

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
Swyddfeydd y Cyngor - Council Offices
LLANGFNI
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RHYBUDD O GYFARFOD	NOTICE OF MEETING
PWYLLGOR GWAITH	THE EXECUTIVE
DYDD LLUN 3 TACHWEDD 2014 10.00 o'r gloch	MONDAY 3 NOVEMBER 2014 10.00 am
SIAMBR Y CYNGOR SWYDDFEYDD Y CYNGOR LLANGFNI	COUNCIL CHAMBER COUNCIL OFFICES LLANGFNI
Swyddog Pwyllgor	Ann Holmes 01248 752518 Committee Officer

Annibynnol/Independent

R Dew, K P Hughes, H E Jones and Ieuan Williams (Cadeirydd/Chair)

Plaid Lafur/Labour Party

J A Roberts (Is-Gadeirydd/Vice-Chair) and Alwyn Rowlands

Aelod Democratiaid Rhyddfrydol Cymru /Welsh Liberal Democrat (Heb Ymuno / Unaffiliated)

Aled Morris Jones

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 y Pwyllgor Gwaith 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 Executive.

Please note that meetings of the Committee are filmed for live and subsequent broadcast on the Council's website. The Authority is a Data Controller under the Data Protection Act and data collected during this webcast will be retained in accordance with the Authority's published policy.

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 - 8)

To submit for confirmation, the minutes of the meeting of the Executive held on 20th October, 2014.

4 THE EXECUTIVE'S FORWARD WORK PROGRAMME (Pages 9 - 24)

To submit a report by the Interim Head of Democratic Services.

5 BUDGET MONITORING REPORT 2014-15 - 2ND QUARTER - REVENUE (Pages 25 - 34)

To submit a report by the Interim Head of Function (Resources) and Section 151 Officer.

6 BUDGET MONITORING REPORT 2014-15 - 2ND QUARTER - CAPITAL (Pages 35 - 46)

To submit a report by the Interim Head of Function (Resources) and Section 151 Officer.

7 RESERVES AND BALANCES (Pages 47 - 54)

To submit a report by the Interim Head of Function (Resources) and Section 151 Officer.

8 CUSTOMER SERVICE EXCELLENCE PROJECT (Pages 55 - 60)

To submit a report by the Deputy Chief Executive.

9 SCHOOLS MODERNISATION - HOLYHEAD AREA (Pages 61 - 190)

To submit a report by the Director of Lifelong Learning.

10 WELSH PUBLIC LIBRARY STANDARDS, ANNUAL RETURN 2013/14 (Pages 191 - 222)

To submit a report by the Director of Lifelong Learning.

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11 CORPORATE SCRUTINY REPORT ON THE REVIEW OF THE SKATE PARK CLOSURE (Pages 223 - 232)

To consider a report by the Chair of the Corporate Scrutiny Committee.

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THE EXECUTIVE

Minutes of the meeting held on 20 October 2014

- PRESENT:** Councillor Ieuan Williams (Chair)
Councillor J Arwel Roberts (Vice-Chair)
- Councillors R Dew, K P Hughes, A M Jones, H E Jones and Alwyn Rowlands
- IN ATTENDANCE:** Chief Executive,
Deputy Chief Executive,
Corporate Director of Sustainable Development,
Corporate Director of Community,
Corporate Director of Lifelong Learning,
Interim Head of Function (Resources) & Section 151 Officer (for Items 6 & 14),
Interim Head of Democratic Services (for Item 5),
Head of Adults Services (for Item 16),
Head of Housing Services (for Item 7),
Financial Systems Manager (DG) (for Item 7),
Strategic Transformation Manger, Adult Social Care (for Item 16),
Procurement Officer (SR) (for Item 14),
Corporate Programme Manager (DE) (for Item 10),
Project Officer (GBH) (for Item 10),
Solicitor (TR) (for Item 8),
Committee Officer (MEH).
- ALSO PRESENT:** Councillors Ann Griffith, John Griffith, T. Victor Hughes, Llinos M. Huws, R.LI. Jones, R. Meirion Jones, Bob Parry OBE.
- APOLOGIES:** None

1 DECLARATION OF INTEREST

No declaration of interest received.

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

None to declare.

3 MINUTES

It was resolved that the minutes of the previous meeting of the Executive held on 8th September, 2014 be confirmed as a true record.

4 MINUTES FOR INFORMATION

RESOLVED to note the contents of the draft minutes of the meeting of the Corporate Parenting Panel held on 8th September, 2014.

5 THE EXECUTIVE'S FORWARD WORK PROGRAMME

The report of the Interim Head of Democratic Services incorporating the Executive's Forward Work Programme for the period November 2014 to June 2015 was presented for approval.

The Interim Head of Democratic Services stated that 4 extra items have been presented by the Finance Department for consideration at the 3rd November 2014 meeting :-

Budget Monitoring Report 2014/15 – 2nd Quarter – Revenue
Budget Monitoring Report 2014/15 – 2nd Quarter – Capital
2015-16 Revenue Budget Proposals
Reserves and Balances

It was resolved to confirm the updated Forward Work Programme for the period November, 2014 to April, 2015.

6 BUDGET 2015-16

Submitted – a report by the Interim Head of Function (Resources) and Section 151 in relation to the above.

The Welsh Government provisional settlement has now been received with Anglesey receiving of reduction of 3.9%. The Authority is currently working to a budget shortfall in 2015/16 of £7.659m and over three years a budget shortfall of £16.6m. In September each of the Service Departments were provided with a savings target of 10% based upon the gross budgets calculation.

RESOLVED to note and adopt the report.

7 RENT DE-POOLING AND SERVICE CHARGES

Submitted – a report by the Head of Housing Services in relation to the above.

The Financial Systems Manager reported that the Minister for Housing and Regeneration decided that the new rent policy would be implemented by Registered Social Landlords from April 2014 and for Local Authorities from April 2015. Where a social landlord pools rents and service charges, as in the case in Anglesey, they are now required to start the process of disaggregating service charges from rent and to start this with effect from April 2015.

The formula for annual rent increases has been set by the WG for the next four financial years commencing in 2015/16. The Council's current rent levels are significantly below the intended policy target rents, harmonisation will require that council housing rents which currently fall well below the policy target rents will be subject to this formula rent increase.

It was further noted that like many local authorities, the Council has included the cost of providing services to shared or communal areas in the rent that all tenants pay, irrespective of whether all tenants benefit from the services being provided. De-pooling involves separating out these costs and charging them as a service charge.

RESOLVED :-

- **To approve the revised Rent Policy for Social Housing;**
- **To approve the policy rents for 2014/15 as outlined paragraph 2.3 of the report, to be used as the basis for calculating policy rents for 2015/16;**
- **To approve for the purpose of de-pooling that the current rent levels be retained;**
- **In order to increase the move towards achievement of policy rent levels, it was approved that these levels be applied to any property becoming void and then re-let, effective from 1st April, 2015;**
- **That the de-pooling exercise takes place with effect from April, 2015;**
- **That service charges be applied to leaseholders and freeholders of former Council properties sold under the Right to Buy in accordance with the terms of the transfer;**
- **That formal consultation of 6 weeks be carried out with tenants and leaseholders;**
- **That an update report be presented to the Executive in February 2015 on proposed rent increases for 2015/16.**

8 NEWRY BEACH VILLAGE GREEN APPLICATION

Submitted – the report of the Head of Environment and Technical Services in respect of an application received from the Waterfront Action Group to register land at Newry Beach, Holyhead as a Town or Village Green under Section 15 of the Commons Act 2006.

RESOLVED that the County Council will not lodge an objection to the application.

9 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED to adopt the following :-

“Under Section 100(A)(4) of the Local Government Act 1972, to exclude the press and public from the meeting during discussion on the following item on the grounds that it may involve the disclosure of exempt information as defined in Schedule 12A of the said Act and in the attached Public Interest Test.”

10 SMARTER WORKING PROJECT

Submitted – the report of the Deputy Chief Executive in relation to the above.

The Portfolio Holder (Performance Transformation) stated that the smarter working project is delivered as a range of savings which is outlined within the report. Based on advice received by the Section 151 Officer, savings are unlikely to materialise by adopting a piecemeal approach. A number of the aspects within the report have been ideas put forward by staff and management can now work to modernise facilities, service delivery and working practices within the Council.

The Corporate Programme Manager reported that over the two year period the project will release savings of up to £700k. Capital receipts will be used to contribute to capital investment linked to the project which will lead to improvements within the authority.

A copy of the decision and recommendation of the Corporate Scrutiny Committee held on 15th October, 2014 was circulated at the meeting.

Councillor Bob Parry OBE stated that whilst he appreciated that elements of the Smarter Working project are acceptable he specified that spending over £1m on the Headquarters would not be acceptable to the residents of the Island when the Authority considers increasing the Council Tax by up by 5%. He considered that the project should be deferred until the issue of local government reorganisation is clearer.

The Deputy Chief Executive responded that the Smarter Working project is an ‘invest to save’ project. She considered that through modernising the way in which the Council works and enhancing the use of technology and managing assets is paramount to the future of the Authority.

Members of the Executive were in agreement that the Authority needs to modernise the way it works. The revenue savings will enable the Authority to serve its residents in a more effective way and to bring in capital receipts. The authority needs to move forward in enhancing its services and be a modernised Council. It was agreed that update reports on the project should be afforded to the Executive on a quarterly basis. It was further agreed that the costings of proposals within the report should be reviewed.

RESOLVED :-

- That the Smarter Working project be approved as set out within the report, subject to the allocation of capital and revenue resources;
- That the costing of the recommended proposals within the report should be reviewed;
- That the Executive mandates and instructs the sale of the vacated assets in scope as soon as is practicable;
- That update reports be submitted to the Transformation Board, Corporate Scrutiny Committee and the Executive on the process of the Smarter Working project.
- To arrange a Seminar for all Members to inform on the details of the project.

11 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED to adopt the following :-

“Under Section 100(A)(4) of the Local Government Act 1972, to exclude the press and public from the meeting during discussion on the following item on the grounds that it may involve the disclosure of exempt information as defined in Schedule 12A of the said Act and in the attached Public Interest Test.”

12 SELLING LAND AT BRYN DU

Submitted – a report by the Head of Environment and Technical Services in relation to a request been received to purchase land at Bryn Du, Ty Croes. It was noted that an Executive Committee decision is required as the land is within the Ward of the Portfolio Member.

RESOLVED to dispose the land at Bryn Du as noted within the report.

13 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED to adopt the following :-

“Under Section 100(A)(4) of the Local Government Act 1972, to exclude the press and public from the meeting during discussion on the following item on the grounds that it may involve the disclosure of exempt information as defined in Schedule 12A of the said Act and in the attached Public Interest Test.”

14 PROCUREMENT IMPROVEMENT PROGRAMME

Submitted – a report by the Head of Function (Resources) and Section 151 Officer in relation a business case offered to support the potential for Cashable Savings as a by-product of the proposed Procurement Improvement Programme.

It was noted that by investing in this project, the potential return of financial savings will be greater for the Authority together with the Project Manager being able to identify further savings initiative through procurement exercises.

Members of the Executive considered that the Council's procurement process should support local companies, as far as it is possible, to enhance the local economy; consideration should be given to arranging a Seminar by local companies for Members. It was further noted that the Officers should consult with Bangor University who has expertise within the procurement field.

Members of the Executive further requested the Officers to investigate the possibility of discounted mobile phone provision for employees of the Authority.

RESOLVED :-

- **To agree the invest to save project, with an investment of £96k over 2 years.**
- **To ensure that new procurement practice looks to maximise Council spend in the local economy where possible.**
- **To investigate using the expertise of Bangor University.**

15 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED to adopt the following :-

“Under Section 100(A)(4) of the Local Government Act 1972, to exclude the press and public from the meeting during discussion on the following item on the grounds that it may involve the disclosure of exempt information as defined in Schedule 12A of the said Act and in the attached Public Interest Test.”

16 EXTRA CARE OPTIONS IN AMLWCH AND LLANGEFNI

Submitted – a report by the Head of Adult Services in relation to the above.

He noted that Extra Care provides an improved quality of life, improved health and life expectancy service.

Following the decision of the Executive in July 2014 that Extra Care be developed in Amlwch and Llangefni, work has been undertaken to provide a recommendation on the land sites to be used and work on the financial model has also progressed.

Members of the Executive requested the Officers to investigate the suitability of the Shire Hall, Llangefni as a prospective site for Extra Care facilities.

RESOLVED :-

- **To agree in principle, for the Council owned sites of Maes Mona, Amlwch and a part of the Hen Ysgol y Graig site (Llangefni) to be used (sold or as an asset transfer as a part of the scheme) as a part of the Council's contribution to the development of Extra Care and that Officers can now commence with appropriate procurement for a build partner.**
- **Prior to implementing the above that detailed consideration will be given to suitability of Shire Hall as a prospective site for Extra Care in Llangefni, and should this seem suitable the Executive will be advised accordingly.**
- **Required levels of financial investment will be considered through the Capital Strategy.**
- **That an update report be submitted to the Executive in due course.**

The meeting concluded at 11.05 am

**COUNCILLOR IEUAN WILLIAMS
CHAIR**

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ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	The Executive
Date:	3 November 2014
Subject:	The Executive's Forward Work Programme
Portfolio Holder(s):	Cllr Ieuan Williams
Head of Service:	Lynn Ball Head of Function – Council Business / Monitoring Officer
Report Author: Tel: E-mail:	Huw Jones, Interim Head of Democratic Services 01248 752108 JHuwJones@anglesey.gov.uk
Local Members:	Not applicable

A –Recommendation/s and reason/s
<p>In accordance with its Constitution, the Council is required to publish a forward work programme and to update it regularly. The Executive Forward Work Programme is published each month to enable both members of the Council and the public to see what key decisions are likely to be taken over the coming months.</p> <p>The Executive is requested to:</p> <p>confirm the attached updated work programme which covers December 2014 – July 2015;</p> <p>identify any matters subject to consultation with the Council's Scrutiny Committees and confirm the need for Scrutiny Committees to develop their work programmes further to support the Executive's work programme;</p> <p>note that the forward work programme is updated monthly and submitted as a standing monthly item to the Executive.</p>

B – What other options did you consider and why did you reject them and/or opt for this option?

-

C – Why is this a decision for the Executive?

The approval of the Executive is sought before each update is published to strengthen accountability and forward planning arrangements.

D – Is this decision consistent with policy approved by the full Council?

Yes.

DD – Is this decision within the budget approved by the Council?

Not applicable.

E – Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	The forward work programme is discussed at Heads of Service meetings ('Penaethiaid') on a monthly basis (standing agenda item). It is also circulated regularly to Corporate Directors and Heads of Services for updates.
2	Finance / Section 151 (mandatory)	
3	Legal / Monitoring Officer (mandatory)	
5	Human Resources (HR)	
6	Property	
7	Information Communication Technology (ICT)	
8	Scrutiny	
9	Local Members	Not applicable.
10	Any external bodies / other/s	Not applicable.

F – Risks and any mitigation (if relevant)	
1	Economic
2	Anti-poverty
3	Crime and Disorder
4	Environmental
5	Equalities
6	Outcome Agreements
7	Other
FF - Appendices:	
The Executive's Forward Work Programme: December 2014 – July 2015.	

G - Background papers (please contact the author of the Report for any further information):
Previous forward work programmes.

THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: December 2014 – July 2015

Updated: 24 October 2014



The Executive's forward work programme enables both Members of the Council and the public to see what key decisions are likely to be taken by the Executive over the coming months. It includes information on the decisions sought and who the lead Officers and Portfolio Holders are for each item.

The Executive's draft Forward Work Programme for the period **November 2014 – June 2015** is outlined on the following pages.

It should be noted, however, that the work programme is a flexible document as not all items requiring a decision will be known that far in advance and some timescales may need to be altered to reflect new priorities etc. The list of items included is therefore reviewed regularly.

Some matters identified in the forward work programme may be delegated to individual portfolio holders for approval.

Reports will be required to be submitted from time to time regarding specific property transactions, in accordance with the Asset Management Policy and Procedures. Due to the influence of the external market, it is not possible to determine the timing of reports in advance.

* Key:
Strategic – key corporate plans or initiatives
Operational – service delivery
For information

THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: December 2014 – July 2015

Updated: 24 October 2014

	Subject and * Category (Strategic / Operational / For information)	Why the decision is sought from the Executive	Lead Department	Responsible Officer/ Lead Member & contact for representation	Pre-decision / Date to Scrutiny	Date to Executive	Date to Full Council
1	The Executive's Forward Work Programme Category: Strategic	To update the work programme.	Deputy Chief Executive	Huw Jones Interim Head of Democratic Services Cllr Ieuan Williams		1 December 2014	
2	Corporate Scorecard – Quarter 2, 2014/15 Category: Strategic	Quarterly performance monitoring report.	Deputy Chief Executive	Bethan Jones Deputy Chief Executive Cllr Alwyn Rowlands	24 November 2014	1 December 2014	
3	2014/15 Financial Position Category: Strategic	To accept the report.	Deputy Chief Executive	Richard Micklewright Interim Head of Function - Resources Cllr Hywel Eifion Jones		1 December 2014	
4	2015/16 Capital Programme Category: Strategic	To accept the report.	Deputy Chief Executive	Richard Micklewright Interim Head of Function - Resources Cllr Hywel Eifion Jones		1 December 2014	
5	2015/16 Council Tax Base Category: Strategic	Calculation and setting of the Council Tax Base for the Isle of Anglesey County Council and the Town and Community Councils.	Deputy Chief Executive	Richard Micklewright Interim Head of Function - Resources Cllr Hywel Eifion Jones		1 December 2014	

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Operational – service delivery

For information

THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: December 2014 – July 2015

Updated: 24 October 2014

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6	Medium Term Financial Plan and Proposed Efficiency Savings for 2015/16 Category: Strategic	To consider the medium term plan and proposed efficiency savings.	Deputy Chief Executive	Richard Micklewright Interim Head of Function - Resources Cllr Hywel Eifion Jones		1 December 2014	
7	Treasury Management Strategy Statement Category: Strategic	To accept the report.	Deputy Chief Executive	Richard Micklewright Interim Head of Function - Resources Cllr Hywel Eifion Jones		1 December 2014	
8	Wales – Enhanced Local Need Scheme – Business Rates Relief 2014/15 Category: Strategic	Adoption of Scheme.	Deputy Chief Executive	Richard Micklewright Interim Head of Function - Resources Cllr Hywel Eifion Jones		1 December 2014	
9	Council Tax Reduction Scheme for 2015/16 Category: Strategic	To make recommendations to Full Council.	Deputy Chief Executive	Richard Micklewright Interim Head of Function - Resources Cllr Hywel Eifion Jones		1 December 2014	4 December 2014
10	Exit the Housing Revenue Account Subsidy Category: Strategic	Approval for entering into voluntary agreement.	Community	Shan Lloyd Williams Head of Housing Services Cllr Kenneth P Hughes	27 Tachwedd 2014	1 December 2014	

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11	Changes to the Private Sector Housing Renewal Policy Category: Strategic	Approval.	Community	Shan Lloyd Williams Head of Housing Services Cllr Kenneth P Hughes	27 November 2014	1 December 2014	
12	Work Programme for the Anglesey Integrated Delivery Board for Health and Social Care Services Category: Strategic	Approval of work programme.	Community	Alwyn Jones Head of Adults Services Cllr Kenneth P Hughes	25 September 2014	1 December 2014	
13	Disabilities Strategy Category: Strategic	To submit ideas as to how to respond to needs.	Lifelong Learning	Dr Gwynne Jones Director of Lifelong Learning Cllr Ieuan Williams		1 December 2014	
14	CAPITA SIMS Category: Strategic	Approval to extend the existing contract by one year.	Lifelong Learning	Dr Gwynne Jones Director of Lifelong Learning Cllr Ieuan Williams		1 December 2014	
15	School Transport Costs Category: Operational	To draw attention to the cost of transport and charge for travel.	Lifelong Learning	Dr Gwynne Jones Director of Lifelong Learning Cllr Ieuan Williams		1 December 2014	

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16	Môn/Gwynedd Building Control Integration Category: Operational	Support the proposed joint working arrangements.	Sustainable Development	Jim Woodcock Head of Planning and Public Protection Cllr J Arwel Roberts	To be confirmed.	1 December 2014	
17	Deposit Local Development Plan Category: Strategic	For comment / support before submission to the Joint Planning Policy Committee and a recommendation to full Council with regard to the timetable.	Sustainable Development	Jim Woodcock Head of Planning and Public Protection Cllr J Arwel Roberts	Scrutiny role will be exercised by the continuation of the programme of whole- Council seminars.	1 December 2014	4 December 2014
18	Maritime Fees Category: Operational	Approval of fees.	Sustainable Development	Dylan Williams Head of Economic and Community Regeneration Cllr Aled Morris Jones	25 September 2014	1 December 2014	
19	2015/16 Budget Category: Strategic	To finalise the Executive's initial draft budget proposals for consultation.	Deputy Chief Executive	Richard Micklewright Interim Head of Function – Resources Cllr Hywel Eifion Jones		15 December 2014	

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Period: December 2014 – July 2015

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20	The Executive's Forward Work Programme Category: Strategic	To update the work programme.	Deputy Chief Executive	Huw Jones Interim Head of Democratic Services Cllr Ieuan Williams		12 January 2015	
21	Constitutional Changes – Terms of Reference of Appeals, Investigation and Disciplinary Committees Category: Strategic	Approval.	Deputy Chief Executive	Lynn Ball Head of Function - Council Business / Monitoring Officer Cllr Alwyn Rowlands		12 January 2015	26 February 2015
22	Constitutional Changes – Audit Committee Terms of Reference Category: Strategic	Approval.	Deputy Chief Executive	Lynn Ball Head of Function - Council Business / Monitoring Officer Cllr Alwyn Rowlands		12 January 2015	26 February 2015
23	Local Housing Strategy 2014 – 2019 Category: Strategic	Approval of strategy and recommendation to Full Council	Community	Shan Lloyd Williams Head of Housing Services Cllr Kenneth P Hughes	25 September 2014	12 January 2015	26 February 2015

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24	Affordable Housing Project Category: Strategic	To take forward an option for procurement of affordable housing across the island.	Community	Shan Lloyd Williams Head of Housing Services Cllr Kenneth P Hughes		12 January 2015	
25	Safeguarding Arrangements for Vulnerable Adults Category: Strategic	To accept the report.	Community	Alwyn Jones Head of Adults' Services Cllr Kenneth P Hughes	27 November 2014	12 January 2015	
26	Annual Complaints Report – Social Services Category:	To accept the report.	Community	Gwen Carrington Director of Community Cllr Kenneth P Hughes		12 January 2015	
27	Schools Modernisation – Rhosyr Area Category: Strategic	To agree the way forward following the informal consultation.	Lifelong Learning	Dr Gwynne Jones Director of Lifelong Learning Cllr Ieuan Williams		12 January 2015	
28	Constitutional Changes – Planning and Orders Committee Category: Strategic	Approval.	Sustainable Development	Arthur Owen Director of Sustainable Development / Lynn Ball Head of Function -		12 January 2015	26 February 2015

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			Council Business / Monitoring Officer Cllr J Arwel Roberts Cllr Alwyn Rowlands				
29	2015/16 Budget Category: Strategic	Adoption of final proposals for recommendation to the County Council	Deputy Chief Executive	Richard Micklewright Interim Head of Function - Resources Cllr Hywel Eifion Jones	Corporate: 13 Jan 2015 Partnership: 14 Jan 2015 Democratic: 29 Jan 2015	9 February 2015	26 February 2015
30	The Executive's Forward Work Programme Category: Strategic	To update the work programme.	Deputy Chief Executive	Huw Jones Interim Head of Democratic Services Cllr Ieuan Williams		16 February 2015	
31	Corporate Scorecard – Quarter 3, 2014/15 Category: Strategic	Quarterly performance monitoring report.	Deputy Chief Executive	Bethan Jones Deputy Chief Executive Cllr Alwyn Rowlands	10 February 2015	16 February 2015	

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32	2014/15 Revenue and Capital Budget Monitoring Report – Quarter 3 Category: Strategic	Quarterly financial monitoring report.	Deputy Chief Executive	Richard Micklewright Interim Head of Function - Resources Cllr Hywel Eifion Jones	10 February 2015	16 February 2015	
33	New Business Rates Relief for Charities and Non Profit-Making Organisations Category: Strategic	Approval of a new policy.	Deputy Chief Executive	Richard Micklewright Interim Head of Function - Resources Cllr Hywel Eifion Jones		16 February 2015	
34	Llawr y Dref – options for the future Category: Operational and Strategic	To approve the strategic direction prior to consultation with Tenants	Community	Shan L Williams Head of Housing Services Cllr Kenneth P Hughes		16 February 2015	
35	Housing Rents 2015/16 Category: Strategic	Approval of annual rent increase.	Community	Shan L Williams Head of Housing Services Cllr Kenneth P Hughes		16 February 2015	
36	Family Support Strategy Category: Strategic	To submit ideas for responding to needs.	Lifelong Learning	Dr Gwynne Jones Director of Lifelong Learning Cllr Ieuan Williams		16 February 2015	

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Updated: 24 October 2014

Subject and * Category (Strategic / Operational / For information)	Why the decision is sought from the Executive	Lead Department	Responsible Officer/ Lead Member & contact for representation	Pre-decision / Date to Scrutiny	Date to Executive	Date to Full Council
37 The Executive's Forward Work Programme Category: Strategic	To update the work programme.	Deputy Chief Executive	Huw Jones Interim Head of Democratic Services Cllr Ieuan Williams		16 March 2015	
38 Annual Equality Report Category: Strategic	To approve the annual report for publication	Deputy Chief Executive	Huw Jones Interim Head of Democratic Services Cllr Kenneth P Hughes		16 March 2015	
39 Common Allocations Policy Category: Strategic	Adoption of new Common Allocations Policy.	Community	Shan L Williams Head of Housing Cllr Kenneth P Hughes		16 March 2015	
40 Public Sector Housing Capital Programme 2015/16 Category: Strategic	To seek approval.	Community	Shan L Williams Head of Housing Services Cllr Kenneth P Hughes		16 March 2015	
41 Libraries Service Review Category: Strategic	Options for future service delivery.	Lifelong Learning	Dr Gwynne Jones Director of Lifelong Learning Cyng Ieuan Williams		16 March 2015	
42 Cultural Services Review Category: Strategic	Options for future service delivery.	Lifelong Learning	Dr Gwynne Jones Director of Lifelong Learning Cllr Ieuan Williams		16 March 2015	

* Key:

Strategic – key corporate plans or initiatives

Operational – service delivery

For information

THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: December 2014 – July 2015

Updated: 24 October 2014

	Subject and * Category (Strategic / Operational / For information)	Why the decision is sought from the Executive	Lead Department	Responsible Officer/ Lead Member & contact for representation	Pre-decision / Date to Scrutiny	Date to Executive	Date to Full Council
43	Youth Service Category: Strategic	Options for the future delivery of the youth service.	Lifelong Learning	Dr Gwynne Jones Director of Lifelong Learning Cllr Ieuan Williams		16 March 2015	
44	The Executive's Forward Work Programme Category: Strategic	To update the work programme.	Deputy Chief Executive	Huw Jones Interim Head of Democratic Services Cllr Ieuan Williams		20 April 2015	
45	Annual Delivery Document (Improvement Plan) 2015/16 Category: Strategic	Approval and recommendation to full Council.	Deputy Chief Executive	Bethan Jones Deputy Chief Executive Cllr Alwyn Rowlands		20 April 2015	7 May 2015
46	Schools Modernisation – Rhosyr Area Category: Strategic	To agree the way forward following the formal consultation.	Lifelong learning	Dr Gwynne Jones Director of Lifelong Learning Cllr Ieuan Williams		20 April 2015	
47	The Executive's Forward Work Programme Category: Strategic	To update the work programme.	Deputy Chief Executive	Huw Jones Interim Head of Democratic Services Cllr Ieuan Williams		May 2015	

* Key:

Strategic – key corporate plans or initiatives

Operational – service delivery

For information

THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: December 2014 – July 2015

Updated: 24 October 2014

Subject and * Category (Strategic / Operational / For information)	Why the decision is sought from the Executive	Lead Department	Responsible Officer/ Lead Member & contact for representation	Pre-decision / Date to Scrutiny	Date to Executive	Date to Full Council
48	The Executive's Forward Work Programme Category: Strategic	Deputy Chief Executive	Huw Jones Interim Head of Democratic Services Cllr Ieuan Williams		June 2015	
49	The Executive's Forward Work Programme Category: Strategic	Deputy Chief Executive	Huw Jones Interim Head of Democratic Services Cllr Ieuan Williams		July 2015	

* Key:

Strategic – key corporate plans or initiatives

Operational – service delivery

For information

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ISLE OF ANGLESEY COUNTY COUNCIL	
REPORT TO:	EXECUTIVE COMMITTEE
DATE:	3 NOVEMBER 2014
SUBJECT:	REVENUE BUDGET MONITORING, QUARTER 2 2014/15
PORTFOLIO HOLDER(S):	COUNCILLOR H E JONES
HEAD OF SERVICE:	RICHARD MICKLEWRIGHT / BETHAN HUGHES OWEN
REPORT AUTHOR:	BEN DAVIES
TEL:	01248 752610
E-MAIL:	BenDavies@anglesey.gov.uk
LOCAL MEMBERS:	n/a

A - Recommendation/s and reason/s
<ol style="list-style-type: none"> 1. In February 2014, the Council set a net budget for 2014/15 with net service expenditure of £126.7m to be funded from council tax income and general grants. 2. The budget for 2014/15 included required savings of £6.3m. These have been incorporated into the individual service budgets and achievement or non-achievement of these is reflected in the net under/overspends shown. 3. This report sets out the financial performance of the Council's services for the first half of the financial year and the projected position for the year as a whole, identifying the overall position and the sources of the main variances. 4. The overall projected financial position for 2014/15 is an overspend of £456k and explanations for significant variances are included within the report. 5. It is recommended that the following are noted:- <ol style="list-style-type: none"> (i) the position set out in respect of financial performance to date; (ii) the projected year end deficit; and (iii) actions being taken to address this. 6. The Senior Leadership Team is requested to develop proposals to bring the Council back within budget in 2014/15 and to report these to the next Executive.
B - What other options did you consider and why did you reject them and/or opt for this option?
n/a
C - Why is this a decision for the Executive?
This matter is delegated to the Executive.
CH - Is this decision consistent with policy approved by the full Council?
Yes
D - Is this decision within the budget approved by the Council?
The decision relates to the setting of the annual budget.

DD - Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	No issues raised
2	Finance / Section 151 (mandatory)	n/a – this is Section 151 Officer's report
3	Legal / Monitoring Officer (mandatory)	No issues raised
4	Human Resources (HR)	
5	Property	
6	Information Communication Technology (ICT)	
7	Scrutiny	
8	Local Members	
9	Any external bodies / other/s	
E - Risks and any mitigation (if relevant)		
1	Economic	
2	Anti-poverty	
3	Crime and Disorder	
4	Environmental	
5	Equalities	
6	Outcome Agreements	
7	Other	
F - Appendices:		
Appendix A - Revenue Budget Monitoring Report – Quarter 2, 2014/15		
FF - Background papers (please contact the author of the Report for any further information):		
<ul style="list-style-type: none"> • 2014/15 revenue budget (as recommended by this Committee on 10 February 2014 and adopted by the the County Council in February 2014); and • 2014/15 quarter 1 revenue budget monitoring report (as presented to, and accepted by, this Committee on 8 September 2014). 		

REVENUE BUDGET MONITORING – QUARTER 2 2014/15

1. General Balance – Opening Position and Planned Contribution in 2014/15

1.1 As reported to this Committee on 30th September 2014, the out-turn position for 2013/14 was significantly better than expected; so that the general balance at the start of the current financial year stood at £5.7m.

2. Quarter 2 – Financial Performance by Service

2.1 Details of the financial performance by service for the first half of the year, and the projected out-turn position for each is set out in Annex A. The overall forecast is for a net overspend on the services of £456k. The table below summarises the variances.

Summary of projected variances at 31 March 2015 based upon financial information as at October 2014	
	(Under)/ Overspend £000
Central Education	(318)
Social Care	(645)
Highways	152
Planning & Public Protection	163
Corporate – other services	168
Deputy Chief Executive's Office	144
Finance (excl. Benefits Granted)	757
ICT	(188)
Other	222
Net	456

3. Explanation of Significant Variances

3.1 Lifelong Learning

3.1.1 Central Education

3.1.1.1 This service was underspent by £167k (5%) during the first half of the year. The forecast for the year end is an underspend of £318k (4%). The most significant reasons for the forecast underspend are as follows:-

- Home tuition is projected to be underspent on staff costs, premises hire, consultancy and taxis, resulting in an underspend £100k (22%).
- Primary school meals are projected to be underspent by £65k (13%) due to the new cating contract which is proving to have enhanced cost effectiveness.
- Out of county costs are forecast to be underspent by £180k (16%) by the year end, although this is a demand led budget and there is, therefore, a degree of uncertainty when forecasting.
- The above underspends are forecast to be countered by the forecast £130k overspend relating to consultancy services provided by Cynnal (36%).

3.1.2 Culture

3.1.2.1 This service was £14k (2%) overspent in the period to 30 September 2014, with this forecast to increase to £55k (2%) by the year end. The main reason for this is that Oriel Ynys Môn is projected to be £100k overspent due to non-achievement of income targets, which were, for this year, reflecting expectations following on from the Venice exhibition in 2013/14. This will be mitigated to a degree by the projected underspend on the library service of £50k which is largely attributable to a vacant post.

3.2 Communities

3.2.1 Social Care

3.2.1.1 This service was £582k (4%) underspent for the first half of the year, with this forecast to increase to £644k (2%) for the year as a whole. The main areas of forecast underspend are Services for the Elderly (£465k, 8%) and the Provider Unit (£213k, 3%), due to savings on employee costs, over achievement of income and reduced repairs and maintenance costs. The Services for the Elderly is a volatile area and a substantial amount of work has been performed to improve the projections over all client groups as well as realigning budgets between Residential Care and Home Care to follow demand; this work has now been finalised and a more consistent picture should be seen going forward. The Children and Young People's service budget is expected to be on budget for the year and the service is working closely with the finance service to ensure that the projected costs for out of county placements are as accurate as possible.

3.2.2 Housing (Council Fund)

3.2.2.1 This service was underspent by £52k (6%) in the first half of the year and is forecast to be underspent by £52k (21%) by the year end. This is in part due to vacant posts, later than anticipated expenditure on the Welfare Reform Project and underspends on the Homeless section relating to B&B costs, countered by overspends on the Private Sector Leasing Scheme.

3.2.3 Housing (HRA)

3.2.3.1 The service was underspent by £25k (1%) in the first half of the year, this is projected to rise to £101k (200%) by the year end. This is largely driven by rent increases advised by the Welsh Government being higher than anticipated.

3.3 Sustainable Development

3.3.1 Economic Development

3.3.1.1 This service was underspent by £83k (18%) at the end of the second quarter, with the projected outturn for the year as a whole being on budget.

3.3.2 Leisure

3.3.2.1 This service was £2k (<1%) overspent to 30 September 2014, with an overspend of £78k (4%) projected by the year end. The main reasons for this are as follows:-

- The Park and Outdoor Facility budgets formed part of the efficiency savings accepted for 2012/13 but not all sites have been outsourced, projected overspend £108k;
- The golf course has a projected overspend of £60k due to not realising its income targets, an issue dating back to the 1990's;
- The overspends will be mitigated to some extent by projected surplus on leisure centres of £100k (14%), which is due to successful income generation.

3.3.3 Maritime

3.3.3.1 This service was overspent by £100k (200%) at the end of quarter two, with a projected overspend of £72k (18%) by the year end.

3.3.3.2 The main reasons for the projected overspend are as follows:-

- Foreshore income under achieving by £38k (64%), with the peak season having drawn to a close and no significant further income anticipated before the year end;
- Mooring fees falling short of the budget by £43k (47%);
- These are mitigated to an extent by projected savings on contractual works of £30k. This is a budget to cover reactive costs and forecasting is more challenging than for other areas.

3.3.4 Highways

3.3.4.1 This service was £96k (2%) underspent by the end of the second quarter and is projected to be £152k (2%) overspent by the year end (excluding the effects of the works budgets (traffic, lighting and maintenance) as the forecast year end position is unknown at this time).

3.3.4.2 The main reasons for the projected overspends on:-

- (i) car parks (£32k, 7%), mainly due to repairs and maintenance costs;
- (ii) maintenance management (£32k, 4%), largely due to underachieving income and overspending on transport costs; and
- (iii) streetworks income (£43k, 134%), combined with an overspend on staffing costs in relation to the Road Safety Grant (£45k).

3.3.4.3 One of the main reasons that the works budgets cannot be accurately forecast at this time is that they will be significantly affected by this winter's weather conditions.

3.3.5 Planning and Public Protection

3.3.5.1 This service was £124k (10%) overspent during the first half of the year and is projected to be £163k (5%) overspent by the year end. The main reasons for the projected overspend are:-

- (i) Planning Delivery Wales grant where employee costs have not reduced in line with the reduced grant (£34k);
- (ii) Environmental Health income forecast to underachieve (£40k, 41%);
- (iii) Pest Control income forecast to fall short (£25k, 49%), due to underachievement of income on both commercial and domestic work;
- (iv) Licencing income to underachieve (£39k, 29%).

3.3.5.2 The above forecast excludes the effects of Energy Island and the Animal Movement Licensing which cannot be projected with sufficient certainty at this time. The Animal Movement Licensing Section (annual expenditure budget £51k) was fully grant funded in the past but the grant funding has been reduced significantly in recent years and the funding for 2014/15 has not, at the time of producing this report, been confirmed.

3.3.6 Property

3.3.6.1 This service was £37k (6%) underspent by the end of quarter two, and is projected to come in on budget for the year as a whole, with any overspends being mitigated by underspends in other areas. The largest projected underspend is £100k (4%) on salaries, due to vacant posts and secondments.

3.3.7 Waste Management

3.3.7.1 This service was £43k overspent by the mid year point (1%), with a projected overspend of £35k for the year as a whole due to an overspend on storage costs at Brun Sunsur. The forecast positions with regards to public conveniences and gas management cannot be accurately forecast at this point; a number of public conveniences have been closed or transferred to Community Councils and third sector organisations as part of the 2014/15 efficiency savings and the full impact is still filtering through. The gas management income is difficult to reliably forecast at this stage of the year.

