

# Public Document Pack



CYNGOR SIR  
YNYS MÔN  
ISLE OF ANGLESEY  
COUNTY COUNCIL

Mr Richard Parry Jones, BA, MA.  
Prif Weithredwr – Chief Executive

CYNGOR SIR YNYS MÔN  
ISLE OF ANGLESEY COUNTY COUNCIL  
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<b>RHYBUDD O GYFARFOD</b>	<b>NOTICE OF MEETING</b>	
<b>PWYLLGOR GWAITH</b>	<b>THE EXECUTIVE</b>	
<b>DYDD LLUN, 10 RHAGFYR 2012 10.00 o'r gloch</b>	<b>MONDAY, 10 DECEMBER 2012 10.00 am</b>	
<b>SIAMBR Y CYNGOR – SWYDDFEYDD Y CYNGOR, LLANGFNI</b>	<b>COUNCIL CHAMBER - COUNCIL OFFICES, LLANGFNI</b>	
Rheolwr Gwasanaethau Pwyllgor	<b>Mr John Gould</b> <b>01248 752 515</b>	Committee Services Manager

#### **Annibynnol Gwreiddiol/Original Independent**

R LI Hughes, K P Hughes, O Glyn Jones, B Owen and G O Parry MBE

#### **Plaid Cymru/The Party of Wales**

T LI Hughes and R G Parry OBE

#### **Plaid Lafur/Labour Party**

W J Chorlton

COPI ER GWYBODAETH / COPY FOR INFORMATION

I Aelodau'r Cyngor Sir / To the Members of the County Council

Bydd aelod sydd ddim ar y Pwyllgor Gwaith yn cael gwahoddiad i'r cyfarfod i siarad (ond nid i bleidleisio) os ydy o/hi wedi gofyn am gael rhoddi eitem ar y rhaglen dan Reolau Gweithdrefn y Pwyllgor Gwaith. Efallai bydd Bwrdd y Comisiynwyr yn ystyried ceisiadau gan aelodau sydd ddim ar y Pwyllgor Gwaith i siarad ar faterion eraill.

A non-Executive member will be invited to the meeting and may speak (but not vote) during the meeting, if he/she has requested the item to be placed on the agenda under the Executive Procedure Rules. Requests by non-Executive members to speak on other matters may be considered at the discretion of the Board of Commissioners.

## A G E N D A

**1     DECLARATION OF INTEREST**

To receive any declarations of interest from any Member or Officer in respect of any item of business.

**2     URGENT MATTERS CERTIFIED BY THE CHIEF EXECUTIVE OR HIS APPOINTED OFFICER**

No urgent matters at the time of dispatch of this agenda.

**3     MINUTES (Pages 1 - 4)**

To submit for confirmation, the minutes of the meeting of the Executive held on 19 November 2012.

**4     THE EXECUTIVE'S FORWARD WORK PROGRAMME (Pages 5 - 8)**

To submit the report of the Head of Service (Policy).

**5     CORPORATE COMMUNICATIONS STRATEGY (Pages 9 - 34)**

To submit the report of the Head of Service (Policy).

**6     MODERNISING PRIMARY SCHOOLS ON ANGLESEY - HOLYHEAD AND CENTRAL ANGLESEY (Pages 35 - 114)**

To submit the report of the Director of Lifelong Learning

**7     PROCUREMENT OF CAPITAL WORKS IN CONNECTION WITH COUNCIL HOUSING STOCK (Pages 115 - 128)**

To submit the report of the Head of Service (Housing)

**8     FRAMEWORK FOR PRESERVING AND ENHANCING CONSERVATION AREAS (Pages 129 - 136)**

To submit the report of the Head of Service (Planning and Public Protection)

## EXECUTIVE COMMITTEE

### Minutes of the meeting held on 19 November 2012

**PRESENT:** Councillor Bryan Owen (Leader) (Chair)  
Councillor K.P.Hughes(Vice-Chair)

Councillors W J Chorlton, R LI Hughes, T LI Hughes, K P Hughes,  
O Glyn Jones, B Owen, R G Parry OBE and G O Parry MBE

**IN ATTENDANCE:** Chief Executive  
Deputy Chief Executive  
Director of Sustainability Development  
Director of Community  
Director of Lifelong Learning  
Interim Head of Function (Resources)  
Head of Function (Legal and Administration)(Item 10 only)  
Head of Service (Finance) (Items 4-6 only)  
Head of Service (Policy) (Items 7-9 only)  
Head of Service (Housing) (Item 11 only)  
Head of Service (Education) (Item 14 only)  
Empty Homes Officer (GO) (Item 11 only)  
Committee Services Manager (JG)

**APOLOGIES:** Councillor Selwyn Williams; Commissioner Alex Aldridge, Byron Davies and Mick Giannasi.

**1 DECLARATION OF INTEREST**

None to declare.

**2 URGENT MATTERS CERTIFIED BY THE CHIEF EXECUTIVE OR HIS APPOINTED OFFICER**

None to declare.

**3 MINUTES**

**RESOLVED** that the minutes of the meeting of the Executive held on 15<sup>th</sup> October, 2012 be confirmed as a true record.

**4 2012/13 BUDGET MONITORING REPORT - QUARTER 2 - CAPITAL**

Submitted – The report of the Head of Service (Finance) on capital budget monitoring for the second quarter of the financial year. Appendix A to the report was a summary of expenditure against the budget up to the end of September.

**RESOLVED** to note the progress of expenditure and receipts against the capital budget.

**5 2012/13 BUDGET MONITORING REPORT - QUARTER 2 - REVENUE**

Submitted – The report of the Head of Service (Finance) on revenue budget monitoring for the second quarter of the financial year, with updated projections on service and corporate risk budgets.

Reported – That there were significant risks of overspending on four service budgets which could be as much as £2.5m as a worse case. Corporate risk budgets were forecast to be overspent by £75k and the overall projection was a deficit for the year of up to £2.6m. Financial risks were being discussed regularly by management and monitored by the Improvement and Sustainability Board.

**RESOLVED to note the contents of the report and to endorse the proposal that detailed plans are prepared for each of the risk areas identified within the report for monitoring on a monthly basis.**

**6 2013/14 COUNCIL TAX BASE**

Submitted – The report of the Interim Head of Function (Resources) on setting the Council Tax Base in accordance with the statutory timetable for 2013-14. Calculations were carried out according to guidelines based on the number of properties in various bands on the valuation list as at 31 October 2012 and applying discounts and exemptions.

**RESOLVED**

**•That the calculation by the Interim Head of Function (Resources) for the calculation of the Council Tax Base for the whole and parts of the area for the year 2013-14 is approved.**

**•That, in accordance with the Local Authorities (Calculation of Tax Base) Regulations 1995 (Wales) (SI 1995/2561) (as amended), the amounts calculated by the Isle of Anglesey County Council as its tax base for the year 2013-14 shall be 29,662.00 and as listed within the report for those individual Town/Community areas.**

**7 THE EXECUTIVE'S FORWARD WORK PROGRAMME**

Submitted – The report of the Head of Service (Policy) seeking approval of the updated Forward Work Programme of the Executive.

**RESOLVED**

**•To confirm the updated work programme;**

**•To confirm the need for Scrutiny Committees to develop their work programmes further to support the Executive's work programme.**

**•To note that an updated Forward Work Programme will be submitted to the next meeting of the Executive.**

**8 PARTNERSHIP RATIONALISATION**

Submitted – The report of the Head of Service (Policy) updating the Executive on progress made in relation to the Partnership Rationalisation Review with Gwynedd Council and the establishment of a Joint Support Unit bringing together staff from existing partnerships.

**RESOLVED**

**•To note the position as set out in the report;**

**•That a further detailed report on costs associated with the establishment of the new unit be submitted to the Executive in the New Year.**

**9 SINGLE INTEGRATED PLAN**

Submitted – The report of the Head of Service (Policy) on progress made in relation to the Plan and the intention to undertake a consultation period from late November 2012 to January 2013. Following consideration by the Executive, the intention was to submit the Plan for adoption by the County Council in March 2013.

**RESOLVED**

- To note progress on the preparation of the Integrated Plan and the intention for Members to scrutinise the draft plan;**
- To submit the Plan for consideration to the Executive in February, 2013, following 4 public consultation and that the report should contain reference to costings.**

**10 CONCERNS AND COMPLAINTS AND POLICY**

Submitted – The report of the Head of Function (Legal and Administration) seeking the Executive's approval to the Concerns and Complaints Policy, in response to the Welsh Government Complaints Wales Working Group recommendation that public service providers develop a proposal for a common complaints handling system.

**RESOLVED to recommend to the County Council:-**

- That it adopts the new Concerns and Complaints Policy, together with the Unacceptable Actions by Complainants Policy;**
- That the implementation date of 1<sup>st</sup> April, 2013 be endorsed.**

**11 EMPTY HOMES ENFORCED SALES POLICY**

Submitted – The report of the Head of Service (Housing) seeking the Executive's approval to implement the proposals endorsed by the Housing and Social Services Scrutiny Committee on 24th September to adopt an Empty Homes Enforced Sales Policy.

**RESOLVED to approve the proposals endorsed by the Housing and Social Services Scrutiny Committee on 24th September, 2012 to adopt an Empty Homes Enforced Sales Policy.**

**12 REVIEW AND EVALUATION OF PERFORMANCE**

Submitted – The report of the Director of Community on the response to the Annual Letter received by CSSIW for 2011-12 as part of the performance framework operational in Wales relating to Social Services provided on Anglesey.

**RESOLVED**

- To commend the progress achieved to date in both adult and children's services;**
- That the letter, along with the commissioned audit of children's services, be tabled at the Children's Services Improvement Board;**
- That the service ensures that the recommendations contained in the letter inform the business planning process for 2013-14 and priority work programmes for 2012-13**

**13 WYLFA NUCLEAR NEW BUILD - DISCHARGE OF FUNCTION**

Submitted – The report of the Head of Service (Economic Development) advising members of the need to separate the Council's statutory consenting function from discussions, negotiations and

decisions on non-statutory community benefit contributions in connection with the proposed new nuclear power station at Wylfa and also seeking approval to the proposed measures to be put in place to ensure Officer and Member responsibilities in relation to the Council's consenting functions are kept separate from discussions, negotiations and decisions on community benefit contributions.

**RESOLVED**

- To delegate authority to the Chief Executive on behalf of the Council's Executive, to enter into discussions and conduct negotiations and, subject to final approval of the Executive, agree with the proposed developer of nuclear new build at Wylfa and its representatives, details of a CBC/CBC scheme in connection with that development;**
- To note that the Head of Economic Development will be assisting the Chief Executive as required in relation to discussions and negotiations on CBC;**
- To note that the planning functions of the Council under the Town and Country Planning Act 1990 relating to nuclear new build at Wylfa or any Associated Development will continue to be the responsibility of the Director of Sustainable Development and that those functions will be carried out by the Head of Planning and Public Protection;**
- To note that no Member or Officer involved in any discussions or negotiations in respect of a CBC/CBC scheme in connection nuclear new build at Wylfa will be permitted to participate in the planning process in respect of nuclear new build at Wylfa or Associated Developments;**
- To note that no Member or Officer involved in the planning process relating to nuclear new build at Wylfa or Associated Developments will be permitted to participate in the discussions or negotiations in respect of a CBC/CBC scheme in connection with nuclear new build at Wylfa;**
- To note that appropriate arrangements will be put in place to ensure that the advice, discussions, negotiations and lines of communication reflect the above arrangements in relation to CBC and town and country planning matters.**

**14 REVIEW OF SCHOOL TRANSPORT POLICY**

Submitted – The report of the Director of Lifelong Learning seeking approval to the proposed amendments within the revised School Transport Policy and also to the changes in relation to charges.

Councillor W.J.Chorlton proposed that the daily charge for secondary school pupils living less than 3 miles from the secondary school be increased from 40p to 60p. The amendment was not carried.

**RESOLVED that as from September, 2012:-**

- **Free school transport be provided to pupils living 2 miles or more from the primary school in whose catchment area they reside;**
- To accept the revised payments/charges (as from September 2013) as detailed within the report.**

The meeting concluded at 11.50 am

**COUNCILLOR BRYAN OWEN  
CHAIR**

13.1

Materion Eraill

Other Matters

Rhif y Cais: 33C258A Application Number

Ymgeisydd Applicant

**Mr. Edward V. Owen**  
**Cefn Poeth**  
**Llangefni**  
**Ynys Môn**  
**LL77 7SH**

Cais i bennu os oes angen caniatad blaenorol ar gyfer codi estynaid i'r sied amaethyddol presennol i gadw anifeiliaid yn

Application to determine whether prior approval is required for the erection of an extension to the existing agricultural shed for the housing of animals at

Cefn Poeth, Penmynydd



**Planning Committee: 05/12/2012**

**Report of Head of Planning Service (EH)**

The applicant is related to a member of staff.

It was determined that prior approval of the Local Planning Authority was not required for the above development and that it constituted permitted development.

The matter is therefore reported for information purposes only.



Rhif y Cais: 37LPA968/CC Application Number

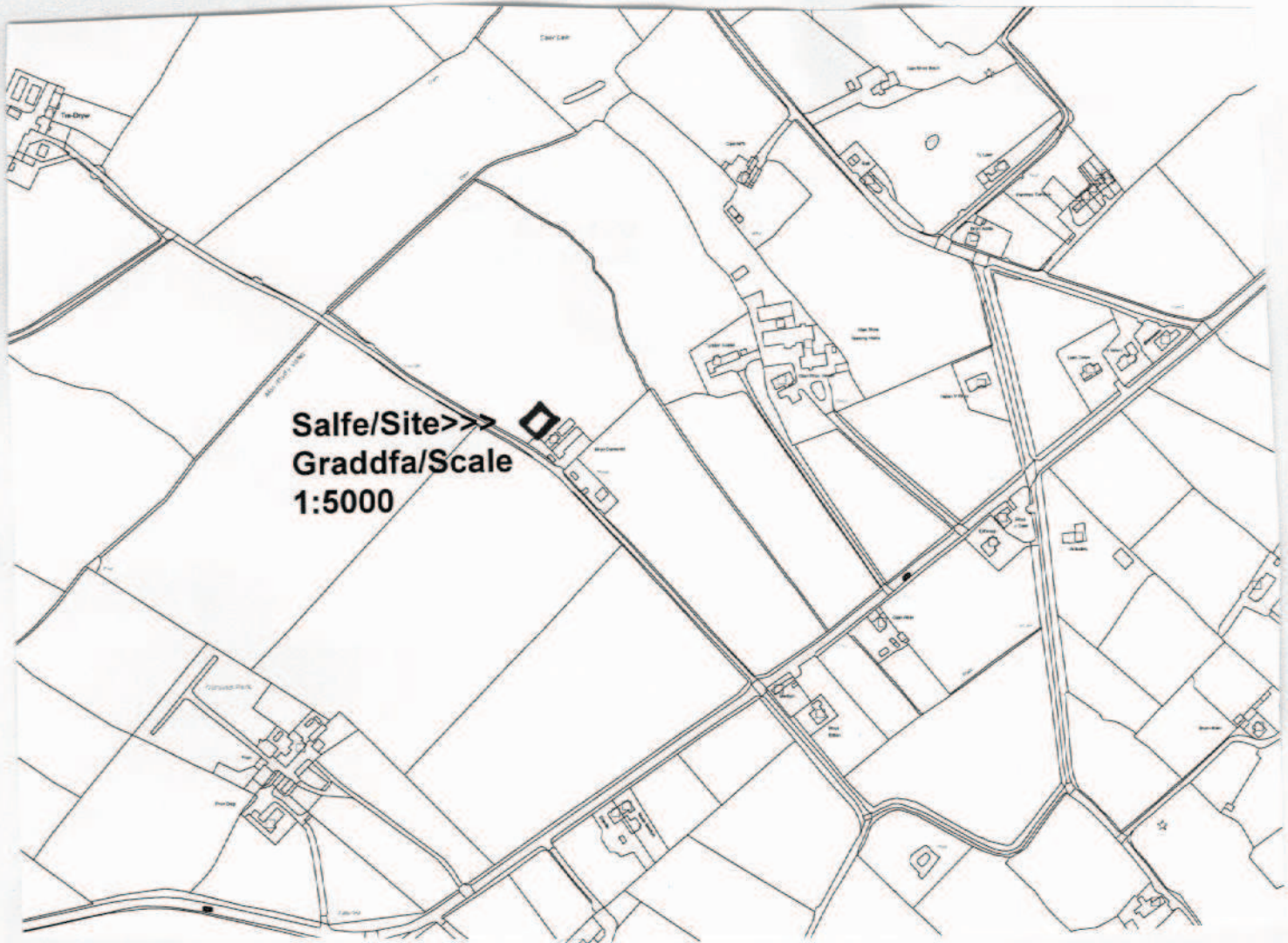
Ymgeisydd Applicant

**Head of Services (Property)  
c/o Estates Department  
Smallholdings  
Thomas Hughes  
Cyngor Sir Ynys Mon  
Llangefni**

Cais i bennu os oes angen caniatad blaenorol ar gyfer codi sied amaethyddol ar gyfer storio offer a bwyd yn

Application to determine whether prior approval is required for the erection of an agricultural shed for the storage of machinery and fodder at

Bryn Derwydd, Brynsiencyn



**Planning Committee: 05/12/2012**

**Report of Head of Planning Service (EH)**

It was determined that the prior approval of the Local Planning Authority was not required for the above development and that it constituted permitted development.

The matter is therefore reported for information purposes only.

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>Report to</b>	<b>Executive Meeting</b>
<b>Date</b>	<b>10 December 2012</b>
<b>Subject</b>	<b>Communications Strategy 2012-15</b>
<b>Portfolio Holder(s)</b>	<b>Cllr W J Chorlton</b>
<b>Lead Officer(s)</b>	<b>Head of Service - Policy</b>
<b>Contact Officer</b>	<b>Public Relations Officer 01248 752128</b>
<b>Nature and reason for reporting</b>	
To submit draft Strategy for approval and consider observations from Corporate Scrutiny Committee	

<b>A – Introduction / Background / Issues</b>
<p>1.1 The draft Strategy has been prepared in order to provide a strategic framework for the Authority in relation to Communications and aims to ensure that stakeholders have a clear understanding of the Council's priorities, access to services and engagement with the Council. A copy of the draft Strategy is enclosed Appendix I.</p> <p>1.2 The Strategy has an important role to promote the Council's reputation in general and outlines the roles of Elected Members and Staff. Also included as an appendix to this strategy is a media protocol to assist Members and Staff. The Strategic Leadership Team has already endorsed the Strategy.</p> <p>1.3 The Corporate Scrutiny Committee has scrutinised the draft Strategy at its meeting on 26<sup>th</sup> November 2012. The Committees observations are included in Appendix II</p>
<b>B - Considerations</b>

<b>C – Implications and Impacts</b>		
<b>1</b>	<b>Finance / Section 151</b>	
<b>2</b>	<b>Legal / Monitoring Officer</b>	
<b>3</b>	<b>Human Resources</b>	
<b>4</b>	<b>Property Services</b> (see notes – separate document)	
<b>5</b>	<b>Information and Communications Technology (ICT)</b>	
<b>6</b>	<b>Equality</b> (see notes – separate document)	
<b>7</b>	<b>Anti-poverty and Social</b> (see notes – separate document)	
<b>8</b>	<b>Communication</b> (see notes – separate document)	
<b>9</b>	<b>Consultation</b> (see notes – separate document)	
<b>10</b>	<b>Economic</b>	
<b>11</b>	<b>Environmental</b> (see notes – separate document)	
<b>12</b>	<b>Crime and Disorder</b> (see notes – separate document)	
<b>13</b>	<b>Outcome Agreements</b>	

**CH - Summary****D - Recommendation**

The Committee is requested to:

1. Consider the observations of the Corporate Scrutiny Committee – 26.11.12.
2. Subject to 1 above to approve the Communications Strategy.

**Huw Jones**  
**Head of Service - Policy**  
**26.11.12**

**Appendices:**

Appendix 1 – Draft Corporate Communication Strategy  
Appendix 2 - Observations of the Corporate Scrutiny Committee

**Background papers**

# Corporate Communications Strategy 2012-15

Front page to include keywords from Residents' Survey conclusions here:

LISTENING TO CITIZENS

DELIVERING ON PROMISES

IMPROVING

INFORMING

DRAFT

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DRAFT

# CONTEXT

## Where are we?



by Richard Parry Jones, Chief Executive

Welcome to the Isle of Anglesey County Council's Corporate Communications Strategy, which sees us setting our sights firmly on the future.

Through our corporate communications, we hope to show you how we're working towards achieving five key outcomes for Anglesey:

We want an Anglesey...

- which has a thriving and prosperous economy
- where people achieve their potential
- where people are healthy and safe
- where people enjoy, protect and enhance their built and natural environment for future generations
- where people are proud of their council

Following a turbulent period, Anglesey now needs to focus all its energy on **driving forward a sustainable, radical change in key services areas** such as education and social services, both to satisfy the regulators and offer the best value for money for citizens.

Addressing the major issues of **significant service redesign and improvement, driving economic development and increasing community engagement** is essential if we are to forge ahead and create a council we can all be proud of.

We must push forward with the transformation agenda and create services fit for 21<sup>st</sup> century life.

That has to be driven by innovative thinking at every level, whether that's in education, in social care or in any other of the many services the council provides.

Whilst our primary responsibility remains to support the most vulnerable in society, we strongly believe that economic growth and social wellbeing are far from being mutually exclusive. In fact, increased economic activity, being innovative and developing an enterprising culture on the island will drive the creation of new jobs, retain talent on the island and help improve the quality of life here on Anglesey.

We need to ensure that residents are first in line to access opportunities, and communicating effectively both internally and externally is all part of making that possible.

*Richard Parry Jones*



# INTRODUCTION

## Why have a Corporate Communications Strategy?

- The Isle of Anglesey County Council has a duty to prove to residents and partners how it is delivering services and providing good value for money.
- The Corporate Communications Strategy plays an important role in demonstrating how the Council will inform the public, staff and other key stakeholders and community partners of the key outcomes the Council are trying to achieve for Anglesey, how it is working to achieve them and how they can be involved.
- The Corporate Communications Strategy also has an important role in demonstrating how we will signpost the public to important and/or useful information about services.
- UK-wide local government research has shown that the better informed and engaged residents are, the more satisfied they are and the more likely they are to believe the council offers value for money.<sup>1</sup>
- Consequently, good communications can give the council a better reputation amongst residents and build strong relationships with local partners.
- This Corporate Communications Strategy sets out how the Council will use communications as a strategic tool to achieve greater trust, confidence and engagement amongst the public, council staff and key partners.

