RHONDDA CYNON TAF

CYNGOR BWRDEISTREF SIROL
RHONDDA CYNON TAF
COUNTY BOROUGH COUNCIL

A meeting of the CABINET will be held at the Council Chamber, The Pavilions, Cambrian Park, Clydach Vale, Tonypandy, CF40 2XX
Thursday, 18th October, 2018 at 10.30 am

Contact: Emma Wilkins - Principal Executive & Regulatory Business Officer (Tel No. 01443 424110)

Councillors and members of the public wishing to request the facility to address the Cabinet on any of the business as listed below, must request to do so by 5pm on the Tuesday, 16 October 2018 Councillors and Members of the public should stipulate if this address will be in the medium of English or Welsh.

It must be noted that the facility to address the Cabinet is at the discretion of the Chair and each request will be considered based on the agenda items being considered, the public interest/interest of the member in each matter and the demands of the business on that day. To make such a request please email:- ExecutiveandRegulatoryBusinessUnit@rctcbc.gov.uk

ITEMS FOR CONSIDERATION

1. **DECLARATION OF INTEREST**

   To receive disclosures of personal interest from Members in accordance with the Code of Conduct.

   Note:

   1. Members are requested to identify the item number and subject matter that their interest relates to and signify the nature of the personal interest; and
   2. Where Members withdraw from a meeting as a consequence of the disclosure of a prejudicial interest they **must** notify the Chairman when they leave.

2. **FOUNDATION PHASE, KEY STAGE 2 & 3 AND PROVISIONAL KEY STAGE 4 OUTCOMES FOR THE ACADEMIC YEAR 2017-18**

   To receive the report of the Director of Education and Inclusion Services providing Members with initial feedback on Foundation Phase, Key Stage 2 and 3, and Provisional Key Stage 4 outcomes for the academic year 2017-18.

   (Pages 5 - 16)

3. **SCHOOL ATTENDANCE STRATEGY FOR 2018 - 2021 "MISS SCHOOL, MISS OUT"**

   To consider the Joint Report of the Director of Communications and Interim Head of Democratic Services and the Director of Education and Inclusion Services providing members with the full draft school attendance strategy, 2018 – 2021.

   (Pages 17 - 50)

4. **FLOOD AND WATER MANAGEMENT ACT 2010: COMMENCEMENT OF SCHEDULE 3 - SUSTAINABLE DRAINAGE ON THE 07.01.19**

   To receive the report of the Director of Highways & Streetcare Services advising members of the commencement of schedule 3 'Sustainable Drainage' of the Flood and Water Management Act 2010 (FWMA) and the legislative requirement for the council to provide a new service.

   (Pages 51 - 72)

5. **THE COUNCIL'S HUMAN RESOURCE SERVICE**

   To receive the report of the Director of Human Resources providing Members with an overview of the Human Resource departments operations over the last twelve months.

   (Pages 73 - 90)

6. **NOTICE OF MOTION - SNOW WARDEN**

   To receive the report of the Interim Head of Democratic Services outlining the findings and recommendations of the Scrutiny Working Group in respect of the Snow Warden Notice of Motion.

   (Pages 91 - 94)

7. **BUDGET CONSULTATION**

   To receive the report of the Director of Communications & Interim Head of Democratic Services providing Members with details of the Budget Consultation to be undertaken.

   (Pages 95 - 98)

8. **LIST OF STANDARDISED WELSH PLACE NAMES**

   To receive the report of the of the Interim Head of Democratic Services advising Members of the recommendations of the Welsh Language Steering group, which met on the 10th October, 2018.

   (Pages 99 - 118)

9. **TO CONSIDER PASSING THE FOLLOWING RESOLUTION:**

   "That the press and public be excluded from the meeting under Section 100A(4) of the Local Government Act (as amended) for the following items of business on the grounds that it involves the likely disclosure of the exempt information as defined in paragraph 14 of Part 4 of the Schedule 12A of the Act".

10. **PONTYPRIDD STRATEGIC OPPORTUNITY AREA: IMPLEMENTATION**

To receive the report of the Director, Regeneration, Planning & Housing containing exempt information, which provides Members with details of a strategic opportunity within Pontypridd.

(Pages 119 - 128)

11. **URGENT ITEMS**

To consider any urgent business as the Chairman feels appropriate.

Director of Communications & Interim Head of Democratic Services

Circulation:-

Councillors: Councillor A Morgan (Chair)
Councillor M Webber (Vice-Chair)
Councillor R Bevan
Councillor A Crimmings
Councillor G Hopkins
Councillor M Norris
Councillor J Rosser
Councillor R Lewis
Councillor C Leyshon

Officers: Simon Gale, Service Director, Planning
Chris Bradshaw, Chief Executive
Chris Jones, Director, Legal & Democratic Services
Christian Hanagan, Director of Communications & Interim Head of Democratic Services
Chris Lee, Group Director Corporate & Frontline Services
Gio Isingrini, Group Director Community & Children's Services
Colin Atyeo, Director of Corporate Estates & Procurement
Esther Thomas, Temporary Service Director for Access & Inclusion Services
Jane Cook, Director, Regeneration, Planning & Housing
Nigel Wheeler, Director of Highways & Streetcare Services
Paul Mee, Director, Public Health, Protection & Community Services
Richard Evans, Director of Human Resources
Gaynor Davies, Director of Education and Inclusion Services

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

CABINET

18th OCTOBER 2018

FOUNDATION PHASE, KEY STAGE 2 & 3 AND PROVISIONAL KEY STAGE 4 OUTCOMES FOR THE ACADEMIC YEAR 2017-18

REPORT OF DIRECTOR OF EDUCATION AND INCLUSION SERVICES IN DISCUSSIONS WITH THE RELEVANT PORTFOLIO HOLDER, COUNCILLOR JOY ROSSER.

AUTHOR: Gaynor Davies (01443 744004)

1.   PURPOSE OF THE REPORT

1.1   The purpose of the report is to provide Members with initial feedback on Foundation Phase, Key Stage 2 and 3, and Provisional Key Stage 4 outcomes for the academic year 2017-18.

2.   RECOMMENDATIONS

It is recommended that the Cabinet:

2.1   Note the information contained within the report.

2.2   Consider the implications of this data on the level of support needed for schools during academic year 2018-19.

2.3   Agree that detailed school by school information in relation to Key Stage 4 data will be presented to Cabinet on receipt of the final, verified data from Welsh Government.

3   REASONS FOR RECOMMENDATIONS

3.1   To ensure that Cabinet Members are fully aware of the educational performance of our pupils and schools in Rhondda Cynon Taf.

4. <u>BACKGROUND</u>

4.1 Learners across Wales are assessed at the end of Years 2, 6 and 9. This assessment is undertaken by teachers who know the learners and a system of local and national moderation has been undertaken for a number of years to ensure this process is robust. At the end of Year 11, pupils take externally marked examinations. This data is not verified until the end of the Autumn Term. As a comparison the only data published for Foundation Phase, KS2 and KS3 by Welsh Government is based on the Welsh average and moving forward it will not be possible to report on national ranking positions for these stages.

5. <u>FOUNDATION PHASE</u>

5.1 The table below sets out the Foundation Phase Outcomes, which are measured by the percentage of pupils achieving at least outcome 5 (the expected outcome) in teacher assessments.

Foundation Phase Indicator - %	2013	2014	2015	2016	2017	2018
Rhondda Cynon Taf	80.6	81.8	86.3	87.2	86.9	81.25
Wales	83.0	85.2	86.8	87.0	87.3	82.6
Rank	19	21	14	11	13	N/A
Personal and social development, well-being and cultural diversity - %	2013	2014	2015	2016	2017	2018
Rhondda Cynon Taf	90.9	91.9	94.3	94.6	93.8	92.1
Wales	93.0	94.2	94.8	94.5	94.7	93.4
Rank	21	21	18	13	20	N/A
Language, literacy and communications skills – English - %	2013	2014	2015	2016	2017	2018
Rhondda Cynon Taf	83.2	82.9	86.8	87.7	87.7	82.4
Wales	85.2	86.6	88.0	88.0	88.1	84.0
Rank	19	20	17	16	14	N/A
Language, literacy and communications skills – Welsh - %	2013	2014	2015	2016	2017	2018
Rhondda Cynon Taf	84.1	90.1	94.4	94.8	92.2	86.7
Wales	86.7	89.8	91.3	90.7	90.9	86.1

Rank	17	12	4	4	11	N/A
Mathematical Development - %	**2013**	**2014**	**2015**	**2016**	**2017**	**2018**
Rhondda Cynon Taf	85.9	86.1	89.1	90.0	90.2	85.5
Wales	87.4	88.7	89.7	89.9	90.3	86.6
Rank	16	21	16	13	14	N/A

5.2   In reviewing the comparative data it is important to contextualise the data to take into account the socio-economic factors across the 22 Welsh local authorities. Whilst poverty and deprivation are not excuses for educational underperformance, they are factors that influence educational outcomes. In comparing the Rhondda Cynon Taf with other local authorities, in terms of pupils eligible for free school meals, Rhondda Cynon Taf has the third highest level behind, Blaenau Gwent, and Neath Port Talbot. Therefore, if the indicators are compared based on free school meals, you would **"expect"** Rhondda Cynon Taf to be 20th in the comparative indicators. Therefore, our performance should be judged on the value added over and above what is expected.

5.3   Data suggests that Foundation Phase Indicators dipped by 5.65% in Rhondda Cynon Taf during 2017/18, which is 1.35% below the Welsh average. However, a decline in performance was also evident across Wales on all 5 performance measures. It is highly likely that this dip is attributable to changes in the expectations for outcomes in the Foundation Phase which have been aligned to the expectation statements within the Areas of Learning. This recalibration has ensured that outcomes now more accurately reflect the teaching and learning expectations within the revised Areas of Learning. As a direct result of this change it is now more challenging to achieve Foundation Phase outcome 5.

6.   KEY STAGE 2

6.1   The table below sets out the achievements of 11 year olds for a number of the mandatory areas of learning based on teacher assessments. The Core Subject Indicator represents the percentage of pupils achieving Level 4 or above in English or Welsh (first language), mathematics and science in combination.

Percentage of pupils achieving the KS2 Core Subject Indicator	2013	2014	2015	2016	2017	2018
Rhondda Cynon Taf	82.6	84.3	85.8	88.5	90.0	89.24
Wales	84.3	86.1	87.7	88.6	89.5	89.5
Rank	17	17	19	15	11	N/A
Percentage of pupils achieving level 4 or above in English	2013	2014	2015	2016	2017	2018
Rhondda Cynon Taf	85.2	86.7	88.0	90.0	91.4	90.9
Wales	87.1	88.4	89.6	90.3	91.1	91.1
Rank	20	19	19	15	12	N/A
Percentage of pupils achieving level 4 or above in Mathematics	2013	2014	2015	2016	2017	2018
Rhondda Cynon Taf	86.2	87.6	88.9	91.3	92.2	91.4
Wales	87.5	88.9	90.2	91.0	91.6	91.8
Rank	18	20	20	12	8	N/A
Percentage of pupils achieving level 4 or above in Welsh First Language	2013	2014	2015	2016	2017	2018
Rhondda Cynon Taf	84.3	88.4	92.3	93.9	93.0	92.2
Wales	86.7	88.1	90.5	90.8	91.6	89.7
Rank	16	14	9	9	8	N/A
Percentage of pupils achieving level 4 or above in Science	2013	2014	2015	2016	2017	2018
Rhondda Cynon Taf	87.2	88.8	89.4	91.6	92.6	91.4
Wales	89.7	90.3	91.4	91.7	92.2	92.1
Rank	20	19	20	12	12	N/A

6.2   At Key Stage 2, the data suggests that the performance of primary schools during 2017/18 deteriorated slightly (by less than 1%age point) across the majority of subject areas. Nevertheless, the Core Subject Indicator outcomes are at the 2nd highest level since 2013. Rhondda

Cynon Taf pupils performed just above the Welsh average for the percentage of pupils achieving Level 4 or above in Welsh (first language).

7. KEY STAGE 3

7.1 The table below sets out the achievements of 14 year olds for a number of the mandatory areas of learning based on teacher assessments. The Core Subject Indicator represents the percentage of pupils achieving Level 5 or above in English or Welsh (first language), mathematics and science in combination.

Percentage of pupils achieving the KS3 Core Subject Indicator	2013	2014	2015	2016	2017	2018
Rhondda Cynon Taf	73.6	78.4	81.6	84.0	87.4	87.9
Wales	77.0	81.0	83.9	85.9	87.4	88.1
Rank	16	16	16	17	14	N/A
Percentage of pupils achieving level 5 or above in English	2013	2014	2015	2016	2017	2018
Rhondda Cynon Taf	79.2	83.3	86.0	87.1	90.4	91.4
Wales	82.9	85.9	87.9	89.2	90.5	91.2
Rank	17	18	19	17	15	N/A
Percentage of pupils achieving level 5 or above in Mathematics	2013	2014	2015	2016	2017	2018
Rhondda Cynon Taf	81.1	84.3	87.3	88.9	90.7	91.5
Wales	83.9	86.5	88.7	90.1	90.8	91.6
Rank	19	17	16	18	14	N/A
Percentage of pupils achieving level 5 or above in Welsh First Language	2013	2014	2015	2016	2017	2018
Rhondda Cynon Taf	85.9	90.0	92.5	91.4	94.1	93.2
Wales	87.6	90.1	90.9	92.0	93.5	93.8
Rank	12	8	7	14	9	N/A
Percentage of pupils achieving level 5 or above in Science	2013	2014	2015	2016	2017	2018
Rhondda Cynon Taf	84.9	88.7	90.7	91.4	93.3	93
Wales	87.0	90.4	91.8	92.8	93.5	93.7

Rank	16	18	16	18	14	N/A

7.2 At Key Stage 3, the secondary schools made good progress during 2017/18 on 3 out of 5 key performance measures, and a further one outcome measure remained relatively stable. The performance on most Key Stage 3 indicators was just below the Welsh average, with the exception of outcomes in English, which was 0.2% above the all Wales average.

8. **KEY STAGE 4**

8.1 Substantial changes were introduced to the KS4 curriculum in 2017 and how individual pupil and school performance is assessed in Wales, Northern Ireland and England. In the past the three countries have been aligned and the education standards had been set and maintained by one qualification regulator. There are now three separate regulators for the GCSE qualification across the three countries.

8.2 As a result the GCSE qualifications are developed to meet the different requirements of each regulator, which are awarded independently of each other. This means that the grades awarded within a subject will no longer be benchmarked across each country. Clearly, this could create problems in the future in terms of comparisons between qualifications for employers and further and higher education institutions. The three regulators are committed to working together, as they keep their respective approaches to maintaining standards, under review.

8.3 In 2017 the following changes were introduced:

- The introduction of new GCSE's for English language, Welsh (first) language, GCSE mathematics and a new examination GCSE mathematics – numeracy;
- The new GCSEs are now linear with the assessment being undertaken through examination at the end of the course. Previous GCSEs were available in a modular option, which included a controlled assessment unit for the language qualifications and examinations which could be taken in stages over a two year period;
- Significant changes to the key performance measures in 2017 are detailed as follows:
  - A maximum of two vocational qualifications will count towards the Level 1, Level 2 and Level 2 inclusive measure. In 2016, five vocational qualifications could have counted for the Level 1 and Level 2 thresholds and three for the Level 2 inclusive;

o Only the new GCSE's for English language, Welsh (first) language, and one of GCSE mathematics or GCSE mathematics – numeracy counts towards the literacy and maths elements of the Level 2 inclusive performance measure. English literature no longer counts towards the literacy and maths elements;

o The capped points score performance measure is the "best" nine qualifications, rather than the previous eight, which must include English language or Welsh (first) language, GCSE mathematics, GCSE mathematics – numeracy, two science qualifications (two science GCSE's from 2018), and no more than four vocational qualifications.

8.4 The new examinations were first undertaken by Welsh pupils in 2017, and Key Stage 4 outcomes last year were variable, with some schools displaying greater resilience in adapting to the changes imposed. In light of the new examinations and the fact that they assess different skill sets and knowledge bases than the previous examinations, the results achieved prior to 2017 cannot be meaningfully compared to 2017 and 2018 outcomes. Nevertheless, we can make some judgements about the progress made since 2017. However, it should be noted that further changes to performance measures are planned for 2018.

8.5 The table below sets out the **provisional** Key Stage 4 results for 2018. The provisional Central South Consortium data is also shown for comparative purposes. The 2016 dataset is also included for reference purposes only.

8.6 It should be noted that these provisional results may well change over the next few weeks as final examination grades are confirmed following remarks.

KS4	2016 Legacy GCSE's %	2017 New GCSE's Actual %	2018 GCSE's Provisional %
Level 1 threshold (5 A*-G at GCSE or equivalent)			
RCT	**96.7**	94.7	95.2
CSC	95.4	94.3	94.4
Wales	95.3	N/A	N/A
Level 2 threshold (5 A*-C at GCSE or equivalent – minimum of three GCSEs)			
RCT	**90.3**	63.2	64.7
CSC	87.1	67.6	69.7
Wales	84.0	N/A	N/A

KS4	2016 Legacy GCSE's %	2017 New GCSE's Actual %	2018 GCSE's Provisional %
Level 2 threshold (5 A*-C at GCSE or equivalent) including English/Welsh and mathematics			
RCT	**56.6**	49.8	52.9
CSC	60.9	54.5	57.4
Wales	60.3	N/A	N/A
A* - C in English			
RCT	**68.6**	**58.5**	**59.7**
CSC	70.6	63.6	64.8
A* - C in Welsh			
RCT	**75.3**	**74.7**	**73.3**
CSC	78.0	79.1	79.9
A* - C in Mathematics (best of the 2 GCSEs)			
RCT	**61.3**	**59.3**	**61.4**
CSC	66.1	62.4	65
A* - C or equivalent in science			
RCT	**85.4**	**78.6**	**58.7**
CSC	85.5	80.3	63.1

8.7 The table illustrates that improved outcomes were evident on Level 1, Level 2 and Level 2+ measures during 2017/18. The Level 1 outcomes were above the regional average for Central South Consortium (CSC) but Level 2 and Level 2+ outcomes were below the average for the region. The percentage of learners achieving A*-C in Welsh and science dipped this academic year, particularly in science. This perhaps can be explained by the recent changes in performance measures and the reduced reliance on BTEC science qualifications. A*-C outcomes in English and mathematics (best of the 2 GCSEs) improved by 1.2% and 2.1%age points this academic year.

8.8 Variations across schools and key performance measures were evident this academic year but in the main the vast majority of schools have made encouraging progress on Key Stage 4 outcomes.

8.9 Over the next month or so, Council officers, working with headteachers and the Central South Consortium will analyse the data and better understand what has gone well, and what needs to improve, on a school by school level, and within each school, on a subject by subject basis. An analysis of outcomes for vulnerable groups will also be undertaken to ensure that schools are targeting their resources and interventions appropriately. First indications suggest that schools need

to ensure that the right curriculum is made available to all Key Stage 4 pupils that best suits their needs and that the teaching provided is of the highest standard.

8.10 Final examination information on each of the 17 secondary schools in Rhondda Cynon Taf will be presented to Cabinet and the Children and Young People Scrutiny Committee on receipt of the final verified data in December 2018.

9. EQUALITY AND DIVERSITY IMPLICATIONS

9.1 This is an information report. No Equality Impact Assessment screening form is required.

10. CONSULTATION

10.1 This is an information report, no consultation is required.

11. FINANCIAL IMPLICATIONS

11.1 There are no financial implications.

12. LEGAL IMPLICATIONS *OR* LEGISLATION CONSIDERED

12.1 None at present.

13. LINKS TO THE COUNCILS CORPORATE PLAN/OTHER CORPORATE PRIORITIES/SIP

13.1 Educational performance has a clear link to the Council's priority of Building a Strong Economy. Improved educational performance will have a positive impact on this priority.

14. CONCLUSION

14.1 Foundation Phase outcomes in Rhondda Cynon Taf have dipped during 2017/18 but this decline was also reflected in national datasets. This will require further interrogation and intervention in schools causing concern to ensure that the previous pattern of incremental improvement is re-established. However, the decline in local and national Foundation Phase outcomes is likely to be attributable to the

alignment of the expectation statements within the Areas of Learning, which are now more challenging to achieve.

14.2   Key Stage 2 outcomes showed a marginal decline during 2017/18 but the Core Subject Indicator outcomes were at the second highest level since 2013, which suggests that performance remains strong at 89.24%.

14.3   At Key Stage 3, progress was made on most indicators but these were in the main below the Welsh average, with the exception of English, which was above the all Wales average. Nevertheless, data suggests that steady progress has been maintained on most Key Stage 3 performance measures.

14.4   There has been evidence of progress on Level 1, Level 2 and Level 2+ Key Stage 4 outcome measures during 2017/18 which is very encouraging. A*-C outcomes in Key Stage 4 in English and maths show improvement this academic year. Science outcomes would benefit from further improvement.