3.4 Deputy Chief Executive

3.4.1 Corporate – Other Services

3.4.1.1 This budget was £54k (9%) overspent during the first half of the year, with a projected overrrspend for the year as a whole of £168k (11%). The main reason for the projected outturn are that there was a budget for savings to be found and this is forecast to be overspent by £176k, countered to an extent by an underspend on North Wales Collaboration (£36k) (as this is no longer underway).

3.4.2 Corporate & Democratic

3.4.2.1 This budget area was £11k (3%) overspent at the mid-year point, with an overspend of £26k (1%) projected by the year end due to a higher than anticipated uptake in the Members' Superannuation Scheme.

3.4.3 Deputy Chief Executive's Office

3.4.3.1 The budget was overspent by £63k (13%) during the first half of the year and is projected to be £144k (14%) overspent by the year end. This is mainly due to:-

- (i) funding not yet applied to a new post;
- (ii) unachievable savings to be found (£51k); and
- (iii) forecast expenditure on the Sycle support of £33k, for which there is no budget in place.

3.4.4 Finance – Excluding Benefits Granted

3.4.4.1 The service was overspent by £746k (60%) at the mid year point, with outturn forecast to be £757k (86%) overspent by the year end. The main reason for this is agency staff costs within the Accountancy Section. However, the number of agency staff is being reduced with the majority finishing their contracts on 31 October 2014. Additionally, the Section 151 Officer post has recently been advertised.

3.4.4.2 The year end overspend forecast in the quarter one report was £482k. The reasons for the increase in the forecast overspend by £275k are as follows:-

- Since the quarter one forecasts were produced, the required tenure for an interim Section151 Officer increased, with the quarter one forecasts not anticipating costs far beyond quarter one. This increased the forecast overspend by £85k;
- During quarter two, although most agency staff within Accountancy have contracts ending on 31st October 2014, the intention now is to retain three of them beyond the end of October to cover vacancies and to carry out specific project work that is separately funded. This increases the forecast overspend by £18k;
- At the time of producing the quarter one report, the level of benefit to be received from the Housing Benefit Administration Grant was not certain. As it is not seperately allocated this year (now forms part of the Revenue Support Grant), and as funding was not allocated during last year's budget setting, this will be an additional pressure of £111k;
- Since quarter one, Revenues and Benefits have purchased new software, to be funded from other savings during the year. The software costs £52k;
- Since quarter one, it has become clear that the impact of the fraud investigation team moving to work for the DWP is a saving of £30k;
- There are a handful of other minor increases to forecast under and overspends, which amount to a net increase to forecast overspend of £39k.

3.4.5 Human Resources

3.4.5.1 This section overspent by £163k (41%) in the first six months and is forecast to be £20k (50%) at the year end. The mid year overspend is mainly due to spend on the Job Evaluation process, for which funding is requested to be applied from the Job Evaluation Reserve. The forecast year end overspend is due to restructuring within the section not delivering the expected savings and assumes that the Job Evaluation reserve is applied as proposed.

3.4.6 ICT

3.4.6.1 This section was underspent by £87k (10%) during the first half of the year and is forecast to be £188k underspent for the year as a whole. The most significant reason for the underspending is vacant posts, including the ICT Manager post.

3.4.7 Legal & Committees

3.4.7.1 This section overspent by £133k (18%) during the first half of the year but is forecast to be £28k (19%) underspent by the year end.

3.4.8 Transformation

3.4.8.1 This section was underspent by £37k (13%) during the first half of the year, and is forecast to be £63k (9%) underspent by the year end. The main reason for the overspend is the vacant Head of Service post.

3.4.9 Finance – Benefits Granted

3.4.9.1 The forecast overspend for the year now stands at £80k (1%), this is down from the forecast in quarter 1 of £130k and is down to a 3.5% reduction in case load.

FINANCIAL PERFORMANCE (COUNCIL FUND) Q2 2014/15

Directorate	Profiled Budget Q2 £'000	Actual & Commitments Q2 £'000	Variance Q2 £'000	Annual Budget £'000	Projected Outturn £'000	Projected Outturn Variance £'000
Lifelong Learning						
Delegated Schools Budget	22,102	22,102	0	43,609	43,609	0
Central Education	3,389	3,222	-167	7,407	7,089	-318
Culture	757	771	14	2,320	2,375	55
	26,248	26,095	-153	53,336	53,073	-263
Communities						
Social Care	14,229	13,648	-581	29,515	28,870	-645
Housing	925	873	-52	1,571	1,519	-52
	15,154	14,521	-633	31,086	30,389	-697
Sustainable Development						
Economic Development	474	391	-83	1,488	1,488	0
Leisure	794	796	2	1,945	2,023	78
Maritime	50	150	100	395	467	72
Fleet	-23	44	67	-55	-55	0
Highways	4,332	4,236	-96	9,920	10,072	152
Planning & Public Protection	1,297	1,421	124	2,738	2,901	163
Property	576	539	-37	452	452	0
Rechargeable Works	132	93	-39	0	0	0
Directorate Management	29	30	1	57	57	0
Waste	3,819	3,862	43	7,876	7,911	35
	11,480	11,562	82	24,816	25,316	500
Deputy Chief Executive						
Corporate - Other Services	598	652	54	1,490	1,658	168
Corporate and Democratic Costs	419	430	11	1,896	1,922	26
Deputy Chief Executive's Office	500	563	63	1,000	1,144	144
Finance - Excluding Benefits Granted	1,456	2,002	546	876	1,633	757
Finance - Benefits Granted	3,851	4,793	942	5,918	5,998	80
Human Resources	399	562	163	242	262	20
ICT	895	808	-87	0	-188	-188
Legal and Committees	753	886	133	149	121	-28
Transformation	291	254	-37	741	678	-63
Audit	112	114	2	0	0	0
Corporate Finance	4,844	4,844	0	5,120	5,120	0
	14,118	15,908	1,790	17,432	18,348	916
Total	67,000	68,086	1,086	126,670	127,126	456
FUNDED BY						
NNDR				22,042		
Council Tax				29,512		
Outcome Agreement Grant				726		
Revenue Support Grant				74,390		
				126,670	0	0

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ISLE OF ANGLESEY COUNTY COUNCIL	
REPORT TO:	EXECUTIVE COMMITTEE
DATE:	3 NOVEMBER 2014
SUBJECT:	BUDGET MONITORING REPORT SECOND QUARTER 2014/15 - CAPITAL
PORTFOLIO HOLDER(S):	COUNCILLOR H E JONES
HEAD OF SERVICE:	RICHARD MICKLEWRIGHT (EXT. 2601)
REPORT AUTHOR:	GARETH ROBERTS
TEL:	01248 752675
E-MAIL:	GarethJRoberts@anglesey.gov.uk
LOCAL MEMBERS:	n/a

A - Recommendation/s and reason/s

- The expenditure on general schemes to the end of September was £3.8m (29.6% of total general schemes budget). Housing schemes incurred expenditure of £2.5m (28% of the total housing budget) to September. The overall expenditure was 29% of the total budget, as many of the larger schemes are weighted towards the year end.
- It is recommended to note progress of expenditure and receipts against the capital budget.

B - What other options did you consider and why did you reject them and/or opt for this option?

n/a

C - Why is this a decision for the Executive?

- In February 2014, the Council set a capital budget of £15.265m, excluding slippage.
- This report sets out the financial performance of the Capital budget for the first half of the financial year.

CH - Is this decision consistent with policy approved by the full Council?

Yes

D - Is this decision within the budget approved by the Council?

Setting of the annual Capital Budget.

DD - Who did you consult? What did they say?

1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	No issues raised
2	Finance / Section 151 (mandatory)	n/a – this is the Section151 Officer’s report
3	Legal / Monitoring Officer (mandatory)	No issues raised
4	Human Resources (HR)	
5	Property	
6	Information Communication Technology (ICT)	
7	Scrutiny	
8	Local Members	
9	Any external bodies / other/s	

E - Risks and any mitigation (if relevant)

1	Economic	
2	Anti-poverty	
3	Crime and Disorder	
4	Environmental	
5	Equalities	
6	Outcome Agreements	
7	Other	

F - Appendices:

Appendix A - Capital Budget Monitoring Report – Quarter 2 2014/15
Appendix B - Capital Budget 2014/15 – Summary: September 2014
Appendix C - Revised Capital Programme for 2014/15 with a detail of the planned Capital Expenditure and any external funding

FF - Background papers (please contact the author of the Report for any further information):

- 2014/15 capital budget, as recommended by this Committee on 10 February 2014; and
- 2014/15 quarter 1 capital monitoring report (as presented to, and accepted by, this Committee on 8 September 2014)

1. BACKGROUND

- 1.1 This is the capital budget monitoring report for the second quarter of the financial year. Appendix B is a summary of expenditure against the budget up to the end of September.

2. PROGRESS

- 2.1 Expenditure to the end of September is £3.8m (£6.1m in 2013/14) on general schemes, which equates to 29.6% (36% in 2013/14) of the total general schemes budget. The reasons for this are that some of the projects are still at an early stage, such as the Flying Start Capital Expansion Programme, where only planning application, ecology work and engineering services has commenced. There are also other schemes that will spend most of their budget at a later stage in the year, such as the Fleet Vehicles, due to a tender process. During the second quarter, work has progressed as expected on a number of schemes, including the Strategic Infrastructure Sites & Premises, where 44% of the budget has been spent and the Physical Regeneration (3 Towns), where 54% of the budget has been spent. There have also been some new grant funded schemes which have commenced this year, including the Intermediate Care Fund within Adult Social Care, but the overall effect has been a decreased level of activity and progress on programme compared with the same period last year.
- 2.2 Expenditure to the end of September on housing schemes is £2.5m (£1.3m 2013/14), which is 28% (18% in 2013/14) of the total housing budget. This is a higher level than last year, mainly due to works on Council Houses progressing well, with expenditure of £1.6m (£1.0m in 2013/14) up to the end of the quarter. Also, expenditure on Private: Grants & Loans is £0.9m (£0.3m in 2013/14) to the end of this quarter.
- 2.3 These reports focus on grant aided schemes and other projects where there can be considerable risk if projects slip or over-run the budget. As previously reported, the number of grant aided projects has reduced following cuts in Welsh Government budgets, although there are some large European Grant aided projects underway (being the Three Towns scheme, the Llangefni and Mona Sites and Premises project and the Anglesey Coastal Environment). There are also currently 8 (1 continued from 2013/14) Welsh Government aided projects underway, the most significant of which being the Vibrant and Viable Places Grant.

2.3.1 The five most significant projects in terms of risk are detailed below:-

- 2.3.1.1 The Isle of Anglesey County Council has secured grant funding of £7,490k from the Welsh Government Vibrant and Viable Places Programme over the next three financial years, on a match funding basis. The total budget approved in June by the Welsh Government for 2014/15 is £2,050k. This budget of £2,050k has been split over seven projects, Enabling New Homes (£485k), Town Homes (£225k), Viable Town Centre (£385k), Market Hall Hub (£10k), Jobs and Business (£190k), Active Community (£635k) and Sustainable Delivery (£120k). The late approval of funding (June 10th) and the associated requirements by Welsh Government (e.g. legal charges condition 4th August) means that there has been very little capital spend by the end of the second quarter, and that there is a significant risk of underspend. Arrangements are now being made to satisfy the Welsh Government grant conditions and progress viable capital expenditure plans during the current financial year to reduce this risk of underspend. Currently, up to and including quarter 2, there has been £4k capital spent on Vibrant and Viable Places and additional £34.5k revenue against the £2,050k total budget. Three projects have been approved under the Town Homes theme, which are Llys Watling Flats Improvement, Holyhead Homes Improvement and Energy Efficiency and First Time Buyer Refurbishment Grant, which fully commits the Town Homes budget of £225k.

- 2.3.1.2** The smallholdings programme of improvements, financed from the ring-fenced capital receipts from the sale of smallholdings and rental income, is in its fifth year. The 8 schemes currently on site as part of the electrical installation programme is nearing completion. Refurbishment of four houses is progressing with one other scheme due to start towards the end of the financial year, whilst a further two refurbishment schemes will be tendered in the autumn. The programme continues to run ahead of capital receipts, with a deficit of £2,051k brought forward from 2013/14 to which must be added any expenditure in 2014/15. The programme of income generation is showing signs of improvement, with capital receipts of £631k agreed this financial year and major sales anticipated to take place in the second half of the year.
- 2.3.1.3** Another scheme to note is the Beaumaris Pier project (part of the Coastal Environment Scheme). It has previously been reported that, although the renovation works have been completed, there are on-going discussions over the actual value of the works carried out. The retention has not been paid and a settlement is currently being worked upon. The final account has not been issued. It is not yet clear if the resolution will be in this financial year or the next.
- 2.3.1.4** A number of projects and schemes aligned to service and corporate transformation are in progress or are expected over the short to medium term; this includes the recent, in principle, approval of the 21st Century Schools Programme, Band A, and projects involving older adult social care. These projects and schemes will place a significant capital financing requirement on this Authority and the corporate strategic asset management plans will need to be closely aligned to deliver the capital receipts necessary to minimise the need to borrow. Any borrowing that is taken up will increase the pressures on the future budgets and increase the general risks associated with debt.
- 2.3.1.5** The final scheme to note is the Flying Start Capital Programme which is in its second year. The grant award for 2014/15 is £720k. During the second quarter there was only a negligible spend, which was on planning application, ecology and engineering services with work on site due to commence in the autumn. There is a risk of the project costing more than the grant award; the project costs are now being re-evaluated. Shortfall will be sought through VVP Grant, although approval will be needed. Also, a further £100k is being sought from Welsh Government, but no decision has yet been made.

3. RESOURCES

3.1 Capital Grants

- 3.1.1** The Council's bids have already been approved for the current Convergence Programme and the match funding has already been earmarked for approved schemes.
- 3.1.2** WEFO have formally approved the additional funding of £600k to build the additional three BREEAM "Excellent" business units on the Pen yr Orsedd site, and to demolish the old Môn Training Building. The building works will begin in the 3rd quarter, with the demolishing of Môn Training Building due to start in Quarter 4. The project is due to conclude in Quarter 1 2015/16.

3.1.3 Planning approval has been granted for the Beaumaris Flood Alleviation scheme and preparatory work is ongoing on final designs and tender documents. Welsh Government are still following progress closely with a view to funding the scheme. If funding is secured, it is anticipated that works could commence in January 2015 and take 6 months to complete.

3.2 Capital Receipts

3.2.1 The capital receipts for this year to date are:-

	Received to 30 September 2014 £'000
Housing HRA	
Right to Buy Sales	33
Land Sales	0
Private Sector Housing	
Sales of plots	0
Repaid charges	78
Repaid grants	5
Council Fund:	
Smallholdings	292
General	189
Industrial	44
Schools	126
Total	767

3.2.2 All receipts are showing below anticipated levels. Forecasting the level and timing of receipts remains an ongoing problem, although the economic climate is easing nationally.

4. CHANGES AND POTENTIAL CHANGES THIS YEAR

4.1 Unallocated contingencies are as follows:-

	B/fwd 2013/14 £'000	Budget 2014/15 £'000	Allocated 2014/15 £'000	Adjustments 2014/15	Total Available 2014/15 £'000
Matchfunding / Regeneration	200	Nil	Nil	Nil	200
Leisure Improvements Reserve	196	Nil	Nil	Nil	196
Asset Rationalisation	2,100	Nil	Nil	Nil	2,100
Unallocated	340	Nil	Nil	Nil	340
Feasibility Studies	460	Nil	Nil	Nil	460
Spend to Save	Nil	850	Nil	Nil	850
Unsupported Borrowing*	Nil	1,000	Nil	Nil	1,000

* The unused element of the unsupported borrowing contingency is not carried forward into the following year.

4.1.1 If it becomes apparent that the budgeted capital receipts are not going to be achieved, or if other budget pressures arise, it may be necessary to scale back the use of the unallocated contingencies. This review will need to be performed when considering any future commitments to be made from these contingencies. An example of note is Flying Start, which may require additional resources and which would, therefore, be taken into account when considering the further allocations from these contingencies.

5. LOOKING AHEAD

5.1 The significant items worthy of note at this point are as follows:-

5.1.1 21st Century Schools: There are two elements to 21st Century Schools programme to note. These are the Strategic Outline Case (SOC) for each scheme within Bands A - D and the Strategic Outline Programme (SOP) for the programme as a whole.

5.1.2 The SOC for Ysgol y Llannau has been approved by Welsh Government and an Outline Business Case will be prepared in due course but the site for the proposed new school needs to be decided upon first. Welsh Government is looking for the reduced Project Budget Costs of £5.08m to be reduced further within the OBC.

5.1.3 The combined SOC/OBC for the new Holyhead Primary School is currently being prepared for submission by early November. This project will be procured as a Design & Build Project through the 21st Century Schools Framework. A briefing meeting took place with the contractors last week. The project is now out to tender and these will be evaluated in mid-November.

5.2 It has previously been reported that Local Partnerships have been working with officers to carry out option appraisal work with regards to the Council's asset rationalisation programme. A report on the 'Options Appraisal of Potential Delivery Solutions' was provided in 2013/14. Since then, Local Partnerships have been retained to carry out further work to develop proposals that are aligned with the transformation of key services and the associated asset requirements. Relevant services will be presenting their transformation plans in due course.

Capital Budget 2014/15 : September 2014

Projects	Budget 2014/15 £'000	Slippage 2013/14 £'000	Total £'000	Expenditure £'000	%	Comments
Housing	6,634	2,365	8,999	2,507	28	
Housing Revenue Account (HRA)	5,734	1,351	7,085	1,569	22	During Q1 & Q2, the expenditure incurred was mainly on the planning of slippage schemes from 2013/14. By now, we have procured the 2014/15 programme and spend is expected to increase in Q3.
Private : Grants & Loans	900	621	1,521	870	57	The grants and loans schemes are expected to have been spent by the year end.
Affordable Housing	0	393	393	68	17	Priorities continue to be considered jointly with the funding required for the mortgage rescue/home buy scheme, which will benefit from a contribution from Cymdeithas Tai Eryri.
Education	1,720	1,049	2,769	737	27	
21st Century Schools Contingency	0	789	789	0	0	
21 st Century Schools	0	61	61	16	26	There has only been minimal spend on 21 st century schools for the year to date on site investigations and site appraisal works.
Flying Start Capital Expansion Programme	720	0	720	25	3	There was only limited spend up to the end of Q2 on planning application, ecology and engineering services. Work is due to commence on site in the Autumn although, due to a risk of significant overspend, project costs are now being re-evaluated.
Education : Other	1,000	199	1,199	696	58	This relates to minor works schemes in various schools. The budgets are fully committed. Work is progressing with over half of the budget spent up to the end of Q2.
Regeneration	4,491	2,106	6,597	2,213	34	
Econ Dev: Strategic Infrastructure - Sites and Premises	1,666	215	1,881	820	44	Construction of the 4 units at Pen Yr Orsedd is now completed and the handover is expected in Q 3. A bid to secure additional WEFO funding to construct a further 3 units has been approved, with the work due to begin in Q3.
Econ Dev : Other	650	721	1,371	328	24	This relates to the match-funding Cyfenter Scheme, Local Investment Fund Grants, Anglesey Business Centre Extension Plans, Anglesey Coastal Environment Project and Public Conveniences.
Property: Smallholdings Programme of Improvements	250	0	250	74	30	The smallholdings programme of improvements, financed from the ring-fenced capital receipts from the sale of smallholdings and rental income, is in its fifth year. The 8 schemes currently on site as part of the electrical installation programme is nearing completion. Refurbishment of four houses is progressing with one other scheme due to start towards the end of the financial year, whilst a further two refurbishment schemes will be tendered in the autumn. The programme continues to run ahead of capital receipts, with a deficit of £2,051k brought forward from 2013/14, to which must be added any expenditure in 2014/15. The programme of income generation is showing signs of improvement, with capital receipts of £631k agreed this financial year and major sales anticipated to take place in the second half of the year.
Waste Management: Container Compound in Mona	125	0	125	0	0	The original plan for the expenditure was for the site at Penhesgyn. But this site is now deemed unsuitable; therefore, the money will be spent on the Waste Container Storage Compound in Mona, which would replace the area currently occupied at Bryn Sunsur.
Physical Regeneration (3 Towns)	0	1,170	1,170	633	54	The budget is to be spent on projects and properties within the Holyhead Townscape Heritage Initiative.
Highways: Local Government Borrowing Initiative 2014/15	1,800	0	1,800	358	20	The works are expected to gain momentum during the year, being weighted towards the second half of the year. It is expected that all the programmed works will be completed by the year end.
Other	1,947	1,407	3,354	813	24	
Highways : Other	650	378	1,028	473	46	This budget relates to vehicles, structures, carriageways, car parks and street lighting, which are progressing as anticipated.
Property: Other	770	453	1,223	117	10	This all relates to disabled access and building risk management work, Holyhead Fishdock and extensions to two cemeteries, one in Llanddona and the other in Llanbedrgoch.
ICT: Strategy	150	456	606	0	0	No expenditure on ICT: Strategy during the year to date.
Social Services: Other	377	120	497	223	45	The expenditure incurred here includes the refurbishment of Brwynog Care Home, the purchase of a number of laptops and the purchase of specialist equipment, such as profiling beds.
Total	14,792	6,927	21,719	6,270	29	

APPENDIX C

Slippage 2013/14 £'000	Budget 2014/15 £'000	SERVICE	Detail of the planned Capital Expenditure	Budget Amount ('000)	External Funding (specific grants & contributions) ('000)	Cost borne by IOACC ('000)
		Housing				
		Public Sector Housing :				
1,351	5,734	Housing Revenue Account Capital Programme	Planned Maintenance on Council Houses	5,350	2,600	2,750
			WHQS Planned Works 2014-15 - Unallocated contingency	400		400
			WHQS Change of Tenancy 2014-15 - Unallocated contingency	350		350
			Environmental Works 2014-15 - Unallocated contingency	250		250
			Sheltered Housing Review - Unallocated contingency	735		735
		Private Sector Housing Schemes :				
621	900	Private Sector Housing Grants and Loans Schemes	Energy Efficiency Grants 14-15 programme	171		171
			First Time Buyer Grants 14-15 programme	314		314
			Disabled Facilities Grants 14-15 programme	851		851
			Emergency Repair Grant	21		21
			Empty Home Grants / Loans	140		140
			Fire Safety Grant	24		24
393		Affordable Housing Schemes	No further information	393		393
2,365	6,634	Total Housing		8,999	2,600	6,399
		Education				
	720	Flying Start Capital Expansion Programme	Adjustment to Flying Start Building, Holyhead	720	720	
850		21st Century Schools Contingency	Capital Costs & design fees Ysgol y Llannau. Planning for new School in Holyhead	61		61
			Contingency	789		789
199	1,000	Schools - Refurbishment	Ysgol Syr Thomas Jones - Toilet Refurbishment	100		100
			Ysgol Uwchradd Bodedern - Replacement Boiler and Roofing works	525		525
			Ysgol Gyfun Llangefni - Works on school car park, re-wiring, Doors and the Fire Alarm system	110		110
			Ysgol David Hughes - Fire Risk	50		50
			Ysgol Uwchradd Caergybi - Science Block, Roof, Boiler	200		200
			Ysgol Gynradd Y Borth - Toilets	30		30
			Ysgolion – Legionella Risk	50		50
			Ysgolion Gynradd – Rewiring & Lights	50		50
			Ysgolion Gynradd – Fire Alarms	30		30
			Ysgolion Gynradd – Boilers	30		30
			Unallocated budget	24		24
1,049	1,720	Sub-Total		2,769	720	2,049

Slippage 2013/14 £'000	Budget 2014/15 £'000	SERVICE	Detail of the planned Capital Expenditure	Budget Amount (£'000)	External Funding (specific grants & contributions) (£'000)	Cost borne by IOACC (£'000)
		Economic Development				
215	1,666	Strategic Infrastructure on Anglesey - Sites and Premises	7 new units on Penyrorsedd site and building demolition of Môn Training	1,881	1,500	381
277		Matchfunding Cyfenter Scheme	This is Run by Menter Môn and it's the Councils contribution in giving out grants to third sector community economic enterprises.	277		277
	130	Local Investment Fund Grants	The Council gives out grants to local businesses	130	100	30
	25	Anglesey Business Centre Extension Plans	Plans in 2007 to extend the centre. Updating and reviewing these plans to submit for planning application to extend Business Centre	25		25
	495	Anglesey Coastal Environment Project	Porth Dafarch, Holy Island	125	125	
			Yacht Station pontoons, Menai Bridge	57	57	
			Beach Road, Rhosneigr	107	107	
			Slipway, Treaddur Bay	57	57	
			Harbour Viewing Area, Cemaes Bay	57	57	
			Access for All Beach, Cemaes Bay	92	22	70
444		Other	No further information	444		444
936	2,316	Sub-Total		3,252	2,025	1,227
		Property				
	250	Smallholdings (Ringfenced programme)	No Programme on Small Holdings	250		250
2	200	Disabled Access to Public Buildings	Ysgol Syr Thomas Jones - Disabled Access	5		5
			Ysgol Gyfun, Llangefni - Disabled Access	40		40
			Ysgol Uwchradd Caergybi - Disabled Works	30		30
			Ysgol Gynradd Fali - Disabled Works	10		10
			Ysgol Esceifiog - Disabled Works	30		30
			Ysgol Llanfechell - Disabled Works	15		15
			Secondary schools unallocated DDA	50		50
			Contingency: General	22		22
143	450	Buildings Risk Management & Structural Maintenance	Primary Schools - Legionella Risks Unallocated	50		50
			Primary Schools - LPG Unallocated	30		30
			Primary Schools - Kitchens unallocated	50		50
			Various - Compliance with Legionella ACOP	50		50
			Last Trading Post - New Window	3		3
			Post Office Brynsiencyn - Flat Roof	3		3
			Council Depot - Asbestos Removal	10		10
			Unit 2 Bodedern - Convert window to door	2.5		2.5
			Old National School - Roofing	15		15
			Old National School - Retaining Wall	5		5
			Foel Fawr Access - Access Track	4		4
			All properties - Fire Risk	17		17
			All properties - Boilers	100		100
			All properties - LPG Safety Programme	50		50
			Contingency: General	203.5		203.5
(3)	120	Extension to Llanddona Cemetery	Extending the Llanddona Cemetery	117		117
110		Llanbedrgoch Cemetery Extension	Extending the Llanbedrgoch Cemetery	110		110
130		Holyhead Fishdock	No further information	130		130
11		Asset Management Option Appraisal	No further information	11		11
40		Wendon Cafe	No further information	40		40
20		Other	No further information	20		20
453	1,020	Sub Total		1,473		1,473

Slippage 2013/14 £'000	Budget 2014/15 £'000	SERVICE	Detail of the planned Capital Expenditure	Budget Amount ('000)	External Funding (specific grants & contributions) ('000)	Cost borne by IOACC ('000)
		Waste				
	125	Waste Containers Storage Compound - Penhesgyn	The monies will be used in connection with Waste Container Storage Compound in Mona, The storage compound would replace the area currently occupied at Bryn Sunsur.	125		125
0	125	Sub-Total		125		125
		Planning				
1,170		Physical Regeneration (3 Towns)	Projects & Properties within the Holyhead Townscape Heritage Initiative	1,170	1,120	50
1,170	0	Sub-Total		1,170	1,120	50
		Highways and Transportation				
	1,800	Local Government Borrowing Initiative	Carriageway Resurfacing	1,490		1,490
			Drainage Improvement	170		170
			Footway reconstruction	140		140
(28)	200	Carriageways	Pengorffwysfa to Llanelian	72		72
			Tregele Village	30		30
			Ravenspoint Road, Trearddur Bay	70		70
51	50	Car Parks	No programme on Car Parks	101		101
35	180	Structures	Aberffraw	90		90
			Llanfairynghornwy	90		90
			No further information	35		35
(3)	20	Street Lighting	Looking at the age of lamps and replacing the less efficient lamps	17		17
(3)	50	Estate Roads and Footways	No Programme on Estate Roads & Footways	47		47
237	150	Vehicles	To purchase Fleet Vehicles – due to go to tender	387		387
89		Beaumaris Flood Alleviation	Reduce the risk of floods in Beaumaris	89	72	17
378	2,450	Sub-Total		2,828	72	2,756
		Corporate				
456	150	ICT Strategy	ICT Backup System	150		150
			Update Windows XP to Windows 7	37		37
			Microsoft Exchange	75		75
			3Comm Refresh	50		50
			PSBA fibre to schools	50		50
			Additional Cost for Backup Systems	20		20
			Replacement of 2003 servers	100		100
			Provision for Microsoft and Oracle licensing costs	30		30
			Additional costs for XP replacement	20		20
			ICT Contingency	74		74
456	150	Sub-Total		606		606

Slippage 2013/14 £'000	Budget 2014/15 £'000	SERVICE	Detail of the planned Capital Expenditure	Budget Amount ('000)	External Funding (specific grants & contributions) ('000)	Cost borne by IOACC ('000)
		Social Services				
120		Brwynog	Refurbish Brwynog Care Home	120		120
	377	Intermediate Care Fund	24/7 Health and Social Care support service	5	5	
			Embedding intermediate care Pharmacy role into primary care	5	5	
			Provision of Equipment and Adaptations	90	90	
			Telecare Equipment	30	30	
			Mobile and Smarter Working	97	97	
			Specialist Equipment	50	50	
			Co-location of MDT Staff	20	20	
			Community Hubs	80	80	
120	377	Sub-Total		497	377	120
4,562	8,158	Total - General		12,720	4,314	8,406
6,927	14,792	TOTAL BUDGET		21,719	6,914	14,805

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ISLE OF ANGLESEY COUNTY COUNCIL	
REPORT TO:	EXECUTIVE COMMITTEE
DATE:	3 NOVEMBER 2014
SUBJECT:	RESERVES AND BALANCES POLICY
PORTFOLIO HOLDER(S):	COUNCILLOR H E JONES
HEAD OF SERVICE:	RICHARD MICKLEWRIGHT
REPORT AUTHOR:	BETHAN HUGHES OWEN
TEL:	01248 752663
E-MAIL:	Bethanhughesowen@anglesey.gov.uk
LOCAL MEMBERS:	n/a

A - Recommendation/s and reason/s
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FINANCIAL RESERVES AND BALANCES POLICY

1. Purpose

The Isle of Anglesey is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out the governance arrangements for the Use of Reserves and Balances to ensure they provide the Council with the flexibility it needs and also to ensure they are used to add value to the organisation.

2. Regulatory Context

Sections 32 and 43 of the Local Government Finance Act 1992 require Local Authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement.

There is no specified minimum level of reserves that an authority should hold and Section 25 of the Local Government Act 2003 requires the Section 151 Officer to report formally on the adequacy of proposed reserves when setting a budget requirement and to ensure that there are key protocols for their establishment and use.

This policy sets out the framework for the use and management of useable reserves, in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom: A Statement of Recommended Practice (CIPFA/LASAAC) and agreed in accounting policies.

3. Types of Reserves.

Useable revenue reserves can be categorised in two ways:-

- General reserves which are contingency to cushion the impact of unexpected events or emergencies; and
- Earmarked Reserves which are generally built up to meet known or predicted liabilities.

Earmarked revenue reserves are usually created and held for one of the five main reasons below:-

- i. Renewals – to enable services to plan and finance an effective programme of vehicle and equipment replacement and planned property maintenance. These reserves are mechanisms to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
- ii. Carry forward of underspend – some services commit expenditure to projects, but cannot spend the budget in year. Reserves are used as a mechanism to carry forward these resources.
- iii. Trading accounts - in some instances surpluses are retained for future investment.

- iv. Insurance Reserve - to meet the estimate of future claims to enable the Council to meet the excesses not covered by insurance.
- v. Other earmarked reserves will be set up from time to time to meet known or predicted liabilities, for example future predicted budget demand pressures.

Whilst earmarked reserves are set against a specific purpose, general reserves are funds which do not have any restrictions as to their use. Such reserves can be used to smooth the impact of significant pressures across years, offset the budget requirement in year, and to mitigate the risks of unexpected events or emergencies.

General reserves can also be used to support investments designed to secure greater base budget savings.

4. Managing Reserves

The Council recognises the need to hold and maintain reserves but also recognises that, by choosing to hold or increase reserves, the Council is allocating resources away from other potential uses and, as such, there is an 'opportunity cost' of holding balances as reserves. For this reason, it is important to set out clearly, and regularly review, the framework through which such reserves are managed.

The management of financial reserves is a key tool of the Council's overall financial strategy, which has two key objectives:-

- Achieving stable and sustainable budgets throughout the medium term; and
- Ensuring resources are effectively focused on priorities.

Underpinning the achievement of these objectives is the recognition of the need to manage risk. This could be increased risks of volatility in planning assumptions as we continue to go through uncertain economic times or the risks to Welsh Government funding as a result of significant future funding reviews. Or it could be that the business seeks to take greater business risks through innovative service delivery to achieve difficult savings targets. The greater the risks, the greater the reserves the Council are likely to need to hold to mitigate against this. It is the appreciation of such risks that must be at the forefront of the Section 151 Officer's mind.

5. Quantifying the Reserves Requirement

Setting the level of general reserves in one of several related decisions in the formulation of the Medium Term Financial Plan (MTFP) and the annual budget. This decision requires account to be taken of the strategic, operational and financial risks facing the Authority. Specifically, the MTFP requires the Council to build up and then maintain general reserves sufficient to cover the key financial risks that it faces.

The Section 151 Officer will need to consider many factors in determining the precise level of reserves, many of which involve an assessment of the risk of assumptions included in the budget and MTFP, together with the Council's financial standing and management.

The key factors are set out below:-

- Budget Assumptions;
- Financial standing and management;
- General cash flow requirements, the outlook for inflation and interest rates;
- The overall financial standing of the Council (level of borrowing, debt outstanding etc);
- Estimates of the level and timing of capital receipts;
- The Council's track record in budget and financial management, including the robustness of its medium term plans;
- The potential range of costs of demand led services;

- The Council's capacity to manage in year budget pressures;
- Planned efficiency savings/ productivity gains;
- The strength of the financial information and reporting arrangements;
- The financial risks inherent in any significant new funding partnerships;
- Major outsourcing arrangements or major capital developments;
- The Council's virement and end of year procedures in relation to budget under/overspends;
- The availability of other funds to deal with major contingencies and the adequacy of provisions;
- The adequacy of the Council's insurance arrangements to cover major unforeseen risks.

An objective evaluation of these factors will be undertaken each year to determine a prudent level of general reserves cover based on an assessment of the above factors. However, the final level of reserves is ultimately subject to the Section 151 Officer's judgement, taking all relevant factors into consideration.

As part of the annual budget recommendation to the Council, the Section 151 Officer, will highlight the amounts that are being set aside for reserves.

6. Building Reserves

Should the Section 151 Officer consider the level of General Reserves require increasing, this will be achieved as part of the budget setting process, establishing an allocation from the annual budget to achieve the desired level of balances.

Contributions to and from General Reserves should be reviewed annually. This will be additional to any amounts needed to replenish reserves that have been consumed in the previous year, to maintain the minimum level of reserves.

Earmarked reserves will be established on a 'needs basis' in line with the planned or anticipated requirements, and will be subject to Committee approval, usually as part of an annual reserves report that goes as part of the year end.

For each such reserve the Council will define:-

- The purpose of the reserve;
- How and when the reserve can be used;
- Procedures for management and control of the reserve;
- A process and timescale for review of the reserve to ensure continuing relevance and adequacy. This will generally take place at year end.

7. Capital Reserves

The capital programme for 2014/15 fully utilises all available reserves down to the minimum level. The future expectation of capital receipts for strategic asset sales has not yet been built into the capital programme.

Good asset management strategies have included in them the replenishment of assets following on from strategic asset sales, so that there will be assets of a strategic value on the balance sheet for future years.

The capital receipts from such strategic assets sales are a valuable source of capital financing but equally a proportion of these proceeds needs to be reinvested for either revenue return or for investment in other assets that, over time, will increase in value and form part of future years' capital financing.

As such, 25% of all strategic asset capital receipts should be ear-marked for reinvestment, either for investment to produce future financing sources financing or to create a revenue income stream. A Capital Investment reserve will be created and, on receipt of proceeds of sales, a proportion will be added to this reserve. Capital schemes that either proposes reinvestment in assets or revenue income streams will be considered for funding from this earmarked reserve, to complement the current capital programme schemes funded by general capital receipts reserves.

Similarly, the capital funds allocated to Compulsory Purchase Orders will be replenished from the capital receipts on the sale of the acquired properties. This will then form the basis of a rolling fund for the compulsory purchase orders issued.

Use of Reserves

Reserves can only be used once, and so should not normally be used to finance recurring planned spending – for example they would not normally be used to ‘balance the budget’.

Where reserves are used to support the delivery of the budget in any one year, for example to smooth funding fluctuations or pressures across years, the Council should ensure the reserves are replenished in the following year if necessary.

Where the Council has used general reserves for investment purposes to generate savings, these would also generally be paid back by the end of the following financial year. In exceptional cases, such as minimising the impact upon services to customers and citizens, more time would be allowed for replenishment, up to a maximum of four years, in line with the medium term planning cycle.

Use of General Reserves will be subject to the Section 151 Officer and, in some cases, the Executive Committee approval. The creation of earmarked reserves will also be subject to the approval of the Section 151 Officer, once this level of approval has been given, drawdowns against the reserve can be made subject to the criteria being met.

In extreme circumstances, where general reserves have been exhausted due to unforeseen spending pressures within a given financial year, the Council would be able to draw down from its earmarked reserves to provide short term resources, but this would not be sustainable, and balances would need to be restored.

Earmarked reserves that have been used to meet a specific liability would not be replenished, having served the purpose for which they were originally established.

8. Service Reserves

Service reserves are created when services underspend their annual budgets and carry forward the difference to be spent in subsequent years. Some services are in deficit to the extent that past overspending has not yet been paid back.

In early 2009 this approach was tightened by limiting the carry forward to 1% of budget, except where a commitment has been approved in advance. The Executive agreed to this approach to be applied to carry forwards as at 31 March 2010 and for future years. This approach led to a balance of £1.89m in aggregate across services as at 31 March 2013, reducing as commitments unwind. The position includes an unallocated service reserve contingency of £2.4m which will reduce the value of service reserves by top-slicing individual balances on a pro-rata basis after allowing for identified commitments. This adjustment was never followed through.

Individual service reserves are now to be combined to create one Corporate Service Reserve, where individual services at year end will be able to put in proposals /bid for the use of the funds held within the Reserve. A copy of the proposal/bid form is attached.