*The most commonly consulted sources of information about Council services include newsletters/magazines/leaflets from Council services, the website, Welsh local newspapers and word of mouth*

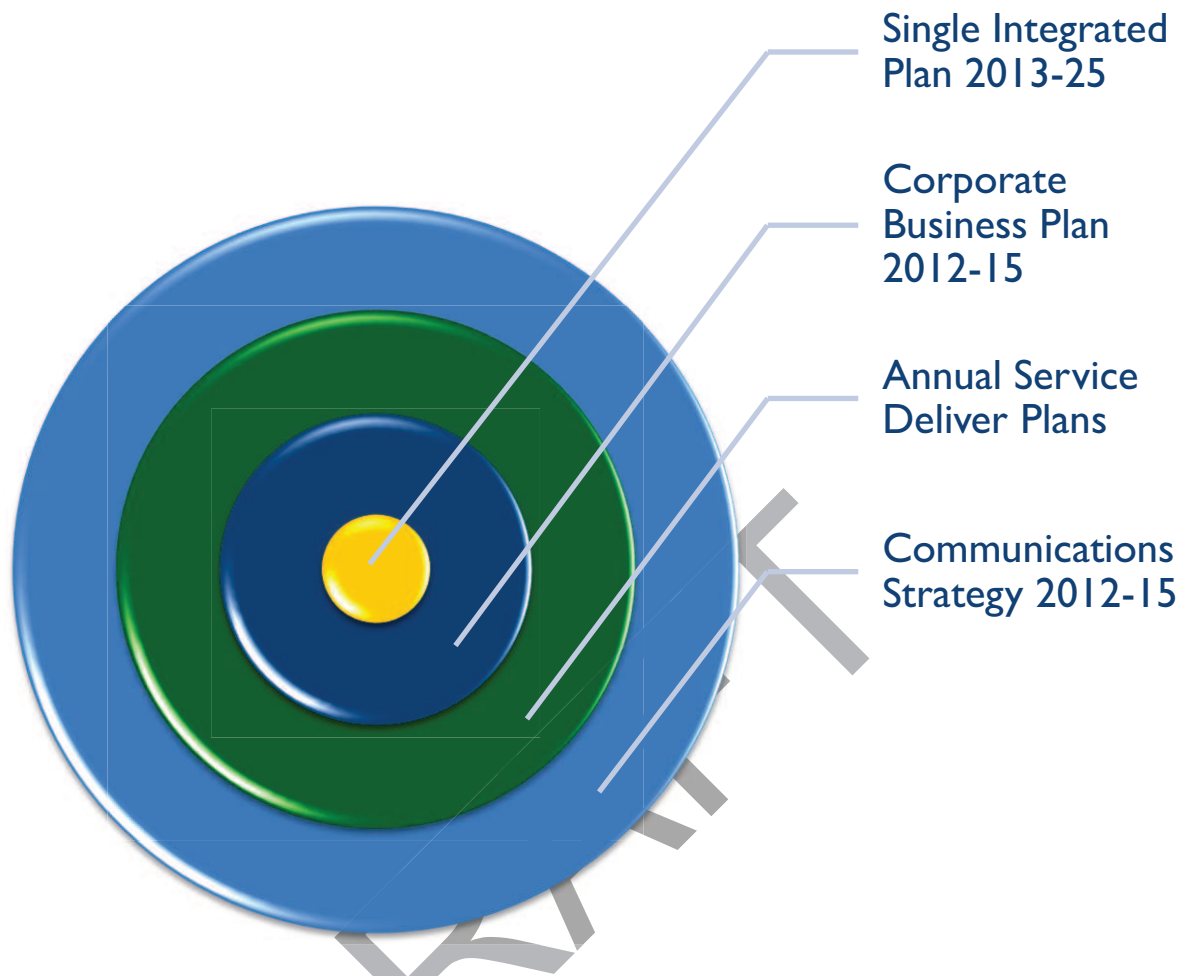
*Anglesey Residents' Survey 2012*

*Just over four in five respondents stated that 'Listening to citizens and deliver on our promises' is an important priority for Anglesey.*

*Anglesey Residents' Survey 2012*

<sup>1</sup> LGinsight poll, June 2011

## Where does the Corporate Communications Strategy sit?



**FIG 1. Where the Corporate Communications Strategy fits with other IoACC strategic plans**

The **Single Integrated Plan 2013-25** is at the heart of the Council’s strategic thinking, as it sets out the long term vision for improving the economic, environmental and social well-being of Anglesey. The three-year **Corporate Business Plan**, which is updated annually, informs medium-term decision-making at every level whilst **Service Delivery Plans** set out forward work programmes for the coming year. The **Corporate Communications Strategy** embraces all three levels of strategic thinking, and sets out how we will communicate the work being done by the council on all three levels.

## What are you telling us?

The Anglesey Residents' Survey 2012 was a great way for us to find out what residents thought of the Council.

**Over three quarters** of respondents were satisfied or very satisfied with their access to services, while only one in twelve were dissatisfied.

**Four in five** respondents were satisfied with household recycling collection, two-thirds with keeping public land clear of litter and refuse, almost two-thirds with the parks and open spaces including Country Parks and Areas of Outstanding Natural Beauty.

**Three in five** are satisfied with cultural services such as Oriel Ynys Môn and other museums and **58%** with local transport information and services.

**Half** of survey respondents were satisfied with sports and leisure facilities, with a quarter dissatisfied. **48%** were satisfied with the upkeep of road maintenance, with three in ten dissatisfied.

**Three in five** survey respondents felt informed about the services provided by the Council, while under a quarter felt uninformed. Older survey respondents were more likely to feel informed about services provided by the Council.

**Over half** of respondents found it easy to get hold of someone in the Council last time they got in touch, whilst one in six found it hard (16%).

Almost **two thirds** of respondents felt they are happy with the Council's Welsh language provision face-to-face, by telephone and on a written basis.



# AIM

## What is this strategy trying to do?

The aim of all corporate communication activity is to ensure that staff, stakeholders, partners, residents and anyone else who deals with the council has **a clear and positive understanding** of:

- **what the Isle of Anglesey County Council is trying to achieve for the people of Anglesey**
- **what our values are**
- **how we are making progress and providing value for money**
- **how individuals can access services provided by the Council**
- **how we are listening and how they can become more engaged with their Council**

This strategy sets out our approach to corporate communications and what tools we will use to communicate with staff, citizens, partners and communities.

## How are we going to achieve our aim?

By:

- increasing citizen and community engagement and improving access to services
- being proactive in our relationship with the media
- strengthening the use of the Council brand to raise awareness of services
- improving internal communications

# KEY MESSAGES

## What are we trying to say?

Our key messages reflect the newly-adopted strategic outcomes of the Council. These should be reflected in corporate communications:

- We want Anglesey to have a thriving and prosperous rural economy
- We want the people of Anglesey achieve their full potential
- We want the people of Anglesey to be healthy and safe
- We want the people of Anglesey to enjoy, protect and enhance their built and natural environment for future generations
- We want the people of Anglesey to be proud of their Council

*Most important actions in ensuring the people of Anglesey are proud of their Council:*

*“More democracy, honesty, accountability and transparency in the Council”*

*“More engagement with residents and listening to residents”*

*Anglesey Residents’ Survey 2012*



# TARGET AUDIENCES

## Who are we talking to?

The Council communicates with a wide variety of people, from staff to elected members, local partners to residents. Each of these partners will have different levels of awareness of the Council's work, and key messages will need to be tailored accordingly. Likewise, when planning individual campaigns, attention needs to be given to the profile of the target audience. For example, the most effective way of reaching older age groups may be the traditional media, but social media is essential in reaching younger people.

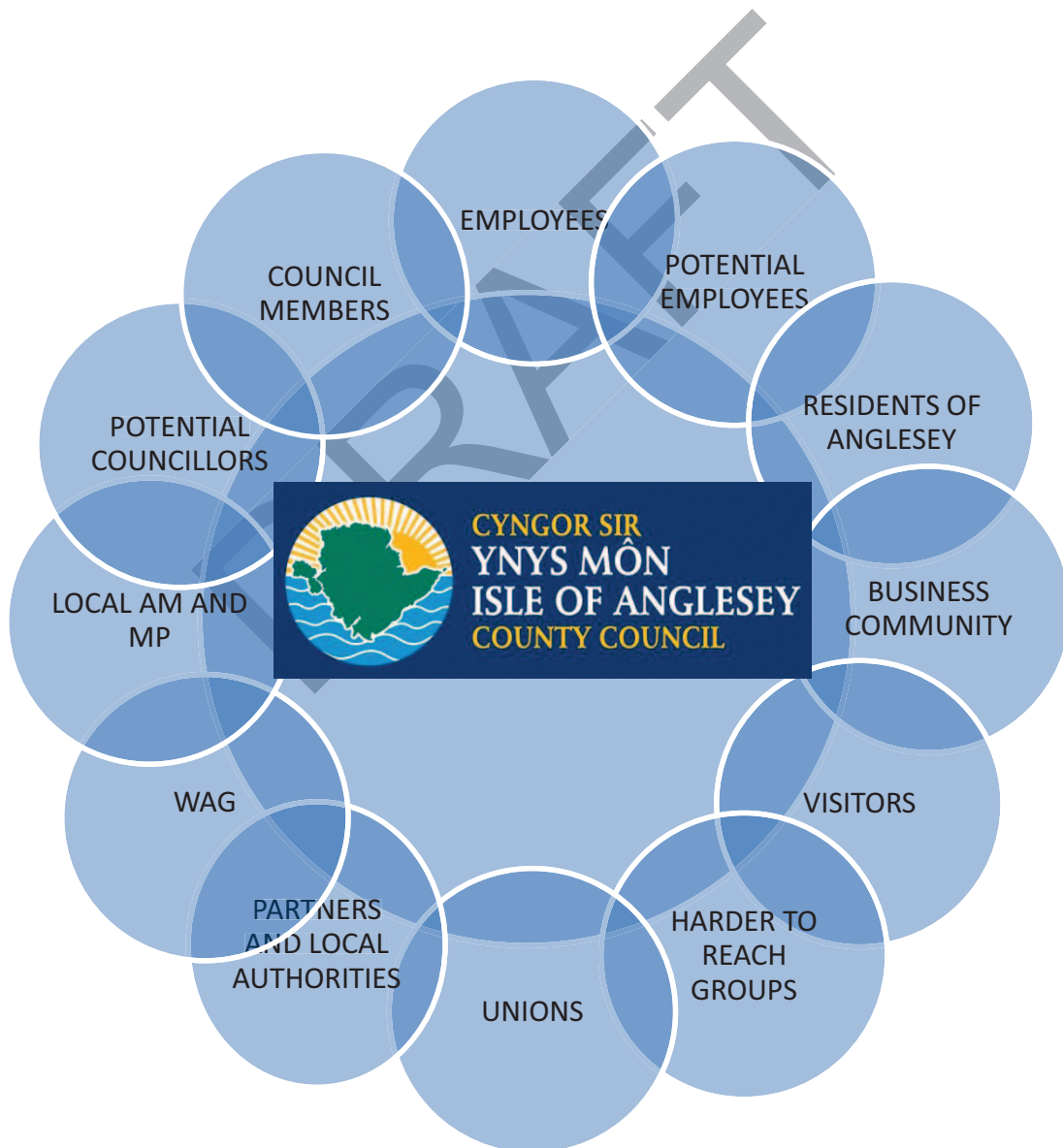


FIG 2. Target Audiences

# Communication Tools

## How do we communicate?

**B B C**

**DAILY POST**

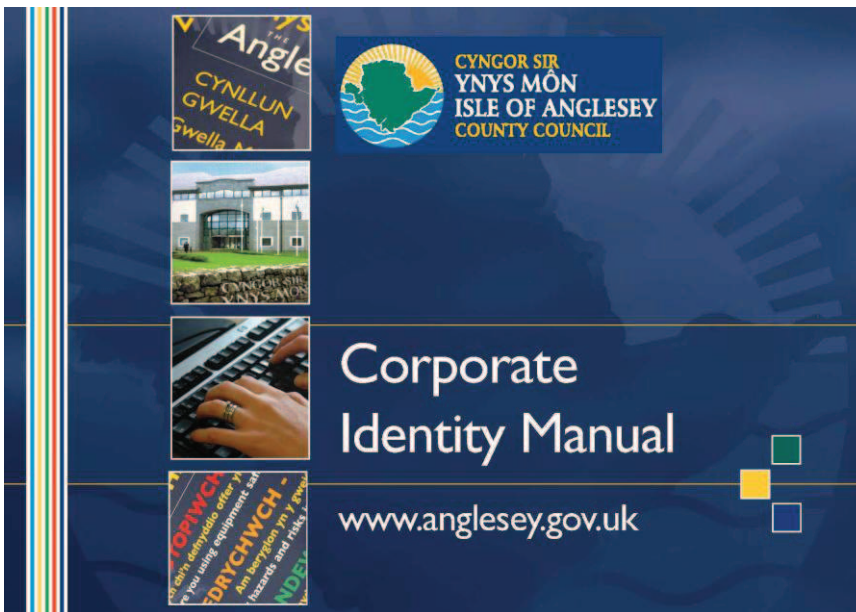
North Wales  
**CHRONICLE**  
**THE MJ** **LGO**  
local government chronicle

**HOLYHEAD & ANGLESEY MAIL**



**FIG 3. Communication Tools**

# CORPORATE IMAGE



**The corporate image says a lot about the organisation and the way we do things. A strong corporate image can make a good impression with the public and partners.**

It is important, therefore, that the Council maintains a strong corporate identity on all internal and external documents and materials. This makes it easier for customers to identify the organisation when they receive information from us, visit our premises, or see Council staff and vehicles at work.

The Council's corporate identity manual is designed to help staff, members and contractors apply the corporate identity correctly, from which font is used on individuals PCs to producing publications and how to use the logo.

It is important that everyone in the Isle of Anglesey County Council is familiar with the corporate identity and knows how to use it so that our brand image is consistent. This will strengthen the Council's position as a professional and effective organisation.

## WORKING WITH PARTNERS

The Council supports a number of key partnerships in health and social care, education/children and young people, economic development and tourism. As collaborative partnerships become more and more common, Council representatives need to be clear which partner is leading on communications, and what protocol is in place in dealing with the media.



# REPUTATION MANAGEMENT

Public confidence in the Council can be influenced by a range of factors.

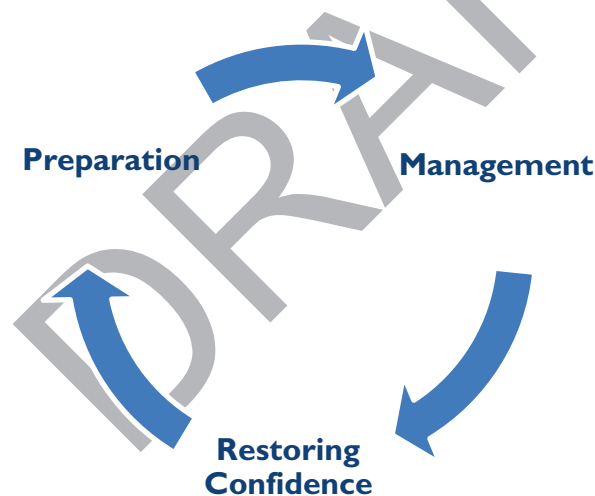
There are two situations in which the Council's response, including the way in which we communicate, becomes critical:

- In the event of a crisis e.g. an emergency such as a flood or snow, an accident involving Council property/staff
- In the event of an incident with the potential to damage the Council's reputation e.g. incident involving member of staff/county councillor, inadequate handling of a customer complaint

There are four aspects to critical incident & reputation management:

- Formation of a critical incident & reputation management team
- Issue forecasting and prevention strategies
- Specialised messaging to key stakeholders
- Media strategy

These form part of the **circle of critical incident and reputation management**:



A proactive approach to communication needs to be adopted to ensure that incidents with a high potential to escalate into critical incidents are identified early on. Forecasting and prevention is crucial and the Executive's Forward Work Plan provides a valuable opportunity to identify potential reputation management issues.

Whenever a critical incident is identified, it must be addressed promptly and efficiently. Reassuring, rebuilding and maintaining the confidence of the public should also be fundamental to critical incident/reputation management.

Once an incident has been closed, the opportunity to restore public confidence becomes diminished, therefore it is important that a management plan, including a media strategy, is in place to recover confidence/provide reassurance during an ongoing incident.

# STRATEGY

## What are we going to do?

### Development Priority 1: Increase citizen and community engagement

Key actions:

- Raise public awareness of Council vision and key outcomes
- Hold community engagement events at various locations across the island
- Organise the Council's presence at the Anglesey Show
- Provide tailored communications support for special projects (e.g. Destination Management Plan, Energy Island Programme)
- Promote democratic engagement in the run-up to May 2013 county council elections
- Produce community newspaper 'Môn News' focusing on outcome-related stories
- Assist web team in developing the corporate website
- Develop social media presence on Facebook and Twitter
- Produce annual council tax booklet

### Development Priority 2: Be proactive in our relationship with the media to improve the Council's reputation

- Revise Communications Strategy
- Produce regular media releases and photo opportunities
- Hold media briefings on major Council/island milestones
- Hold one-to-one briefings/interviews with senior management/Leader/Chair
- Develop relationship with trade press
- Revise media protocol
- Organise media training for new Senior Leadership Team and Executive

### Development Priority 3: Strengthen the use of the Council brand to raise awareness of service

- Working with graphic design team to assist all departments in producing brand-compliant materials
- Providing appropriate photography for Council publicity/reports for our image bank

### Development Priority 4: Improve Internal Communications

- Produce and internal communications action plan
- Produce a monthly staff newsletter
- Promote all-staff email 'Y Ddolen/The Link' as primary means of contacting all staff
- Promote staff intranet MonITor
- Publish internal consultation calendar
- Establish a critical incident/reputation management working group to improve procedures for identifying and dealing with critical incidents and reputation management issues

# RESOURCES

## Who's doing what?

In order to be a customer-focused, outward-facing Council, every member of staff and elected member needs to play their part in improving communications. Responsibility for putting this strategy into practice therefore runs across the whole Council and its employees.



### Elected Members

- The Leader of the Council is responsible for the communications portfolio
- The Executive should approve the strategy and ensure the principles are put into practice
- Elected Members should take ownership of the strategy and take direct responsibility for promoting a positive image of the Council. Members need to remember that all behaviour is communication and they should act as 'ambassadors', with a focus on community leadership.
- Elected Members should refer to the Media Protocol outlined in the Appendix (p19) and the members' protocol for self-regulation, in order to strengthen the Council's reputation.
- Should inform the Chief Executive immediately of any issue which has the potential to develop into a critical incident or reputation management issue so that appropriate action can be taken.



## Staff

- Should be aware of the Communications Strategy and the Council's key messages
- Should ensure information regarding newsworthy projects, events and consultations reach the Communications Unit
- Should inform the Communications Unit of personal success or achievements for inclusion in the staff newsletter
- Should ensure that all printed and online material, as well as signage and corporate clothing follows the corporate style and Welsh Language Policy by referring to the Corporate Identity Manual and liaising with the Communications Unit/Graphic Design Team on any publications
- Should read and adhere to the Council's Media Protocol (See Appendix)
- Should realise that all contact with customers and partners is part of reputation management and that every member of staff acts as an 'ambassador' for IoACC
- Should inform line manager/HoS immediately of any issue which has the potential to develop into a critical incident or reputation management issue so that appropriate action can be taken.



## Senior Leadership Team & Heads of Service

- SLT should communicate that ownership of the Communications Strategy runs across the whole Council at all levels
- SLT should ensure robust mechanisms are in place to disseminate a core brief to staff from SLT meetings
- SLT should provide staff with regular face to face, interactive briefings
- HoS should define and prioritise the communications needs of each service, include communications as an agenda item in key meetings
- SLT/HoS should ensure communication implications are considered at every point in the decision-making process
- SLT/HoS should identify potentially sensitive issues, reports and publications and notify the Communications Unit before they are made public via agendas, meetings or the press/social media as per report checklist
- HoS should be proactive in providing information to the Communications Unit regarding possible positive stories, achievements, public/consultation events
- HoS should provide up-to-date information about the work of the service for the Council's website, MonITor, tourism website and other associated sites in cooperation with the Web and Information Manager
- SLT/HoS are responsible for ensuring all staff understand the role they play in reporting critical incidents/reputation management issues and encouraging a culture where staff feel confident to discuss any issues so that the potential for issues to escalate is identified early and managed effectively.



## Corporate Communications Unit

- Are responsible for supervising the Communications Strategy and ensuring it is put into practice
- Should be proactive in providing PR support and advice to officers and elected members
- Have responsibility for raising the profile of communications amongst the strategic leadership team, heads of service and all staff (where appropriate)
- Should continue to develop internal communications
- Are responsible for managing corporate media relations
- Should review the Communications Strategy and annual delivery plan
- Are responsible for monitoring progress against targets and reporting back to the SLT
- Should provide information to new staff on communications issues as part of induction
- Are responsible for producing community newspaper MÔN News and staff newsletter Medra Môn
- Should continue to provide communications expertise as website evolves
- Should ensure corporate ownership of website homepage
- Should continue to develop social media platforms
- Should oversee publications produced by services to ensure consistent message and brand
- Should play a key role in developing a media strategy to deal with critical incidents or reputation management issues

# EVALUATION

## How are we doing?

Evaluation plays an important part in ensuring the communications strategy is effective.

We will monitor progress by:

- Reviewing the action plan at regular intervals (every quarter)
- Reviewing the strategy every 12 months
- Including appropriate questions in the Residents' Survey (annual)
- Evaluating media coverage (ongoing, formally every six months)

This Communications Strategy and the Communications Unit's annual delivery plan are live documents and will be amended as appropriate so that they remain relevant and up to date.

### Contacting the Corporate Communications Unit

Gethin Jones [gethin.jones@anglesey.gov.uk](mailto:gethin.jones@anglesey.gov.uk) or 01248 752 130

Gwen Siôn [gwen.sion@anglesey.gov.uk](mailto:gwen.sion@anglesey.gov.uk) or 01248 752 128

Pegi Allsop – Web and Information Manager

Stephen Edwards – Senior Graphic Designer

Steven Jones – Graphic Designer

# MEDIA PROTOCOL

## For staff and county councillors



[www.ynysmon.gov.uk](http://www.ynysmon.gov.uk)

[www.anglesey.gov.uk](http://www.anglesey.gov.uk)

### Background

Direct contact between the Council and Anglesey residents is increasing through consultation, the web and social networking. However, the media continues to play an important part in forming people's opinions of the Council.

It is essential that we make the most of opportunities offered by the media and work with them in promoting positive stories and responding as efficiently and openly as possible to queries to offer a balanced and informed picture of Council-related issues.

This protocol aims to offer guidance on how officers and members should deal with the media.

Local Authority publicity is guided by the Code of Recommended Practice issued by the National Assembly for Wales in October 2001 as part of its powers under section 4(1) of the Local Government Act 1986. The Code has been designed to cope with the changes introduced by the Local Government Act 2000 including local authorities' duties of consultation, publicity, community planning and in their exercising of the new statutory power to do anything which will promote the economic, social or environmental well-being of their area.

### 1. Communications Unit

- The Council's main point of contact for any matters relating to the press and media is the Communications Unit.
- At all times in the normal working week, at least one member of staff is available to deal with news queries.
- The Communication Unit records all enquiries and the Council's response.
- It also holds a selection of local Welsh & English publications, including the Western Mail and Daily Post for around three months, and receives daily media monitoring bulletins.

### 2. Media enquiries

- Employees may be approached directly by journalists. The journalist in question should be directed to the Communications Unit, as the query may be contentious, political or touch on several different services and will, more often than not, have a tight deadline. It may also offer an opportunity to promote a particular project and gives us important feedback on the types of queries being received, which informs the long-term communication strategy.
- Communication officers will contact relevant officers for information in order to formulate a response, and clear the response with the appropriate chief officer.
- Major news issues are brought to the attention of the relevant chief officer and any response must be cleared by them and if appropriate, the relevant portfolio holder.
- In the case of the media requesting a political comment, this will be referred to the Leader, relevant member or political group who will inform the Communications Unit of their response so that officers are aware of issues.
- Requests to film, photograph or record on any council premises or land must be referred to the Communications Unit so that relevant risk assessments and public liability insurance are checked.