Given, that this is the second year of the new Key Stage 4 curriculum and performance measures, it is possible to make some judgements on the performance of each school. Data suggests that most schools have made progress on Key Stage 4 performance measures. Schools in the main have improved performance and all schools will continue to work with the local authority and the Consortium to understand their respective performance and take the necessary steps to improve on future Key Stage 4 results and build on the progress made.

14.5   Key Stage 4 has seen significant changes since 2017 in terms of the curriculum and the way in which school performance is assessed. Further changes are planned in future and interim aspirational performance measures for secondary schools are planned which shifts the focus away from 'average' outcomes. These new measures, based on points scores, will remove the emphasis on the Level 2 inclusive measures for Key Stage 4 and the narrow focus on borderline C/D grade pupils that the current threshold measures has cultivated.

14.6   An updated version of the current 'Capped 9' points score will be established which will include three specified components at its core, namely literacy, numeracy and science outcomes. It is proposed that the remaining 6 components will comprise pupils' best results for GCSE, or equivalent qualifications approved or designated for delivery in Wales, and as such will be open to local choice. The remaining 6 components of the Capped 9 will in future reflect the school's context and the breadth of curriculum offered and will hopefully provide the necessary assurances that all pupils are able to follow a curriculum that meets their needs. Moving forward schools will still be required to

drill down and self-evaluate outcomes for learners eligible and not eligible for free school meals, and girls and boys. It is anticipated that this approach will allow a far more robust analysis of school and learner progress than is currently in operation.

Other Information:-

Relevant Scrutiny Committee-

Children and Young People Scrutiny Committee

Background Papers-

None

LOCAL GOVERNMENT ACT 1972

AS AMENDED BY

THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

CABINET

18th OCTOBER 2018

FOUNDATION PHASE, KEY STAGE 2 & 3 AND PROVISIONAL KEY STAGE 4 OUTCOMES FOR 2017-18

REPORT OF THE DIRECTOR OF EDUCATION AND INCLUSION SERVICES IN DISCUSSION WITH THE RELEVANT PORTFOLIO HOLDER, COUNCILLOR J ROSSER.

AUTHOR: Gaynor Davies – Director of Education

Background papers – None.

Officer to contact: Gaynor Davies – 01443 744009

RHONDDA CYNON TAF

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

CABINET

18th OCTOBER 2018

**PRE SCRUTINY - SCHOOL ATTENDANCE STRATEGY FOR 2018 – 2021
"MISS SCHOOL, MISS OUT"**

JOINT REPORT OF THE DIRECTOR OF COMMUNICATIONS AND INTERIM HEAD OF DEMOCRATIC SERVICES AND THE DIRECTOR OF EDUCATION AND INCLUSION SERVICES IN DISCUSSIONS   WITH THE CABINET MEMBER FOR EDUCATION (COUNCILLOR JOY ROSSER)

1.   PURPOSE OF THE REPORT

1.1   The purpose of the report is to update Members on the School Attendance strategy 2018- 2021 following Pre-scrutiny by the Children & Young People Scrutiny Committee at its meeting on the 26th September, 2018.

2.   RECOMMENDATIONS

It is recommended that Members:

2.1   Note the comments and observations of the Children & Young People Scrutiny Committee attached as Appendix A of this report.

2.2   Subject to any further comment by Cabinet Members, endorse the recommendations outlined within the School Attendance Strategy For 2018 – 2021 "Miss School, Miss Out" as attached as Appendix B of the report (and for ease of reference as listed below):

1. To approve implementation of the draft School Attendance Strategy for 2018- 2021.

3   REASONS FOR RECOMMENDATIONS

3.1   The need for Members to be aware of the comments and observations of the Children & Young People Scrutiny Committee prior to their consideration of the strategy as attached as Appendix B.

4.   BACKGROUND

4.1   At the meeting of the Children & Young People Scrutiny Committee on the 18th July the Committee agreed to pre-scrutinise the report of the Director, Education in respect of the School Attendance strategy prior to Cabinet's consideration.

4.2 The Scrutiny Committee met on the 26th September to pre-scrutinise the strategy and the draft minute is attached as Appendix A.

5. **PRE-SCRUTINY OF THE STRATEGY**

5.1 At the meeting of the Children & Young People Scrutiny Committee Members discussed the strategy and provided comments in respect of:

- Funding provision in respect of the 3rd Year of the strategy
- Recognising the achievements of those students facing barriers to attendance
- Priority 5 - Truancy Watch and Truancy Free Zones - Concerns in respect of Truancy Free Zones
- Engagement with School Governors and pupils – to be taken forward.

5.2 The Draft strategy has been amended to incorporate the comments of the Committee and is attached as Appendix B.

6. **EQUALITY AND DIVERSITY IMPLICATIONS**

6.1 An Equality Impact Assessment is not needed because the contents of the report are for information purposes only.

7 **CONSULTATION**

7.1 The report contained within appendix B has been presented to scrutiny for pre scrutiny before consideration by Cabinet.

8 **FINANCIAL IMPLICATION(S)**

8.1 Any financial implications are outlined within Appendix B of the report.

9 **LEGAL IMPLICATIONS *OR* LEGISLATION CONSIDERED**

9.1 Non applicable – the report is identifying the scrutiny arrangements that have taken place.

10 **LINKS TO THE COUNCILS CORPORATE PLAN / OTHER CORPORATE PRIORITIES**

10.1 Making Best Use of Our Budget – Pre scrutiny can improve cost effectiveness.

11 **CONCLUSION**

11.1 It is recognised that scrutiny is a vital component of good governance and improves Councils' decision making, service provision and cost effectiveness.

11.2 The undertaking of pre-scrutiny by the Children & Young People Committee in this area will strength accountability and assist Cabinet Members in taking any future decisions on these matters.

Other Information:-

Relevant Scrutiny Committee
Children & Young People Scrutiny Committee

Contact Officer
Emma Wilkins – 01443 424110

LOCAL GOVERNMENT ACT 1972

AS AMENDED BY

THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

CABINET

18TH OCTOBER, 2018

JOINT REPORT OF THE DIRECTOR OF COMMUNICATIONS & INTERIM HEAD OF DEMOCRATIC SERVICES AND DIRECTOR OF EDUCATION & INCLUSION SERVICES IN DISCUSSIONS WITH THE RELEVANT PORTFOLIO HOLDER COUNCILLOR J ROSSER.

Item: **PRE SCRUTINY**

Background Papers

Children & Young People – 26th September, 2018.

Officer to contact:

Emma Wilkins – 01443 424062

23. PROPOSED SCHOOL ATTENDANCE STRATEGY FOR 2018- 2021

The Head of Attendance and Wellbeing presented the report to Members of the Children and Young People Scrutiny Committee explaining that the purpose of the report is to provide Members with the full Draft School Attendance Strategy 2018 - 2021, including the action plan aimed at raising awareness of good school attendance and improving the current rates across Rhondda, Cynon and Taf.

Members were informed of the attendance figures for years 2015/16 and 2017/18 which evidence the need for a revision of the School Attendance Strategy to address the key issues contributing to the reduced attendance rates.

It was explained to the Committee that the Strategy will further strengthen the focus on intervention, support and awareness raising of the wider school population either prior to referral or in addition to the support being provided to the pupils open to the Attendance and Wellbeing Service.

Members were presented with the six key priorities of the school attendance strategy which are:

- Improve pupil, parent, public and school awareness of school attendance issues by developing a whole authority approach to promoting and improving attendance;
- Review, evaluate and further develop the use of data, its analysis and the reporting mechanisms to inform service improvements both at local authority and school level;
- To further develop a robust and sustainable challenge and support system for improving school attendance, linking with other key priorities that impact on and are impacted by absenteeism;
- To develop an efficient and self-sustainable mechanism for sharing good practice and information on a timely basis that can be accessed independently by schools at any time;
- To review, evaluate and re-launch key initiatives and interventions to support good attendance and tackle absenteeism;
- Further develop partnership working to ensure the key objective of improving school attendance is embedded across internal and external agencies.

 The Head of Attendance and Wellbeing guided Members through the Key Points and provided them with the progress that has been made against the action plan to date. After concluding her report the Head of Attendance and Wellbeing took questions from Members.

 A Member asked Officers for clarification in respect of the different attendance data in the report that has been brought to this Committee and the data that had

been provided to the Finance and Performance on the 24th September 2018. Officers explained that they would look into the discrepancy and get back to Members with the correct information.

Members scrutinised the report in great detail and put forward many questions and observations. Members raised concerns in respect of in respect of priority 5 of the Attendance Strategy with regards to Truancy Watch and Truancy Free Zones.

A Member wanted clarity on how the Truancy Watch would work, it was explained this would be set up with the Attendance and Wellbeing Service in conjunction with the local PCSOs for regular patrols following a registration period in the local towns.

In respect of the Truancy Free Zone Members had a number of concerns, it was felt that this initiative needed to be looked at in more detail as it was felt that Local Authority settings (e.g. libraries) and local businesses could be considered as safe areas for pupils and by putting the label of Truancy Fee Zone could push the pupils out of safe zones. It was felt that as a service we need to address the reason why they are not in school. Officers explained that the initiative isn't to push the pupils out of safe areas but to try and understand why and to support them back in to education.

In respect of the PCSO involvement a number of Members felt that the Officers are stretched to capacity and this could add more pressure on the service. The Head of Attendance and Wellbeing explained that great work has been done with the South Wales Police and the British Transport Police within their regional operations.

A Member of the Committee asked the officer a question in respect of how much involvement the school governors have had in preparation of the strategy as reading the report there doesn't seem to any information. The Head of Attendance and Wellbeing explained that governor involvement would be considered where appropriate and will be included in the plan moving forward.

Members required information on how much involvement the schools and young people had when developing the initiatives. The Head of Attendance and Wellbeing indicated that there has been involvement with schools and the feedback has been incorporated in the plan.

Members also put questions forward relating to the way schools code non-attendance in certain circumstances. For example, when adverse weather conditions were a factor, girls missing school due to their menstrual cycle, pupils suffering with chronic illness etc. It was queried how are these are factored in to datasets when recording absences. The Head of Attendance and Wellbeing

explained that coding for attendance is controlled by all Wales codes provided by Welsh Government.

A Member commented that attendance is important however felt that many parents take children out of school for various appointments at the end of the day and this could also be detrimental to the pupils' learning. It was felt the letter being sent out to parents should be strengthened to alter parents to the problem.

After further consideration of the report Members **RESOLVED** to:

- Acknowledge the information contained within the report
- Provide Members with the correct information regarding the difference in attendance data.
- To involve School Governors in future discussions
- To create a template policy
- That comments will be fed back into the final report for Cabinet.
- To look more in depth at the Truancy Watch and Truancy Free Zones initiatives.

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RHONDDA CYNON TAF

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

CABINET

18th OCTOBER 2018

SCHOOL ATTENDANCE STRATEGY FOR 2018 – 2021
"MISS SCHOOL, MISS OUT"

REPORT OF DIRECTOR OF EDUCATION AND INCLUSION SERVICES IN DISCUSSIONS WITH THE CABINET MEMBER FOR EDUCATION (COUNCILLOR JOY ROSSER)

AUTHOR(s): JESSICA ALLEN, (01443 744298)

1. **PURPOSE OF THE REPORT**

    The purpose of this report is to provide Members with the full Draft School Attendance Strategy, 2018 – 2021, including the action plan that will have to be implemented to raise the awareness of good school attendance and improve the current rates across Rhondda Cynon Taf.

2. **RECOMMENDATIONS**

    It is recommended that Members:

2.1 Note and ccomment on the information contained within this report.

2.2 Consider whether they wish to explore in greater depth any matters contained in the report.

2.3 Approve implementation of the draft School Attendance Strategy for 2018-2021..

3. **BACKGROUND TO THE REPORT**

3.1 Since 2016, attendance rates in Rhondda Cynon Taf have started to decline. Local data indicates that primary attendance is likely to have dropped from 94.6% in 2015/16 to 94.2% in 2017/18, although this is yet to be verified. Secondary attendance has declined from 93.9% to 93.0% over the same period, evidencing the need for a revision of the School Attendance Strategy to address the key issues contributing to the reduced attendance rates.

3.2 Unauthorised absence has increased during this period, especially in secondary schools where it has risen from 1.8% to 2.3%. This has resulted in a greater number

of referrals from schools being received by the Attendance and Wellbeing Service in an attempt to tackle the absenteeism:

	Academic Year		
	2015/16	**2016/17**	**2017/18**
Number of referrals received by AWS	1195	1663	1686

3.3 The Attendance and Wellbeing Service was restructured in April 2018 to account for the changes in attendance experienced in schools and the evolving needs of service users: See Appendix 1 for service structure. The cases being managed by the Attendance and Wellbeing Service only account for approximately 4% of all statutory pupils.

3.4 The new service is more focused on delivering a tailored package of support to the pupils and their families who are referred by the school, with a clear expectation on schools to manage their internal processes more effectively. The sharing of good practice, support and challenge meetings and regular registration compliance checks are all part of the support that has been offered to schools to improve their management of school attendance.

3.4 Therefore, the strategy will further strengthen the focus on intervention, support and awareness raising of the wider school population, either prior to referral or in addition to the support being provided to the pupils open to the Attendance and Wellbeing Service.

4.   KEY PRIORITIES OF THE SCHOOL ATTENDANCE STRATEGY

4.1 The strategy will focus on six key priorities, which if achieved effectively, should have a positive impact on school attendance across the County Borough:

- Improve pupil, parent, public and school awareness of school attendance issues by developing a whole authority approach to promoting and improving attendance;
- Review, evaluate and further develop the use of data, its analysis and the reporting mechanisms to inform service improvements both at local authority and school level;
- To further develop a robust and sustainable challenge and support system for improving school attendance, linking with other key priorities that impact on and are impacted by absenteeism;
- To develop an efficient and self-sustainable mechanism for sharing good practice and information on a timely basis that can be accessed independently by schools at any time;
- To review, evaluate and re-launch key initiatives and interventions to support good attendance and tackle absenteeism;
- Further develop partnership working to ensure the key objective of improving school attendance is embedded across internal and external agencies.

The full draft strategic action plan can be found in Appendix 2.

Priority 1: Improve pupil, parent, public and school awareness of school attendance issue by developing a whole authority approach to promoting and improving attendance

4.2 The overarching slogan of the strategy will be "Miss School, Miss Out". Under this umbrella, the primary phase will be branded as Super Attender, whilst the secondary phase will link attendance to attainment, hence "Attend Today, Achieve Tomorrow".

4.3 The corporate website and social media accounts will be used as the main platforms for disseminating the messages of the campaign. They will contain imagery of the general messages noted in 4.2, but will also focus on some of the more prevalent 'excuses' for non-attendance that RCT will not condone. These include:

- Poor punctuality - not setting an alarm and missing the bus;
- Missing school for inappropriate reasons – birthdays, shopping trips, holidays;
- Booking non-urgent medical and dental appointments during the school day.

4.4 Schools can link their own social media accounts and websites to the corporate posts/tweets/pages to emphasise their involvement and backing of the local authority's attendance strategy.

4.5 The 'Super Attender' brand will be refreshed and re-launched with a new challenge for the academic year: see Appendix 3 for the letter to parents regarding the 'Super Attender Challenge'. He will set the challenge at the beginning of the year and highlight the importance of good school attendance at all times. Rewards will be provided by the schools on a termly basis for the following achievements:

- 98% or above attendance in the term period;
- the most improved attendance (identified by the school); and,
- the individual who has overcome the most to attend (chosen by the school).

4.6 The Attendance and Wellbeing Service will be present at certain parents' evenings for schools most in need of support, community events such as Christmas festivals, Teddy Bears' Picnic promoting the benefits of good school attendance.

Priority 2: Review, evaluate and further develop the use of data, its analysis and the reporting mechanisms to inform service improvement both at local authority and school level

4.7 Current mid-year school attendance data reports will be realigned to the new Estyn framework, ensuring that schools receive the type of information they require to monitor their performance and identify areas for improvement. These will include vulnerable group data (non-identifiable) and trend data over the past three years split by half term.

4.8   Methods for the dissemination of the data will be reviewed with schools to ensure that the attendance lead receives the report and takes timely action to address any issues of concern.

4.9   Performance management data will be improved to monitor how both schools and the local authority are performing in relation to improving school attendance.

Priority 3: To further develop a robust and sustainable challenge and support system for improving school attendance, linking with other key priorities that impact on and are impacted by absenteeism

4.10   Based on the data collated in 4.7 and 4.9, a revised challenge and support framework has been established.

4.11   Registration compliance checks will be undertaken by Attendance Support/Engagement Officers in every school on a termly basis. Coding anomalies and basic practice concerns, will be raised with the head teacher/attendance lead during these sessions and an action plan devised to rectify/improve the identified areas.

4.12   Any significant coding and/or process concerns will be escalated to the team leader within the Attendance and Wellbeing Service who will facilitate a data response visit (DRV) with the head teacher/ attendance lead to undertake a more thorough audit of the processes and practices within the school, highlighting areas for improvement and good practice. A formal action plan with timescales for completion will be generated as part of the initial meeting. The review meeting will revisit the actions to determine if they have been met and their impact.

4.13   For schools causing significant concern, timely data-led senior meetings with head teachers will be held with the Director of Education, Head of Secondary School Achievement, Senior Challenge Advisor and the Attendance and Wellbeing Service. These schools will be those whose practices do not appear to be effective in improving and sustaining attendance levels. Support will be offered to self-evaluate the school's current position in comparison to 3 year trends, and develop a subsequent improvement plan to address these issues.

4.14   Effective innovation groups will be established and key schools invited to participate throughout the year. Each group will focus on a key area which the schools are struggling to achieve.

Priority 4: To develop an efficient and self-sustainable mechanism for sharing good practice and information on a timely basis that can be accessed independently by schools at any time

4.15   Resource packs have been compiled for use by all schools. They include a revised School Attendance Toolkit, template policies, self-evaluation framework and interventions to raise attendance within school prior to reaching the threshold for a referral to the Attendance and Wellbeing Service. These prevention activities, if implemented fully, could reduce the number of pupils becoming entrenched absentees.

4.16   Good practice information will be shared in a timely and meaningful way that school can access independently at a time when they require it. The Source for Schools platform will be used to share the information and resources electronically. The information will be collated according to key strategy areas, such as, communication with pupils, communication with parents, data and evaluation, graduated response and interventions, school attendance policy, link with Governing Body, tackling persistent absenteeism, closing the gap, etc.

4.17   Wellbeing days for senior school staff will be offered to support school-to-school support for a sustainable improvement model. Identified good practice, both internal and external to Rhondda Cynon Taf, will be presented by the relevant school to others in the County Borough. Discussion sessions and workshops will be facilitated to improve schools' knowledge and expertise base, with key areas including behaviour support, alternative curriculum and exclusion management to support improved attendance and engagement in education.

Priority 5: To review, evaluate and re-launch key initiatives and interventions to support good attendance and tackle absenteeism

4.18   Whilst the number of pupils in public places during the school day has reduced in recent years, there is still a need to tackle truancy. Therefore, truancy patrols with South Wales Police and the British Transport Police will continue to run seasonal region-wide operations.

4.19   'Truancy Watch' will be introduced throughout 2018/19, where the Attendance and Wellbeing Service will link with local PCSOs for regular patrols following a registration period in the local towns.

4.20   The feasibility of 'Truancy-Free Zones' will be scoped. These will require 'buy-in' from local authority services such as libraries, theatres, leisure centres as well as local businesses to challenge school-aged children who are using these facilities during the school day.

4.21   In addition, a 'Child Missing Education (CME) Hotline' will be established for members of the public to raise the awareness of truancy hotspots for the Attendance and Wellbeing Service to patrol at key times.

4.22   School-based initiatives, delivered by the Attendance and Wellbeing Service, would be reviewed and effective initiatives introduced. The balance between case work and initiatives would need to be struck to ensure that the most vulnerable pupils are not being overlooked at the expense of other initiatives. Types of initiatives include:

- Super Attender Challenge;
- Secondary school target groups facilitated via restorative circles;
- Attendance/punctuality panels;
- Meet and Greet sessions;
- Daily Absence Response Teams.

Priority 6: Further develop partnership working to ensure the key objective of improving school attendance is embedded across internal and external agencies

4.23   The strategy will require all service areas throughout the authority taking a shared responsibility for improving attendance at school. Working links with internal service will need to be established and/or further developed to ensure that school attendance is given consideration when planning support for children and their families.

4.24   A robust multi-agency monitoring procedure for persistent absentees (under 80%) will be established to ensure that schools are prioritising these learners for the appropriate support from Access and Inclusion Services to assist them to reengage in their education. Consultation meetings will be established to strengthen the school-based graduated response adopted for learners with persistently poor attendance. Strategic actions will be agreed as a result of these meetings and monitored on a termly basis to ensure effective implementation.

4.25   Learner voice initiatives to be established to gather information from cohorts of pupils on the challenges they face regarding school attendance.

4.26   Similar working links should be established with external partners that work with children, young people and their families to ensure that school attendance is a priority for them in their business plans and individual action/support plans for the pupils they work with.

5.   MONITORING AND REVIEW

5.1   The strategy has been developed for implementation from the Autumn term 2018 to August 2021 (three academic years). However, the strategy will be reviewed on an annual basis to ensure each element has been implemented fully and the impact it is having on school attendance across RCT evaluated.

