert Miller

Term of office ends

N/A

31/08/2021

31/03/2023

Recommendation

Future appointment to be made

N/A

N/A

Tudalen37

Local Member

Cllr. Leanne Jones

Ward

Tonna

School 1

Melin Primary

School 2

Tonnau Primary

Other Information

- i) To date, no nomination/application has been received for this vacancy.

YGG CASTELL NEDD (Deferred from last panel)

Current LA Representatives	Term of office ends	Recommendation
<i>Vacancy</i>	<i>N/A</i>	<i>Appoint Mr. Christopher Shaw</i>
Cllr. Alan Lockyer	31/08/2023	N/A
Cllr. John Miller	31/08/2024	N/A
Mr. John Roger Williams	31/12/2022	N/A

Tudalen38

Local Member	Ward	School 1	School 2
Cllr. Alan Lockyer	Neath North	YGG Castell Nedd	Gnoll Primary
Cllr. Mark Protheroe	Neath North	Cefn Saeson comprehensive	Melin Primary

Other Information

- i) An application has been received from Mr. Christopher Shaw who wishes to be considered for appointment.

YGG PONTARDAWE (Deferred from last panel)

Current LA Representatives	Term of office ends	Recommendation
<i>Vacancy</i>	<i>N/A</i>	<i>Future appointment to be made</i>
Ms. Bethan Gill	31/12/2021	N/A
Mrs. Sarah Gray	31/08/2023	N/A
Mr. David Williams	31/08/2024	N/A

Local Member	Ward	School 1	School 2
Cllr. Linet Purcell	Pontardawe	Cwmtawe Comprehensive	Rhydyfro Primary
Cllr. Anthony Richards	Pontardawe	-	-

Other Information

- i) To date, no nomination/application has been received for this vacancy.

YGG RHOS AFAN

Current LA Representatives

Vacancy

Rev. Rhun ap Iwan

Ms. Anna Phillips

Mrs. Cathryn Davies

Term of office ends

N/A

31/08/2022

31/12/2022

31/12/2023

Recommendation

Appoint Mrs. Sarah-Louise Hockin

N/A

N/A

N/A

Tudalen40

Local Member

Cllr. Oliver Davies

Cllr. Suzanne Paddison

Cllr. Robert Wood

Ward

Sandfields West

Sandfields West

Sandfields West

School 1

Ysgol Bae Baglan

-

Ysgol Bae Baglan

School 2

-

-

-

Other Information

- i) A vacancy has arisen due to the resignation of Cllr. Nigel Hunt.
- ii) An application has been received from Mrs. Sarah-Louise Hockin who wishes to be considered for appointment.

YSGOL BAE BAGLAN (Deferred from last panel)

Current LA Representatives

Vacancy

Term of office ends

N/A

Recommendation

Future appointment to be made

Vacancy

N/A

Future appointment to be made

Cllr. Oliver Davies

31/08/2021

N/A

Cllr. E V Latham

31/10/2024

N/A

Mr. Samuel Greasley

31/12/2023

N/A

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Local Member

Ward

School 1

School 2

Cllr. Oliver Davies

Sandfields West

Ysgol Bae Baglan

-

Cllr. Suzanne Paddison

Sandfields West

-

-

Cllr. Robert Wood

Sandfields West

Ysgol Bae Baglan

-

Other Information

- i) To date, no nomination/applications have been received for these vacancies.

YSGOL GYMRAEG YSTALYFERA – BRO DUR (Deferred from previous panel)

Current LA Representatives	Term of office ends	Recommendation
<i>Vacancy</i>	<i>N/A</i>	<i>Appoint Mr. Gavin Thomas</i>
Cllr. Alun Llewelyn	08/11/2021	N/A
Cllr. Helen Clarke	08/11/2021	N/A
Cllr. Rosalyn Davies	08/11/2021	N/A
Mr. Tudur Jones	31/03/2023	N/A

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Local Member	Ward	School 1	School 2
Cllr. Alun Llewellyn	Ystalyfera	Ysgol Gymraeg Ystalyfera Bro Dur	-
Cllr. Oliver Davies	Sandfields West	Ysgol Bae Baglan	-
Cllr. Suzanne Paddison	Sandfields West	-	-
Cllr. Robert Wood	Sandfields West	Ysgol Bae Baglan	-

Other Information

- i) An application has been received from Mr. Gavin Thomas who wishes to be considered for appointment.

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

18th March 2021

REPORT OF HEAD OF TRANSFORMATION
ANDREW THOMAS

MATTER FOR DECISION

WARDS AFFECTED: All

Welsh Public Library Standards Annual Report 2019-20

1. 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 2019-20.

2. Executive Summary

The current framework 6 of the Welsh Public Library Standards, “Connected and Ambitious Libraries” consists of 12 core entitlements and 16 quality indicators, 10 of which have set targets. Due to the impact of COVID-19, some authorities have been unable to provide data for all of the quality indicators, therefore for the reporting year 2019/20, three quality indicators, one of which had a set target, have been removed.

Neath Port Talbot currently 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 9 quality indicators for this year which have set targets, Neath Port Talbot achieves 6 in full, 1 in part and fails to achieve 2, which is consistent with performance over the course of the current framework.

The service continues to achieve the standard on Welsh language resources (QI10) prioritising expenditure in this area to reflect the role of libraries in supporting the Welsh Government's aim of creating one million Welsh speakers by 2050.

Since 2018, performance against the current Welsh Public Library Standards has also become one of the National Performance Indicators (NPI's), with authorities required to report on the percentage of Quality Indicators with targets achieved.

The Quality Indicators which the library service fails to achieve, in common with many local authorities are resource based and can be directly attributed to successive budget reductions which has adversely impacted on stock purchases (QI 9), staffing levels (QI 13) and total opening hours of branch libraries (QI 16).

3. 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. The Minister uses the Standards framework 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.

The current Sixth framework of the Standards – Connected and Ambitious Libraries which usually cover a three year period (initially 2017 – 20), has now been extended for a further year until 2021.

The framework consists of 12 core entitlements and 16 quality indicators, reduced this year to 13, nine of which have set targets upon which the library services performance is evaluated.

Following the transfer of some 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 managed by the Library

Service 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.

The Assessment Report (appendix 2) provides a detailed response from Welsh Government on the authorities' performance against the current standards. The library service continues to receive high levels of customer satisfaction, together with a slight increase in membership and loans of E Resources. The areas of decreased usage, namely visitors and loans can be attributed to the early impact of COVID-19, which resulted in library closures from mid-March 2019.

4. Financial Impact

Since 2014, the library service has seen budget reductions of nearly £700,000 or more than 30% of the total budget.

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 £100,000.

Staffing – An additional 16 full time members of staff would be required at an estimated cost of £300,000.

With the development of framework 7 of the Standards, it is envisaged that more realistic targets will be set.

5. Integrated Impact Assessment

There is no requirement to undertake an Integrated Impact Assessment as this report is for monitoring / information purposes.

6. Valleys Communities Impacts

There are no implications

7. Workforce Impacts

There are no workforce implications.

8. 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.

9. Risk Management Impacts

Due to reductions in the library service budget, performance against the Welsh Public Library Standards has been restricted and those standards that the authority continually fails to achieve are resource based, namely expenditure on book stock and staffing levels.

Performance against the current Standards framework 6 has remained constant, but is unlikely to improve beyond the present level achieved without additional investment in the service. Further reductions in the library service budget will have a negative impact on the current 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.

10. Consultation

There is no requirement for external consultation on this item.

11. Recommendation

It is recommended that Members approve the Annual Report to Welsh Government and note the contents of the Annual Assessment Report 2019-20.

12. Reasons for Proposed Decision

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

13. Implementation of Decision

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

14. Appendices

Appendix 1: Neath Port Talbot – Annual Return 31st March 2020.

Appendix 2: Annual Assessment Report 2019-20.

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

Mae'r dudalen hon yn fwriadol wag

Welsh Public Library Standards 2019-2020



Llywodraeth Cymru
Welsh Government

Culture and Sport

The sixth quality framework for Welsh public libraries

April 2017 to March 2020

Annual return pro-forma:

Year ending 31 March 2020

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 2019 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:

Tuesday 1st September 2020

For more information please contact:

Amanda Bennett

Amanda.Bennett@gov.wales

0300 0252054 (direct line),

0300 062 2112 (MALD main number)

Carys Dawson

Carys.Dawson2@gov.wales

0300 062 2095 (direct line)

0300 062 2112 (MALD main number)

Contextual data	Year ending 31 March 2020
Authority	Neath Port Talbot
Resident population	142,906
Percentage of population aged under 16	17.5%
Percentage of population able to speak and read Welsh (see notes)	12.4%
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
In addition, community libraries open 10+ hours per week	
<i>No. of community managed libraries</i>	6
<i>No. of community supported libraries</i>	0
<i>No. of commissioned libraries</i>	0
in addition, community libraries open for less than 10 hours per week	
<i>No. of community managed libraries</i>	1
<i>No. of community supported libraries</i>	0
<i>No. of commissioned libraries</i>	0

How many, if any, of these community libraries are included in this return (see notes)?	0
No. of Independent Community Libraries	0
<u>Contact details for queries regarding this return</u>	
Name	Wayne John
Telephone	01639 899829
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? When will the definitive version be submitted to MALD?	December 2020