### 3. Media Releases

- Media releases are one of the best ways of channelling positive or informative news about the Council
- All council media releases are issued by the Communications Unit only so that the releases follow the corporate style and procedures and to ensure that a central record can be maintained and coverage evaluated.
- Staff and members should be proactive in bringing 'good news' stories to the attention of the Communications Unit in good time, ideally at least a fortnight before publication is required
- When presenting stories, as much background information as possible should be supplied – the who, what, why, where and whens.
- Generally, all media releases should include a quote from the relevant portfolio holder. When the story has a strong ward interest, individual members will be quoted in releases. Local members should also be invited to attend photo calls within their wards. The Communications Unit will clear the quotes with the named persons before use.
- No employees or members of the public will be quoted without their prior permission.
- Services may work with external PR agencies to promote their work. In such instances the Communications Unit should be involved in finalising any Council contribution to the release.
- Media releases are distributed to all Councillors via e-mail (or hard copy if necessary).
- All media releases are posted on the Council's corporate website.
- No guarantees can be provided that media releases will be used by any publication.

### 4. Council statements

These are issued by **the Communications Unit only** in response to a particular request for comment. Any statements are cleared with relevant officer/portfolio holder before being issued.

- The Council will not normally comment on allegations about individual staff. In all other circumstances 'no comment' will **not** be an adequate response to a media enquiry. The Council is open and accountable and should always explain if there is a reason why it cannot answer a specific query.

### 5. Media Interviews

- All requests for interviews on corporate matters should be channelled through the Communications Unit.
- The Council Leader and relevant portfolio holders are approached in the first instance with regard to bids for interviews.
- Senior officers respond to interviews on background, technical or operational matters with clearance from Leader or Chief Executive.
- Any bids for officers to take part in 'fly on the wall' type documentaries should also be channelled through the Communications Unit.

### 6. Working with partners

The Council works with a number of public sector/community partners. Staff should ensure they are clear which partner is leading on communications, and what protocol is in place in dealing with the media.

### 6. Critical Incidents and Reputation Management issues

A critical incident is any incident where the effectiveness of the Council's response is likely to have a significant impact on the confidence an individual, family and/or wider community has in the local authority. Procedure for dealing with a potentially critical incident/reputation management issue:

1. The first step is to manage the incident in line with relevant policies or procedures for the department.
2. Where, in a staff member's opinion, an incident is, or has the potential to escalate into a critical incident, it is essential that it is reported **immediately** to a senior officer – this may be a line manager or head of service.
3. Senior officers will decide:
  - Whether the report is valid
  - Whether the current proposed response will be sufficient
  - Whether the incident should be reported to the Deputy Chief Executive as a critical incident

The decision to declare a critical incident will be based on at least one objective reason why the effectiveness of the Council's response is likely to have a significant impact of public confidence.

An incident should not be declared as critical simply because there is a risk the Council will be criticised. It should be based on the effectiveness of our response and whether it is likely that it will have a significant impact on public confidence.

## **7. Press and publicity during pre-election period**

Special care in relation to media activity and publicity is required during the pre-election period. The central message is: if in doubt, consult your head of service, corporate director or the chief executive before you do anything that might call into question the political impartiality of staff or lead to adverse comment about the Council's actions.

Guidelines for staff are available on the intranet <http://monitor.anglesey.gov.uk/> or contact the Communications Unit.

## **8. Publicity events and VIP (Ministerial etc.) visits**

The Communication Unit should be informed in advance of any events, photo opportunities or visits so that these can be included in the communications schedule. The Communications Unit can also offer advice on publicity in the run up to and after the event, and liaise with the relevant officers, members or partners on issues which may need to be considered.

## **9. Councillors and media activity**

Journalists will inevitably contact individual county councillors for their views of Council-related matters and to pursue a certain story or vice versa.

If Members are approached about a report or item on the agenda of a Council meeting/committee, they are encouraged to notify the Communications Unit so that we can:

- offer advice
- share any relevant technical/background information with the member and the relevant journalist
- offer members a copy of the Council's response/formulate a Council response
- make any relevant officers aware of issues which may arise
- in exceptional circumstances, hold a media conference

The following good practice should be adopted when county councillors feel they can deal with a media enquiry themselves:

- Take down the name of the journalist, contact details and where they are calling from
- Detail what exactly the journalist wishes to know

- Ask for their deadline
- Arrange to phone the journalist back whatever the question. What often looks like a relatively simple enquiry can sometimes grow into a bigger issue.

Also:

- **Don't** ever say 'no comment' or any variation of that theme. It immediately implies there is something to hide.
- **Do** say that you don't have enough information to comment, but you (or someone else) will get back to them...then do!
- **Don't** confirm or deny hearsay or speculation
- **Don't** speak 'off the record'
- **Don't** get over-confident and say something you may regret later
- If in doubt, seek advice from the Communications Unit

**The National Assembly code of practice states it is only appropriate to use public resources to publicise individual councillors where it is relevant to their responsibilities within the Council. When any political group or elected member wishes to issue political statements, this can be done through personal e-mail or direct contact with journalist.**

## 10. Further information

Please do not hesitate to get in touch if you have any queries relating to media-related issues.

Corporate Communications Unit:

Gethin Jones 01248 752130 [gethin.jones@anglesey.gov.uk](mailto:gethin.jones@anglesey.gov.uk)

Gwen Siôn 01248 752128 [gwen.sion@anglesey.gov.uk](mailto:gwen.sion@anglesey.gov.uk)

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**AGENDA ITEM NO.**  
**[Not for publication by virtue of**  
**Paragraph(s) ..... of Schedule 12A to**  
**the Local Government Act 1972]**

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>Report to</b>	<b>Meeting of the Executive Committee</b>
<b>Date</b>	<b>December 10 2012</b>
<b>Subject</b>	<b>Modernising Anglesey Schools</b>
<b>Portfolio Holder(s)</b>	<b>Councillor Goronwy Parry MBE</b>
<b>Lead Officer(s)</b>	<b>Head of Service (Education) Programme Manager – Schools Modernisation</b>
<b>Contact Officer</b>	<b>Programme Manager – Schools Modernisation</b>
<b>Nature and reason for reporting</b>	
<p>To report to members of the Executive Committee on the principles that will be used for the consultation document which will be a basis for the Anglesey schools modernisation programme.</p>	

<b>A – Introduction / Background / Issues</b>
<p>Following an inspection of the Education Authority by Estyn (May 2012) and the subsequent, a Post Inspection Action Plan (PIAP) was compiled and approved by the Education and Leisure Scrutiny Committee at its meeting on September 21, 2012.</p> <p>The PIAP was approved by the full Council at its meeting on October 4, 2012.</p>

<b>B - Considerations</b>

<b>C – Implications and Impacts</b>		
<b>1</b>	<b>Finance / Section 151</b>	
<b>2</b>	<b>Legal / Monitoring Officer</b>	Comply with all legal requirements
<b>3</b>	<b>Human Resources</b>	This would be dealt with in the consultation stages.
<b>4</b>	<b>Property Services</b>	Implications to the Property Service would be dealt with at the appropriate level.
<b>5</b>	<b>Information and Communications Technology (ICT)</b>	Any changes would be reflected in the Service Level Agreement between the Education Service and ICT.
<b>6</b>	<b>Equality</b>	Equality assessments will be undertaken as and when required.
<b>7</b>	<b>Anti-poverty and Social</b>	It is likely that a potential new school in Holyhead would be located in a deprived area.
<b>8</b>	<b>Communication</b>	The Education Service would liaise with the Communications Unit especially during any formal consultation stage.
<b>9</b>	<b>Consultation</b>	Informal discussions have already taken place with potential Band A stakeholders. Once the Executive authorises officers in the Education Service, consultation will commence.
<b>10</b>	<b>Economic</b>	Future provision will take into account the effect of industrial developments on surplus places.
<b>11</b>	<b>Environmental</b>	The expectation of Welsh Government is that any new school is 'BREEAM Excellent'.
<b>12</b>	<b>Crime and Disorder</b>	
<b>13</b>	<b>Outcome Agreements</b>	

**CH - Summary**

One action point which is in response to section A6 of the PIAP was “agreement on the key educational principles to be included in the schools’ modernization strategy”. The attached report expands upon those principles.

**D - Recommendation**

The Executive Committee is asked to adopt the principles that are listed and to suggest other possible principles that are not listed.

**Name of author of report**  
**Job Title**  
**Date**

**Emrys Bebb**  
**Programme Manager – Schools Modernisation**  
**November 30 2012**

**Appendices:****Background papers**

## PRINCIPLES

### 1. Surplus places

Surplus places in Anglesey schools are amongst the highest in Wales. In 2011, there were 27.7% of surplus places in Anglesey primary schools, the highest but one in Wales. In the secondary sector, the corresponding figure was 23.0%.

**Table 1**

	Anglesey	Position in Wales (out of 22)	Wales
Surplus places in the primary sector	27.7%	21	20.7%
Surplus places in the secondary sector	23.0%	18	19.9%

However, the number of surplus places in the primary sector has fallen to 24.2% in January 2012 and to 22.7% in September 2012 but the level of surplus places in the secondary sector is currently 25.0% (it should be noted that these are unofficial figures). The Welsh Government's aim is that Local Authorities have no more than 10% surplus places<sup>1</sup> in their schools and an independent report has recommended the same target<sup>2</sup>. However, the Education Minister has written to each local authority in Wales that has greater than 15% surplus places requesting that they reduce the % surplus places to 15%.

Anglesey Council was harshly criticised by the inspection body Estyn for its inefficient use of places in schools. Therefore, the Council needs to reduce the number of surplus places in schools across the county in order to make better use of the available funding.

In May 2012 Estyn published a thematic report entitled "*How surplus places affect the resources available for expenditure on improving outcomes for pupils?*" In it Estyn states:

"The average cost of a surplus place in the primary sector in Wales in 2011-2012 is £260, but in addition, the average saving arising from a school closure is £63,500".

Currently, there are 1,436 surplus places in Anglesey primary schools. Therefore, on this basis, the cost of surplus places in primary schools in Anglesey is £373,360, i.e. 1,436 surplus places x £260.

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<sup>1</sup> Welsh Government Guidance Circular Number: 021/2009

<sup>2</sup> Report "The Structure of Education Services in Wales" (Vivian Thomas – March 2011)



## 2. Cost per pupil

Each school receives its financial allocation from the local authority. In order to endeavour to measure the efficiency of this allocation for schools, the allocation is divided by the number of pupils at the school to give the cost per pupil.

In the 2012-13 financial year, the per pupil spend is £4,146 which is the highest but one in Wales in the primary sector whilst the average for Wales is £4,080 per pupil. The Welsh Government's aim is that the per pupil spend for schools is nearer the average for Wales.

## 3. Standards / Achievement / Inspections.

The need to raise standards remains a priority for the Welsh Government. In this context, the following are used to gauge standards:-

1. End of key stage indicators i.e. the % of pupils that achieve the expected level and the level(s) above the expected for that key stage.
2. Estyn inspections.

Estyn is of the opinion that the end of Foundation Phase and end of Key Stage 2 standards need to be improved on Anglesey.

See Table 2 below for the data (2010/11) for the Foundation Phase a Key Stage 2:-

**Table 2**

	% of pupils achieving the expected level on Anglesey	% of pupils achieving the expected level on an All Wales basis
Foundation Phase	80.9	82.7
Key Stage 2	78.6	80.0

With regard to Estyn inspections, the current Inspection Framework uses three questions but there are ten aspects to them.

## 4. Buildings

The Welsh Government has identified as a priority that schools should have buildings that meet twenty first century expectations, that are fit for purpose, in the right place and that meet the need of learners whilst providing a resource for the community. This is the

aim of the Welsh Government's Programme "Twenty First Century Schools". It is also important to develop a sustainable education system by using resources more effectively whilst reducing fuel consumption and carbon emissions.

In order to review the condition of any school building, data from two sources is used:-

- i. Data from E.C. Harris who conducted school condition surveys county wide in 2009 and
- ii. Data from Council surveyors who calculate the cost of maintenance work for the building based on a detailed and thorough condition survey.

## **5. Leadership and management capacity**

Educational research recognises that good leadership and management is linked to good standards – good schools are well led.

Schools' leadership and management requirements have increased substantially over the past few years with expectations likely to increase in the future. Thus, a Headteacher requires sufficient non-contact time to attend to leadership and management matters. Indeed, it could be argued that a Headteacher needs to be wholly designated to Headship matters to be able to pay just attention to all the requirements and expectations faced.

## **6. Attendance**

According to the Estyn report, there is a need to improve the attendance rate at Anglesey schools and therefore attendance figures are vital in order to gauge the performance of schools.

An attendance rate of 95% is considered good whilst 97% or greater is considered excellent.

## **7. Co-locating**

In order to have full use of a school by the community, it needs to be used after school hours, in line with the Welsh Government's "Community Focused Schools" programme. One way of doing this is by co-locating other public services on the school site that will reduce the Council's use of buildings. This must be done in the context of ensuring pupil safety.

## **8. Development of a campus**

In more urban areas, a campus can be developed i.e. a primary school adjacent to a secondary school if not on the same site. In Llangefni, the new Ysgol Y Bont that is

being built will be on the same site as Ysgol Gyfun Llangefni and Plas Arthur Leisure Centre. There are obvious benefits to this.

## **9. Community use**

Research suggests that schools need to consider additional provision such as breakfast clubs, after-school clubs, child-care provision; summer holiday and weekend activities if this is to be truly addressed. It is also expected that schools should be a resource for the local community to promote community activities that will include parents, community members and local groups. Then the link between schools and the local community can be developed further so that pupils appreciate the history, culture and development of these communities.

In order to determine what community use was made of schools, an informal survey was conducted at the end of 2011 by questioning the school headteachers. The result was that there was community use of 72% of primary schools in the county.

## **10. Taking advantage of natural opportunities**

The Framework Policy that was adopted by the Board of Commissioners on July 11, 2011 stated that it needs to be “implemented flexibly and progressively and in accordance with local circumstances as reviews become necessary and opportunities arise”. For example, when a headteacher retires from a school in an area where a review of the primary school provision in that area is about to take place, an acting headteacher could be appointed in that school or schools where the provision is being reviewed.

## **11. Bilingualism**

The Authority operates a bilingual policy in all schools within the county.

The aim is to develop the ability of pupils and students within the county to be confidently bilingual in order that they can be full members of the bilingual society of which they are part. All educational establishments within the county reflect and reinforce the language policy in their administration, their social life and pastoral arrangements as well as their academic provision.

Attention needs to be given to strengthening and safeguarding the Welsh language / bilingualism as a part of the modernisation programme.

## **12. Transport**

The LEA provides free school transport for full time pupils aged 4-16 years as follows.

- (i) for primary school pupils residing 1.5 miles or more from the school in whose catchment area they reside;
- (ii) for secondary school pupils residing 3 miles or more from the school in whose catchment area they reside (with the exception of 6th form pupils / further education students (see 6.4 below);
- (iii) for pupils whose special educational needs, medical condition or other individual circumstances, in the opinion of the LA, make free transport necessary;
- (iv) For pupils who do not qualify for transport under (i), (ii), (iii) or (iv) above but who travel to school along a route that is considered to be exceptionally hazardous or under other exceptional circumstances;
- (v) For pupils who attend a school which is not their catchment area school if that is the nearest school to the home, and if the distance from home to the school is 1½ miles or more for pupils under 8 years old or 3 miles or more for pupils aged 8 years or older.

Except for those children in (iii) above it is expected for a child to walk a reasonable distance to meet any transport provided.

Any modernisation programme will need to consider the consequences on travelling to school along with all aspects of health and safety.

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<b>Portfolio Holder(s)</b>	<b>Councillor Goronwy Parry MBE</b>
<b>Lead Officer(s)</b>	<b>Head of Service (Education) Programme Manager – Schools Modernisation</b>
<b>Contact Officer</b>	<b>Programme Manager – Schools Modernisation</b>
<b>Nature and reason for reporting</b>	
<p>To report to the Executive on the informal consultation process held in five schools in Holyhead in May and June 2012. In January 2012, the Board of Commissioners gave officers of the Education Service permission to return to Holyhead to consult on possible options for a new primary school.</p>	

<b>A – Introduction / Background / Issues</b>
<p>Anglesey Council was successful in its bid to secure £3.95 million from the Welsh Government, which is half the finance, towards building a new primary school in Holyhead. The Board of Commissioners gave officers from the Education Service permission to return to the town to consult on possible options for a new primary school.</p>

<b>B - Considerations</b>

<b>C – Implications and Impacts</b>		
<b>1</b>	<b>Finance / Section 151</b>	Revenue savings as outlined in the report
<b>2</b>	<b>Legal / Monitoring Officer</b>	Comply with all legal requirements
<b>3</b>	<b>Human Resources</b>	This would be dealt with in the consultation stages.
<b>4</b>	<b>Property Services</b>	Implications to the Property Service would be dealt with at the appropriate level.
<b>5</b>	<b>Information and Communications Technology (ICT)</b>	Any changes would be reflected in the Service Level Agreement between the Education Service and ICT.
<b>6</b>	<b>Equality</b>	Equality assessments will be undertaken as and when required.
<b>7</b>	<b>Anti-poverty and Social</b>	It is likely that a potential new school in Holyhead would be located in a deprived area.
<b>8</b>	<b>Communication</b>	The Education Service would liaise with the Communications Unit especially during any formal consultation stage.
<b>9</b>	<b>Consultation</b>	Informal discussions have already taken place with potential stakeholders. Once the Executive authorises officers in the Education Service, consultation will commence.
<b>10</b>	<b>Economic</b>	Future provision will take into account the effect of industrial developments on surplus places.
<b>11</b>	<b>Environmental</b>	The expectation of Welsh Government is that any new school is 'BREEAM Excellent'.
<b>12</b>	<b>Crime and Disorder</b>	
<b>13</b>	<b>Outcome Agreements</b>	

### CH - Summary

A report is presented to the Executive Committee summarising the informal consultation process in Holyhead. The decision of the Education and Leisure Scrutiny Committee at its meeting on October 26, 2012 was:-

- To recommend Option 10 (merger of 3 schools i.e. Ysgol y Parc, Ysgol Llaingoch and Ysgol Parch. Thomas Ellis in a new school) to the Executive as the Committee's preferred option for formal consultation subject to affordability and to traffic management and road safety issues being satisfactorily addressed
- To recommend that that new primary school in Holyhead be located on the Cybi site.

### D - Recommendation

The recommendations are :-

- To recommend Option 10 (merger of 3 schools i.e. Ysgol y Parc, Ysgol Llaingoch and Ysgol Parch. Thomas Ellis in a new school) to the Executive as the Committee's preferred option for formal consultation subject to affordability and to traffic management and road safety issues being satisfactorily addressed
- To recommend that that new primary school in Holyhead be located on the Cybi site.

**Name of author of report**  
**Job Title**  
**Date**

**Emrys Bebb**  
**Programme Manager – Schools Modernisation**  
**November 30 2012**

### Appendices:

The original consultation document.

### Background papers



CYNGOR SIR  
YNYS MÔN  
ISLE OF ANGLESEY  
COUNTY COUNCIL

**CYNGOR SIR YNYS MÔN**  
***ISLE OF ANGLESEY COUNTY COUNCIL***

**ADRAN DYSGU GYDOL OES**  
***LIFELONG LEARNING DEPARTMENT***

**ADOLYGIAD YSGOLION CYNRADD**  
**CAERGYBI – YMGYNGHORIAD**  
**ANFFURFIOL (MAI – GORFFENNAF 2012)**

**HOLYHEAD PRIMARY SCHOOLS REVIEW –**  
**INFORMAL CONSULTATION**  
**(MAY – JULY 2012)**

May 2012



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	<b>FEEDBACK FORM</b>	

## 1. INTRODUCTION

- 1.1 In December 2011, the Welsh Government announced it was going to contribute £3.95 million towards a new primary school in Holyhead costing £7.9 million. It is hoped the new school will be opening its doors in September 2015 or September 2016.
- 1.2 This document is the basis of **public consultation on proposals for a new primary school in Holyhead i.e. informal consultation**. This is the first stage of the consultation process for a new primary school in Holyhead.

## 2. BACKGROUND

- 2.1 Public expenditure is being reduced everywhere in response to the worldwide economic recession. This reduction has been happening for two years and the financial outlook is unlikely to improve, with similar pressures facing local authorities throughout Wales and Britain. This means every local authority has to face substantial cuts in its budget and this will inevitably affect services.
- 2.2 Since there is 40% less funding for capital projects coming to the Welsh Government from the British Government, the Welsh Government does not have as much money to give to local authorities. Over the next three years, Anglesey Council will have to achieve savings of £11 million, which means making better use of money.
- 2.3 The Education Service's provision is not excluded from these cuts, therefore savings also have to be looked in this provision as well. That can be achieved by reducing the number of schools maintained by the Education Service.
- 2.4 Because the percentage of surplus places in the primary sector in Anglesey is so high (27.7% in January 2011, which is the second highest in Wales) Anglesey Council was heavily criticized by the inspection body, Estyn, for ineffective use of school places. Therefore, the Council needs to reduce the number of surplus places in schools throughout the county in order to make better use of the funding available. Even so, a number of new houses are proposed for Holyhead and developments such as Wylfa B will affect the local population and the number of children attending Anglesey's schools.
- 2.5 There are seven primary schools serving Holyhead:

Ysgol y Parc

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St Mary's School [A Catholic Church Voluntary Aided School]

2.6 The Executive decided at its meeting on February 23, 2009 that Ysgol Morswyn and St Mary's School should not be included in the further study of the pattern of schools in Holyhead town. Since St Mary's School is more than full and a voluntary controlled school, it was excluded from the process. In 2009, the projections showed the school would be full soon afterwards. This happened, and the school is now more than full. Because of this and because Ysgol Morswyn is in the catchment area for Ysgol Uwchradd Bodedern, it was decided to exclude this school from the rationalization process.

2.7 Therefore, the remainder of the report offers options in relation to five schools, namely:-

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Ysgol y Parch Thomas Ellis

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3.1 The Guidance in Welsh Assembly Government Circular: 021/2009 is as follows:-

*"It is important the funding for education is used cost effectively. Resources targeted towards raising standards should be optimised. Some spare places are necessary to enable schools to cope with fluctuations in numbers of pupils, but excessive numbers in unused places, with consequentially excessive numbers of schools, mean that resources are tied up unproductively. Where there are excessive numbers of surplus places in an area, Local Authorities should review their provision and, where feasible, make proposals for school reorganization especially where individual schools have 'significant' levels of surplus places\*, require significant investment, or have a catchment area which is unlikely to provide sufficient numbers of pupils to make it sustainable for the future. Local Authorities should ensure that schools to be retained are of an appropriate number and are located so as to maximise potential engagement with the community. Local Authorities should aim to retain no more than 10% surplus places*

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3.2 A report entitled “The Structure of Education Services in Wales” (Vivian Thomas – March 2011) recommended a target of 10% of surplus places in schools.

3.3 Table 1 shows the figures for surplus places in the five primary schools concerned:-

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The table therefore shows there are ‘significant’ numbers of surplus places at Ysgol y Parc, Ysgol Llanfawr and Ysgol y Parch Thomas Ellis, according to the Welsh Government definition above. The Welsh Government’s guidance is that “Local Authorities should aim to retain no more than 10% surplus places overall.” High levels of surplus places means that resources are not being used in the most effective way. The present level of surplus places between the five schools is 28.0% compared to an average of 27.7% in Anglesey primary schools. Even so, it is foreseen there will be an increase in the population of the five schools in the next few years but the empty places would continue to be about 19% in 2015 as things are at present.