5.2   Regular updates on the progress against the action plan will be provided by the Head of the Attendance and Wellbeing Service and reviewed by the Director of Education on a quarterly basis.

5.3   Annual updates will be presented to Children and Young People's Scrutiny Committee on an annual basis for review and challenge.

6.   EQUALITY AND DIVERSITY IMPLICATIONS

6.1   This is an information report. No Equality Impact Assessment screening form is required.

7.   CONSULTATION

7.1   This is an information report, no consultation is required.

8. **FINANCIAL IMPLICATIONS**

8.1 There are no financial implications.

9. **LEGAL IMPLICATIONS *OR* LEGISLATION CONSIDERED**

9.1 None at present.

10. **LINKS TO THE COUNCILS CORPORATE PLAN/OTHER CORPORATE PRIORITIES/SIP**

10.1 Good school attendance has a clear link to the Council's priority of Building a Strong Economy. Improved school attendance will have a positive impact on achievement and on this priority.

11. **CONCLUSION**

11.1 The six priority areas identified in section 4 of this report will provide the framework for all stakeholders to operate against to improve attendance.

11.2 All priorities must be achieved if the strategy is to be effective and achieve maximum results.

11.3 It should be noted that the improvement of school attendance does not rest with one service or organisation, and a multi-agency focus is necessary if all barriers to learning are to be removed for pupils.

11.4 Future service improvements within Education will need to consider school attendance and evidence how they will contribute to the improving attendance agenda.

Other Information:-

Relevant Scrutiny Committee
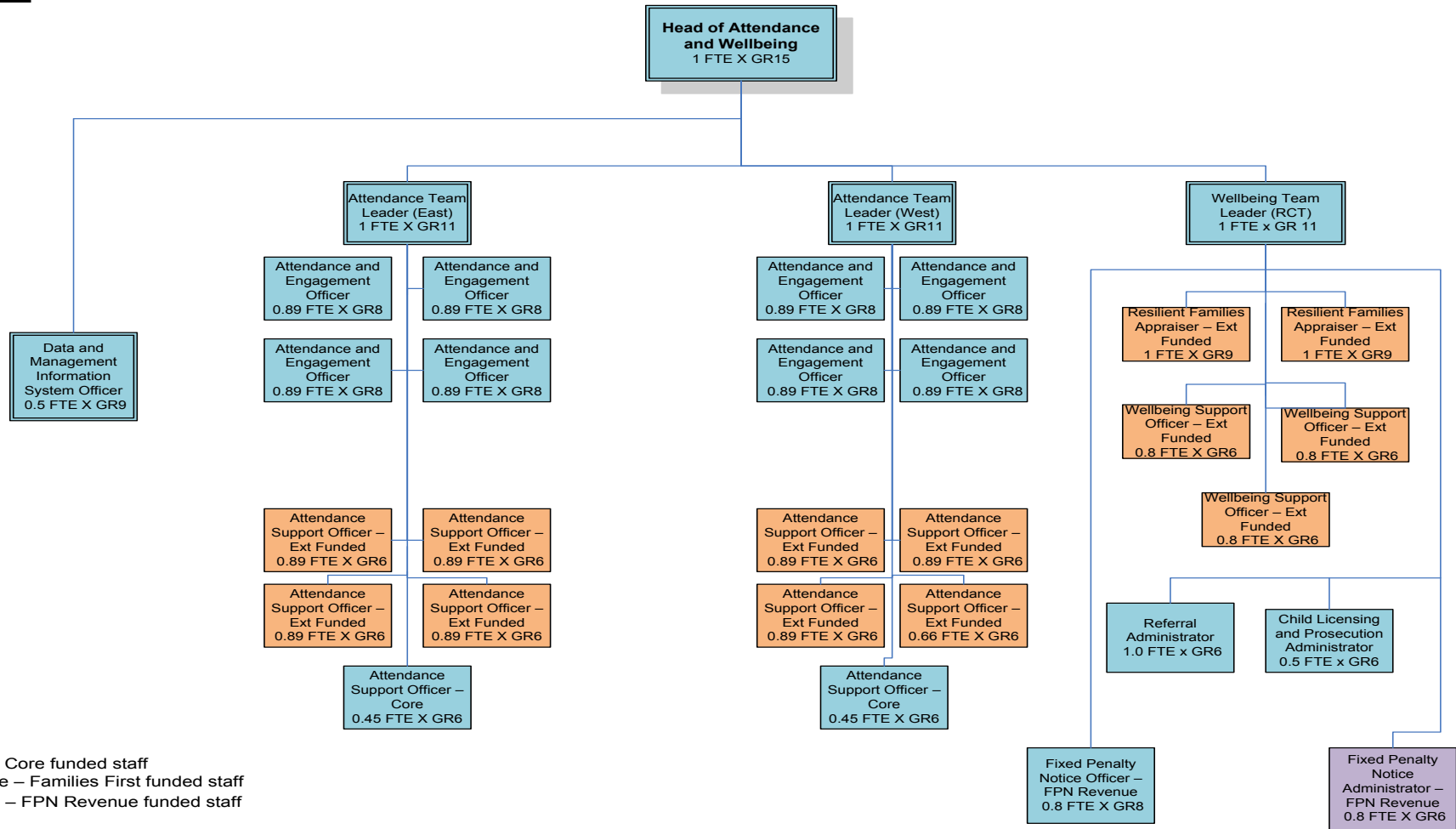
Children and Young People

Background Papers

None

Contact Officer

Jess Allen

APPENDIX 1

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Head of Attendance
and Wellbeing
1 FTE X GR15
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Data and Management Information System Officer
0.5 FTE X GR9

Attendance Team Leader (East)
1 FTE X GR11

- Attendance and Engagement Officer — 0.89 FTE X GR8
- Attendance and Engagement Officer — 0.89 FTE X GR8
- Attendance and Engagement Officer — 0.89 FTE X GR8
- Attendance and Engagement Officer — 0.89 FTE X GR8
- Attendance Support Officer – Ext Funded — 0.89 FTE X GR6
- Attendance Support Officer – Ext Funded — 0.89 FTE X GR6
- Attendance Support Officer – Ext Funded — 0.89 FTE X GR6
- Attendance Support Officer – Ext Funded — 0.89 FTE X GR6
- Attendance Support Officer – Core — 0.45 FTE X GR6

Attendance Team Leader (West)
1 FTE X GR11

- Attendance and Engagement Officer — 0.89 FTE X GR8
- Attendance and Engagement Officer — 0.89 FTE X GR8
- Attendance and Engagement Officer — 0.89 FTE X GR8
- Attendance and Engagement Officer — 0.89 FTE X GR8
- Attendance Support Officer – Ext Funded — 0.89 FTE X GR6
- Attendance Support Officer – Ext Funded — 0.89 FTE X GR6
- Attendance Support Officer – Ext Funded — 0.89 FTE X GR6
- Attendance Support Officer – Ext Funded — 0.66 FTE X GR6
- Attendance Support Officer – Core — 0.45 FTE X GR6

Wellbeing Team Leader (RCT)
1 FTE x GR 11

- Resilient Families Appraiser – Ext Funded — 1 FTE X GR9
- Resilient Families Appraiser – Ext Funded — 1 FTE X GR9
- Wellbeing Support Officer – Ext Funded — 0.8 FTE X GR6
- Wellbeing Support Officer – Ext Funded — 0.8 FTE X GR6
- Wellbeing Support Officer – Ext Funded — 0.8 FTE X GR6
- Referral Administrator — 1.0 FTE x GR6
- Child Licensing and Prosecution Administrator — 0.5 FTE x GR6
- Fixed Penalty Notice Officer – FPN Revenue — 0.8 FTE X GR8
- Fixed Penalty Notice Administrator – FPN Revenue — 0.8 FTE X GR6

KEY:
Blue – Core funded staff
Orange – Families First funded staff
Purple – FPN Revenue funded staff

APPENDIX 2

DRAFT IMPROVING SCHOOL ATTENDANCE ACTION PLAN 2018/19

What difference will this action plan make to service users / residents of RCT	• Improved attendance rates across both school phases; • Reduced attendance gap between FSM and nFSM pupils; • Improved educational outcomes for children and young people; • Improved wellbeing of pupils to improve engagement in learning.		
How will we measure our progress	*Performance Indicators, where applicable, or other measures e.g. survey feedback.*	**Data 2017/18 academic year**	**Target** *2018/19 academic year*
	1 % of pupil attendance in primary schools (annual)	tbc	tbc
	2 % of pupil attendance in secondary schools (annual)	93.0%	tbc
	3 % of pupil attendance at educated other than at school (EOTAS and PRU) provisions (local)	80.2%	>80.2%
	4 % gap between FSM and nFSM pupils – primary	tbc	tbc
	5 % gap between FSM and nFSM pupils – secondary	5.3%	<5.3%

What are we trying to achieve			PRIORITY 1. **Improve pupil, parent, public and school awareness of school attendance issues by developing a whole authority approach to promoting and improving school attendance**		
Critical Actions	**Priority Actions**		**Key Milestones**	**Delivery Date**	**Responsible Officer**

	1.	Develop a marketing campaign to raise the profile of school attendance and the expectations of parents and pupils	• Confirm a overarching slogan for the campaign **"Miss School, Miss Out"**
			 • Confirm primary phase brand as "Super Attender"
			 • Confirm secondary phase brand as "Attend Today, Achieve Tomorrow" to link school attendance with academic attainment/outcomes
			 • Identify the target audiences for the campaign streams:
			   o Pupils
			   o Parents
			   o Community
			   o Schools
			 • Ensure that the focus of the strategy to build the communications and activities to complement it:
			   o Highlight the main 'excuses' for absence that will not be authorised/accepted
			   o Communicate the expectations of parents/carers in terms of good school attendance
			   o Communicate the potential consequences of unauthorised absence
			   o Raise awareness of the link between attendance and attainment
				October 2018
				
				 October 2018
				
				 October 2018
				
				 October 2018
					JA
					
					 JA
					 JA
					
					 JA
					
					 JA

			• Identify the key themes of the marketing campaign that will be articulated through imagery:
			    ○ Improving punctuality
			    ○ Missing school for inappropriate reasons, including birthdays, shopping trips, family holidays
			    ○ Booking medical appointments outside of the school day, non-urgent GP and dentist
				October 2018	JA

			• Develop set posts for each of the theme areas, making them seasonal where appropriate	October 2018	JA/CD
			• Post/tweet these posts on a pre-planned schedule in line with the key absence periods, with a URL to the webpage for further information on the subject	Ongoing	CD
			• Create short animated videos conveying the above themes	November 2018	CD
			• Publish these short videos on the corporate Facebook and Twitter, as well as embedding them in the AWS pages of the corporate website	Ongoing	CD
			• Re-develop the corporate Attendance and Wellbeing Service webpage ensuring its accessible (simple URL), containing all relevant information in a meaningful format, and that its enticing to the service user	November 2018	JA/CD
			• Develop a refreshed 'Super Attender' brand of the above themes for primary aged pupils. Make the themes positive as opposed to punitive to encourage engagement	November 2018	CD
			• Secure Facebook advertising space, setting audience to the specific of the post being used, e.g. parents with young children, young people of secondary school age	Ongoing	CD
			• Promote the expectations required of a parent and the possible consequences they could face if the expectations are not met on social media, websites and letters to parents	Ongoing	JA/CD

2.	Roll out a public awareness campaign of the possible consequences for non-school attendance	• Ensure there is public awareness of RCT's use of Section 444 1(a) of the Education Act 1996, which allows courts to consider a custodial sentence to parents of repeat offenders by publicising on the website by publishing the consequences on the corporate website and via social media posts	November 2018	JA
		• Communicate the current use of fixed penalty notices for tackling absenteeism in RCT and re-publish a link to the Code of Conduct for Issuing Fixed Penalty Notices for unauthorised absence via press releases	November 2018	JA
		• Publish monthly Court outcomes for both open cases and FPNs in press releases	Ongoing	JA
		• Co-ordinate the delivery of information raising awareness sessions and training for employers, schools and agencies working with children and young people, to ensure all are aware of regulations and time constraints for school aged children and young people	March 2019 (Child Employment Week)	JA/EH
3.	Raising the awareness of good school attendance with pupils	• Communicate the 'unacceptable reasons' for absence throughout the school via school banners, posters.	December 2018	JA
		• Provide schools with resources to use with pupils to maintain the focus on good school attendance throughout the academic year	December 2018	JA
		• Reaffirm the reasons for pursuing good school attendance, i.e. link to attainment/outcomes and future prospects via target group sessions and on social media (Facebook, Twitter, Wicid)	Ongoing	AWS Team
		• Publicise the initiatives to support school attendance available at each school on school's website	Ongoing	Schools
4.	Raising the awareness of good school attendance with school staff	• Include school attendance briefing in school clerk training managed by the SIMS team	March 2019	JA
		• Inform schools of developments with school attendance in termly head teacher meetings	Ongoing	JA
		• Encourage schools to clearly define each member of staff's role/responsibility in managing and promoting attendance	Ongoing	JA

5.	Monitor and evaluate the effectiveness of the campaign	• Collate quantitative data:
		   o Website hits
		   o Facebook insights
		   o Increase in school attendance
			Quarterly	JA/CD

		• Collate qualitative data:
		   o Complaints received
		   o Feedback from school
		   o Learner voice events
			Quarterly	JA

		• Present findings to the Director of Education on a quarterly basis for service improvement decisions	Quarterly	JA
		• Present findings to the Children and Young People's Scrutiny Committee on an annual basis for further improvement discussions.	Annually	JA

What are we trying to achieve			PRIORITY 2. **Review, evaluate and further develop the use of data, its analysis and the reporting mechanisms to inform service improvement both at local authority and school level**		
Critical Actions	**Priority Actions**		**Key Milestones**	**Delivery Date**	**Responsible Officer**
	1.	Re-align the mid-year school data reports with the new Estyn framework	• Review the current half termly reports to ensure that the data captured is what schools require to undertake regular analysis of their pupil data by specific cohorts, e.g. split data by vulnerable groups and provide comparison to other schools in the county	October 2018	JA
			• Work alongside the Data and Systems team to re-develop the format of the half termly reports to account for the vulnerable cohort data	October 2018	JA
			• Restructure the reports to account for the new clusters of schools, including a standalone cluster for the four through schools	October 2018	JA/BH
	2.	Review the current process of dissemination of data to schools and improve as required	• Ensure that the correct recipient in each school is receiving the mid-year data reports	October 2018	JA
			• Re-determine the frequency and time of dissemination of the reports to ensure the data is being received in a timely manner for schools to act upon it	October 2018	JA
			• Review the central e-repository for the data reports, providing independently accessible data as and when schools require it	October 2018	JA

	3.	Challenge and support the development of school-based provision for raising school attendance by ensuring effective use of data to deploy resources, inform changes and re-focus on priority objectives	• Review the way school utilise the data packs provided to them via a task and finish group	November 2018	JA
			• Establish a training package for school clerks, school attendance officers and family engagement officers to utilise SIMS fully for the purpose of monitoring and evaluating school attendance	October 2018	JA
			• Establish a data training package for Strategic Attendance Leads and/or Heads of Year/Progress Leaders to improve the quality of the self-evaluation process in relation to attendance	October 2018	JA

4.	Strengthen the performance management of the Attendance and Wellbeing Service and all schools via effective use of data	• Appoint to the new Data, Compliance and Management Information System Officer (DCMISO) role within the Attendance and Wellbeing Service (AWS)	October 2018	JA/CE
		• Continue to monitor schools' code usage to ensure it is correct/appropriate and tackle it timely with schools, providing guidance as required (link with Priority 3)	Ongoing	JA/CJ/EH/ KBJ
		• Analyse and evaluate in-year school data, using comparisons with similar schools to challenge code usage and level, level of unauthorised/authorised absence, to determine schools in need of additional support, resources and challenge (link with Priority 3)	Ongoing	JA/CJ/EH/ KBJ

		• Use data stated above to inform appropriate deployment of AWS resources for:
		  o Initiatives (Priority 5)
		  o Additional in-school support (Priority 5)
		  o Challenge and Support Meetings (Priority 3)
			Ongoing	JA/CJ/EH/ KBJ

		• Develop reports to effectively manage the case work of the AWS officers, including:
		  o Timely progression of cases in line with service workflows
		  o Monitor and challenge the outcomes of cases to ensure that emphasis is on achieving positive outcomes
		  o Outcomes of school and family satisfaction surveys
		  o Evaluate impact of support on attendance outcomes
		  o Use service performance data to challenge current practice and inform service improvement
			December 2018	JA/Data, Compliance and Management Information Systems Officer

What are we trying to achieve			PRIORITY 3. **To further develop a robust and sustainable challenge and support system for improving school attendance, linking with other key priorities that impact on and are impacted by absenteeism**		
Critical Actions	**Priority Actions**		**Key Milestones**	**Delivery Date**	**Responsible Officer**
	1.	Consolidate the support and challenge framework, for a clear escalation process for schools causing concern	• Continue to undertake termly registration compliance checks in all RCT schools, led by the link officer to ensure effective code usage and challenge/amend coding anomalies. Continue to colour code schools (red or green) based on the outcomes of the checks to inform the data analysis process	Ongoing	AWS Officers
			• Escalate significant coding anomalies and internal practice concerns to the AWS team leaders for Data Response Visits (DRV) in the schools causing concern	Ongoing	CJ/EH/KBJ
			• Undertake joint visits with Challenge Advisor if the poor outcome of the DRV is based on the leadership within the school	Ongoing	CJ/EH/KBJ
			• Identify the schools causing the greatest concern and escalate for a Challenge and Support meeting with the Director of Education, Senior Challenge Advisors and Head of AWS. Schools identified for this intervention will be those whose current practices and processes are not effective at bringing about significant change. Schools will be supported to self-evaluate their current and historical position and develop an improvement plan to address the issues with the support of the LA if necessary	Ongoing	JA/GD/BW/SC
			• Continue to provide regular information about schools causing concern to the Senior Challenge Advisors during the Case Conference process in order to support appropriate intervention	Termly	JA/CJ/EH/KBJ
	2	Coordinate appropriate forums for school-based attendance staff to further develop their knowledge and skills to manage attendance more effectively	• Continue to deliver Secondary Wellbeing Days for Attendance Leads	Termly	BW/SC/JA
			• Introduce Primary Wellbeing Days for head teachers and/or leads for attendance to facilitate the sharing of good practice, discussion of data to place own school in context and consult on new initiative ideas	December 2018	JA/TB
			• Introduce small Innovation Groups (school improvement forum) to review key topic areas and facilitate inter-school working which should be self-sustaining	March 2019	JA

What are we trying to achieve			**PRIORITY 4.** __To develop an efficient and self-sustainable mechanism for sharing good practice and information on a timely basis that can be accessed independently by schools at any time.__		
Critical Actions	**Priority Actions**		**Key Milestones**	**Delivery Date**	**Responsible Officer**
	1.	Revise the resources that are provided to schools to ensure they remain fit for purpose	• Revise the School Attendance Toolkit to account for the changes within the AWS, national developments and requests for information received from school. Re-issue to schools bilingually	October 2018	JA
			• Provide schools with a template school attendance policy	October 2018	JA

			• Devise a model strategy framework for schools to adopt when attendance is a priority. To include:
			  ○ Self-evaluation document
			  ○ Template school attendance improvement plan
			  ○ Communication plan
				December 2018	JA

	2.	Facilitate the sharing of good practice across schools	• Develop the Source for Schools platform to use as the main e-repository for all good practice documents/information	October 2018	JA

			• Collate all current good practice by key strategy areas:
			  ○ Communication with parents
			  ○ Data and evaluation
			  ○ Coding requirements
			  ○ Methods for collecting supporting evidence
			  ○ Graduated response and interventions
			  ○ School attendance policy
			  ○ Links with Governing Body
			  ○ Closing the gap
			  ○ Persistent absenteeism interventions
				December 2018	JA/CJ/EH/ KBJ

What are we trying to achieve			PRIORITY 5. **To review, evaluate and re-launch key initiatives and interventions to support good attendance and tackle absenteeism**		
Critical Actions	**Priority Actions**		**Key Milestones**	**Delivery Date**	**Responsible Officer**
	1.	Enhance procedures for tackling outdoor truancy	• Continue to undertake county-wide truancy patrols at key seasonal times with South Wales Police (SWP) and British Transport Police (BTP)	Ongoing	AWS Team
			• 'Truancy Watch' - establish links with PCSOs for more regular local patrols following registration period (morning and after lunch)	November 2018	JA
			• Introduce 'Truancy-Free Zones' throughout RCT, requiring the buy-in from other LA service areas such a libraries, leisure centres and local businesses to challenge school-aged children who are using these facilities and services during the school day.	March 2019	JA
			• Children Missing Education (CME) hotline to be established for any member of the council or public to report pupils in the community during the school day	March 2019	JA