The use of this Corporate Service Reserve will be subject to the approval of the Section 151 Officer and, in some cases, the Portfolio Holder for Finance or the Executive. Once this approval has been given the draw down against the reserve can be made.

B - What other options did you consider and why did you reject them and/or opt for this option?

There have been several options before the Executive in the past few years, however, these have never been fully followed through. The service departments are currently unaware of the level of their reserves which has been a source of some confusion and unutilised use of the reserves. This option will allow for a corporate decision on the use of the reserves and provide departments with a formal process to be able to use the reserves.

C - Why is this a decision for the Executive?

CH - Is this decision consistent with policy approved by the full Council?

Yes

D - Is this decision within the budget approved by the Council?

Yes

DD - Who did you consult? What did they say?

	Who did you consult?	What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	
2	Finance / Section 151 (mandatory)	This is the Report of the Section 151 Officer
3	Legal / Monitoring Officer (mandatory)	
4	Human Resources (HR)	
5	Property	
6	Information Communication Technology (ICT)	
7	Scrutiny	
8	Local Members	
9	Any external bodies / other/s	

E - Risks and any mitigation (if relevant)

1	Economic	
2	Anti-poverty	
3	Crime and Disorder	
4	Environmental	
5	Equalities	
6	Outcome Agreements	
7	Other	

F - Appendices:

Appendix 1 : Bid Form
Appendix 2 : The proposed Corporate reserve and other balances

FF - Background papers (please contact the author of the Report for any further information):

Closure of Accounts 2014/15
Bid Form – New Reserve/Existing or Increase to Existing Reserve

An Earmarked Reserve is money set aside to cover specified expenditure in future years on a named project or major initiative (and **not** to cover routine recurrent expenditure). Reserves must not be set up merely to cover what would otherwise be an underspend to your Profit Centre/ Service Area. They must relate to resources set aside to cover specific future expenditure that would not otherwise proceed unless money is set aside. The current position on all Earmarked Reserves can be seen by contacting your Finance Support Teams. All Bids for new/existing reserves and for increases to existing reserves are subject to approval by the Section 151 Officer.

Service Area		Division/Section	
State bid amount and whether it is for a <u>new</u> reserve or an Increase to an <u>existing</u> reserve		£	
Proposed By (state name and position / job title)		Profit Centre	
Title of Bid			
<u>Detail of Bid</u>			
<p>Please provide information in support of your application to enable the Section 151 Officer to consider fairly. Please State:</p> <p>i) If Reserve is to be financed by ring-fenced grant and, if so, any conditions attached.</p> <p>ii) Expected date/timescale that related expenditure will be incurred.</p> <p>iii) Consequences, if any, to the Council and / or impact on Service Delivery if Bid is not approved.</p>			

All Bids must be approved in principal by your Head of Service. **Please email your completed Bid form to your Finance Support Team by Friday 4th April** – who will notify you whether or not it has been approved.

THE PROPOSED CORPORATE RESERVE AND OTHER BALANCES

RESERVE TYPE	Directorate	Reserves	£
Capital Purpose	Corporate	Revenue Contributions Unappl'd	565,429.24
Insurance Fund	Corporate	Insurance (Catastrophe) Reserve	2,534,121.13
Job Evaluation & EP	Corporate	Job Evaluation	2,356,062.11
Major Repairs HRA	Community Services	HRA Major Repairs Reserve	860,410.00
Other	Corporate	Long Term Events Reserve (4229)	27,079.26
Other	Lifelong Learning	School Days Reserve	-66,860.00
Other	Social Services	Section 117 Reserve	256,841.97
Other	Corporate	Insurance Training	19,757.95
Other	Lifelong Learning	Museum Purchase Fund	12,610.12
Other	Sustainable Development	Leisure Improvement Reserve	196,179.24
Other	Corporate	Appropriation Account	49,630.05
Penhesgyn	Sustainable Development	Penhesgyn Site Management Reserve	2,000,000.00
Performance Management	Corporate	I C T Pig 10/11	645,357.96
Performance Management	Corporate	Unallocated lag 10/11	793,893.77
Recycling	Sustainable Development	Waste Reserve/Recycling	228,899.42
Recycling	Sustainable Development	Recycling Process Income	0.00
Restricted	Corporate	Cost Of Change	624,294.28
Restricted	Corporate	Sickness Co-Ordinator	-10,818.19
Restricted	Sustainable Development	South Stack Trinity House Reserve	11,140.00
Restricted	Corporate	Capacity Fund Clawback	10,818.19
Restricted	Lifelong Learning	R&M Scheme Primary	-79,231.83
Restricted	Corporate	School Breakfast Set Up Costs	39,597.23
Restricted	Lifelong Learning	Sick/Ads Scheme-Primary	99,122.27
Restricted	Corporate	Risk Managment	72,233.50
Restricted	Sustainable Development	Licence Reserve	23,000.00
Restricted	Community Services	Mobile Cctv Earmarked Reserve	12,339.80
Restricted	Sustainable Development	Highway Airport 0607 Earmarked	14,742.91
Restricted	Community Services	Child Protection Board Reserve	24,038.21
Restricted	Sustainable Development	NWW Treatment Plant	1,029,350.82
Restricted	Sustainable Development	Energy Island Economic Dev Reserve	201,641.01
Restricted	Sustainable Development	Proprty Restricted Reserve 2011/12	126,865.52
Restricted	Social Services	Wellington St - Ss	66,466.68
Restricted	Lifelong Learning	Schools Rationalisation	589,559.00
Restricted	Corporate	New Ledger Team	268,257.69
Restricted	Sustainable Development	Developer Contribution Highways	149,550.00
Restricted	Corporate	DCE Performance Improvement	78,145.15
Restricted	Community Services	Supporting People	1,929,565.94
Restricted	Community Services	HRA Earmarked Reserves	156,469.55
Restricted	Lifelong Learning	ELWA Post 16 Funding Reserve	527,414.48
Restricted	Lifelong Learning	Bwrdd Adfer Reserve	40,693.66
Restricted	Sustainable Development	Planning and Public Protection Reserve	66,453.47
Restricted	Sustainable Development	Highways Restricted Grants Reserve	117340.03
Restricted	Sustainable Development	Economic Development Restricted Reserve	67738.13
Restricted	Community Services/HR	Practice Teachers	20963.31
Restricted	Corporate	Webcasting	14,934.00
Restricted	Community Services /HR	SCWDP	13,528.17
Service Reserves	Corporate Reserves	Corporate Reserves	1,621,657.14
			18,407,282.34

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ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	Executive
Date:	3 November, 2014
Subject:	Putting People First (draft Customer Service Charter)
Portfolio Holder(s):	Councillor Ieuan Williams
Head of Service:	Deputy Chief Executive
Report Author:	Carol Wyn Owen, Policy and Strategy Manager
Tel:	01248 752561
E-mail:	cwo@anglesey.gov.uk
Local Members:	Not applicable

A –Recommendation/s and reason/s
<p>Recommendation</p> <p>The Customer Service Excellence Project Board requested in its meeting on 3 October, 2014 that the Executive:</p> <p>Approves the Customer Service Charter (draft enclosed).</p> <p>Background</p> <p>Over the past few months, one of the Customer Service Excellence Project Board’s workstreams has created a draft Customer Service Charter (which includes service standards for dealing with the public) in collaboration with key stakeholders. During May and June, 2014, a consultation with staff and trade unions was held and also with Heads of Service through a series of face to face meetings. Following the consultation period, the draft Charter was amended to reflect the observations received and steps were then taken to create a Work Package to support the process of approving and implementing the Charter.</p> <p>Heads of Service were consulted further on 3 October, 2014 with a request to confirm if the actions identified in the Work Package meet the Charter and whether they have any capacity/resource issues in delivering the actions. In addition, they were requested to identify a Customer Service Co-ordinator within their service.</p>

The Charter incorporates the following principles:

- Aiming to find a solution and having a 'can do attitude'
- Dealing with customers in a professional, timely, polite and fair manner
- Providing the best possible service within the resources available

The Charter contributes at an operational level towards achieving some of the themes within the Council's Transformation Plan, namely, striving to be Professional and Well-run and Focusing on the Customer, Citizen and Community.

B – What other options did you consider and why did you reject them and/or opt for this option?

N/A.

C – Why is this a decision for the Executive?

Adoption of Charter by Executive – Charter plays an integral part in the Council's Transformation process by stimulating cultural changes.

D – Is this decision consistent with policy approved by the full Council?

Yes.

DD – Is this decision within the budget approved by the Council?

Costs to be absorbed within existing budgets.

E – Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	Item considered by SLT on 13-10-14
2	Finance / Section 151 (mandatory)	
3	Legal / Monitoring Officer (mandatory)	

5	Human Resources (HR)	
6	Property	
7	Information Communication Technology (ICT)	
8	Scrutiny	
9	Local Members	
10	Any external bodies / other/s	

F – Risks and any mitigation (if relevant)		
1	Economic	
2	Anti-poverty	
3	Crime and Disorder	
4	Environmental	
5	Equalities	Equality considerations taken into account when creating the Charter. Principles of Charter promote fairness and equality.
6	Outcome Agreements	
7	Other	

FF - Appendices:

G - Background papers (please contact the author of the Report for any further information):

PUTTING PEOPLE FIRST

Draft Customer Service Charter

Our promise to you

Anglesey County Council is continually improving and striving to be:

- Professional and Well Run
- Customer, Citizen and Community Focused

Our Standards

Anglesey County Council is committed to dealing with our customers in a professional and timely way. You should expect the following standards from us:

All of us at the Isle of Anglesey County Council will:

- aim, to provide the best possible service within available resources
- aim to find a solution—and have a ‘can do attitude’
- be polite, helpful, open and honest with you
- treat you fairly and equally
- provide you with clear information in Welsh and/or English

If you telephone us we will:

- aim to answer the call within 5 rings during opening hours of our facilities
- aim to respond to voice-mail messages within 24 hours unless staff are away from the office, in which case calls will be diverted
- answer the call bilingually and respond in accordance to the customer’s language preference (Welsh or English)
- make you aware who is dealing with your enquiry

If you write, fax or email us we will:

- acknowledge all correspondence within 5 working days
- aim to reply to your letter, fax or email within 15 working days
- use plain language and respond in Welsh or English
- use Braille, audio, large print and different languages if you need to
- encourage e mail correspondence



If you visit us we will:

- welcome you on arrival
- be tidy and dress appropriately for our job
- endeavour to see those with appointments within 10 minutes
- keep our facilities accessible, comfortable, clean and tidy
- respond in accordance to this Charter's standards
- provide private interview rooms when available
- ensure that our facilities are clearly signposted and the opening times specified

If we visit you we will:

- always show you our Isle of Anglesey County Council identity card on arrival
- try to keep any delays down to a minimum and keep you informed of progress
- require you to provide a safe environment
- be tidy and dress appropriately for our job

In order to improve, we will:

- work with a Customer Focus Group to review our standards and provide feedback
- encourage you to comment on our services via the internet, telephone, response forms or through a member of staff

If you make a complaint we will:

- acknowledge your complaint within 5 working days
- investigate your complaint
- provide a written response within 20 working days and if this is not possible, we will let you know why and when you can expect a response



When you contact us we ask that you:

- treat us politely and with respect
- be patient, we will do all we can to keep waiting times to a minimum
- don't use aggressive behaviour or inappropriate language, as this will not be tolerated
- provide us with information we need to assist you
- be on time for an appointment and let us know if you need to cancel

Some services have other standards in addition to this Customer Care Charter.

These service specific standards are included in annexes

Please ask us if you would like this Charter to be made available in other languages or formats. Our contact details are:

✉ : equality@anglesey.gov.uk

☎ : 01248 752561 / 752520

Policy Unit (Equality), Isle of Anglesey County Council, Council Offices, Llangefni, LL77 7TW

Should an emergency situation arise e.g. flooding or snow, it may not be possible for the Council to be fully compliant with the standards set in this Charter.

ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	Executive Committee
Date:	3 November 2014
Subject:	Modernising Schools on Anglesey - Report on the statutory consultation in Holyhead
Portfolio Holder(s):	Councillor Ieuan Williams
Head of Service:	Gwynne Jones
Report Author: Tel: E-mail:	Emrys Bebb
Local Members:	Councillor Robert Llewelyn Jones Councillor Raymond Jones Councillor J. Arwel Roberts

A –Recommendation/s and reason/s
<p>At its meeting on December 10, 2012, the Isle of Anglesey County Council Executive Committee resolved to recommend the merger of 3 schools i.e. Ysgol y Parc, Ysgol Llaingoch and Ysgol Y Parchedig Thomas Ellis in a new school as the preferred option for formal consultation and that the preferred site for the new primary school in Holyhead be the Cybi site.</p> <p>On May 19, 2014 officers were authorised to move to the formal consultation process. The proposal for formal consultation was for a primary school for 540 pupils and 75 nursery pupils by combining the pupils from Ysgol Y Parchedig Thomas Ellis, Ysgol Llaingoch and Ysgol Y Parc in a new building on the Cybi site. The status of the school being consulted upon was for it to be a Voluntary Controlled Church in Wales school (in the same manner as the Parchedig Thomas Ellis School).</p> <p>The report details the matters and issues raised during the formal consultation. Section 1 of the report discusses the background to the proposal under consideration. Section 2, 3, 4, 5 and 6 detail the issues raised during the formal consultation process. Section 7 lists the Council’s formal response to the concerns raised by stakeholders. In section 8, stakeholders’ concerns are summarised but it is also contended that the Council has responded appropriately to these concerns.</p> <p>The appendices refer to a particular document as listed below:-</p> <ul style="list-style-type: none"> Appendix 1 - Response from Ysgol y Parc Appendix 2 - Copy of letter from Diocese Appendix 3 - Response from Thomas Ellis Appendix 4 - Response from Llaingoch staff Appendix 5 - Response from Headteacher Llaingoch Appendix 6 - Response from Llaingoch Governors Appendix 7 - Response from pupils

Appendix 8 - Response from Estyn
Appendix 9 - Traffic Impact Assessment
Appendix 10 - Option appraisal
Appendix 11/12/13 - Plan of school

It is recommended that the Executive Committee:

Adopt the resolution to merge the three schools (Ysgol Y Parchedig Thomas Ellis, Ysgol Llaingoch and Ysgol Y Parc) in a new school building on the Cybi site and that the proposed new school would be a Voluntary Controlled Church in Wales school.

B – What other options did you consider and why did you reject them and/or opt for this option?

Several options were considered by the Executive Committee at its meeting on December 10, 2012. At that meeting, the Executive Committee decided to support Option 10 (merger of 3 schools i.e. Ysgol y Parc, Ysgol Llaingoch and Ysgol Parchedig Thomas Ellis in a new school) as the Executive's preferred option for formal consultation. The options can be seen in the report to the Executive Committee for the meeting on the above date and in the informal consultation document.

Several other sites have been considered as noted in Appendix 10.

C – Why is this a decision for the Executive?

The Executive Committee is responsible for school organisation matters.

D – Is this decision consistent with policy approved by the full Council?

Yes

DD – Is this decision within the budget approved by the Council?

Yes – It is one of the plans in the Strategic Outline Programme that was approved by the Executive Committee on January 13, 2014.

E – Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	The following matters need to be considered: <ul style="list-style-type: none"> • Sufficiency of places on Holy Island in light of potential large economic regeneration schemes in the area. • How the proposals relate to the rest of the primary education provision in the town of Holyhead. • How the catchment area policy works in relation to the proposed new school.
2	Finance / Section 151 (mandatory)	Adoption of the proposed recommendation should be subject to the availability of funding.
3	Legal / Monitoring Officer (mandatory)	
5	Human Resources (HR)	
6	Property	The principles of the Transport Assessment, the Transport Implementation Strategy and the Travel Plan have been discussed and agreed as part of the process of creating the proposal. <ul style="list-style-type: none"> • The Atkins report refers and responds to traffic concerns and to Health and Safety in accordance with the appropriate guidelines. It is acknowledged that we have received £423k from the Welsh Government (Safe Roads in the Community) to improve the paths towards the school during 2013/14. It is also acknowledged that additional improvements are needed and that those will be included as part of the project. • As regards health and safety concerns, the traffic effect assessment led by gan Atkins states: “The design of the proposed school includes an off-site car park to accommodate parent/guardian drop off and collection trips so that it will not be necessary for these to park on the roads surrounding the school site. The car park will include a direct footway link to the school and will involve only a very short walk (around 70m). A lay-by containing 6 parking bays will also be provided directly adjacent to the school off Garreglwyd Road to cater for those with mobility difficulties.” This will allow for transferring pupils safely to and from school in the morning and the afternoon. • As part of the report, the current travel patterns were studied at the three present schools. The report says: “If the pattern recorded in the surveys at the existing schools was maintained at the new school it would suggest that around 70 parents/guardians could drop children off at school by car in the morning and around 45 would collect children by car at the end of the day. If the post code distribution of pupils living more than 500m from the site is used as a guide it would suggest

		<p>that 22% of car movements could be via South Stack Road west, 33% via South Stack Road east and around 45% via routes to the southeast culminating at Garreglwyd Road. A straightforward application of those proportions to the proposed site would thereby predict 39 arriving via South Stack Road and 31 via Garreglwyd Road in the morning and around 25 via South Stack Road and 14 via Garreglwyd Road in the afternoon. Over half of that total were currently associated with Ysgol Llaingoch and the cars associated with the majority of those trips will already passing through the area around the proposed school and so would not represent 'new' trips."</p> <p>Planning conditions would insist that there is a Travel Plan for the school and as part of the report, it is said : "In managing access to the school parents using cars to drop off and collect children will therefore be requested to use the off-site parking area so as not to cause nuisance on the surrounding roads. To further assist, it is recommended that new parking prohibitions (double yellow lines) should be installed on South Stack Road to each side of the junctions to Maes Cybi and New Park Road, as currently parking is permissible here but is not desirable as it could affect visibility for drivers leaving the side roads. The removal of currently permissible parking areas close to the school should also encourage use of the provided car park facilities.</p> <p>"IACC will need to monitor if parents are using the provided parking facilities during the early life of the school in order to ensure no off-site parking issues develop. One key element to shaping travel habits will be the implementation of a bespoke school travel plan (STP) for the new school which will include parent/guardian input. Further details are provided at Section 6 of this report.</p> <p>Whilst it is acknowledged that these aspirations match the requirements of the Government's guidelines, it is inevitable that human nature (and current experience association with one school) shows that many parents will ignore this and try to drive to school. That is answered by saying: "A school travel plan will be developed which will explore ways of promoting sustainable travel habits and minimising car use for taking children to and from the new school and hence the over-provision of car parking would be contrary to that objective. The size of the off-site car park has therefore been initially based upon the anticipated current demands as described and has not been dictated by land availability as more land is available to provide a larger off-site car park if required. Overall it is</p>
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		<p>intended that the school car parking provisions should negate the need for errant parking on the roads around the new school. “</p> <p>This TA / TIS is an initial plan and there is room for it to develop and respond to concerns as part of the process that leads to the planning application. We can discuss and agree upon any concerns and the associated measures that will be necessary with the Property Section as things develop. It is worth noting also, that there is an intention to try and address travel issues very early on. It is said: “Rather than await the formation of the new school prior to implementing an STP, IACC has confirmed that each of the existing schools will be helped to establish a travel plan in the coming months so that STP principles are understood and operational ahead of the relocation date. The pre-move STPs will include proposals for travelling to the new school with the objective that sustainable travel habits can be implemented from ‘day-one’ of the new school opening.”</p> <ul style="list-style-type: none"> • ‘We have considered the principles in detail with the Property Section and the Education Department. This is a starting point, with room to develop as needed, to respond to any particular concerns as the details of the plan develop and lead to a planning application. The principles of ‘sustainable travel’ in the plan respond to National requirements. Having said that, as referred to above, human nature causes concern as regards the number that can drive to school and try to park on the end roads and there would be plenty of parking places available. The report however notes, again as referred to above, that there is room available to expand the car park as needed. This concern has risen and the Property Section has asked the consultants to look in more detail at the effect of parking if say 25% of the parents (around 130 cars) choose to drive there, and how to respond to that.
7	Information Communication Technology (ICT)	
8	Scrutiny	
9	Local Members	
10	Any external bodies / other/s	

F – Risks and any mitigation (if relevant)	
1	Economic
2	Anti-poverty
3	Crime and Disorder
4	Environmental
5	Equalities

6	Outcome Agreements	
7	Other	

FF - Appendices:

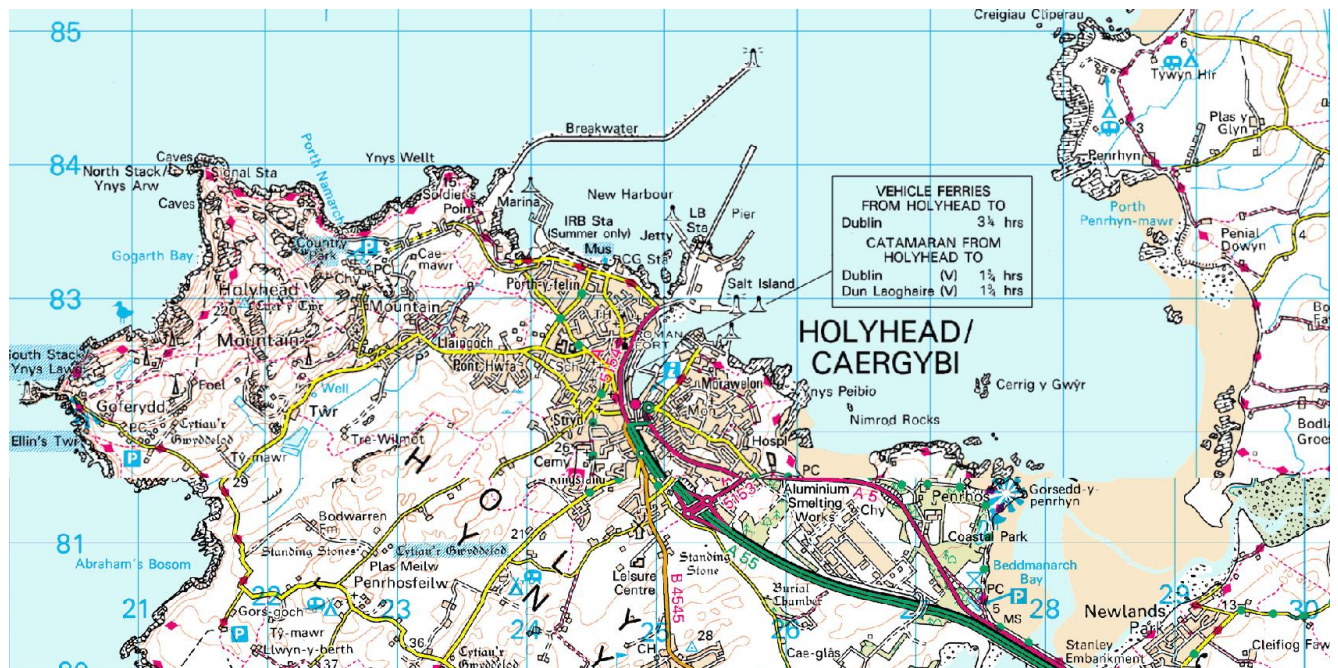
G - Background papers (please contact the author of the Report for any further information):
<ol style="list-style-type: none"> 1. Executive Committee meeting minutes for December 10, 2012. 2. Informal Consultation Document 3. Strategic Outline Programme (SOP) presented to the Welsh Government in December 2013. 4. Letter from the Welsh Government dated January 31 2014.



CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

**SWYDDOGOL - OFFICIAL
YMATEB I'R YMGYNGHORIAD STATUDOL - ARDAL CAERGYBI
RESPONSE TO THE STATUTORY CONSULTATION - HOLYHEAD
AREA**

Mehefin 16 – Gorffennaf 27, 2014 / June 16 – July 27, 2014



**CYNGOR SIR YNYS MÔN / ISLE OF ANGLESEY COUNTY COUNCIL
ADRAN DYSGU GYDOL OES / LIFELONG LEARNING DEPARTMENT**

www.ynysmon.gov.uk / www.anglesey.gov.uk

Medi / September 2014

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1. BACKGROUND

- 1.1 In January 2012, the Isle of Anglesey County Council Board of Commissioners gave officers of the Education Service permission to visit primary schools in Holyhead to consult on options for the primary school education provision in the area.
- 1.2 After receiving this permission, officers of the Lifelong Learning Department held consultation meetings with staff, governors and parents in May and June 2012 and a 6 week consultation period followed and came to an end on July 14, 2012.
- 1.3 Over a 100 responses were received and a report detailing these was compiled by officers and presented to the Isle of Anglesey County Council Education and Leisure Scrutiny Committee at its meeting on October 26, 2012.
- 1.4 At that meeting on October 26, 2012, the Education and Leisure Scrutiny Committee resolved:
 - To recommend Option 10 (merger of 3 schools i.e. Ysgol y Parc, Ysgol Llaingoch and Ysgol Y Parchedig 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 the preferred site for the location of the new primary school would be the Cybi site.
- 1.5 At its meeting on December 10, 2012, the Isle of Anglesey County Council Executive Committee resolved:-
 - To recommend Option 10 (merger of 3 schools i.e. Ysgol y Parc, Ysgol Llaingoch and Ysgol Y Parchedig Thomas Ellis in a new school) as the Executive's preferred option for formal consultation;
 - That the preferred site for the new primary school in Holyhead be the Cybi site;
 - That prior to going out to consultation, a report be brought back to Executive members as regards the following matters:-
 - land ownership at the three sites,
 - affordability,
 - traffic management,
 - road safety,
 - status of the new school and
 - issues surrounding the preservation order at the former Cybi school site.
- 1.6 Funding, in principle, was secured for the new primary school. Welsh Government has stated that it would be willing to contribute a maximum of 50% of the cost of the proposed new school but the authority would need to prepare a business case to justify this expenditure.
- 1.7 A report detailing the points noted in 1.5 [see below] was presented to the Executive Committee on May 19, 2014 and officers were authorised to move to the formal consultation process.

Land Ownership of the sites

Following consultation with the Council's Legal Team, it was confirmed that Ysgol Llaingoch and Ysgol y Parc are both registered in the ownership of the Council. The position with regard to Ysgol Y Parchedig Thomas Ellis is not as straight forward. Further work needs to be done to clarify the current position.

Affordability

The total cost of developing the Cybi site was initially estimated to be £13,600,000. Welsh Government officers expressed the view that the build cost noted above was relatively high. It is now forecast that the proposed new school will cost less than £10 million.

Traffic Management and road safety issues

Officers from the Highways Department assessed the work required to ensure a safe route to the proposed new school. Subsequently, officers from the Highways and Waste Management Service made a successful application for a Safer Routes in the Community grant from the Welsh Government for £422,000.

The status of the new school

Ysgol Parchedig Thomas Ellis is a Church in Wales Voluntary Controlled School. If this school is included in the reorganisation, the status of the new school will need to be determined. The Church in Wales Diocese is eager for the new school to be a Church in Wales Voluntary Controlled School and for the statutory consultation to be on the basis that the new school will be a Church in Wales Voluntary Controlled School.

CADW's preservation order at the former Ysgol Cybi school site

The Cybi block and the boundary walls were listed by CADW on the 13th March 2009. Both are grade II listed. The extent of the protection does not include the site but does include both the inside and outside of the Cybi block and anything affixed to the building. The advice from the Planning service is that when considering development within the setting of a listed building, special regard has to be paid to preserving the setting of the building. In this instance, the frontage setting is paramount while greater scope exists to the rear. As the building and the boundary wall were listed only relatively recently, CADW advised Council officers that there is very little likelihood of making a successful application for de-listing. There were also concerns about the condition of the building due to its being unused for a few years, ingress of water due to lead flashings having being stolen etc. This will increase the overall build cost of the new school.

The proposal for formal consultation was for a primary school for 540 pupils and 75 nursery pupils by combining the pupils from Ysgol Y Parchedig Thomas Ellis, Ysgol Llaingoch and Ysgol Y Parc in a new building on the Cybi site. The status of the school being consulted upon was for it to be a Voluntary Controlled Church in Wales school (in the same manner as the Parchedig Thomas Ellis School). The intention is for the school to have a capacity of 540 because the number of pupils in the three schools is increasing slightly and new housing developments are planned in the catchment area which will give rise to more children attending the proposed new primary school.

1.8 The consultation period ran from June 16th 2014 until July 27th 2014.

1.9 Meetings were arranged with school stakeholders over this period as outlined below:-

School	Date (in 2014)	Meeting with		
		Staff	Governors	Parents
Parch. Thomas Ellis	Thursday, June 19	3.45	5.00	6.00
Llaingoch	Tuesday, July 1	3.45	5.00	6.00
Y Parc	Thursday, July 3	3.45	5.00	6.00

2. RESPONSES FROM YSGOL Y PARC

2.1 A total of 7 responses were received from parents of pupils at the school.

2.2 One response by e-mail was received from a mother of two children at the school. She said that she was “delighted” that the new school was likely to go ahead.

2.3 The other six response forms were received from parents of pupils at the school. Four were against the proposal whilst two were in favour. Those against cited points such as ‘large **class numbers**’, ‘**health and safety**’, ‘**high costs**’ and possible increased ‘**carbon footprint**’ as reasons for opposing the proposed development. Those in favour said that ‘better facilities and better buildings can only make for a better future’ and that a ‘state of the art school with fantastic facilities and equipment can only be a good thing for the children who will be attending this school’.

2.4 The Governing Body of Ysgol Y Parc were, ‘in principle, in favour of the new school’ but felt that the level of information in the Statutory Consultation Document was ‘disappointing’. They felt that further information was required on the following issues.

- **Traffic and road safety**
- **Class sizes and staffing**
- **Special Educational Needs**
- **Finance**
- **Building and site**
- **Status of the new school**

2.5 A copy of the Governing Body’s letter is included in [Appendix 1](#).

3. RESPONSES FROM YSGOL Y PARCHEDIG THOMAS ELLIS

- 3.1 A response was received from one parent. Whilst disappointed that the school may close, the individual could 'see the reasons behind it'. The response also noted the hope that 'all the **staff** will be **retained**'. The response also questioned why the proposed new school should be a Church in Wales Voluntary Controlled school.
- 3.2 Officers consulted with the Diocese of Bangor Education Department prior to the formal consultation period. This is in line with the guidance in the School Organisation Code 2013 part 3.4 paragraph 3 [page 31]. A bilingual letter from Diocese of Bangor Education Department was received by e-mail on July 24, 2014 noting that the Department 'remain committed to the new school being a Church in Wales school and hoped that the Local Authority will explore possibilities which would reduce the effects of travelling further to the proposed new school'. It is thought that the Department would want the Authority to provide some form of transport for pupils from the Treseifion area to the proposed new primary school. A copy of the Diocese's letter is included in [Appendix 2](#).
- 3.3 The Governing Body of Ysgol Y Parchedig Thomas Ellis said 'its church school education has been part of the educational provision in Holyhead since 1748' and 'the staff recognise that in order to ensure and improve this provision, the time had come to consider relocation again.' The Governing Body acknowledged the issue of surplus places and stated that the proposed new primary school 'has much to commend it especially as there will be space and provision for breakfast and after school clubs'. However, they noted the following concerns.
- Staff being concerned about the **security of their jobs**.
 - The **availability of transport to and from the new school**.
 - The issue of **safe routes to and from the new school**.
- 3.4 A copy of the Governing Body's letter is included in [Appendix 3](#).

4. RESPONSES FROM YSGOL LLAINGOCH

- 4.1 A total of 117 responses from school stakeholders were received - 51 or 44% were from parents of pupils of Ysgol Llaingoch. Each response opposed the proposal outlined in 1.8 above. Replies were also received from the Headteacher, staff and Governing Body. In addition, a petition of 187 names "To Keep Ysgol Llaingoch Open" was received. The comments received in the feedback forms have been grouped under the categories noted below.
- 4.2 Almost half of the respondents (49%) were of the opinion that **traffic** associated with the proposed new school would be problematic, noting that this "would lead to congestion". Others noted that they didn't want young children "having to cross a potentially dangerous road to Millbank sports field for P.E. lessons". Some (7 or 6%) felt the Authority had not considered traffic management nor how pupils from Treseifion would get to the proposed new school.

- 4.3 In addition, 18 respondents (17%) noted concerns for the **safety of pupils at the start and end of the school day**, stating that pupils' safety could be compromised.
- 4.4 A number of respondents (38%) disagreed with the **choice of the Cybi site** as the location for the proposed new primary school. Some of the reasons cited were that "the site was too small", that there is "no green space on the site" or that the Cybi building is "outdated" and "unsuitable" and "old and damp". Others thought that the "fabric of the building was unsuitable".
- A few, (5 or 5%), did not think that the Cybi site had **sufficient green space** i.e. playing fields for the children and that there was insufficient play areas on the site.
- 4.5 Some, (16 or 15%), of the respondents thought that the proposed new primary school was "**too near to Holyhead High School**" and that pupils from the secondary would be "a bad influence on the younger pupils" and that the situation could lead to bullying.
- 4.6 Seven respondents (6%) also criticised the **absence of a plan or diagram of the proposed new primary school**.
- 4.7 A number of respondents (15 or 14%) thought that the **current educational set up was fine** and should not be changed. They felt the money should be spent either on the three primary schools in question or on Holyhead High School rather on building what some referred to as a "super school".
- 4.8 A number of respondents (15 or 14%) felt that **Llaingoch** is a village which is separate from Holyhead and therefore **deserves a separate school** and that Ysgol Parchedig Thomas Ellis and Ysgol Y Parc should be combined.
- 4.9 Some (6%) felt that as there was only 3% of surplus places in Ysgol Llaingoch, and that the Authority was 'creating additional surplus places'.
- 4.10 Seven respondents (6%) **objected to the proposal that the new school would be a Voluntary Controlled Church in Wales school**, stating that they "object to the school being directed by a religious body". A small number of respondents felt that this was reducing the choice of "the type of school they wish for their children".
- 4.11 Seven respondents (6%) thought that combining the schools in a new building would **endanger "the children's right to be taught and to play in their natural language"**, namely Welsh.
- 4.12 **Class size** was a concern for 7 of the respondents (6%) as they were concerned that "class sizes will be too large". Others feared that "teaching jobs could be lost" and that standards would be affected.
- 4.13 Four letters were received from teachers at Ysgol Llaingoch wherein they agreed with the concerns of parents and others outlined above and were critical of the evidence presented in the consultation document which they say did not convince them. The staff listed the following six main points.
- The proposed new school is "too large and too impersonal"
 - The Cybi site is "nowhere near being suitable"

- Traffic
- Insufficient land
- “No appropriate consideration to the value of a school to its locality”
- The consultation document is unclear

A copy of the letter from staff is included in [Appendix 4](#).

- 4.14 A letter from the **Headteacher** echoed the above but also stated that “the Welsh language could be better nurtured in smaller units”. A copy of the Headteacher’s letter (in Welsh) is included in [Appendix 5](#). Five main points are listed in the letter.
- The Authority has not “evaluated the needs of the town in its entirety”.
 - The “lack of information available during the consultation process”
 - “The Cybi site not suitable” and is “too close to the secondary school”
 - Keep schools “sufficiently small” so that the Headteacher knows the pupils by name
 - “Nurturing the Welsh language is easier in smaller units”
- 4.15 The **Governing Body** of Ysgol Llaingoch was critical of “the lack of clarity in the formal consultation document” and questioned the validity of the process. A copy of the Governing Body’s response is included in [Appendix 6](#).
- 4.16 One letter contained the suggestion to decouple “Ysgol Llaingoch and to proceed with a reduced school”.

5. FEEDBACK FROM PUPILS

- 5.1 Officers from the Youth Service held short meetings with a representation of pupils from each of the three schools. Each group was asked the following questions.
- What may be ‘GOOD’ about moving to a new school?
 - What worried them about a new school (BAD)?
 - If the Council decided to go ahead with the plans for a new school what would make it easier for the pupils to move?

The responses are outlined below (a more detailed report is included in [Appendix 7](#)).

- 5.2 **Question:** What may be ‘GOOD’ about moving to a new school?

Parchedig Thomas Ellis	Llaingoch	Y Parc
New facilities Meeting new children Near home New teachers A modern school Clubs Having the same teachers More children in the school One pupil had moved from a very large school in England and he liked having lots of friends	Good to try new things ‘State of the art’ equipment Meet new teachers More chances to be in more teams e.g. football More friends Better resources	More friends More room It is good to try something different Bigger classes / classrooms Designs It might be fun

5.3 **Question:** What worried them about a new school (BAD)?

Parchedig Thomas Ellis	Llaingoch	Y Parc
<p>Maybe not being able to make friends Bullies from other areas Big children The noise Small playground Nervous of going to a new school The work harder Present school is a Church School so can't be merged with the other schools Further for some children to walk</p>	<p>Not a village school Classes would be big – maybe up to 40 pupils? Crossing the road Being bullied by children from other areas Clubs too big – no chance for everyone to take part Good staff losing their work Parking for parents Losing the history and memories that are part of the school (mum/dad/grandmother/ had attended this school before them) Walking to school in the rain/hills to climb Traffic Getting lost in the school Less chance to be in a school team because of competitions for places with high numbers of children Will 'broadband' work well there and will all pupils have easy access to it Crossing the road to playing fields Gaps in the fences/walls at the back of the proposed school site - will it be safe for the children?</p>	<p>Being scared of heights Bullying Scared of having to be with new children Wouldn't know where everything is We wouldn't know the teachers Being shy Difficult to make new friends Busy school and the yard being full It's hard on the smaller children to go straight to a big school without having been to a small school first No playing fields</p>

5.4 **Question:** If the Council decided to go ahead with the plans for a new school what would make it easier for the pupils to move?

Parchedig Thomas Ellis	Llaingoch	Y Parc
<p>That the school council had a voice in the plans for the new school Keep the same teachers to move with them Keep the same age groups in some areas in the playground Many of the pupils already knew</p>	<p>Not many pupils knew children from other areas, so they would like to meet them before moving. See the new school before moving there Being able to choose to go to a new school, and not to be forced to go there</p>	<p>The teachers moved with them The pupils have a voice in the decisions about a new school e.g. the name of the school, school uniform, the school logo Different areas within the school for different ages A week's trial for the pupils, like</p>

children or were related to children who attended the other schools	<p>Make sure that the education will be better because of better facilities</p> <p>The teachers can move with them</p> <p>Spend on improving the present school rather than on building a new school</p> <p>Pupils have a voice in the planning of the new school e.g. the building, the name, and the school uniform</p> <p>Different zones for different ages within the school</p>	<p>they have before going to Secondary school</p> <p>Good playing fields</p> <p>Being able to see the plans for the school beforehand</p> <p>Plenty of room</p> <p>New clubs e.g. drama, music, football, art</p> <p>Know what would be the choice for school dinners and how so many pupils would be fed at the same time</p>
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5.5 **Question:** Anything else?