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county's schools have to change and that the Council needs to be leading on this if it is to meet the needs of modern life.

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- 3.7 The Council will be holding a series of area reviews to achieve this (see below). Political approval was given in January 2012 when the Anglesey Council Board of Commissioners authorized the Education Department's officers to begin the process of reviewing the primary school provision in Holyhead. The review includes the five primary schools listed above.

#### **4. CONDITION OF THE BUILDINGS**

- 4.1 Reviews of condition, suitability and sustainability were carried out in 2009/10 on behalf of the Assembly Government by a company of consultants, E.C.Harris. They looked at a number of factors (in schools throughout Wales) including:
  - 4.1.1 Condition of the school building
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  - 4.1.4 Table 2 gives a summary of the results of the surveys:-

**Table 2**

<b><u>School</u></b>	<b>Condition<sup>1</sup></b>	<b>Suitability<sup>2</sup></b>	<b>Sustainability<sup>3</sup></b>
Llaingoch	B	B	C
Y Parc	B	B	B
Parch Thomas Ellis	B	B	B
Llanfawr	B	A	B
Kingsland	B	A	B

<sup>1</sup>*Building Condition Categories*

Category A – Good

Category B – Satisfactory

Category C – Poor

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Category A – Good – suitable levels for teaching, learning and wellbeing in schools

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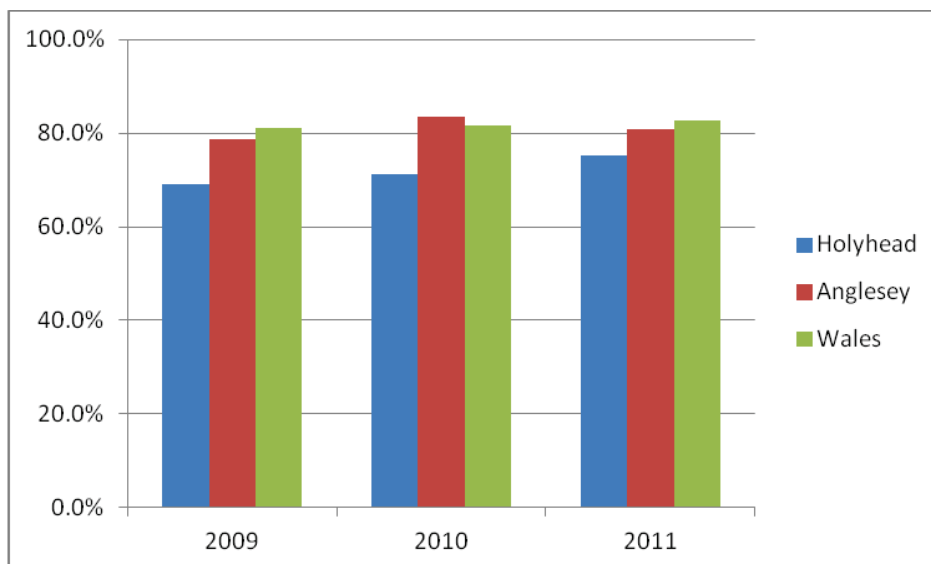
- 4.2 Anglesey County Council has a substantial backlog of maintenance work on schools, and this is a problem common to most other local authorities in Wales. What it means is that maintenance or repair work that should have been done in the past has not been done, for a number of reasons. This in turn leads to a backlog of maintenance work. A backlog of maintenance work is an integral characteristic of a large and varied stock. In theory, there is an ideal time to carry out each task when considering them individually, but it is more economical and practical to do some of the work as a ‘package’ and prioritize the work in accordance with the funding available. Therefore, there will always be some amount of maintenance backlog.

- 4.3 The total amount of maintenance backlog at the five schools under consideration is about £665,000. This is a substantial sum, and it is unlikely the authority will be able to afford to make any substantial investment to deal with this backlog in the present economic climate.
- 4.3 The £665,000 is the cost of maintenance work only, not improvement work. Dealing with the backlog of maintenance work at these schools would not provide the facilities in terms of teaching and environment suited to the 21<sup>st</sup> century, nor would it meet the Welsh Assembly Government requirements for 21<sup>st</sup> Century Schools.

## 5. EDUCATION STANDARDS

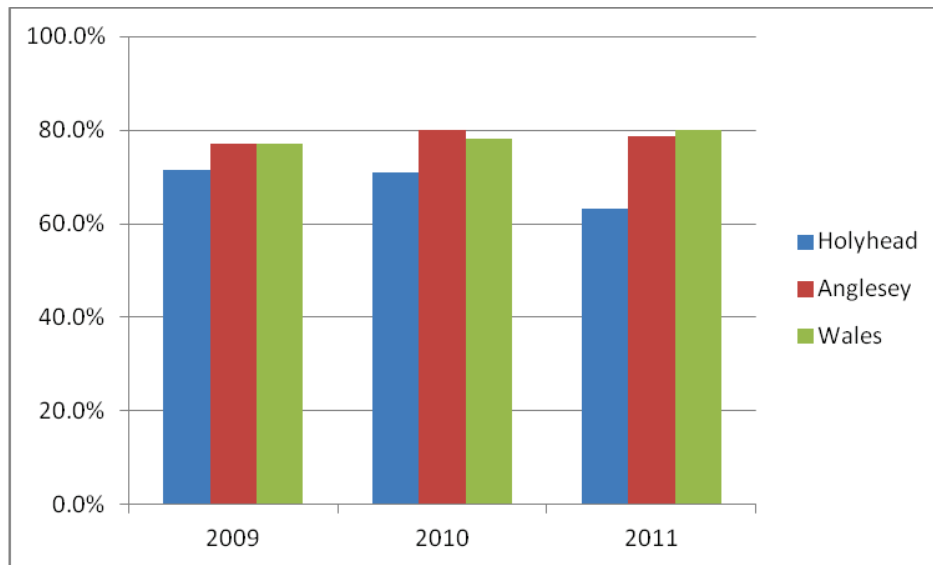
- 5.1 The aim of the whole process is to improve standards. The indicator used by the Welsh Government for education standards is the End of Key Stage performance indicator. This happens at the end of Key Stage 1 (6 years old) and the end of Key Stage 2 (11 years old) i.e. the percentage of the school's pupils attaining the expected levels or higher (Level 2+ for KS 1 and Level 4+ for KS2) in Mathematics, Welsh, English and Science. For Key Stage 1 in 2011 at the five schools concerned, this level was 75.2%, which compares to an average of 80.9% for Anglesey and 82.7% for the whole of Wales. Graph 1 below shows the pattern over the last three years.

**Graph 1 – Percentage reaching Level 2+ at the end of Key Stage 1**



For Key Stage 2, at the five schools concerned in 2011, this level was 63.3%, which compares to an average of 78.6% for Anglesey and 80.0% for the whole of Wales. Graph 2 below shows the pattern for the last three years.

**Graph 2 – Percentage reaching Level 4+ at the end of Key Stage 2**



**6. POSSIBILITIES**

6.1 Table 3 shows the possible options:



**Table 3**

No.	Option	New school to be a 'church school' like Rev Thomas Ellis School?	Effects
1	Leave things as they are		Present problems getting worse
	<b>New Parc and Parch. Thomas Ellis</b>		
2a	New Parc and Parch. Thomas Ellis for 270	Yes	Disperse some to Llanfawr a Kingsland
2b	New Parc and Parch. Thomas Ellis for 270	No	
3a	New Parc and Parch. Thomas Ellis for 300	Yes	No dispersal
3b	New Parc and Parch. Thomas Ellis for 300	No	
4a	New Parc and Parch. Thomas Ellis for 330	Yes	No dispersal – reduction in others?
4b	New Parc and Parch. Thomas Ellis for 330	No	
5a	New Parc and Parch. Thomas Ellis for 360	Yes	No dispersal – reduction in others?
5b	New Parc and Parch. Thomas Ellis for 360	No	
	<b>New Llaingoch and Parc</b>		
6	New Llaingoch and Parc for 270	Not applicable	Possible new school is full, disperse to Llanfawr and Parch. Thomas Ellis
7	New Llaingoch and Parc for 300	Not applicable	Possible new school is full, disperse to Llanfawr and Parch. Thomas Ellis
8	New Llaingoch and Parc for 330	Not applicable	Possible new school is full, disperse some to Llanfawr and Parch. Thomas Ellis
9	New Llaingoch and Parc for 360	Not applicable	Possible new school is full, disperse some to Llanfawr
	<b>New Parc / Llaingoch / Parch Thomas Ellis</b>		
10a	New Parc / Llaingoch and Parch Thomas Ellis for 480	Yes	Possible new school is full, disperse to Llanfawr
10b	New Parc / Llaingoch and Parch Thomas Ellis for 480	No	Possible new school is full, disperse to Llanfawr

6.2 It is intended that the new school would be built on one of the following possible sites:

1. Cybi Site
2. Ysgol y Parc Site
3. Ysgol Llaingoch Site
4. Ysgol y Parchedig Thomas Ellis Site

6.3 **Option 1** – Since there is funding allocated for a new school, leaving things as they are is not an option – the primary school provision in Holyhead needs to be changed.

6.4 The variable factor with **Options 2-5** is the size and status of the school i.e. whether it will be a ‘church school’ or not. At present, there are about 233 pupils aged 4-11 at Ysgol y Parc and Ysgol y Parchedig Thomas Ellis and the estimates show that the numbers at both schools will be about 250 by September 2015. Bearing in mind that Ysgol y Graig in Llangefni is full only three years after it opened, some ‘extra space’ will be needed. Therefore, it is more than likely that a school for about 300 children, including the nursery, would be needed if these two schools were combined.

6.5 In looking at **Options 6-9**, it is seen that what is being considered here is combining Ysgol y Parc with Ysgol Llaingoch. At present, there are about 291 pupils at Ysgol y Parc and Ysgol Llaingoch and the estimates show that the numbers at both schools will be about 315 by September 2015. Therefore, it is probable that a school for about 360 children, including the nursery, would be needed if these two schools were combined.

6.6 The possibility in **Option 10** is combining Ysgol y Parc, Ysgol Llaingoch and Ysgol y Parchedig Thomas Ellis. At present, there are 389 pupils aged 4-11 at the three schools and the estimates show that the numbers at the three will be 428 by September 2015. Therefore, a school for about 510 children, including the nursery, would be needed if these three schools were combined.

## 7. THE CONSULTATION PROCESS

- 7.1 The Council will consult with parents, governors and staff at the five schools that are part of this proposal, as well as with the local communities, local councillors, the Assembly Member, Member of Parliament and the Government of Wales and other stakeholders. The consultation period will end on **Saturday, July 14, 2012**.

A number of meetings have been arranged during this time period, as shown in Table 4:-

**Table 4**

School	Date (in 2012)	Meeting with		
		Staff	Governors	Parents
Y Parc	Tuesday 29 May	4.00	5.30	6.30
Thomas Ellis	Wednesday 30 May	3.45	5.00	6.30
Kingsland	Thursday 31 May	3.30	5.00	6.00
Llaingoch	Tuesday 12 June	3.45	5.00	6.30
Llanfawr	Thursday 14 June	4.00	5.00	6.00

- 7.2 You are welcome to ask us questions and you can send your views on the proposals either by letter, email or by completing the response form attached. Your responses should be sent to:

Programme Manager (Schools Modernisation),  
The Education Service,  
Park Mount,  
Glanhwfa Road,  
Llangefni,  
Anglesey  
LL77 7EY.

The email address is  
[angleseyschools@anglesey.gov.uk](mailto:angleseyschools@anglesey.gov.uk)

You should ensure your response reaches Anglesey Council by July 14, 2012.

The Council will gather your views and consider them before making a recommendation to the Anglesey Council Board of Commissioners regarding how to proceed. The Anglesey Council Board of Commissioners will consider a report on the results of this consultation and consider recommendations from officers at its meeting in September or October 2012.

Your contributions to the process as members of the community are all-important.

## **8. THE NEXT STAGES**

This is the initial and informal consultation. At the end of this consultation period, officers will collate all the responses and information before a recommendation is made to the Board of Commissioners. In September or October 2012, the Board of Commissioners will consider reports on the results of this consultation, including the recommendation from Council officers.

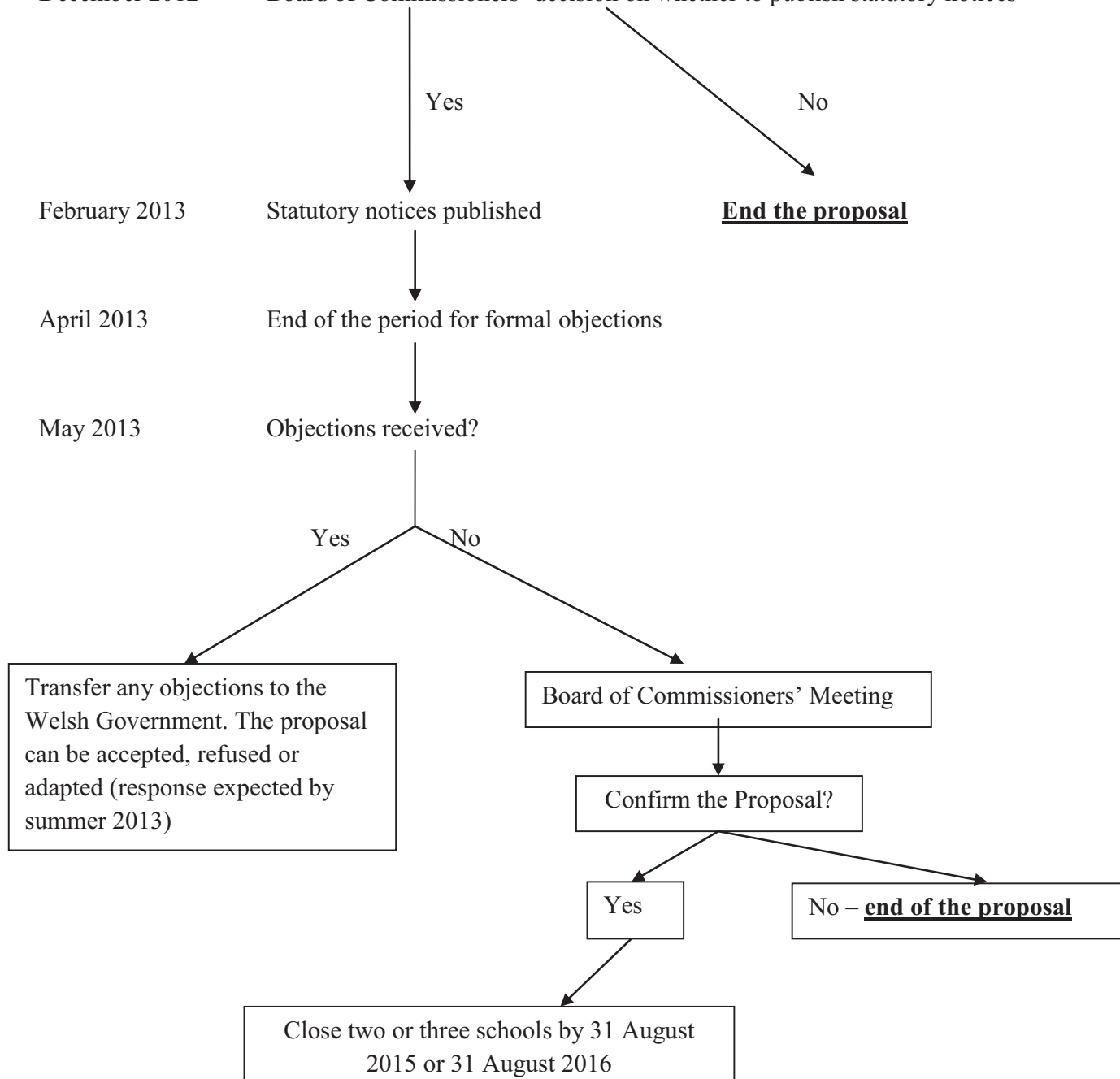
If the Board of Commissioners decides that two schools or three schools should be combined in one school, the Council will have to follow a statutory process:

1. A Statutory Notice to close one, two or three schools would be published and the period for objecting to it would be one month.
2. If there are no objections, the authority will decide whether to implement the proposal or not. If they do decide to implement the proposal, the statutory period will begin.
3. If objections are received, the Welsh Government will make the final decision. The Government will usually require a minimum of 4 months for this stage, so a decision could be expected by about summer 2013.
4. The earliest date when the proposed new school could open would be September 2015.
5. See **appendix 1** for the process in the form of a flow chart.

**Appendix 1**

**(The timetable is an estimate and times can change)**

September 2012	Formal consultation document circulated
September/October 2012	Consultation meetings for staff, governors and parents
November 2012	Closing date for receiving comments on the proposal
December 2012	Board of Commissioners' decision on whether to publish statutory notices





CYNGOR SIR  
YNYS MÔN  
ISLE OF ANGLESEY  
COUNTY COUNCIL

**CYNGOR SIR YNYS MÔN**  
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**ADRAN DYSGU GYDOL OES**  
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**ADOLYGIAD YSGOLION CYNRADD**  
**CAERGYBI – YMGYNGHORIAD**  
**ANFFURFIOL (MAI – GORFFENNAF 2012)**

**HOLYHEAD PRIMARY SCHOOLS REVIEW –**  
**INFORMAL CONSULTATION**  
**(MAY – JULY 2012)**

May 2012

**NUMBER AND CONTENTS**

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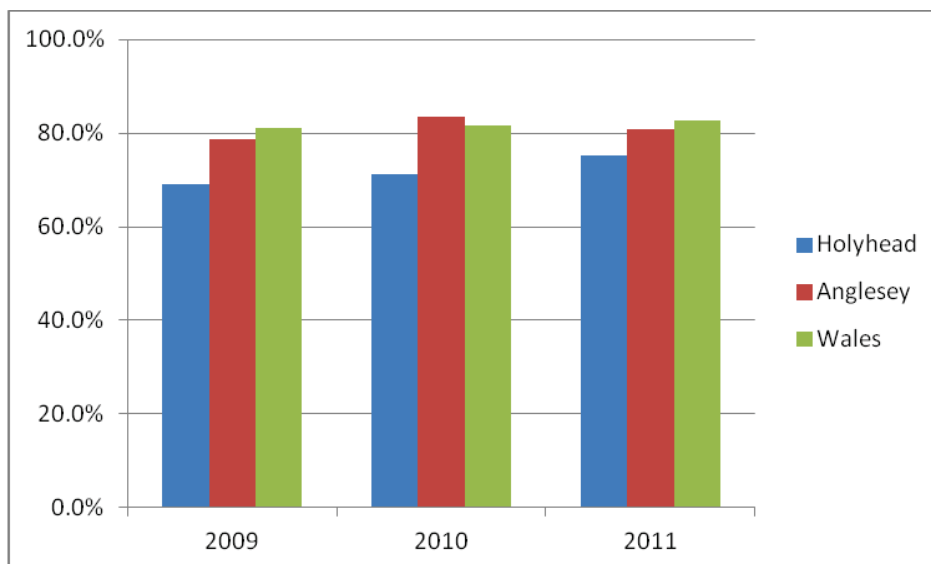
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## 5. EDUCATION STANDARDS

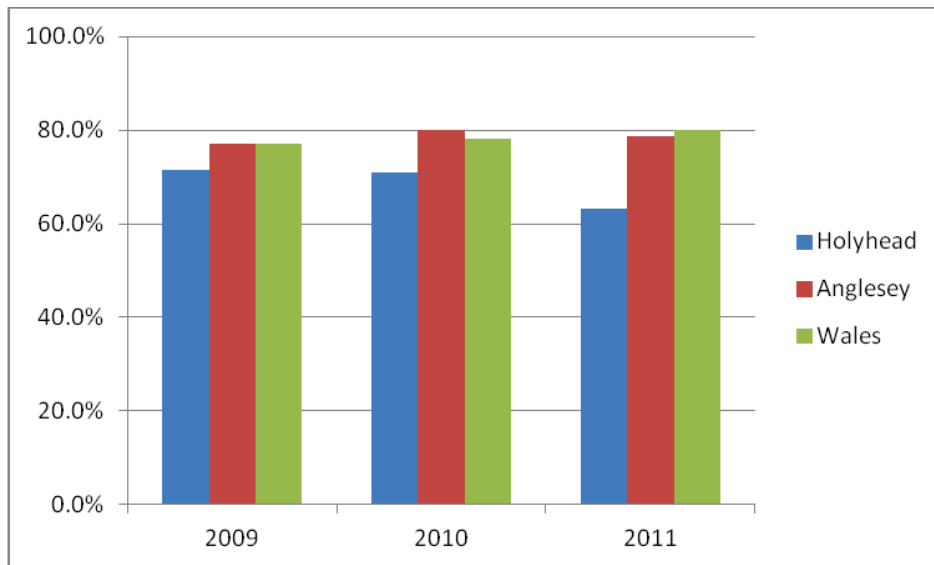
- 5.1 The aim of the whole process is to improve standards. The indicator used by the Welsh Government for education standards is the End of Key Stage performance indicator. This happens at the end of Key Stage 1 (6 years old) and the end of Key Stage 2 (11 years old) i.e. the percentage of the school's pupils attaining the expected levels or higher (Level 2+ for KS 1 and Level 4+ for KS2) in Mathematics, Welsh, English and Science. For Key Stage 1 in 2011 at the five schools concerned, this level was 75.2%, which compares to an average of 80.9% for Anglesey and 82.7% for the whole of Wales. Graph 1 below shows the pattern over the last three years.

**Graph 1 – Percentage reaching Level 2+ at the end of Key Stage 1**



For Key Stage 2, at the five schools concerned in 2011, this level was 63.3%, which compares to an average of 78.6% for Anglesey and 80.0% for the whole of Wales. Graph 2 below shows the pattern for the last three years.

**Graph 2 – Percentage reaching Level 4+ at the end of Key Stage 2**



**6. POSSIBILITIES**

6.1 Table 3 shows the possible options:

**Table 3**

No.	Option	New school to be a 'church school' like Rev Thomas Ellis School?	Effects
1	Leave things as they are		Present problems getting worse
	<b>New Parc and Parch. Thomas Ellis</b>		
2a	New Parc and Parch. Thomas Ellis for 270	Yes	Disperse some to Llanfawr a Kingsland
2b	New Parc and Parch. Thomas Ellis for 270	No	
3a	New Parc and Parch. Thomas Ellis for 300	Yes	No dispersal
3b	New Parc and Parch. Thomas Ellis for 300	No	
4a	New Parc and Parch. Thomas Ellis for 330	Yes	No dispersal – reduction in others?
4b	New Parc and Parch. Thomas Ellis for 330	No	
5a	New Parc and Parch. Thomas Ellis for 360	Yes	No dispersal – reduction in others?
5b	New Parc and Parch. Thomas Ellis for 360	No	
	<b>New Llaingoch and Parc</b>		
6	New Llaingoch and Parc for 270	Not applicable	Possible new school is full, disperse to Llanfawr and Parch. Thomas Ellis
7	New Llaingoch and Parc for 300	Not applicable	Possible new school is full, disperse to Llanfawr and Parch. Thomas Ellis
8	New Llaingoch and Parc for 330	Not applicable	Possible new school is full, disperse some to Llanfawr and Parch. Thomas Ellis
9	New Llaingoch and Parc for 360	Not applicable	Possible new school is full, disperse some to Llanfawr
	<b>New Parc / Llaingoch / Parch Thomas Ellis</b>		
10a	New Parc / Llaingoch and Parch Thomas Ellis for 480	Yes	Possible new school is full, disperse to Llanfawr
10b	New Parc / Llaingoch and Parch Thomas Ellis for 480	No	Possible new school is full, disperse to Llanfawr

6.2 It is intended that the new school would be built on one of the following possible sites:

1. Cybi Site
2. Ysgol y Parc Site
3. Ysgol Llaingoch Site
4. Ysgol y Parchedig Thomas Ellis Site

6.3 **Option 1** – Since there is funding allocated for a new school, leaving things as they are is not an option – the primary school provision in Holyhead needs to be changed.