Compliance with Core Entitlements		Neath Port Talbot
Entitlement	Compliance (please select)	Authority comments (List any changes to previous year's return and additional commentary on of part/not met CE)
1 Free to join, and open to all.	Fully met	<p>CHANGES IN BOLD TEXT. 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. Even though the national Every Child a Library Member scheme ended in 2019 the Service continued to promote the scheme at schools, staging a celebration event in March 2020. 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. Any visitors, and this would include travellers and the homeless, can take out an introductory membership as a short term measure which gives them full access to all library resources. The only restriction is that they are unable to borrow the full number of</p>

		<p>books and/or other items. Once they have satisfied the full membership criteria they would be enlisted as a member of the Library Service. The Service is wholly committed to providing activities and resources to all residents and visitors to Neath Port Talbot.</p>
<p>2 Ensure friendly, knowledgeable and qualified staff are on hand to help.</p>	<p>Fully met</p>	<p>The Library Service conducted a user survey in February 2019. What the results from this survey showed was that the public value both the library and library staff very highly. Annual performance appraisals are completed for all staff to ensure that they 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</p>

		<p>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>	<p>Fully met</p>	<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 a fully 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 wide range of events includes: Lego clubs at all libraries, art workshops, bereavement support, homework clubs, adult colouring group, art clubs, Workways employment group, Age Connect IT, historical societies, author events, knitting and crochet, mother and toddler groups, language classes, local choir events, after school clubs, local history talks, creative writing, theatre workshops and film screenings. Two libraries have strong and proactive Friends groups that work closely with the library to ensure that the range of activities are focussed towards the local community. As a result of the relocation/refurbishment of Skewen Library in March 2020 the range of services on offer at that library has</p>

		<p>been greatly enhanced. We are now able to offer more community participation and cultural/recreational events at Skewen.</p>
<p>4 Provide appropriate services, facilities and information resources for individuals and groups with special requirements.</p>	<p>Fully met</p>	<p>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 a range of specially adapted equipment 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, and have provided support to users who have English as a second language. We also hold autism friendly activities on a regular basis and run dementia friendly activities. A collection of resources aimed at people with dementia and their carers is also in place. The Library Service</p>

		<p>participates in the bibliotherapy scheme for children - Better with Books. We continue to operate a mobile library service covering up to forty smaller communities in the County.</p>
<p>5 Provide a safe, attractive and accessible physical space with suitable staffed opening hours.</p>	<p>Fully met</p>	<p>All eight of our libraries have been refurbished via Welsh Government capital funding grants over the past ten years. As mentioned in CE 4 Skewen Library was the last library to be refurbished. The work that has been undertaken to enhance the library environment at all static service points is borne out by the survey results. Opening hours at libraries are reviewed frequently and adjusted to cater for local needs. There was no loss of opening hours in 2019-20 other than last two weeks of March which were impacted by COVID-19. In December 2019 a full review of the Library Service was presented to elected Members. The outcome of this Review was a commitment to a new Neath Library, relocating from the present building, and an updated mobile library offering greater flexibility and providing a better space for our users. Condition and accessibility audits were carried out as part of the Review.</p>

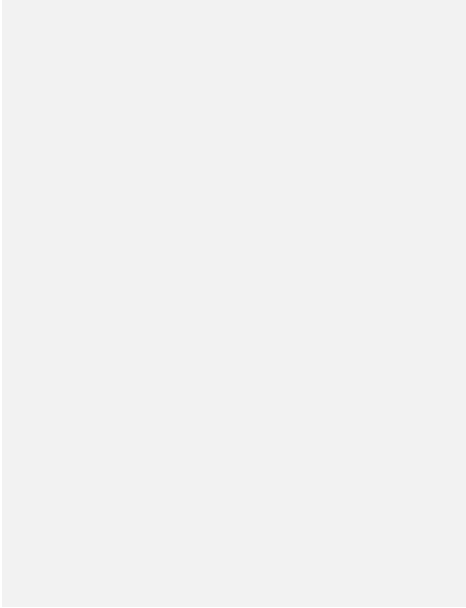
<p>6 Lend books for free, and deliver free access to information, including online information resources available 24 hours a day.</p>	Fully met	<p>The free lending and reservation of books remains an important element of our core service. We continue to provide a free request service for books on order 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 and supports Books4u, the regional interlending scheme.</p>
<p>7 Provide free use of the Internet and computers, including Wi-Fi.</p>	Fully met	<p>Using the internet and our public computers, including wifi, at all eight statutory branch libraries is free irrespective of the length of session. There are no charges relating to time used. Library members may use a PC for up to 2 hours daily (bookable, if needed) and additional hours can be requested if there is free space / availability. Following upgrades in 2016 wifi usage continues to grow. We offer a range of formal and informal IT and digital literacy training and support, provided by both library staff, digital volunteers and partner organisations. Sessions relating to computer use and IT training are advertised internally</p>

		<p>and externally through a variety of means including adverts, social media, partner organisations and via our website. The relocation of Skewen Library has meant that we have been able to improve the IT offer to our visitors with a dedicated IT suite and extra desktop PCs at the library.</p>
<p>8 Provide access to services, cultural activities and high quality resources in the Welsh language.</p>	<p>Fully met</p>	<p>Our selection policy is reviewed annually. The Library Service will often liaise with the Books Council of Wales 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, emagazines 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. The Service has managed to maintain a higher level of spending on Welsh language material this year.</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 e resources (e books, e magazines and e audio.) 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</p>

		<p>is available on the Service's website and staff are encouraged to promote a range of national services to users. The implementation of the new all-Wales Library Management System allows access to Neath Port Talbot's stock catalogue.</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 County and actively promote the library service through a number of methods - activities, information sessions, performances and projects. These promote the service to both users and non-users through events and programmes including World Book Day, National Libraries Week, Adult Learners Week, Every Child a Library Member, Summer Reading Challenge, Better With Books, Bookstart Week, Margam Park, Aberafan Beach Festival 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 Services, Flying Start, Schools, Third Sector. Social media plays an active role in the communications policy of the Library Service. As well as a generic NPT Libraries Instagram, Facebook and Twitter pages, the three main area libraries have their own Twitter accounts. Our social media activity is mainly used to interact with users, to keep them informed, answer queries and to promote library events. We do find that with events, social media is much more effective at reaching a wider audience and getting our message out at short notice. We often ask visitors where</p>

		<p>they have found out / accessed information about something and this is the feedback they give us. We still continue to use more traditional methods of advertising too - the authority's database, local radio and newspapers.</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 2-3 years (February 2019 being the most recent). These seek the views of both adults and children at all eight statutory libraries. In addition, surveys are carried out for specific aspects of the service, such as IT services, opening hours 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 collect anecdotal feedback at a number of external events which enable us to engage with both users and non users. Feedback has led to the upgrading of both computer hardware and software at all libraries in recent years. Following consultation on budget proposals in 2018 an exceptionally high number of responses was received opposing the transfer or closure of a number of branch libraries. This led to the Library Review which was published in December 2019. Integral to this Review were meetings with users at all</p>

		<p>of our libraries, with Elected Members, and focus groups with school children at three schools.</p>
<p>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.</p>	<p>Fully met</p>	<p>In 2015/16 the Service began work on a 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 brought together and updates a number of library policies and outlined the vision and objectives to 2021 in conjunction the Council's corporate priorities. https://www.npt.gov.uk/default.aspx?page=15631 Following public consultation on the budget proposals, work was undertaken to produce a comprehensive library service review. The overarching purpose of the review was to ensure that the library service continues to deliver a relevant, cost effective and sustainable service for the people of Neath Port Talbot over the next five years. The Review put forward a number of proposals which were all accepted by Council. They were: 1. Commitment to a new library for Neath to be developed alongside the new leisure centre as part of the town centre regeneration 2. Relocation of Library Headquarters to improve efficiency 3. A new mobile library vehicle that will better deliver a mobile</p>



service to communities across the county 4. A new electric delivery vehicle for the housebound service that is not only more energy efficient but will be more reliable 5. Maintain the existing library network.

All of these proposals are continuing to progress with the relocation of Library Headquarters and a new delivery vehicle both happening in September 2020. The Review will form the basis of the next Library Strategy in 2021/22.

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	Framework 6		Framework 5
Percentage of adults who think that using the library has helped them develop new skills	90%		88%
Percentage of adults who have found helpful information for health and well-being at the library	87%		86%
Percentage of adults who experience the library as an enjoyable safe and inclusive place	97%		99%
Percentage of adults who think that the library has made a difference to their lives	95%		96%
Survey dates (month & year)	Feb-19	Survey date	Oct-16
Authority comment:			

A survey of library users was carried out in February 2019. This survey followed the guidelines set out by MALD, as used in previous surveys. 4000 forms were distributed across 8 libraries (community managed libraries were not included in the survey.) The survey response rate was 80% (3061 forms returned, 966 of which were children), marginally higher than the 78% from the previous survey in 2016. As part of our consultation process the Library Service aims to survey users every two years. Results from this survey have shown, once again, that our users hold the library service in high regard and furthermore, the library has an important part to play in the lives of many residents. This was evident from the 'any other comments' section of the survey where users praised the library and in particular, library staff. As part of the development of our next Library Strategy we anticipate carrying out the next user survey in the summer/autumn of 2021.

Percentage of children aged 7-16 who think that the library helps them learn and find things out	97%		97%
Survey dates (month & year)	Feb-19	Survey date	Oct-16

Authority comment:

The survey of young library users was also undertaken in February 2019. Children and young people are one of the main priorities for the Service so it is very encouraging and rewarding to see such high percentages of children stating that the library helps them to learn and find things out. Clearly to see their scores out of ten, highlights the impact of the service.