2.	Review and re-launch school-based initiatives as 'added value' activities	• Review the capacity of the AWS undertake additional 'added value' activities in addition to case work	October 2018	JA
		• Re-launch the 'Super Attender Challenge' in all primary settings (mainstream and special schools) to set the challenge for pupils throughout the coming academic year	November 2018	JA/CJ/EH
		• Establish secondary school target groups (including Ty Gwyn) for those above the threshold for referral to service but where attendance is starting to be identified as a concern. Facilitated by AWS staff via restorative circle time, but managed by the school (e.g. room availability, identifying appropriate pupils, receiving consent from parents/carers, ensuring they are present at the session, evaluating the impact on the participants' attendance)	November 2018	JA/CJ/EH/ KBJ
		• Continue to offer Daily Absence Response Team activities in schools with high levels of unauthorised absence where parents/carers do not contact the school. These will be offered according to the data, where there is the greatest need	October 2018	JA/CJ/EH
		• Continue to offer Meet and Greet activities in schools identified as having an issue with punctuality. Offer these are a set of activities to monitor any repeat offenders and escalate as appropriate. School to lead on these activities, ensuring that school staff are present alongside AWS officers, up-skilling school staff to continue to undertake these when AWS are not present. Support schools to follow up the discussion with parents with letters, meetings etc. to support parents to improve	October 2018	JA/CJ/EH
		• AWS to attend school and community events to promote the need for good school attendance, reiterate parents' responsibilities for their child's attendance	Ongoing	AWS Team
		• Super Attender to attend community events to raise the profile of the brand outside of the school setting, e.g. Christmas festivals, Nos Galan, Teddy Bears' Picnic etc.	Ongoing	AWS Team

What are we trying to achieve			PRIORITY 6. **Further develop partnership working to ensure the key objective of improving school attendance is embedded across internal and external agencies**		
Critical Actions	**Priority Actions**		**Key Milestones**	**Delivery Date**	**Responsible Officer**
	1	Further develop working links with internal services to ensure a shared objective to improve school attendance	• Improve communication via briefing notes and team meetings with other Education service areas and Children's and Adults' Service areas to raise the profile of good school attendance and ensure that the objective is included in all plans where appropriate	January 2018	JA
			• Encourage referrals of children and young people missing from education where these internal partners are made aware that they are not receiving an education or have moved out of county	Ongoing	All AWS
			• Invite service areas to present to the AWS and head teachers so they are aware of the support opportunities these service can offer disengaged children and young people	March 2019	JA
			• Develop joint robust monitoring procedures with Access and Inclusion services for persistent absentees to ensure that schools are prioritising learners for the appropriate support to assist them to reengage in education	October 2018	JA/HJ/KH/ RK
			• Introduce learner voice to gather information of the current cohort's challenges regarding school attendance	December 2018	JA/SE/SP
			• Ensure all future policies and procedures developed with the Education Directorate are underpinned by this strategy	March 2019	GD/JA

2	Establish and/or further develop working links with external agencies to ensure a shared objective to improve school attendance	• Improve communication meetings with external agencies to raise the profile of good school attendance and ensure that the objective is included in all individual plans where appropriate	March 2019	JA
		• Encourage referrals of children and young people missing from education where these internal partners are made aware that they are not receiving an education or have moved out of county	Ongoing	All AWS
		• Invite external agencies to present to the AWS and head teachers so they are aware of the support opportunities these service can offer disengaged children and young people	March 2019	JA

APPENDIX 3

<<School logo>>

Dear parent/carer,

Super Attender's Challenge

Good attendance at school is essential for all pupils as it increases a child's chances of achieving their full potential. For this reason, it is a key priority for Rhondda Cynon Taf County Borough Council and is why we have developed a new School Attendance Strategy. To support the aims of the strategy, Rhondda Cynon Taf's Super Attender has launched his own challenge to encourage all primary aged pupils to be in school every day when they are well enough to do so. Super Attender will recognise the good attendance of pupils at the end of each term period, with individual pupils being recognised for their achievements using official data, overseen by the Attendance and Wellbeing Service.

Prizes will be awarded to individual pupils who have achieved:
- 98% or above attendance in the term period;
- the most improved attendance (identified by the school); and,
- the individual who has overcome the most to attend (chosen by the school).

We are inviting all primary aged pupils from every Rhondda Cynon Taf school to take part and have a chance to be recognised as part of Super Attender's Challenge.

Ways your child can rise to Super Attender's challenge include:
- Attend school on their birthday and celebrate with their friends and teachers;
- Make sure you set an alarm clock so that they're at school in plenty of time for the first bell;
- Attend non-urgent doctor and dentist appointments outside of school time;
- Take time to spend with family during holiday times rather than term time.

These few ideas can make a big difference to your child's attendance and have a positive impact on their educational outcomes.

We welcome your support with this challenge and hope that the incentive of your child reaching their potential will encourage you both to build upon their previous attendance level.

If you have any queries relating to this initiative, please contact your local school or the Attendance and Wellbeing Service at aws@rctcbc.gov.uk. For more information about school attendance, please see www.rctcbc.gov.uk/schoolattendance

Yours faithfully,

<<Head Teacher>>

LOCAL GOVERNMENT ACT 1972

AS AMENDED BY

THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

CABINET

DATE
18th October 2018

REPORT OF DIRECTOR OF EDUCATION AND INCLUSION SERVICE IN DISCUSSIONS WITH THE RELEVANT PORTFOLIO HOLDER (CLLR JOY ROSSER)

Item: Draft School Attendance Strategy

Background Papers

None

Officer to contact:

Jess Allen

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RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

CABINET

18th OCTOBER 2018

FLOOD AND WATER MANAGEMENT ACT 2010: COMMENCEMENT OF SCHEDULE 3 – SUSTAINABLE DRAINAGE ON THE 7TH JANUARY 2019

REPORT OF DIRECTOR OF HIGHWAYS & STREETCARE SERVICES IN DISCUSSIONS WITH THE LEADER OF THE COUNCIL, CLLR ANDREW MORGAN.

AUTHOR(s): Andrew Stone, Strategic Projects Manager
Owen Griffiths, Senior Engineer (FRM)

1.   **PURPOSE OF THE REPORT**

1.1   The purpose of this report is to advise members of the commencement of schedule 3 'Sustainable Drainage' of the Flood and Water Management Act 2010 (FWMA)[1] made by the Welsh Government (WG) on the 1st May 2018 and the legislative requirement for the council to provide a new service from 7th January 2019.

1.2   The Report will further advise members in regard to the implementation of a Sustainable Drainage System (SuDs) Approval Body (SAB) within Rhondda Cynon Taf (RCT) Flood Risk Management (FRM) team to provide this new service.

2.   **RECOMMENDATIONS**

2.1   It is recommended that the Cabinet:

   1.   Notes the commencement of schedule 3 'Sustainable Drainage' of the Flood and Water Management Act 2010 (FWMA)[2] made by the Welsh Government (WG) on the 1st May 2018 and the legislative requirement for the Council to provide a new service from 7th January 2019.
   2.   Approves the establishment of the SAB and the proposed structure outlined within section 7.2 of this report.

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[1] Flood and Water Management Act 2010: https://www.legislation.gov.uk/ukpga/2010/29/contents

[2] Flood and Water Management Act 2010: https://www.legislation.gov.uk/ukpga/2010/29/contents

3. Approves the development of a council policy on discretionary charges as outlined in 7.1.5 to 7.1.9
4. Approves the development of a policy on standard charges for adoption of SuDS infrastructure as outlined in 7.1.10

3 REASONS FOR RECOMMENDATIONS

3.1 On the 1st May 2018[3] the Welsh Government put forward Commencement order No 2 of the Flood and Water Management Act 2010 on the 1st May 2018[4] which sets out that section 32 and Schedule 3 of the FWMA 2010 commences on 7th January 2019.

3.2 Schedule 3 of the Flood and Water Management Act 2010 requires surface water drainage for new developments to comply with mandatory National Standards for Sustainable Drainage systems. It also requires surface water drainage systems to be approved by a SuDs Approving Body before construction work with drainage implications may begin. Within section 6 paragraph 1 (a and b) of schedule 3 FWMA the act specifies:

The Approving Body for a drainage system is the unitary authority for the area in which it is, or in which it is to be constructed, or If there is no unitary authority, the county council for the area.

3.3 Although this is a legal requirement on the council, the added benefits will be that the council will be afforded control of surface water drainage approval, reducing the risk of development within high flood risk areas; whilst minimising the risk of future flooding to the new developments and wider communities. There are further opportunities to maximise the quality of surface waters associated with developments and promote the amenity and biodiversity of a new development.

4. BACKGROUND

4.1.1 Flooding remains a key threat to communities across Wales and managing this risk is important to minimise the risk to communities. The consequences of flooding can include loss of life and property, together with significant social, economic and environmental harm. Climate change is predicted to increase the frequency and the intensity of flooding, increasing the risk in RCT and across the UK. Though flooding is an inevitable natural process, through careful management the probability of flooding, along with its impact, can be reduced.

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[3] SuDs Commencement Order: http://www.senedd.assembly.wales/mgIssueHistoryHome.aspx?Iid=20816

[4] SuDs Commencement Order: http://www.senedd.assembly.wales/mgIssueHistoryHome.aspx?Iid=20816

4.1.2 From a local perspective RCT's Flood Risk Management Plan (FRMP)[5] published in December 2015 identifies flood risk from surface water and has identified the number of People, Businesses, Critical Infrastructure and Environment and Historical Sites at risk of flooding, an overview of the risk of flooding is outlined:

1. 7,623 Properties at High risk of Flooding
2. 14,182 Properties at Medium Risk of Flooding
3. 26,682 Properties at Low risk of flooding

4.1.4 There is an inherent risk that the flood risk associated with surface water is increased through the lack of control of new developments within flood risk areas. At present flood risk associated to new developments is managed through Technical Advice Note 15 (TAN15).[6] However, this function primarily focuses on Main River flooding. Surface water from new development is outlined within Section 8 of TAN15 however; this section sets out that the planning authority may consult with a Land Drainage authority regarding surface water and that 'Developments should aim to mimic existing runoff rates' in comparison with an undeveloped situation of the site.

4.1.5 The Flood and Water Management Act 2010 implemented many of the recommendations made by Sir Michael Pitt's Review[7] of the widespread flooding of 2007 in the UK. Within which recommendation 20 was set out:

'The Government should resolve the issue of which organisations should be responsible for the ownership and maintenance of sustainable drainage systems.'

4.1.6 This is dealt with in schedule 3 'Sustainable Drainage' of the FWMA. The purpose of schedule 3 is to provide a Sustainable Drainage Approval Body that provides approval of a developments drainage network prior to works commencing. This approval is outside of the Town and Country Planning act 1990.

4.1.7 Schedule 3 of the Flood and Water Management Act 2010 places a statutory requirement on RCT to ensure surface water drainage for new developments with drainage implications comply with mandatory

[5] RCT Flood Risk Management Plan:
https://www.rctcbc.gov.uk/EN/Resident/ParkingRoadsandTravel/Roadspavementsandpaths/FloodAlleviati on/Floodriskregulations2009.aspx
[6] TAN 15: https://gov.wales/docs/desh/publications/040701tan15en.pdf
[7] Pitt Review:
http://webarchive.nationalarchives.gov.uk/20100812084907/http://archive.cabinetoffice.gov.uk/pittreview /_/media/assets/www.cabinetoffice.gov.uk/flooding_review/pitt_review_full%20pdf.pdf

National Standards for Sustainable Drainage Systems (SuDs) prior to construction work taking place.[8]

4.1.8 Provided a developer is granted SuDs approval, the SAB would be required to adopt and maintain the approved SuDs that service more than one property. As set out within schedule 3, section 17 'Duty to Adopt.'

4.1.9 Appendix 1 provides a brief overview of the aim of SuDs.

Sustainable Drainage Approval Body - Approval Duty

4.2.1 The SAB will operate as an independent body within the local authority, dealing with a 'Statutory Technical Approval' process and a 'Duty to Adopt' approved SuDs. The Technical Approval will be via a delegated officer decision independent of the planning process. This process will be similar to the current Building Control process which is essentially a technical check that building works are in compliance with the Building Regulations. A process which is also independent from the Planning Process.

4.2.2 The Statutory Technical Approval provided by the SAB will be a requirement of 'all construction work that has a drainage implication' (Paragraph 7, section 1, FWMA 2010)[9]. The exception to this is construction work that involves the construction of 1 dwelling or an area of land less than 100m^2.

4.2.3 The approval regulations set out a 'duty' on the SAB to determine an application within 7 weeks of receipt of a validly made application. The approval process sets out that an application is granted if the proposed construction will comply with National Standards published by Welsh Government. Furthermore, the SAB has a 'duty' to consult statutory consultees prior to determination of the application which will be set by Regulations.

4.2.4 In making an approval the SAB has the power to approve subject to conditions; in particular, a condition may:

- Relate to the construction of the drainage system
- Provision of a Non-performance bond
- Relate to Inspections undertaken by the SAB
- Require the Payment of fees chargeable for work undertaken in connection with the approval process.

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[8] Proposed National Standards for Sustainable Drainage SuDs in Wales:
https://gov.wales/topics/environmentcountryside/epq/flooding/drainage/?lang=en
[9] Flood and Water Management Act – determination of application for approval:
https://www.legislation.gov.uk/ukpga/2010/29/schedule/3

4.2.5   If the SAB grants approval subject to a condition that inspections are carried out, the SAB may charge a fee for carrying out the inspections. This fee is set by WG regulations. The purpose of the inspections is to provide certainty that the SuDs have been constructed in accordance with national standards and are in accordance with the approval.

4.2.6   The legislation sets out powers of enforcement under paragraph 14 (FWMA 2010) that provide the authority with the following statutory powers to ensure compliance with design and construction phases:

- Powers of Entry
- Temporary Stop Notice
- Enforcement Notice
- Stop Notice

4.2.7   If a developer does not comply with the enforcement notices and is successfully prosecuted then the developer is found to be 'Guilty of an offence' and is liable to a fine chargeable by the courts. The SAB can reclaim costs of successful enforcement from the transgressor.

4.2.8   On completion, providing a developer has complied with the conditions of approval, the SAB provides certification that the drainage system was constructed in accordance with the approval. At this point the approval duty has been completed.

Sustainable Drainage Approval Body – Duty to Adopt

4.3.1   Following approval of an application, construction and certification, a SAB 'must' adopt the drainage system under Paragraph 17 (FWMA 2010).
1.   .

4.3.2   Under paragraph 21; The SAB has the power to voluntarily adopt all or part of a SuDs to which the duty to adopt does not apply.

4.3.3   The effect of adoption is outlined within the legislation under paragraph 22 (FWMA 2010), which places the responsibility of the maintenance of the drainage system onto the SAB. The legislation further provides that in maintaining the system the SAB must comply with the National Standards for Sustainable Drainage.

4.3.4   It is proposed that an adoption under section 17 'Duty to Adopt,' will require the developer to pay the long term maintenance costs which is reflective of the maintenance plan for the lifetime of the SuDs. This provision is proposed to be set through a condition of approval.

4.3.5   The duty to adopt outlined within the legislation does provide for an exemption to the duty which is set out as:

1. Single Property Drainage Systems
2. Any part of a drainage system which is a publicly maintained road
3. Drainage systems constructed under section 114A of the Water Industry Act 1991[10]

5   EQUALITY AND DIVERSITY IMPLICATIONS

See attached document.

6   CONSULTATIONS

1. Finance
2. Planning
3. Legal

7   FINANCIAL IMPLICATION(S)

The process has been established on the basis that it should be cost neutral to local authorities acting as a SAB.

7.1   Income Generation

7.1.1   The commencement of schedule 3 of the FWMA 2010; provides for the setting of fees for applications for approval. This section will set out the range of fees set by regulations and the options for discretionary services.

7.1.2   **Application for Approval Fee -** Under the current proposal by WG, construction work which has drainage implications of more than 1 dwelling or greater than 100m^2 would require SAB approval. This process is chargeable at rates to be set by WG through Regulation. Proposed fees have been consulted upon and are likely to start from £350 (minimum) with an additional amount up to £7,500 (maximum) calculated by reference to the size of the construction area.

1. *£70 for each 0.1 hectare or fraction of a 0.1 of a hectare, for the first 0.5 hectare;*

2. *£50 for each 0.1 hectare or fraction of a 0.1 of a hectare, from 0.5 hectare up to and including 1.0 hectare;*

3. *£20 for each 0.1 hectare or fraction of a 0.1 of a hectare, from 1.0 hectare up to and including 5.0 hectares; and*

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[10] Water Industry Act 1991: https://www.legislation.gov.uk/ukpga/1991/56/contents

4. £10 for each additional 0.1 hectare or fraction of a 0.1 of a hectare.

7.1.3 **Inspection Fee –** following an approval subject to a condition which relates to inspections of the drainage system the SAB is able to charge for each inspection at a fixed rate. This rate will be confirmed by WG through the provision of regulations.

7.1.4 **Enforcement Charges –** The provision of enforcement regulations by the WG provide the SAB an ability to be reimbursed the costs incurred through undertaking successful enforcement activities. The nature of the fee associated with the enforcement action will be subject to a case by case basis; however, the provision of the enforcement powers outlines cost-recovery for work undertaken by the approval body which is expected to cover the whole cost associated in undertaking enforcement.

Discretionary Services

7.1.5 The legislation provides for a range of duties that provide for fees to be set by regulation however there are a range of services that could be provided to supplement a wider level of service to developers to support the formal approval process. It is proposed that these discretionary services will be delivered through the Local Government Act 2003 paragraph 93. This section will outline the opportunities identified.

7.1.6 SAB Pre-applications Advice Service – This is a discretionary service which would be provided by the SAB to encourage developers to engage with the SAB prior to full application to reduce the risk of application refusal. The charges for pre-application are proposed to mirror in part the charging system employed by the Local Planning Authority (LPA) for 'Pre-applications'.

7.1.7 The LPA has recently implemented a range of discretionary services to support the planning application process; following the initial review it was thought that the following services could be mirrored by the SAB:

1. Pre-Submission Validation Checks
2. An enhanced Pre-application service that provides for advice from other service areas within the authority
3. Provision of a development completion service

7.1.8 The level of discretionary services available is still under review and is subject to the publication of the Regulations and Guidance provided by WG. On receipt of the published documents a review of the additional

discretionary services will be undertaken, and proposals set out prior to the commencement on the 7th January 2019.

7.1.9   As the duty to approve and adopt is set against local authorities it is likely that there will be opportunities to collaborate with other neighbouring local authorities and these opportunities are being explored and will be reviewed for viability on the publication of the regulations and subsequent guidance by WG.

Adoption Requirement

7.1.10 The process of adoption is still to be determined through the statutory regulations and guidance due for publication in September 2018. It is anticipated that costs associated with adoption by the SAB will be paid by the developer. This will include the long term maintenance costs which is reflective of the maintenance plan for the lifetime of the SuDs together with any additional costs incurred by the SAB in the adoption process. WG have stated that this process should be cost neutral to the SAB.

7.2   Organisational Impact

7.2.1   The current organisational structure within the FRM team does not allow for this statutory function to be undertaken with existing resources. This existing structure is presented graphically in Appendix 3.

7.2.2   The resource required has been considered using a review of the available information provided by WG; this criterion was used to cross reference construction works undertaken within RCT over the last four financial years which would have required SAB approval.

7.2.3   Based on the number of valid construction works and their construction areas; an assessment was undertaken to provide a summary of the workload generated for a typical financial year; this analysis provided a range of outputs based on the Lowest, Average and Highest figures generated over the financial years reviewed.

7.2.4   The analysis covered the range of services that will be undertaken by the SAB which included; Pre-Applications, Full Applications, Inspections, Enforcement, Adoption activities, Administration and Management activities. A summary of the analysis is provided within Appendix 2.

7.2.5   The Resource required to undertake the function of the SAB has been reviewed taking into consideration the effects of SAB creation on the existing FRM team. The team structure that would be required to

facilitate the functions for a typical financial year is presented graphically in Appendix 4 with the additional posts below:

1. Flood, Water & Tips Manager (GR13) – Shared with LLFA Team
2. Senior Engineer (Team Leader) (GR11),
3. Assistant Engineer (GR 10),
4. Assistant Engineer (GR 10),
5. Senior Technician (GR8)
6. Asset Technician (GR6) – Shared with LLFA Team

Allowance has been made for the reductions in work related to the drainage aspects of planning applications.

7.3   Financial Impact.

7.3.1   Following the workload and resource analysis, the expected income generation was reviewed based on applications identified through the workload analysis. This analysis identified the income generated through Pre-applications (based on LPA Charges), SAB Applications, and Inspections (Rates set by WG Regulations).

7.3.2   Based on the analysis of the income and cost recoverable elements, together with the effect of the SAB on the existing FRM team workload, the costs associated with the implementation of the structure outlined within section 7.2 is expected to be covered by income generated. The costs being inclusive of all salary costs and overheads associated with supplying the new statutory function and is summarised in Appendix 5. In addition, there is a potential for further income generation through other discretionary services and collaborative working with neighbouring authorities.

7.4   Proposed Implementation

7.4.1   It is proposed to set up the SAB based on the lowest estimated workload, resource, and fee income which reflects the exemption criteria set out by WG for the first 2 years of operation and the structure proposed in Appendix 4.