6.4 The variable factor with **Options 2-5** is the size and status of the school i.e. whether it will be a ‘church school’ or not. At present, there are about 233 pupils aged 4-11 at Ysgol y Parc and Ysgol y Parchedig Thomas Ellis and the estimates show that the numbers at both schools will be about 250 by September 2015. Bearing in mind that Ysgol y Graig in Llangefni is full only three years after it opened, some ‘extra space’ will be needed. Therefore, it is more than likely that a school for about 300 children, including the nursery, would be needed if these two schools were combined.

6.5 In looking at **Options 6-9**, it is seen that what is being considered here is combining Ysgol y Parc with Ysgol Llaingoch. At present, there are about 291 pupils at Ysgol y Parc and Ysgol Llaingoch and the estimates show that the numbers at both schools will be about 315 by September 2015. Therefore, it is probable that a school for about 360 children, including the nursery, would be needed if these two schools were combined.

6.6 The possibility in **Option 10** is combining Ysgol y Parc, Ysgol Llaingoch and Ysgol y Parchedig Thomas Ellis. At present, there are 389 pupils aged 4-11 at the three schools and the estimates show that the numbers at the three will be 428 by September 2015. Therefore, a school for about 510 children, including the nursery, would be needed if these three schools were combined.



## 7. THE CONSULTATION PROCESS

- 7.1 The Council will consult with parents, governors and staff at the five schools that are part of this proposal, as well as with the local communities, local councillors, the Assembly Member, Member of Parliament and the Government of Wales and other stakeholders. The consultation period will end on **Saturday, July 14, 2012**.

A number of meetings have been arranged during this time period, as shown in Table 4:-

**Table 4**

School	Date (in 2012)	Meeting with		
		Staff	Governors	Parents
Y Parc	Tuesday 29 May	4.00	5.30	6.30
Thomas Ellis	Wednesday 30 May	3.45	5.00	6.30
Kingsland	Thursday 31 May	3.30	5.00	6.00
Llaingoch	Tuesday 12 June	3.45	5.00	6.30
Llanfawr	Thursday 14 June	4.00	5.00	6.00

- 7.2 You are welcome to ask us questions and you can send your views on the proposals either by letter, email or by completing the response form attached. Your responses should be sent to:

Programme Manager (Schools Modernisation),  
The Education Service,  
Park Mount,  
Glanhwfa Road,  
Llangefni,  
Anglesey  
LL77 7EY.

The email address is  
[angleseyschools@anglesey.gov.uk](mailto:angleseyschools@anglesey.gov.uk)

You should ensure your response reaches Anglesey Council by July 14, 2012.

The Council will gather your views and consider them before making a recommendation to the Anglesey Council Board of Commissioners regarding how to proceed. The Anglesey Council Board of Commissioners will consider a report on the results of this consultation and consider recommendations from officers at its meeting in September or October 2012.

Your contributions to the process as members of the community are all-important.

## **8. THE NEXT STAGES**

This is the initial and informal consultation. At the end of this consultation period, officers will collate all the responses and information before a recommendation is made to the Board of Commissioners. In September or October 2012, the Board of Commissioners will consider reports on the results of this consultation, including the recommendation from Council officers.

If the Board of Commissioners decides that two schools or three schools should be combined in one school, the Council will have to follow a statutory process:

1. A Statutory Notice to close one, two or three schools would be published and the period for objecting to it would be one month.
2. If there are no objections, the authority will decide whether to implement the proposal or not. If they do decide to implement the proposal, the statutory period will begin.
3. If objections are received, the Welsh Government will make the final decision. The Government will usually require a minimum of 4 months for this stage, so a decision could be expected by about summer 2013.
4. The earliest date when the proposed new school could open would be September 2015.
5. See **appendix 1** for the process in the form of a flow chart.

**Appendix 1**

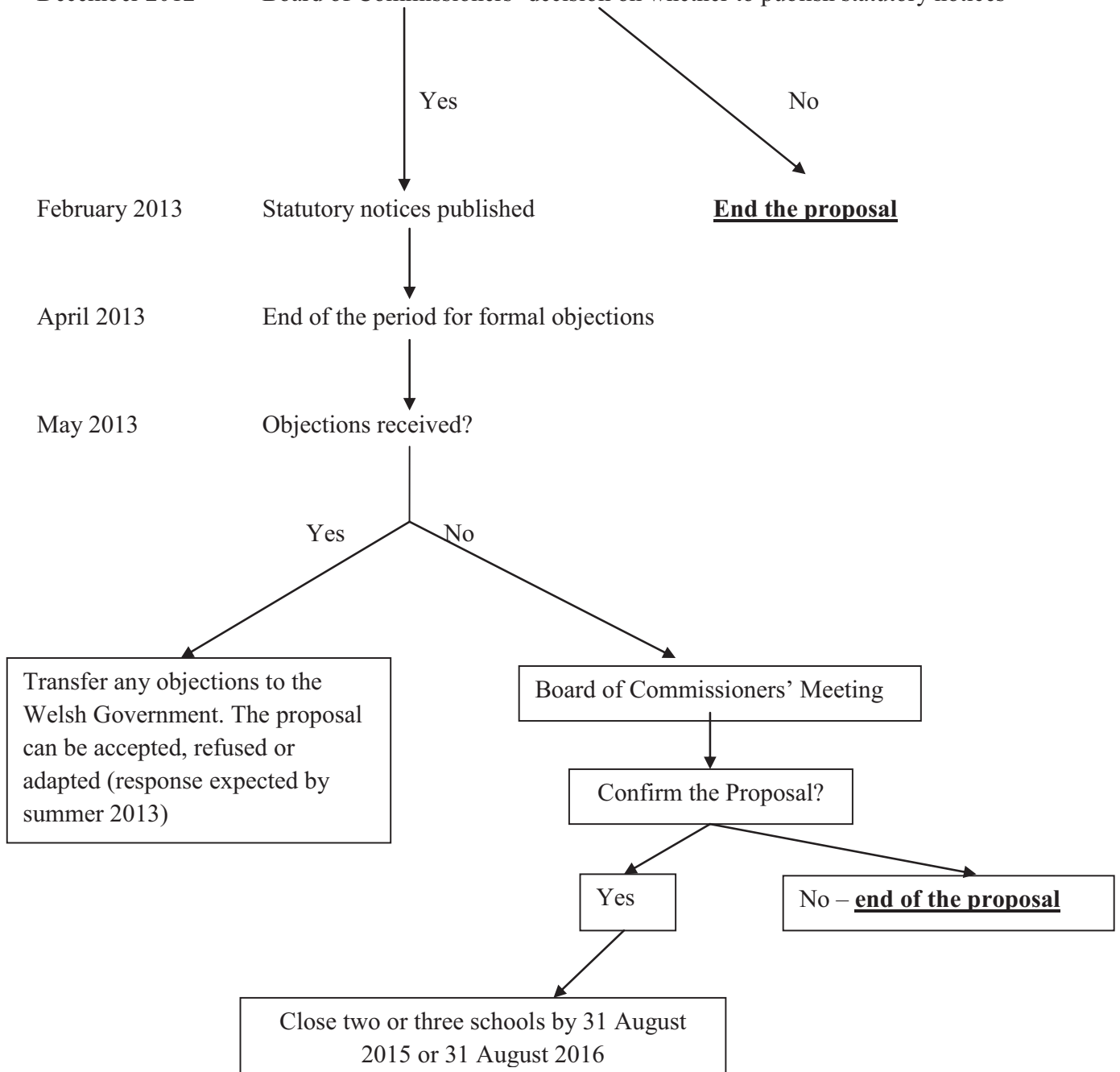
**(The timetable is an estimate and times can change)**

September 2012                      Formal consultation document circulated

September/October 2012          Consultation meetings for staff, governors and parents

November 2012                      Closing date for receiving comments on the proposal

December 2012                      Board of Commissioners' decision on whether to publish statutory notices





CYNGOR SIR  
YNYS MÔN  
ISLE OF ANGLESEY  
COUNTY COUNCIL

**CYNGOR SIR YNYS MÔN**  
***ISLE OF ANGLESEY COUNTY COUNCIL***

**ADRAN DYSGU GYDOL OES**  
***LIFELONG LEARNING DEPARTMENT***

**YMATEB I ADOLYGIAD YSGOLION CYNRADD**  
**CAERGYBI – YMGYNGHORIAD ANFFURFIOL**  
**(MAI – GORFFENNAF 2012)**

**RESPONSE TO HOLYHEAD PRIMARY SCHOOLS**  
**REVIEW – INFORMAL CONSULTATION**  
**(MAY – JULY 2012)**

Hydref / October 2012

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## 1. BACKGROUND

- 1.1 As part of an informal consultation process conducted recently in Holyhead, a series of consultation meetings were held with parents, governors and staff of the five schools that are part of the consultation listed in Table 1 below. The consultation period began on Tuesday, May 29, 2012 and finished on Saturday, July 14, 2012.

**Table 1**

<b>Ysgol</b>	<b>Date (in 2012)</b>	<b>Meeting with</b>		
		<b>Staff</b>	<b>Governors</b>	<b>Parents</b>
Y Parc	Tuesday 29 May	4.00	5.30	6.30
Thomas Ellis	Wednesday 30 May	3.45	5.00	6.30
Kingsland	Thursday 31 May	3.30	5.00	6.00
Llaingoch	Tuesday 12 June	3.45	5.00	6.30
Llanfawr	Thursday 14 June	4.00	5.00	6.00

- 1.2 As a reminder, in Table 2 below is a list of the possible options proposed along with possible sites:-
1. Cybi site
  2. Ysgol y Parc site
  3. Ysgol Llaingoch site
  4. Ysgol y Parchedig Thomas Ellis site
- 1.3 The views of staff, parents and governors and others were gathered and are summarised in this report.

**Table 2**

No.	Option	New school to be a 'church school' like Rev Thomas Ellis School?	Effects
1	No change		Present problems getting worse
<b>New Parc and Parch. Thomas Ellis</b>			
2a	New Parc and Parch. Thomas Ellis for 270	Yes	
2b	New Parc and Parch. Thomas Ellis for 270	No	Disperse some to Llanfawr a Kingsland
3a	New Parc and Parch. Thomas Ellis for 300	Yes	
3b	New Parc and Parch. Thomas Ellis for 300	No	No dispersal
4a	New Parc and Parch. Thomas Ellis for 330	Yes	
4b	New Parc and Parch. Thomas Ellis for 330	No	No dispersal – reduction in others?
5a	New Parc and Parch. Thomas Ellis for 360	Yes	
5b	New Parc and Parch. Thomas Ellis for 360	No	No dispersal – reduction in others?
<b>New Llaingoch and Parc</b>			
6	New Llaingoch and Parc for 270	Not applicable	Possible new school is full, disperse to Llanfawr and Parch. Thomas Ellis
7	New Llaingoch and Parc for 300	Not applicable	Possible new school is full, disperse to Llanfawr and Parch. Thomas Ellis
8	New Llaingoch and Parc for 330	Not applicable	Possible new school is full, disperse some to Llanfawr and Parch. Thomas Ellis
9	New Llaingoch and Parc for 360	Not applicable	Possible new school is full, disperse some to Llanfawr
<b>New Parc / Llaingoch / Parch Thomas Ellis</b>			
10a	New Parc / Llaingoch and Parch Thomas Ellis for 480	Yes	Possible new school is full, disperse to Llanfawr
10b	New Parc / Llaingoch and Parch Thomas Ellis for 480	No	Possible new school is full, disperse to Llanfawr

## **2. RESPONSES FROM YSGOL Y PARC**

- 2.1 A response was received from one parent. She was in favour of a new school on the Cybi site and felt that Ysgol Y Parc and Ysgol Llaingoch should combine from the viewpoint of reducing the travelling distance to the potential new school.
- 2.2 The Governing Body of Ysgol Y Parc were supportive of a new school but wanted assurances about the following matters:
1. That all the pupils in the school in the year before transferring are assured of their place in the new school.
  2. That the new school is on the Cybi site.
  3. That staff redundancies should be avoided.
- 2.3 The Governing Body was eager to ensure there would be enough space in the school for it to be able to expand.
- 2.4 Concerning the status of the proposed new school, the Governing Body was not for or against the school being a “Protestant Church School” as long as:
1. Children who were not Christians could be excluded from some activities.
  2. Educational standards were not unduly affected.

The Governing Body would support a ‘vote’ by the parents to decide whether or not the new school would be ‘church school’.

- 2.5 A response from one teacher stated that he thought that combining three schools would be the preferred choice.

## **3. RESPONSES FROM YSGOL Y PARCHEDIG THOMAS ELLIS**

- 3.1 A response was received from one parent. She thought it was an opportunity that was “too good to pass up”. She was eager for the New school to be a Church school, a Welsh school and that it should be built either on the present Ysgol y Parchedig Thomas Ellis site or on the Cybi site.
- 3.2 A response was received from the Co-ordinator of the Flying Start programme which mentioned the programme’s success as well as the success of language and play sessions and the after school club. The hope is to establish the Flying Start programme in Ysgol y Parc in 2013. She said there was a need to the above provisions i.e. Flying Start, language and play sessions and the after school club would be part of the new school.
- 3.3 Additionally 15 other responses were received:-



**Table 3**

<b>Responder</b>	<b>No.</b>	<b>Comment</b>
Local church warden (Church in Wales)	2	If combining, the new school should be a Christian school
Holyhead resident	1	Worried about the traffic and lack of pavement
Former teacher at the school	1	Felt things should be left as they are
Former pupil	1	Need a Christian education
Local church members (Church in Wales)	4	Did not agree with exempting St, Mary's School and Ysgol Morswyn from the process. Keen to have a new school and for it to be a church school on the Cybi site and for it to be called Ysgol y Parchedig Thomas Ellis
Resident (Holy Island)	4	Need to keep the Christian ethos.
Former Chair of Governors	1	The new school should not lose "its Church in Wales identity".
Rectorial representative	1	Supports the plan to build a new school as long as it is a 'faith' school. Felt the school ought to be named Ysgol y Parchedig Thomas Ellis.

- 3.4 The Governing Body of Ysgol Y Parch. Thomas Ellis said it was supportive of a new school and that it was seeking the following assurances:
1. That the new school would be a Church in Wales school
  2. That the standards of Ysgol Y Parch. Thomas Ellis would continue and
  3. That the current staff should have the chance to continue their vocation in the new school.
- 3.5 The feelings of the school staff were similar to those of the Governing Body in 3.4 above and felt that Cybi site was the most suitable site and that a school for 250-300 would be better than a larger school. A letter was received from the cleaning staff wherein they agreed with the letter from the teachers but they were not supportive of combining three schools on one site. Flying Start and Nursery staff were of the same opinion and stated that if Ysgol Y Parch. Thomas Ellis was part of the new school, the Nursery and Flying Start provision should be part of that.
- 3.6 As Ysgol Y Parch. Thomas Ellis is a Church in Wales (voluntary controlled) school, officers of the Lifelong Learning Department consulted with the Bangor Diocese Statutory Education Board. The Board, the Bishop of Bangor and the Director of Education of the Bangor Diocese Statutory Education Board were eager for the new school to be a Church in Wales (voluntary controlled) school.

#### **4. RESPONSES FROM YSGOL KINGSLAND**

Even though closing this school was not an option, 61 responses were received – each one was keen for Ysgol Kingsland to stay open. Letters were received from the Headteacher and Chair of the Board of Governors outlining their reasons for the school to remain open. However, one parent was against building a “super school”.

#### **5. RESPONSES FROM YSGOL LLAINGOCH**

A total of 28 responses from school stakeholders were received and 16 or 57% were from parents of pupils of Ysgol Llaingoch. Each one was against the option of closing the school and combining it with an/other school(s). The Headteacher, staff and Governing Body were also against the option. Other comments received in the feedback forms were:-

- Two parents were not in favour of the large school i.e. combining three schools
- Money should spent on Holyhead High School instead
- Llaingoch is a village which is separate from Holyhead and therefore deserves a separate school
- The new school should be on the outskirts of Holyhead
- Why should this school combine with a school that’s been in special measures?
- Walking to the new site would be dangerous
- The Cybi site should not be restored as it is a ruin
- Combining the school with another school would endanger the Welshness of the pupils.

#### **6. RESPONSES FROM YSGOL LLANFAWR**

Closing this school was not an option. Two responses were received from parents. One praised the school and said it should not be shut because then, pupils would have to be transported to the other side of the town. The other parent was in favour of a new school “of the right size + 10%” and not to build a “super school”. A formal letter was not received from the Governing Body.

#### **7. FINANCIAL CONSIDERATIONS**

The numbering of the options referred to is as stated in Table 2 above.

The statistics below are based on the situation as regards pupil numbers as of September 2011 and the budgetary allocation is as for 2012/13. It should be noted that the pupil numbers in the three schools are likely to be a little over 500 in future. The statistics are based in the on the presupposition that the pupils would transfer to the option noted.

In the tables below, each nursery pupil is counted as 0.4 when calculating school finances as he or she is only at the school on a part time basis.

In Table 4 below, there are figures for the number of surplus places and the current budgetary allocations:-

**Table 4**

School	Number for the formula	Number of pupils Jan 2012	Capacity	Surplus places	% Surplus places	Allocation 2012/13	Allocation 2012/13 per pupil
Parc	143	155	228	73	32.0%	£538,161	£3,763
Llaingoch	167.2	184	223	39	17.5%	£558,667	£3,341
Parch Thomas Ellis	105.6	117	162	45	27.8%	£637,633	£6,038
<b>Total</b>	<b>415.8</b>	<b>456</b>	<b>613</b>	<b>157</b>	<b>25.6%</b>	<b>£1,734,461</b>	

#### 7.1 OPTION 1 (No change)

When considering option 1, the figures would remain similar to what they are now in the future and therefore, there would not be any savings resulting from this option. It is forecasted that the number of pupils and surplus places in the three schools would be as follows:-

**Table 5**

School	Capacity		2012/13	2013/14	2014/15	2015/16
Parc	228	Number of pupils	154	149	150	147
		% Surplus places	32.5%	34.6%	34.2%	35.5%
Llaingoch	223	Number of pupils	192	205	213	211
		% Surplus places	13.9%	8.1%	4.5%	5.4%
Parch T Ellis	162	Number of pupils	129	135	141	147
		% Surplus places	20.4%	16.7%	13.0%	9.3%

## 7.2 OPTIONS 2a-5b

Combining Ysgol y Parc and Ysgol Y Parchedig Thomas Ellis is under consideration in options 2a – 5b.

**Table 6**

School	Capacity		2012/13	2013/14	2014/15	2015/16
Parc & Parch T Ellis	330	Number of pupils	283	284	291	294
		% Surplus places	14.2%	13.9%	11.8%	10.9%

By looking at the forecast numbers in Table 6, it can be seen that space for about 330 pupils would be required by 2014/15 and that the surplus places would be about 10%. It is foreseen that the savings would be as follows:--

**Table 7**

School	Number for the formula	Number of pupils Jan 2012	Capacity	Surplus places	% Surplus places	Allocation 2012/13	Allocation 2012/13 per pupil	Teacher allocation
Parc	143	155	228	73	32.0%	£538,161	£3,763	6.49
Parch Thomas Ellis	105.6	117	162	45	27.8%	£637,633	£6,038	4.98
<b>Total</b>	<b>248.6</b>	<b>272</b>	<b>390</b>	<b>118</b>	<b>30.3%</b>	<b>£1,175,794</b>	<b>-</b>	<b>11.47</b>
Parc & Parch T Ellis	248.6	272	330	58	17.6%	£1,106,583	£4,451	10.73

Annual savings = £1,175,794 - £1,106,583 = £69,211

Surplus places that could be removed - 60

## 7.3 OPTIONS 6-9

Combining Ysgol Y Parc and Ysgol Llaingoch is under consideration in options 6–9.

**Table 8**

School	Capacity		2012/13	2013/14	2014/15	2015/16
Parc & Llaingoch	390	Number of pupils	346	354	363	358
		% Surplus places	11.3%	9.2%	6.9%	8.2%

The forecasts show that a school for 390 pupils aged 3-11 would be required.

The savings would be as follows:-

**Table 9**

School	Number for the formula	Number of pupils Jan 2012	Capacity	Surplus places	% Surplus places	Allocation 2012/13	Allocation 2012/13 per pupil	Teacher allocation
Parc	143	155	228	73	32.0%	£538,161	£3,763	6.49
Llaingoch	167.2	184	223	39	17.5%	£558,667	£3,341	7.46
<b>Total</b>	<b>310.2</b>	<b>339</b>	<b>451</b>	<b>112</b>	<b>24.8%</b>	<b>£1,096,828</b>	<b>-</b>	<b>13.95</b>
Parc & Llaingoch	310.2	339	390	51	13.1%	£1,082,082	£3,488	13.25

Annual savings = £1,096,828 - £1,082,082 = £14,746

Surplus places that could be removed - 61

If the new school, i.e. for 390 pupils ages 3-11 was located at the Cybi site, the school would be opposite Holyhead High School and would give the following advantages:-

- Opportunities to develop staff and to develop expertise in a range of subjects across the curriculum.
- Improve the links between the secondary and primary.
- Share resources e.g. back office resources.

#### 7.4 OPTION 10

In this option, combining three schools i.e. Ysgol y Parc, Ysgol Llaingoch ac Ysgol y Parch Thomas Ellis is considered. The forecasts for pupil numbers are as follows:-

**Table 10**

School	Capacity		2012/13	2013/14	2014/15	2015/16
Parc & Parch T Ellis & Llaingoch	540	Number of pupils	475	489	504	505
		% Surplus places	12.0%	9.4%	6.7%	6.5%

The forecasts show that a school for 540 pupils would be required by 2015/16 and it is forecast that there would be less than 10% surplus places by that time.

The savings would be as in Table 11:-

**Table 11**

School	Number for the formula	Number of pupils Jan 2012	Capacity	Surplus places	% Surplus places	Allocation 2012/13	Allocation 2012/13 per pupil	Teacher allocation
Parc	143	155	228	73	32.0%	£538,161	£3,763	6.49
Llaingoch	167.2	184	223	39	17.5%	£558,667	£3,341	7.46
Parch Thomas Ellis	105.6	117	162	45	27.8%	£637,633	£6,038	4.98
<b>Total</b>	<b>415.8</b>	<b>456</b>	<b>613</b>	<b>157</b>	<b>25.6%</b>	<b>£1,734,461</b>	-	<b>18.93</b>
Parc & Llaingoch & Parch T Ellis	415.8	456	540	84	15.5%	£1,570,609	£3,777	17.60

Annual savings = £1,734,461 - £1,570,609 = £163,852

Surplus places that could be removed - 73

## 8. RECOMMENDATIONS

At its meeting on October 26, 2012, the Scrutiny Committee was asked to make recommendations to the Executive Committee on an option or options for formal consultation from the following:

1. Combine Ysgol y Parc and Ysgol Y Parchedig Thomas Ellis in a new school
2. Combine Ysgol y Parc and Ysgol Llaingoch in a new school
3. **Combine Ysgol y Parc, Ysgol Llaingoch and Ysgol Y Parchedig Thomas Ellis in a new school**

At its meeting on October 26, 2012, the Education and Leisure Scrutiny Committee made the following recommendations to the Executive Committee -

- To recommend Option 10 (merger of 3 schools i.e. Ysgol y Parc, Ysgol Llaingoch and Ysgol Parch. Thomas Ellis in a new school) to the Executive as the Committee's preferred option for formal consultation subject to affordability and to traffic management and road safety issues being satisfactorily addressed
- To recommend that that new primary school in Holyhead be located on the Cybi site.