WPLSQI 2 Customer satisfaction

Framework 6

Framework 5

Percentage of adults who think that the choice of books is 'very good' or 'good'	96%		98%
Percentage of adults who think that the standard of customer care is 'very good' or 'good'	99%		100%
Percentage of adults who think that the IT facilities provided are 'very good' or 'good'	91%		-
Percentage of adults who think that the library is 'very good' or 'good' overall	98%		100%
<i>Survey dates (month & year)</i>	<i>Feb-19</i>	<i>Survey date</i>	<i>Oct-16</i>
<p>Authority comment:</p> <p>Following feedback in previous user surveys, IT hardware and software was upgraded prior to the 2019 survey. It is encouraging to note the high level of satisfaction with this element of the service.</p>			
Average overall rating out of ten awarded by users aged 7-16 for the library they use	9.3		9.7

Survey dates (month & year)	Feb-19		Oct-16						
<p>Authority comment: The overall satisfaction rating out of 10 amongst children has fallen slightly since 2016, but is still consistently high.</p>									
WPLSQI 3 Support for individual development (Comment on any change to provision since 2018-19)	2019-20	% of total	2018-19 % of total						
<p>Number of static service points open for 10 hours per week or more providing:</p> <p>Basic support in the use of ICT infrastructure provided (including Wi-Fi) and in accessing the range of electronic information resources available.</p> <p>Training to improve literacy, numeracy,</p>	<table border="1"> <tr> <td data-bbox="689 991 1010 1289">8</td> </tr> <tr> <td data-bbox="689 1289 1010 1385">8</td> </tr> </table>	8	8	<table border="1"> <tr> <td data-bbox="1010 991 1615 1289">100%</td> </tr> <tr> <td data-bbox="1010 1289 1615 1385">100%</td> </tr> </table>	100%	100%	<table border="1"> <tr> <td data-bbox="1615 991 2009 1289">100%</td> </tr> <tr> <td data-bbox="1615 1289 2009 1385">100%</td> </tr> </table>	100%	100%
8									
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information literacy and digital skills.

Support for users to access local and national e-government resources.

Reader development programmes/activities for both adults and children

This target has been met.

8	100%	100%
8	100%	100%

Basic support in the use of ICT is delivered by library staff and through a partnership approach with external organisations such as Digital Communities Wales and Community 4 Work. This approach has been successful in providing a regular programme of basic support at all eight libraries. Digital inclusion remains at the forefront of the Service's key objectives, working towards Neath Port Talbot's Digital by Choice Strategy. Libraries have been proactive in supporting citizens to actively engage with the Council online, offering a range of both formal and informal training, together with advice and support to users. In 2016-17 wifi access across our libraries was upgraded. Following on from this there was a marked increase in the take-up of our wifi offer. It is evident that more and more users are choosing to use their own devices over the more formal traditional desktop computers. The Library Service has delivered high quality sessions in the areas of literacy, numeracy and digital literacy. Satisfaction rates in both the survey and the training survey reflect this positive approach. As well as the breadth of work we do at the library it should also be noted that the Service's work in supporting individual development goes out into the whole community. Library staff are frequently engaged in activities across Neath Port Talbot. This could be through the work of our dedicated literacy officer for children delivering workshops and events at many of our schools, our partnership work with a range of community groups or our work at special community events. There are

currently three dedicated reading group book collections for adults (English and Welsh) and for children. In total there are over forty reading groups using these collections in Neath Port Talbot. We have also provided resources to reading groups in neighbouring authorities. (Carmarthenshire and Bridgend.) In addition, the Friends groups at Pontardawe and Glynneath libraries have also developed events to promote literacy and numeracy. Working alongside Jobcentre Plus and Get NPT Online has ensured that our job clubs at libraries have continued to support jobseekers throughout the county.

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WPLSQI 4 Support for health & wellbeing (comment on any change to provision since 2018-19)	2019-20	% of total	2018-19 % of total
Number of static service points open for 10 hours per week or more providing:			
Books Prescription Wales scheme	8	100%	100%
Better with Books scheme	8	100%	100%
Designated health & wellbeing collection	8	100%	100%
Information about healthy lifestyles & behaviours	8	100%	100%

Signposting to health & wellbeing services

8

100%

100%

This target has been met.

In keeping with both national and corporate objectives, health and well-being is firmly established as the main focus of the Library Service. As a result we have ensured that there are signposted health and well-being collections and information displays at all of our libraries, including access to information and events and support sessions to help visitors get the best possible advice and information. The Library Service has long been a partner on the Books on Prescription scheme (Books on Prescription Wales) and in 2016-17 took up the Welsh Government Better with Books scheme. There are numerous events held in our libraries where the main theme is health and well being. Working alongside the local health team in Pontardawe we have created a new group that meets at the library to provide support, advice and wellbeing information. This has been developed in partnership with Hwyl, Communities For Work and Crisis Cwni-Iach. We have purchased the recommended Better with Books collection and promote it at all of our libraries. The Library Service also works in partnership with a number of agencies including Social Services and MacMillan and provides a platform for fundraising for MacMillan. We are also able to offer information, advice and support to our housebound users.

Number of static service points open for 10 hours per week or more providing:

2018-19

Shared Reading groups	0	0
Book clubs	8	8
Health information partnerships	5	5

Dementia friendly champions and services	0		0
Mental health awareness activities	3		3

Authority comment:

At the present moment there are no library based shared reading groups run in accordance with the guidance as set out by the Reader Organisation. However there are over 40 reading groups - adult and children, including Welsh language groups - that use the designated reading group collection, Hooked on Books, with new books added each year. All of our libraries run their own reading groups; some have two or more groups. Libraries also support a whole host of privately run reading groups - for example WI groups. Two online groups at Sandfields and Port Talbot Libraries were set up in 2019 as well. Very often our reading groups will take the opportunity to share stories, poems, anecdotes and 'read aloud' sessions. They are very much a social occasion that members attend for a variety of reasons - one of those is to talk about books, but for some it is an opportunity to be with or make new friends. Also shared reading / reading aloud is something that does also happen at other activities taking place at the library e.g. Knit and Natter, local history groups. 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 in communities throughout Neath Port Talbot to read to audiences on a regular basis. These include schools, playgroups, nursing homes and centres.

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 information collection which has been trialled at selected nursing homes. Port Talbot Library also runs dementia friendly activities and events on a regular basis.

Tudalen72

WPLSQI 7 Location of service points	2019-20		2018-19
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 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 any community managed library. Some of the Community managed libraries also have paid staff but are not included as part of our statutory service in this return. Neath Port Talbot implemented its model of community-managed libraries well in advance of any official guidance issued by Welsh Government i.e. the recommendations laid out in the 2014 Expert Review which was published twelve months following Neath Port Talbot's transfer of smaller libraries to community management. Skewen Library relocated to new premises in March 2020. The move had no negative impact on the recorded figure of 90%.

Tudalen 73

WPLSQI 8 Library use	2019-20	Per 1,000 pop'n	2018-19 Per 1,000 pop'n
Total number of visits to library premises during the year	596,629	4,175	4,428
Please indicate the method used for calculation	Full year count		
Total number of external visits to the library's web site during the year	100,396	703	920
Total number of active borrowers during the year	12,378	87	123
Total number of library members	60,864	426	415

Total number of adult book issues	247,321	1,731	2,005
Total number of children's book issues	73,923	517	784
Total number of audio-visual issues	14,740	103	118
Total number of electronic downloads	39,004	273	190

Authority comment (include names of any shared service points with shared counting mechanisms and date of last membership data cleanse; please also provide a note of any statistics collected on social media use, and how this data is counted):

The overall number of visitors to our libraries decreased in 2019-20. This was largely due to the enforced closure caused by COVID-19 in mid-March and, prior to that a noticeable drop off in numbers in the weeks before as people began to make their own decisions to stay away from public buildings. There were more days closed this year as a result of public holidays i.e. a longer shutdown for Christmas. Visits to our website show a decrease on the previous year. It would appear that this is due to some change in how the numbers are being calculated by Google analytics. We have gone from a consistent average of 10,000 each month to, from January, 3,000 a month. Meanwhile our social media presence continues to grow as does usage of our digital services. It remains the case that many of our users prefer to interact with the Service via other channels i.e. Facebook, Instagram, Twitter. The Service currently does not include any of the social media data in our return. It should be noted that the digital services we offer do not count towards website figures as they can be accessed directly, bypassing the need to visit the website. Loans of book and audio-visual items also decreased in 2019-20. The installation of the new Library Management System led to a full data cleanse in 2018. This meant a fall in registered library members last year but these numbers are slowly

increasing once again.

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. 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 Library Service stock.

Tudalen75

WPLSQI 9 Up-to-date and appropriate reading material	2019-20	Per 1,000 pop'n	2018-19 Per 1,000 pop'n
Total number of items acquired	19,991	140	166
Total materials expenditure (from WPLSQI 14)	£193,939	£1,357	£1,547

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

As was stated in the annual report for 2018-19, we expressed concern at being able to maintain the same level of items acquired in this year, as last. One reason for this is that our materials budget was boosted by Council with a one-off injection of funds last year to make up for shortfalls in previous years.

Understandably, this one-off wasn't repeated this year. Also it must be noted that due to COVID-19 all stock

that was on order or in transit prior to lockdown restrictions being put in place was returned back to the supplier. It is not possible to work out exactly how many items this was, but given the amount of stock that is usually delivered at that time of year it is likely to be a considerable amount. We continue to invest heavily in books for children and this is reflected in the increase to 21% from 16% last year.