Parchedig Thomas Ellis	Llaingoch	Y Parc
The pupils would like to be part of discussions for the name of the school, school uniform etc.	-	-

5.6 The responses highlighted some common issues.

In relation to the question “What may be ‘GOOD’ about moving to a new school?”, common responses included “new facilities, “state of the art equipment” and “better resources”.

The question: “What worried children about moving to a new school?” drew the following common responses “being bullied by children from other areas”, “class sizes”, “traffic, parking and crossing roads”. Pupils from Ysgol Parchedig Thomas Ellis expressed the view “it was further for some children to walk” to the proposed new school.

The third question - “If the Council decided to go ahead with the plans for a new school what would make it easier for the pupils to move?” - elicited the following responses.

- Pupils would like to see the new school before moving and to have a “trial” period in the new school.
- Pupils were also keen to have the “same age groups in some areas in the playground” and to have “different zones for different ages within the school”.

6. FEEDBACK FROM ESTYN

6.1 The consultation document was sent to Estyn to be reviewed. The response received referred to each stage in the statutory consultation process and is summarised below.

Question – How well has the proposer:	Answer
Given a clear rationale for the proposal?	The reasons listed are “appropriate”.
Set out the clearly and fairly the expected benefits and disadvantages?	“Overall, the authority puts forward a strong case for the proposal”
Considered suitable alternatives?	“The authority has appropriately considered suitable alternatives”
Considered the impact of the changes on learner travel arrangements?	“The authority has given appropriately relevant information on the impact of the proposed changes to learner travel and accessibility of provision to learners.
Effectively shown how surplus places will be affected?	“The proposal details relevant information regarding the numbers of pupils on roll previously, currently and forecast.”
Considered the impact of the proposals on Welsh medium education?	“The authority considers the impact of the proposals on Welsh medium education appropriately.”
Considered the impact of the proposals on the quality of the outcomes, provision and leadership and management?	“The proposal gives a comprehensive account of the outcomes at each of the three schools in terms of end of key stage results and Estyn inspection outcomes.”
Considered the likely impact of the proposals to ensure delivery of the full curriculum at the Foundation Phase and at each key stage?	“The authority has considered the likely impact of the proposal to ensure delivery of the full curriculum at the Foundation Phase and at each key stage.”

6.2 However, Estyn listed some weaknesses. These, and the Authority’s response are listed below.

How well has the proposer managed any risks associated with the proposals?

Estyn noted that the Authority “has not identified appropriate risks associated with the proposal”. However, this had been done but the risk register was not sent to Estyn. The Authority has since updated the risk register for the project and a risk management governance and review process has been formulated (illustrated in the form of a flow chart), and agreed by the Education Transformation Board and Corporate Project Management Office. The success of the proposed new school and the implications of parents choosing alternative provision to the new school are taken seriously. As a response, the Authority will establish a stakeholder engagement group to **ensure** transparency of decision-making to key stakeholders. Indeed it has been recognised that effective stakeholder engagement is critical to the success of this project.

How well has the proposer considered the impact of the proposals on the quality of the outcomes, provision and leadership and management?

Estyn noted: “However, it (Anglesey Council) does not refer to the local authority / consortium category of risk and support for each of the schools and neither does it consider well enough the leadership capacity of the schools.”

Of the three schools, two (Ysgol Llaingoch and Ysgol Y Parc) are currently identified as “schools requiring focused support and monitoring [orange]” in line with the LA/schools Partnership Agreement, while Ysgol Y Parchedig Thomas Ellis is identified as being in the category of “schools requiring light monitoring and support [yellow]. The categorisation process will change later this year with the adoption of the National Model for School Improvement.

Ysgol Y Parchedig Thomas Ellis and Ysgol Llaingoch are both led by experienced Headteachers while Ysgol Y Parchedig is led by a temporary Headteacher. Ysgol Y Parc and Ysgol Y Parchedig Thomas Ellis were most recently identified as schools where the capacity to improve is good while this aspect is adequate for Ysgol Llaingoch, while recognising that recent improvements have been implemented at that school. This information will be further reviewed at the end of the current year.

How well has the proposer considered the impact of the proposals on vulnerable groups, including children with SEN?

In this regard, Estyn said that the proposal lacks sufficient detail about the impact on vulnerable groups, including children with Special Educational Needs.

The impact of the proposal on vulnerable groups, including children with SEN has been highlighted in the outline business case. Currently only one of the three schools has a dedicated SEN facility or withdrawal areas. This makes it difficult to meet the needs of the pupils with SEN effectively. The proposal of a new school will provide improved educational and community facilities and specialist SEN spaces.

A new area school space will also provide opportunities to work with the local community and local services to offer collaborative initiatives to tackle the disadvantages, and to capture expertise in order to address the challenges they face and reduce the barriers to learning. Indeed the development of a first class facility will bring significant community and educational benefits to an area in much need of regeneration and renewal.

How well has the proposer considered the disruption to learners?

Estyn’s reply noted that “the Authority does not describe how it will minimise any disruption to learners if the proposal is implemented”.

The benefits of the proposed new school for the pupils will be realised at the end of the project. To ensure the journey towards a new school is a non-disruptive, valuable and memorable journey for the pupils, they will be invited to participate in community benefits schemes and consulted upon at different stages of the construction.

- 6.3 Estyn's summary includes the following statement.
"It is Estyn's opinion that this proposal is likely to at least maintain the present standards of education provision in the area."

A copy of the Estyn's letter is included in [Appendix 8](#).

7. COUNCIL RESPONSE TO THE CONCERNS RAISED

- 7.1 The council's response to each of the concerns raised is outlined below.

7.2 **Health and safety concerns**

Safety at the end and start of the school day

The traffic impact assessment conducted by Atkins states: "The design of the proposed school includes an off-site car park to accommodate parent/guardian drop off and collection trips so that it will not be necessary for these to park on the roads surrounding the school site. The car park will include a direct footway link to the school and will involve only a very short walk (around 70m). A lay-by containing 6 parking bays will also be provided directly adjacent to the school off Garreglwyd Road to cater for those with mobility difficulties." This will allow for the safe transfer of pupils to and from the school in the morning and afternoon.

At Ysgol Llywelyn, Rhyl which is a primary school of 530 pupils, the arrangements are as follows:- In the morning, parents bring their children to one of the entrance doors of the school where a member of staff is present to receive them into the school. At Ysgol Llywelyn in Rhyl, there was an entranceway that was one way with a dedicated drop off zone for parents. At the end of the school day, teachers and teaching assistants took the children to the various gates around the site to ensure the children are accompanied by an adult they know. This arrangement goes some way to allay the concerns raised by parents.

Traffic and road safety [including safe routes to school]

A detailed Traffic Impact Assessment (TIA) has been undertaken by independent contractor.

A copy of the report is included in [Appendix 9](#).

A preliminary traffic impact assessment, conducted in 2012, noted that "a number of improvements would be required, require further investigation or would be desirable as part of a scheme to merge the schools. As a minimum these include:-

- Infilling gaps in footway provisions along Garreglwyd Road west.
- Review of pedestrian crossing facilities at the junction between Garreglwyd Road and South Stack Road,
- Consideration as to the location of future pedestrian access to the from South Stack Road in order to ensure that existing zebra crossing would be used (or is supplemented if necessary),
- Review of pedestrian crossing facilities at the east junction of South Stack Road (this may need to be accompanied by parking restrictions),
- Provision of adequate facilities for vehicles used to drop off / collect pupils,
- Adequate on-site staff and visitor parking,
- Consideration of the layout at the school vehicle access point off Garreglwyd Road due to

- width of road and parking opposite,
- Improvement of visibility afforded at exit from school vehicle access,
- Consideration of ways of improving the existing pedestrian facilities and constraining increased vehicular use along Mill Bank and roads to the east.”

The primary scope of the detailed Traffic Assessment included the following.

- To review access to the site by all travel modes and if necessary make recommendations for off-site improvements which can be delivered within available highway land.
- Review and comment on the proposals for access & parking at the site.
- Identify where a suitable coach drop off / collection point could be provided to serve the site on an occasional basis.
- Review the suitability of pedestrian crossing facilities between the site and existing sports ground to the south.
- Provide input to establishing staff parking arrangements.

The following section attempts to summarise the contents of the Traffic Impact Assessment report in [Appendix 9](#).

Access on Foot

The review has confirmed that the Council has implemented appropriate schemes to provide new footways in most areas of concern. However, due to a lack of available road space there is still a short gap in provision at Plas Road to the west of junction with Plashyfyrd Terrace.

Access by Bicycle

The report notes that there are no dedicated off-highway cycleways in the vicinity of the site. However, the roads around the site are traffic-calmed and carry only modest amounts of traffic. As such cycling to school for older children could be feasible.

Traffic Activity

- The roads around the proposed school site carry only modest amounts of traffic. During the hour applicable to the start / end of the school day, the combined 2-way traffic flows on South Stack Road are in the region of 200 vehicles and about half that amount travel along Garreglwyd Road in the same hours.
- The survey recorded a bias in directional flows on Porth-Y-Felin Road, New Park Road and along Garreglwyd Road. A cursory review of the data and local road arrangement would suggest that Garreglwyd Road, Mill Bank, Pump Street and the connecting roads to the southeast are probably used as a route by drivers heading southbound from areas to the north in preference to travelling via the town centre one-way system.
- The site visit at the start of the school day did not highlight any significant traffic issues or conflicts on South Stack Road near Ysgol Uwchradd Caergybi that would need to be addressed as part of the new school proposals.
- The observational travel mode surveys recorded the highest use of cars at Ysgol Llaingoch. 16% of Ysgol Parch Thomas Ellis pupils indicated that they travel by car, 10% at Ysgol Y Parc, but 48% at Ysgol Llaingoch.
- It can be seen that Ysgol Llaingoch and Ysgol y Parc draw pupils from a widespread catchment and also have the most pupils already living in the area surrounding the proposed site. In contrast, the distribution of families with children attending Ysgol Parch Thomas Ellis is more concentrated

to the southeast in the housing areas around that school.

- The majority (about 60%) of those attending Ysgol Llaingoch are shown to live to the east of the proposed site and therefore would have a shorter journey to the new school when compared to travelling to Ysgol Llaingoch. This fact might therefore assist in reducing the level of car use that it seems is currently made by families with children attending that school. A similar situation applies to many of the families with children attending Ysgol Y Parc as around half of attendees of that school live in the areas south and east of the proposed site and so again, for these, a shorter journey could result to the proposed site in comparison to travelling to their existing school.
- In general, a modest increase in journey length seems likely for around 1/3rd of families with pupils currently attending Ysgol Llaingoch and Ysgol Y Parc. In contrast however it seems likely that around 2/3rds of families with children currently attending Ysgol Parchedig Thomas Ellis will experience an increased journey length in transferring to the new school site.
- Overall however it can be discerned that the majority of pupils likely to attend the proposed school would live within an acceptable walking distance and consequently there is no obvious basis to conclude that a significant shift in travel mode would be required as a consequence of the new school scheme, and particularly in relation to families with children currently attending Ysgol Llaingoch and Ysgol Y Parc. Whilst an increase in walking distance will be required for some, it seems reasonable to conclude that walking should remain the primary travel mode to the proposed site.
- The design of the proposed school includes an off-site car park to accommodate parent/guardian drop off and collection trips so that it will not be necessary for these to park on the roads surrounding the school site. The car park will include a direct footway link to the school and will involve only a very short walk (around 70m). A lay-by containing 6 parking bays will also be provided directly adjacent to the school off Garreglwyd Road to cater for those with mobility difficulties.
- It is recommended that new parking prohibitions (double yellow lines) should be installed on South Stack Road to each side of the junctions to Maes Cybi and New Park Road, as currently parking is permissible here but is not desirable as it could affect visibility for drivers leaving the side roads. The removal of currently permissible parking areas close to the school should also encourage use of the provided car park facilities.
- The design proposals do not include an on-site coach drop off / collection point and hence for the occasions when a coach is required (for example school trips) a suitable drop off / collection point on the public highway would be utilised. A review of the area indicates that a potentially suitable location exists nearby on the north side of South Stack Road, to the immediate northwest of the school site.

In addition to the above, staggering the finishing times of the proposed new primary school and Holyhead High School would alleviate buildup of traffic. The Headteacher and Governors of Holyhead High School have agreed to this change.

Traffic data regarding modes of transport was updated to include information for a rainy day in October 2014. The purpose of this was to enable data collected during the summer to be compared with data from the summer period.

The data for Ysgol Llaingoch collected in October 2014 showed that 36% of the pupils walked to the school, 20% either cycled or used a scooter and 44% came to the school by car. Therefore, use of a car as a mode of transport to the school was a little lower in October 2014 than in July 2014 survey.

As for the pupils of Ysgol Y Parc, of the 74 responses collected, 53% had walked to school, 28% had either cycled or used a scooter and 19% had travelled by car. In this case the number of pupils travelling by car had increased from 7 pupils in July to 14 in October.

Of the 49 responses collected at Ysgol Y Parchedig Thomas Ellis, 75% had walked to school, 8% had either cycled or used a scooter and 10% had travelled to the school by car. In this case the number of pupils travelling by car had decreased from 8 pupils in July to 5 in October.

It appears therefore that using a car as a mode of transport to the schools does not increase very much in wet weather.

7.3 The availability of transport to and from the new school.

If the proposal was to go ahead, the majority of pupils would live within 2 miles of the proposed new primary school and would not therefore qualify for free transport to the school. However, the Authority realises that the proposed school would mean some pupils, especially pupils from the Treseifon area, would have further to walk than others. The Authority would be open to suggestions in this regard.

7.4 Size of the new school

Concerns were raised that the new school is “too large and too impersonal”.

The potential impact the proposed new primary school would have on the community has been addressed in the Community Impact Assessment.

Estyn has defined large primary schools as those with 301 pupils and over. There are primary schools of the proposed size in North Wales and the headteacher and staff still know the pupils by name. Officers from the Lifelong Learning Department and elected members recently visited a primary school in Rhyl of 530 pupils. One of the techniques used to get to know the pupils better was for teachers, including the Headteacher, to take different class registers during the week and for pupils to present good work to teachers who are not their class teachers. This method is effective in enabling the Headteacher and other members of staff to get to know the pupils.

7.5 Decoupling Ysgol Llaingoch from the merger and building a smaller school.

The independent contractors who conducted the Traffic Impact Assessment stated: “Whilst there are also issues currently affecting access from the west and northeast of the proposed site, the preliminary review suggests these could be either addressed or mitigated and in that sense it seems that the relocation of Ysgol Llaingoch and Ysgol y Parc to the new site is feasible. Data provided also indicates that pupils attending these two schools are already living in the immediate areas around the proposed site, or will be passing it en-route to their existing school in any case. For a sizable proportion of potential future pupils therefore, the transfer to the new site would involve little

or no change to their existing travel patterns and could in fact reduce the length of their journey.” Ysgol Llaingoch is closer to the proposed site of the new primary school i.e. the Cybi site (less than half a mile). Therefore, it would not be appropriate to “decouple” Ysgol Llaingoch from the process.

The other factor here is the condition of Ysgol Llaingoch. The formal consultation document stated: “Ysgol Llaingoch is a timber framed structure and there is grave concern regarding its long term future because of possible deterioration. Property officers have noted that the frame has deteriorated and that substantial questions remain regarding the safety of the school over the coming years”. If Ysgol Llaingoch was ‘decoupled’ from the process, the issue around its long term viability would remain.

7.6 **Class sizes and staffing**

For the Nursery and Reception years, the teacher : pupil ratio is 1:8 which means in a class of 30, there would be a teacher and 3 or 4 assistants.

For years 1 and 2, the teacher : pupil ratio is 1:15 which means in a class of 30, there would be 1 teacher and 1 assistant as a minimum.

By law, class sizes cannot be greater than 30 for Nursery to year 2 i.e. in the Foundation Phase. For years 3-6 or Key Stage 2, there is strong guidance not to exceed 30 in a class. This means that the Authority would ensure that class sizes in the proposed new school will not be over 30. In fact, classes will be designed to accommodate 30 pupils each.

For a school of 540 pupils, this will mean that it will have 2 classrooms for the nursery (two being used say in the morning and one in the afternoon). There would be 6 classrooms for the Reception year and Years 1 and 2 of 56-60m². Additionally there would be 10 classrooms for the Junior Department i.e. Years 3, 4, 5 and 6. This gives a total of 18 classrooms.

These rooms will be equipped with ‘state of the art’ equipment e.g. interactive whiteboards. In addition, there will be areas for teaching small groups and multi-function flexible spaces within the school.

The possibility exists that the post of Headteacher for the new school would be advertised nationally but that the vast majority of the remaining posts [deputies and teachers] would be ring-fenced to the three schools concerned. In this respect, there is every likelihood that those members of staff who would want to continue would be offered a position in the new school.

7.7 **Building and site** [suitability and too close to the secondary school]

Council officers have investigated the sites available in Holyhead and initially came up with 8 sites which included the sites of the 3 primary schools under consideration. The possible sites [and specifically Millbank, the park and Ysgol Cybi sites] were discussed in detail with the relevant elected members. This discussion resulted in the confirmation of the Ysgol Cybi site as being the preferred option. Details of the relevant options appraisal can be seen in [Appendix 10](#).

All new primary schools are designed to the standards set out in the U.K. Government’s Building Bulletin 99: Briefing Framework for Primary School Projects. This binding document requires that

Local Authorities design primary schools including play areas according to the number of pupils in the school. Some of the related details are outlined below:

- The total area of the Cybi site is 14,650m² and this meets the required rate per m² for each child under Building Bulletin 99.
- 1525m² (2.5m² per child) of external Soft Play area is required for a school of this size. Current site layout plans indicate external green areas being 1,430m² together with Rubber Soft Play area of 300m² i.e. a total of 1,730m².
- 915m² (1.5m² per child) of external Hard Play area is required for a school of this size. Current site layout plans indicate external hard play areas being 3,300m².
- 1220m² (2.0m² per child) of external Games Court area is required for a school of this size. Current site layout plans indicate 2 external games court areas totalling 1,600m².
- There is also a requirement for a Habitat area of 305m² (0.5m² per child) - current site layout plans indicate a Habitat area of 350m².

In addition, all sports pitches on the Millbank campus will be available to the new school.

In terms of parking, 30 staff/visitor spaces are indicated on the school site and 50 staff / parent spaces indicated on the new Millbank car park site. As this potential project is to be designed and built by external contractors, this could change during the design phase when consulting with the various stakeholders. This is similar to the primary school for 530 pupils in Rhyl, which has a staff car park of 50 places.

In terms of population density i.e. how much space each pupil will have outside the building, calculations show that pupils will have just over 20m² of playing area in total. The corresponding figure for Ysgol Llywelyn is 48m².

If the proposal was to go ahead, the Cybi building would be restored sympathetically to the latest building regulation standards which would make it very suitable for use as a school building. Building regulations set standards for design and construction which apply to most new buildings and to many alterations to existing buildings. They ensure the health and safety of people in and near buildings and cover:

- saving energy
- access
- use of buildings.

With regard to its proposed location, the new primary school being adjacent to Holyhead High School will offer the possibility of sharing resources for example:-

- Sharing physical resources – sports facilities at Millbank
- Specialised teaching e.g. primary teachers presenting language related activities in years 7 and 8, secondary teachers delivering modern foreign language and P.E. lessons in years 5 and 6.

All schools follow the Authority's policies with regards to Bullying and the staff at the proposed new school would be expected to do the same. Stringent procedures are currently in place to deal with any issues of bullying and these policies and procedures will be implemented in the new school.

Recent guidance (June 2014) from Estyn states that schools should

- raise awareness of bullying on the grounds of protected characteristics with pupils, parents, staff, and governors and take a more proactive approach to preventing and mitigating its effects
- consult pupils, parents, and others, to identify the extent and nature of bullying in the school and to agree the contents of strategic equality plans;
- plan age-appropriate opportunities in the curriculum to discuss issues related to the protected characteristics and to build pupils' resilience to bullying;
- ensure staff have a clear understanding of the extent and nature of bullying that may take place in school, including cyberbullying,
- make sure that staff know how to deal with and record incidents of bullying;
- record and monitor incidents of bullying in relation to the protected characteristics and use this information to review strategic equality objectives; and
- make sure all policies and procedures meet the requirements of the Equality Act 2010.

These measures are being implemented in the schools on Anglesey. They are also being practised at 3-19 schools which are increasing in number across Wales.

Staggering the finishing times of the proposed new primary school and Holyhead High School would greatly reduce the chance of primary and secondary school pupils coming into contact with one another.

7.8 Finance and spending the funding on the three separate schools

Affordability of the new school

The total cost of developing the Cybi site was initially estimated to be £13,600,000. It is now forecast that the proposed new school will cost less than £10 million. Welsh Government has indicated its support to meet 50% of the proposed cost.

Investing the funding in the present schools.

Funding for new school projects through the 21st Century Schools Programme is on a 50:50 basis with half each coming from Welsh Government and the Local Authority. A condition of this funding from Welsh Government is that it must be spent on modernising the school estate and that this then leads to reducing the number of surplus places in schools.

The total of the maintenance backlog for the three schools is £508,150. These are maintenance costs and would not bring the three schools up to a 21st Century School standard whereas a new primary school would be of that standard.

The original report drew attention to the maintenance costs in the three schools. Detailed surveys conducted by the Authority's surveyors in 2012/13 identified areas for significant expenditure.

Below are excerpts from Condition Surveys recently undertaken by the Authority's surveyors:

Ysgol Y Parc : "The concrete ring beam which supports the walls is in poor condition in several locations."

Ysgol Y Parchedig Thomas Ellis: "The internal fabric to the rear elevation of the 2 storey block at

ground and first floor level are in a very poor condition.”

In addition to the above, the structural condition of the **Ysgol Llaingoch** building was mentioned in the consultation document in section 7.7. It stated: “Ysgol Llaingoch is a timber framed structure and there is grave concern regarding its long term future because of possible deterioration. Property officers have noted that the frame has deteriorated and that substantial questions remain regarding the safety of the school over the coming years.” Council surveyors have noted: “Although the timber infill panels and windows appear to be in good condition, it is known that the structural posts of the timber frame are in a poor condition as a result of wet rot which will require further detailed investigation and structural repairs in the future.” The long term structural viability of the school building is therefore a concern.

7.9 **Surplus places**

The table below shows the % surplus places across the three schools [for 2013-14].

School	% Surplus places
Y Parc	15%
Llaingoch	3%
Parch Thomas Ellis	16%
TOTAL	10%

The total of 10% in the table above equates to 47 surplus places. Estyn estimated that each surplus place in the primary sector costs £260 to the Local Authority. For the three primary school concerned, these surplus places cost £12,220 to the Authority.

Even though Ysgol Llaingoch has 3% surplus places in 2013/14, almost half the pupils (48%) come from outside the catchment area of the school which effectively means that only about half the pupils in Ysgol Llaingoch are from the natural catchment area.

The % of surplus places in Ysgol Y Parc is 15%. However a third of the pupils (33%) come from outside the catchment area of the school. This effectively means that only two thirds of the pupils in Ysgol Y Parc are from the catchment area.

Whilst there are 16% surplus places in Ysgol Parch Thomas Ellis, the vast majority of the pupils (91%) are from the catchment area.

7.10 **Status of the new school**

The statutory consultation clearly stated that “The choice between Church in Wales, Roman Catholic, community and Welsh medium primary education provision in Holyhead would be maintained if the new school is to be a Church in Wales VC school.” If the proposal goes ahead, it will not reduce the choice of the type of primary school in Holyhead.

As outlined at the consultation meetings, there are minor differences between a community school (e.g. Ysgol Llaingoch and Ysgol Y Parc) and a voluntary controlled school (e.g. Ysgol Y Parchedig Thomas Ellis). Some of these are outlined below.

Areas in common with other schools

As for any other school, a VC voluntary controlled school is required

- to follow the National Curriculum;
- to present Religious Education as part of the curriculum following the Anglesey Agreed Syllabus;
- to hold a daily act of collective worship (namely hold a service every day for the whole school, in departments or class by class);
- to nurture moral and spiritual values as well as other principles such as respect for others;
- to inform parents of their right to withdraw the child from the collective worship and the Religious Education if they wish.

Differences in a Church in Wales VC primary school.

- A minority of governors are appointed to the Governing Body by the Church in Wales following statutory guidelines.
- The school's collective worship and Christian character is supported and monitored by the Church in Wales.
- The Headteacher is asked to support and develop the school as a church school and its Christian character and values. Some of the Christian values are noted below:
 - Inclusion, namely equal opportunities for everyone, promoting each learner's welfare and encouraging young people to achieve their full potential,
 - opportunity for pupils to consider the spiritual dimension to life,
 - respect each other's background - encourage young people to discover and understand what they have in common, nurture a positive attitude to a variety of faiths.

These are values developed in the three schools in question.

In essence, the difference between a voluntary controlled school and a community school is minimal.

7.11 **Effect on the Welsh Language**

A Language Impact Assessment was conducted as part of the consultation process in order to determine the possible effect of the proposal on the Welsh language. The document considered the following aspects.

- Use of Welsh at home by the pupils.
- Pupils taught through the medium of Welsh.
- Pupils receiving a Teacher Assessment in Welsh at the end of the Foundation Phase and Key Stages.
- The percentage of pupils who achieved in a Teacher Assessment in Welsh in the Foundation Phase and Key Stage 2.
- Language spoken by pupils on the school yard, Breakfast Club and After School Club.
- The school's involvement in Welsh-medium activities.
- Use of the school by the area to learn Welsh.
- Ability of staff to teach through the medium of Welsh.
- Ability of support staff to assist through the medium of Welsh.
- Percentage of Governors able to speak Welsh.
- Main language used at governor, PTA and staff meetings.

These aspects were considered for the individual schools as they are now and compared with the likely language situation if the proposal under consideration came to fruition. The conclusion was: “The proposed option will have a positive impact on the Welsh language”.

The basis for the Headteacher’s statement that “nurturing the Welsh language is easier in smaller units” is unclear. It appears to be an opinion rather than a view supported by evidence. While some methodologies have proved more successful than others, these are not connected to the size of school in the context of the current consideration. It could equally be put forward that a larger school would have more capacity to develop leadership expertise in this as in other fields. The statement is not consistent with the findings contained in the report “School size and educational effectiveness” published by Estyn in December of 2013.

7.12 The value of a school in its locality, “needs of the town in its entirety”.

The work being conducted on the proposed new primary school is not being done in isolation. Funding to regenerate Holyhead is available through the Vibrant and Viable Places Programme from the Welsh Government and officers from the Lifelong Learning Directorate and the Economic Development Department have worked closely to develop a major investment programme for Holyhead that considers the needs of the whole town.

7.13 The “lack of information available during the consultation process”

It is accepted that more information could have been provided during the consultation process. However, judging the amount of work that needs to be conducted and presented prior to consultation can be difficult in that stakeholders often link outline proposals with the view that final decisions have been taken.

7.14 Increased ‘carbon footprint’

Current indications are that the three schools generate the equivalent of 275kg of CO₂ per pupil per annum. In the proposed new school, the heating system would be much more energy efficient and it is likely that photovoltaic cells will be installed on the roof to generate electricity. All the energy efficiency measures installed in the new school will reduce the carbon footprint compared to the three current schools.

7.15 Special Educational Needs

It is envisaged that the proposed new school will have the following specialist facilities:

- One suitable room for a ‘nurture group’
- 6 small group rooms for up to 6 pupils
- Quiet rooms off classrooms
- Learning Resource Area

7.16 A plan and/or a diagram of the proposed new school is now available and can be seen in [Appendices 11, 12 and 13](#).

7.17 Sufficiency of school places in the Holyhead area

The report draws attention to the fact that there is 10% of surplus places within the catchment area of the three schools involved in the project; this equates to 47 school places. In addition,

- the new school has been planned to accommodate numbers from foreseen building projects in the area of the new school;
- spare capacity, in accordance with WG guidelines, has been factored in to the size of the new school.

As a result, it is foreseen that there will be no associated change in the catchment areas in this part of Holyhead in that the proposal as outlined refers to the merger of the three schools and their catchment areas.

Whilst the effect of possible large scale developments associated with the Energy Island programme has been considered, their exact impact on the need for school places in Holyhead remains difficult to predict. Initial planning information suggests that these developments could impact on the southern parts of the Holyhead area and would need to be considered in the latter part of Band B of the Schools' Modernisation Programme. It would however be possible to progress this earlier if the need arises.

8 RECOMMENDATIONS

- 8.1 As noted above, the proposed merger of the three schools has, overall, been reasonably well received by the stakeholders of Ysgol y Parc and Ysgol Y Parchedig Thomas Ellis. The vast majority of the opposition has been received by the stakeholders of Ysgol Llaingoch.
- 8.2 The opposition to the proposal is centred around the following issues.
- Health and safety concerns - at the end and start of the school day and traffic and road safety.
 - The availability of transport to and from the new school.
 - Size of the new school
 - Class sizes and staffing
 - Building and site issues [suitability and too close to the secondary school]
 - Finance and spending the funding on the three separate schools
 - Surplus places
 - Status of the new school
- 8.3 It is contended that the Council has responded appropriately to all of the concerns highlighted above in that:
- the traffic impact assessment suggests that the project is feasible;
 - sympathetic restoration of the Cybi building would provide a high quality learning environment;
 - the site is sufficient to house a school of this size in that the proposed new primary school would more than conform to the regulations in Building Bulletin 99;
 - class sizes would not exceed 30;
 - the choice between Church in Wales, Roman Catholic, community and Welsh medium primary education provision in Holyhead will be maintained if the new school is a Church in Wales voluntary controlled school;
 - high maintenance backlogs and concerns about the conditions and energy performance of the current three schools would be addressed by the new development;
 - the proposal will address surplus places across the three schools;

- the likelihood that the proposed development will have a positive impact on the Welsh language.

8.4 In view of the above, it is recommended that the Executive adopt the resolution to merge the three schools (Ysgol Y Parchedig Thomas Ellis, Ysgol Llaingoch and Ysgol Y Parc) in a new school building on the Cybi site and that the proposed new school would be a Voluntary Controlled Church in Wales school.

The Education department firmly believes that the proposed new primary school will be of great benefit to the local communities in Holyhead.

8.5 The Corporate Scrutiny Committee discussed this matter at its meeting on October 15, 2014. Having carefully considered the written and oral information presented, it was resolved to support the proposals within the report and to recommend to the Executive that it approves the merger of the three schools (Ysgol Parchedig Thomas Ellis, Ysgol Llaingoch and Ysgol Y Parc) in a new school building on the Cybi site and that the new school has the status of a Voluntary Controlled Church in Wales school.

Appendix 1	Response from Ysgol y Parc
Appendix 2	Copy of letter from Diocese
Appendix 3	Response from Thomas Ellis
Appendix 4	Response from Llaingoch staff
Appendix 5	Response from Headteacher Llaingoch
Appendix 6	Response from Llaingoch Governors
Appendix 7	Response from pupils
Appendix 8	Response from Estyn
Appendix 9	Traffic Impact Assessment
Appendix 10	Option appraisal
Appendix 11/12/13	Plan of school

Ysgol y Parc
Newry Fields
Caergybi
Ynys Mon
LL65 1LA



Pare Primary School
Newry Fields
Holyhead
Anglesey
LL65 1LA

Governing Body

24 July 2014

Holyhead Area Primary Schools Review - Formal Consultation Response of The Governing Body of Ysgol Y Parc

The proposal for a new modern primary school for Holyhead is welcomed and is a positive development unlike previous negative rationalisation proposals which has meant that since 2006 Ysgol Y Parc has had to operate under the threat of closure which has been difficult.

Holyhead deserves and would certainly benefit from the building of a new "state of the art" school fit for the 21st Century.

A new "state of the art" school designed to reflect and complement modern education practices is to be welcomed and there are many opportunities to improve the classroom experience with improved technology and school infrastructure as long as it is delivered properly.

In principal we are in favour of the new school however we feel the level of information in the Statutory Consultation Document is disappointing, showing a number of inconsistencies when it is considered as a whole and therefore does not make the best case for the new school which is its objective.

One example of this is that the document omitted an important statistic which should have been readily available, that is the percentage of pupils from Ysgol Llaingoch who come from outside the catchment area. Having requested this from the Education Department we were informed that the percentage of pupils from Ysgol Llaingoch who come from outside the catchment area is **43%** which in the context of this consultation is an important statistic, bearing in mind recent press coverage has been to portray it as a "village school".

There are a number of statements and assumptions made within the document which are not supported by clear evidence although may exist.

There are also concerns which have been raised during earlier stages of the process which are not covered within the consultation document although again work may have been on these.

While discussing the issues with all the stakeholders of Ysgol Y Parc the following concerns and suggestions have been raised and will need to be addressed to ensure the new school is successfully delivered:-

1. Traffic and Road Safety

Traffic and road safety were previously raised by two separate committees and a report was commissioned. Why is this not included?

Has the Authority considered the potential impacts on pupil welfare and safety when making the decision on the proposed site? Have the authority assessed the potential walking routes as will be required under the Learner Travel (Wales) Measure 2008. We feel that further consideration to these points would have benefited the consultation.

It is a serious concern to us that there is no evidence in this consultation that these matters have been considered. Whilst assessment work may have been undertaken, to not make reference to these issues in the Formal Consultation is unhelpful as stakeholders need to know that pupils will be safe.

2 Class Sizes and Staffing

The document estimates that the new school will have approximately 540 pupils and would have 19 class rooms but only 16 teachers and a non-teaching head, this leads to a class size of 33.75 which is above the Welsh Government target of no more than 30. It is our opinion that class size has significant influence on pupil performance and therefore the staffing structure needs to be re-evaluated.

In a school of the proposed size there needs to be a strong management structure to ensure it is effectively run which we believe would include the head teacher; a head of KS2; ahead of Foundation Phase; and SENCO with sufficient non-contact time.

It is important that the existing staff, allowing for retirements, are deployed in the new school as they will be familiar with the pupils and provide for continuity of their education.

3 Special Education Needs

There is no mention of the provision of Special Education Needs at the proposed new school.

Ysgol Y Pare has been piloting a new initiative of a dedicated "Nurture Room" for pupils who lack in social skills and therefore find education difficult. This has proven to be a cost effective way of teaching such pupils the skills they need so that they can be integrated into main stream education and become less disruptive to the other pupils. To date this initiative has been successful and we would want to see similar provision in the new school.

With the recent changes in funding of SEN pupils we would want assurances that there would be sufficient funding to deal with SEN pupils including the funding of a SEN coordinator in school who would need a sufficient amount of non-contact time.

4 Finance

The School Funding (Wales) Regulations 2008 require 70 per cent of funding for individual schools' budgets to be distributed in accordance with factors which are learner led. Authorities have discretion to distribute the remaining 30 per cent on the basis of a range of factors so that they can take account of individual school circumstances.

YSGOL Y PARC SCHOOL

Ysgol y Pare
Newry Fields
Caergybi
Ynys Mon
LL65 1LA



Pare Primary School
Newry Fields
Holyhead
Anglesey
LL65 1LA

Governing Body

Evidently there will be additional costs during the transition and we would therefore want assurances that the Authority will fund all transitional costs so that the new school will not be financially disadvantaged from the outset.

5. Building & Site

No reference is made to the design or facilities of the new school. We would assume that the proposals would have to conform to the standards specified within Welsh Governments '21st Century Schools and Educational Capital Programme in order to qualify for the capital funding.

There is a figure for development of the school quoted in the consultation, so there must be at least an outline design available, especially as Welsh Government funding has been secured. Why are the details not included? It would have been helpful for all stakeholders to be given more details on design as this could be quite influential.

The current three schools all benefit from good provision of outdoor space and playing fields. We therefore feel it is essential that any proposed facility has similar provision, and is designed to accommodate the large number of pupils.

We see the siting of the new school on the "Cybi Site" adjacent to the High School as being an innovative and positive move for the following reasons:-

- i. Familiarisation of the pupils with the High School will make for an easier transition to the High School at Year 7.
- ii. Both the Primary School and High School would be able to share resources, such as sports facilities, school halls, etc.
- iii. Curriculum innovation between the schools through cross phase staff development activity.

Ysgol Y Pare already has close ties with the High School with a number of initiatives in progress including High School staff helping teach our pupils in IT.

We believe the new school sited at the "Cybi Site" should have a covered walkway over the road to create safe access between the two sites and which would also be a strong symbol of the collaboration between the two schools.

6 Church in Wales School

During the Informal Consultation our view on this issue, which was included in our submission was as follows:-

"In terms of whether the new school be a "protestant church school" the governors are fairly relaxed provided the relevant opt outs are available for non-Christian pupils of which there currently are a number of in Ysgol Y Pare and that educational standards are not affected. The governors would support a vote by parents of the schools affected to decide whether the school should be a "church school" or not."

The Formal Consultation Document assumes that the new school will be a Church in Wales School but we are still of the view that this should be decided by the parents.

As a Governing Body we understand that the Welsh Government funding is conditional on the outline proposals submitted and if the current proposal does not go ahead there will be no funding.

The Council will only have the one opportunity to succeed in providing Holyhead with a new modern school fit for educating pupils in the 21st Century.

It is therefore important that all the concerns and suggestions are acted on to ensure the new school is properly delivered, providing the pupils with the highest standard of education in a comfortable and safe environment.

Chair of the Governors

Adran Addysg Esgobaeth Bangor
Canolfan yr Esgobaeth
Clôs y Gadeirlan
Bangor
Gwynedd
LL57 1RL



APPENDIX 2
Diocese of Bangor Education Department
Diocesan Centre
Cathedral Close
Bangor
Gwynedd
LL57 1RL

Mr. Emrys Bebb
School Reorganisation and Modernisation Officer
Lifelong Learning Department, Isle of Anglesey Council
Park Mount
Ffordd Glanhwfa
Llangefni
Ynys Môn
LL77 7EY

22 July 2014

Dear Emrys,

**Holyhead Primary School Provision
Statutory Consultation**

The Diocese has the following small comments to add to those made at the Pre-Consultation stage.

- 1 We remain committed to the new school being a Church in Wales school, and are heartened that the Local Authority continues recognise the importance of this provision.
- 2 The meeting of parents at Ysgol y Parchedig Thomas Ellis highlighted the issue of distance to school for a number of pupils who come from socially and financially disadvantaged homes, for whom the walk to school on the new site will be longer.