DRAFT

**AGENDA ITEM NO.**  
**[Not for publication by virtue of**  
**Paragraph(s) ..... of Schedule 12A to**  
**the Local Government Act 1972]**

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>Report to</b>	<b>Meeting of the Executive Committee</b>
<b>Date</b>	<b>December 10 2012</b>
<b>Subject</b>	<b>Modernising Anglesey Schools</b>
<b>Portfolio Holder(s)</b>	<b>Councillor Goronwy Parry MBE</b>
<b>Lead Officer(s)</b>	<b>Head of Service (Education) Programme Manager – Schools Modernisation</b>
<b>Contact Officer</b>	<b>Programme Manager – Schools Modernisation</b>
<b>Nature and reason for reporting</b>	
<p>To report to the Executive on the informal consultation process held in three schools in the central Anglesey are in June 2012. In January 2012, the Board of Commissioners gave officers of the Education Service permission to visit primary schools in Llangefni and Talwrn.</p>	

<b>A – Introduction / Background / Issues</b>
<p>In January 2012, the Board of Commissioners gave officers of the Education Service permission to visit primary schools in central Anglesey to consult on options for the primary school education provision in the area. After receiving permission and upon completing the consultation, the Education Service has prepared several possible options and is reporting back on these.</p>

<b>B - Considerations</b>
<p>Minutes from the meeting of the Education and Leisure Scrutiny Committee held on October 26, 2012.</p> <p>After the consultation period ended, Ysgol Talwrn is full and has 52 pupils, mainly as a result of overflow from Llangefni schools.</p>



<b>C – Implications and Impacts</b>		
<b>1</b>	<b>Finance / Section 151</b>	
<b>2</b>	<b>Legal / Monitoring Officer</b>	Comply with all legal requirements
<b>3</b>	<b>Human Resources</b>	This would be dealt with in the consultation stages.
<b>4</b>	<b>Property Services</b>	Implications to the Property Service would be dealt with at the appropriate level.
<b>5</b>	<b>Information and Communications Technology (ICT)</b>	Any changes would be reflected in the Service Level Agreement between the Education Service and ICT.
<b>6</b>	<b>Equality</b>	Equality assessments will be undertaken as and when required.
<b>7</b>	<b>Anti-poverty and Social</b>	
<b>8</b>	<b>Communication</b>	The Education Service would liaise with the Communications Unit especially during any formal consultation stage.
<b>9</b>	<b>Consultation</b>	An informal consultation period has now ended.
<b>10</b>	<b>Economic</b>	Future provision will take into account the effect of industrial developments on surplus places.
<b>11</b>	<b>Environmental</b>	This would be dealt with as and when required.
<b>12</b>	<b>Crime and Disorder</b>	
<b>13</b>	<b>Outcome Agreements</b>	

**CH - Summary**

A report is presented to the Executive summarising the informal consultation process held recently in the central Anglesey area. At a meeting of the Education and Leisure Scrutiny Committee on October 26, 2012, it was resolved to recommend to the Executive :-

- i. That in light of the current position in relation to pupil numbers in the three schools in central Anglesey, the status quo be retained for the present.
- ii. That subject to the introduction and implementation of the relevant legislation, that authority be given to the Education Officers to review the Llangefni catchment area and,
- iii. that the primary education provision in central Anglesey be revisited at a later stage in the schools modernisation programme pending clarification of the position with regard to the availability of resources, catchment review, school buildings condition and the outcome of the modernisation programme in other areas of the Island.

**D - Recommendation**

It is recommended :-

- That in light of the current position in relation to pupil numbers in the three schools in central Anglesey, the status quo be retained for the present.
- That subject to the introduction and implementation of the relevant legislation, that authority be given to the Education Officers to review the Llangefni catchment area and,
- that the primary education provision in central Anglesey be revisited at a later stage in the schools modernisation programme pending clarification of the position with regard to the availability of resources, catchment review, school buildings condition and the outcome of the modernisation programme in other areas of the Island.

**Name of author of report**

**Emrys Bebb**

**Job Title**

**Programme Manager – Schools Modernisation**

**Date**

**November 30 2012**

**Appendices:**

The original consultation document

**Background papers**



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YNYS MÔN  
ISLE OF ANGLESEY  
COUNTY COUNCIL

**CYNGOR SIR YNYS MÔN**  
***ISLE OF ANGLESEY COUNTY COUNCIL***

**ADRAN DYSGU GYDOL OES**  
***LIFELONG LEARNING DEPARTMENT***

**ADOLYGIAD YSGOLION CYNRADD**  
**LLANGEFNI – YMGYNGHORIAD**  
**ANFFURFIOL (MEHEFIN – GORFFENNAF**  
**2012)**

**LLANGEFNI PRIMARY SCHOOLS REVIEW**  
**– INFORMAL CONSULTATION**  
**(JUNE – JULY 2012)**

Mehefin 18 / June 18 2012

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## 1. INTRODUCTION

- 1.1 In January 2012, the Board of Commissioners of Anglesey County Council authorised officers of the Education Service to start the process of reviewing the primary school provision in the Llangefni area.
- 1.2 This document is the basis of **public consultation to review the primary education provision in the Llangefni area i.e. informal consultation.** This is the first stage of the consultation process for reviewing the education provision in Llangefni.

## 2. BACKGROUND

- 2.1 Public expenditure is being reduced everywhere in response to the worldwide economic recession. This reduction has been happening for two years and the financial outlook is unlikely to improve, with similar pressures facing local authorities throughout Wales and Britain. This means every local authority has to face substantial cuts in its budget and this will inevitably affect services.
- 2.2 Since there is 40% less funding for capital projects coming to the Welsh Government from the British Government, the Welsh Government does not have as much money to give to local authorities. Over the next three years, Anglesey Council will have to achieve savings of £11 million, which means making better use of money.
- 2.3 The Education Service's provision is not excluded from these cuts, therefore savings also have to be looked in this provision as well. That can be achieved by reducing the number of schools maintained by the Education Service.
- 2.4 Because the percentage of surplus places in the primary sector in Anglesey is so high (27.7% in January 2011, which is the second highest in Wales) Anglesey Council was heavily criticized by the inspection body, Estyn, for ineffective use of school places. Therefore, the Council needs to reduce the number of surplus places in schools throughout the county in order to make better use of the funding available. Even so, a number of new houses are proposed for Llangefni and developments such as Wylfa B will affect the local population and the number of children attending Anglesey's schools.
- 2.5 There are six primary schools in central Anglesey i.e. Ysgol y Graig ac Ysgol Corn Hir in Llangefni, Ysgol Bodffordd, Ysgol Talwrn, Ysgol Henblas and Ysgol Esceifiog, Gaerwen.
- 2.6 Forecasts show that the number of pupils in Ysgol Esceifiog, Gaerwen will increase over the next three years and by September 2014, there will only be 6% surplus places.
- 2.7 Forecasts also show that the number of pupils in Ysgol Henblas, Llangristiolus will remain fairly constant over the next three years wherein the surplus places will remain constant at about 11%.

- 2.8 Even though the surplus places in Ysgol Bodffordd is higher at 27%, the number of pupils attending the schools will be increasing in the future.
- 2.9 For the above reasons, Ysgol Esceifiog, Ysgol Bodffordd and Ysgol Henblas will not be part of the review. Therefore, the rest of the report offers options in relation to 3 schools namely:-

Ysgol Y Graig

Ysgol Corn Hir

Ysgol Talwrn

### **3. LLANGFNI PRIMARY SCHOOLS**

- 3.1 The Guidance in Welsh Assembly Government Circular: 021/2009 is as follows:-

*“It is important the funding for education is used cost effectively. Resources targeted towards raising standards should be optimised. Some spare places are necessary to enable schools to cope with fluctuations in numbers of pupils, but excessive numbers in unused places, with consequentially excessive numbers of schools, mean that resources are tied up unproductively. Where there are excessive numbers of surplus places in an area, Local Authorities should review their provision and, where feasible, make proposals for school reorganization especially where individual schools have ‘significant’ levels of surplus places\*, require significant investment, or have a catchment area which is unlikely to provide sufficient numbers of pupils to make it sustainable for the future. Local Authorities should ensure that schools to be retained are of an appropriate number and are located so as to maximise potential engagement with the community. Local Authorities should aim to retain no more than 10% surplus places overall, although levels in individual schools may be higher than this, particularly in more rural areas. In general, Local Authorities should look to reallocate revenue savings made through the removal of surplus capacity within the education portfolio.”*

*\* “Significant surplus is defined as 25% or more of a school’s capacity and at least 30 unfilled places: for example a small school with a total capacity of 100 places might have 28 unfilled places but this would not be classed as significant surplus.”*

- 3.2 A report entitled “The Structure of Education Services in Wales” (Vivian Thomas – March 2011) recommended a target of 10% of surplus places in schools.
- 3.3 Table 1 shows the figures for surplus places in the three primary schools concerned:-

**Table 1**

<b>School</b>	<b>Capacity</b>	<b>Pupils (September 2011)</b>	<b>Number of surplus places</b>	<b>% surplus places</b>
Ysgol y Graig	354	348	6	2%
Corn Hir	204	194	10	5%
Ysgol Talwrn	49	36	13	27%
<b>Total</b>	<b>607</b>	<b>578</b>	<b>29</b>	<b>5%</b>

The table therefore shows there is a large percentage of surplus places at Ysgol Talwrn namely 27%. The Welsh Government's guidance is that "Local Authorities should aim to retain no more than 10% surplus places overall." High levels of surplus places means that resources are not being used in the most effective way. The present level of surplus places between the three schools is 5% compared to an average of 27.7% in Anglesey primary schools. Even so, it is foreseen there will be an increase in the population of the two schools in Llangefni over the next few years and that the number of pupils will be more than the capacity of both schools from September 2012 onwards. It is foreseen that the surplus places in Ysgol Talwrn will remain over 20% over the next five years.

- 3.4 Estyn published a thematic report in May 2012 entitled: *"How do surplus places affect the resources available for expenditure on improving outcomes for pupils?"* In the report, Estyn said:  
"In the primary sector in Wales in 2011-12, the average cost of a surplus place is £260, whilst, in addition, the average saving that results from closing a school is £63,500". Therefore, on this basis, the cost of empty places in the five primary schools above in Llangefni is £7,540.
- 3.5 The way school buildings are used has changed, and will continue to change. The new curriculum requirements (the Foundation Phase, for example), developments in Information and Communication Technology or ICT (using interactive whiteboards and wireless technology, for example) and the potential for community use means that the county's schools have to change and that the Council needs to be leading on this if it is to meet the needs of modern life.
- 3.6 At present, Anglesey County Council, together with every other local authority in Wales, is reviewing its schools as part of a commitment to modernize education and ensure that its schools provide the best possible learning environment and facilities in accordance with the Welsh Government's 21st Century Schools programme.
- 3.7 The Council will be holding a series of area reviews to achieve this (see below). Political approval was given in January 2012 when the Anglesey Council Board of Commissioners authorized the Education Department's officers to begin the process of reviewing the primary school provision in Llangefni. The review includes the three primary schools listed above.

#### **4. CONDITION OF THE BUILDINGS**

4.1 Reviews of condition, suitability and sustainability were carried out in 2009/10 on behalf of the Assembly Government by a company of consultants, E.C.Harris. They looked at a number of factors (in schools throughout Wales) including:

4.1.1 Condition of the school building

4.1.2 Landscape – The aim of surveying the landscape was to determine if the external features of the school could have a direct effect on education. The surveyors looked for things such as :-

External areas where classes could use to work.

Are there spaces to grow food and space for things such as informal playing space.

4.1.3 Sufficiency – The surveyors had to decide if there is sufficient area to maintain a sense of personal space for staff and pupils.

4.1.4 In terms of suitability, the surveyor tried to gather information from every part of the school to see how suitable it was for education. Matters considered were ones such as health and safety, flexibility of space, size and shape of the school, ventilation, lighting, acoustics, location, storage, fixtures and fittings and ICT infrastructure.

4.1.5 In terms of sustainability, the surveyor noted information on the energy efficiency of the heating and lighting equipment, control of the heating system, water conservation, waste recycling and the Display Energy Certificate. The sustainability review looks at those areas affecting the school's environmental, social and economic sustainability (energy, heat, security).

4.1.6 By considering the points under the above headings, a score was calculated from the five headings to give a score out of 100 for the schools.

4.1.7 Table 2 gives a summary of the results of the surveys:-

**Table 2**

<b><u>School</u></b>	<b>Condition<sup>1</sup></b>	<b>Landscape</b>	<b>Sufficiency</b>	<b>Suitability<sup>2</sup></b>	<b>Sustainability<sup>3</sup></b>	<b>Sgore</b>
Y Graig	A	C	A	A	A	94
Corn Hir	B	C	B	C	C	50
Talwrn	B	D	D	B	C	43



<sup>1</sup>*Building Condition Categories*

Category A – Good

Category B – Satisfactory

Category C – Poor

Category D – Very Poor

<sup>2</sup>*Suitability Categories*

Category A – Good – suitable levels for teaching, learning and wellbeing in schools

Category B – Reasonable – but having a negative effect on behaviour / morale and management

Category C – Poor – impairing teaching methods

Category D – Very Poor – a serious situation and /or unable to teach the curriculum

<sup>3</sup>*Sustainability Categories*

Category A – Excellent

Category B – Good or Higher than Average

Category C – Poor

Category D – Poor or Nonexistent

- 4.2 The table above shows that Ysgol Talwrn had the lowest score. The building was originally built in 1879 and according to the Education Service, there was re-modelling in 1971, and during recent years there has been significant expenditure on repair and maintenance, including external re-pointing, internal plastering and floor renewal.

There is a mobile unit on site but the unit has not been taken into consideration in the capacity assessment as it is not regularly used. The unit is maintained but it does not have a long life expectancy.

Even though the building has improved over recent years the building and site is deficient in many respects. The 40m<sup>2</sup> room is used as a hall and the dining room is small and does not have storage for dining furniture or PE equipment. As a result many of the school's public events are held in the village hall, which is over 0.5 miles from the school. The school site is along a narrow road and approx ½ a mile from the village.

The capacity of the school is 49 without taking the mobile unit into account. Based on current pupil numbers, the surplus places is 27% and it is likely that this percentage will not change much.

The building is in a reasonable condition. The Council's Property Department's surveyors conducted a condition survey on the school last year and it was put in category C but without taking into account fit for purpose expenditure.

The school does not have a playing field, Estyn said in its Inspection Report on Ysgol Talwrn 2011: "The school does not have playing fields therefore the village playing field

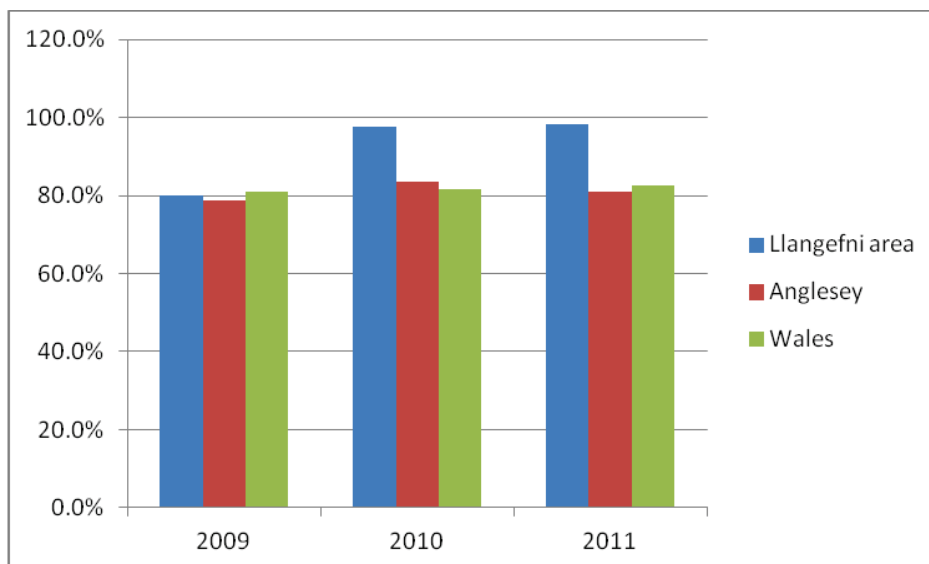
is used. Although this is an excellent resource, its usefulness is limited due to its distance and the need to travel there.”

- 4.3 Anglesey County Council has a substantial backlog of maintenance work on schools, and this is a problem common to most other local authorities in Wales. What it means is that maintenance or repair work that should have been done in the past has not been done, for a number of reasons. This in turn leads to a backlog of maintenance work. A backlog of maintenance work is an integral characteristic of a large and varied stock. In theory, there is an ideal time to carry out each task when considering them individually, but it is more economical and practical to do some of the work as a ‘package’ and prioritize the work in accordance with the funding available. Therefore, there will always be some amount of maintenance backlog.
- 4.4 The total amount of maintenance backlog at the three schools under consideration is about £550,000. This is a substantial sum, and it is unlikely the authority will be able to afford to make any substantial investment to deal with this backlog in the present economic climate.
- 4.5 The £550,000 is the cost of maintenance work only, not improvement work. Dealing with the backlog of maintenance work at these schools would not provide the facilities in terms of teaching and environment suited to the 21<sup>st</sup> century, nor would it meet the Welsh Assembly Government requirements for 21<sup>st</sup> Century Schools.

## **5. EDUCATION STANDARDS**

- 5.1 The indicator used by the Welsh Government for education standards is the End of Key Stage performance indicator. This happens at the end of Key Stage 1 (7 years old) and the end of Key Stage 2 (11 years old) i.e. the percentage of the school’s pupils attaining the expected levels or higher (Level 2+ for KS 1 and Level 4+ for KS2) in Mathematics, Welsh, English and Science. For Key Stage 1 in 2011 at the three schools concerned, this level was 98.3%, which compares to an average of 80.9% for Anglesey and 82.7% for the whole of Wales. Graph 1 below shows the pattern over the last three years.

**Graph 1 – Percentage reaching Level 2+ at the end of Key Stage 1  
(Foundation Stage from September 2011 onwards)**



For Key Stage 2, at the three schools concerned in 2011, this level was 86.9%, which compares to an average of 78.6% for Anglesey and 80.0% for the whole of Wales. Graph 2 below shows the pattern for the last three years.

**Graph 2 – Percentage reaching Level 4+ at the end of Key Stage 2**



## **6. POSSIBLE OPTIONS**

6.1 Table 3 shows the possible options for the future:

**Table 3**

No.	Option	Savings?	Effects
1	Leave things as they are		Present problems would continue
	<b>Corn Hir</b>		
2	Install mobile classroom on the site	None	Cost to the Local Authority. Consider 'life expectancy' of the mobile classroom
3	Extend Ysgol Corn Hir	None	Cost to the Local Authority and possible effects on schools nearby
	<b>Y Graig</b>		
4	Extend Ysgol Y Graig	None	Cost to the Local Authority and possible effects on schools nearby
5	Extend Ysgol Y Graig and close Ysgol Talwrn, move pupils to other schools	Yes	Cost of extending for the Local Authority
	<b>Ysgol Talwrn</b>		
6	Federate with another school	Yes	Additional costs therefore no savings. No effect on surplus places
7	Options that arise locally		

- 6.2 **Option 1** – Since there is a need to reduce surplus places in Anglesey schools as outlined above, keeping things as they are is not an option – the primary school provision in Llangefni needs to be changed.
- 6.3 **Options 2 and 3** revolve around Ysgol Corn Hir. At the moment, there are about 194 pupils aged 4-11 in Ysgol Corn Hir and the estimates show that pupil numbers will go above the capacity which is 204 from September 2012 onwards if things remain as they are.
- 6.4 **Options 4 and 5** revolve around Ysgol y Graig primarily but Ysgol Talwrn could be involved here as well. As the number of pupils in Ysgol y Graig is set to increase above its capacity of 354 pupils, something needs to be done to increase the capacity. At the moment, there are 348 pupils aged 3-11 in Ysgol y Graig and forecasts show that the numbers will increase to 370 by September 2014.
- 6.5 Looking at **Option 6**, an option regarding federating Ysgol Talwrn is presented. However, this does not lead to any savings nor does it reduce surplus places.

## 7. THE CONSULTATION PROCESS

- 7.1 The Council will consult with parents, governors and staff at the five schools that are part of this proposal, as well as with the local communities, local councillors, the Assembly Member, Member of Parliament and the Government of Wales and other stakeholders. The consultation period will end on **Thursday, July 26, 2012**.

A number of meetings have been arranged during this time period, as shown in Table 4:-

**Table 4**

School	Date (in 2012)	Meeting with		
		Staff	Governors	Parents
Talwrn	Monday June 18	3.45	5.00	6.00
Y Graig	Wednesday June 20	3.45	5.00	6.00
Corn Hir	Tuesday June 26	3.45	5.00	6.00

- 7.2 You are welcome to ask us questions and you can send your views on the proposals either by letter, email or by completing the response form attached. Your responses should be sent to:

Programme Manager (Schools Modernisation),  
The Education Service,  
Park Mount,  
Glanhwfa Road,  
Llangefni,  
Anglesey  
LL77 7EY.

The email address is  
[angleseyschools@anglesey.gov.uk](mailto:angleseyschools@anglesey.gov.uk)

You should ensure your response reaches Anglesey Council by July 26, 2012.

The Council will gather your views and consider them before making a recommendation to the Anglesey Council Board of Commissioners regarding how to proceed. The Anglesey Council Board of Commissioners will consider a report on the results of this consultation and consider recommendations from officers at its meeting in September or October 2012.

Your contributions to the process as members of the community are all-important.

## 8. THE NEXT STAGES

This is the initial and informal consultation. At the end of this consultation period, officers will collate all the responses and information before a recommendation is made to the Board of Commissioners. In September or October 2012, the Board of Commissioners will consider reports on the results of this consultation, including the recommendation from Council officers.