Tudalen76

Total expenditure on material purchased for children	£40,711		
Does this figure include expenditure on a Schools Library Service?	No		
Percentage of materials expenditure for children	21%	%	16%
WPLSQI 10 Welsh language resources	2019-20	Per 1,000 pop'n	2018-19
Total expenditure on materials in the Welsh language	£9,557		£9,603.00
Percentage of materials expenditure on materials in the Welsh language	5%	%	4%

Spend per 1,000 Welsh-speaking resident population		£	
This target has been met.			
Total number of issues of Welsh language material	6,301	44	53
Authority comment	<p>We recognised in 2017-18 that our total expenditure on Welsh language materials was at a low level and had been for a number of years. In April 2018 we acted upon this by allocating additional funding at the start of the financial year and have targeted our spending on Welsh language resources to ensure that we not only meet the standard requirement of 4% of the total materials expenditure, but that we also target our purchasing at areas where there is a demand e.g. children's Welsh, Welsh learners titles and adult Welsh fiction for reading groups. This year we maintained this level of spending on Welsh material, even though our total expenditure on books was lower than the previous year. Were it not for the effects of COVID it is possible that we would have surpassed last year's total spend of £9,603.</p>		
WPLSQI 11 Online access (comment on any change to provision since 2018-19)	2019-20	Per 10,000 pop'n	2018-19
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 2017.

Do all static service points provide Wi-Fi access for the public using their own devices?

Yes

This target has been met.

Our wifi offer 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 that experienced by the traditional desktop user. There are now many more users of the wifi service which is available in all our libraries.

Total number of devices giving public access to the Internet:

89

6.23

per 10,000 pop'n

6

Available in static libraries

89

Available in mobile libraries

0

Authority comment:

We are confident that the overall number of PCs is more than sufficient to meet the level of demand at all libraries. However, due to the relocation of Skewen Library in March 2020 we have been able to increase the number of available PCs by 3, taking our overall total to 89. The new library at Skewen also boasts a dedicated room for IT users, greatly enhancing the IT facilities at that location. We had previously identified Skewen as one of our libraries where IT provision was low, hence the need for relocation/refurbishment.

Number of hours available for use of public access ICT facilities during the year	-		
Number of hours recorded for use of public access ICT facilities during the year	-	%	32%

WPLSQI 12 Supply of requests	2019-20	%	2018-19 %
Total number of requests for specific items made during the year	14,115		
Number of requests which are notified to the user as being available within 7 calendar days of the request being made	9,471	67%	85%
This target has been met.			

In accordance with MALD guidance we now obtain our figures for requests from the library management system (LMS). Previously we had conducted sample weeks each year. It should be noted, however, that the figures that come from the LMS show when the item requested was loaned to the borrower, and not when they were notified, as per the wording of the QI. This partly explains why the numbers reported this year are lower than last year. We believe this is something that MALD should consider before next year's annual report.

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. Library staff are always actively engaging positively with our borrowers to promote requests.

<p>Number of requests which are notified to the user as being available within 15 calendar days of the request being made</p> <p>This target has been met.</p>	<p>11,803</p>	<p>84%</p>	<p>96%</p>
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As above.

WPLSQI 13 Staffing levels & qualifications	2019-20	Per 10,000 pop'n	2018-19
<p>Total number of staff (FTE)</p> <p>This target has not been met. Please add any comments below:</p> <p>Authority comment (including information about shared staff):</p>	<p>35.2</p>	<p>2.46</p>	<p>35.7</p>

There has been a very 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 actual number of staff has remained the same. The Service remains bound by the local authority's Workforce Strategy and whilst this is in place the ability to create new posts and increase the number of overall staff numbers would be seen as unrealistic given the current financial climate.

Number of staff holding recognised library related qualifications (FTE) (including cognate areas)	7.5	0.52	0.5
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This target has not been met. Please add any comments below:

We recognise that we do not meet the minimum target for professionally qualified staff, however, we feel that we have a very strong, professional team with a wealth of experience, that are able to fulfil their roles to a professionally qualified standard. It is clear from our customer surveys the high regard which all of our staff are held in by our users and the authority ensures that a professionally qualified member of staff is always on duty to advise and support community libraries.

Number of staff holding qualifications in cognate areas (FTE)	1.0		1.0
Number of posts which require a library qualification	10.0		10.0
Number of staff with library qualifications in posts which	0.0		0.0

do not require a library qualification (FTE)

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

What 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

64,235

66025

Number of staff hours spent in training & personal/professional development

% of time spent in training & personal/professional development

2018-19

1.10%

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

AS DIRECTED BY MALD WE HAVE NOT SUBMITTED FIGURES FOR THE TOTAL NUMBER OF STAFF HOURS SPENT IN TRAINING. THIS TARGET SHOULD THEREFORE BE DISREGARDED FOR THIS YEAR. Staff have undertaken a range of training courses in 2019-2020, at a similar level to the previous year. These have included the mandatory fire awareness and manual handling training. A number of staff also undertook Frontline training. As ever staff have been able to attend training courses or days that fit in with their individual needs and personal development. The fall in total staff working hours is due to COVID-19. We haven't included staff time for the last week of March for home-workers.

Tudalen84

Total number of volunteers active during the year	-	2018-19	22
Total number of volunteer working hours during the year	-	2018-19	1,424
Do you have Investors in Volunteers accreditation relating to the NOS?	No		

Authority comment:

Figures for the number of volunteers has not been reported this year as requested by MALD in guidance, however it should be noted that our volunteer support programme has remained at the same level as in previous years. Volunteer numbers that are reported do not include those 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.

WPLSQI 14 Operational expenditure	2019-20	% of total	2018-19	% of total
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Expenditure on staff	£1,099,379	59%		63%
Total materials expenditure	£193,939	10%		13%
Expenditure on maintenance, repair & replacement of equipment & buildings	£56,721	3%		0%
Total other operational costs	£503,315	27%		24%
Total revenue expenditure	£1,853,354	100%		
Total revenue expenditure per 1,000 population	£12,969		£12,051	
Total capital expenditure				
Total capital expenditure per 1,000 population			£0	
Authority comment:				

There has been an increase in the total revenue expenditure per 1000 population in 2019-20. This is, in part, attributable to the costs of the relocation/refurbishment of Skewen Library and to the significantly higher costs for utilities in this year. A major theme of the 2019 Library Review was to deliver a plan that would ensure sustainability of the Service over the next five years and, at the same time, make improvements to the Service, whilst reducing costs. The Council have committed to supporting the recommendations of this Review and the actions are progressing through 2020 despite the uncertainty caused by COVID-19.

WPLSQI 15 Cost per visit	2019-20	Ratio	2018-19
Total revenue expenditure on staff & materials	£ 1,293,318.00		

Total income generated	£222,121.00		Income	£95,467.00
Total number of visits to library premises during the year	596,629			
Total number of external visits to the library's web site during the year	100,396	£1.54	Cost per visit	£1.59
Authority comment:				

The cost per visit has remained within the £1.50'ish region, with this year reported at £1.54. Although there have been fewer visitors to libraries as a result of the early closure in March (which impacted on this figure) had it been a normal year, it is likely the cost per visit would have been around £1.50. Total income generated has increased by £127,000 in 2019-20. This is due to the MALD grant for the relocation of Skewen Library (£106,000) and higher than anticipated income from room rentals at Cwmafan Library.

WPLSQI 16 Opening hours (Comment on any change to provision since 2018-19)	2019-20	Per 1,000 pop'n	2018-19 Per 1,000 pop'n
Aggregate annual opening hours for all service points	15,650	110	110
This target has not been met. Please add any comments below:			

Opening hours are frequently reviewed, monitored and where appropriate, adjusted to meet the needs of the library service users. During 2019-20 there have no changes to the actual number of opening hours. It should be noted that the opening hours for community-managed libraries are not included in this return, even though Neath Port Talbot continues to provide regular book stock, access to and training for the library management system, events and activities, access to requests and professional support. If we were to include opening hours for Community managed libraries in this return, then this Quality Indicator would be comfortably achieved. During the Library Review process in late 2019 we met with groups from all libraries and Elected Members and discussed opening hours as a focus point with them. It was agreed that we would pilot amended opening hours (total hours remaining unchanged) in a number of libraries starting from April 2020. Whilst this did not happen it will be something that is revisited in the autumn when the service is able to reopen fully.

Library staff carry out many duties out of hours and/or away from their branch library, taking the service out to those in the community who can't easily access a branch library. For example, time spent at residential homes, with the housebound borrowers, at schools, and at external outreach events. We do ensure that every hour of our available opening times are staffed by trained and knowledgeable staff with a professional librarian always available and on duty to provide support.

Total number of unstaffed opening hours for all service points	0		0.00
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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, knowledgeable and professional staff are available at all times.

		% of total	2018-19 % 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	0.00%	0.00%
Total number of missed mobile library stops and home deliveries as a result of vehicle failure or staff unavailability	32		
Total planned mobile library stops and home deliveries	2,080	1.54%	1.92%

Authority comment:

Neath Port Talbot has consistently maintained its advertised opening hours at all branch libraries throughout 2019/20. There were no unplanned interruptions to static library services at any point during the year. Skewen Library closed for one week while it was relocated to the new premises.