7.4.2   It is anticipated that some SAB functions, such as Adoption, will not be immediately required and therefore recruitment to the proposed SAB structure will be phased.

7.4.3   To provide resilience and to accommodate applications above the estimated lowest workload, it is proposed that additional resources will be sourced through the existing sections such as Flood and Tip Risk Management Section, Strategic Projects Design section and Highway Development Control Sections which will all be required to develop skills in SuDs as part of their service functions.

7.4.4 A training plan will be developed and implemented prior to SAB establishment on 7th January 2019. This will utilise training provided by Welsh Government, WLGA and specialist training specific to council requirements delivered internally and externally.

8   LEGAL IMPLICATIONS *OR* LEGISLATION CONSIDERED

8.1 The legal implications are set out within the context of this report. In summary the commencement order signed on the 1st May 2018 which sets out that section 32 and Schedule 3 of the Flood and Water Management Act 2010 will commence on the 7th January 2019.

8.2 The commencement places a duty onto RCT to approve construction work which has a drainage implication prior to the works commencing (Section 7 FWMA).

8.3 The commencement further places a duty onto RCT to adopt a drainage system approved by the SAB (Section 17 FWMA).

8.4 There is a further legal implication in regards to non compliance by a developer who breaches a SAB approval or starts construction prior to approval. At which time the SAB has the power to enforce a developer through powers of entry or temporary stop notice, enforcement notice or stop notices.

8.5 It is however noted that the draft regulations provide for a means of cost recovery through taking enforcement action.

9   LINKS TO THE COUNCILS CORPORATE PLAN / OTHER CORPORATE PRIORITIES/ SIP / FUTURE GENERATIONS – SUSTAINABLE DEVELOPMENT.

9.1 National Strategy for Flood and Coastal Erosion Risk Management in Wales

9.1.1 The WG National Strategy for Flood and Coastal Erosion Risk Management in Wales (NFRMS)[11] identifies SuDs within two overreaching national objectives which is further explored within Table 1.

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[11] National Strategy for Flood and Coastal Erosion Risk Management in Wales:
https://gov.wales/topics/environmentcountryside/epq/flooding/nationalstrategy/strategy/?lang=en

Table 1: Summary of the NFRMS Overreaching Objectives delivering SuDs

National Objective	Sub Objective	Measure
Reducing the impacts on individuals, communities, businesses and the environment from flooding and coastal erosion	Develop policies for effective land use management and enhanced development control procedures where appropriate	Approval and adoption of SuDS drainage systems by the SuDS Approving and Adopting Body.
Raising awareness of and engaging people in the response to flood and coastal erosion risk	Enhance property and community level resilience	Ensure property level flood resilience measures and the requirements for SuDS are incorporated into Building Regulations.

Table 1: provides a summary of the Overreaching Objective within the NFRMS identifying the specific sub Objectives and measures specific in the delivery of SuDs

9.1.2 Table 1 identifies the two national objectives outlining; effective land use management and property and community resilience measures. The measures refer to the SAB delivering SuDs approval. The control of the SAB will provide a preventative function in reducing the impacts of future flooding whilst ensuring that communities are prepared and resilient.

9.2   Local Flood Risk Management Strategy

9.2.1 Rhondda Cynon Taf has published a Local flood risk management strategy (LFRMS)[12] in January 2013 in accordance with Section 10 of the FWMA 2010. The LFRMS defines who the 'Risk Management Authorities (RMA) are, what their function is and what their responsibilities are. The strategy further identifies the Local objective and Measures being implemented for the short, medium and Long term to manage flood risk within the authority.

9.2.2 Within the LFRMS RCT is identified as a Lead Local Flood Authority (LLFA) which is identified as the RMA responsible for taking on the role of the SAB. This function is set out within three specific measures aimed at delivering 11 Local objectives, Table 2 provides a summary of the LFRMS local objectives and measures.

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[12] RCT Local Flood Risk Management Strategy:
https://www.rctcbc.gov.uk/EN/Resident/ParkingRoadsandTravel/Roadspavementsandpaths/FloodAlleviati on/LocalFloodRiskManagementStrategy.aspx

Table 2: LFRMS Objectives and Measures in Delivering the SAB

LFRMS Measure Number	LFRMS Measures	LFRMS Strategy Objective
Measure 1	Establish SuDs Body	1, 2, 5, 6, 7, 8
Measure 2	Water Cycle Strategy	1, 2, 3, 4, 5, 6, 7, 8, 9, 10
Measure 19	SuDs Adoption	1, 2, 3, 4, 5, 6, 7

Table 2: Provides a summary of the LFRMS Measures and how they Link to the LFRMS Objectives.

9.3 Corporate Plan

9.3.1 The Highway Maintenance and Management Delivery Plan for the 2018/19 financial year identifies areas for improvement. Specifically Service Priority 5 which specifies:

'To provide services related to flood risk management as required of the Lead Local Flooding Authority under Flood and Water Management Act 2010, Flood Risk Regulations 2009 and as the Land Drainage Authority under the Land Drainage Act 1991.'

9.3.2 The service priority aligns with two corporate plan priorities specifically;

1 Place – Creating neighbourhoods where people are proud to live and work
2 Economy – Building a strong economy

9.4 Well-being of Future Generations Act (Wales) 2015

9.4.1 **A resilient Wales** - The new statutory function will deliver enhanced biodiverse natural environments which promote healthy functioning of ecosystem services. This principal is in-bedded within the National standards of which Applications will be vetted against. The purpose of which is to provide the residents and communities of RCT a resilient surface water drainage network that is designed to enhance the resilience to future extreme events.

9.4.2 **A prosperous Wales** The focus of sustainable drainage systems is to provide an innovative low carbon society that provides enhancements to the quality of water leaving urbanised areas; the aim of which is to reduce the impact of contaminants entering local ecosystems. Whilst targeting ecosystem enhancements Drainage systems brought in line with the national standards will look to improve the connectivity between surface water drainage and greenspace/amenity use providing innovative and efficient spaces that can be enjoyed by the community.

9.4.3 **A healthier Wales** through the implementation of the SAB the process of application and determination will aim to provide clean, green environment where water is seen as a resource, with access to open space, clean air and water are key elements of health and well-being.

9.4.4 **A more equal Wales** In delivering a SAB the authority will be facilitating sustainable drainage throughout the borough to provide all residents and communities the opportunity for flood risk reduction, public amenity, enhanced biodiversity and improved water quality. This process will provide resilience to communities regardless of the socio-economic background or circumstances.

9.4.5 **A Wales of cohesive communities** Through the approval process the SAB will approve community's development that exhibits attractive, viable, safe and well-connected communities that incorporate surface water into the landscape; this inclusion provides a robustness to the communities understanding of the surface water infrastructure and the wider biodiversity and amenity uses provided through the inclusion of multiple benefits within the design of the drainage network.

9.4.6 **A globally responsible Wales** in providing suds within development the SAB will be providing a range of resilience measures for the local community but also the wider population. Where development is approved the SAB will determine the viability of the water quality and the long-term carbon footprint to maintain the infrastructure; this inclusion allows the authority to reduce the long-term burdens associated with traditional drainage infrastructure whilst providing a reduction to flood risk and an enhancement to the ecosystem services.

10   CONCLUSION

10.1 The commencement of schedule 3 of the Flood and Water Management Act 2010 on the 7th January 2019 will be a significant change to the management of surface water drainage and the management of surface water flood risk through new developments within RCT.

10.2 The requirement placed onto RCT is that of a 'Statutory Technical Approval' process (paragraph 7 FWMA 2010) and a 'Statutory Duty to Adopt' (paragraph 17 FWMA 2010) approved drainage infrastructure. Following adoption, the authority will be responsible for the maintenance of the drainage system (paragraph 21 FWMA 2010).

10.3 To undertake the statutory duties it is proposed that a 'new Sustainable Drainage Approval Body' is established within the 'Flood and Tip Risk Management Section.' The proposed team structure outlined within this

report has been based on the lowest expected workload generated by the SAB for a 'Typical Financial Year' compared against the resource required to undertake the function which again was compared against the fee generation for a typical financial year.

10.4   The income generation from the SAB is predicted to cover all salary costs and overheads associated with supplying this statutory approval function. In addition, policy should be developed on charging for the adoption process and further income generation through discretionary services.

Other Information: -

Relevant Scrutiny Committee – Public Service Delivery, Communities & Prosperity Scrutiny Committee.

Contact Officer

LOCAL GOVERNMENT ACT 1972

AS AMENDED BY

THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

CABINET

18th OCTOBER, 2018

REPORT OF DIRECTOR OF HIGHWAYS & STREETCARE SERVICESIN DISCUSSIONS WITH THE LEADER OF THE COUNCIL, CLLR ANDREW MORGAN.

AUTHOR(s): Andrew Stone, Strategic Projects Manager
Owen Griffiths, Senior Engineer (FRM)

Item: FLOOD AND WATER MANAGEMENT ACT 2010: COMMENCEMENT OF SCHEDULE 3 – SUSTAINABLE DRAINAGE ON THE 7TH JANUARY 2019

Background Papers

None.

Officer to contact:

Appendix 1

A brief overview of the aim of Sustainable Drainage Systems:

1. manage water on or close to the surface and as close to the source of the runoff as possible;
2. treat rainfall as a valuable natural resource;
3. ensure pollution is prevented at source, rather than relying on the drainage system to treat or intercept it;
4. manage rainfall to help protect people from increased flood risk, and the environment from morphological and associated ecological damage resulting from changes in flow rates, patterns and sediment movement caused by the development;
5. take account of likely future pressures on flood risk, the environment and water resources such as climate change and urban creep ;
6. use the SuDS Management Train, using drainage components in series across a site to achieve a robust surface water management system (rather than using a single "end of pipe" feature, such as a pond, to serve the whole development);
7. maximise the delivery of benefits for amenity and biodiversity;
8. seek to make the best use of available land through multifunctional usage of public spaces and the public realm;
9. perform safely, reliably and effectively over the design life of the development taking into account the need for reasonable levels of maintenance;
10. avoid the need for pumping where possible; and
11. be affordable, taking into account both construction and long-term maintenance costs and the additional environmental and social benefits afforded by the system.

Appendix 2 – Workload Expected for a Typical Financial Year

Provides the Workload Associated with the Lowest estimates identified between 2014 – 2018 financial years based against the expected workload for a typical financial year.

Type of Application	Number of SAB Applications	Application Workload (Hours)	Inspection Workload (Hours)	Number of Pre-Applications	Pre Application Workload (Hours)	Number of Enforcement Cases	Enforcement Workload (Hours)	Number of Adoptions	Adoptions Workload (Hours)	Management (Hours)	Admin (Hours)
Small	88	1232	924	0	0	18	211	35	757	25	25
Medium	16	328	272	27	533	3	54	6	179	25	25
Large	20	640	575	3	97	4	96	8	404	25	30
Very Large	3	288	149	4	165	1	20	1	112	25	30
Total	127	2489	1920	34	795	25	381	51	1452	100	110
										Total	7247

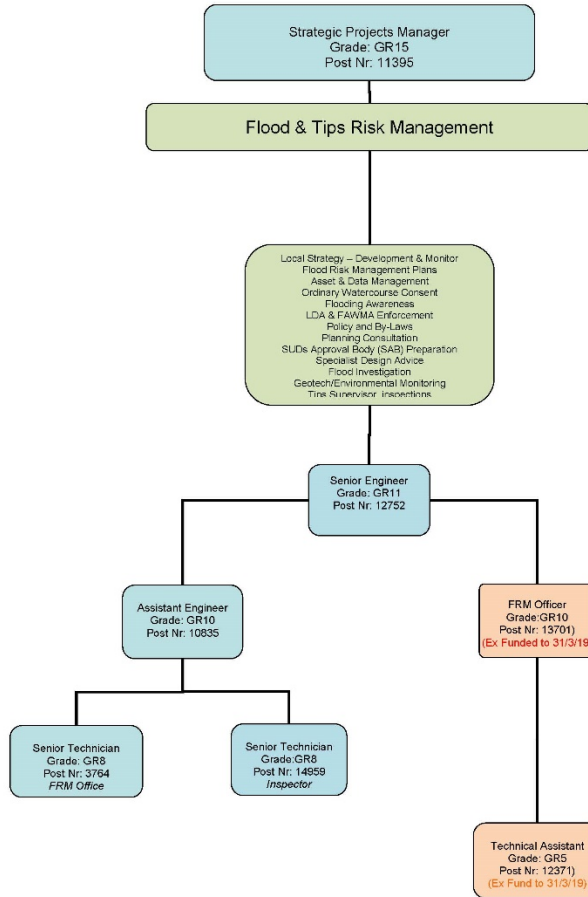# Appendix 3 – Existing Structure of Flood and Tips Risk Management Team

FRM Existing Structure – July 2018

Legend

Information Boxes

SAB Preparation

Externally Funded Posts

Existing Posts

Strategic Projects Manager
Grade: GR15
Post Nr: 11395

Flood & Tips Risk Management

Local Strategy – Development & Monitor
Flood Risk Management Plans
Asset & Data Management
Ordinary Watercourse Consent
Flooding Awareness
LDA & FAWMA Enforcement
Policy and By-Laws
Planning Consultation
SUDs Approval Body (SAB) Preparation
Specialist Design Advice
Flood Investigation
Geotech/Environmental Monitoring
Tips Supervisor Inspections

Senior Engineer
Grade: GR11
Post Nr: 12752

Assistant Engineer
Grade: GR10
Post Nr: 10835

FRM Officer
Grade:GR10
Post Nr: 13701
(Ex Funded to 31/3/19)

Senior Technician
Grade: GR8
Post Nr: 3764
FRM Office

Senior Technician
Grade:GR8
Post Nr: 14959
Inspector

Technical Assistant
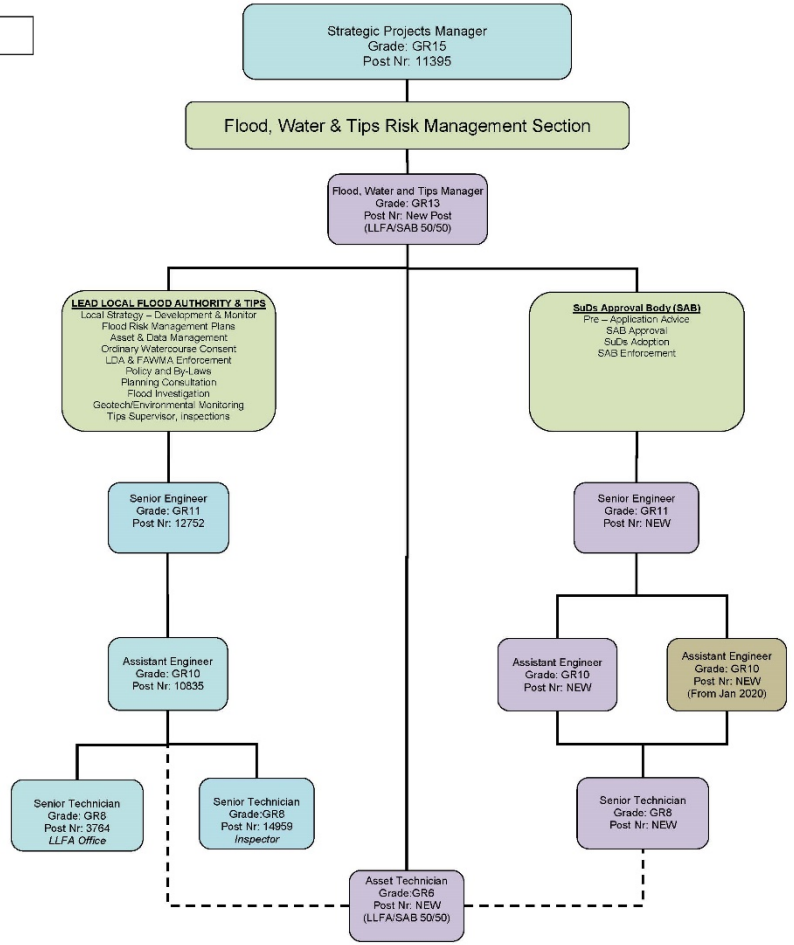Grade: GR5
Post Nr: 12371
(Ex Fund to 31/3/19)

Appendix 4 – Proposed Structure of Flood, Water and Tips Risk Management Section

FRM, Tips and SAB Proposed Structure – July 2018

Legend

Information Boxes

SAB Preparation
Externally Funded Posts

Existing Posts

Phase 1
New Posts

Phase 2
New Posts

Strategic Projects Manager
Grade: GR15
Post Nr: 11395

Flood, Water & Tips Risk Management Section

Flood, Water and Tips Manager
Grade: GR13
Post Nr: New Post
(LLFA/SAB 50/50)

LEAD LOCAL FLOOD AUTHORITY & TIPS
Local Strategy – Development & Monitor
Flood Risk Management Plans
Asset & Data Management
Ordinary Watercourse Consent
LDA & FAWMA Enforcement
Policy and By-Laws
Planning Consultation
Flood Investigation
Geotech/Environmental Monitoring
Tips Supervisor, Inspections

SuDs Approval Body (SAB)
Pre – Application Advice
SAB Approval
SuDs Adoption
SAB Enforcement

Senior Engineer
Grade: GR11
Post Nr: 12752

Senior Engineer
Grade: GR11
Post Nr: NEW

Assistant Engineer
Grade: GR10
Post Nr: 10835

Assistant Engineer
Grade: GR10
Post Nr: NEW

Assistant Engineer
Grade: GR10
Post Nr: NEW
(From Jan 2020)

Senior Technician
Grade: GR8
Post Nr: 3764
LLFA Office

Senior Technician
Grade:GR8
Post Nr: 14959
Inspector

Senior Technician
Grade: GR8
Post Nr: NEW

Asset Technician
Grade:GR6
Post Nr: NEW
(LLFA/SAB 50/50)

Appendix 5 – Summary of estimated annual Costs on Implementation of SAB

Increase in Establishment Costs	£240,000
Estimated decrease in existing establishment costs due to increase in Capitalised establishment costs in Existing Flood Risk Management Team.	-£51,000
Estimated SAB Income (from approval process)	-£180,000
Estimated Adoption Income (from adoption fees)	-£33,000
Non -Staff Running Costs	£16,000
Net Variance to Current Revenue Budget	**-£8,000**

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RHONDDA CYNON TAF

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

CABINET

18TH OCTOBER 2018

THE COUNCIL'S HUMAN RESOURCE SERVICE

REPORT OF THE DIRECTOR OF HUMAN RESOURCES IN DISCUSSION WITH THE DEPUTY LEADER (COUNCILLOR MAUREEN WEBBER)

Author: Richard Evans, Director of Human Resources

1.   PURPOSE OF THE REPORT

1.1   The purpose of this report is to provide Members with an overview of the Human Resource departments operations over the last twelve months.

2.   RECOMMENDATIONS

2.1   It is recommended that Members note the information contained within the report.

3.   REASONS FOR RECOMMENDATIONS

3.1   To update Members on the services provided across the Council by its Human Resource department.

4.   BACKGROUND

4.1   As set out in our Corporate Plan, the Council's Vision is to have "a County Borough that has high aspirations, is confident and promotes opportunity for all". The Plan sets out four principles which apply to everything we do:

i)   Provide essential services well
ii) Help people and communities help themselves
iii) Build a sustainable County Borough
iv) Live within our means.

It also clearly focuses on three priorities:

i)   Economy - Building a strong economy
ii)   People - Promoting independence and positive lives for everyone
iii) Place - Creating neighbourhoods where people are proud to live and work

4.2 Under the Well-being of Future Generations (Wales) Act 2015, the Council has a duty to meet national Well-being goals and improve the Economic, Social, Environmental and Cultural well-being of the area. Through our corporate priorities set out in our Corporate Plan, the Council is well placed to meet our statutory requirements. These requirements are being embedded into our existing processes so that we do not create additional bureaucracy.

4.3 The development of the Corporate Plan is set against a background of ongoing austerity measures from Central Government that inevitably has had an impact on service provision and an associated reduction in staff numbers. Therefore to support the Corporate Plan, which incorporates the Future Generation (Wales) Act, a workforce plan for the Council has been developed to ensure that those staff that remain are appropriately rewarded for the role they undertake through pay and training opportunities, whilst ensuring that mechanisms are in place to support their well-being.

4.4 The Council's Workforce Plan subsequently helped to inform the strategic direction for HR and as a consequence, the Council's Human Resources Strategy was developed which consists of two strategic pillars to support the Council to achieve its vision, underpinned by five key themes for action.

Strategic pillars to support the Council Vision:

People and Performance:
This pillar is about having the right people with the right skills in the right place at the right time and developing and retaining a skilled, high performance, resilient, healthy and agile workforce that will deliver effective results for residents.

Organisational Environment:
This pillar is about enabling an organisational working environment for staff to thrive and develop, fostering a culture of collaboration, innovation, sharing of knowledge, early intervention to prevent problems and genuine employee and service user involvement.