If the Board of Commissioners decides that one school should be closed, the Council will have to follow a statutory process:

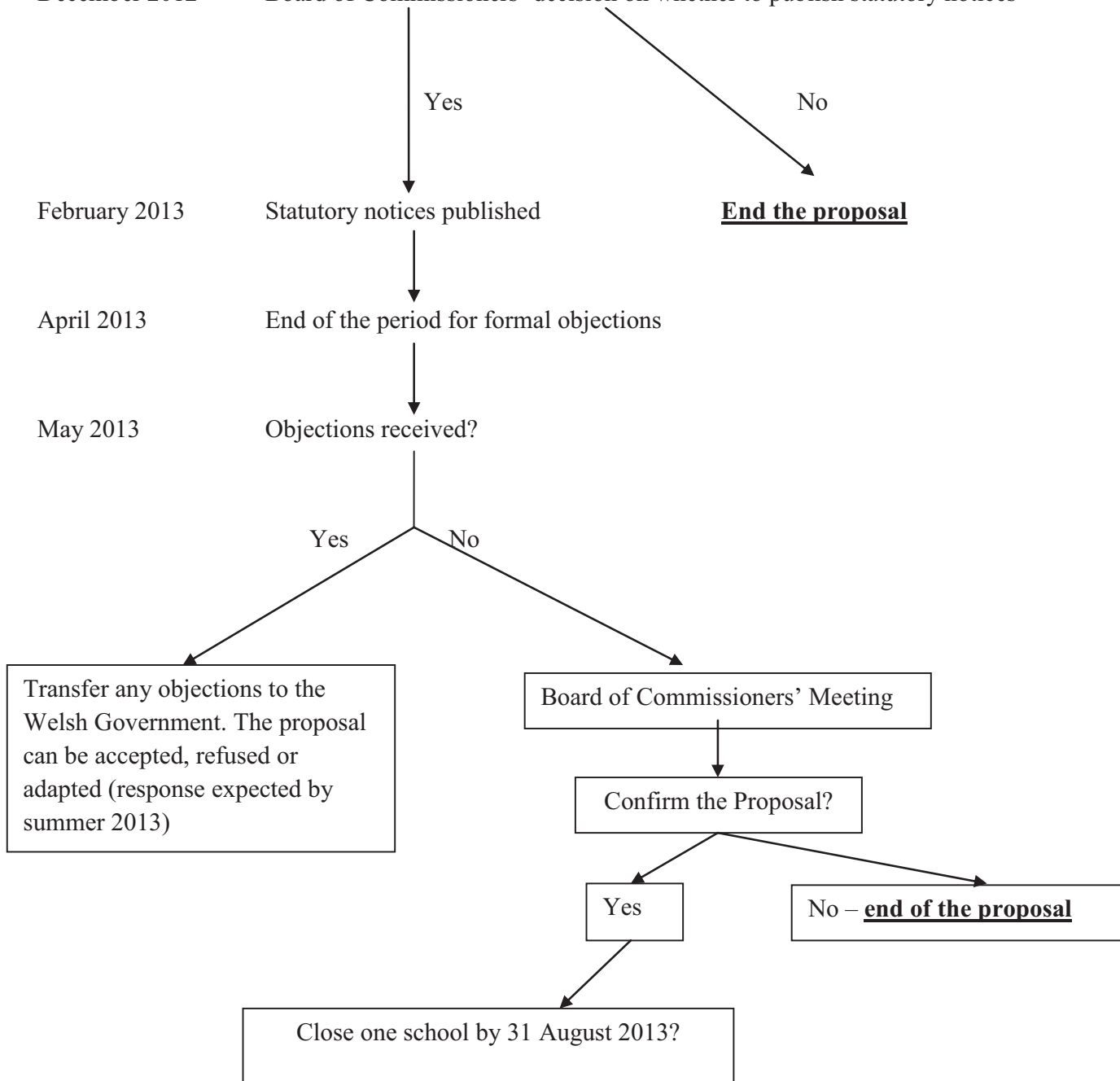
1. A Statutory Notice to close one school would be published and the period for objecting to it would be one month.
2. If there are no objections, the authority will decide whether to implement the proposal or not. If they do decide to implement the proposal, the statutory period will begin.
3. If objections are received, the Welsh Government will make the final decision. The Government will usually require a minimum of 4 months for this stage, so a decision could be expected by about summer 2013.
4. See **appendix 1** for the process in the form of a flow chart.



**Appendix 1**

**(The timetable is an estimate and times can change)**

September 2012	Formal consultation document circulated
September/October 2012	Consultation meetings for staff, governors and parents
November 2012	Closing date for receiving comments on the proposal
December 2012	Board of Commissioners' decision on whether to publish statutory notices





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**ARDAL CANOL MÔN – YMGYNGHORIAD**  
**ANFFURFIOL (MEHEFIN 2012)**

**RESPONSE TO CENTRAL ANGLESEY PRIMARY**  
**SCHOOLS REVIEW – INFORMAL CONSULTATION**  
**(JUNE 2012)**

Hydref / October 2012

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**DRAFT**

## 1. BACKGROUND

- 1.1 As part of the informal consultation in the Central Anglesey area, a number of consultation meetings were held with parents, governors and staff of the three schools involved in the consultation, as shown in Table 1 below. The consultation period began on Tuesday 26th June, 2012 and ended on Thursday 26th July, 2012.

**Table 1**

School	Date (in 2012)	Meeting with		
		Staff	Governors	Parents
Talwrn	Monday 18 <sup>th</sup> June	3.45	5.00	6.00
Y Graig	Wednesday 20 <sup>th</sup> June	3.45	5.00	6.00
Corn Hir	Tuesday 26 <sup>th</sup> June	3.45	5.00	6.00

- 1.2 As a reminder, Table 2 shows a list of the possible options offered:

**Table 2**

Number	Option
1	Leave things as they are
	<b>Corn Hir</b>
2	Mobile classroom on the site
3	Extend Ysgol Corn Hir
	<b>Y Graig</b>
4	Extend Ysgol y Graig
5	Extend Ysgol y Graig and close Talwrn, moving children to other schools
	<b>Ysgol Talwrn</b>
6	Federalize with another school
7	Options raised locally

- 1.3 The views of staff, parents, governors and others were collected and they are summarized in this report.

## 2. RESPONSES FROM YSGOL TALWRN

2.1 These are some of the points raised at the meeting with staff (*responses in italics*):-

- When would the school close once the decision had been made?
  - *This was discussed and the statutory timetable explained – the possibility would be September 2014*
- Cardiff wanted to cut surplus places, and if there was a federation the surplus places within those schools would have to be looked at.
- If people objected to it, would the decision then have to go down to Cardiff?
- If there were a large number objecting, would there be a chance the school would remain open?
  - *The reasons for keeping the school open would have to be looked at, and the need to educate children in the Talwrn area over the next 50 years.*

2.2 Some of the points raised at the meeting with governors are shown below:-

- Why are only some areas being considered?
  - *It was explained as being due to surplus places – this is the priority for the Education office – not small schools.*
- It was stated as fact that an application to federalize with Ysgol y Graig had been refused during this process the last time.
- There was a planning application to build more houses near Ysgol y Graig, and it was agreed that would affect Ysgol y Graig.
- JLDP – It was possible there would be growth in that area if the planning went ahead.
- Federalization with Graig – this would bring the surplus places below 15%
- It was discussed that Secondary schools could be federalized with Primary ones.
- Did the Government know how the future of planning applications would affect school numbers?

Other points raised:

- Emphasize the standard of the education here at Talwrn.
- Was Graig happy to take Talwrn children?
- There was discussion regarding establishing a nursery class and also the effect that would have on the cylch meithrin nursery group.
- It was asked how the authority calculated the future numbers at the schools – *according to births etc.*

2.3 Some of the points raised at the meeting with the parents:-

- The future size of Ysgol y Graig & Corn Hir must be considered.
- In the document, there is an emphasis on the condition of the school, will this affect the decision?

- A number were concerned about parents if the school was to close in 2013, parents need to know what the decision will be because it affects the future education of their children and parents might want to move their children earlier.
- It was said in 2009 that building one classroom would cost £300k + and two classes are needed.
- Could the authority sell the building?
- What priority would there be for Talwrn children at other schools?  
*This would have to be part of planning other schools in the catchment area.*
- Ysgol y Graig is easier in terms of location for a number of parents.
- Would it be easier to ask now which school the parents would wish to send their children to?  
*This has not been done because we wanted discussion with the community.*
- The feeling is that we do not want Talwrn to close.
- There is no room for Talwrn children at Ysgol y Graig, an extension would have to be provided.
- Is anything other than money going to affect the decision?
- Meeting of the Community Council 17/7/12, a copy of any comments would be needed so that the Community Council could reflect the feelings of the community.
- It was important that Talwrn people could keep their children here or the school would close itself.
- Would it be possible to have spending / an extension at Talwrn in order to remove the pressure from Graig – doing this as part of federalizing the two schools?
- It would be better to be told now whether the authority is going to spend money or not.
- If the school were to federalize, would that mean a site would not need to be closed?  
*No, consultation would be needed on closing a site.*
- The comments coming in must be strong ones.
- Ysgol y Graig and Corn Hir need to decide regarding the maximum number of children to be accepted at the school.
- A parent proposed that all the parents should come together again to respond to this document.
- Parent : “I have been through the process before in Capel Coch and I don’t want to go through this again. Also parents will move children from schools once a question mark is above it”

- 2.4 Responses were received from ten parents after the meeting and within the consultation period and these are summarized below:-

**Table 3**

<b>Number</b>	<b>Comment</b>
1.	A proposal to combine the school with the village hall. Emphasizing that he opposed the 'proposal'.
2.	Asking how the projections of pupil numbers were calculated and whether a mobile classroom from Ysgol Corn Hir would be moved to Ysgol y Graig.
3.	Stating that part 6 of the document was incomplete and that a linguistic and community study had not been carried out (this is part of the formal consultation). Stating that the document was insufficient and rejecting it.
4.	Not enough time to see the document beforehand. Opposed to the idea of closing the school.
5.	"The paper is weak in substance". A feeling that a linguistic assessment was required, and rejecting the document.
6.	A feeling that more options are required, that the document is unclear and that an assessment of the effect on the Welsh language is required.
7.	Rejecting the document because it contained insufficient information. Options regarding federalization are incomplete. Asking the council to look again at the document.
8.	Not enough time to see the document beforehand and feeling that the options are not sound if Ysgol Talwrn is to be closed. Rejecting the document.
9.	An email was received from a parent, inviting the Education Commissioner at the time and a representative of the Education Department to meet with parents on 16 <sup>th</sup> July 2012 to discuss how to move forward.

- 2.5 An e-mail was received from a member of Llanddyfnan Community Council, stating that he felt the direction of the consultation was towards closing Ysgol Talwrn and that the document should be withdrawn. He also felt that the table of options was insufficient.
- 2.6 A letter was received from the Welsh Language Society, expressing their dissatisfaction with the document.
- 2.7 No response to the consultation document was received from the Governing Body of Ysgol Talwrn.

### **3. YSGOL Y GRAIG RESPONSES**

3.1 The following points were discussed at meetings with the staff, governors and parents:-

- Discussion on federalization – it was said to be a long process and that the problems with the building at Talwrn would still be there.
- The pupil numbers at Ysgol Talwrn were discussed, and how many children at the school lived in Talwrn village.
- The matter was discussed of where Ysgol Talwrn children would go if it were to close. Would they all come to Ysgol y Graig? What about Ysgol Pentraeth?
  - *This was discussed and it was explained that if the school closed then parents would have the choice.*
- When would the decision be made?
  - *It was explained that it was hoped to come to a decision by Christmas 2012.*
- What if large numbers of people objected?
  - *It was explained that if many people objected the decision would have to go to the Education Minister in Cardiff. The Minister would have 4-6 months to decide.*
- What is happening at the moment with the after school club?
  - *It was explained that the Education Department was aware of the situation and that the Children and Young People's Partnership was looking for a new location.*
- What are the options for opening the school early and keeping it open later?
  - *It was explained this option was only available in England at the time.*

3.2 No formal response to the consultation document was received from the Governing Body of Ysgol y Graig.

### **4. RESPONSES FROM YSGOL CORN HIR**

4.1 The following points were raised at the meeting with staff:-  
Why were September 2011 figures used?

If the children need a certain amount of space, does it mean there will have to be fewer children in each class?

It is not fair to compare us with Ysgol y Graig.

This is all the more reason to improve this school, a request that it should be high on the council's list of priorities.

Point 4.4.: £550,000, what is the breakdown between the 3 schools concerned?

Is adding an extension to Ysgol y Graig and to Corn Hir an option?

Table 3/point 5: would this affect a number of nearby schools?

Surplus places are a local problem, how far do you expect people to travel within the Island?



4.2 Below are some of the comments made at the meeting with the Governors:-

Where will Ysgol Bodffordd be in terms of surplus places by 2014?

Why is Ysgol Bodffordd not included in the consultation; you are aiming for 10% but Bodffordd has 27%?

The LEA has decided that the problem remains at Ysgol Corn Hir and that people take their children to Ysgol Bodffordd.

Every option needs to be looked at anew.

Schools should have room to expand by up to 10%

Concern that the LEA has not considered whether Ysgol Corn Hir should have the extension, Ysgol Bodffordd will not benefit and maybe fewer will go there and more will want to move back to Corn Hir.

If Corn Hir gets the extension, there will be fewer at Ysgol Bodffordd, so they should also be included in this discussion – they should not lose out.

In other counties, consultation is area by area (Ireland/India)

It might be clearer if everything were on the table, the whole catchment area and with a long term plan of 15 - 20 years in place.

Corn Hir is a good school, there is an option there of establishing it as an area school.

A task and finish group should be established to look at it openly.

Modernization Board: there should be representation from governors and parents on it, they are the voice of the school.

This is informal consultation, is there a possibility you will rethink regarding which schools to consider. Every school needs an opportunity, to be fair.

So much mention of how much money the Council has put into a new school in Holyhead. The final sentence of the statement causes concern; the money saved going back into the central pot. It's important this is available if work is required on the schools.

Vivien Thomas notes that 10% is needed in terms of space.

A concern that an "ivory tower" could be created in one area, with another area suffering as a result.

Traffic problems at Ysgol y Graig.

This is an opportunity to develop Ysgol Corn Hir and provide specialism for the school and for Ysgol y Graig

In terms of scoring, Ysgol y Graig will be way ahead, no hope that other schools might catch up, there are more resources there.

Every child in Llangefni needs to be considered, not just one area – everyone needs the same opportunity, things should be fair.

Readapting a building changes the image e.g. Llangefni library. This could be done at Ysgol Corn Hir. Other people's vision is needed. This can be an opportunity to create a comprehensive, open group, with open meetings.

It's important to think about the staff: how would they feel if Ysgol y Graig received better resources etc. The children here have had fantastic experiences.

It's important to raise the standard of the resources here.

Teachers work with difficult and limited conditions/resources. Facilities and resources need to be improved to meet these requirements.

Energy Island – if children are moved to other schools, traffic movements will increase.

Why give more money to schools that reach 80%? The money needs to be given to schools that score 40%.

We have not been compared fairly here – the class needs to be of a particular size and we are being compared to Ysgol y Graig

Landscape: why have Ysgol Corn Hir and Ysgol y Graig come out badly.

The grounds and buildings of Ysgol Corn Hir come out badly from the report, and this is a cause of concern for us.

An official request for a breakdown of the £550,000 between the 3 schools.

A clear picture is needed of what needs to be done here.

Table 3: disappointing, it looks as if the decision has already been made. This needs to be restarted, any comment on Ysgol y Graig should be exactly the same for Ysgol Corn Hir. It could be an option to have an extension for Ysgol Corn Hir and move the Talwrn children here.

Parents have the option of moving children to any school.

The possibility of looking at the catchment area e.g. Talwrn as part of the whole Llangefni catchment.

Avoid overfilling schools that are already full.

Transport is already a problem at Ysgol y Graig – no traffic problem here.

Has anyone asked the Talwrn parents where they would like their children to go if the school were to close? If no one asks, they will then move automatically to the school with the extension.

What is the timetable for deciding – a timely plan of where the money will go.

Ysgol Corn Hir is down to 5% by now, not a good place to be.

Could we have the prospects up to 2014 for Ysgol Corn Hir (this has already been done for Ysgol y Graig) – a request that the document be adapted to include this.

The Governing Body is keen to invite Mr Gareth Jones (Commissioner) to attend one of the meetings.

Do not overemphasize the catchment area – Llangefni is a good, central area.

Facing the same problem again in 3 years.

Expanding the 2 schools would be an option.

There is a need to provide whatever is required for the schools already here.

#### 4.3 Some comments from the meeting with parents:-

The consultation period is short.

Do they look at statistics at the beginning of September – families moving after the beginning of term.

Not economically feasible to keep Ysgol Talwrn open, it should be closed.

Is there room at Ysgol Corn Hir/Ysgol y Graig.

How many children from Talwrn (village) are already at Ysgol y Graig.

Parents tend to move children once there is talk of closing a school.

How many extensions are you talking about.

There are plans to build more houses in Llangefni, so more places will be needed here – this will need to be considered if Ysgol Talwrn is to be closed.

There is nothing to say that they will come to Llangefni.

Concern, if a school is too small that is not good, if a school is too large that is not good either.

A friendly atmosphere is important.

Is there space for an extension on the Ysgol Corn Hir site.

If the mobile classroom is put on the site, the children's play area will become smaller still.

Building an extension is going to cost more than closing a school.

Has ACC sold the schools that are already closed.

What is the timetable.

This is an opportunity to get schools that are fit for purpose.

An opportunity for investment in Ysgol Corn Hir – an opportunity to invest in a good school the other side of Llangefni.

The catchment area would then be more fairly divided in Llangefni.

Enough space is needed at a school so that brothers and sisters can attend the same school.

- 4.4 One response from a parent was received. It emphasized the need for the authority to process data in accordance with the law.
- 4.5 After the meeting at the school, a member of Ysgol Corn Hir Governing Body asked for more information on the maintenance needs and the prospects for pupil numbers during the coming years. The information was sent to the Head Teacher. Even so, no response to the consultation document was received from Ysgol Corn Hir Governing Body.
- 4.6 It should be noted that by September 2012, Ysgol Talwrn is over capacity with 50 children attending (capacity is 49).

## 5. RECOMMENDATIONS

At its meeting on October 26, 2012, the Scrutiny Committee was asked to recommend an option or options for formal consultation to the Executive Committee.

At that meeting on October 26, 2012, the Education and Leisure Scrutiny Committee resolved to recommend to the Executive:–

- That in light of the current position in relation to pupil numbers in the three schools in central Anglesey, the status quo be retained for the present.
- That subject to the introduction and implementation of the relevant legislation, that authority be given to the Education Officers to review the Llangefni catchment area and
- That the primary education provision in central Anglesey be revisited at a later stage in the schools modernisation programme pending clarification of the position with regard to the availability of resources, catchment review, school buildings condition and the outcome of the modernisation programme in other areas of the Island.

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>Report to</b>	<b>Executive Committee</b>
<b>Date</b>	<b>10.12.12</b>
<b>Subject</b>	<b>Procurement of Capital Works in connection with Council Housing Stock</b>
<b>Portfolio Holder(s)</b>	<b>Councillor O Glyn Jones,</b>
<b>Lead Officer(s)</b>	<b>Shan Lloyd Williams, Head of Housing Services</b>
<b>Contact Officer</b>	<b>Dafydd Rowlands, Technical Services Manager</b>
<b>Nature and reason for reporting</b>	
To update Members on the current position in relation to the future procurement of Capital Works in connection with the Council's Housing Stock.	

<b>A – Introduction / Background / Issues</b>
<p><b>1.0 Introduction</b></p> <p>1.1 A report was submitted to the Housing and Social Services Scrutiny Committee on 19<sup>th</sup> October, 2010 setting out options available for procuring Capital Works and recommendations for future policy.</p> <p>1.2 Members are requested to note that further action on the content of the report did not occur due to Corporate commitment and support for the work of the North Wales Procurement Partnership (NWPP). During 2011 the NWPP commenced an ambitious collaborative procurement project across all North Wales Authorities which included a category for Council House Improvements. Regrettably, during this summer, the NWPP, in consultation with participating authorities, concluded that the procurement exercise would not deliver desired outcomes and the project was aborted.</p> <p>1.3 Since 2008/09 the Housing Services has focused its attention on delivering the Internal Investment Programme, established partnering Frameworks and Business Plans in order to achieve WHQS compliance. With the collapse of the NWPP project and the pending completion of the Internal Investment Programme it is now imperative that new tender procedures are established to comply with Audit recommendations, legislative requirements and general best practice.</p>

## **B - Considerations**

### **2.0 Considerations**

- 2.1 The aforementioned report to the Housing and Social Services Scrutiny Committee at Appendix A summarises key requirements for complying with procurement rules. In addition, it provides an analysis and option appraisal on different options for future procurement.
- 2.2 Any future Procurement Strategy will involve reviewing stock condition information on completion of the WHQS Internal Investment Programme in order to understand and inform future investment needs of the stock.
- 2.3 The Housing Services proposes to develop a Procurement Strategy to comply with procurement rules and address future investment needs of the Council's housing stock. The strategy will make certain recommendations for subsequent Executive approval.
- 2.4 It is envisaged that procurement and contractor selection processes will be extensive and will need to meet the requirements of OJEU. This process will impose time constraints that must be adhered to and, realistically, any new tendering arrangements will be effective from 2014. In the interim period Housing Services proposes to procure building maintenance contracts via traditional routes e.g. individual contract notices posted on approved procurement web portals such as Sell2 Wales.
- 2.5 The Housing Services intend to engage the services of external consultants with suitable experience to support this transitional process. The Department proposes to utilise existing OJEU compliant framework agreement(s) to secure the appointment of consultancy services for this project which will be the subject of further consultation with the Head of Finance and Head of Legal Services.

## **C – Implications and Impacts**

<b>1</b>	<b>Finance / Section 151</b>	Have been consulted
<b>2</b>	<b>Legal / Monitoring Officer</b>	No comments at this stage. Legal Services to be consulted further during Strategy development.

<b>C – Implications and Impacts</b>		
<b>3</b>	<b>Human Resources</b>	N/A
<b>4</b>	<b>Property Services</b>	Have been consulted
<b>5</b>	<b>Information and Communications Technology (ICT)</b>	N/A
<b>6</b>	<b>Equality</b>	N/A
<b>7</b>	<b>Anti-poverty and Social</b>	N/A
<b>8</b>	<b>Communication</b>	N/A
<b>9</b>	<b>Consultation</b> (see notes – separate document)	
<b>10</b>	<b>Economic</b>	Have been consulted
<b>11</b>	<b>Environmental</b>	N/A
<b>12</b>	<b>Crime and Disorder</b>	N/A
<b>13</b>	<b>Outcome Agreements</b>	

<b>CH - Summary</b>
<p>Housing Services wishes to explore and subsequently adopt a Procurement Strategy for Capital Works that will ensure:</p> <ul style="list-style-type: none"> <li>• Compliance with tendering procedures.</li> <li>• Effective and efficient appointment of suitable contractors.</li> <li>• Competitive tenders that provide value for money.</li> <li>• Local SME's are offered an opportunity to take part in future tendering arrangements.</li> <li>• Continued WHQS compliance.</li> </ul>

**D - Recommendation****The recommendations are as follows:**

**R1** That the Housing Services procure building maintenance contracts via traditional routes e.g. individual contract notices posted on approved procurement web portals such as Sell2 Wales during the interim period, up to April, 2014.

**R2** That the Housing Services engage the services of external consultants with suitable experience to support this transitional process, utilising existing OJEU compliant framework agreement(s) to secure the appointment of consultancy services, which will be the subject of further consultation with the Head of Finance and Head of Legal Services.

**R3** approve the development of a future Procurement Strategy that will be submitted to the Executive for final approval during 2013/14.