Tudalen89

Mae'r dudalen hon yn fwiadol wag

Welsh Public Library Standards 2017-2020: Neath Port Talbot County Borough Council

Annual Assessment Report 2019/20

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

1 Executive summary

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

Of the 9 quality indicators which have targets, Neath Port Talbot achieved 6 in full, 1 in part and did not achieve 2.

Library services in Neath Port Talbot continue to be delivered effectively in 2019/20. The review of library service provision noted in 2018/19 has now been undertaken and commitments achieved through this process should ensure that the library service continues to deliver an improved and sustainable service for the people of Neath Port Talbot over the next five years. The development of a new library for Neath as part of the town centre regeneration has the potential to revitalise library services. There is a continued emphasis on developing a strong professional team that are able to advise and support community libraries. Whilst the community managed libraries are not included in the annual report, the library service continues to provide an extensive level of support to these libraries and all its users. Although budget pressures still exist, and several elements of usage have fallen, the strength of leadership, alongside a clear commitment from the Council to support the new vision of Neath Port Talbot libraries is encouraging for the development of libraries in Neath Port Talbot over the next five years.

- Neath Port Talbot continues to meet all 12 of the Core Entitlements in full.
- Levels of customer satisfaction remain high.
- Although there has been a general decrease across most areas of usage, the total number of library members has increased slightly and members per capita are above the median level in Wales.
- The service responded to previous concerns around levels of expenditure particularly for Welsh and children's stock and meets the Welsh language materials target.
- The service continues to meet the target for ICT provision including Wi-Fi and has invested in provision in the relocated Skewen library.
- Overall staff numbers and numbers of qualified staff remain unchanged and unfortunately do not meet the targets. However, the level of the standard of customer care remains very high.
- Aggregate opening hours remain unchanged, and below the target level, in common with six other services. However it continues to meet the location target.

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. The assessment has been limited to some degree by the fact that local authorities were only asked to comment on any changes to the previous year's return, alongside additional commentary on of partially/not met core entitlements.

2.1 Core entitlements

Neath Port Talbot continues to meet all 12 of the Core Entitlements in full. The service has provided a considered and comprehensive response and the relocation/refurbishment of Skewen library has resulted in an improvement to the IT offer. This has also led to an improved offer in relation to cultural events and activities at Skewen. A wide range of services and activities are delivered across libraries in Neath Port Talbot. There has also been an improvement to the expenditure on Welsh language resources, impacting positively on CE 8. The service continues to lead on the all-Wales purchasing consortium for e-resources.

The service continues to provide extensive support to the 7 Community Managed Libraries, but due to the guidance surrounding inclusion of CMLs in the annual return, they are not included here. This may affect performance for example, materials expenditure includes stock which is used by the CMLs, but no loans made in CMLs are included.

2.2 Quality indicators with targets

There are 16 quality indicators (QIs), of which ten have constituent targets. Due to the impact of Covid-19, three quality indicators have been removed for the 2019/20 reporting year, five, six and fifteen, of which number six had a constituent target. Of the **nine** remaining targets for 2019-20 Neath Port Talbot achieved 6 in full, 1 in part and did not achieve 2 of the indicators.

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 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		Met in full
% of material budget spent on Welsh	√	
<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	√	
QI 16 Opening hours per capita	x	Not met

Neath Port Talbot has maintained its performance with no significant change throughout the framework.

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. However, this measure has been affected by Covid-19 and some authority plans to undertake a survey in the first quarter of 2020 were cancelled. The summary figures (lowest, median and highest) are therefore based on those authorities indicating they completed their user survey during framework 6. Rankings reflect the numbers of respondents, where 1 is the highest scoring authority.

Neath Port Talbot completed its adult and children’s user surveys in February 2019, with positive results.

Performance indicator		Rank	Lowest	Median	Highest
Q1 1 Making a difference					
b) % of young people who think that the library helps them learn and find things out:	97%	=1/19	60%	90%	97%
e) % of adults who think that the library has made a difference to their lives:	95%	=2/19	41%	85%	99%

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:

- The Library for the family – the role of the library in supporting the family. The impact of the library on a family is described, ranging from song and rhyme sessions for the children to a quiet space to study for exams for dad and a place providing PC access for all. A family has benefited from using the library in a number of ways. The importance of the library to the community is illustrated.
- Looking for work – the impact of the library on the unemployed. For one individual the library is a key element of his daily routine. The library has enabled him to meet others in a similar situation; reducing isolation and improving mental health.
- Bookstart – the benefits of Bookstart sessions. Bookstart sessions in the library have been invaluable for one mum and have provided an opportunity to meet other mothers and learn new activities to undertake with her son. The sessions have provided ideas for family activities in the home and built confidence through social interaction.
- Recovering from PTSD – the library’s impact on feelings of isolation and loneliness. For one adult, who had suffered a number of bereavements, the library helped to combat feelings of social exclusion. The library staff provided valuable social contact for this individual and family history resources available in the library also contributed to the wellbeing and satisfaction of the individual.

2.4 Quality indicators and benchmarks

Whilst Covid-19 restrictions remain challenging to all library services in Wales, staff resilience, professionalism and care for the community they serve has been outstanding. Although digital services have increased, we know from evidence provided that customers are missing their library services. They are missing the staff, browsing the shelves, IT provision, community spaces and groups such as knit and natter. The importance of the library as a physical place and the impact on the wellbeing of their customers through interaction with library staff cannot be underestimated.

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 2019/20. 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. Figures from the second year of the sixth framework or relevant previous surveys have also been included for comparison. Indicators ‘per capita’ are calculated per 1,000 population unless otherwise noted.

Performance indicator	Rank	Lowest	Median	Highest	2018/19	
QI 1 Making a difference					[Framework 6]	
a) % of adults who think that using the library has helped them develop new skills	90%	=4/18	25%	75%	94%	90%
c) health and well-being	87%	4/19	38%	69%	96%	87%
d) enjoyable, safe and inclusive	97%	=7/19	10%	92%	100%	97%
QI 2 Customer satisfaction					[Framework 6]	
a) 'very good' or 'good' choice of books	96%	3/18	78%	91%	99%	96%
b) 'very good' or 'good' customer care	99%	=3/18	88%	97%	100%	99%
c) 'very good' or 'good' IT facilities	91%	=5/17	65%	85%	99%	91%
d) 'very good' or 'good' overall	98%	=5/18	85%	96%	100%	98%
e) users aged 16 & under rating out of ten	9.3	=7/19	8.0	9.1	9.5	9.3
QI 8 Library use ¹						
a) visits per capita	4,175	7/22	2429	3987	6874	4,428
b) virtual visits per capita	703	13/22	239	909	2131	920
c) active borrowers per capita	87	19/22	78	145	244	123
QI 10 Welsh issues per 10,000	356	19/22	311	680	1468	425
QI 11 Online access						
b) Computers per 10,000	6	21/22	4	9	14	6
c) % of available time used by the public	32%	6/22	14%	30%	64%	32%
QI 14 Operational expenditure						
a) total expenditure per capita	£12,969	8/22	£7,260	£12,448	£23,333	£12,051
b) % on staff,	59%	=11/22	48%	61%	76%	63%
% on information resources	10%	=15/22	5%	13%	22%	13%
% on equipment and buildings	3%	=15/22	0%	8%	28%	0.4%
% on other operational costs	27%	7/22	1%	18%	35%	23.6%
c) capital expenditure per capita	£0	=22/22	£0	£1,567	£13,027	£0
QI 16 Opening hours ³						
(iii) a) % hours unplanned closure of static service points	0.00%	=1/22	0.00%	0.23%	3.96%	0.00%
b) % mobile stops / home deliveries missed	1.54%	17/22	0.00%	1.07%	5.41%	1.92%

¹ figures for co-located services are marked with an asterisk; performances for these services are likely to reflect higher footfall, and will not therefore be directly comparable with stand-alone library provision ²per 1,000 Welsh speaking resident population

³ 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 with the first and second year of the sixth framework (2017/18 and 2018/19).

3.1 Meeting customer needs (QI 1-5)ⁱ

Neath Port Talbot completed its adult and children's user surveys in February 2019, with positive results. All static libraries continue to provide a full-range of support for individual development and good support for health and well-being. Partnership working is identified as a strength in Neath Port Talbot and individual development is supported by a range of formal and informal training. Furthermore, health and well-being is supported in a variety

of ways, through partnerships with organisations such as Macmillan and dementia friendly events held in Port Talbot Library.

3.2 Access and use (QI 6-8)ⁱⁱ

Library usage has also been impacted by the closure of all Libraries on March 20th 2020 due to Covid-19. Neath Port Talbot continues to meet the target for easy access to service points, with services also provided through its seven community-managed libraries (not included as part of the statutory service). Although there has been a general decrease across most areas of usage, the total number of library members has increased slightly and members per capita are above the median level in Wales. There has also been an improved performance regarding the number of electronic downloads, which has increased by 87% since 2017/18. As noted by many services the social media presence of Neath has continued to grow and many users now prefer to interact through a variety of social media channels.

3.3 Facilities and services (QI 9-12)ⁱⁱⁱ

The materials budget has risen by 15.7% since 2017/18 and there has been a 5% increase on the percentage of materials expenditure for children, which is higher than the median spend in Wales. However, the acquisition targets for QI 9 are still not achieved. Neath Port Talbot is one of seventeen authorities who have not met the acquisitions target (QI 9) in 2019/20. It was noted in 2018/19 that spending on Welsh language resources quadrupled, following a long period of low investment. This has been maintained in 2019/20 with a slight increase in expenditure and QI 10 (Welsh language resources) has been met. PC provision has increased and facilities are improved due to the new library in Skewen. ICT usage remains the same and is above the median in Wales. Performance in relation to supply of requests has declined slightly (partly as a result of the recommended method of calculation) but both targets continue to be met.