The strategic pillars are underpinned by five key themes for action:

i) Developing a flexible and agile workforce that shares organisational knowledge;
ii) Recruiting and retaining the best talent to create a diverse workforce;
iii) Leadership and management development;
iv) Enabling a high performing engaged and committed workforce;
v) Supporting health and well-being to maximise attendance.

4.5   To support these themes for action, the HR Service is constructed of the following strategic areas:

    i)   Senior Management Team;
    ii) Employee Relations;
    iii) Organisational Development;
    iv) Equalities, Diversity & Armed Forces

4.6   Within these strategic areas, there are a number of operational areas that are designed to support the overall HR strategy. These teams work tirelessly to support Members, managers and staff to deliver services across the Council.

4.7   To better understand the work of these teams, the remaining elements of this report will look to provide Members with an overview of the work undertaken over the last 12 months by these teams, highlighting where relevant future work programmes.

5.   THE HUMAN RESOURCE TEAMS

5.1   EMPLOYMENT, EDUCATION AND TRAINING TEAM (EET)

The function is dedicated to enhancing career and work opportunities for all people, ages ranging from 11- 60+. The team provide support and advice by delivering a range of programmes to improve employability and employment prospects. Over the last twelve months the team has worked on the following schemes.

Apprenticeships - the Council's corporate apprenticeship scheme commenced in September 2012. To date the team have recruited 186 apprentices in various service areas, for example, Highways, Admin, Procurement, Civil Engineering, Building Control, Child & Social Care. The scheme has gone from strength to strength and is highly praised and commended by Welsh Government and other authorities.

The team also currently support Merthyr Council with their apprenticeship scheme and have recently received communication from Caerphilly Council to meet to discuss supporting them with setting up an Apprenticeship scheme. This year the Council are finalists in the National Training Awards Cymru - "Employer of the Year" for our apprenticeship scheme. The team have just completed recruiting for Cohort 7 and received over 1,000 application forms.

Apprentice Overview

Cohort	No. Apprentices	Employment	Further Education	Other (Discipline or Health issues)
2012	33	27	3	2
2013	11	11	0	0
2014	17	17	0	0
2015	29	26	0	3
2016	39	37	2	0
2017	34			
2017	23			

Due to the high level and calibre of applications received during 2018, the team have supported a number of service areas to recruit into temporary posts.

Graduate programme – the graduate programme commenced in 2004, starting with 4 project graduates every two years. In 2016 Cabinet and the Senior Leadership Team (SLT) identified specific service areas that had difficulties in recruiting into certain posts, or had identified through work force planning, potential future skills gaps. As a consequence, 10 graduates commenced employment with the council in 2016 with 7 sustaining employment with the Council with the other 3 gaining employment with other organisations. In 2017 a further 9 graduates were recruited followed by 13 graduates for 2018. All graduates enrol on a project management level 4 qualification, delivered by Cardiff Met University.

Work Experience - the team coordinate all work experience requests across the Council. From January to August 2018 over 200 requests were received with 140 placements being sourced.

Careers and the Working World Programme – the programme is delivered to all secondary schools in RCT and two special schools. The programme receives excellent feedback and works with pupils on attendance, work ethic, punctuality, dress code and interview skills. All these aspects are held in high regard by employers as part of the feedback received.

Health & Safety Vetting – all work experience placements for year 10 and 12 pupils are vetted by the team. Over 800 vetted employers are on the database and all schools have access to the database. Rhondda Cynon Taf has been praised for this service and are the only authority in Wales to provide this service for our young people. We have also shared this provision with Communities 1st plus and other service areas within the Council.

Gatsby Project – funding has been secured from Welsh Government to mirror the successful pilot that was delivered in England around careers information, advice and guidance to all secondary schools in Rhondda Cynon Taf. An advert is currently out to recruit a senior member of staff from schools to support this project.

City Deal - over the last 18 months the ETT Manager has been heavily involved in developing a 'skills for the future programme' with the project team. The manager sits on a number of steering groups and has just secured additional funding from the project team to liaise with Bridgend, Merthyr and Caerphilly council and discuss the various programmes/projects we deliver to our schools.

Career Fairs – the EET team organise two Career's Fairs a year in September and March. Over 1,000 people regularly attend the events with 70 plus employers and key stakeholders exhibiting.

Traineeship – Step in the Right Direction programme – the EET team deliver this project that gives a two year paid traineeship programme for Children Looked After (CLA) aged 16-25 living in and leaving care in RCT. Between April 2017 and September 2018, the team helped place 16 trainees in service areas such as Highways, Community and Children's Services, Day Services, Catering Services, Parks and Countryside, Leisure Services and Finance. During this time 8 Trainees who have completed training with 3 Trainees securing employment.

Care2Work Programme – the Care2Work programme seeks to provide CLA, care leavers and those with care and support needs with encouragement and support to identify and access a range of training and employment opportunities. In terms of the programme:

  i)   52 Referrals from April 2017 to September 2018
  ii) 33 Participants who completed training during this time
  iii) 29 Participants who achieved a qualification during this time
  iv) 6 Participants who secured employment during this time

In regard to the Care2Work programme current projects include:

- Cater2Work – Project working in partnership with Catering Services, funded from April 2018 – April 2019 to run the canteen in Ty Trevithick where young people can access training, achieve qualifications and undertake work experience.
- Construction Project – Project starting in September 2018, working in partnership with Morgan Sindell where a group of young people will have the opportunity to experience construction skills in plastering, tiling, carpentry and plumbing in the renovation of the toilet and café area at Maesnewydd Garden Centre in Aberdare.

- Preparation for Employment Courses – From April 2017 – September 2018 Care2Work have delivered four preparation for employment courses to CLA aged 16-25. The course includes CV writing, application form support, interview techniques, team building, information on career routes and confidence building.

5.2 HEALTH & SAFETY

This function supports the Council identify and manage health and safety risks involved or created by its (the Council) work activities. The team achieves this by providing advice and guidance to managers and staff, in particular the team:
- i) Develops corporate health and safety policies;
- ii) Provides health and safety advice and guidance;
- iii) Undertakes health and safety monitoring, including inspections, investigations and audits;
- iv) Advises on and in certain instances, provides health and safety training;
- v) Collates incident and accident data and produces reports thereon to identify trends;
- vi) Liaises with the enforcing authority (HSE) including acting as responsible person for the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR).

The team also fulfils the role of 'competent person' as required under the Management of Health and Safety (H&S) at Work Regulations. Over the last twelve months the team has undertaken the following work programmes.

Policy development - revised all other health and safety policies except Stress at Work – which will require more consideration to take account of new HSE guidance. The team also produced 2 new policies on Fire Safety and Control of Legionella.

Traffic Management - Re-written documentation for schools to include guide on risk assessment, providing example risk assessment and example traffic management plans. Visited majority of secondary schools, and a selection of welsh medium primary and special schools to provide advice and guidance on managing traffic safety. The remaining secondary schools will have been visited in the previous year. All major Council depots have similarly been visited with reports submitted. Traffic safety has been one of the teams key priorities for a number of years now but actions have been intensified largely as a result of the accident at a Bridgend school where a pupil was tragically killed by a reversing minibus.

Fire Safety – the team have produced and circulated a new policy. The team also undertook approximately 20 audits of schools producing individual reports for the relevant Head Teacher. The audit programme is on-going with a target of 2 schools / month. Previously the team have audited all leisure centres and theatres.

Hand Arm Vibration Syndrome (HAVS) – an audit is currently being undertaking of the management of HAVS across the Council. The Audit has started in Highways and Parks and will then be rolled out to other service areas.

Consultation with Trade Unions - formal quarterly meetings with the Trade Unions have been established to consult and inform them of H&S performance / plans / actions and to give an opportunity for the Unions to raise and discuss any concerns they have.

H&S Training – the team have delivered 15 training sessions following specific requests from service areas, topics have included, risk assessment, accident reporting and investigating, governor awareness.
Plans are in place in conjunction with the Education Department for two separate course on H&S for Site Managers / Caretakers and H&S Safety Awareness for (Primary) Heads. A pilot of the first course is scheduled to run during October half term with the Head Teacher training planned for February next year.

5.3 PEOPLE DEVELOPMENT

This function delivers and facilitates a range of development programmes for the Council including the Mercury programme, ILM programmes (including leadership and coaching and mentoring), delivery of section specific training programmes to support identified needs, provision of psychometric assessments to support assessment centres (for example for Head Teachers), delivery of elected Member training sessions and collation of data, and delivery of ICT training across the Council. Over the last twelve months the team has:

Delivered the ILM Level Qualification Delivery in Leadership & Management, Coaching and Mentoring - 113 staff have completed the qualification is aimed at developing people who are practicing team leaders, supervisors or first line managers. The team also delivers the course for other employers such as the Vale of Glamorgan, Neath Port Talbot and Cwm Taf.

Delivered Mercury Course (middle management programme GR8 - GR12) - 36 staff will have attended by Sept 19 and the course covers a range of subject areas and looks to develop management skills including leadership, performance culture and change.

Aspire (management development programme GR13 - GR15) - 46 staff attended have attended the course which is aimed at managers who aspire to a future role as a Head of Service within the Council.

Transform – the course is aimed at staff who are looking to progress to a Chief Officer level.

Manager Briefings – the team have provide several briefings to managers on a variety of key topics e.g. managing absence, armed forces covenant, allies, GDPR with over 525 attending each session.

Team Development – the team have developed bespoke team development programmes based upon the specific need of the client e.g. improving team morale, dealing with conflict improving communication, following change.

Safeguarding and Violence against Women, Domestic Abuse and Sexual Violence (VAWDASV) – the team have delivered face to face sessions for harder to reach staff and deployed the eLearning modules for other staff. During this time, 2944 staff have been trained in VAWDASV and 7,036 staff on safeguarding.

Psychometrics – the team deliver a range of psychometrics either to support development, communication, management development, resilience or recruitment both on an individual or team level. These include MBTI, Emotional Intelligence, Saville aptitude testing and approximately 490 tests were completed during the last year.

RCT Staff Benefits – the team have developed a wide-ranging suite of benefits for RCT staff members including RCT Staff Benefits Website, discount card & app. Schemes such as tusker Cars, technology, bike schemes and additional leave. To date 47% of staff are active users of the schemes.

Manager Mental Health Training - funding from the Welsh Union Learning Fund (WULF) has been secured in partnership with our unions to deliver 16 sessions mental Health awareness to over 320 managers within RCT. The aim will be to provide further levels of training for managers on managing staff with mental health including having those difficult conversations.

Induction – following a review of the Council's induction process, the team has amended the process to now include a new employee induction model, a new corporate welcome event is being developed; a new mandatory managers induction has been developed with new induction will be linked to the probation sign off process.

Essential Skills – the team have also secured funding through the Welsh Union Learning Fund to provide essential digital skills assessment and development.

Elected Member training and Development – finally the team provide the induction, training and development for all 75 Elected Members. Performance Development Reviews have recently been undertaken for the elected Members which has led to a training plan being developed.

Finally a training board has been established and developed the training compendium across the Council to reduce external spend on training wherever possible.

5.4 WORKFORCE PLANNING & DEVELOPMENT

This function leads on Job Evaluation and has previously dealt with issues of Equal Value and Equal Pay claims. The team also provides advice and guidance on people performance, workforce planning and the management and development of the Councils E-Learning platform, the RCTSource. This function also provides advice on pay modelling across the organisation and is the lead on maintaining the Councils e-recruitment system. During the last 12 months the team have undertaken the following work programmes.

Staff Consultation

The Council has completed 2 staff consultation exercises to date with the 3rd to be launched in October2018.

i) Phase 1 focussed on leadership, in particular on effective communication and visibility & accessibility of senior managers and chief officers.

ii) Phase 2 focussed on staff performance management, training and career development.

iii) Phase 3 will focus on the quality improvement process and how we can deliver improved services.

Performance Review

The Council introduced a revised performance review approach in 2016 for Chief Officers and GR15 staff. Evaluation of the new approach found that the review process was effective in facilitating good quality conversations around the key review areas. In November 2018, the process will be rolled out to approximately 750 employees on grades 11 – 14 with the roll out continuing through the grades over the coming years.

RCT Source

The RCT Source is the Council's web-based e-learning and development environment that can be accessed at work or at home and is designed to support performance, development and wellbeing of staff in terms of finding key information. Employees can access a range of mandatory training/information modules as well as useful guides and toolkits to support them in their roles. During the past 12 months the main projects that have been delivered via the Source are:-

i) An Education platform for schools which replaced the obsolete Moodle
ii) Corporate Induction
iii) Manager's Induction
iv) Knowledge Test for Taxi Drivers
v) Mental Health Awareness
vi) Rolling out of mandatory modules to catering staff (non IT users)
vii) Performance Review GR11 – GR14
viii) Armed Forces Covenant

Sickness Dashboards

Dashboards containing a wide range of sickness and compliance data are circulated monthly to SLT, Chief Officers and 250 Senior Managers. Poor performing areas are challenged by SLT and this, along with other initiatives in place, has proven to have an impact on reducing sickness across the Council.

5.5 **EQUALITY, DIVERSITY AND ARMED FORCES**

The function supports the Council in meeting its commitment to legislation by advising on accessible services, monitoring of service users, equality impact assessment and discrimination. The team also have responsibility for leading on the Armed Forces Covenant. The team work with both partners and service users to address issues that affect access to Council services and look to eliminate barriers that exist for minority groups. The team work in partnership with organisations across Cwm Taf to promote equality and diversity. Over the last 12 months, the team has worked on following initiatives.

Armed Forces – the team has**:**

i) Delivered managers briefings on Armed Forces Covenant alongside an internal armed forces group;
ii) Supported the Armed Forces events Prowse, Festival of Remembrance and Pontypridd Remembrance service;
iii) Obtained and coordinated Covenant Grant funding for Veteran Advice Service – post advertised Sept 2018;
iv) Delivered an engagement day with Valley Veterans;

v) Coordinated report re War Memorials and dealt with War Memorial queries;

vi) Dealt with Veteran queries;

vii) Arranged Silent Silhouettes project for Ynysangharad War Memorial Park (YWMP) and supported the grant project for Poppies in YWMP.

Statutory duties for Equality Act – the team has:

i) Completed the Annual Report 16/17 alongside the Strategic Equality Plan (SEP). The plan will involve Public consultation which started on the 10th September (runs to 2nd November), with the document being completed by end of 2018;

ii) Responded to EHRC compliance exercise regarding Public Sector Equality Duties – 2 phases complete;

iii) Reviewed and provided advice on EIAs alongside advice on reasonable adjustments to HR teams and mangers.

Equality Objectives in SEP – in regard to the SEP, the team has developed the Stonewall Workplace Equality Index. The index has just been completed and the Council gets benchmarked on how inclusive we are as an organisation on LGBT equality. All of the LGBT work we do contributes to this e.g. LGBT History month events; Clwb Y Bont event, internal coffee morning with Perthcelyn and Allies, IDAHOT coffee morning; PRIDE – we coordinated the Proud Council presence for all Council's participating. The team has also set up a community LGBT group with Cllr Davies – Proud Valleys and are working on a Trans toolkit with Secondary schools.

Training & Support – the team has:

i) Delivered managers briefing on Staff Networks;

ii) Delivered training to Amgen, highways staff, residential care homes and as part of social services programme;

iii) Coordinated the Disability Forum, Disability Officers group and Staff Networks – Perthcelyn, Allies and Carers and Disability;

iv) Supporting Education Employment and Training team with school delivery;

v) Supported Mercury Group on project re Equality monitoring;

vi) Held time to talk mornings and supported individuals in learning curve;

vii) Supported International Women's Day event in Heritage Park.

External Groups – the team is a member of a number of groups. For example the Equalities Adviser is the Vice Chair of Community Cohesion Group and attends Anti Stigma group for learning disability. The team are also a member of WITS Board.

Holocaust Memorial Day – the team organise and deliver the annual HMD event

Gender Pay Objective – the team has worked on and developed the Gender Pay Gap within the Council. The team also co-ordinates the work on the WAVE Project. The project continues and the current research project looks into whether barriers exist for senior women progressing their careers.

5.6   OCCUPATIONAL HEALTH & WELLBEING (OHWU)

This function supports the strategic wellbeing and attendance management approaches for the Council. The unit provides advice and guidance on health and wellbeing matters and undertakes health surveillance in line with statutory requirements.

The function supports the Councils absence management policy, provide ill-health pensions clinics, provide mental health and physiotherapy treatment services to help maintain attendance at work and encourage a speedier return. The team also leads on maintenance of the Corporate Health Standard and provide a range of health promotion activities such as "Know Your Numbers" blood pressure sessions and seasonal flu vaccinations. The unit also provides occupational health services for RCT & Merthyr Councils and to smaller businesses such as WJEC. The unit provide a number of strategies to support managers and staff in managing attendance at work which include:

Managing My Life – A flexible support programme of ½ day workshops, designed to be informative, provide practical tools and techniques that can assist with different aspects of an employee's life e.g. managing stress, improving resilience & self-esteem.

Occupational Health Appointments - in the last year the occupational health team has:

i) Provided 10,491 appointments for doctors, nurses, physiotherapists and counsellors;
ii) Provided 110 Steroid Injections;
iii) With the Employee Relations teams have undertaken 300 Case Reviews of long term sickness/ priorities cases each month.

Health Promotions – the unit deploy several national health promotion campaigns for these raise awareness in support to national health issues such as stroke, cancer support and diabetes. In terms of the Flu Campaign, then all staff are offered a flu vaccination every year and last year 1,200 vaccinations where administered to staff. The unit also undertakes the 'Know your numbers- Blood Pressure' check campaign and last year completed 600 blood pressures at the various work sites.

Leisure Programmes – the unit works on specific referrals into leisure services for National Exercise Referral Scheme and Joint Care programmes. A direct referral into these programmes has been developed for RCT employees to speed up support interventions. These schemes tackle specific conditions such as cardiac rehabilitation, joint conditions and obesity. They include assessment, exercise, education and monitoring.

The OHWB is also working actively on developing a number of projects as follows:

WEFO - Building resilience, prosperity & Wellbeing Projects-Develop, Invest and Grow in RCT - the OHWU in partnership with other RCT services have been working on a project to for support for a 3 year operation to contribute to ESF 1 Priority tackling poverty through sustainable employment. Project funding estimate £3.1 million. The project consists of two main elements:

i) Investing in growth will support- micro, small and medium sized enterprises in RCT who do not have access to professional HR, Occupational Health and Equality support to improve wellbeing at work including provide workplace health programmes;
ii) Staying well at work- Supporting employees with life limiting health conditions or disability.

Challenge Funding – the OHWU have bid for funding of up to £200k to support workplace health interventions from the DWP. If successful then the unit will look to use this money to support RCT employees by providing health interventions and support.

Student Placements - OHWU have been approved as a centre for student placements, as generally the recruitment pool of occupational health nurses is very small, which makes recruitment challenging and expensive. The placements are designed to highlight occupational health as a career option.

Initiatives with University of Wales- the unit are discussing with the chiropractic service at the university to look at options of referrals into their service.

5.7   EMPLOYEE RELATIONS

This function sets the HR policy for the Council, provides operational day to day advice on the application of policy and the management of people matters together with assisting managers to address more complex HR issues particularly in relation to service change.

The Employment Relations function supports the Council through three main teams: (1) Chief Executives & Corporate Services; (2) Education & Inclusion Services (including schools); (3) Community, Children's &Frontline Services. The Health & Safety team also sit within the Employee Relations function. The teams advise in all areas of employee relations e.g. discipline, grievance, sickness along with recruitment advertising, and all aspects of terms and conditions. They implement proposals for organisational change and work to ensure that the Council's employment policies and processes comply with National and European law. Over the last twelve months work associated with the Employee Relations Teams is as follows.

Service Reviews – the ER teams have worked with managers, staff and the trade unions on the following changes:

i)   Consultation and TUPE transfer of Vision Products Newport to Denbighshire Council;

ii)   Creation of Resilient Families Service;

iii)   Transfer of Welfare Benefits service to CAB;

iv)   TUPE transfer of Safer Merthyr staff to the YOS service;

v)   Completion of Early Years restructure;

vi)   Review and restructure of Communities First to Communities for Work+;

vii)   Review and restructure of YEPS and Community Sport;

viii)   Re-structure of Meals on Wheels;

ix)   Parks and Countryside restructure;

x)   Transfer of 87 cleaning staff from 10 schools to Facilities Cleaning;

xi)   21st Century Schools Re-organisation – the schools team have worked with the Governing Bodies, Governor Support, School Improvement staff and the Headteachers to create the new schools of Ysgol Nantgwyn, Porth Community School, Tonyrefail Community School & Cwmaman Community School that came into being on 1st September 2018. The work involved numerous staff meetings with the trade unions and set out below is a breakdown of the work undertaken.

- 354 Appointments (not including Casual or Centrally Employed Staff) broken down as 187 Teaching & 167 Support staff;
- 145 Internal Teaching Appointments;
- 154 Internal Support staff Appointments;
- 111 Voluntary Early Retirement / Voluntary Redundancy applications processed;
- 9 Redeployments undertaken.

Recruitment & Selection - alongside the day to day recruitment support given to managers, specifically there has been support within social care as follows:

i)   Current pilot programme with Employability group to recruit Intermediate Care staff
ii) Supporting a mercury project to review recruitment methods
iii) Conference held in January with follow up conference in October

The HR service has also moved towards more email based recruitment and appointment process.