**Name of author of report****Dafydd Rowlands****Job Title****Technical Services Manager****Date****10.12.12****Appendices:**

Appendix A – Future Public Sector Procurement Arrangements

**Background papers**



**ISLE OF ANGLESEY COUNTY COUNCIL**

<b>Committee:</b> Housing and Social Services Scrutiny Committee
<b>Meeting date:</b> 19 <sup>th</sup> October, 2010
<b>Relevant Corporate Director:</b> T Gwyn Jones
<b>Relevant Portfolio Holder:</b> Cllr W I Hughes

**Heading of Report:** Future Public Sector Procurement Arrangements

- 1.0 Purpose of Report:** To consider options available for procuring capital works including recommendations for future policy.
- 2.0 Issues for Scrutiny:** The Scrutiny of options available to the Department.
- 3.0 Background:** In accordance with Audit recommendations, Legislative requirements and best practice the Department must review tender procedures in connection with commissioning Capital Contract Works.

**Name, Job Title, Department:**

Dafydd J Rowlands, Technical Services Manager, Housing Services

*Date 8/10/2010*

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**Appendices**

**Previous Relevant Council or Executive Decisions or Local Service Board**

\*List here any previous relevant decisions.

\*If none, state "No previous relevant decisions".

No previous relevant decisions

**Background Papers**

Officer Contact:

Dafydd J Rowlands ext 2240 e-mail: drxhp@anglesey.gov.uk

## **Appendix A**

### **1. INTRODUCTION**

Housing Services have historically and will continue in the future to commission traditional planned maintenance works with annual expenditure of between £2m and £3m. As reported to the Executive in March, 2010 and in response to recommendations made by Audit, the Council is currently reviewing tender procedures in connection with commissioning capital contract works.

The Department wishes to structure its Planned Capital Works in such a way that each contract is big enough to offer the Council value for money, but not so big as to exclude small and medium scale enterprises (SMEs”) from carrying out the work.

The work typically involves re-roofing, re-plastering and environmental works such as improvements to access ramps, paths and boundary walls.

There follows a review of legislative requirements, frameworks agreements, option analysis and recommendations.

### **2. APPLICABILITY OF EU PROCUREMENT RULES**

The Public Contracts Regulations 2006 apply to written contracts for a work or works for a contracting authority where the value of the work is above the EU tendering threshold of £3,927,260. Such contracts are termed “public works contracts” and Schedule 2 of the Regulations includes a broad category of building and civil engineering activities.

In any breakdown of elemental costs for a single planned maintenance works contract, each of the work streams (render chimney stacks, cap chimney stack, lead work to chimney stack etc.) is an element of “works”. A “work” is defined as

*“the outcome of any works which is sufficient of itself to fulfil an economic and technical function”.*

### **3. VALUATION AND AGGREGATION**

The value of any contract is the amount the authority will have to pay under it, net of VAT.

There are provisions in the Regulations to stop a contracting authority artificially splitting a project into a number of smaller contracts. Regulation 8 (19) states:

*“A contracting authority shall not enter into separate contracts ..... with the intention of avoiding the application of those Regulations to those contracts”.*

There are also rules governing aggregating the value of similar contracts for the purposes of the tendering threshold. These are known as “aggregation rules”. Where a contracting authority has a “single requirement ... for the carrying out of a work or works” the value of all contracts entered into to fulfil that requirement are aggregated together. If their combined value is above the EU tendering threshold then all of those contracts have to be procured via OJEU. The definition of what is a “work” is therefore crucial to understanding whether aggregation applies.

#### **4. APPLICATION OF AGGREGATION RULES TO PLANNED MAINTENANCE**

The application of the aggregation rules to planned maintenance is problematic, since it is difficult to be clear in the context of works to a number of properties what constitutes a “work”. This is crucial in relation to the Council’s contract for the planned capital works programme since it is only where each of the contracts are for part of the same “work” that their values need to be aggregated together so they all have to be procured via OJEU.

In the Portsmouth case (*R v Portsmouth City Council ex parte Coles and George Austin (Builders) Ltd 1995*), the builders who were challenging the procurement suggested that various contracts for a “work”, which should be aggregated because they all related to the same function. The Judge rejected this argument. He supported the authority’s separation of those activities into separate contracts in this case on the basis that the result made functional sense. However, in doing so he suggested that contracts for a single programme of the same type of works may need to be aggregated where it makes functional sense to regard those maintenance activities as all being part of a single programme. The Department’s own Internal Investment Programme is an example of a single programme of maintenance activity.

Aggregating all the Council’s planned maintenance contracts together, and treating them as a single programme for the purposes of the aggregation rules would seem to be inconsistent with a later European Court of Justice decision. In that case, it was decided that separate contracts for a maintenance and extension works for existing street lighting networks across different Local Government areas did not need to be aggregated. The street lighting networks in each area were:

*“From a technical point of view, not necessarily interdependant, as they can be restricted to built up areas and no interconnection between them is necessary”.*

Similarly with the Council’s planned maintenance programme, it is possible to argue that contracts for different works in different geographical areas are “not interdependent” and “no connection between them is necessary”.

## 5. FRAMEWORK AGREEMENT

If we let a single contract for all of the planned maintenance works that are required for any period longer than 1 year then the contract will have to be procured via OJEU as its value will be above the EU tendering threshold of just over £3.9m.

It would be possible for the Council to set up a Framework Agreement for its planned maintenance works. A Framework Agreement is a Legal Agreement that establishes the terms (in particular the terms relating to price) for any subsequent contracts that are let. However, it does not commit the Council to let any contract under the Framework.

The maximum permitted duration of a framework agreement is 4 years, other than in 'exceptional circumstances'. EU guidance suggests that "exceptional circumstances" are limited to cases where there would not be sufficient competition for a shorter framework.

There are two types of framework agreement; a single contractor framework and a multiple contractor framework. A multiple contractor framework must include at least 3 contractors.

When letting a framework agreement, the Council must estimate the maximum total value of the contracts it is likely to let under that framework agreement, and set this out in the OJEU notice.

There had to be some means of establishing the expected overall amount payable under each tender, for example by getting contractors to price an "example" or "reference" project.

In order to set up a framework agreement, the Council would have to specify one or more example projects, or a schedule of rates which tenderers are asked to price. This price would then need to be used as the basis of pricing individual called off contracts.

There are two ways in which individual projects can be allocated under multiple contractor framework agreement:

- *"by the application of the terms laid down in the framework agreement without reopening competition";* or
- through holding a mini-competition.

## 5.1 Direct award

It is possible for contracts to be called off “*by the application of the terms in the framework agreement.*”

The terms that are included in the framework agreement to govern call-offs must comply with the EU case law governing award criteria generally. This case law covers both the criteria that can be used and the requirement that they should be disclosed to the bidders. In summary, the law requires these award criteria to be:

- transparent (ie disclosed to bidders and capable of being understood by them);
- objective (this does not mean that all subjective elements must be removed – since, for example, quality is not always measurable, but bidders must know what they are being scored on, how they are scored and be able to understand why they scored better or worse than another bidder on that criterion);
- limited to factors which test which bid is the “most economically advantageous” (ie offers the best value for money);
- weighted (so bidders understand their relative importance); and
- such as enable bidders to be ranked comparatively to each other.

The overriding requirement is that the award criteria do not give the Council unrestricted freedom of choice over who is to be the successful contractor.

On this basis, the kinds of work allocation procedures that could be included in a contractor framework agreement are:

- to offer the work first to the contractor who submitted the best (most economically advantageous) bid when bidding for the framework agreement. If that contractor cannot meet the requirement, or the framework agreement limits the volume of work with any one contractor at any one time, offering the work next to the contractor who submitted the next best bid, and so on;
- to let contracts initially on the basis of mini competitions, but then to move to an objective allocation method based on the costs proposed in those mini-competitions and KPI performance in delivering those contracts; or
- to award contracts initially on the basis of the award criteria used for letting the framework agreement, but with an additional factor for the level of “exposure” to limit the volume of work with any contractor at any one time. Once KPI performance data has been built up to use that KPI data to award each called-off contract.

All of these are legitimate (as are other work allocation methods), as long as the terms for the allocation of call offs set out in the framework agreement objectively identify one contractor as the “economically most advantageous” for the particular call off contract. With this call-off method, the decision must be based on an objective test in the framework agreement itself. It may not be supplemented by any additional decision-making which involves any element of subjectivity.

There is a clear implication in the Regulations that where direct award is used all of the terms for the called off contract must be set out in the framework agreement. This must include sufficient pricing provisions so that there is a clear audit trail from the prices tendered to get onto the framework agreement to the price for the individual called off contract.

## **5.2 Mini-competition**

Where it is not possible objectively to identify a single “economically most advantageous” contractor for the call off contract from the framework agreement, the Council must hold a “mini-competition”. To do this, the Council must:

- consult all the contractors in the framework for the type of works, goods or services being procured, in writing (this can be done by email), to see if they want to bid;
- issue an invitation to tender to all contractors who respond to say they want to bid;
- set a long enough time limit for them to prepare bids;
- keep each bid confidential until the bidding deadline has passed; and
- select the ‘most economically advantageous tender’.

Any mini-competition must be held on the basis of *‘the same or more precisely formulated’* award criteria used letting the framework agreement.

## **6. Small lots exemption**

If the Council does decide to follow an OJEU process for a single larger contract or to set up a framework agreement, the Council could use the “small lots” procedure to let smaller contracts outside this contract.

The Regulations allow the Council to choose not to follow an OJEU procurement for separate contracts forming part of a single requirement for works or a work where the value of the contracts let under OJEU is up to a total value of 20% of the total work, where the estimated value of each of those contracts is less than £810,580.

This means that the Council can let each contract to SMEs directly without having to let them under an OJEU tendering process, The Council can let as many of these separate contracts (whether to the same contractor or not) up to a total of 20% of its anticipated spend on planned maintenance.

The small lots exemption will operate outside of the OJEU procurement regime, although the contract or framework agreement for the 80% balance of the planned capital works programme will need to be procured via an OJEU tendering process.

## **7. Requirements for below-threshold contracts**

If the Council does let individual contracts without following an OJEU process, the EU Treaty principles still apply i.e. the Council must still treat contractors fairly and in line with any tendering rules the Council establishes. This applies also to contracts let under the small lots exemption.

The Council must not discriminate between contractors on the basis of nationality and must adopt fair and transparent procedures for deciding who to let contracts to.

The Council must also comply with (or waive) its own internal standing orders when letting below threshold contractors.

There is no objection to the Council, if it wishes to do so, operating a system to vet contractors to ensure that they meet the necessary preconditions (adequate financial strength, experience, CIS status, CDM competence etc) to be appointed by the Council. Details of contractors who successfully pass the vetting procedures could be kept on a “contractor database”.

If this is a “closed system” that is available only to the Council’s current contractors, the Council risks being accused of a lack of “transparency”. In order to prevent any risk of a challenge, if the Council does go down the route of a series of smaller contracts, the Council should explain its procedures for getting onto this list to all contractors who wish to do so. This could be done via the Council’s website.

## **8. Analysis and Option Appraisal**

Essentially there are 4 options as to how the Council procures this work:

- a. single large contract;
- b. framework agreement with a number of contractors with clear pricing and work allocation procedures;
- c. series of smaller contracts; or
- d. a mixture of a larger contract or framework agreement and a series of smaller contracts under the “small lots” provisions.

- a) The main advantages of a single larger contract for all the planned capital works are that:
- the Council will be able to run a single OJEU procurement which avoids having to tender a large number of contracts;
  - the Council will have only one contract to administer;
  - the scale of the contract means it will be easier to achieve new employment and training opportunity targets;
  - the contractor will have greater opportunity to co-ordinate the work;
  - materials and working practices can more easily be standardised; and
  - the contractor should be able to achieve economies of scale.

The main disadvantages of a single large contract are that:

- an OJEU process would have to be followed;
- SMEs would be less likely to win the contract; and
- the contractor would be in a much stronger bargaining position with the Council if the contractor is one of a number of contractors and the Council's programme would be much more in the hands of the contractor, having "all its eggs in one basket".

- b) The main advantages of a framework agreement for all the planned capital works are that:

- the Council will be able to run a single OJEU procurement which avoids having to tender a large number of contracts;
- the Council will have only a few contracts to administer with the same group of contractors;
- contractors can share good practice and healthy competition between contractors can be encouraged; and
- there is a framework for materials and working practices to be standardised (eg through volume purchasing or using the different contractors' supply chains across the framework).

The main disadvantages of a framework are that:

- an OJEU process would have to be followed;
- the tender process could be complicated (but no more complicated than a single contract) since it would be necessary to devise pricing arrangements, against which to invite tenders, that worked across the whole framework;
- the Council would need either to devise objective work allocation procedures within the framework or run a mini-tender for each project;
- SMEs would be less likely to win the contract or a place on the framework (although the framework could be structured so that there were workstreams that were more likely to be won by SMEs); and
- It would have to be limited to 4 years (although this may not be a problem for the Council).



- c) The main advantages of a series of smaller contracts for the planned capital works are that:
- the Council would have maximum flexibility to let those contracts as it wished, including letting contracts in packages that were particularly attractive to SMEs and inviting only SMEs to compete for those contracts;
  - the need for an OJEU tender process is avoided;
  - tendering each contract as and when it is required means that contractors are not having to price across a framework or contract lasting a number of years, so the Council can go with the contractor offering the best value for money at the time of tender;
  - the Council will be able to determine the programme as it goes along, rather than setting out a prospective programme at the outset for tendering purposes; and
  - the Council would be in a much stronger bargaining position since the Council will not “have all its eggs in one basket”.

The main disadvantages of a series of contracts for the planned capital works are that:

- the Council would need to let each contract separately, through tender and in accordance with standing orders;
  - the Council would have to manage several contracts;
  - it will be harder for materials and working practices to be standardised;
  - economies of scale will not be able to be achieved and it will be harder for the work to be co-ordinated; and
  - the scale of each contract means it will be unlikely that they are able to support new employment and training opportunities.
- d) The advantages and disadvantages of a hybrid solution are an amalgam of the advantages and disadvantages of the above options.

## **9. Providing SMEs with realistic tender opportunities**

There are a number of strategies the Council could consider to give SMEs a better chance to compete for some or all of its planned capital works programme:

- Tender a mixture of different sized contracts, generally based on geographical units, with contracts suitable for different sized contractors;
- use the larger contracts to secure targeted recruitment and training opportunities;
- follow a more rigorous tender process for the larger contracts and use benchmarking between contracts to assess what sizes of contracts are most effectively delivered by what type of contractor, then use this information to justify either direct awards of smaller contracts to SMEs.

If we follow an OJEU or other formal tender process, we can set the minimum prequalification requirements in relation to financial strength and size or experience in such a way that small contractors are not unnecessarily excluded by, for example, prescribing a too high turnover requirement.

A PQQ looks back at the suitability of a contractor to deliver a contract. In contrast, an ITT will look at what the tenderer can bring to deliver the contract. Contracts subject to OJEU can only be awarded on the basis of “lowest price” or MEAT. Contracts are usually awarded on the basis of MEAT because of the emphasis on value for money, which seeks to assess the optimum combination of cost and quality for the works.

The award criteria are set by the Council. The Council has a wide discretion on the criteria it can specify in the ITT. We could award the contract on the basis of lowest price if we are reasonably confident that all of the selected contractors will provide the service at the required standard. We could also award the contract on the basis of MEAT, giving price a higher weighting to price in the split between price and quality ratio so that small contractors are not discouraged from tendering because they do not have sophisticated quality procedures larger contractors have.

## **10. Conclusions and Recommendations**

The option most likely to secure the maximum involvement of SMEs would be for the Council to procure the planned capital works programme via series of different sized contracts all outside OJEU. This can be done on the basis of defined programmes for geographical areas.

This is the option which requires the greatest resource from the Council to administer since there will be a large number of contracts to procure and administer annually.

In view of the above, the Department recommends to the Council that consideration be given to setting up a framework agreement with one or more contractors over a period of 4 years for the delivery of Housing Planned Maintenance Works. This option would involve following the OJEU tender process and by following the principles set out in Section 9 above can be structured in such a way as not to disadvantage SME's

**AGENDA ITEM NO.**  
**[Not for publication by virtue of**  
**Paragraph(s) ..... of Schedule**  
**12A to the Local Government Act**  
**1972]**

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>Report to</b>	<b>Executive Committee</b>
<b>Date</b>	<b>10.12.2012</b>
<b>Subject</b>	<b>Framework for Preserving and Enhancing Conservation Areas</b>
<b>Portfolio Holder(s)</b>	<b>Cllr. Robert Ll. Hughes</b>
<b>Lead Officer(s)</b>	<b>Glyn E. Jones ext. 2460</b>
<b>Contact Officer</b>	<b>Keith A. Williams ext. 2433</b>
<b>Nature and reason for reporting</b>	
To support the publication of proposals for the preservation and enhancement of Ynys Môn's Conservation Areas as set out in this report.	

<b>A - Introduction / Background / Issues</b>
<p><b><u>Introduction</u></b></p> <p><b>Statutory duty</b></p> <p>The Planning (Listed Buildings and Conservation Areas) Act 1990 requires Local Authorities to publish proposals for the preservation and enhancement of Conservation Areas.</p> <p>Section 71 of the Act states that they are under a specific duty from time to time to “formulate and publish proposals for the preservation and enhancement of any parts of their area which are conservation areas”.</p> <p><b><u>Background</u></b></p> <p>It is the intention to produce a Conservation Area Preservation and Enhancement Proposals Plan for each Conservation Area using the attached template.</p>

These documents will complement the series of adopted Conservation Area Character Appraisals Supplementary Planning Guidance that assist the public and the planning authority in their planning and development control functions.

### **Issues**

#### **Funding**

The documents will be used strategically to support bids to Welsh Government and others to attract grant funding.

Production of the final documents will benefit the Authority and the public by providing documents that satisfy the Authority's statutory duties and that can be used to assist the Authority in securing external grant funding to invest in Holyhead and local settlements that have been identified as high priorities in Strategic Objectives 3.2.1 and 3.2.2 of the Destination Management Plan 2012-2016 Delivery Plan.

#### **Staff Resources**

The Built Environment and Landscape Section (Planning Service) will take the lead for producing the documents.

There may be a need for additional resources. However, we will explore opportunities to offset the costs of production and publication by securing grants and Section 106 Agreements for development sites within conservation areas and possible implementation of enhancement proposals. Therefore, we believe there will not be any additional cost to the Authority.

The documents will be updated from time to time via the Council webpages.

#### **Cost**

The aim is to publish the final documents on the Council website so as to limit publication costs. The Authority should consider a charge for printed copies.

#### **Consultation and Publication**

Prior to publication the Authority will consult with; Welsh Government, Local Members, Town / Community Councils, Internal Departments, as well as other local interested parties.

## **B - Considerations**

### **Programme of Priorities**

It is envisaged that the programme for completion of the 12 No. Conservation Areas Preservation and Enhancement Proposals Plans will run with the Phasing Years (2012-2016) timetable for implementation of Strategic Objectives 3.2.1 and 3.2.2 of the Destination Management Plan 2012-2016 Delivery Plan. The 12 No. Conservation Areas include: Aberffraw, Amlwch Central, Amlwch Port, Beaumaris, Bodedern, Cemaes Bay, Holyhead Central, Holyhead Beach, Holyhead Mountain, Llanfechell, Llangefni and Menai Bridge.

Priority will be given to producing Preservation and Enhancement Proposals Plans for the high deprivation urban conservation areas of; Holyhead Central, Holyhead Beach, Amlwch Central, Amlwch Port, and Llangefni as well as the other urban areas of Menai Bridge and Beaumaris. Preservation and enhancement proposals plans for the more rural village conservation areas will follow.

Reasoning - Urban areas are more likely to attract grant funding from external sources e.g. Welsh Government and European funds. Previous support from Welsh Government has been targeted towards main urban centres.

None adoption of the document would undermine an important material consideration and guidance (for developments) in the planning process.

## **C - Implications and Impacts**

<b>1</b>	<b>Finance / Section 151</b>	None
<b>2</b>	<b>Legal / Monitoring Officer</b>	None
<b>3</b>	<b>Human Resources</b>	None
<b>4</b>	<b>Property Services</b> (see notes – separate document)	None
<b>5</b>	<b>Information and Communications Technology (ICT)</b>	None
<b>6</b>	<b>Equality</b> (see notes – separate document)	None

<b>C - Implications and Impacts</b>		
<b>7</b>	<b>Anti-poverty and Social</b> (see notes – separate document)	None
<b>8</b>	<b>Communication</b> (see notes – separate document)	None
<b>9</b>	<b>Consultation</b> (see notes – separate document)	Yes (Internal)
<b>10</b>	<b>Economic</b>	None
<b>11</b>	<b>Environmental</b> (see notes – separate document)	None
<b>12</b>	<b>Crime and Disorder</b> (see notes – separate document)	None
<b>13</b>	<b>Outcome Agreements</b>	None

<b>CH - Summary</b>
<p>The Conservation Area Preservation and Enhancement Proposals Plan will include; a plan, reference to boundary, erosion of character, grants, public realm, future developments, and setting and views, as well as photographs etc).</p> <p>Following internal consultation with Economic Development, Highways and Planning Control no concerns were raised. Finance have been consulted but we do not expect to receive a response before the report is submitted to the Executive Committee. However, we do not envisage that the work will have any significant cost implications.</p> <p>Approval of the template will ensure that a standard approach is maintained in producing a separate document for each of the designated Conservation Areas.</p> <p>The document will satisfy the Authority's statutory duty to publish preservation and enhancement proposals for conservation areas and be used as a strategic document to support bids to Welsh Government and others to attract grant funding.</p>

**D - Recommendation**

To support the publication of proposals for the preservation and enhancement of Ynys Môn's Conservation Areas as set out in this report.

**Name of author of report:** Keith A. Williams  
**Job Title:** Technical Officer  
Built Environment & Landscape Section  
Planning Service  
**Date:** 28<sup>th</sup> November 2012

**Appendices:**

Template.

**Background papers**

Section 21 - Welsh Office Circular 61/96 Planning and Historic Environment: Historic Buildings and Conservation Areas and Planning Policy Wales.

Section 71 – The Planning (Listed Buildings and Conservation Areas) Act 1990.

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**Conservation Area  
Preservation and Enhancement Proposals Plan**

**1.**

Title and photograph of area / building to be preserved or enhanced e.g. listed building, open space, tree / woodland, boundary wall etc.

Conservation Area Map & Key

**6.**

Title and photograph of area / building to be preserved or enhanced e.g. listed building, open space, tree / woodland, boundary wall etc.

**2.**

Title and photograph of area / building to be preserved or enhanced e.g. listed building, open space, tree / woodland, boundary wall etc.

**5.**

Title and photograph of area / building to be preserved or enhanced e.g. listed building, open space, tree / woodland, boundary wall etc.

**3.**

Title and photograph of area / building to be preserved or enhanced e.g. listed building, open space, tree / woodland, boundary wall etc.

**4.**

Title and photograph of area / building to be preserved or enhanced e.g. listed building, open space, tree / woodland, boundary wall etc.

**Note: final document to comply with Corporate style and colours**



**General Preservation and Enhancement Proposals**

Legislative background –
Boundary –
Erosion of character –
Grants –
Public realm –
Future development (New buildings and extensions) –
Setting and views –
Solar panels and wind turbines –
Monitoring change –
Community engagement –
Advertising and signage –
Trees –

**Specific Preservation and Enhancement Proposals**

1. Title of area / building to be preserved or enhanced
2. Title of area / building to be preserved or enhanced
3. Title of area / building to be preserved or enhanced
4. Title of area / building to be preserved or enhanced
5. Title of area / building to be preserved or enhanced
6. Title of area / building to be preserved or enhanced

**Projects**

Link to website records of recently undertaken projects as well as proposed projects.  
 Enhancements proposals will be reviewed from time to time.

Date
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Council Logo
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