3.4 Expertise and capacity (QI 13-16)^{iv}

Overall staff numbers and numbers of qualified staff remain unchanged, although FTE hours have fallen slightly due to voluntary changes to contracts, and Neath Port Talbot, in line with most other library authorities, does not meet either of the staffing targets. The total number of qualified staff per 10,000 remains above the median in Wales. Qualified leadership remains in place.

There has been an increase in the total revenue expenditure per 1000 population in 2019-20. This is, in part, attributable to the costs of the relocation/refurbishment of Skewen library and to the significantly higher costs for utilities in this year. Aggregate opening hours remain unchanged, and below the target level, in common with six other services. It should be noted that reporting does not include provision through 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. The strategic vision of Neath Port Talbot is set out in its library strategy 2016-2021. These include access to online services, learning and development, health and well-being and literacy.

Developments in these areas are aligned with the corporate priorities and national well-being goals. As services recover from Covid-19 there will be an increased emphasis on improving digital services to develop the local economy and environment so that the well-being of people can be improved.

5 Future direction

Reporting on the authority's future direction and plans for the library service over the following year, Neath Port Talbot outlined the outcomes of the review of library service provision undertaken in 2019/20. The vision to provide a strong, sustainable network of public libraries, both statutory and community managed, together with a digital online library that adapts to the needs of users has been endorsed by the council. Immediate priorities include the development of a new library in Neath town centre, a new mobile library, a new vehicle for the home delivery service, the relocation of library headquarters and a pilot project to review opening hours. These developments will potentially provide a number of opportunities for the service and are encouraging in the current climate and show clear and thorough planning. The service will also continue to deliver against the aims and recommendations of its current library Strategy (2016-2021), with a new Strategy due in the autumn of 2021.

6 Conclusion

Library services in Neath Port Talbot continue to be delivered effectively in 2019/20. The review of library service provision noted in 2018/19 has now been undertaken and commitments achieved through this process should ensure that the library service continues to deliver an improved and sustainable service for the people of Neath Port Talbot over the next five years. The development of a new library for Neath as part of the town centre regeneration has the potential to revitalise library services. There is a continued emphasis on developing a strong professional team that are able to advise and support community libraries. Whilst the community managed libraries are not included in the annual report, the library service continues to provide an extensive level of support to these libraries and all its users. Although budget pressures still exist, and several elements of usage have fallen, the strength of leadership, alongside a clear commitment from the Council to support the new vision for Neath Port Talbot libraries is encouraging for the development of libraries in Neath Port Talbot over the next five years.

ⁱ Due to Covid-19, local authorities were only asked to report any change in provision since the last reporting year for Q1 3&4.

ⁱⁱ Due to Covid-19, Q1 5&6 were removed for the 2019/20 reporting year.

ⁱⁱⁱ E-resources purchased through centrally-funded subscriptions have been included in the acquisitions figures for Q1 9 in 2019/20. Each authority has added 201 to their total acquisitions from centrally funded subscriptions. CIPFA Statistics Returns continue to include figures for centrally-procured resources.

^{iv} Due to Covid-19, Q1 15 was removed for the 2019/20 reporting year, alongside training and volunteer hours.

Mae'r dudalen hon yn fwriadol wag

**NEATH PORT TALBOT COUNTY BOROUGH
COUNCIL**

Education Skills and Culture Cabinet Board

18 March 2021

**REPORT OF THE HEAD OF TRANSFORMATION
ANDREW THOMAS**

MATTER FOR DECISION

WARDS AFFECTED – ALL WARDS

ADMISSION TO COMMUNITY SCHOOLS: 2022/2023

Purpose of Report

1. To obtain Education Skills and Culture Cabinet Board determination of the admission arrangements for community schools in relation to the 2022/2023 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 2021 its admission arrangements in relation to the 2022/ 2023 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 2nd December 2020 and 29th January 2021. 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 25th November 2020, 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 2022/2023 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 2022/2023 academic year, those consultations are required to be undertaken no sooner than 1st September 2020 and completed by 1st March 2021.
19. Once consultation has been completed the Council must determine by 15th April 2021 its admission arrangements, either in their original form or with such modifications as seen fit.
20. Consultation took place between 2nd December 2020 and 29th January 2021. 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.

Integrated Impact Assessment

24. An integrated 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 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 2021.

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 2022/2023 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, 2022/2023

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

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Admission to Community Schools 2022/2023

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 2022/2023 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 2022/2023 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 2022/2023' which will be available to parents in October 2021, 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 2022/2023' 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/ IDP 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, as defined in section 74 of the Social Services and Well-being (Wales) Act 2014 or England as defined in 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 26th November 2021.

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 1st March 2022 and primary phase education place on 19th April 2022.

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/ IDP 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, section as defined in 74 of the Social Services and Well-being (Wales) Act 2014 or England as defined in 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 **20th May 2022**. 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 as defined in section 74 of the Social Services and Well-being (Wales) Act 2014 or England as defined in 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 Secondary phase education admission appeals to be submitted by **25th March 2022**. 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, as defined in section 74 of the Social Services and Well-being (Wales) Act 2014 or, or England as defined in 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 **25th March 2022**. 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 **20th May 2022**. Any decision made by the Panel being binding on the Council. If the appeal is not successful a further application for a place at the same school will not be considered for the same academic year unless the Admissions Officer, School and Family Support Team, determines that there are significant and material changes to the circumstances.

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

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

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

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

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.

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)

DRAFT

Schedule of Events
Community Schools
Secondary Phase Education & Sixth Form Admission 2022/23

4th October 2021

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

26th November 2021

Closing date of submission of Admission Application Forms

Applications processed

1st February 2022

Children with statements of special educational needs/idp have placements confirmed.

1st March 2022

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

25th March 2022

Appeals against refusal to admit

Schedule of Events
Community Schools
Primary Phase Education Admission 2022/23

4th October 2021

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

26th /November 2021

Closing date of submission of Admission Application Forms
Applications processed

1st /February 2022

Children with statements of special educational needs/idp have placements confirmed.

19th /April 2022

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

20th /May 2022

Appeals against refusal to admit

Schedule of Events for
Community Schools
Nursery Class Admission 2022/23

4th October, 2021

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

18th /March 2022

Closing date of submission of Admission Application Forms
Applications processed

13th /May 2022

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, Llangiwig 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.
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, Croeserw Primary, Cymer Afan Primary, Glyncorwg Primary, Pen Afan 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 2020

Name of school	Primary Phase Admission Number
Abbey Primary	53
Alderman Davies CIW Primary	59
Alltwn 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	40
Ynysfach Primary	25
Ysgol Carreg Hir	60
Ysgol Cwm Brombil Primary Phase	30
Ysgol Gymraeg Ystalyfera Bro Dur Primary Phase	26
YGG Blaendulais	17
YGG Castell Nedd	48
YGG Cwm Nedd	26
YGG Gwaun Cae Gurwen	25
YGG Pontardawe	51
YGG Rhosafan	45
YGG Tyle'r Ynn	29
YGG Cwmllynfell	13
YGG Trebannws	18

Name of School	Secondary Phase Admission Number	Sixth Form Admission Number
Cefn Saeson Comprehensive	184	
Cwmtawe Community	256	
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 2022/2023
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 2022/2023 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 28/01/2021

(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: 28/01/2021

(f) Approved by Head of Service

Name: Mr Andrew Thomas

Date: 28/01/2021

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 2022/2023 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"/>

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 2020 and January 2021.

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:

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.

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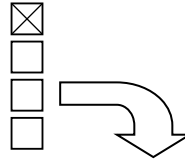
Actions:

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 2022/2023 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 2021</p>	<p>Policy will be determined by 15th April 2021 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

18 March 2021

**REPORT OF THE HEAD OF TRANSFORMATION
ANDREW THOMAS**

MATTER FOR DECISION

WARDS AFFECTED – ALL WARDS

School Terms Dates 2023/2024

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 2023/2024 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 2023/2024 by the final working day in August 2021.
6. The 2023/2024 school term dates proposed by Neath Port Talbot are the same as other authorities, although INSET days may vary.
7. Permission is sought to consult on the proposed 2023/2024 term dates which are attached as Appendix A.

Financial Impact

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

Integrated 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 Integrated Impact Assessment (IIA). 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 2023/2024 school term dates must be submitted to the Welsh Ministers by the final working day of August 2021.

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 2023/2024 school term dates.

Implementation of Decision

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

Appendices

17. Appendix A: Proposed School Term Dates 2023/2024.

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

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Appendix A



School Terms and Holiday Dates 2023/2024 Academic Year

		Mid Term Holiday			
Term	Term	Begins	Ends	Term Ends	Days
Autumn 2023	Friday 1 st September	Monday 30 th October	Friday 3 rd November	Friday 22 nd December	76
Spring 2024	Monday 8 th January	Monday 12 th February	Friday 16 th February	Friday 22 nd March	50
Summer 2024	Monday 8 th April	Monday 27 th May	Friday 31 st May	Friday 19 th July	69
				Total	195

Schools will be closed to pupils for INSET/Staff Preparation on five days between Friday 1st September 2023 and Friday 19th July 2024.