We would hope that the Local Authority will explore possibilities which would lessen the effects of this longer distance, and ensure that all pupils can reach the new school, whatever the weather!

With my prayers and best wishes



Mr Emrys Bebb

Schools Modernisation Program Manager

Isle of Anglesey County Council

Education Department

Pare Mount

Glanhwfa Road

Llangefni

LL777EY

Dear Mr Bebb

YSGOL
Y
ISLE OF ANGLESEY

- 1 JUL 2014

YSGOL Y PARCHEDIG THOMAS ELLIS

Please find the following response from Ysgol Y Parchedig Thomas Ellis attached.

Yours Sincerely

30.6.14

Chair of Governors

Holyhead Primary Schools' Review

Statutory Consultation Holyhead Area

(Isle of Anglesey County Council: June 16th - July 27th, 2014)

Further to the meetings held at Ysgol Y Parchedig Thomas Ellis on Thursday, June 19th, 2014, regarding the Holyhead Primary Schools Review, the governors staff and parents representatives have had time to reflect on the proposals.

1. Comments.

- 1.1 The school acknowledge that the LEA (Isle of Anglesey County Council) has to address the issue of surplus places in the light of their cost to the system and recent directives from the Welsh Assembly.
- 1.2 The school recognise that a new primary school built on the Cybi site, has much to commend It, especially as there will be space and provision for breakfast and after school clubs.
- 1.3 The school believe that as a Church school, the distinctive Christian character of Ysgol Y Parchedig Thomas Ellis based on Christian values adds an extra dimension and value to the education of pupils. It has enabled some pupils to flourish, when they have been unable to develop in other schools. Clarification is required regarding point 5.3 of the consultation document where it states:

"It is envisaged that the new school will either be a Voluntary Controlled school and would be a Welsh medium school."

Thomas Ellis has rightly gained a reputation for strong leadership and with that a principled and determined Christian ethos. If the other two schools involved in this consultation object to the provision of a Church of Wales school what will the response of the LEA be?

In our opinion without doubt and to ensure the success of a new school the Head Teacher should be a strong leader, be experienced in the role, having proven credentials in driving up standards of achievement at all stages, having shown success in team leadership, having displayed proper regard to the care of the children, and having shown understanding of the obligation towards the LEA and its agencies.

- 1.4 The teaching staff and other employees at our school require reassurance that they are able to fulfil their commitment to our young people without the medium term

security of their jobs being comprised. If the approval for the modernisation project is given by the LEA Executive the process of appointment to the new positions needs to be clarified without delay.

1.5 As indicated in the parents' meeting, real concern has been expressed regarding the availability of transport to get the pupils to and from the new site. We understand that traffic impact studies are being done to identify some of the Safety issues in question.

Your own consultation document, Section 4.3.3 states that:

"In January 2014, 9% of pupils came from outside the catchment area."

A minority of pupils very often have to get themselves to and from school. The concern is that these pupils would be disadvantaged if Ysgol Y Parchedig Thomas Ellis moved from its present site, and would expect the LA to do all that it could to support this vulnerable set of pupils if such a move happens.

It also states in your report 4.3.4. "Over half the pupils i.e. 55% pupils receive free school meals".

This is an indication of the deprived area that the school serves. Consequently it is of paramount importance that urgent consideration be given to provision of bus services from the Thomas Ellis . catchment area to the new school site. Without provision for such a service the parents of many of the pupils will not take on the ethos of the new school because of the problems related to transport.

If the school is not accessible to a majority of the parents(being approximately 2 miles away up hill) then the gap between deprivation will certainly widen, attendance will fall and in turn this will impact negatively on standards which are currently good in Thomas Ellis. as is the attendance.

2 Conclusion

2.1 Ysgol y Parchedig Thomas Ellis and its church school education has been part of the educational provision in Holyhead since 1748. In that time it has relocated on two occasions, and the staff recognise that in order to ensure and improve this provision, the time has come to consider relocation again.

2.2 The school are proud of their commitment to high standards, as indicated in Table 15 of your consultation document .Reassurance is required from the LEA that should the new school project proceed that support would be in place to ensure that the good standards and positive practices of Ysgol Y Parchedig Thomas Ellis continue at the new location.

2.3 Any new primary school in Holyhead which involves Ysgol Y Parchedig Thomas Ellis must be a Church in Wales School. The provision of a Church in Wales School provides balance and variety to the overall primary provision in Holyhead as well as offering – through its distinctive Christian Character – an opportunity for pupils to develop in a special and safe environment.

2.4 As explained in point 1.4 above, and on page 9 of your consultation document:

"Reorganisation can have a disruptive effect on staff and pupils."

Clarification is required from the LEA as to what is the due process for identifying displaced teaching and non-teaching staff to the new positions at the new school.

2.5 The issue of safe routes to and from the new school needs to be addressed. As explained in 1.5 above:

"A minority of pupils very often have to get themselves to and from school. The concern is that these pupils would be disadvantaged if Ysgol Y Parchedig Thomas Ellis moved from its present site, and would expect the LA to do all that it could to support this vulnerable set of pupils if such a move happens".

**YSGOL
LLAINGOCH**



SOUTH STACK ROAD, CAERGYBI / HOLYHEAD, YNYS MON LL651LA

Formal Consultation- Holyhead Area

Thank you for the invitation to voice an opinion in the consultation process. We hope very much that we can positively influence your final decision. We feel that we have a strong basis for contributing to the process, with extensive years and varied and very wide professional experience from amongst the staff.

It is not easy to change an order that has worked for centuries. It is not easy to disregard past successes. It is not easy to disperse traditions that have taken firm root in society.

The staff of Ysgol Llaingoch are completely unanimous in opinion that 'option 10' is not the correct option to "modernise" education in the Holyhead area. Indeed, despite the fact that the consultation process has been a cloud over our work for years, we do not feel that enough consideration has been given to the area's true needs.

In its entirety we are of the opinion that the proposed school is too big is too big and impersonal to create the best learning conditions for children to succeed. Certainly, we do not feel chosen location is nowhere near to being suitable for a school of the size that is offered. We share our parents' concerns as regards traffic management and managing the contact with the secondary school pupils. We cannot see how there will be enough land to offer the necessary experiences that are required of the primary curriculum.

More than anything we do not feel that you have given appropriate consideration to the value of the individual schools to their square mile - and whether it would offer as good social involvement in an establishment that is further from their communities. This is most evident in the village of Llaingoch but as meaningful within the communities of Ysgol y Parc and Ysgol y Parchedig Thomas Ellis.

The quality and substance of the evidence presented as part of the consultation process does not convince us that the plan would do anything but destroy the strong basis that has been created over centuries in the three present schools. The information that has been presented does not offer a clear enough picture of the rationale for change. Not enough detail has been imparted by you to ease concerns such as job security and whether there will be finance for 21st century resources within the new school.

Some clauses in your consultation document raise questions regarding the authenticity of the process itself as they are unclear at best and even misleading. The rationale for reducing empty places as noted in your document does not match your public debate. There is not enough substance either to explain how the conditions in the new school are more likely to succeed than the present provision.

There is no doubt that we agree that a substantial financial investment would be a blessing, and a too valuable opportunity to lose for improving provision in Holyhead town. We greatly deplore that there are not more real options investigated in enough detail when forming strategic plans for the future of education in the town.

Yours sincerely

Ysgol Llaingoch's staff



As Head Teacher of Ysgol Llaingoch, and one who has extensive experience of working in Holyhead, I would like to give my personal perspective on your plans for a new school in the town.

Although I believe that I understand your motivation for creating a school that has enough financial capacity to create the best conditions for primary education in the area, I believe that you have not evaluated the town's real needs in their entirety before deciding on the proposed plan.

It is a fact that investment is needed in our school buildings. That is particularly true in Llaingoch.

It is possible that increasing staff numbers would facilitate more collaboration including more careful joint-monitoring – but is this not encouraged between our current schools? It would be nice to have adequate teaching staff to be able to respond quicker and more comprehensively to additional learning needs that include more able and talented pupils – but this provision can be offered already within our schools. Certainly it would be nice to have a budget to be able to invest more extensively in the latest educational resources – but there is no guarantee that the latest resources would be available in a bigger school.

Possibly an enormous school would create the capacity to enable response to the above aspirations and other matters such as supporting the welfare of our schools' most fragile pupils. The welfare aspect is certainly crucial if the new school were to open.

It is true to say that a small element of me sees the appeal of being part of an exciting new project. From having co-operated with Ysgol y Graig I am witness to seeing how a new building and 'economy of scale' is able to lead to success.

But, after evaluating (as careful as possible taking the lack of information that was available during the consultation process) I am not convinced that the advantages outweigh the disadvantages.

Undoubtedly the Cybi site is not suitable for a school of the size in question. Personally I would not consider placing a primary school of any size there because it is too near the secondary school.

I strongly believe in a school's value for its community. We should aim at having our primary schools nearer to our families, not further. Asking a young family to walk up to two miles across the town in all weathers is unfair.



I believe in the importance and value of keeping pupil numbers small enough where the head teacher knows the pupils by name. This kind of knowledge is of more value than any data tracking system. I believe that it is possible a better relationship of a team with less staff.

I believe that it is possible to nurture Welsh more successfully in smaller units. Although considerable support exists in developing Welsh in our schools, each one is on a different development step.

I believe that the capacity already exists in the town's schools to create the best possible learning conditions. I acknowledge that there is a real need for the financial investment that is part of your plans. I am asking how much true research has been carried out for options beyond the limited plans presented during the informal step? How much would be the cost of investing in the three present schools for example? It is difficult to believe that £11,500,000 would not be enough money to improve and adapt the current sites.

My hope is that we can ensure this investment in our schools but doing so through a plan that has been tailored in more balance of the needs of the town of Holyhead.

Yours sincerely

HEADTEACHER /PENNAETH



As a governing body we are well aware of the need to make the best possible use of limited resources. We agree that it is imperative to make the most efficient use of allocated budgets. We also know of the pressure from the Welsh Government to address surplus places as part of their drive for better use of financial resources.

However Ysgol Llaingoch already provides Ynys Môn with one of its most cost efficient schools. Estyn inspectors confirmed that standards at our school are good and the school provides good value for money in terms of pupils' outcomes, quality of provision and use of funds. As a Governing Body we are also confident that our 'prospects for improvement' has improved during this current school year.

We do not have any surplus place problem, and the forecast in your consultation document indicate that we will be over capacity by September 2015. In fact the data you provide shows that there is no obvious surplus places problem within the proposed new catchment area. Despite your best attempt to explain that you plan for future needs using "natural catchment" figures you have not explained how you can reduce the number of surplus places by creating a larger school than the total of the three you propose to close.

To ensure we fairly represented the views of our stakeholders we balloted the opinion of our parents, prospective parents, staff and community members. With over 96% (with similar or better trends across all categories) against your proposal (to amalgamate three schools to form one school with 540 pupils plus 75 nursery places on the Cybi site) we have a very firm mandate to strongly object to any move to the proposal bring realised.

As you state in your consultation document, when considering any need for change it is imperative that schools are suitable for the locations they serve. However you have shown no regard for the value of each school to the communities that they currently serve. We have demonstrated that there is virtually no support for your proposal within the community of Llaingoch. We question if you have been proactive enough to understand the views of the other two communities directly involved let alone your long term plans for the rest of Ynys Môn.

With a population of about 12,000 Holyhead is a relatively small town. There are very few schools in Wales as large as the proposed school that would be located on the Cybi site – and most of those are located in our high population city areas.

We are aware that you have received numerous individual objections from Ysgol Llaingoch stakeholders. They have provided many detailed reasons why the proposals cannot be supported. In addition to the points we make above we concur with the following headline objections:

- The Cybi site is unsuitable in size and location
- We are not convinced how traffic can be managed to ensure the safety of the pupils
- A probable increase in traffic due to the school being further away from most homes than their current school will increase the carbon footprint
- Due to the lack of space on the Cybi site pupils would need to use shared facilities for lessons such as physical education. They would also need to cross busy roads to reach these areas
- The Cybi sites proximity to the high school has more disadvantages than advantages
- You have not demonstrated how educational standards can be maintained and raised
- The proposal will restrict the choice of schools for parents within the area - particularly that of a choice between a faith and non-faith school
- Unfavourable anecdotal comparisons of people who have experienced larger primary schools

- The value of tradition and other emotional aspect that cannot easily be measured but the value of which should not be under-estimated

As you know, we have very serious reservations about the lack of clarity in your formal consultation document. The document is symptomatic of the lack of attention to detail throughout the whole project. We question if enough information has been shared for the consultation results to be in any way valid. We have even considered seeking legal advice to see if there are grounds to ask you to go back to the informal consultation stage.

We were very pleased that you sought the views of our pupils as part of your consultation process. We congratulate you on sending a highly skilled team to carry out this task. It was unfortunate that poor judgement and preparation was again evident in your consultation. Asking the pupils what would help in any transition should the new school become a reality was a highly weighted question that, whether deliberate or not gives the impression that your choice has already been made - and this on the young and vulnerable minds being consulted.

Finally, our sincere hope is that we can offer our assistance in forming a new vision that would ensure that your objective to modernise our schools here in Holyhead, and beyond, is realised. There is no doubt that the funding secured would lead to the long term viability of our schools in the twenty first century. Surely a collaborative effort, together with the political will, can result in an improved solution that can address all our aspirations.

Yours faithfully

Ysgol Llaingoch Governing Body

Consultation with Ysgol Y Parch Thomas Ellis

02/07/14

Youth Service served as facilitators

Number of pupils – 10. Members of the School Council

The Youth Service staff were welcomed to the school by the Chair of the School Council and minutes were taken by the Council's secretary. A photo was taken for the school's Facebook page.

Introduction

It was explained that the adults from the area had already had an opportunity to put forward their opinions on the Council's intention to close three schools and build a new school. We were there to seek the opinion of the pupils – not parents, teachers or our own opinion, but the pupils who would be attending the school, and therefore the most important people, who would be affected by this decision.

The pupils reported that the school has around 118 pupils currently in 6 classes and nursery classes. The proposed new school would have up to 500 pupils. There would be 16 classes, compared to the 8 that are currently in the school. They knew that the schools for the proposed merger were Llaingoch, Ysgol y Parc and Ysgol Parch Thomas Ellis.

What to the pupils like about their current school?

Large playground; sports and the classes; the Teachers, the flowers and the garden; music, art, maths, clubs, rock band, work is explained well.

What may be 'GOOD' about moving to a new school:

- New facilities
- Meeting new children
- Near home
- New teachers
- A modern school
- Clubs
- Having the same teachers
- More children in the school
- One pupil had moved from a very large school in England and he liked having lots of friends

What worried them about a new school (BAD)

- Maybe not being able to make friends
- Bullies from other areas
- Big children
- The noise
- Small playground
- Nervous of going to a new school
- The work harder
- Present school is a Church School so can't be merged with the other schools
- Further for some children to walk

If the Council decided to go ahead with the plans for a new school what would make it easier for the pupils to move?

- That the school council had a voice in the plans for the new school
- Keep the same teachers to move with them
- Keep the same age groups in some areas in the playground
- Many of the pupils already knew children or were related to children who attended the other schools

Anything else?

- The pupils would like to be part of discussions for the name of the school, school uniform etc.

All the pupils who attended were presented with a certificate for attending. The chairperson was thanked for presiding over the meeting, and he was complimented on the mature way in which the council held their discussions. It was a pleasure to attend the school.

The report will be forwarded to the Headteacher, to be shared with the School Council members , and will be forwarded to the Councillors as part of the consultation process.

Consultation with pupils of Ysgol Llaingoch

14/07/14

Youth Service served as facilitators

Number of pupils – 12 - members of the School Council, and a representative of the Board of Governors as an observer.

Introduction

It was explained to the pupils that the adults from the area had already had an opportunity to put forward their opinions on the Council's intention to close three schools and build a new school. We were there to seek the opinion of the pupils – not parents, teachers or our own opinion, but the pupils who would be attending the school, and therefore the most important people, who would be affected by this decision.

The pupils reported that the school has around 170 pupils at the moment, and two nursery classes. The proposed new school would have up to 500 pupils. There would be 16 classes, compared to the 8 that are currently in the school. They knew that the schools for the proposed merger were Llaingoch, Ysgol y Parc and Ysgol Parch Thomas Ellis.

What do the pupils like about their current school:

Computer work; good teachers; not too many pupils; school friends; after-school clubs; activities like gymnastics, netball, Urdd; everybody are kind; everybody know each other; cookery club; gardening club; Llaingoch is a village.

What may be 'GOOD' about moving to a new school:

- Good to try new things
- 'State of the art' equipment
- Meet new teachers
- More chances to be in more teams e.g. football
- More friends
- Better resources

What worried them about a New School (BAD)

- Not a village school
- Classes would be big – maybe up to 40 pupils?
- Crossing the road
- Being bullied by children from other areas
- Clubs too big – no chance for everyone to take part
- Good staff losing their work
- Parking for parents
- Losing the history and memories that are part of the school (mum/dad/grandmother/ had attended this school before them
- Walking to school in the rain/hills to climb
- Traffic
- Getting lost in the school

- Less chance to be in a school team because of competitions for places with high numbers of children
- Will 'broadband' work well there and will all pupils have easy access to it
- Crossing the road to playing fields
- Gaps in the fences/walls at the back of the proposed school site - will it be safe for the children

If the Council decides to go ahead with the plans for a new school what would make it easier for the pupils to move?

- Not many pupils knew children from other areas, so they would like to meet them before moving.
- See the new school before moving there
- Being able to choose to go to a new school, and not to be forced to go there
- Make sure that the education will be better because of better facilities
- The teachers can move with them
- Spend on improving the present school rather than on building a new school
- Pupils have a voice in the planning of the new school e.g. the building, the name, and the school uniform
- Different zones for different ages within the school

Anything else?

All pupils who had taken part were presented with a certificate for being part of the meeting. The Headteacher and Deputy Head and the Governors' representative were thanked for welcoming us to their school. Thank you to the pupils for taking part openly and making it a pleasure for us to be in the school.

The report will be forwarded to the Headteacher, to be shared with the pupils and the Governors' representative, and will be forwarded to the Council Members as part of the consultation process.

Consultation Ysgol Y Parc

17/07/14

Youth Service served as facilitators

Number of pupils – 11. Members of the School Council and the Kids

BACKGROUND

It was explained that the adults had already had an opportunity to put forward their opinions on the Council's intention to close three schools and build a new school in the Holyhead area. We were there to seek the opinions of the pupils – not parents, teachers or our own opinion, but the pupils who would be attending the school, and therefore the most important people, as they would be the ones affected by the decision. All the pupils were aware that the intention was to build a new school and merge Ysgol y Parc, Ysgol Llaingoch and Ysgol y Parch Thomas Ellis, as that the likely site was the Cybi Site. There would be 16 classes in the new school, compared to 8 in the present school.

What do the pupils like about their current school :

Playing; Activities in the hall e.g. assembly with all pupils present; Nice teachers that are fun; playing with friends; learning a lot so that I can have a good job, windows that open to let in fresh air, Good Time; the playing fields; it is a healthy school, school trips

What may be 'GOOD' about moving to a new school:

- More friends
- More room
- It is good to try something different
- Bigger classes / classrooms
- Designs
- It might be fun

What worried them about a new school (BAD)

- Being scared of heights
- Bullying
- Scared of having to be with new children
- Wouldn't know where everything is
- We wouldn't know the teachers
- Being shy
- Difficult to make new friends
- Busy school and the yard being full
- It's hard on the smaller children to go straight to a big school without having been to a small school first
- No playing fields

If the Council decided to go ahead with the plans for a new school what would make it easier for the pupils to move?

- The teachers moved with them
- The pupils have a voice in the decisions about a new school e.g. the name of the school, school uniform, the school logo
- Different areas within the school for different ages
- A week's trial for the pupils, like they have before going to Secondary school
- Good playing fields
- Being able to see the plans for the school beforehand
- Plenty of room
- New clubs e.g. drama, music, football, art
- Know what would be the choice for school dinners and how so many pupils would be fed at the same time

Anything else?

All pupils were given certificates for attending the meeting. The pupils were thanked for making it a pleasure to be at the school. It was explained that a report would be sent to the Headteacher, for the School Council, and a copy would go forward to the Councillors as part of the consultation.

Estyn response to the proposed merger of three schools: Ysgol y Parc, Ysgol Llaingoch and Ysgol Parch. Thomas Ellis in a new school in Holyhead.

This report has been prepared by Her Majesty's Inspectors of Education and Training in Wales.

Under the terms of the School Standards and Organisation (Wales) Act 2013 and its associated Code, proposers are required to send consultation documents to Estyn. However, Estyn is not a body that is required to act in accordance with the Code and the Act places no statutory requirements on Estyn in respect of school organisation matters. Therefore as a body being consulted, Estyn will provide their opinion only on the overall merits of school organisation proposals.

Estyn has considered the educational aspects of the proposal and has produced the following response to the information provided by the proposer.

Summary/ Conclusion

Are the proposals likely to maintain or improve the standard of education provision in the area?

It is Estyn's opinion that this proposal is likely to at least maintain the present standards of education provision in the area.

Description and benefits

How well has the proposer:

- **Given a clear rationale for the proposal?**

The authority has identified seven key reasons to justify its rationale. These are appropriate and focus on issues such as raising standards, leadership, breaking the link between deprivation and pupil attainment as well as referring to financial matters, reducing surplus places and ensuring modern bespoke facilities. The proposal also refers to the Council's aspirations to provide every pupil and young person in Anglesey with the best possible opportunities to succeed.

- **Set out clearly and fairly the expected benefits and disadvantages when compared with the status quo?**

Overall, the authority puts forward a strong case for the proposal. It has identified several advantages compared with the status quo which appear to be reasonable.

The advantages include:

- a state of the art building with all modern facilities for the pupils;
- significant capital investment in the town's primary school provision;
- significant capital receipts to reduce the project cost;
- reduction in the need for repair and maintenance expenditure;
- a 2+ stream school is more cost effective than three single stream schools;
- all homes in the catchment area would be within 1 mile of school;

- a 2+ stream school [75 nursery + 540 4-11 year olds] would provide places for future growth in the catchment area; and
- a school of this size would employ approximately 16 teachers which could ensure specialisms in all areas.

There are two disadvantages noted. Namely:

- significant capital costs - approximately £11m for a building not including site costs; and
- that re-organisation can have a disruptive effect on staff and pupils.

- **Managed any risks associated with the proposals?**

The authority does not appear to have identified appropriate risks associated with the proposal. Neither does it appear to have examined fully the implications of parents choosing alternative provision to the new school, which would be likely to lead to a reduction in the planned numbers transferring. It does not contain a statement on the impact on staff deployment.

- **Considered suitable alternatives and given good reasons as to why these have been discounted?**

The authority has appropriately considered suitable alternatives through their open consultation process for 21st Century schools programme.

- **Considered the impact of the changes on learner travel arrangements and on accessibility of provision?**

The authority has given appropriately relevant information on the impact of the proposed changes to learner travel and accessibility of provision to learners. Included are appropriate details of catchment areas, distance and travel time for learners.

- **Effectively shown how surplus places will be affected? If surplus places will be increased has the proposer given adequate reasons for this?**

The proposal details relevant information regarding the numbers of pupils on roll previously, currently and forecast. It states that information on how these numbers will be affected if this proposal is implemented is provided later in the proposal.

- **Where relevant, taken sufficient account of the impact of the proposals on Welsh medium provision within the local authority?**

The authority considers the impact of the proposals on Welsh medium education appropriately.

Educational aspects of the proposal

How well has the proposer:

- **Considered the impact of the proposals on the quality of the outcomes, provision and leadership and management?**

The proposal gives a comprehensive account of the outcomes at each of the three schools in terms of end of key stage results and Estyn inspection outcomes. However, it does not refer to the local authority / consortium category of risk and support for each of the schools and neither does it consider well enough the leadership capacity of the schools.

In terms of end of key stage data:

Foundation Phase:

- Ysgol Y Parc has generally not performed as well as comparable schools since the inception of the Foundation Phase. Performance in the Foundation Phase at Ysgol Llaingoch has been good especially in the second year of the Foundation Phase. The performance of Ysgol Parch. Thomas Ellis follows a similar pattern with its performance comparing very favourably with the averages for Anglesey and Wales.

Key stage 2:

- The performance of Ysgol Y Parc has improved over the last three years and the school was in the top quarter in three subjects in 2012/13. The pattern for Ysgol Llaingoch suggests performance is higher than that of similar schools. On the whole, the performance of Ysgol Parch. Thomas Ellis is lower than that of similar schools.

In terms of inspection outcomes:

- Ysgol y Parc was last inspected in April 2009 under the previous inspection framework. One key question was judged as having good features and no important shortcomings, three of the key questions were judged as having good features which outweigh shortcomings and three as having some good features, but shortcomings in important areas.
- Ysgol Parch Thomas Ellis was last inspected in June 2008, again under the previous inspection framework. One key question was judged as being good with outstanding features, the other six key questions were judged as having good features and no important shortcomings.
- Ysgol Llaingoch was inspected in July 2013 under the current inspection framework. The school's current performance was judged as good, and its prospects for improvement, adequate.

Performance in the three schools is generally good and it is reasonable to assume that the standards would be maintained were the proposal to go ahead. The proposal also purports that having a headteacher with 100% non-contact time would lead to raising standards in the new school. It is a reasonable assumption to make but is very much dependent on ensuring the school can attract an effective leader with the requisite skills, knowledge and understanding.

- **Considered the likely impact of the proposals to ensure delivery of the full curriculum at the Foundation Phase and at each key stage?**

The authority has considered the likely impact of the proposal to ensure delivery of the full curriculum at the Foundation Phase and at each key stage.

- **Considered the impact of the proposals on vulnerable groups, including children with Special Educational Needs?**

The proposal lacks sufficient detail about the impact on vulnerable groups, including children with Special Educational Needs.

- **Considered the disruption to learners?**

The authority does not describe how it will minimise any disruption to learners if the proposal is implemented. However, the new proposed school will be a new build and will not appear to impact on the pupils at any of the three schools during the period of construction.

Holyhead Schools Relocation Transport Assessment

August 2014



Notice

This document and its contents have been prepared and are intended solely for the Isle of Anglesey County Council for information and use in relation to proposals to relocate existing schools at Holyhead to a new site.

ATKINS assumes no responsibility to any other party in respect of or arising out of or in connection with this document and/or its contents.

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Table 4.1.	Observed Trips at Existing Schools at Start/End of School Day
Table 4.2.	School Responses to Existing Staff Travel Mode Survey

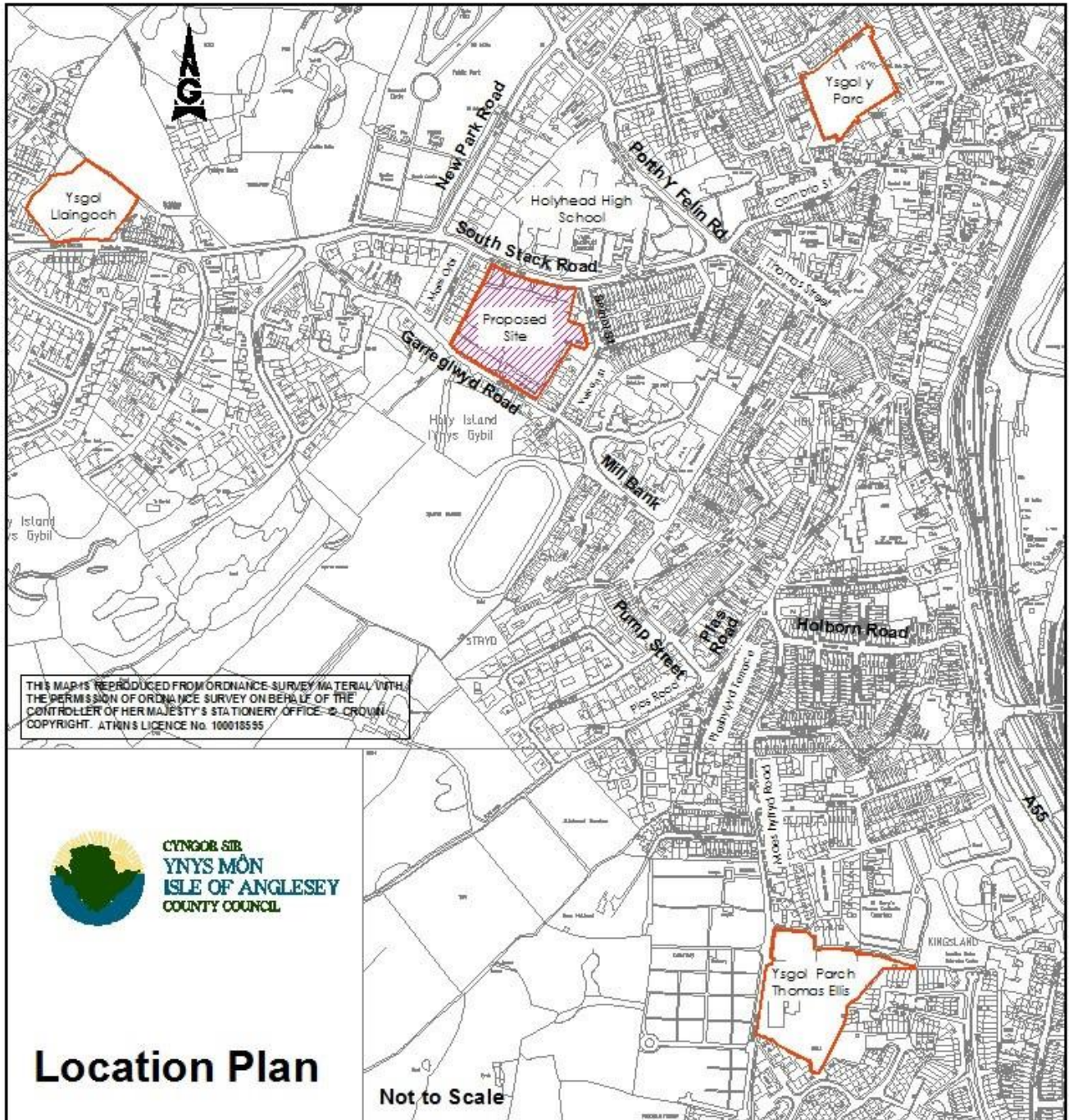
Appendix A – Transport Implementation Strategy

Figure A1.	TIS Key Plan
Figure A2.	Suggested Alterations to South Stack Road / Garreglwyd Road Junction
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Figure A4.	Suggested Parking Prohibitions on South Stack Road

Appendix B – School Travel Plan Overview

1. Introduction

1.1 The Isle of Anglesey County Council (IACC) appointed Atkins to prepare this Transport Assessment (TA) relating to proposals to relocate three existing primary schools in Holyhead - Ysgol Llaingoch, Ysgol y Parc and Ysgol Parch Thomas Ellis - to a new school on land opposite to Holyhead High School off South Stack Road. The existing and proposed sites are shown below.



1.2 The proposed school site is that of the former Ysgol Uwchradd Caerbybi which internet sources indicate opened in 1949 and continued in use until around 2007. The site is currently vacant but is to be redeveloped to create a new combined junior school catering for around 600 pupils.

- 1.3 Planning Guidance Wales **TAN 18: Transport**, indicates that the “*output of the TA should be a Transport Implementation Strategy (TIS) that addresses relevant transport objectives for the site, guided by the development plan and the issues identified in the analysis of person movements.*”
- 1.4 TAN 18 Section D.5 confirms that “*All new schools should be subject to TA. The level of analysis should provide the decision maker with suitable data regarding the accessibility of the site by all modes and the impacts on movement patterns likely to occur. The level of detail should be proportionate to the scale of the development. The objectives of the TIS should as a minimum include the creation or improvement of safe cycling and walking routes, restricting car access around schools, providing adequate cycle storage, and a framework for future travel planning activity.*”
- 1.5 The three existing schools, from which staff and pupils would transfer, are located within a 1 kilometre / 0.6 of a mile radius of the proposed site and therefore traffic and person trips being currently made to the existing schools will undoubtedly already in part be passing through the area. The TA considers the transfer of these trips to the proposed site on the basis of data collected in relation to the existing schools and makes recommendations for future access measures via the provision of a TIS for the project. The TIS comprises a set of physical measures that it is considered would improve pedestrian and cyclist safety along with an outline Travel Plan for the new school, which it is intended will be developed both prior to the relocation date and further post occupation of the new school.

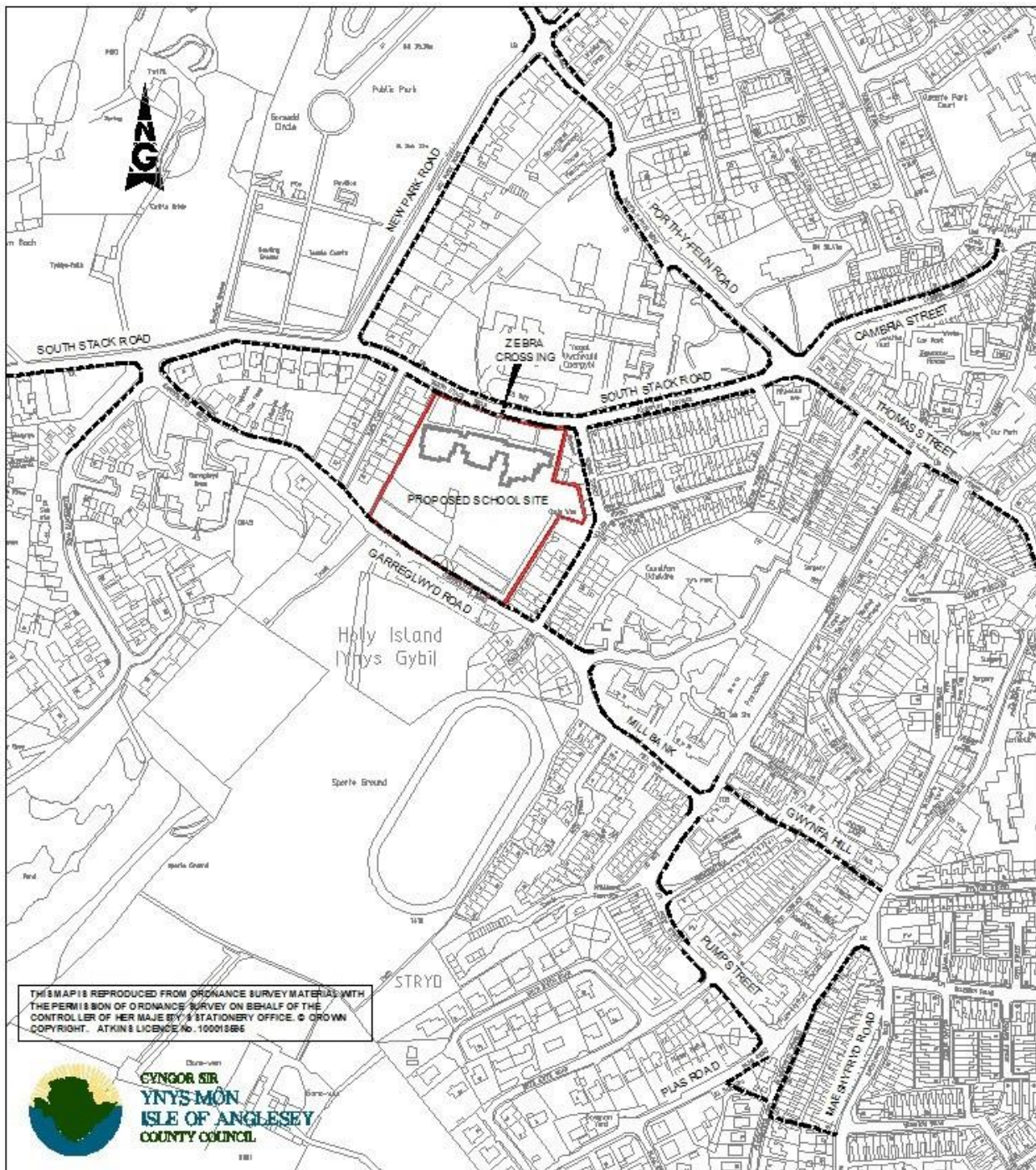
2. Existing Conditions

Access on Foot

- 2.1 All roads surrounding the proposed are subject to 30mph speed limits and are lit during darkness. Atkins has carried out two reviews of access relating to the schools relocation proposals, with the first being completed in July 2012 and the second as an update exercise as part of preparing this report.
- 2.2 The 2012 review highlighted a number of concerns with regard to pedestrian facilities in the area as gaps in footway provision were identified at a number of locations, with the result that pedestrians were sharing road space with vehicles on some routes that would likely be used for walking journeys to and from the proposed school. In particular footway facilities were noted to be lacking at:
- 1) **Garreglwyd Road North**
 - 2) **Mill Bank**
 - 3) **Between Mill Bank and Gwynfa Hill, and**
 - 4) **Between Plas Road and Plashyfyrd Terrace.**
- 2.3 The lack of footways in these locations and narrow width of some others was highlighted as a safety concern to IACC as it was considered that they would potentially act as primary pedestrian routes to/from the proposed school site.
- 2.4 In particular the lack of facilities at Plas Road and along Mill Bank, which would probably provide part of the main access corridor for pedestrians from the southeast (particularly therefore for existing attendees of Ysgol Parchedig Thomas Ellis), was of concern and, consequently, the 2012 review concluded that unless footways could be provided at these locations IACC should reconsider the proposal to relocate Ysgol Parchedig Thomas Ellis to the new site - on pedestrian safety grounds.
- 2.5 The latest review has confirmed that in the intervening time period IACC has implemented schemes to provide new footways in most of these areas and as a consequence there is now a contiguous provision along Garreglwyd Road, Mill Bank and to Gwynfa Hill. A new section of footway has also been provided at the junction of Plas Road with Pump Street; however, due to a lack of available road space there is still a short gap in provision at Plas Road to the west of junction with Plashyfyrd Terrace.
- 2.6 Pedestrians heading to and from the southeast have an alternative to using this route via footpath links that connect Plas Road to Maeshyfyrd Road, however the link between Plas Road and Plashyfyrd

Terrace includes steps and hence those wishing to avoid such follow the footway to the junction with Plas Road where they then have to walk in the road for about 30m.

- 2.7 Whilst an alternative route exists as described, the lack of footway provision at this section of Plas Road remains a concern and proposed remedial works are therefore included later in this report and via the TIS.
- 2.8 A schematic representation of the existing footway routes that connect the proposed site to the surrounding areas is provided below. Please note that the plan does not show all of the existing footways but is intended to illustrate the assumed primary routes that are likely to be used.