Employment Checks – this involves checks on the Disclosure & Barring Service (DBS) for key roles throughout the Council and for new starters. There is also a link to vetting staff via agency use. The Council also acts as an umbrella service to Cardiff Council which allows Cardiff to use the Council's on-line DBS system to check their staff. As part of this process then:

i)   DBS updates have been undertaken on Council's 28 swimming instructors;
ii) DBS updates have been undertaken on School Crossing Patrols;
iii) There is a rolling programme of DBS renewals within Community & Childrens Services as per the requirement of the Care and Social Services Inspectorate Wales (CSSIW). Currently this covers 800 social care staff, which will increase to around 1400 in near future

Employee Relations Casework – this involves the teams being asked by service areas and schools to investigate and support disciplinary, grievance, sickness and capability issues. Below is a snapshot of the work undertaken over the last twelve months.

i)   Council disciplinary cases   = 98 cases;
ii) Council sickness case work   = 330 cases;
iii) Schools disciplinary cases   = 33 cases;
iv) Schools grievance/ dignity at work = 5 cases;
v)   Schools capability cases   = 3 cases.

In addition to the above work, during 2017/18 academic year the schools team supported schools in terms of redundancy procedures as part of their budget reviews. This effected 10 Comprehensives Schools and 27 Primary Schools which resulted in 101 members of staff finishing by voluntary/compulsory redundancy or being redeployed;

Sickness Team - the team has been introduced as part of strengthening an early intervention strategy to help manage attendance. The aim of the team is to provide support for managers / Headteachers in challenging areas of sickness within the Council (hotspots), and to reduce overall levels of absence by changing the behaviours of managers, Headteachers and staff to sustain the reductions. The work of the team involves environmental assessments which are undertaken of all the areas of the affected service to identify potential stressors that directly or indirectly influence absence, e.g. RTW interviews, second stage meetings, effective data management, working practices, management support to escalate, vacancies, workload.

The team work to support and develop managers within that service to effect and sustain a reduction in sickness absence through whatever mechanisms are deemed appropriate, e.g. coaching, training, etc. The initial targeted area was 'Residential Homes for the Elderly' (HFE's) and the team have worked closely with managers, staff and the trade unions to get to the route of issues affecting this area. The sickness team were established in March 2018 when the average absence rate for 2016/17 within HFE's was 8.4%, in July 2018 the average absence rate has reduced to 6.6%.

Policy Development/ Training – in terms of this area, set out below is a brief summary of the work that has been undertaken.

i)   Review of all policies and employment documents both Council and Schools to meet the Welsh Language standards;
ii) Successful Welsh Language Audit in respect of the updated employment documents and policies;
iii) Specific School based policies at Consortium level across all of the five local authorities – revision of Consortium Capability, Pay and Performance Management policies;
iv) Training at Consortium level including Senior Management Teams in Secondary Schools, NPQH, Emerging Leaders and Deputy Head training.

Forthcoming ER Work Programme – in addition to the ongoing day to day Employee Relations issues, some specific areas are detailed below:

i)   21st Century Schools – work with Ysgol Garth Olwg to create the new 3-18 school by September 2019 which includes all recruitment;
ii) Ensure compliance with the Regulation & Inspection Act (extending registration to the Dom Care sector);
iii) Review Social Work management structures / roles;
iv) Support implementation of Stay Well at Home Phase 2

v)	Support annual programme of recruitment of Children's Social Workers

6 EQUALITY AND DIVERSITY IMPLICATIONS

6.1 There are no equality and diversity implications emanating from this update.

7 CONSULTATION

7.1 There are no consultation implications emanating from this update

8. FINANCIAL IMPLICATIONS

8.1 There are no financial implications emanating from this update

9. LINKS TO THE COUNCILS CORPORATE PLAN / OTHER CORPORATE PRIORITIES AND THE WELL BEING OF FUTURE GENERATIONS ACT

9.1 The Corporate Plan, which incorporates the requirements of the Future Generations Act, sets the Council's Vision to have "a County Borough that has high aspirations, is confident and promotes opportunity for all".

9.2 As referenced in paragraph 4.3 above, to support the Corporate Plan, the Council's Human Resources Strategy consists of two strategic pillars to support the Council to achieve its vision, underpinned by five key themes for action. The work of the Council's Human Resources department is designed to support these initiatives.

10. CONCLUSION

10.1 Members are asked to consider to consider the detail of the report in respect of the Human Resource service.

Other Information.

Relevant Scrutiny Committee:- Overview & Scrutiny Committee.

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¹RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

CABINET

18TH OCTOBER 2018

VOLUNTARY SNOW WARDENS – NOTICE OF MOTION

JOINT REPORT OF THE DIRECTOR OF HIGHWAYS & STREETCARE SERVICES AND DIRECTOR OF COMMUNICATIONS & INTERIM HEAD OF DEMOCRATIC SERVICES

1. PURPOSE OF THE REPORT

The purpose of this report is to provide the Cabinet with the findings of the Public Service Delivery, Communities & Prosperity Scrutiny Working Group which was established to deal with 'Voluntary Snow Wardens' following the Notice of Motion considered by Council at its meeting held on the 19th September 2018.

2. RECOMMENDATIONS

2.1 It is recommended that Cabinet endorse the recommendations of the Working Group:-

   i. That a dedicated hotline number is set up offering support and advice for all Elected Members during periods of inclement weather ;

   ii. That a targeted campaign is undertaken to promote community self help (Communities coming together to help each other on a voluntary basis during times of extreme weather) and to encourage residents to become 'good neighbours';

   iii. That appropriate, practical guidance and good practice in relation to community action in severe weather is shared with the residents of RCT via the Council website (GOV UK - Guidance on Community Action in Severe Weather) ; and

   iv. That Cabinet is asked to consider the issue of covering the public liability aspect of insurance for voluntary work undertaken in a safe manner.

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¹ GOV UK – Guidance on Community Action in Severe Weather - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/5909/1789192.pdf

3.   BACKGROUND

3.1 On the 19th September 2018, Full Council considered the following Notice of Motion to establish a voluntary snow warden scheme and stood in the names of County Borough Councillors P.Jarman, S.Rees-Owen, G.R.Davies, M.Weaver, E.Webster, D.Grehan, H.Fychan, D.Macey, A.Cox, J.Williams, K.Morgan, J.Davies, J.Cullwick, E.Stephens, L.Jones, A,Chapman and S.Evans:

"*That this Council, as part of its emergency planning responsibilities introduces a scheme of voluntary Snow Wardens to assist in snow clearance in the community during heavy snowfall. The snow wardens will be registered with the Council and be properly trained and equipped to undertake snow clearance in their locality.*"

3.2 Following discussions it was resolved to refer the Notice of Motion to the appropriate Scrutiny Committee i.e. Public Service Delivery, Communities and Prosperity Scrutiny Committee, and that a report therefrom be reported to the Cabinet for its consideration and to a future meeting of the Council.

3.3 At the meeting of the Public Service Delivery, Communities & Prosperity Scrutiny Committee held on the 27th September 2018, following consideration of a joint urgent report of the Director of Highways & Streetcare Services and the Director of Communications & Interim Head of Democratic Services, it was agreed to establish a Scrutiny Working Group to deal with the contents of the Notice of Motion.

3.4 In order to advance the matter at the earliest opportunity the inaugural meeting of the Working Group was subsequently arranged for the 9th October 2018 with an invitation to all Members of the Public Service Delivery, Communities & Prosperity together with the proposer and seconder of the Notice of Motion, Councillors P Jarman and S Rees-Owen respectively.

3.5 The Working Group Members consisted of County Borough Councillors S. A. Bradwick, A. Chapman, E. George, S. Rees-Owen and G. Stacey.

3.6 At its inaugural meeting the Working Group was presented with a discussion paper by the Director, Highways and Streetcare Services outlining the two options for Members to consider in the adoption of the Voluntary Snow Warden Scheme as well as examples of the types of schemes operating in other parts of the UK such as in Bristol City Council.

3.7 The first option involved recruiting unpaid volunteers from the local community to become voluntary snow wardens; they give up their spare time in periods of severe weather to clear snow under the clear direction of the County Borough Council and act as a point of contact between the local authority and the local community in primarily a co-ordination role. The Working Group learned that to carry out their role effectively, the voluntary snow wardens would need suitable training, agree to work within the

arrangements set forward by the County Council and be physically fit to carry out the role. They would also need to register with the local authority.

3.8 Although the Working Group agreed in principle with the voluntary snow warden scheme, which they acknowledged could add value to the work already undertaken by the Council and encourage local communities to help themselves, they raised concern that the scheme could potentially become a burden to Council Officers who would need to establish the voluntary self help scheme, recruit, register and deliver training to the community volunteers and possibly organise DBS checks. The Working Group felt that the scheme had the potential to impact on the already diminished resources available to the Council to carry out its services during periods of extreme weather. The Working Group also highlighted the possible cost to the local authority in terms of providing the volunteers with the appropriate clothing and equipment to ensure they can carry out their role safely and effectively.

3.9 Despite the concerns raised in implementing the voluntary snow warden scheme, the Working Group were keen to demonstrate a commitment by the Council to encourage communities to come together and help each other during times of extreme weather. They explored the possibility of promoting the principle of volunteering throughout the County Borough via social media and a dedicated, targeted campaign which would advise, support and empower communities to take local action in times of severe weather. It was further agreed that in conjunction with the campaign guidance should be issued on the Council website which would offer simple, practical advice on the types of action that can be undertaken by local communities to support each other during times of severe weather.

3.10 In view of the Working Group's desire to encourage local communities to take action in times of poor weather conditions; it was agreed that the issue of public liability and whether the local authority would cover the public liability aspect of insurance for voluntary work, the volunteers themselves, their property or vehicles should be properly investigated and that this could be progressed by Cabinet.

3.11 The Working Group also acknowledged that Elected Member involvement is crucial in linking with local communities and agreed that a dedicated Elected Member hotline, which can be accessed by all Elected Members for support, advice and up-to-date information on the local situation during periods of extreme weather, should be established.

4. **CONCLUSION**

4.1 The Working Group concluded that they fully support the principle of the Voluntary Snow Warden Scheme; however the practicalities of establishing such a scheme brings with it a number of concerns such as the cost and officer time in organising and maintaining a register of wardens who would need to be trained and supported in a number of ways as well as arranging potential DBS checks.

4.2 The Working Group acknowledged that the current arrangements in place across Rhondda Cynon Taf County Borough Council to deal with severe weather conditions are effective and considered that the dedicated campaign to encourage local residents to be more proactive within their communities would enhance the Council services rather than distract from them. They agreed that the promotion of 'volunteering' would capture the spirit of the voluntary snow warden scheme and bring together residents and local Members alike during times of severe weather conditions.

4.3 Ultimately, the Working Group felt that a more targeted approach to empowering local communities is required and promotion of practical advice on the Council website and via social media would provide a communication network that would assist volunteers and Elected Members direct support where it is most needed.

5. **EQUALITY AND DIVERSITY IMPLICATIONS**

5.1 Equality and diversity implications will be considered as part of the Working Group's recommendations and any subsequent implementation arrangements

6. **CONSUTLATION**

6.1 There are no consultation implications arising, as yet, from this report.

7. **FINANCIAL AND RESOURCE IMPLICATIONS**

7.1 Financial and resource implications will be considered as part of the Working Group's recommendations and any subsequent implementation arrangements

RHONDDA CYNON TAF

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

CABINET

18th OCTOBER 2018

2019/20 BUDGET CONSULTATION REPORT

REPORT OF THE DIRECTOR OF COMMUNICATIONS AND INTERIM HEAD OF DEMOCRATIC SERVICES IN DISCUSSION WITH THE RELEVANT PORTFOLIO HOLDER, CLLR M WEBBER.

Author: Chris Davies, Corporate Policy & Consultation Manager
01443 424069

1.   PURPOSE OF THE REPORT

1.1   The purpose of the report is to inform Members of the proposed approach to resident engagement and consultation in respect of the 2019/20 budget.

2.   RECOMMENDATIONS

It is recommended that the Cabinet:

2.1   Note the success of last year's approach to budget consultation.

2.2   Endorse the proposed approach to budget consultation which will include:

- The use of an online budget simulator
- Town centre and community roadshow events
- A young person's consultation event
- Consultation with OPAG
- A Cabinet Engagement event
- Use of social media to promote engagement and capture feedback

2.3   Note that the budget consultation will run for 6 weeks from the 5th November to the 17th December 2018.

2.4   Note that the Council's statutory requirements regarding consultation on the Council Tax Reduction Scheme and Council Tax levels will be met via the proposed approach.

2.5 Instruct the Head of Democratic Services to inform the Chair Persons of the Overview and Scrutiny Committee and Finance and Performance Committee of the approach and the continuation of a single continuous phase.

2.6 Agree to the publication of the budget consultation details and engagement opportunities on the Council's website.

3   REASONS FOR RECOMMENDATIONS

3.1 To provide residents with the opportunity, via a range of methods, to feedback to Cabinet on the 2019/20 budget setting process.

4.   BACKGROUND

4.1 In previous years the Council has undertaken a two phase approach to budget consultation, however due to the timing of the Chancellor's Comprehensive Spending Review (CSR) in 2015 and the impact it had on Welsh Government releasing provisional and final settlements for 2016/17, the Council adopted a revised, single phase approach for the budget consultation for that year.

4.2 The revised approach saw the introduction of town centre roadshows and use of an online budget simulator which gave residents and service users the opportunity to set the budget according to their priorities.

4.3 Since its introduction for 2016/17, the revised approach has led to increased resident engagement when compared to budget consultation carried out in previous years. The use of a variety of engagement methods has seen the number of people engaged in the process rise from 144 in 2016/17 to 1560 for the 2018/19 budget setting process.

4.4 It is therefore proposed that the approach outlined in section 5 is utilised for the 2019/20 budget consultation process.

5.   **PROPOSED APPROACH**

5.1 The 2019/20 budget consultation will include:

5.2 Use of an online budget simulator providing information on the services the Council provides and the potential consequences of increasing or reducing funding to services to set a legally balanced budget. The simulator will include a survey to collect responses on Council Tax levels and the Council Tax Reduction scheme.

5.3   Town centre, library and leisure centre roadshow community drop in events which will give residents the opportunity to engage with and speak to Cabinet Members and senior officers regarding the Council's budget and investment priorities.

5.4   Engagement with young people via Rhondda Cynon Taf's county wide youth forum.

5.5   Use of social media to provide information to residents and service users and encourage engagement and feedback regarding the Council's budget and investment areas.

5.6   Engagement with older people via OPAG.

5.7   A Cabinet engagement event.

5.8   The proposed approach will ensure the Council's duty to consult regarding Council Tax and the Council Tax Reduction Scheme are met as well as providing residents and service users with the opportunity to feedback on the Council's investment priorities.

6.   EQUALITY AND DIVERSITY IMPLICATIONS

6.1.   Opportunities to get involved in the budget consultation will be provided via a range of methods including online, at roadshow events and specific engagement for young people and older people.

6.2   The online budget simulator is accessible on mobile phones and tablet devices and residents without internet access or smart phone/tablet devices can visit a local library to access the online budget simulator or request a hard copy of the budget consultation questionnaire.

7   CONSULTATION

7.1   The recommendations outlined in the report seek to ensure a range of engagement opportunities are provided to residents and service users as part of the budget consultation process.

8   FINANCIAL IMPLICATION(S)

8.1   There are no financial implications for this revised approach.

9   LEGAL IMPLICATIONS *OR* LEGISLATION CONSIDERED

9.1 The Council has a statutory duty to consult on Council Tax and the Council Tax Reduction Scheme which will be met under the revised approach to budget consultation outlined.

10 LINKS TO THE COUNCILS CORPORATE PLAN / OTHER CORPORATE PRIORITIES/ FUTURE GENERATIONS – SUSTAINABLE DEVELOPMENT.

10.1 The budget setting process clearly impacts on the delivery of all Council services which contribute in turn to the delivery of Council's Corporate Priorities and Corporate Plan.

11 CONCLUSION

11.1 The revised approach undertaken in the last few years has led to increased engagement in the budget setting process through a more interactive and varied approach which takes advantage of technologies available.

11.2 The proposed approach for the 2019/20 budget consultation seeks to ensure residents and service users have every opportunity to provide feedback on this important issue via a range of methods.

Other Information:-

Relevant Scrutiny Committee: Overview & Scrutiny & Finance and Performance

Contact Officer: Chris Davies 01443 424069

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

CABINET

18TH OCTOBER, 2018

WELSH LANGUAGE STEERING GROUP RECOMMENDATIONS - LIST OF STANDARDISED WELSH PLACE-NAMES

REPORT OF THE DIRECTOR OF COMMUNICATIONS & INTERIM HEAD OF DEMOCRATIC SERVICES IN CONSULTATION WITH THE RELEVANT PORTFOLIO HOLDER, COUNCILLOR GERAINT HOPKINS

Author: Hannah Williams – Council Business Unit (01443 424062)

1.   PURPOSE OF THE REPORT

1.1   The purpose of the report is to provide the Cabinet with the recommendations of the Welsh Language Cabinet Steering Group which considered a report outlining the Council's responsibilities in relation to the List of Standardised Welsh Place-names as published by the Welsh Language Commissioner in July 2018.

2.   RECOMMENDATIONS

It is recommended that the Cabinet:

2.1   Note the content of the report considered by the Welsh Language Cabinet Steering Group on the 10th October, 2018 (attached as Appendix 1) and;

2.2   Agree the recommendations of the Welsh Language Cabinet Steering Group which are listed at 2.2.1 to 2.2.2 of this report:

2.2.1   The Welsh Language Cabinet Steering Group recommend that Cabinet seek written confirmation from the Welsh Language Commissioner, in respect of their rationale for the changes, as set out in the Full Welsh Language Commissioner's List of Standardised Welsh Place-names, in order to better inform a future decision of the Cabinet.

2.2.2   The Steering Group also recommends that Consultation takes place with the communities highlighted with the report and that the rationale adopted by the Welsh Language Commissioner is used as part of this process. Until otherwise agreed, the Council will continue to utilise the current names outlined within Rhondda Cynon Taf's Local Land and Property Gazetteer (LLPG).

3. REASONS FOR RECOMMENDATIONS

3.1 The need for the Cabinet to consider the recommendations of the Welsh Language Cabinet Steering Group in relation to the Welsh Language Commissioner's List of Standardised Place Names which was published in July, 2018.

3.2 As the Welsh Government is responsible for signage on trunk roads and motorways, it is important that Local Authorities agree on the standard forms of Welsh place-names to avoid confusion across a wide range of bodies.

4. BACKGROUND

4.1 The Welsh Language Commissioner is responsible for providing advice on the standard forms of Welsh place-names to individuals and organisations and to emphasise the importance of adopting standard forms for public administration, maps signage and online search engines.

4.2 Although Local authorities are ultimately responsible for deciding on the forms they use, the Commissioner aims to ensure orthographic consistency and accuracy throughout Wales and the List of Standardised Welsh Place-names has been produced to support this.

4.3 The Welsh Language Commissioner wrote to the Chief Executive of Rhondda Cynon Taf County Borough Council in July, drawing attention to the List of Standardised Welsh Place-names as published on the Welsh Language Commissioner's website, expressing the wish that the Council adopt this list.

5. THE WELSH LANGUAGE CABINET STEERING GROUP

5.1 The Welsh Language Cabinet Steering Group met on the 10th October, 2018 where they considered the recommendations made by the Welsh Language Commissioner in respect of the adoption of place-names relevant to Rhondda Cynon Taf.

5.2 The Steering Group acknowledged the work undertaken by the Place-Names Standardisation Panel, but were of the view that any changes made to the place-names in RCT, should be consulted upon with the local communities

5.3 Members noted that the Local Members who had received written confirmation of the proposed changes had not yet taken the opportunity to respond and therefore, it was not possible to have an insight into the views of the local residents.

5.4 Members sought clarification in respect of the wider list of place-names relating to RCT and questioned why the standardised Welsh form of areas such as 'Rhydyfelin' had also been changed to reflect alternative Welsh spellings. Members were of the view that the Commissioner's List failed to

provide any further detail into the reasoning behind the proposals and whether any changes to place names would affect the historical meaning of the area.

5.5 Taking the above into account and following a lengthy discussion, the Welsh Language Cabinet Steering Group unanimously agreed that subject to Cabinet approval, officers would seek written confirmation from the Welsh Language Commissioner to establish the rationale of all of the changes outlined within the List prior to any consultation taking place with local communities.

6. NEXT STEPS

6.1 If Cabinet Members agree the recommendations made by the Welsh Language Cabinet Steering Group, officers will be instructed to write to the Welsh Language Commissioner to gage a further understanding into the rationale behind the List of Standardised Place Names.

6.2 A further report will be presented to the Welsh Language Cabinet Steering Group detailing the Welsh Language Commissioner's response, prior to any decision being made regarding consultation.