Bank Holidays

Good Friday	Friday 29 th March 2024
Easter Monday	Monday 1 st April 2024
May Bank Holiday	Monday 6 th May 2024
Spring Bank Holiday	Monday 27 th May 2024

**NEATH PORT TALBOT
COUNTY BOROUGH COUNCIL**

Education Skills and Culture Cabinet Board

18 March, 2021

REPORT OF THE HEAD OF TRANSFORMATION

ANDREW THOMAS

MATTER FOR DECISION

WARDS AFFECTED – ALL

Schools' Forum Revised Constitution

Purpose of the Report

To seek approval to implement a revised constitution for the Schools' Forum.

Executive Summary

The process of appointments and elections to the Schools' Forum has become unclear over recent years since the Forum was first created almost 20 years ago. As such, current members of the forum asked local authority officers to review and refresh its constitution and to realign the forum back within its remit under the required Regulations.

The attached constitution has been redrafted to make it clearer how the various categories of bodies are to be represented and their numbers;

the governance arrangements and it outlines terms of office and procedures required to replace individuals when necessary.

Background

Local Authorities are required by Regulations to have in place a schools' forum. Such forums are platforms for the authority to formally consult regarding matters relating to financial issues, the schools' funding formula and any contracts or tender agreements affecting schools.

The authority's schools' forum has been in place for almost 20 years and no formal review of its constitution and governance structure has taken place since its original formation.

Current members of the forum asked the local authority to undertake a review of its constitution as the core membership numbers of the group were declining and there is uncertainty as to the process involved in recruiting and replacing individuals.

Having reviewed the original Regulations the constitution attached as Appendix A has been drafted and clarity provided to the areas of concern.

This updated constitution document was presented to forum members at a meeting prior to the current COVID pandemic where it was accepted. The document is now submitted to Members for final approval. Subject to approval being granted an exercise will then commence to populate the forum in accordance with the constitution.

Financial Impact

There are no financial impacts associated with this report.

Equality Impact Assessment

The revised constitution will provide for representation on the Schools' Forum from all phases and sectors of education bodies and will now also including the offer of representation from the both the diocese of the Church in Wales and Roman Catholic Church.

Workforce Impacts

The revised constitution will provide for a far broader representation from all school phases and age groups, all sectors including maintained

schools and voluntary aided schools, and also representation from faith diocese and trade union groups.

Legal Impacts

There is a legal requirement that each local authority has in place a Schools' Forum in accordance with the 'The Schools Forums (Wales) Regulations 2003'.

Risk Management

There is a requirement placed on the Local Authority to ensure the Schools' Forum is in place and operating in an effective manner.

Recommendations

To approve the revised Schools' Forum Constitution attached to this report as Appendix A.

Implementation of Decision

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

Reason for Decision

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

Appendices

Appendix A: Schools' Forum Constitution, March, 2021.

List of Background Papers

The Schools Forums (Wales) Regulations 2003.

Officer Contact

Mr J Burge, Manager School & Family Support Team,
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Neath Port Talbot County Borough Council Schools' Forum

CONSTITUTION

1. Purpose of the Schools Forum

1.1 *The Neath Port Talbot Schools' Forum ("the forum") is established by Neath Port Talbot County Borough Council in accordance with 'The Schools Forums (Wales) Regulations 2003'.*

1.2 *The purpose of the forum is to be consulted on:*

- *Financial issues:*
 - *Annually in relation to the exercise of the authority's functions relating to the schools budget;*
 - *Any prospective revision to the authority's scheme for the financing of schools;*
 - *Other such matters concerning the funding of schools as the authority sees fit.*
- *School funding formula:*
 - *Any proposed changes in relation to the factors and criteria that were taken into account, or the methods, principles and rules that have been adopted, in the formula in accordance with regulations made under Section 47 of the School Standards and Framework Act 1998;*
 - *Any likely financial effect of any such change.*
- *Contracts:*
 - *At least three months prior to the issue of invitations to tender; the forum will be consulted on the terms of any proposed contract for supplies or services being a contract paid or to be paid out of their schools budget where the estimated value if the proposed contract is not less than the threshold which applies to the relevant authority for that proposed contract pursuant to regulation 5 of the Public Contracts Regulations, 2015;*
 - *At least three months prior to the date on which the authority propose to finalise the agreement; the forum will be consulted on the terms of any service level agreement under which schools would be provided with goods or services by the authority and the cost of those goods or services would be met (wholly or partly) out of the schools' budget shares.*
- *Any other matters as the local authority sees fit.*

2. Membership

- 2.1. *Membership must include at least 15 members appointed by the local authority. The Neath Port Talbot Schools' Forum will have 17 members who will have individual voting rights allocated to them. The membership is set out in the table below and includes a cross section of appointments. Additional members are permitted to be appointed at the discretion of the authority after consultation with the forum. Additional members will not have a right to vote.*

		Category				Total	
		Community	VA	Special	Other		
Membership	Schools	Primary HT	1	2	1		5
		Primary Gov	1				
		Secondary HT	1	2	1		5
		Secondary Gov	1				
		All-through HT	1	1			2
		All-through Gov					
		Special School HT			1		1
		Special School Gov					
	Non-Schools	Diocesan bodies				2	4
		TU - Teaching				1	
TU – Non-teaching					1		
Total		10	2	1	4	17	

- 2.2 *The regulations set out that non-schools members are limited to a maximum of one quarter of the total membership. For the Neath Port Talbot Schools' Forum this equates to no more than 4 voting appointments. There is no maximum limit for non-voting non-schools members.*
- 2.3 *The term of office for all categories of membership of the forum will be three years. The relevant body will be consulted at least one term prior to the end of the three year term to commence the process of re-election. There will be no bar on an individual being re-elected; subject to eligibility.*
- 2.4 *At the discretion of the local authority the appointment of any member of the forum may end if the member concerned ceases to hold the position of headteacher or governor by virtue of which they were originally eligible for appointment.*

3 Appointment process

Schools Members:

- 3.1 *The majority of the total membership of the forum will be appointed under the category of Schools Members. Eligibility within the regulations is restricted to either Headteachers or Governors of a school within the authority.*

3.2 *For all nominations, representations will be sought via the Headteachers' consultative groups LLAN and NAASH and the Neath Port Talbot Governors' Association. The final decision of appointments will be taken by the local authority and will be based on a fair representation reflective of the table above.*

Non-Schools Members:

3.3 *The local authority will appoint one representative from both the diocese of the Church in Wales and Roman Catholic Church.*

3.4 *The joint consultative group for education (known as LSPG, 2+2 and Support Staff Meeting) will be invited to nominate one representative each from both the teaching and support staff trades unions.*

Non-voting standing Members:

3.5 *Members of the forum can co-opt any non-voting member they wish to participate in the forum, however, the following will by default be invited to attend each meeting as non-voting members:*

- *The Chief Executive of the Council;*
- *The Cabinet Member for Education, Skills and Culture;*
- *The Director of Education, Leisure and Lifelong Learning;*
- *The Director of Finance;*
- *The Head of Service for Transformation;*
- *The Head of Service for Participation.*

4. Chairperson of meetings

4.1 *Annually at the first meeting of each new academic year the first item on the agenda will be to elect a chairperson to preside over meetings for the year ahead. There is nothing preventing the previous chairperson from being re-elected.*

4.2 *Only voting members will be eligible to be considered as Chairperson.*

4.3 *Members from either the schools category or non-schools category are eligible to be considered as Chairperson.*

4.4 *The most senior officer from the authority present at the meeting as a non-voting member will preside over the election of a chairperson.*

4.5 *Where there is a single nomination, that person will be appointed chairperson without the need for a vote.*

4.6 *Where more than one nomination is made, a ballot will be held amongst those present via a simple majority show of hands. Absent voting-members of the forum will not be permitted to cast a vote.*

4.7 *Should there be a tied vote then a decision will be made by drawing lots.*

4.8 *In the absence of the chairperson at a meeting the Clerk present will seek nominations for a temporary chairperson to preside over the meeting.*

5. Quorum

5.1 *Meetings of the schools' forum will require a quorum of at least 40% of appointed voting-members in order to make decisions.*

5.2 *With a full complement of members the quorum would require at least 7 members with voting rights to be present at the meeting in order to make decisions.*

5.3 *Any current vacancies are excluded from the total voting membership when calculating the 40% minimum requirement.*

6. Voting

6.1 *Voting will be taken by a simple majority show of hands from voting-members only.*

6.2 *The chairperson of the meeting will have a second casting vote if necessary.*

6.3 *Voting-members not present at the meeting are unable to vote by proxy.*

6.4 *The chairperson of the forum does not have any delegated authority and is not able to take decisions on behalf of the forum.*

7. Declaration of Interests

7.1 *Both voting and non-voting members of the forum should declare an interest in any individual matter which directly affects them either personally or will hold favour to their particular school or group that they represent **except** where that interest is no greater than the interest of the generality of all schools maintained by the authority.*

7.2 *Consistent with the principle set out above, any member with such an interest should take no part in the decision on the matter and the forum will consider whether the member should withdraw from the meeting whilst the matter is being discussed.*

8. Financial Expenses

8.1 *Expenses for attendance at meetings of the forum are permissible in line with the authority's travel and expenses policy. Approved claims will be funded by the authority.*

9. Clerking

9.1 *Administration arrangement and the clerking of meetings of the forum will be undertaken by the local authority.*