Primary Footway Links to Surrounding Areas

- 2.9 Due to the historic nature of the streets in Holyhead, the footways provided alongside roads vary in width. The older footways can typically be around 1 to 1.2m wide, however wider footways exist where new facilities have been provided and along South Stack Road past the site where the footways have been increased in width (and the road narrowed accordingly) at some time in the past. The pedestrian crossing points in the older footways are generally provided by means of simple dropped kerb arrangements which do not include contemporary features such as the dropped kerbs being flush with the road surface or tactile paving slabs being provided at the crossings. Where footways have been improved the latter features have generally been incorporated.
- 2.10 At some locations there are no dropped kerbs to assist crossing movements or there are other elements that would benefit from improvement. The TIS at Section 6 outlines proposals for making improvements to pedestrian facilities along routes that are likely could be used in accessing the new school, as part of the project.
- 2.11 During the site assessment, it was noted that a school crossing patrol person is provided to assist pedestrian movements across South Stack Road to the east of Ysgol Llaingoch close to an existing shop. There is a slight bend in the road here and vehicles parked outside of the shop can reduce forward visibility for motorists and from the north side footway for pedestrians. It is likely that even under the new school arrangements parents and children may wish to cross South Stack Road in this location and hence it would be worthwhile to retain the crossing patrol arrangement post opening of the new school.
- 2.12 Improvements to pedestrian facilities are discussed further at Section 6 of this report.

Access by Bicycle

- 2.13 There are no dedicated off-highway cycleways in the vicinity of the site and IACC has confirmed that none is currently planned. National Cycle Route No 8 passes through the area and connections to that route are signed off some side streets in the area, for example Edmund Street and Maeshyryd Road.
- 2.14 The roads around the site are however traffic-calmed by means of road humps and raised pedestrian crossings it will be confirmed later in this report that they carry only modest amounts of traffic. As such cycling to school for older children could be feasible and it is understood that IACC and Sustrans are already working on cycling initiatives with the existing schools in the area. (The TIS also includes the suggestion to review the speed limit applicable to the roads adjacent to the proposed school site to further benefit cyclists).

Access by Bus

- 2.15 IACC's 'School Transport Policy' is typical of others in the UK and provides free transport for pupils under the age of 16 if they live "*2 miles or more from the school in whose catchment area they reside*" (IACC website). The proposed school will serve the immediate catchment area and consequently the provision of school buses would not comprise part of the access strategy.
- 2.16 Staff working at the school and living outside of the area could potentially use buses for travel to and from work as there services between Holyhead and outlying areas around the island. The main service routes are Bangor, Llangefni, Rhoscolyn, Morawelon and Rhosneigr / Aberffraw. The services run from the town centre bus station at Victoria Terrace which is 1/3 mile / 500m from the proposed school site and thus the main bus station is within an acceptable walking distance.
- 2.17 There is also a local bus service (No 25) that passes the site heading to and from Holyhead and Llaingoch which could feasibly be used as a shuttle connection between the new school and town centre.

2.18 The nearest bus stops to the site are located on South Stack Road at LLaingoch bowling green, to the west of the site, and at Alderley Terrace to the east. These stops are approximately 150m from the proposed school site and thus are readily accessible.

Access by Rail

2.19 There is a railway station at Holyhead and so again it is feasible that staff or other visitors living along the route of the track could use trains for travel to and from the proposed school.

Local Road Network and Traffic Activity

2.20 As part of the 2012 scheme review, automatic traffic counters (ATC's) were installed on Garreglwyd Road, South Stack Road, New Park Road and Porth-y-Felin Road for one full week to measure the volume, composition and speed of traffic using those routes.

2.21 At a scope of assessment meeting held in advance of preparing this TA, IACC confirmed that as no major developments had been completed in the area during the interim period, it was considered that the 2012 traffic data remains representative and thus no further survey work was required. It was also confirmed that there are no known network capacity problems in the area and thus that the TA did not need to include local junction capacity assessments. The primary scope of the TA was therefore agreed as being:

- **To review access to the site by all travel modes and if necessary make recommendations for off-site improvements which can be delivered within available highway land.**
- **Review and comment on the proposals for access & parking at the site.**
- **Identify where a suitable coach drop off / collection point could be provided to serve the site on an occasional basis.**
- **Review the suitability of pedestrian crossing facilities between the site and existing sports ground to the south.**
- **Provide input to establishing staff parking arrangements.**
- **Provide a Framework Travel Plan that could be implemented post opening of the new school.**

2.22 A brief overview of the roads surrounding the site is now provided.

South Stack Road:-

2.23 South Stack road forms the northern boundary to the proposed site. In the vicinity of the site the following features apply:

- A two-way road with wide footways to each side.
- Includes a raised 'Zebra' crossing between the high school and proposed site which acts as a traffic-calming feature. Advanced warning signs of the crossing are provided for motorists. The crossing includes tactile paving within each footway and railings are provided along the southern side footway to preclude errant crossing movements (see Photograph 1).
- The zig-zag markings associated with the Zebra crossing extend from Seiriol Street to a short distance away from the northeast corner of the site. Parking of vehicles on South Stack Road immediately adjacent to the proposed school site / existing High School is, therefore, not permitted.
- On-street parking is occurs outside of the nearby residences at 'Alderley Terrace' to the east end of the road and parked vehicles have the potential to reduce inter-visibility to/from the east with the junction to Seiriol Street. The parked vehicles do not appear to unduly impede traffic movements along South Stack Road.

- A small staff car park and drop off area for the High School is afforded off the north side of the road which is accessed via a one-way arrangement with separate in / out access points with entry gained to the east of the Zebra crossing and exit movements to the west of the crossing. (NB the main car park and drop off / collection area for the High School are located off Porth Y Felin Road).
- Signs to Diagram 545 warn motorists that the road is used by children going to and from school.
- There are no cycling specific facilities along the road.



**Photograph 1 – View along South Stack Road past proposed site
(Site on the left / High School on the right)**

2.24 It is evident that the carriageway of South Stack Road was narrowed adjacent to the school sites at some time in the past as to northeast of the site and by Seiriol Street junction there are build-outs in the road and each of the footways becomes wider (see Photograph 2). This road narrowing has a number of benefits as it has reduced the pedestrian crossing width, will help constrain traffic speeds ('Araf/Slow' road markings are also provided) and it also means that the footways along the section between the proposed and existing schools are wider than are generally provided elsewhere.



Photograph 2 – Looking east along South Stack Road where road narrows

Seiriol Street:-

2.25 Seiriol Street is a short side street to the east of the site. There is a separation between the site and this road due to housing along the west side of the road. Seiriol Street has the following features:

- Circa 6.70m wide two-way road with 1.4m wide footways to each side,
- There are few parking restrictions; however, parking seems to occur predominately outside of the properties along the east side of the road.
- There is a former access to school site to west side of the junction with Vulcan Street.



Photograph 3 – Looking north along Seiriol Street

Vulcan Street:-

2.26 Seiriol Street meets with Vulcan Street which then continues southward to connect with Garreglwyd Road. Vulcan Street is similar in character to Seiriol Street:

- The layout is generally as Seiriol Street but appears to have more on street parking due to the housing along both sides.
- Visibility to the left from within Vulcan Street at the junction with Garreglwyd Road is restricted by adjacent buildings (see below) however, the road humps on Garreglwyd Road constrain the speed of vehicles.



Photograph 4 – Vulcan Street / Garreglwyd Road Junction
(Vulcan Street is road on the left ahead)

Maes Cybi:-

2.27 Maes Cybi is a small residential side street lying to the west of the site, again separated from it by housing. It has the following characteristics:

- A short street running between South Stack Road to the north and Garreglwyd Road to the south.
- Approximately 4.8m wide with footways to each,
- Resident parking occurs along each side of the street and due to the limited road width some vehicles were observed parked straddling the footways, as shown below.
- Maes Cybi is traffic-calmed by means of road-humps.



Photograph 5 – Maes Cybi

Garreglwyd Road:-

2.28 Garreglwyd Road runs along the southern boundary of the site and vehicular access to the site was historically gained from this road. It's features include:

- A two-way road having a variable carriageway width of between 5 and 7m.
- Variable width of footways from 1m to 1.8m but typically around 1.45m with contiguous provision recently completed along the north side of the road.
- There is a raised 'Zebra' pedestrian crossing on the road to the southwest corner of the proposed school which provides pedestrian access to a Sports Club / Ground on land on the south side of Garreglwyd Road (see photograph below). Advanced signs are provided to alert motorists to the crossing ahead Footway.
- Footway provision on the south side of the road is in the vicinity of the sports ground access / raised Zebra crossing only.
- Vehicle access to the proposed school site car park is to be provided off Garreglwyd Road to the east of the Zebra Crossing.
- There are no cycling specific facilities along the road; however Garreglwyd Road is traffic-calmed by means of road humps.



Photograph 6 – Looking east along Garreglwyd Road from the Sports Ground Access (school site on the left)



**Photograph 7 – Garreglwyd Road west
(New footway visible on the right beyond junction to Maes Cybi)**

Mill Bank:-

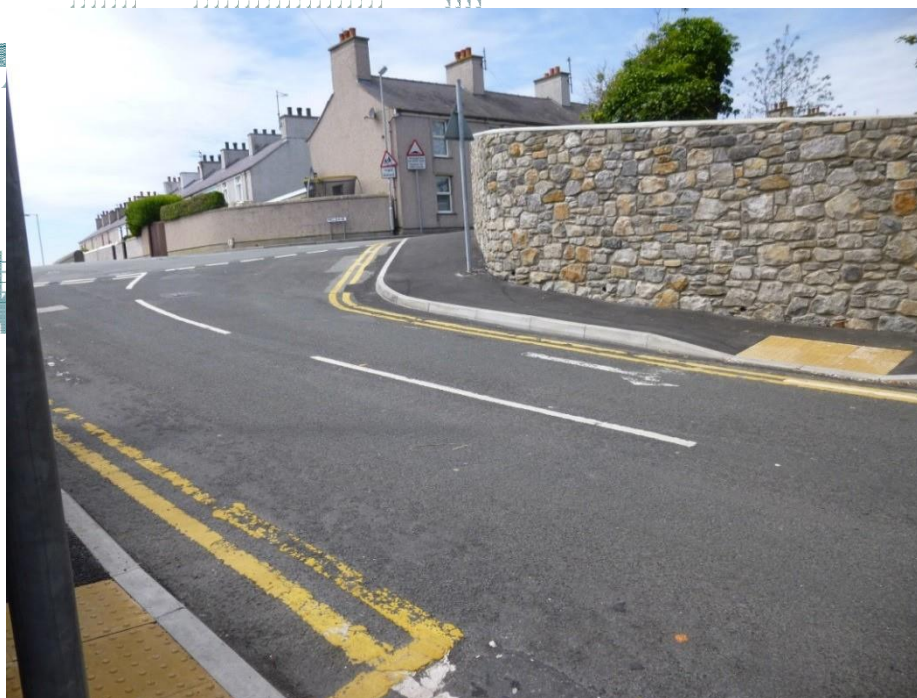
- 2.29 Mill Bank lies to the southwest of the site. IACC has recently altered the road to provide a new footway along its north side. It comprises:
- Two-way road typically around 6m carriageway width.
 - Traffic-calmed by means of road humps.
 - New footway to the north side in excess of 1.5m width,
 - Ninety-degree bend to east end.
 - Sign to Diagram 545 at east end to warn motorists that the road is used by children going to and from school.



Photograph 8 – New Footway along Mill Bank

Gwynfa Hill:-

- 2.30 Whilst the roads to the east of the site (Mill Bank/Pump Street/ Plas Road) could be used to access the proposed school for staff / pupils living to the southeast and in particular the ‘Kingsland’ area around Ysgol Parch Thomas Ellis, a pedestrian route is also available from areas to the east of the site via ‘Gwynfa Hill’ which is signed as part of National Cycle Route No. 8. At its northern end Gwynfa Hill connects to Edmund Street and again the local authority has recently installed a new footway to link to Mill Bank where there was formerly a lack of provision.



Photograph 9 – New Footway link from Gwynfa Hill to Mill Bank

2.31 Staff and pupils from areas to the north of the site could use New Park Road or Porth-Y-Felin Road to walk down to South Stack Road, whilst those northeast would perhaps follow Cambria Street to the eastern end of South Stack Road. These roads are now described.

New Park Road:-

2.32 New Park Road is located to the west side of the 'high-school' site. It offers the most direct route to the site from the residential settlement at Porth-Y-Felin to the northwest. Typical features include:

- A straight road 7.3m wide with 1.8m footways to each side,
- There are no parking restrictions in place, however the adjacent properties have ample off road parking and hence on-street parking appears not to be commonplace. The road width is such that occasional on-road parking would not present a problem.
- Visibility along South Stack Road from southern junction is good in both directions as it is on the outside of a slight bend in South Stack Road.
- This road is not traffic calmed



Photograph 10 – New Park Road

Porth –Y-Felin Road

2.33 A one-way street with traffic movements permitted only in a northbound direction away from Porth-Y-Felin Road. Whilst the road could thereby be used by vehicles heading away from the site it is most likely that Cambria Street would be used as one of the pedestrian routes to and from the housing areas to the northeast.

- 7.3m wide road with 1.8m footways to each side,
- The primary points of access to the High school site are gained from this road, including to the main car park and bus facilities.
- There is a large lay-by outside of the school for use in dropping off/collecting children.
- Includes raised 'Zebra pedestrian crossings which act as traffic-calming features,
- Road width reduces significantly at east end on the approach to Thomas Street.



Photograph 11 – Typical view of Porth-y-Felin Road past High School

Cambria Street

- 2.34 A one-way street with traffic movements permitted only in a northbound direction away from Porth-Y-Felin Road. Whilst the road could thereby be used by vehicles heading away from the site it is most likely that Cambria Street would be used as one of the pedestrian routes to and from the housing areas to the northeast.
- 2.35 Again the local authority has recently improved the footways along Cambria Street; however the crossing facilities at the junction with Porth-Y-Felin Road / Thomas Street are poor and hence improvements are proposed as outlined at in the TIS.

Traffic Volumes and Speeds:

- 2.36 Automatic traffic counters were installed at the approximate mid-points of Garreglwyd Road, South Stack Road, New Park Road and Porth-y-Felin Road for one full week in May 2012 (i.e. during school term time) to measure the volume, composition and speed of traffic using those routes. The average values of the weekday results obtained during the hours covering that start / end of the school day and over a full day traffic are shown in Table 2.1 below.
- 2.37 Observations made during site visits (including at the start of the school day) would suggest that whilst traffic volumes in the area are comparatively modest the traffic calming features in place are serving to constrain traffic speeds along the roads nearest to the proposed site. This view is backed up by the survey data as the recorded average weekday speed of traffic using South Stack Road and Garreglwyd Road in the vicinity of the proposed site during the hours that cover the start / end of a school day was well within the 30mph speed limit as shown in Table 2.1 (note in the columns WB = westbound, EB = eastbound, etc).

	Traffic Flows 08:00-09:00	Traffic Flows 15:00-16:00	24 hour Traffic Flows	Traffic Speed 08:00-09:00	Traffic Speed 15:00-16:00
South Stack Road	88 WB 108 EB	128 WB 99 EB	1,474 WB 1,328 EB	21mph WB 24mph EB	22mph WB 24mph EB
Garreglwyd Road	25 WB 84 EB	43 WB 70 EB	520 WB 986 EB	15mph WB 16mph EB	15mph WB 16mph EB
New Park Road	68 NB 64 SB	74 NB 95 SB	816 NB 1,155 SB	28mph NB 29mph SB	27mph NB 27mph SB
Porth-Y-Felin Road	80 NB 59 SB	98 NB 71 SB	1,080 NB 746 SB	15mph NB 15mph SB	16mph NB 15mph SB

Table 2.1 – Existing Mean Weekday Traffic Flows & Speeds

- 2.38 It can be seen that the raised pedestrian crossings on Porth-y-Felin Road are also effective traffic-calming features as the recorded speeds on that road past the High School during the hours 08:00-09:00 and 15:00-16:00 were between 15 and 16mph in either direction.
- 2.39 The highest traffic speeds were recorded along New Park road and were typically close to the 30mph speed limit. The higher speeds recorded on this road are probably attributable to the fact that New Park road is wider than other roads in the area, has a straight alignment without much on-street parking and there are no physical traffic-calming features in place.
- 2.40 Table 2.1 confirms that the roads around the proposed school site carry only modest amounts of traffic. During the hour applicable to the start / end of the school day, the combined 2-way traffic flows on South Stack Road are in the region of 200 vehicles and about half that amount travel along Garreglwyd Road in the same hours. It can be seen that the recorded flows between 15:00-16:00 are generally slightly higher than the 08:00-09:00 period, even though the AM hour would include commuter journeys.
- 2.41 Whilst directional traffic volumes using a road do not always exactly balance, the surveys recorded a bias in directional flows on Porth-Y-Felin Road, New Park Road and along Garreglwyd Road. A cursory review of the data and local road arrangement would suggest that Garreglwyd Road, Mill Bank, Pump Street and the connecting roads to the southeast are probably used as a route by drivers heading southbound from areas to the north in preference to travelling via the town centre one-way system. Notwithstanding this anomaly, the overall volume of traffic movements along each road, including Garreglwyd Road is quite low.

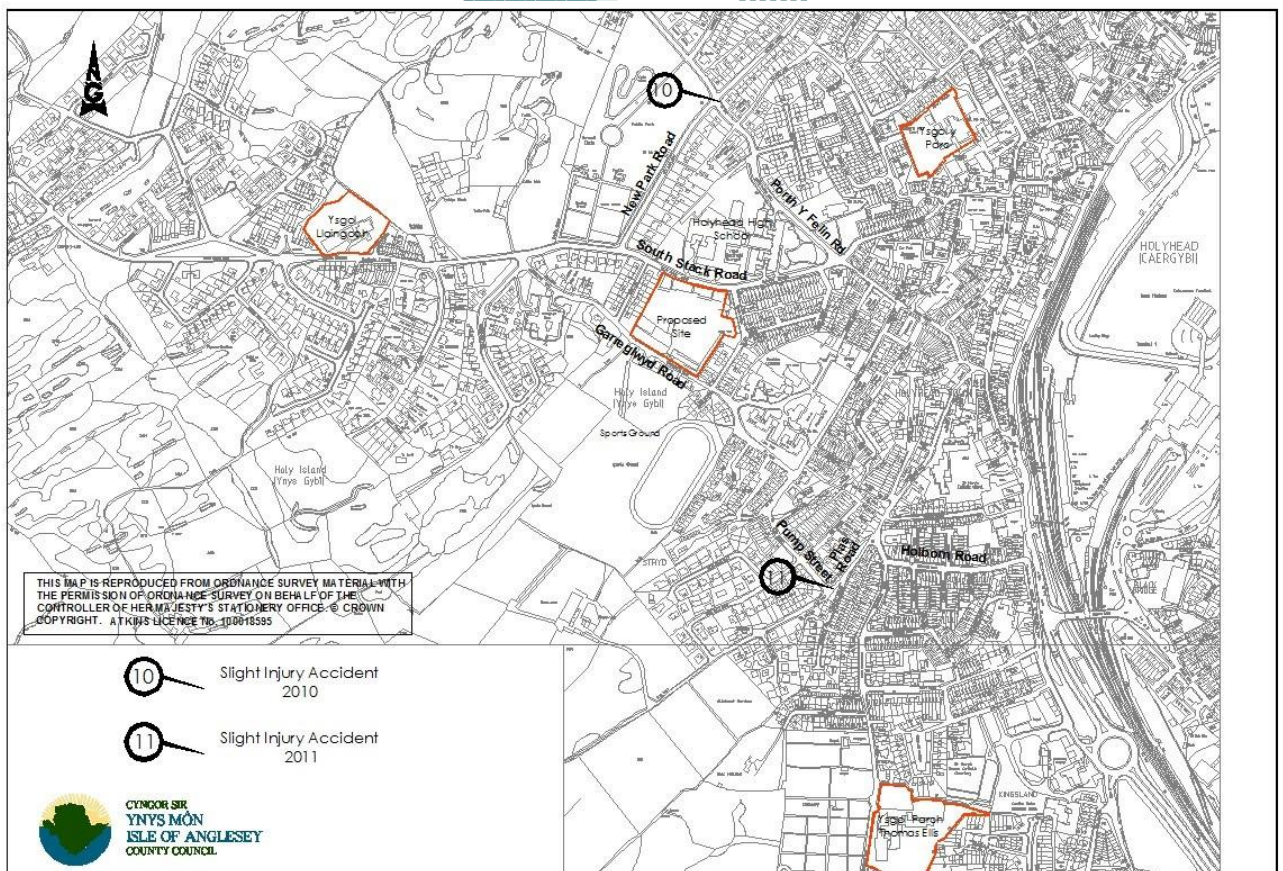
High-School Traffic:

- 2.42 A visit was made to South Stack Road between 08:25 and 09:05 in order to observe vehicle activity associated with the high-school at the start of a school day. The majority of arrivals to the school via South Stack Road during this time were made on-foot with a bias of arrivals from the east (town side); however, some children were observed being dropped off by car.
- 2.43 Those arriving by car were generally dropped off in the vicinity of the raised zebra crossing close to the high-school on South Stack Road - in which case their drivers stopped briefly at the kerbside whilst the passenger alighted before the driver continued their journey along the road. A roughly equal number of drop offs were made on each side of the road (i.e. they were split roughly equally in either direction). A handful of drivers originating from the east were also observed turning left into Seiriol Street to then drop off children close to its junction with South Stack Road. In the latter scenario, after dropping off their passengers drivers continued down Seiriol Street.

- 2.44 In total around 35 cars were noted as dropping off children to the High School, with the majority doing so directly on South Stack Road. The dropping off activity was spread out fairly evenly over the half-hour period observed and thus rarely was more than one vehicle at a time present. As highlighted above, traffic flows along this road are light, even during this (theoretically peak period) hour, and hence the dropping off of High School children as described, which only takes a few seconds in each case to complete, did not result in any congestion or other traffic problems.
- 2.45 The high school confirmed that in the afternoon all collections of children by car are made from the parking lay-by at Porth-Y-Felin Road and, as a consequence, cars do not park along South Stack Road whilst awaiting children at the end of the school day. As noted previously zigzag markings associated with the raised zebra crossing extend over much of the road between the school sites in any case and consequently parking on South Stack Road close to the schools is not permitted.
- 2.46 The site visit at the start of the school day did not highlight any significant traffic issues or conflicts that would need to be addressed as part of the new school proposals. Anticipated vehicle activity associated with the proposed school is discussed later in this report.

3 Road Safety

- 3.1 IACC has provided personal injury accident data for the roads within the study area agreed to include the last five complete years 2009-2014. The results indicate that only two personal injury accidents have been recorded in that time with none having been reported since 2011. The following diagram shows where the two recorded accidents occurred.



Location of Reported Personal Injury Accidents 2009-2014

- 3.2 The accident summaries confirm that the 2010 incident was a collision between two cars at the cross roads between Porth-y-Felin Road and New Park Road. The 2011 incident was at the junction of Plas Road and Pump Street and occurred when a motorist claimed to be dazzled by the sun and hence failed to see a pedestrian walking in the road where there is no footway provided.

- 3.3 The latter incident coincides with where the access reviews have raised a concern about pedestrian safety and thus serves to confirm that it is desirable to infill the gap in footway provision in this location.
- 3.4 It is perhaps noteworthy that no accidents have been reported in the immediate vicinity of the proposed school site where the roads are physically traffic-calmed.

4 Journeys to the Existing & Proposed Schools

4.1 It is understood that the existing schools contain pupil (including nursery) / staff ratios approximately as follows:-

- Ysgol Llaingoch, 190 pupils / 20 staff
- Ysgol Y Parc, 180 pupils / 26 staff
- Ysgol Parch Thomas Ellis, 140 pupils / 23 staff

Non-Car Based Trips

4.2 The ‘Guidelines for Providing for Journeys on Foot’ (published by the IHT) paragraph 3.20 state “The level of pedestrian traffic can usually be estimated to acceptable levels of accuracy by observing comparable existing developments”. With this in mind and also in order to record the number of children being ferried to and from school by car, surveys were carried out at each of the existing schools in May 2012 from 08:00 to 09:30 and 14:30 to 16:00 hours. The surveys were carried out by a specialist company and observed vehicle and pedestrian activity at each school on the survey day as shown in Table 4.1.

4.3 The heads of each school were consulted in advance to confirm where observations should be made and at Ysgol Llaingoch the survey was at the main entrance on South Stack Road, at Ysgol Y Parc at Maes Y Haf and Cambrian Street and at Ysgol Parch Thomas Ellis at the main school access off Treseifion Road. It was subsequently learned that there are two gated pedestrian links from Ysgol Parch Thomas Ellis to the housing areas to the south and east that are unlocked at the start and end of the day and that are well used. The count at that school did not therefore include use of those gates and as a consequence the number of pedestrian arrivals recorded via the main access is much lower than the total number of pupils.

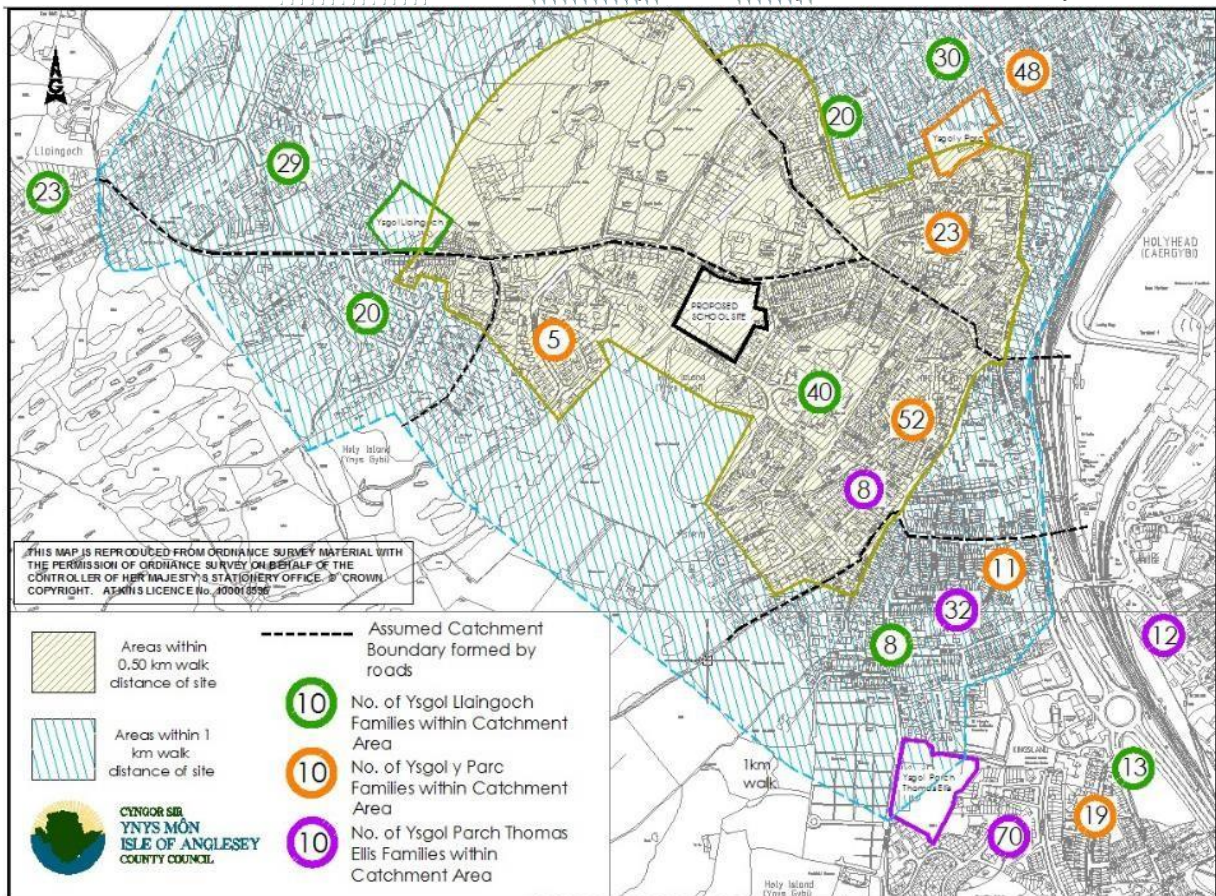
Time Period	Ysgol Llaingoch	Ysgol Y Parc	Ysgol Parch Thomas Ellis	Combined Total
08:00-09:30	132 pedestrian arrivals 47 cars drop off children	206 pedestrian arrivals 9 cars drop off children	77* pedestrian arrivals 17 cars drop off children	415 pedestrians in 73 cars drop off children
14:30-16:00	131 pedestrians depart 27 cars pick up children	202 pedestrians depart 13 cars pick up children	57* pedestrians depart 5 cars pick up children	390 pedestrians depart 45 cars pick up children

Table 4.1 – Observed Trips at Start & End of School Day

*Survey at Parch Thomas Ellis was conducted at Treseifion Road – pedestrian trips from rear of school are not included.

4.4 The pedestrian movements shown in Table 4.1 include any staff movements that were made on foot and children using scoots, but the adults that accompanied children have been excluded. The vehicle movements do not include staff car movements to/from the car parks and so represent only cars that were observed ferrying children to or from school. In total, the summary outlined at paragraph 4.1 suggests that in total around 510 pupils and 69 staff arrive / depart each day and so the survey results would thereby indicate that on the surveyed day around 72% of all staff/pupil journeys to the existing schools in the morning were made on-foot. Removal of the 69 staff would also suggest that around 14% of children are travelling by car. In the afternoon, around 67% of departures were on foot and around 9% of children were collected by car.

- 4.5 The weather was dry on the survey day and so it is feasible that the number of walking trips recorded was at a higher level than might occur on a very wet day. In order to provide a cross-check, IACC has provided the results of travel mode surveys conducted at each school as part of the Sustrans 'Bike It' initiative. The data at two schools is from June 2014 and was collected by the schools by means of a 'hands up' survey as to how children had travelled to school on that day. Expressed as a combined average for the three schools, pupil trips comprised 50% on-foot, 16% cycling, 8% scoots/skateboard, 25% by car and the remaining 1% by bus/train.
- 4.6 It can be seen that the observational travel mode surveys outlined at Table 4.1 recorded the highest use of cars at Ysgol Llaingoch where approximately 25% of pupils appeared to have been dropped off in the morning. This was also the case with the Sustrans 'hands-up' survey as, looking at the schools individually, 16% of Ysgol Parch Thomas Ellis pupils indicated that they travel by car, 10% at Ysgol Y Parc, but 48% at Ysgol Llaingoch.
- 4.7 The Sustrans data suggests that cycle use by children is increasing and IACC and the 'Bike It' officer are continuing to work with the schools in this regard. The outline School Travel Plan appended to this report recommends that further, more detailed, travel mode surveys be undertaken at each of the existing schools to help shape sustainable travel habits, however, the data collected thus far is encouraging in that indicates that the majority of trips are being made by non-car modes.
- 4.8 The Welsh Government '**Walking & Cycling Strategy for Wales**' indicates that for the year 2000 the overall pattern of school journeys in Wales was divided 25% by car, 30% by bus and 45% on-foot. The pattern recorded at the existing schools was broadly similar in terms of car use; with the usual proportion of bus being basically substituted by walking trips.
- 4.9 The following diagram provides a schematic representation of the general area where families with children attending each of the existing schools lived at the time that the travel surveys were conducted and illustrates why walking represents the preferred mode of travel to school. In this plan the main roads between each area have been assumed to represent a simple catchment boundary.



WHERE PUPILS LIVE

- 4.10 It can be seen that Ysgol Llaingoch and Ysgol y Parc draw pupils from a widespread catchment and also have the most pupils already living in the area surrounding the proposed site. In contrast, the distribution of families with children attending Ysgol Parch Thomas Ellis is more concentrated to the southeast in the housing areas around that school.
- 4.11 The majority (about 60%) of those attending Ysgol Llaingoch are shown to live to the east of the proposed site and therefore would have a shorter journey to the new school when compared to travelling to Ysgol Llaingoch. This fact might therefore assist in reducing the level of car use that it seems is currently made by families with children attending that school.
- 4.12 A similar situation applies to many of the families with children attending Ysgol Y Parc as around half of attendees of that school live in the areas south and east of the proposed site and so again, for these, a shorter journey could result to the proposed site in comparison to travelling to their existing school.
- 4.13 In general, a modest increase in journey length seems likely for around 1/3rd of families with pupils currently attending Ysgol Llaingoch and Ysgol Y Parc. In contrast however it seems likely that around 2/3rds of families with children currently attending Ysgol Parchedig Thomas Ellis will experience an increased journey length in transferring to the new school site.
- 4.14 As was highlighted above, the surveys would suggest that currently the majority of existing school journeys are made on-foot. A key factor in encouraging walking trips is the distance that has to be covered to reach a destination. Table 3.3 of the '**Guidelines for Providing for Journeys on Foot**' (published by the IHT) suggests 'acceptable walking distances' for pedestrians without a mobility impairment and for schools suggest **500m** as '**desirable**', **1000m** as '**acceptable**' and **2000m** as the '**preferred maximum**' (walking distance).
- 4.15 The above diagram shows walking distances from the proposed site (the approximate boundary of these distances has been established by measuring along the road network from the proposed site). From this it can be seen that around 32% of all pupils that would attend the proposed school could live within 500m walking distance of the site, 43% within 1km walking distance and the remainder (24%) in excess of 1 km but in all but a few cases within the preferred maximum 2km walking distance.
- 4.16 As noted above, it can be seen that the main increase in the number of families that fall within the 'greater than 1km' walking distance applies to those with children that currently attend Ysgol Parchedig Thomas Ellis. It should be noted that whilst some families associated with the other two schools are also shown in the 'over 1km' walking zone these will currently be travelling a greater distance to the their existing school when compared to the proposed site and thus would experience a reduction in walking distance in the future under the relocation proposals.
- 4.17 Measurement from Ordnance Survey mapping has been made to estimate the increase in walking distance that would apply to families that would pass their old school en-route to the new school. Ysgol Llaingoch is around 500m (0.3 of a mile) to the east of the proposed site, Ysgol y Parc around 600m (0.37) miles to the northeast and Ysgol Parch Thomas Ellis around 1 kilometre (0.70) miles to the southeast.
- 4.18 Overall however it can be discerned that the majority of pupils likely to attend the proposed school would live within what is generally accepted to be an acceptable walking distance and consequently there is no obvious basis to conclude that a significant shift in travel mode would be required as a consequence of the new school scheme, and particularly in relation to families with children currently attending Ysgol Llaingoch and Ysgol Y Parc. Whilst an increase in walking distance will be required for some, it seems reasonable to conclude that walking should remain the primary travel mode to the proposed site.
- 4.19 A crucial factor in this will be ensuring that pedestrian access to the new school site is adequate and that potential barriers that could discourage journeys on foot are addressed. The roads around the proposed site are already traffic calmed and include raised zebra crossings and it has been confirmed

that IACC has installed new footways in the surrounding areas in the recent past, to infill gaps in provision as best as possible.

4.20 Notwithstanding the improvements already made, the latest access review has identified areas where alterations could be made which would enhance pedestrian facilities and would also improve conditions for cyclists. These are:

- 1) **The junction of Garreglwyd Road and South Stack Road to provide improved crossing facilities and impose further traffic-calming,**
- 2) **The junction between South Stack Road and Porth y Felin to provide improved crossing facilities and impose further traffic-calming,**
- 3) **Replacement of the existing footpath steps between 'Plas Hyfryd Terrace' and 'Plas Road' with a ramp in order to facilitate access for all users (e.g. those with pushchairs)**
- 4) **At various locations where existing crossing points can be improved by minor works, such as reducing the height of dropped kerbs or replacing road gully covers etc.**

4.21 It has been highlighted that in addition to an increased length of journey on foot to the proposed site, pedestrians from the southeast could experience a short gap (circa 30m) in footway provision at the junction of Pump Street and Plas Road and, as a consequence, pedestrians using this route walk in the roadway close to where the road passes through a ninety-degree bend. This is clearly not desirable and especially when parents could also be pushing a buggy or when children are walking unaccompanied. The accident data included one incident when a pedestrian at this location was struck by a car.

4.22 There is insufficient highway land available to provide a footway at this location; however, as noted earlier in this report, there is an existing pedestrian route from Plas Hyfryd Terrace to Plas Road that avoids the area of concern but which might not be used by all pedestrians because it involves negotiating a number of steps. It is therefore not ideal for anyone that has mobility difficulties or is pushing a child in a pushchair etc. For this reason it is recommended that, as part of the TIS, IACC should investigate the viability of replacing the steps with zigzag ramps (item 3 above) or some other means to make the pathway more pedestrian friendly. It is further recommended that IACC should provide signs to confirm this path as the route that pedestrians should use in preference to the roads. There is land around the steps which might enable improvements to be made and IACC is in the process of checking ownership details. If the land is available (or can be obtained) then removal of the steps would be beneficial in facilitating safer journeys on foot to and from the new school site for families living to the south of Plas Road (in addition it would clearly also improve access for all other pedestrians).

4.23 As a minimum measure, it is recommended that the Highway Authority should consider the merits of installing '**Pedestrians In Road**' signs (TSRGD Diagram 544.1) on each approach to where the footway is lacking in order to provide advanced warning to motorists.

4.24 The Active Travel (Wales) Act 2013 identifies Holyhead as an urban settlement to which the requirements of the Act apply. This recent legislation "*requires local authorities in Wales to produce active travel maps and deliver year on year improvements in active travel routes and facilities.*"

4.25 The Act confirms that "*the basic requirement for an active travel route is that it is reasonably safe, comfortable, continuous and direct, and that it enables people to access services and facilities by walking or cycling. The primary purpose of the existing routes maps is to communicate to the public where routes are suitable for active travel. The maps are intended to give pedestrians and cyclists the information they require in order to make a decision about how and where to travel*" so that active travellers can make a decision which route is best for them. IACC will thereby be producing active travel maps and establishing routes at Holyhead and as part of this it is probable that the walking and cycling infrastructure serving the proposed school should improve yet further over time.