7. EQUALITY AND DIVERSITY IMPLICATIONS

7.1 An Equalities Impact Assessment has been undertaken by the Welsh Language Commissioner.

8. CONSULTATION

8.1 Local Members have received written confirmation of these proposed changes but no response had been received prior to consideration at the Welsh Language Cabinet Steering Group.

8.2 Local Members will have further opportunity to respond with their comments at the Cabinet Committee meeting.

9. FINANCIAL IMPLICATION(S)

9.1 There are no financial implications aligned to this report. However, there will be costs and resources as yet not fully ascertained in respect of implementation of the List of Standardised Welsh Place-names.

10. LEGISLATION CONSIDERED

10.1 The Welsh Language (Wales) Measure 2011 regulates this area of work.

10.2 As such, when the Council formulates a new policy, due regard must be given to ensure that any decision would have increased positive effects on opportunities for persons to use the Welsh Language.

10.3 Choosing not to adopt the List of Standardised Welsh Place-names could place the Council at risk of breaching sections of the Welsh Language Standards.

11. LINKS TO THE CORPORATE AND NATIONAL PRIORITIES AND THE WELL-BEING OF FUTURE GENERATIONS ACT

11.1 The Welsh language is a cross-cutting theme in the Corporate Plan and underpins all corporate priorities as the Council is required to comply with the amended Compliance Notice issued by the Welsh Language Commissioner in September 2016 under the Welsh Language (Wales) 2011 Measure in addition to Strategies regarding the Welsh Language published by the Welsh Government.

11.2 This subject under discussion in this report is particularly relevant to goal seven of the Well-being of Future Generations Act 2015 - a Wales of vibrant culture and thriving Welsh language. It is designed to ensure that the Welsh language has equal status to the English language in Wales and it also serves to protect the heritage of Wales by ensuring that Welsh place-names are preserved.

11.3 The Welsh Language Commissioner's List of Standardised Welsh Place-names are consistent with the five ways of working as it is designed to be implemented across Wales over a number of years. It has involved collaboration across different organisations and with a range of scholars and Council Officers liaising with the Commissioner's office and providing access to the Council's gazetteer.

12. CONCLUSION

12.1 The Welsh Language Cabinet Steering Group met on the 10th October, 2018 to discuss the advice provided to Rhondda Cynon Taf (along with other Local Authorities in Wales) by the Welsh Language Commissioner to adopt the List of Standardised Welsh Place-names.

12.2 During the meeting, Members agreed to recommend for Cabinet approval, that officers liaise with the Welsh Language Commissioner's office, to enhance the Council's understanding of the reasoning behind the proposed adoption of the place-names relevant to Rhondda Cynon Taf County Borough.

LOCAL GOVERNMENT ACT 1972

AS AMENDED BY

THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

CABINET

18th OCTOBER 2018

REPORT OF THE DIRECTOR OF COMMUNICATIONS & INTERIM HEAD OF DEMOCRATIC SERVICES IN CONSULTATION WITH THE RELEVANT PORTFOLIO HOLDER, COUNCILLOR GERAINT HOPKINS

WELSH LANGUAGE STEERING GROUP RECOMMENDATIONS - LIST OF STANDARDISED WELSH PLACE NAMES

Background Papers

This arrangement is broadly acknowledged in the Welsh Government's 'A living language, a language for living: Welsh language strategy 2012-2017' (p. 49), and in its programme of work for 'Cymraeg 2050', its vision for reaching a million Welsh speakers (p.37).

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RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

WELSH LANGUAGE CABINET STEERING GROUP

10 OCTOBER 2018

LIST OF STANDARDISED WELSH PLACE NAMES

REPORT OF THE DIRECTOR OF PUBLIC HEALTH, PROTECTION, AND COMMUNITY SERVICES IN DISCUSSION WITH THE RELEVANT PORTFOLIO HOLDER CLLR G. HOPKINS

Authors: Wendy Edwards, Head of Community Learning (01443 744111)
Steffan Gealy, Service Manager, Welsh Language Services (01443 570002)

1.   PURPOSE OF THE REPORT

1.1   The purpose of the report is to provide the Welsh Language Steering Group with information relating to the List of Standardised Welsh Place-names as published by the Welsh Language Commissioner in July 2018 (RCT is attached at Appendix 1), and the Council's responsibilities in relation to this.

2.   RECOMMENDATIONS

It is recommended that the Welsh Language Cabinet Steering Group:

2.1   Note the content of the report;

2.2   Agree to recommend for Cabinet approval, the adoption of the place-names relevant to Rhondda Cynon Taf County Borough as published in the Welsh Language Commissioner's List of Standardised Welsh Place-names;

2.3   Subject to Cabinet approval, instruct officers to implement the standardised Welsh place-names in the administration of Rhondda Cynon Taf County Borough Council business in alignment with the Revised Policy and Procedures for Street Naming and House Numbering as adopted by the Council in November, 2015;

2.4   Agree that officers continue to collaborate with the Welsh Language Commissioner's office on any recommendations offered by Rhondda Cynon Taf County Borough Council with regards to the List of Standardised Welsh Place-names.

3.   REASONS FOR RECOMMENDATIONS

3.1   The Welsh Language Commissioner is responsible for providing advice on the standard forms of Welsh place-names to individuals and organisations of all kinds and emphasise the importance of adopting standard forms for public administration, maps signage and online search engines.

3.2   Although Local authorities are ultimately responsible for deciding on the forms they use, the Commissioner aims to ensure orthographic consistency and accuracy throughout Wales and the List of Standardised Welsh Place-names has been produced to support this.

3.3   The Welsh Language Commissioner wrote to the Chief Executive of Rhondda Cynon Taf County Borough Council in July drawing attention to the List of Standardised Welsh Place-names as published on the Welsh Language Commissioner's website, expressing the wish that the Council adopt this list.

3.4   As the Welsh Government is responsible for signage on trunk roads and motorways it is important that Local Authorities agree on the standard forms of Welsh place-names to avoid confusion.

4.   BACKGROUND

4.1   Following campaigns in the 1960s, a report was commissioned on bilingual road signs. In August 1972, the Bilingual Road Signs report was published by an Official Committee that was designed by the Secretary of State for Wales at the time. As a result of the report, central Government accepted the Committee's recommendation that bilingual road signs should be erected in Wales, and that a procedure should be established specifically to decide upon matters pertaining to place-names.

4.2   A system was established within the Welsh Office to advise Local Authorities, the Post Office, the Ordnance Survey and other organisations on standard place-name forms in Welsh. Indeed, a permanent committee was established to this effect – The Place-names Advisory Committee.

4.3   The National Assembly for Wales was established in 1999. The Welsh Assembly Government, as it was, inherited the Place-names Advisory Committee from the Welsh Office. In October 2001, the Welsh Assembly Government decided to hand over the Committee's work to Bwrdd yr Iaith Gymraeg / The Welsh Language Board. The Board was tasked, therefore, with ensuring that expert, reliable advice on the correct forms of Welsh place-names was still available to those who needed it.

4.4   The Board established a Place-names Standardisation Team, whose purpose was to offer advice on place-name forms in Wales and other matters related to place-names.

4.5   When the Welsh Language Board was abolished, its responsibility regarding place-names was transferred to the Welsh Language Commissioner, whose Office continue this work through the Place-names Standardisation Panel. This arrangement is broadly acknowledged in the Welsh Government's 'A living language, a language for living: Welsh language strategy 2012-2017' (p. 49), and in its programme of work for 'Cymraeg 2050', its vision for reaching a million Welsh speakers (p.37).

4.6   The Place-names Standardisation Panel gave consideration to the meaning, history and etymology of the place-names, as well as their current usage. The Panel also followed specific guidelines to form its recommendations. The Panel consisted (and continues to consist of) Dr Dylan Foster Evans, Head of School of Welsh at Cardiff University; Gareth A. Bevan, former lecturer University of Bangor and adviser to the Ordnance Survey; Professor David Thorne (Chair), former Professor of Welsh at the University of Wales, Lampeter; Dr G. Angharad Fychan, Senior Editor of Geiriadur Prifysgol Cymru (A dictionary of the Welsh language) and is a founder and Secretary of the Welsh place-names Society; Professor Emeritus Hywel Wyn Owen, former Director of the Place-name Research Centre at Bangor University.

4.7   This has ensured that each recommendation given in the name of the Welsh Language Commissioner is made on a firm scholarly basis.

4.8   The majority of place-names in the List of Standardised Welsh included for Rhondda Cynon Taf County Borough are consistent with current usage. However, there are a very small number of suggestions that may be contentious. The names that specifically relate to Rhondda Cynon Taf can be seen at Appendix 2.

5.   CURRENT POSITION

5.1   Rhondda Cynon Taf County Borough Council currently holds a bilingual Local Land and Property Gazetteer (LLPG). The LLPG allows departments such as Planning, Highways, and Transportation to have a consistent approach to place names as they administer their respective duties.

5.2.   Additionally, in 2015, the Welsh Language Cabinet Steering Group approved a revised policy for Street Naming and Numbering which includes the requirements of Welsh Language Standards Regulations 2015. This revised policy stipulates that naming and numbering for new developments and existing un-named roads, lanes or streets should be in Welsh only and replacement street names should be bilingual either by adding a relevant prefix/suffix and/or in cases where the main element of the street-name is in English, a suitable translation would be given,

5.3   Rhondda Cynon Taf County Borough Council informs all the statutory necessary bodies, including Ordinance Survey, of any names used by the Council which in turn are fed into the Geographic Information System/LLPG.

5.4 The majority of the place-names recommended by the Welsh Commissioner are consistent with the current Local Land and Property Gazetteer for RCT. However, the Welsh Language Commissioner recommends that the Council adopt a mono-lingual version for Llanhari, Treorci and Cwmdâr, with the aim of ceasing to use Llanharry, Treorchy and Cwmdare. Further recommendations may be proposed in future and in such circumstances, a further paper would be presented to the Steering Group.

6. NEXT STEPS

6.1 If the Welsh Language Cabinet Steering Group decides to recommend the adoption of the List of Standardised Welsh Place-names to Cabinet for consideration, and if approved by Cabinet, officers from the relevant departments will work on its implementation.

6.2 Officers will also further co-operate with the Welsh Language Commissioner to ensure the List reflects current usage of any given place name.

6.3 Additionally, co-operation with surrounding Local Authorities, with particular regard to directional signage, will be needed to ensure consistency.

7. EQUALITY AND DIVERSITY IMPLICATIONS

7.1 An Equalities Impact Assessment has been undertaken by the Welsh Language Commissioner.

8. CONSULTATION

8.1 Local Members have received written confirmation of these proposed changes and have been invited to respond with their comments for consideration, before a final decision is taken.

9. FINANCIAL IMPLICATION(S)

9.1 There are no financial implications aligned to this report. However, there will be costs and resources as yet not fully ascertained in respect of implementation of the List of Standardised Welsh Place-names.

10. LEGISLATION CONSIDERED

10.1 The Welsh Language (Wales) Measure 2011 regulates this area of work.

11. LINKS TO THE CORPORATE AND NATIONAL PRIORITIES AND THE WELL-BEING OF FUTURE GENERATIONS ACT

11.1 The Welsh language is a cross-cutting theme in the Corporate Plan and underpins all corporate priorities as the Council is required to comply with the amended Compliance Notice issued by the Welsh Language Commissioner in September 2016 under the Welsh Language (Wales) 2011 Measure in

addition to Strategies regarding the Welsh Language published by the Welsh Government.

11.2   This subject under discussion in this report is particularly relevant to goal seven of the Well-being of Future Generations Act 2015 - a Wales of vibrant culture and thriving Welsh language. It is designed to ensure that the Welsh language has equal status to the English language in Wales and it also serves to protect the heritage of Wales by ensuring that Welsh place-names are preserved.

11.3   The Welsh Language Commissioner's List of Standardised Welsh Place-names is consistent with the five ways of working as it is designed to be implemented across Wales over a number of years. It has involved collaboration across different organisations and with a range of scholars and Council Officers have been involved in liaising with the Commissioner's office and providing access to the Council's gazetteer. If implemented, it will prevent confusion by ensuring consistent use of place-names across all areas of Wales by a wide range of bodies including the Welsh Government and Local Authorities. Where there are areas of dispute, a wider consultation with Elected Members and/or residents may be undertaken.

12.   <u>CONCLUSION</u>

12.1   In order to maintain orthographic consistency and accuracy throughout Wales, Rhondda Cynon Taf County Borough Council has been asked (along with other Local Authorities in Wales) by the Welsh Language Commissioner to adopt a List of Standardised Welsh Place-names. The Commissioner stresses the importance of adopting standard forms for public administration, signage, maps and online search engines.

12.2   The List of Standardised Welsh Place-names is a live resource that will continuously grow and develop and the Welsh Language Commissioner wishes Rhondda Cynon Taf County Borough Council to continue to collaborate in this field.

Appendix 1 – List of place-names relating to Rhondda Cynon Taf

Aberaman	Aberaman	Settlement	SO0101	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074579997
Abercwmboi	Abercwmboi	Settlement	ST0299	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074555661
Abercynon	Abercynon	Settlement	ST0895	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074559780
Aberdâr	Aberdare	Settlement	SO0002	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074564919
Aber-nant	Aber-nant	Settlement	SO0103	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074578347
Aberpennar	Mountain Ash	Settlement	ST0499	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074554561
Beddau	Beddau	Settlement	ST0585	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074555657
Blaenclydach	Blaenclydach	Settlement	SS9893	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074549825
Blaen-cwm	Blaen-cwm	Settlement	SS9298	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074552786
Blaen-gwawr	Blaen-gwawr	Locality	SO0001	Rhondda Cynon	http://data.ordnancesurvey.co.uk/doc/50kGazetteer/25101

Blaenllechau	Blaenllechau	Settlement	SS9997	Taf Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074555296
Blaenrhondda	Blaenrhondda	Settlement	SS9299	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074565230
Bryn-cae	Bryn-cae	Settlement	SS9882	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/doc/400000074551652
Brynna	Brynna	Settlement	SS9883	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074551656
Brynsadler	Brynsadler	Settlement	ST0280	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074554921
Carnetown	Carnetown	Settlement	ST0794	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074559775
Castellau	Castellau	Settlement	ST0586	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/doc/50kGazetteer/45424
Cefnpennar	Cefnpennar	Settlement	SO0300	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074579996
Cilfynydd	Cilfynydd	Settlement	ST0892	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074557911
Cross Inn	Cross Inn	Settlement	ST0583	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074555288
Cwmaman	Cwmaman	Settlement	ST0099	Rhondda Cynon	http://data.ordnancesurvey.co.uk/id/400000074555662

Cwm-bach	Cwm-bach	Settlement	SO0201	Taf Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/4000000074303263
Cwmdâr	Cwmdâr	Settlement	SN9803	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/doc/4000000074565226
Cwm-parc	Cwm-parc	Settlement	SS9596	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/4000000074551303
Cwmpennar	Cwmpennar	Settlement	SO0300	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/4000000074579995
Y Cymer	Y Cymer	Settlement	ST0290	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/4000000074558665
Dan Caerlan	Dan Caerlan	Settlement	ST0583	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/4000000074555655
Y Ddraenen Wen	Hawthorn	Settlement	ST0988	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/4000000074559774
Dinas	Dinas	Settlement	ST0191	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/4000000074559047
Edmondstown	Edmondstown	Settlement	ST0090	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/4000000074303222
Efailisaf	Efailisaf	Settlement	ST0884	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/4000000074555282
Fernhill	Fernhill	Settlement	ST0399	Rhondda Cynon	http://data.ordnancesurvey.co.uk/doc/50kGazetteer/86383

Y Gadlys	Y Gadlys	Settlement	SN9902	Taf Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074564918
Glan-bad	Upper Boat	Settlement	ST1087	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074554927
Glan-llyn	Glan-llyn	Settlement	ST1284	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074543297
Glyn-coch	Glyn-coch	Settlement	ST0792	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074557910
Glynrhedynog	Ferndale	Settlement	SS9996	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074551304
Glyn-taf	Glyn-taf	Settlement	ST0889	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074554928
Graig	Graig	Settlement	ST0689	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074556051
Graig-wen	Graig-wen	Settlement	ST0690	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074557905
Y Groes-faen	Y Groes-faen	Settlement	ST0681	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074560128
Hendreforgan	Hendreforgan	Settlement	SS9888	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074549086
Hirwaun	Hirwaun	Settlement	SN9605	Rhondda Cynon	http://data.ordnancesurvey.co.uk/id/400000074565229

Llanharan	Llanharan	Settlement	ST0083	Taf Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/4000000074551655
Llanhari	Llanhari	Settlement	ST0080	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/4000000074554922
Llanilid	Llanilid	Settlement	SS9781	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/4000000074551653
Llanilltud Faerdref	Llantwit Fardre	Settlement	ST0784	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/4000000074555283
Llantrisant	Llantrisant	Settlement	ST0483	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/4000000074555286
Llanwynno	Llanwynno	Settlement	ST0395	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/4000000074579962
Llwydcoed	Llwydcoed	Settlement	SN9904	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/4000000074565227
Llwynypia	Llwynypia	Settlement	SS9993	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/4000000074550933
Maes-y-coed	Maes-y-coed	Settlement	ST0689	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/4000000074557533
Meisgyn	Miskin	Settlement	ST0498	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/4000000074555292
Nantgarw	Nantgarw	Settlement	ST1285	Rhondda Cynon	http://data.ordnancesurvey.co.uk/id/4000000074554926

Penderyn	Penderyn	Settlement	SN9408	Taf Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/4000000074565547
Penrhiw-ceibr	Penrhiw-ceibr	Settlement	ST0597	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/4000000074555291
Pen-rhys	Pen-rhys	Settlement	ST0095	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/4000000074554934
Pentre	Pentre	Settlement	SS9796	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/doc/4000000074542919
Pen-y-graig	Pen-y-graig	Settlement	SS9991	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/4000000074549464
Pen-y-groes	Pen-y-groes	Locality	ST1187	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/doc/50kGazetteer/186775
Penyrenglyn	Penyrenglyn	Settlement	SS9497	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/4000000074542595
Pen-y-waun	Pen-y-waun	Settlement	SN9704	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/4000000074565228
Perthcelyn	Perthcelyn	Settlement	ST0597	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/doc/50kGazetteer/187167
Pont-y-clun	Pont-y-clun	Settlement	ST0381	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/4000000074554559
Pont-y-gwaith	Pont-y-gwaith	Settlement	ST0094	Rhondda Cynon	http://data.ordnancesurvey.co.uk/id/4000000074554932

Pontypridd	Pontypridd	Settlement	ST0789	Taf Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074557909
Y Rhigos	Y Rhigos	Settlement	SN9205	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074565231
Rhiwsaeson	Rhiwsaeson	Settlement	ST0782	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074541536
Rhydfelen	Rhydfelen	Settlement	ST0988	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074554560
Stanleytown	Stanleytown	Settlement	ST0194	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074554933
Tonpentre	Tonpentre	Settlement	SS9695	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074551302
Ton-teg	Ton-teg	Settlement	ST0986	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074543356
Tonypandy	Tonypandy	Settlement	SS9992	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074550188
Tonyrefail	Tonyrefail	Settlement	ST0188	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074549085
Tonysguboriau	Talbot Green	Settlement	ST0382	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074555287
Trallwng	Trallwng	Settlement	ST0790	Rhondda Cynon	http://data.ordnancesurvey.co.uk/doc/400000074556052

Trealaw	Trealaw	Settlement	SS9992	Taf Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074549465
Trebannog	Trebannog	Settlement	ST0190	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074558287
Trecynon	Trecynon	Settlement	SN9903	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074564920
Trefforest	Trefforest	Settlement	ST0888	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074555289
Trehafod	Trehafod	Settlement	ST0491	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074558291
Treherbert	Treherbert	Settlement	SS9498	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074552034
Trehopcyn	Hopkinstown	Settlement	ST0690	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074558285
Treorci	Treorci	Settlement	SS9596	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074551659
Tresalem	Robertstown	Settlement	SO0003	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074578346
Trewiliam	Williamstown	Settlement	ST0090	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/400000074558288
Tylorstown	Tylorstown	Settlement	ST0095	Rhondda Cynon	http://data.ordnancesurvey.co.uk/id/400000074555290

Tŷ-nant	Tŷ-nant	Settlement	ST0685	Taf Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/4000000074555284
Tyntetown	Tyntetown	Settlement	ST0696	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/4000000074554562
Tyn-y-bryn	Tyn-y-bryn	Settlement	ST0087	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/4000000074543009
Tŷ-rhiw	Tŷ-rhiw	Settlement	ST1283	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/4000000074559040
Wattstown	Wattstown	Settlement	ST0193	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/4000000074554931
Ynys-boeth	Ynys-boeth	Settlement	ST0796	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/4000000074559779
Ynys-hir	Ynys-hir	Settlement	ST0292	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/4000000074559048
Ynysmaerdy	Ynysmaerdy	Settlement	ST0384	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/4000000074555656
Ynys-wen	Ynys-wen	Settlement	SS9597	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/4000000074551660
Ystrad	Ystrad	Settlement	SS9895	Rhondda Cynon Taf	http://data.ordnancesurvey.co.uk/id/4000000074551300

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