10. Meetings

- 10.1 *The Clerk shall convene all meetings of the forum but shall comply with any direction in the matter given by:*
- (i) The forum at a previous meeting; or*
 - (ii) The chair as long as this is not inconsistent with any previous direction given under (i) above.*
- 10.2 *The forum shall, as a minimum, meet twice a year in separate terms.*
- 10.3 *The dates of meetings will be agreed annually at the first meeting of the academic year.*
- 10.4 *The Clerk shall issue a notice and agenda for each meeting to every member of the forum at least one week prior to the date of the meeting.*
- 10.5 *Meetings of the forum shall be held in public, and the papers, agendas and minutes will be made publicly available.*

11. Record of Proceedings

- 11.1 *The clerk shall keep a record of the proceedings of each meeting in the form of minutes.*
- 11.2 *The minutes will include a list of attendees at each meeting.*
- 11.3 *The minutes will be open to inspection.*

12. Training

- 12.1 *Members of the forum may be required to attend periodic training to assist them to better their understanding and participation of the role.*

SFS/JIB/March, 2021



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Education, Skills and Culture Cabinet Board

18 March, 2021

Report of the Head of Transformation Andrew Thomas

Matter for Decision

Wards Affected: All

Additional Learning Needs Information Management System

Purpose of the Report

- To provide Members with further information in relation to new legislation and statutory guidance for learners with Additional Learning Needs (ALN) as set out in the ALNET Act and draft Code of Practice for ALN, with specific regard to mandatory ALN management systems.
- To provide Members with information and progress in relation to developing an online management platform for Individual Development Plans (IDPs) and a local authority electronic provision map, to meet the local authority's (LA) statutory duties.

- To inform Members that due diligence has been undertaken and that value for money has been obtained for the Council.
- To request Members' approval to proceed with procuring the contract with CACI Limited in order to implement an ALN case management and IDP solution.

Executive Summary:

Members have previously received a report and seminar which set out Welsh Government's objectives for transformation from the current system for children and young people with Special Educational Needs (SEN) of statutory schools age, to a unified system for supporting learners from 0 to 25 years of age with ALN. This includes creating a single statutory plan to replace current statutory and non-statutory plans which will be known as Individual Development Plans (IDPs). The report provided Members with an overview of the Additional Learning Needs and Education Tribunal (Wales) Act (ALNET), an overview of the draft Code of Practice for ALN and the wider implications for local authorities in implementing the transformation programme.

This report will provide an update on activity and timescales in relation to the requirement for all local authorities to develop online management systems, to support a platform for electronic IDPs for children and young people (C&YP) with ALN. In addition to this there is a requirement to develop a provision mapping tool, which will support the LAs ability to further monitor progress and provision for C&YP with ALN.

Background:

The Welsh Government has published new timescales for the implementation of the ALNET Act, including the conversion of plans for C&YP with ALN. A new draft Code for ALN has recently been laid before the Senedd and will be discussed in a plenary session at the end of this month.

The new legislation will be implemented from September 2021, with the phased introduction of IDPs to replace all statutory and non-statutory plans. LAs are currently preparing for a period of transformation from 2020 to 2023. During this time there will be a requirement to work within two legal systems. The current system will be phased out entirely by September 2024.

The LA Inclusion Service has been working towards implementation both at a local, regional and national level.

The Inclusion Service has engaged with regional partners, our internal I.T. department and two external companies to determine the best possible ALN information management solution for NPT. As a result of this work and in line with the LAs procurement processes, CACI Impulse Limited has been identified as the most suitable provider.

This provider will assist NPTC in overseeing, managing and building capability in ALN provision across all education establishments, helping create an inclusive, unified ALN service for learners from 0-25 years. The system incorporates a bilingual, structured and portable IDP record, configured specifically for the Welsh ALN Code, practice and process context. It also adheres to the minimum requirements as set out in recent Welsh Government communication to local authorities.

Furthermore, it will support current processes including:

- the conversion to a paperless system for all services within Inclusion
- the development of a sophisticated provision map to monitor the effectiveness of ALN provision and value for money for the LA
- the streamlining of panel processes and referral systems
- the efficient and safe sharing of information with key partners
- improved communication and collaboration between the LA and parents/carers

- supporting a person centred and outcome focussed approach, ensuring that the LA is adhering to the principles of the new Code

Financial Impacts:

- Additional expenditure will be incurred as a consequence of the proposed recommendations. The cost for the 3 year contract is as follows:

Year 1

Implementation - £17,400

Training - £12,600

Annual maintenance costs - £15,500

Year 2

Annual maintenance costs – £15,810

Year 3

Annual Maintenance costs - £16,126

Total cost Year 1 - £45,500

Total 3 year cost - £77,436

- Welsh Government have communicated that they will distribute funding across all local authorities in Wales to cover the majority of costs for Year 1. Welsh Government are anticipating further funding for years 2 and 3 (to be confirmed).

Following the grant allocation to support this work, future funding will be sourced from the Inclusion budget.

Integrated Impact Assessment:

‘A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under

the Equality Act 2010, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016.

The first stage assessment has indicated that a more in-depth assessment is not required. A summary is included below.'

This system will have a positive impact on all stakeholders and ensures the LA meets its statutory duties as set out in the ALNET Act and Code of Practice for ALN, to be implemented from September 2021.

**Valleys Communities Impacts:
No implications**

**Workforce Impacts:
No implications**

Legal Impacts:

The proposed information management system to be provided by CACI Limited will ensure that the LA is discharging its legal duties as set out in the ALNET Act and new Code of Practice for ALN.

CACI Limited will be appointed through a direct award through the G Cloud Framework. Therefore this contract will be let in accordance with the Council's Contract Procedure Rules (rule 7.3).

Risk Management Impacts:

Please see attached Integrated Impact Assessment.

Risks associated with failing to implement the proposed recommendations:

- Delay in securing appropriate ALN Information management system
- Risk of the local authority not adhering to mandatory requirements to implement an online IDP and provision map system
- Risk of LA not complying with its statutory duties as set out in the ALNET Act and new Code of Practice for ALN from September 2021

Consultation:

There is no requirement for external consultation on this item.

Officers from the Inclusion Service have worked in close collaboration with internal departments, including Legal, Data, Data Governance and IT to support and inform its decision making.

Recommendations:

That authority be delegated to the Head of Transformation to proceed to enter the Council into the contractual arrangements proposed above.

Reasons for Proposed Decision:

That the authority are able to proceed with contractual arrangements with CACI Limited in readiness for implementation of new legislation.

Implementation of Decision:

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

Appendices:

Integrated Impact Assessment

Officer Contact:

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Hayley Lervy Co-ordinator for Inclusion
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Mae'r dudalen hon yn fwriadol wag

Impact Assessment - First Stage

1. Details of the initiative

Initiative description and summary: Procurement of an ALN Information Management System through CACI Impulse Limited
Service Area: Inclusion
Directorate: ELLLS

2. Does the initiative affect:

	Yes	No
Service users	x	
Staff	x	
Wider community	x	
Internal administrative process only		x

3. Does the initiative impact on people because of their:

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age	X				H	New legislation for children and young people with Additional learning Needs (ALN) with extended age range 0-25 years and their parent/carers
Disability	x				H	New legislation for children and young people with Additional learning Needs (ALN) with extended age range 0-25 years and their parent/carers
Gender Reassignment		x				
Marriage/Civil Partnership		x				
Pregnancy/Maternity		x				

Race		x				
Religion/Belief		x				
Sex		x				
Sexual orientation		x				

4. Does the initiative impact on:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language	x				H	This is a bilingual management system
Treating the Welsh language no less favourably than English		x				

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5. Does the initiative impact on biodiversity:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
To maintain and enhance biodiversity	X				M	Supports the move to a paperless system
To promote the resilience of ecosystems, i.e.	X				M	As above

supporting protection of the wider environment, such as air quality, flood alleviation, etc.						
--	--	--	--	--	--	--

6. Does the initiative embrace the sustainable development principle (5 ways of working):

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	Yes	No	Details
Long term - how the initiative supports the long term well-being of people	X		A sustainable solution for support our most vulnerable children and young people (C&YP) with additional learning needs (ALN), by ensuring an improved system for tracking and monitoring the needs of C&YP and quality of provision over time.
Integration - how the initiative impacts upon our wellbeing objectives	X		The project will fulfil the following wellbeing goals: <ul style="list-style-type: none"> • A prosperous Wales • A resilient Wales This system supports a paperless system <ul style="list-style-type: none"> • A healthier Wales • A more equal Wales high quality provision for C&YP with ALN <ul style="list-style-type: none"> • A thriving Welsh language • A bilingual system
Involvement - how people have been involved in developing the initiative		X	
Collaboration - how we have worked with other services/organisations to	X		Worked in close collaboration at a local, regional and national level.

find shared sustainable solutions			
Prevention - how the initiative will prevent problems occurring or getting worse	X		Offers a sustainable solutions and ensures the LA fulfils its statutory obligations in meeting the needs of C&YP with ALN

7. Declaration - based on above assessment (tick as appropriate):

A full impact assessment (second stage) is not required	X
Reasons for this conclusion	
This system will have a positive impact on all stakeholders and ensures the LA meets its statutory duties as set out in the ALNET Act and Code of Practice for ALN, to be implemented from September 2021.	
A full impact assessment (second stage) is required	

Reasons for this conclusion

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	Name	Position	Signature	Date
Completed by	Hayley Lervy	Co-ordinator for Inclusion	H J lervy	09/03/21
Signed off by		Head of Service/Director		

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