Traffic Movements Associated with the Proposed School

- 4.26 If the pattern recorded in the surveys at the existing schools, as provided at Table 4.1, was maintained at the new school it would suggest that around 70 parents/guardians could drop children off at school by car in the morning and around 45 would collect children by car at the end of the day. If the post code distribution of pupils living more than 500m from the site is used as a guide it would suggest that 22% of car movements could be via South Stack Road west, 33% via South Stack Road east and around 45% via routes to the southeast culminating at Garreglwyd Road. A straightforward application of those proportions to the proposed site would thereby predict 39 arriving via South Stack Road and 31 via Garreglwyd Road in the morning and around 25 via South Stack Road and 14 via Garreglwyd Road in the afternoon. Over half of that total were currently associated with Ysgol Llaingoch and the cars associated with the majority of those trips will already be passing through the area around the proposed school and so would not represent 'new' trips.
- 4.27 The design of the proposed school includes an off-site car park to accommodate parent/guardian drop off and collection trips so that it will not be necessary for these to park on the roads surrounding the school site. The car park will include a direct footway link to the school and will involve only a very short walk (around 70m). A lay-by containing 6 parking bays will also be provided directly adjacent to the school off Garreglwyd Road to cater for those with mobility difficulties.
- 4.28 In managing access to the school parents using cars to drop off and collect children will therefore be requested to use the off-site parking area so as not to cause nuisance on the surrounding roads. To further assist, it is recommended that new parking prohibitions (double yellow lines) should be installed on South Stack Road to each side of the junctions to Maes Cybi and New Park Road, as currently parking is permissible here but is not desirable as it could affect visibility for drivers leaving the side roads. The removal of currently permissible parking areas close to the school should also encourage use of the provided car park facilities.
- 4.29 IACC will need to monitor if parents are using the provided parking facilities during the early life of the school in order to ensure no off-site parking issues develop. One key element to shaping travel habits will be the implementation of a bespoke school travel plan (STP) for the new school which will include parent/guardian input. Further details are provided at Section 6 of this report.

Staff Journeys

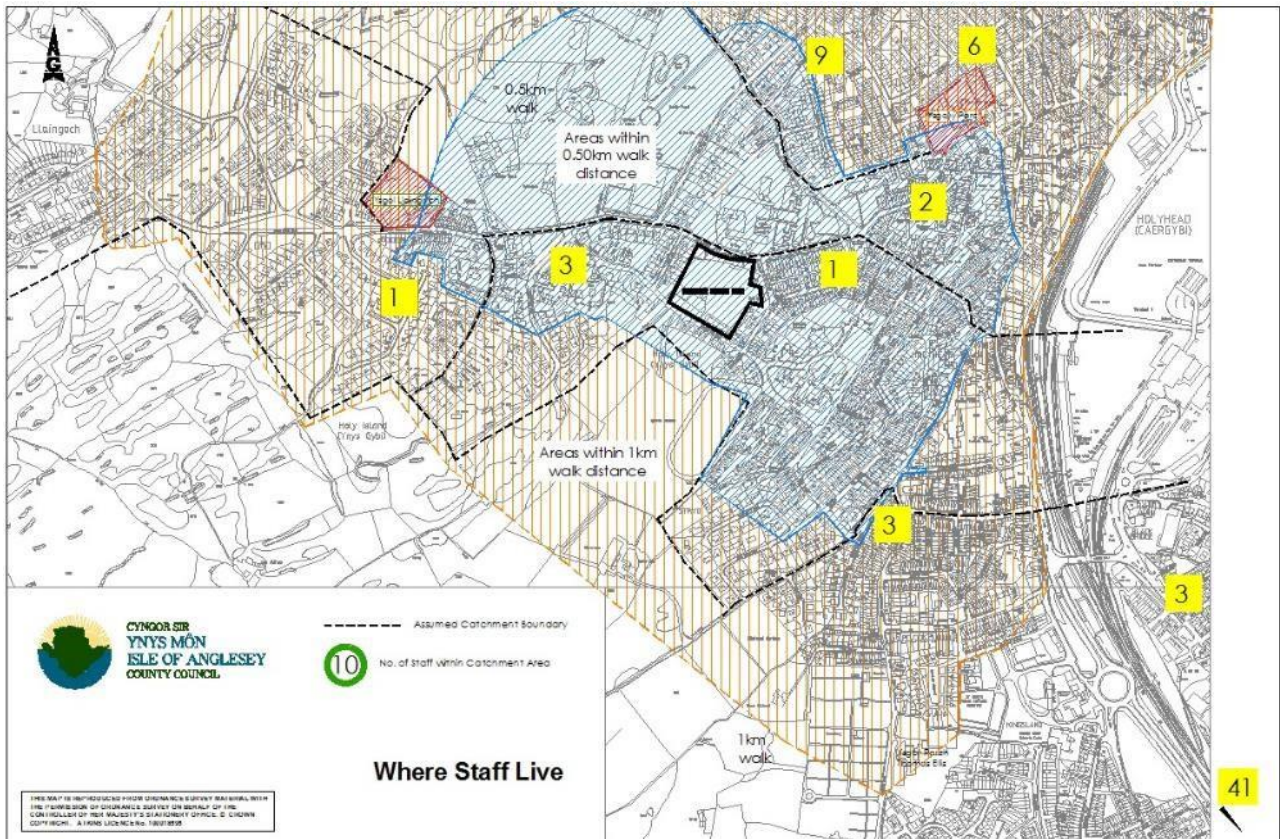
- 4.30 In addition to the off-site observational surveys, a travel mode survey was completed by each school in order to establish how staff usually travel to work. The responses, as provided by the schools, are shown in Table 4.2 below. It seems probable that car use by staff from Ysgol Y Parc may be overstated slightly as 6 members of staff indicated that they use a car for work, when in fact they live within 200m of the school. It is possible therefore that the indication that they use a car is in fact an error.

Ysgol Llaingoch	Ysgol Y Parc	Ysgol Parch Thomas Ellis	Combined Total
9 staff travel by car 2 lift share via car 9 walk to work	17 staff travel by car 9 walk to work	23 staff travel by car (no further details provided)	49 staff travel by car 2 lift share via car 18 walk to work

Table 4.2 – School Responses to Staff Travel Mode Survey

- 4.31 Ysgol Llaingoch and Ysgol Y Parc provided post codes for where staff lived, however Ysgol Parchedig Thomas Ellis simply responded that “most staff are living outside Holyhead and have to travel by car”.
- 4.32 The following plan shows where staff currently live and provides an indication of how many would be likely to travel by car or could walk/cycle to the new school.
- 4.33 Based upon the responses provided, it can be seen that 25 of the existing staff live within an acceptable walking distance of the site and 3 live in Holyhead to the east of the A55. One of the latter reported

that they occasionally cycle to work and hence that could be an option for the 3 staff living in that area (instead of travelling by car). 41 staff were reported as living south of Holyhead and would thereby be the most likely to regularly travel by car (as noted that 41 figure assumes inclusion of all current Ysgol Parchedig Thomas Ellis staff for which post codes were not provided – the total might therefore be an overestimate).



Where Staff Live

- 4.34 It is understood that up to around 40 staff may work at the new school and using the existing travel mode ratio as a guide this would suggest that around 74% of staff trips to and from the site each day would be made by car, equating to 30 inbound trips AM / outbound PM (assuming no car sharing).
- 4.35 Based upon the distribution of existing staff it seems probable that the majority of staff car movements would be made via Holborn Road, Pump Street and Mill Bank to Garreglwyd Road. It should be noted that the survey at Llaingoch recorded 11 staff car movements entering the school in the morning from the east and the post code data provided indicates that 10 of those journeys are from areas served by the A55 south. On that basis it is likely that these trips are already using the above roads when travelling to / from Ysgol Llaingoch and hence will represent existing as opposed to 'new' trips to the area.
- 4.36 Obviously there will be small reductions in staff car movements on the roads serving the existing schools and as the staff are already using the roads in the area none of the car trips will in fact be new to the network, but instead will be diverted via different roads to the new school site. On the basis of the available data, and ignoring the fact that the number of staff using cars as surveyed might be overestimated, a broad potential worst case assessment would suggest that the relocation proposal could add 19 car movements to the roads listed between the hours of 08:00-09:00 each school day.
- 4.37 Staff departures at the end of the school day tend to be more spread out as some staff stay behind for after school activities or for staff meetings and the like and, as a consequence, the departure vehicle movements might not be concentrated into a single hour.

5 Site Access & Car Parking Proposals

Access

- 5.1 Pedestrian and cyclist access will be provided to the site from South Stack Road, Garreglwyd Road and Seiriol Street / Vulcan Street. The routes to the north will connect to the existing footway which in turn includes a connection to the existing raised zebra crossing on South Stack Road. The crossing arrangement includes the provision of guard-railings to each side to channel pedestrians to the crossing point which would deter drop off / pick up car activity in the area to each side of the crossing and also provide a restraint mechanism for children exiting the school site.
- 5.2 The detailed design of the internal layout of the school is not yet finalised; however, IACC has confirmed that the design brief will include for the provision of cycle links to the on-site cycle parking facilities which will be provided in accord with IACC standard requirements.
- 5.3 Vehicular access to the school site is shown on the application drawings prepared by IACC and comprises a modification of the previously used vehicle access off Garreglwyd Road. In order to increase visibility along Garreglwyd Road for drivers exiting the school access the stone boundary on the northwest side will be in part relocated. A photograph of the existing wall arrangement and visibility is provided below.



Photograph 12 – View to the right from existing school access

- 5.4 The wall to the left at exit from the school access will be completely removed in order to provide a disabled users parking lay-by and hence visibility to the left at exit should also be improved, albeit that cars using the lay-by could pose a temporary obstruction.
- 5.5 The amount of visibility afforded in both directions does not need to be excessive given that Garreglwyd Road is traffic-calmed and measured speeds were low; however, as a secondary measure the TIS will recommend reducing the permissible speed limit to 20 miles-per-hour past the school (See Section 6).



Photograph 13 – View to the left from existing school access

Car Parking

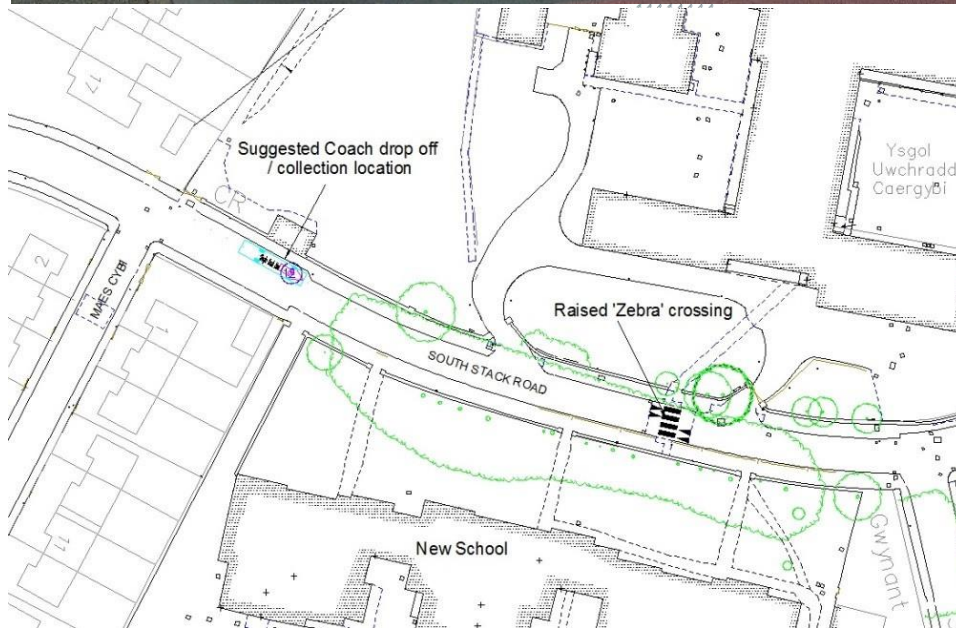
- 5.6 The vehicle access off Garreglwyd Road will serve a small on-site car park containing 30 spaces - with 20 being designated for staff and 10 for visitors. The on-site car park will contain 3 disabled user parking bays immediately next to the school for those (including pupils) with mobility problems. In addition, a lay-by providing 6 disabled parking bays will also be provided directly adjacent to the school site off Garreglwyd Road to cater for the needs of families with adults that have mobility difficulties and for whom use of a car to take children to and from school is a necessity. Provision of the lay-by for this purpose is intended to reduce the number of cars that might otherwise enter the main site.
- 5.7 TAN 18 states an objective of school design should be “*restricting car access around schools*” and so the proposals aim to comply with that objective by locating the main car park remote from the school site. Consequently a separate stand-alone car park will be constructed on land to the south of Garreglwyd Road adjacent to the existing sports club / weight-lifting club. The existing access to the sports club would be modified to serve both facilities.
- 5.8 The preliminary layout for the separate car park shows it to contain 53 spaces, with approximately 10 being required for staff vehicles and the remainder being available for use by parents/guardians when taking children to/from school - or for occasions such as school events.
- 5.9 The car park layout suggested incorporates a one-way system to minimise reversing manoeuvres and in order to simplify vehicle movements. A peripheral footway is provided around the car park to reduce the requirement for pedestrians to share space with motor vehicles and a raised pedestrian crossing would be provided at the entry point to the car park to assist pedestrian movements and to act as a traffic-calming feature. A footway would be provided between the car park and the existing raised ‘Zebra’ crossing on Garreglwyd Road with the existing footway and boundary fencing in the vicinity of crossing modified as required to provide sufficient room.
- 5.10 The car park would be gated and hence would be locked outside of the hours when it was used by the school. The proposals include for the provision of lighting and a CCTV camera at the car park to enhance safety and these would also be switched off when the car park was not in use.

Facilities for Dropping off and Collecting Children by Car

- 5.11 As outlined previously, the survey at the existing schools recorded a combined total of approximately 70 cars dropping off children in the morning over the 1½ hour period 08:00 to 09:30.
- 5.12 Review of the survey undertaken at Llaingoch, where most car trips occurred, reveals that from 8am onward around 6 cars per quarter hour period dropped off children over the first 45 minutes culminating with 19 cars dropping off children in the last 15 minute prior to 9 o'clock. A similar but lower level of vehicle activity occurred at the other two schools. The busiest period for dropping off children was therefore the 15 minutes between 08:45 and 09:00 during which time 33 cars were involved in dropping off children at the three schools combined. If that level of activity was to transfer to the new school it would represent around 2 vehicles per minute, assuming an even spread of arrivals, or a worst-case scenario of needing to accommodate 33 cars for a short time. The off-site car park will provide around 43 non-staff spaces, and so would cater for more than this number.
- 5.13 Parents and guardians collecting children from a school in the afternoon commonly park up for a longer time period whilst waiting for their children to leave school. The survey at the existing schools recorded 45 cars *in total* collecting children over a 1½ hour period with around half that total occurring between 15:00 and 16:00 hours. It can be discerned that the proposed off-site car park should again adequately cater for demand without the need for parking on roads around the school site.
- 5.14 The zigzag road markings associated with the raised 'Zebra' crossing on South Stack Road mean that parking over much of the area to the north of the school is not permissible and further parking restrictions are proposed. In tandem these measures should encourage use of the off-site car park for those dropping off or collecting children.
- 5.15 A school travel plan will be developed which will explore ways of promoting sustainable travel habits and minimising car use for taking children to and from the new school and hence the over-provision of car parking would be contrary to that objective. The size of the off-site car park has therefore been initially based upon the anticipated current demands as described and has not been dictated by land availability as more land is available to provide a larger off-site car park if required. Overall it is intended that the school car parking provisions should negate the need for errant parking on the roads around the new school.

School Coach Drop Off / Collection Point

- 5.16 The design proposals do not include an on-site coach drop off / collection point and hence for the occasions when a coach is required (for example school trips) a suitable drop off / collection point on the public highway would be utilised. A review of the area indicates that a potentially suitable location exists nearby on the north side of South Stack Road, to the immediate northwest of the school site (shown dashed on the left in the following photograph / indicated on plan below).
- 5.17 The road here is wider than is provided immediately adjacent to the school and whilst a similar situation applies to the south side of the road (the school side) a coach parked there would impede visibility for drivers exiting the north junction of Maes Cybi. That problem is therefore negated if the coach was instead parked on the north side of the road.
- 5.18 Access to and from the area can be safely achieved as accompanied children could cross South Stack Road via the existing raised 'Zebra' crossing.



Photograph / Plan Showing Suggested School Coach Stop Location

Service Vehicles

5.19 The on-site car park area will also facilitate the occasional access needs of service vehicles and the school bin store will be located in this area. The layout and dimensions of the car park will enable service vehicles to turn around as shown in the illustration below.



6 Transport Implementation Strategy (TIS)

- 6.1 TAN 18 states that a scheme TA should include a Transport Implementation Strategy (TIS) and this section of the report describes the measures that it is considered should be implemented in order to better facilitate access to the school site and particularly with regard to non-motorised modes.
- 6.2 Illustrative drawings of some of the physical works suggested are provided at Appendix A of this report and Figure A1 provides an overview of the location of the measures which are now described in more detail.

South Stack Road

- 6.3 IACC currently operates a school crossing patrol arrangement with flashing beacon signs on South Stack Road to the east of Ysgol Llaingoch (near to the junction with Gors Avenue) as shown below. Crossing movements may still occur in this location in the future en-route to / from the proposed school site and thus, as part of the TIS, it is suggested that the crossing patrol and associated warning lights should continue to be deployed post opening of the new school (TIS Key Plan Item 1).



Photograph 14 - Existing Crossing Patrol on South Stack Road

- 6.4 In order to compliment the traffic-calming arrangements already in place, and to reinforce the need for speed restraint in the vicinity of schools, it is recommended that a 20 miles-per-hour speed limit could be imposed on South Stack Road from the junction with New Park Road eastwards past the High School / proposed junior school sites to as far as the junction with Porth-Y-Felin Road. IACC could consider if the reduced speed limit should apply only during school hours or at all times (TIS Key Plan Item 11).

Junction with Garreglwyd Road

- 6.5 Garreglwyd Road is already traffic calmed and consequently traffic speeds are low which in turn should lead to a safer environment for cyclists and pedestrians, and a new footway has recently been added to the north of this road. However the footway crossing facilities at the junction with South Stack Road would benefit from improvement as the following issues have been identified:

- *Two side roads connect in close proximity to South Stack Road and the mouths of the side road junctions are wide (two cars can simultaneously use the exit from Garreglwyd Road).*
- *There is no footway along the southwest side of Garreglwyd Road or south side of the junction to Garreglwyd Park.*
- *Visibility to the left for drivers leaving Garreglwyd Road is limited.*
- *When heading between Garreglwyd Road and South Stack Road west, pedestrians were observed to cross the side road obliquely and hence they are in the road for several seconds and are not readily visible to drivers turning from the main road.*
- *There are no dropped kerbs or tactile paving slabs provided.*



Photograph 15 - Existing Layout South Stack Road / Garreglwyd Road Junction

- 6.6 Figure A2 shows proposed alterations to this junction in order to improve pedestrian accessibility that includes reducing the carriageway area which could also improve matters for cyclists. The provision of a central crossing refuge-island for pedestrians is included (which will also act as a traffic-calming feature) along with a new length of footway and a crossing point to the south of Garreglwyd Park.
- 6.7 Dropped kerb crossings with tactile paving slabs would be provided to facilitate crossing movements in all directions.
- 6.8 The altered layout would improve pedestrian movements east/west along South Stack Road (i.e. to/from the main school access for those on foot) as well as to and from Garreglwyd Road. Whilst the improvements are primarily aimed at improving access to the school they would of course be of benefit to cyclists and pedestrians in general (TIS Key Plan Item 2).
- 6.9 As a complimentary measure, whilst the traffic survey did not highlight a speeding issue, it is suggested that the length of Garreglwyd Road from the south side of the junction to Garreglwyd Park to Mill Bank (i.e. past the school site) should subject to a 20 miles-per-hour speed limit – instead of the 30mph limit currently applicable (this accords with Welsh Government recommendations for speed limits past schools).

South Stack Road / Porth y Felin Junction

6.10 A view of the existing layout is provided below. The issues identified at this junction include:

- *Lack of dropped kerb crossings for pedestrian movements to/from Cambria Street.*
- *Very narrow footway on the southeast corner of the above road (in front of the pub).*
- *Give-way line markings to South Stack Road are set back thus reducing visibility to the right for drivers from the side road.*
- *Large junction radii (especially from town side) do not impose speed restraint on turning vehicles..*
- *Very wide side road mouth includes double give-way markings at South Stack Road exit side with potential blocking of visibility by one vehicle to another.*



Photograph 16 – View of Porth-Y-Felin Road Junction from within South Stack Road

- 6.11 Alterations could be implemented as shown at Figure A3 in order to mitigate these issues. By reducing the width of the side road junction mouth (South Stack Road arm) it would be possible to provide wider footways to each side and pedestrian crossing points to each side of Cambria Street. The tighter corner radii would still accommodate all classes of vehicle but would help to constrain side road entry speeds to the benefit of pedestrians and cyclists (vehicles speeds on South Stack Road are also constrained by road humps).
- 6.12 As the existing pedestrian crossings on Porth-Y-Felin Road to the north are of a raised type it would be also be feasible to make one of the new crossings of that road at the revised junction raised to further constrain vehicle speeds.
- 6.13 Finally, the realigned side road layout would bring the give-way line forward slightly when compared with the existing arrangement and so would increase driver visibility to the right at exit from South Stack Road (TIS Key Plan Item 5)

Parking near to Existing Junctions

- 6.14 Whilst there are parking restrictions in place within New Park Road off South Stack Road there is currently no formal restriction to prevent parking on South Stack Road in the vicinity of the New Park Road and Maes Cybi junctions.
- 6.15 The opening of a new school nearby raises the potential that some people could choose to park in these areas which would not be desirable as it would restrict visibility to/from the side roads. It is therefore recommended that parking be prohibited between the junctions and over the wider road length to the east of Maes Cybi (TIS Key Plan Item 3).

Footway Crossing of Maes Cybi and Seiriol Street

- 6.16 Whilst there are dropped kerbs to assist pedestrian crossings of Maes Cybi north the existing arrangement has a road gully located to each side of the road in line with where pedestrians cross. The bars of the gully gratings are also perpendicular to the footway and have wide gaps between. The gullies thereby pose a potential trip hazard and perhaps especially for children. In addition the gully locations suggest that surface water can will be present at the crossing points which could lead to icy conditions in the winter.



Photograph 17 - Drainage Gully in Line with Crossing at Maes Cybi (north)

- 6.17 Use of this crossing point will increase as a consequence of the new school proposals and so it is recommended that the drainage gullies should be relocated to the high (level) side of the footway crossings to intercept water prior to it reaching the crossing location and in order to reduce the potential for trips occurring.
- 6.18 As part of the works it would also be worthwhile checking if the dropped kerb face height is acceptable and if tactile paving slabs should be installed at the crossing (TIS Key Plan Item 4).
- 6.19 There are no dropped kerbs or tactile paving slabs currently provided to assist in crossing the north junction of Seiriol Street. The new school will increase crossing movements over this side road and hence IACC should review if facilities are required to assist pedestrians.

6.20 A general review of the suitability of other crossing locations is also required. For example there are no dropped kerbs provided to assist pedestrians at Bryn Gwyn Road (TIS Key Plan Item 8).

Lack of Footway - Plas Road to Plas Hyfryd Terrace

6.21 There is currently a short gap in footway provision on Plas Road to the west of its junction with Plashyfyd Terrace, as shown in the following photograph, and as a consequence pedestrians here share road space with motor vehicles. This is clearly not ideal from a safety perspective.



Photograph 18 – Gap in Footway Provision at Plas Road

6.22 Pedestrian access from the southeast can be gained to / from Plas Road / Pump Street via a footpath and steps that link Plas Road to Plashyfyd Terrace. Whilst the current route is adequate for able bodied pedestrians, the inclusion of steps along the footpath mean that it is not suitable for use by those with mobility problems or anyone pushing a baby buggy or similar. It would therefore assist in providing better pedestrian access to and from the areas around Ysgol Parchedig Thomas Ellis if this problem could be addressed.

6.23 A lack of road space / highway land in the area shown above means that it is not possible to simply install a footway and consequently, as can be seen in the photograph, the new footway recently added to the area ends via a taper to the adjacent boundary wall at this location. In order to address the problem it is suggested that IACC should investigate the following possible measures:

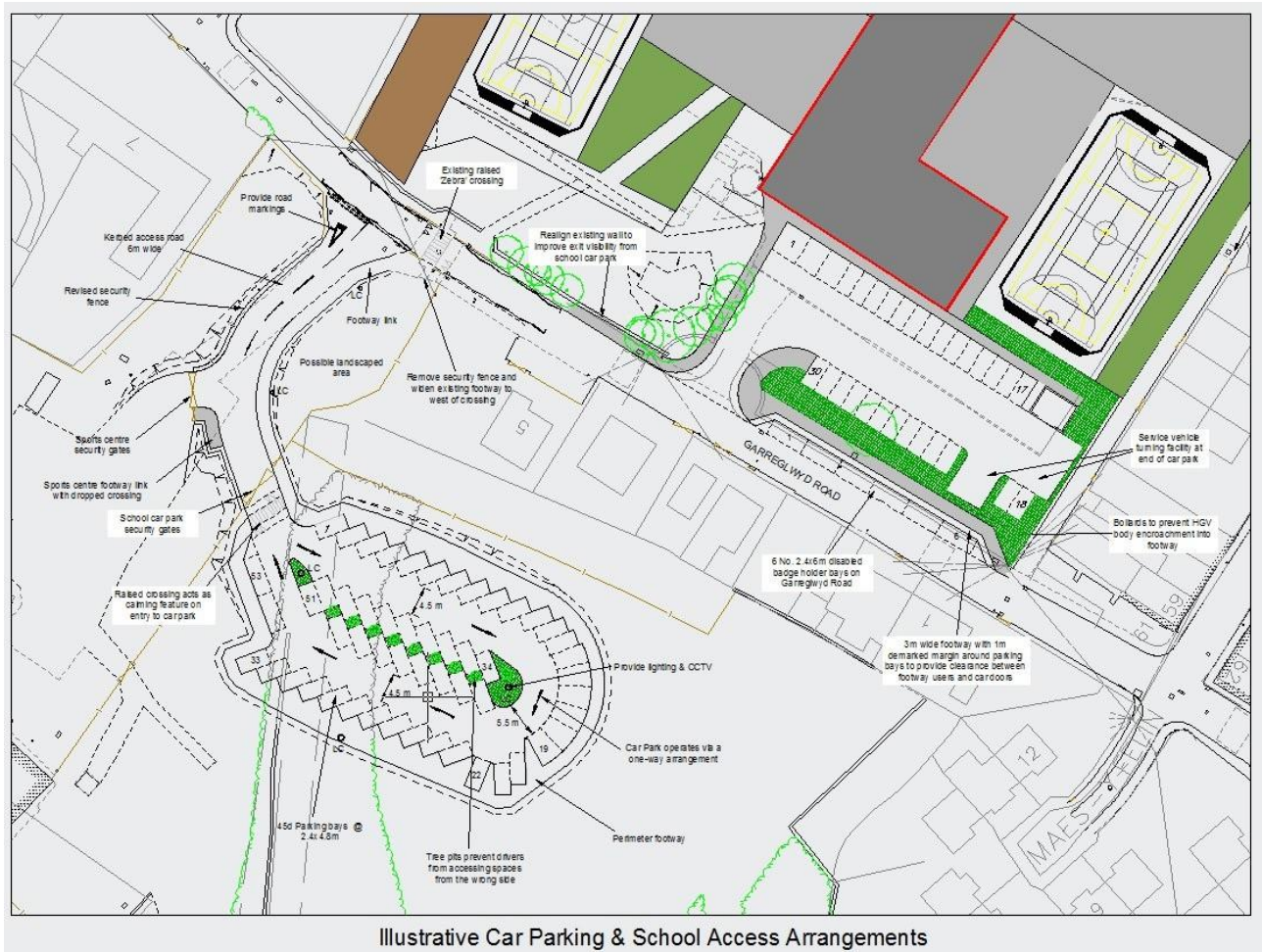
- 1) Could a ramp could be installed in place of the existing steps on the route between Plas Road / Plas Hyfryd Terrace? A cursory examination suggests that surplus land might be available to achieve this objective however it is acknowledged that works would be subject to IACC being in control of the required land.
- 2) If the above is not feasible, review if the path be modified to reduce the number of steps, for example by the addition of landings along the existing route.

6.24 In the meantime it would assist if illuminated warning signs to Diagram 544.1 **“Pedestrians in road ahead”** were installed to either side of the existing gap in provision in order to better forewarn drivers to take extra care.

6.25 Should it transpire that the footpath steps cannot be eliminated or improved, then IACC should give consideration to providing a school crossing patrol officer or other formal arrangement at the start and end of the school day to oversee pedestrian movements over the area where a footway is lacking on Plas Road (TIS items 9 and 10).

Off-site Car Park with Footway Link

6.26 It has been described that the scheme proposals include for providing an off-site car park to deter parking on the roads around the school. An illustrative arrangement is provided below; however the final detailed design is yet to be determined (TIS Key Plan item 6).



Illustrative Car Parking & School Access Arrangements

6.27 A fundamental element of the TIS will be encouraging sustainable travel habits by both staff and pupils at the new school (TIS Key Plan Item 12).

6.28 The design of the proposed school takes account of sustainable travel requirements by improving access on-foot from the surrounding area thus placing the emphasis on non-car based travel modes. The majority of car parking provision is made away from the school site so as to minimize car activity on the school site - as recommended in TAN 18.

6.29 **‘Smarter Choices Wales’** states that *“School travel is high on the Government agenda because too many children are being driven to school unnecessarily. There are also concerns over child obesity.”*

6.30 Rather than await the formation of the new school prior to implementing an STP, IACC has confirmed that each of the existing schools will be helped to establish a travel plan in the coming months so that STP principles are understood and operational ahead of the relocation date. The pre-move STPs will include proposals for travelling to the new school with the objective that sustainable travel habits can be implemented from ‘day-one’ of the new school opening.

6.31 This report contains an outline school travel plan (STP) at Appendix B with a view to informing the planning process applicable to the new school project.

7 Conclusions

- 7.1 This report has reviewed transport issues relating to proposals to relocate three existing junior schools to a single location at the site of a former school off South Stack Road in Holyhead. The site lies opposite to Holyhead High School.
- 7.2 The proposed school would be roughly centrally located in relation to the existing schools and consequently a proportion of journeys to and from the existing schools will already be being made past the proposed site. The data provided by IACC suggests that the majority of families that have children attending the existing schools live comparatively close-by to the proposed school site and for a good proportion of them a similar or even reduced journey length would be required to the proposed site when compared to their current school. Families living to the southeast of the proposed site with children currently attending Ysgol Parchedig Thomas Ellis are likely to experience the biggest increase in journey distance to the new school but even in this case most would still live within the 'preferred maximum' walking distance of the proposed school, as outlined in guidance published by the IHT.
- 7.3 On this basis and providing sustainable travel proposals are developed and established at the existing schools prior to the new school opening, there is nothing to suggest that a significant shift in travel mode should result as a consequence of the relocation proposals.
- 7.4 A key factor in minimising car use to the new school will be ensuring that pedestrian access to it is adequate and that potential barriers that could discourage journeys on foot are addressed. The roads around the proposed site are already traffic calmed and include raised zebra crossings.
- 7.5 Due to the historic nature of the area, the standard of the roads and footways in Holyhead varies. IACC has installed new footways in the surrounding areas in the recent past, to infill gaps in provision and improve accessibility on-foot to the proposed site. Further enhancements are proposed as part of the scheme development, including to the southeast in order to assist the families from that area. It is not claimed that the resulting infrastructure could then be described as being perfect in every way; however, active travel to and from the site will be viable. The Active Travel (Wales) Act 2013 confirms that *"the basic requirement for an active travel route is that it is reasonably safe, comfortable, continuous and direct, and that it enables people to access services and facilities by walking or cycling."*
- 7.6 Surveys on roads closest to the proposed site indicate that they carry modest amounts of traffic and that where traffic-calming has been installed vehicle speeds are well within the existing speed limit. Notwithstanding this, the imposition of a 20 miles-per-hour speed limits around the proposed school is proposed as it would serve to strengthen this situation and would assist in providing a suitable environment for pedestrians and cyclists travelling to and from both the proposed (as well as the adjacent existing High School).
- 7.7 It is intended that parents & guardians will be encouraged to choose active travel modes for getting their children to and from the new school; however for those that have to use cars disabled parking facilities will be provided directly at the school and a separate (off-site) car park will be provided for able bodied users. Use of the car park will be stipulated in order to avoid errant parking on local roads and some parking restrictions are proposed to further encourage use of the provided facilities.
- 7.8 The main mechanism in shaping future travel habits will be the formulation of a school travel plan and IACC is already working with the existing schools in this regard. It is intended that staff and parent participation will be achieved so that an operational active travel strategy will be in place prior to the new school opening such that sustainable travel comprises part of the new school curriculum from day one.



APPENDIX A
TRANSPORT IMPLEMENTATION STRATEGY PROPOSALS



APPENDIX B
SCHOOL TRAVEL PLAN OVERVIEW



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ISLE OF ANGLESEY
COUNTY COUNCIL

Appendix 10

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

*Adran Dysgu Gydol Oes
Lifelong Learning Department*

**SITE OPTIONS APPRAISAL FOR A NEW
PRIMARY SCHOOL IN HOLYHEAD**

Contents

- 1. Background**
- 2. Shortlisted Sites**
- 3. Non-Financial Options Criteria**
- 4. Non-Financial Option Appraisal**
- 5. Conclusions and preferred option**

Appendices

1. BACKGROUND

The Authority completed an informal consultation in July 2012 with stakeholders in the Holyhead area on the proposed closure of three existing schools (Ysgol Llaingoch, Ysgol Parchedig Thomas Ellis and Ysgol Y Parc). Based on the consultation responses it is intended to close these three schools and invest in a new area school within the combined catchment area.

This proposed new school in Holyhead forms part of the Authority's Strategic Outline Programme (SOP) which will lead to a reduction in the number of schools maintained by the Authority, allowing us to focus resources on remaining schools to provide an estate that *is 'modern, efficient and effective'* for the delivery of the modern curriculum.

The proposal will provide the opportunity to design a school which is fit for the 21st century. The intention is to develop a 2.5 form entry school with year groups in separate classrooms within the same vicinity and small breakout areas for each year group, close to the classrooms which will allow for small numbers of pupils to be taught away from mainstream classes, when appropriate. The new building will make the best use of modern technology, with wireless technology, interactive whiteboards, flexible learning spaces, appropriate outdoor learning areas, and a community space which will have access to technology.

The building will be a community asset, designed for community use, with its non-teaching spaces easily accessible. The Authority will be able to provide more spaces for breakfast clubs and out of hours homework clubs than are currently available, to help parents take up employment opportunities and provide learning facilities for pupils who may not have access to these in the home.

In a meeting of the Executive on 10th December 2012, it was requested that the school modernisation project team takes account of the following matters prior to going out to formal consultation, and report brought back to Executive members on the findings:-

- Land ownership at the three sites (three sites were initially under consideration).
- Affordability.
- Traffic management and road safety issues.
- The status of the new school and
- Issues surrounding the preservation order at the former Cybi school site at Holyhead.

2. Shortlisted Sites

Since December 2012 the school modernisation project teams have further investigated the construction of the new primary school and a total of 8 possible sites were identified for the proposed new school. These include the three existing schools (Ysgol Y Parc, Ysgol Llaingoch and Ysgol Parchedig Thomas Ellis) and their playing fields.

Option	Site
1.	Existing site of Ysgol Llaingoch with additional land for a new school
2.	Park site (on corner of South Stack Road with New Park Road) with car park on phase 2 land
3.	Site allocated for housing development with car park on phase 2 housing land
4.	Park site (on corner of South Stack Road with New Park Road) with car park on phase 3 land
5.	Millbank
6.	Cybi site

Two further options have been eliminated as it is immediately apparent that the sites are not large enough to accommodate a school for the projected number of pupils and there's no available land to be acquired nearby:

7. Current site of Ysgol Y Parc
8. Current site of Ysgol Parchedig Thomas Ellis

2.1 Overview of Site Options

Site schematics to support this section are available to view in Appendix 1.

Option 1: The existing site of Ysgol Llaingoch with additional land for a new school. The current school site is located off South Stack Road, on the outskirts of Holyhead. Additional land would be acquired to ensure sufficient space for the footprint of the new school.

Option 2: Park site (on corner of South Stack Road with New Park Road) with the anticipated car park on phase 2 land owned privately by a construction company.

Option3: A site allocated for housing development with car park on phase 2 of housing land.

Option 4: Park site (on corner of South Stack Road with New Park Road) with car park on phase 2 land owned privately by a construction company.

Option5: Millbank is a greenfield site. Access to the site is from Garreglwyd Road, Holyhead.

Option 6: **Cybi site - the site is situated opposite the Holyhead High School. The Cybi block is located on this site. The façade of this building is Grade II listed and any new developments will have to be sympathetic to this.**

3. Non-Financial Options Criteria

The criteria for assessing each option and scoring matrix are detailed below. Within the scoring matrix, any sub-criteria are considered to have equal weighting.

- a. **Planning Issues** – *are there any national or local planning policy issues? any site specific planning issues? any preservation orders? level of flood risk?*

1	2	3	4	5	6	7	8	9	10
Insurmountable to significant issues in relation to either; planning at a national or local level, or preservation orders. High risk of flooding in the area.			High to moderate issues in relation to either; planning at a national or local level, or preservation orders. Medium risk of flooding in the area.				Low to no issues in relation to either; planning at a national or local level, or preservation orders. Low risk of flooding in the area.		

- b. **Site Acquisition** – *land ownership, difficulty of acquiring land (title issues)*

1	2	3	4	5	6	7	8	9	10
Insurmountable to significant issues in relation to land ownership and acquiring land			High to moderate issues in relation to issues in relation to land ownership and acquiring land				Low to no issues in relation to land ownership and acquiring land		

- c. **Site location** - *access from the perspective of route and ease of getting to the location via various modes of transport (including walking, cycling, car, public transport), parking and disability access to the site itself*

1	2	3	4	5	6	7	8	9	10
Insurmountable to significant issues in relation to the route and ease of getting to the location, and disability access to the site itself			High to moderate issues in relation to issues in relation to the route and ease of getting to the location, and disability access to the site itself				Low to no issues in relation to the route and ease of getting to the location, and disability access to the site itself		

d. **Site suitability** – size of the site is enough to accommodate the size of the proposed school (accommodating 525 pupils¹) and has the potential for access to the appropriate associated facilities e.g. playing fields? Is the site flexible enough for future expansion?

1	2	3	4	5	6	7	8	9	10
Insurmountable to significant issues in relation to the size of the site, access to appropriate associated facilities and future potential for expansion			High to moderate issues in relation to issues in relation to the size of the site, access to appropriate associated facilities and future potential for expansion				Low to no issues in relation to the size of the site, access to appropriate associated facilities and future potential for expansion		

e. **Disruption** - to continuing with education during the construction period

1	2	3	4	5	6	7	8	9	10
Insurmountable to significant issues that will prevent education from being delivered			High to moderate issues in relation to issues that will prevent education from being delivered				Low to no issues that will prevent education from being delivered		

f. **Proximity to other services and amenities** – including shops, libraries, leisure centres, post box, cash machine, doctors surgery, pharmacy

2	5.5	9
All amenities over 500 metres from the site and no bus route to the amenities from near to the site	All amenities over 500 metres from the site and but has a bus route to the amenities from near to the site	2 or more amenities within 500 metres from the site

g. **Proximity to the Secondary** – to take advantage of shared resources e.g. playing fields, canteen, school hall, transport,

2	5.5	9
0.4 of a mile or more	0.2 to 0.39 mile	Less than 0.2 of a mile

¹ Based on IoACC pupil projections up to 2018 for years groups reception to year 6 (Source: PLASC data)

h. **Utility services** – *nearness of the site to public sewers, mains gas, electricity lines, mains water*

1	2	3	4	5	6	7	8	9	10
Insurmountable to significant issues that will prevent access to utilities from the site			High to moderate issues in relation accessing utilities from the site				Low to no issues in relation to accessing utilities from the site		

k. **Contributing to the protection of the historical landscape** – *does the site make use of listed and/or other historical building?*²

2	5.5	9
No historical implications	Historical implications and able to contribute partially	Historical implications and able to contribute fully

² There is a strong case from Cadw's perspective for restoring listed buildings - for the benefit of the building, and also the wider area and community. Restoring these buildings will also remove them from the Local Authority's buildings at risk register.

4. Non-Financial Options Appraisal

4.1 Option 1: Existing site of Ysgol Llaingoch with additional land for a new school. (The current school site is located off South Stack Road, on the outskirts of Holyhead)

Criteria	Score
a) Planning Issues	6
b) Site Acquisition	5
c) Site location	5
d) Site suitability	6
e) Disruption	6
f) Proximity to other services and amenities	9
g) Proximity to the Secondary – to take advantage of shared resources e.g. playing fields, canteen, school hall, transport	5.5
h) Utility services	7
i) Contributing to the protection of the historical landscape – <i>does the site make use of listed and/or other historical building?</i>	2

a) Planning issues

The existing school (Ysgol Llaingoch) is adjacent to this site and there is a Strong Likelihood of planning permission. However additional land for which planning permission has previously been refused would need to be acquired to give sufficient space for the footprint of the new school.

The site is within a primarily residential area. The principal planning consideration would be the impact of introduction of additional uses on the surrounding area – primarily the noise and disturbance with additional activities.

b) Site Acquisition – land ownership, difficulty of acquiring

The existing site of Ysgol Llaingoch is owned by the Council. The land required for the car park is also owned by the Council. Additional land for which planning permission has previously been refused would need to be acquired to give sufficient space for the footprint of the new school. The cost is estimated to be £350,000.

c) Site Location – Access from the perspective of route and ease of getting to the locations via various modes of transport and disability access to the site itself.

This site is a current school site and is located on the *outskirts* of Holyhead. The current school site is located off South Stack Road and it is likely that access to the new school would be via the current entrance to Ysgol Llaingoch, which will need to be improved. Existing footpaths would need to be re-directed to the proposed new school. A formal ‘drop-off’ point would need to be designated. However traffic experts have expressed their concern about introducing drop off points on the main route into Llaingoch as the traffic for the drop off point is anticipated to be too heavy and could increase the number of parked vehicles on this route into Llaingoch, which is already perceived as a dangerous route by the local community. Using the nearby housing estate as an alternative route to the site is also deemed unsuitable.

d) Site suitability

The site would be able to accommodate a school for 525 pupils upon acquiring an additional field (to give sufficient space for the footprint of the new school). It is unlikely there would be any room for future expansion.

e) Disruption and Security

Construction of this new school would not interfere with the use of the school playing fields and these would be available during the construction period. However, the proposed building site would border on the site of Ysgol Llaingoch and if Option 1 was the preferred option, security around the construction site would have to be very tight. Construction traffic would have to get to the proposed site via the proposed site for housing development as the site does not have frontage with the road.

f) Proximity to other services and amenities (BREEAM)

A local shop and post box within 500m.

g) Proximity to the Secondary – to take advantage of shared resources e.g. playing fields, canteen, school hall, transport

0.3 miles

h) Utility Services

The service connections to the public sewer, mains water and electricity lines already serve Ysgol Llaingoch and the utility lines would need to be extended. As the site is lower than the road, drainage could be a problem.

i) Contributing to the protection of the historical landscape – *does the site make use of listed and/or other historical building?*

No

4.2 Option 2 - Park site (on corner of South Stack Road with New Park Road) with car park on phase 2 land

Criteria	Score
a) Planning Issues	5
b) Site Acquisition	4
c) Site location	7
d) Site suitability	8
e) Disruption	10
f) Proximity to other services and amenities	9
g) Proximity to the Secondary – to take advantage of shared resources e.g. playing fields, canteen, school hall, transport	5.5
h) Utility services	6
i) Contributing to the protection of the historical landscape – <i>does the site make use of listed and/or other historical building?</i>	2

a) Planning Issues

This option would involve locating the school on the park site where the bowling greens and tennis courts are currently located. It is envisaged that the proposed car park would be located on phase 2 land of the site allocated for a new housing development. This land is possibly rocky but planning permission would be given.

b) Site Acquisition

The park area in question is owned by the Council but the land for the car park is not. Additional land would need to be acquired to give sufficient space

for a car park. It is estimated that this would cost £230,000. The Bowling Club is currently located on the site but there is no record of an agreement to this effect. The public footpath would have to be redirected if the new school was built on the site and a redirection order would be required. There is a risk that this could lead to a legal challenge by ramblers which in turn could delay the progress of the project. The tennis courts and bowling green would need to be relocated although VVP funding could assist with this. Another risk is acquiring the land for a car park, as it is owned by a building company. In addition, The Park site is categorised as 'public open space'; similarly to the proposed development at Newry Beach, the public are likely to object to the site being developed. This could result in a 'village green' application which would substantially increase the development cost of this option to defend with the risk that their application could succeed resulting in a prohibition on development.

c) Site Location

If the new school was to be built on this site, the main access would probably be from South Stack Road. Additional access would be from 3 sides which would reduce congestion and formal 'drop-off' points would need to be designated. This site would provide many opportunities for cyclists and pedestrians.

d) Site Suitability

This site would be able to accommodate a school for 525 pupils. There would be a sufficient parking area (once acquired) for staff, visitors and parents as per requirements. The land on this site is slightly higher and would help make the school a landmark location. The development of the park site is dependent on obtaining land from an adjacent housing development site. Both projects would need to run in in order to deliver a successful outcome.

e) Disruption

Building a school on this site means that there would be sufficient play areas during the construction phase and afterwards Construction of this new school would not interfere with the use of the school playing fields and these would be available during the construction period.

f) Proximity to other services and amenities

There is a local shop and post box within 500m of the site.

g) Proximity to the Secondary – to take advantage of shared resources e.g. playing fields, canteen, school hall, transport.

0.2 miles

h) Utility Services

The service connections to the public sewer, mains water and electricity lines are nearby and would need to be extended to serve the new building.

i) Contributing to the protection of the historical landscape – *does the site make use of listed and/or other historical building?*

None noted

4.3 Option 3 - Site allocated for housing development with car park on phase 2 housing land

Criteria	Score
a) Planning Issues	8
b) Site Acquisition	1
c) Site location	6
d) Site suitability	8
e) Disruption	10
f) Proximity to other services and amenities	9
g) Proximity to the Secondary – to take advantage of shared resources e.g. playing fields, canteen, school hall, transport	5.5
h) Utility services	6
i) Contributing to the protection of the historical landscape – <i>does the site make use of listed and/or other historical building?</i>	2

a) Planning Issues

This option would involve locating the school and car park on the site allocated for a new housing development for which planning permission has already been given. However, planning permission for a change of use would be required. It is likely that planning permission would be given.

b) Site Acquisition

This land is not in Council ownership. Additional land would need to be acquired to give sufficient space for a new school and car park. Planning permission for housing has already been given on this site and therefore, the developer would likely ask a very high price in excess of £1 million for it (observation made by the Local Authority's Senior Valuation Officer).

c) Site Location

If a new school was to be built on this site, access would probably be from South Stack Road. A formal 'drop-off' point would need to be designated. Construction traffic would have to get to the proposed site from South Stack Road. If this site was chosen the housing development project would also continue and be situated behind the new school, and to the left of the school. As a result of the housing development a new roundabout would be constructed and will have a favourable effect on traffic safety.

d) Site Suitability

This site would be able to accommodate a school for 525 pupils. There would be ample spaces for parking areas and some room for expansion.

e) Disruption

Construction of this new school would not interfere with the use of the school playing fields and these would be available during the construction period.

f) Proximity to other services and amenities

This option would meet the above requirement as there is a local shop and post box within 500m of the site.

g) Proximity to the Secondary – to take advantage of shared resources e.g. playing fields, canteen, school hall, transport

0.2 miles

h) Utility services

The service connections to the public sewer, mains water and electricity lines are nearby and would need to be extended to serve the new building.

- i) **Contributing to the protection of the historical landscape** – *does the site make use of listed and/or other historical building?*

None noted.

4.4 Option 4 – Park site (on corner of South Stack Road with New Park Road) with car park on phase 3 land

Criteria	Score
a) Planning Issues	5
b) Site Acquisition	4
c) Site location	7
d) Site suitability	8
e) Disruption	10
f) Proximity to other services and amenities	9
g) Proximity to the Secondary – to take advantage of shared resources e.g. playing fields, canteen, school hall, transport	5.5
h) Utility services	6
i) Contributing to the protection of the historical landscape – <i>does the site make use of listed and/or other historical building?</i>	2

a) Planning Issues

This option would involve locating the school on the park site where the bowling greens and tennis courts are currently located – it is likely that these would have to be relocated if planning permission was to be given. It is envisaged that the proposed car park would be located on phase 3 land of the site allocated for a new housing development. This land is possibly rocky but planning permission would be given.

b) Site Acquisition

The park area in question is owned by the Council but the land for the car park is not. As with Option 2, additional land would need to be acquired to give sufficient space for a car park. The Bowling Club is currently located on the site but there is no record of an agreement to this effect. The public footpath would have to be redirected if the new school was built on the site and a redirection order would be required. There is a risk that this could lead to a legal challenge by ramblers which in turn could delay the progress of the project. The tennis courts and bowling green would need to be relocated although VVP funding would assist with this. Another risk is that the car park would need to be located on land owned by a building company. In addition, The Park site is categorised as 'public open space'; similarly to the proposed development at Newry Beach, the public are likely to object to the site being developed. This could result in a 'village green' application which would substantially increase the development cost of this option to defend with the risk that their application could succeed resulting in a prohibition on development.

c) Site location

As with Option 2, if a new school was to be built on this site, access would probably be from South Stack Road. Access would be from 3 sides which would reduce congestion and formal 'drop-off' points would need to be designated. Construction traffic would have to get to the proposed site via the proposed site for housing development.

d) Site Suitability

This site would be able to accommodate a school for 525 pupils. Additional land would need to be acquired to give sufficient space for a car park.

e) Disruption

Construction of this new school would not interfere with the use of the school playing fields and these would be available during the construction period.

f) Proximity to other services and amenities

This option would meet the above requirement as there is a local shop and post box within 500m of the site.

g) Proximity to the Secondary – to take advantage of shared resources e.g. playing fields, canteen, school hall, transport

0.2

h) Utility services

The service connections to the public sewer, mains water and electricity lines are nearby and would need to be extended to serve the new building.

i) Contributing to the protection of the historical landscape – *does the site make use of listed and/or other historical building?*

None noted

4.5 Option 5 – Millbank

Criteria	Score
a) Planning Issues	2
b) Site Acquisition	8
c) Site location	4
d) Site suitability	8
e) Disruption	10
f) Proximity to other services and amenities	5.5
g) Proximity to the Secondary – to take advantage of shared resources e.g. playing fields, canteen, school hall, transport	5.5
h) Utility services	5
i) Contributing to the protection of the historical landscape – <i>does the site make use of listed and/or other historical building?</i>	2

a) **Planning Issues**

This option would entail locating the new primary school on the Millbank site which is a Greenfield site. These fields are currently used by pupils at Holyhead High School for sports activities. The building, playing fields and car park would take up a lot of the fields. Access to this site would be difficult and this means that planning permission would be unlikely. Potential flood risk is also associated with this site.

b) **Site Acquisition**

This land is in Council ownership but is used by pupils in Holyhead High School for sports activities. Additional fields would need to be acquired. Holyhead Weightlifting Club has a long lease on its current location for at least the life of the building. As there used to be a nunnery on the site, there is a

risk of a covenant on the site and a risk of an architectural feature being unearthed – both of which could delay or jeopardise the project. The destructive plant Japanese knotweed is also present at the site.

c) Site Location

This site is used by Holyhead High School for sports activities but the land is uneven, low lying and therefore wet. Access to the Milbank site would more than likely be from Garreglwyd Road and an entranceway would need to be specially constructed. Many cars are parked on this road which would lead to increased congestion and increase the risk of an accident. Current access would need to be improved.

d) Site Suitability

This site would be able to accommodate a school for 525 pupils. Additional fields would need to be acquired. It is likely that there would be room for future expansion.

e) Disruption

Building a school on this site means that there would be sufficient play areas during the construction phase and afterwards. The construction site would be away from a school and its pupils and it would not impinge on the availability of any of the playing fields of the school involved.

f) Proximity to other services and amenities

This site is 500m away from a local shop

g) Proximity to the Secondary – to take advantage of shared resources e.g. playing fields, canteen, school hall, transport

0.2 of a mile

h) **Utility services**

New service connections to the public sewer, mains water and electricity lines would probably be required and the low lying level of the land would make drainage a problem

i) **Contributing to the protection of the historical landscape – *does the site make use of listed and/or other historical building?***

None noted

4.6 Option 6 – Cybi Site

Criteria	Score
a) Planning Issues	6
b) Site Acquisition	9
c) Site location	8
d) Site suitability	6
e) Disruption	10
f) Proximity to other services and amenities	5.5
g) Proximity to the Secondary – to take advantage of shared resources e.g. playing fields, canteen, school hall, transport	9
h) Utility services	5
i) Contributing to the protection of the historical landscape – <i>does the site make use of listed and/or other historical building?</i>	9

a) **Planning Issues**

This site is located across the road from Holyhead High School. The Cybi block is located on this site. The façade of this building is Grade II listed and any new development would have to be sympathetic to this. CADW (the Welsh Government’s historic environment service) would need to be consulted during the planning process. As long as the façade is preserved, CADW would be in favour of this proposed new development.

b) Site Acquisition

The land is owned by Anglesey County Council. No additional land would need to be acquired.

c) Site Location

Due to the façade of the building being listed access to the Cybi site would be from the rear through a built up area from Garreglwyd Road, which increases the risk of a traffic related incident. An entranceway would need to be adapted to current standards.

d) Site Suitability

This site would be able to accommodate a school for 525 pupils. There is no room for future expansion.

e) Disruption

Building a school on this site would mean that there would be sufficient play areas during the construction phase and afterwards.

f) Proximity to other services and amenities

This site is 500m away from a local shop

g) Proximity to the Secondary – to take advantage of shared resources e.g. playing fields, canteen, school hall, transport

>0.1 of a mile

h) Utility services

The connections to the public sewer, mains water and electricity lines are all disconnected and the drains are currently unusable.

- j) contributing to the protection of the historical landscape** – does the site make use of listed and/or other historical building?

The Cybi block is located on this site. The façade of this building is Grade II listed. CADW (The Welsh Government's historic environment service) would need to be consulted during the planning process. As long as the façade is preserved CADW would be in favour of this proposed development.

5. Conclusions and Preferred Option

The table below shows that one of the options has no red ratings, and has the highest score. The preferred option therefore is Option 6 – the Cybi Site. It should be noted that this site is the only one in Council ownership with no additional land needed for the school project, at the time of completion of this site appraisal.

The five remaining options have been rated a red on the last criterion –‘Contributing to the protection of the historical landscape’. It is well known that historic buildings provide a foundation for the regeneration of towns and cities. Regenerating buildings can reinforce a sense of community, make an important contribution to the local economy and act as a catalyst for improvements to the wider area. The Government recognises that they should not be retained as artefacts. New uses should be allowed in the buildings and sensitive adaptations facilitated, when the original use of a historic building is no longer relevant or viable. Anglesey County Council has incorporated in their Holyhead regeneration strategy a clear role for the historic building of the Cybi site (option 6) and to promote regeneration rather than solely preserve the building.

The Business Case (SOC/OBC) currently under development for the proposal of a new primary school in Holyhead also considers the overall regeneration vision for Holyhead for at least the next 5 years, and how the new primary school will contribute. It is recognised in the SOC/OBC that the development of a first class facility will bring significant community and educational benefits to an area in much need of regeneration and renewal. The school is anticipated to be a community asset and provide space for community activities and community programmes.

The purpose of including the criterion ‘proximity to the secondary school’ is to consider the possibilities and the accommodation of co-located facilities. Co-location could in turn generate efficiency savings strategies, and is explored further in the aforementioned SOC/OBC. Co-location is also included in the project’s Benefits Realisation Plan and will be measured upon completion of the new school.

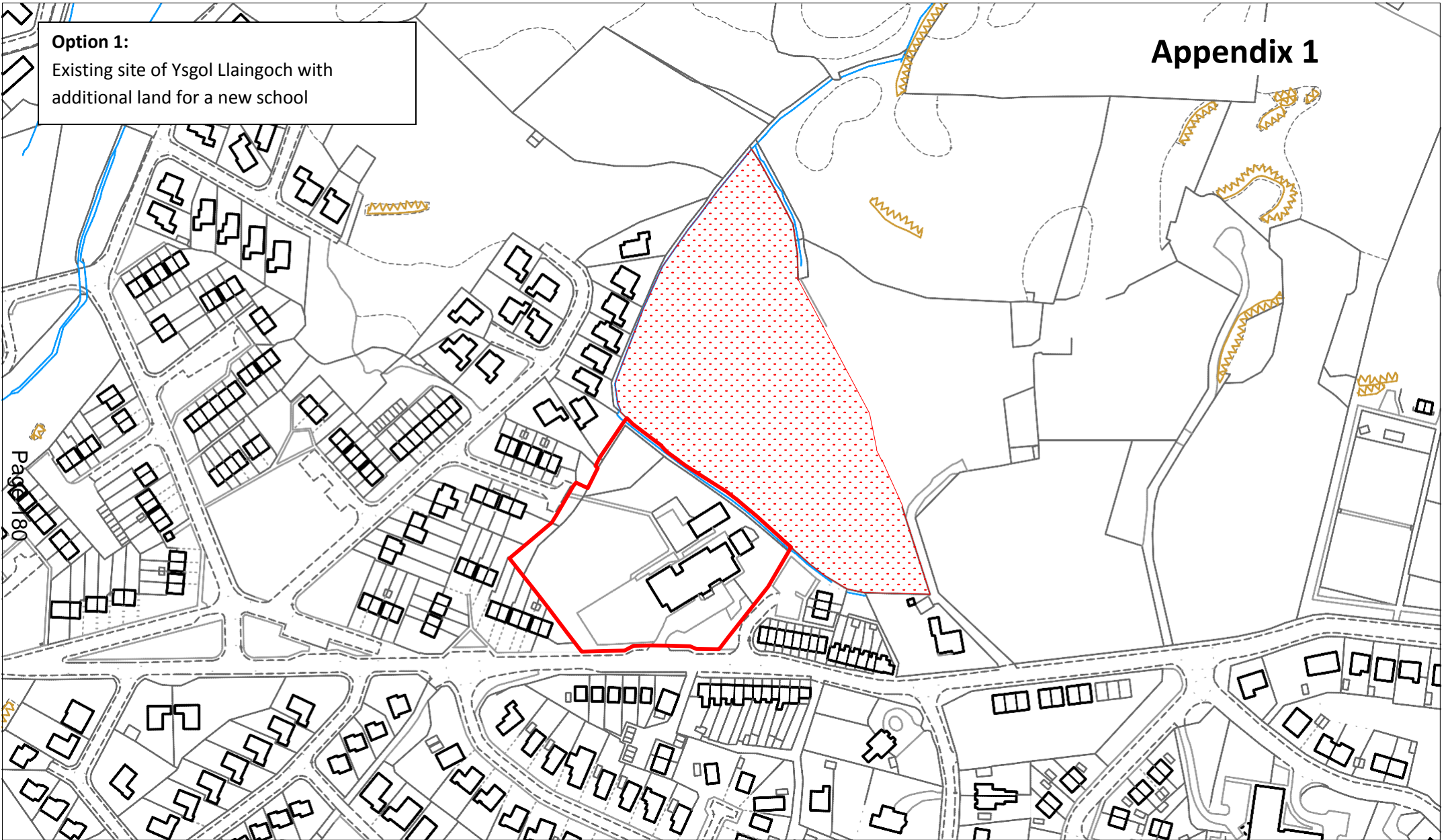
The criteria referring to ‘proximity to other services and amenities’ is used to measure how the school site would contribute towards BREEAM certification. BREEAM is the world's foremost environmental assessment method and rating system for buildings. This criterion is used to reward a location in close proximity to local amenities, thereby reducing the need for extended travel or multiple trips. This particular assessment criterion was used to demonstrate compliance to the BREEAM framework from the outset of the new school project. Option 6 didn’t score particularly high under this criterion but the school will be constructed to BREEAM excellent standard as per School Organisation Code.

Taking the above appraisal into consideration it is recommended that option 6 the Cybi site proceeds for further financial appraisal at the SOC/ OBC stage.

	Option 1 Existing site of Ysgol Llaingoch with additional land	Option 2 Park site with car park on phase 2	Option 3 Site allocated for housing development with car park on phase 2	Option 4 Park site with car park on phase 3 land	Option 5 Millbank	Option 6 Cybi site
a) Planning Issues	6	5	8	5	2	6
b) Site Acquisition	5	4	1	4	8	9
c) Site location	5	7	6	7	4	8
d) Site suitability	6	8	8	8	8	6
e) Disruption	6	10	10	10	10	10
f) Proximity to other services and amenities	9	9	9	9	5.5	5.5
g) Proximity to the Secondary	5.5	5.5	5.5	5.5	5.5	9
h) Utility services	7	6	6	6	5	5
i) Contributing to the protection of the historical landscape –	2	2	2	2	2	9
	51.5	56.5	55.5	56.5	50	67.5

Option 1:

Existing site of Ysgol Llaingoch with additional land for a new school



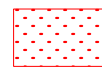
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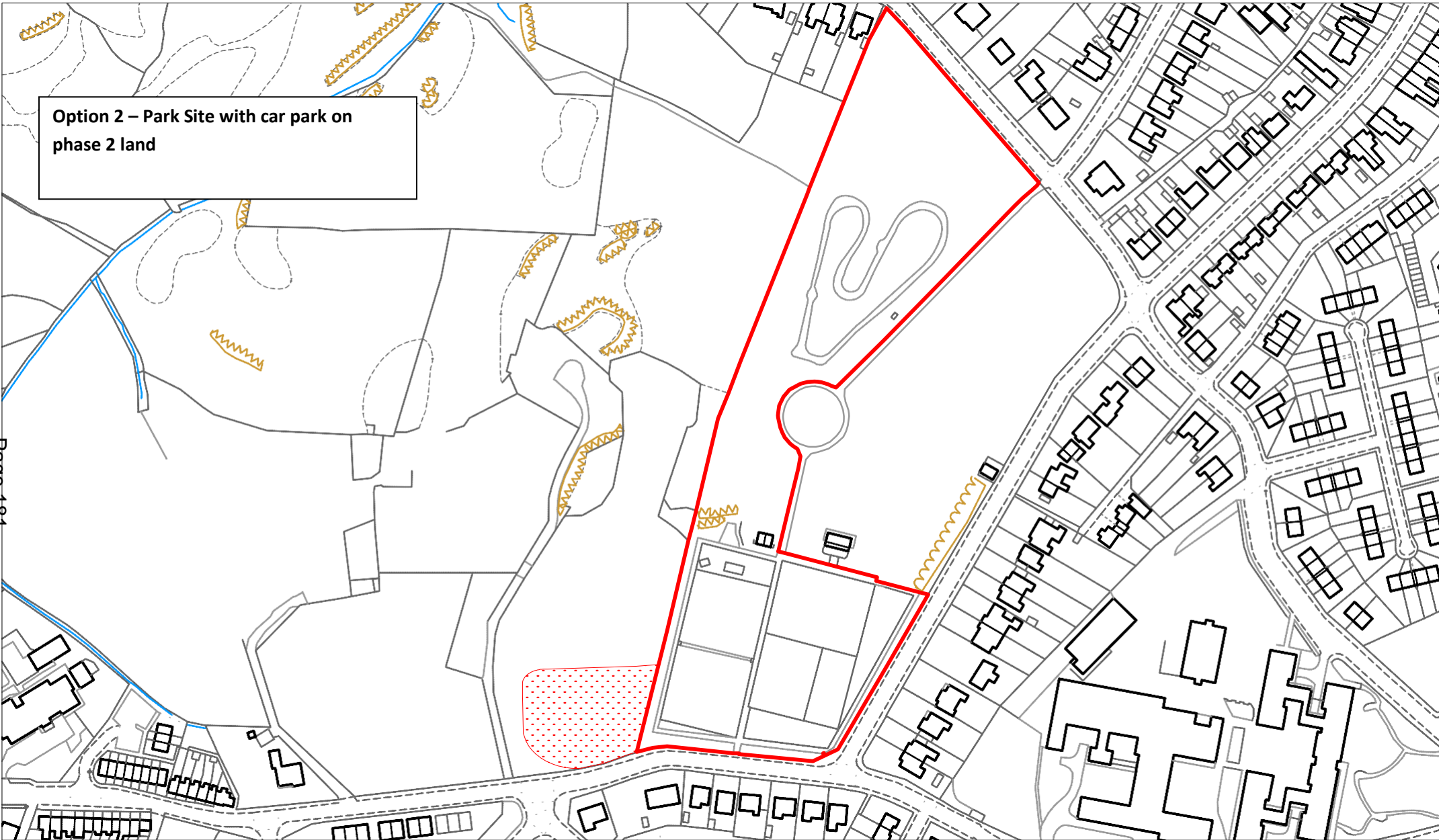
Existing Council land



Land to be purchased



Option 2 – Park Site with car park on phase 2 land



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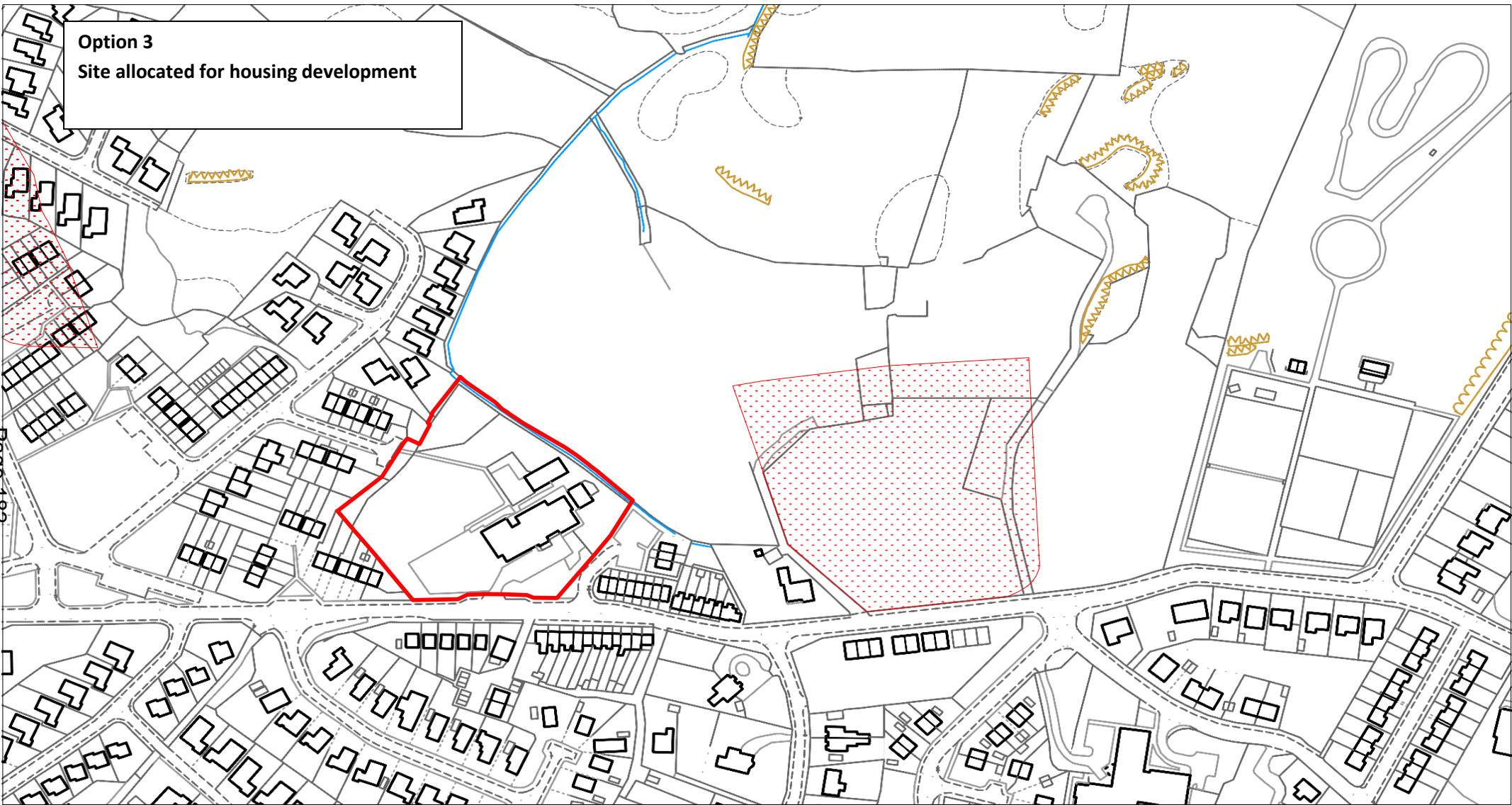
Existing Council land



Land to be purchased

Option 2





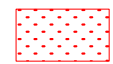
Option 3
Site allocated for housing development



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Existing Council land



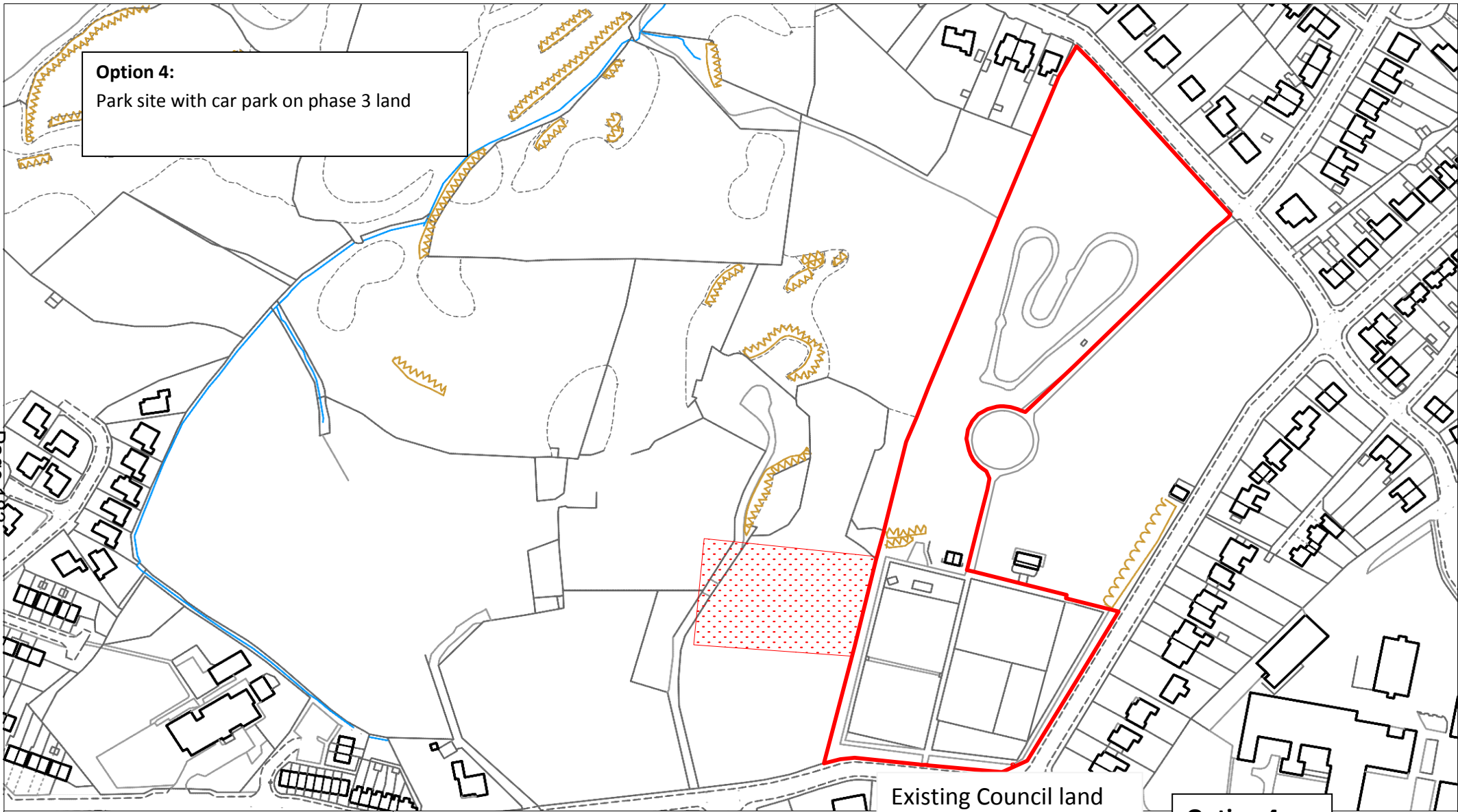
Land to be purchased

Option 3



Option 4:

Park site with car park on phase 3 land



Existing Council land

Option 4

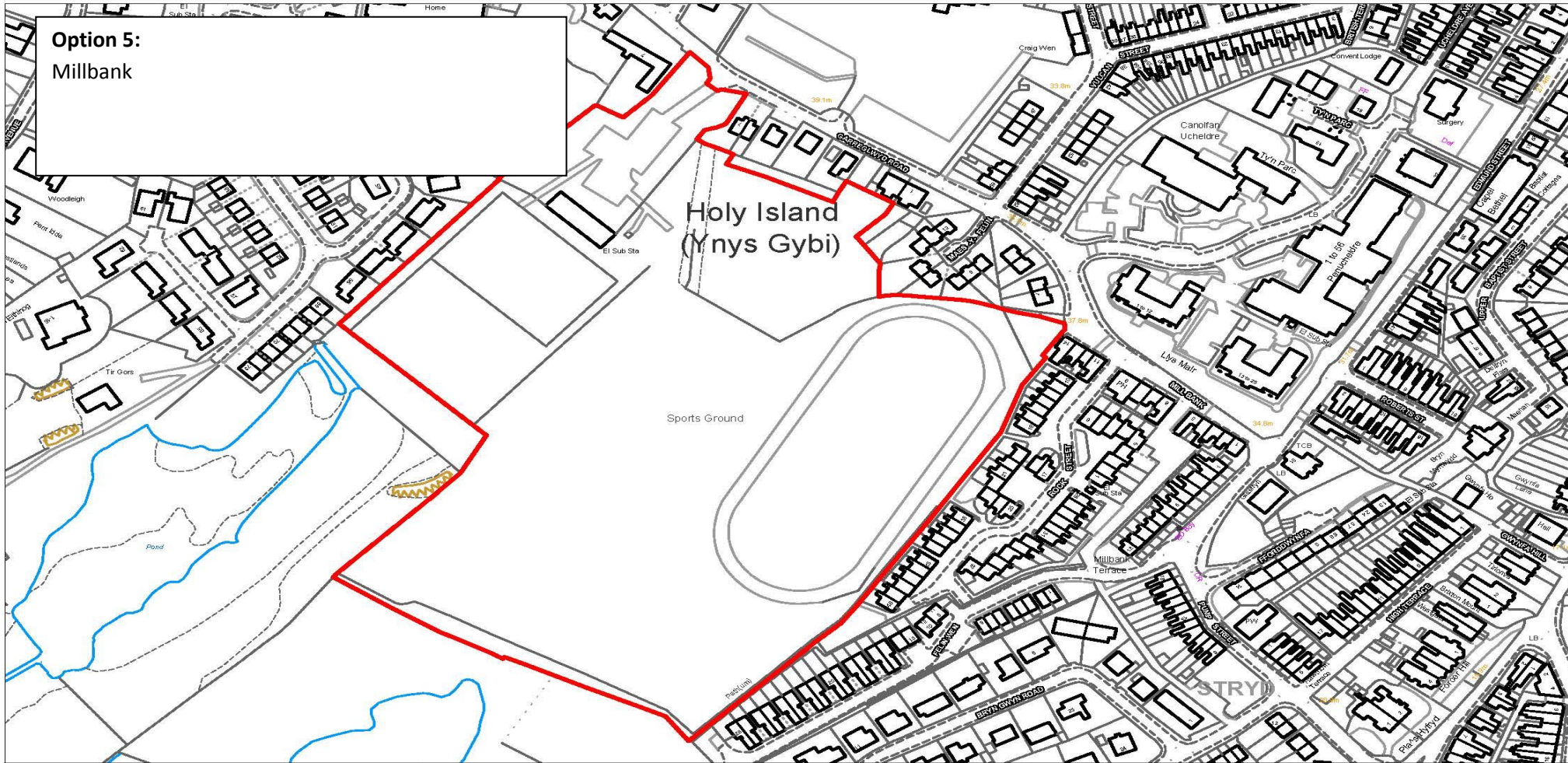


Land to be purchased





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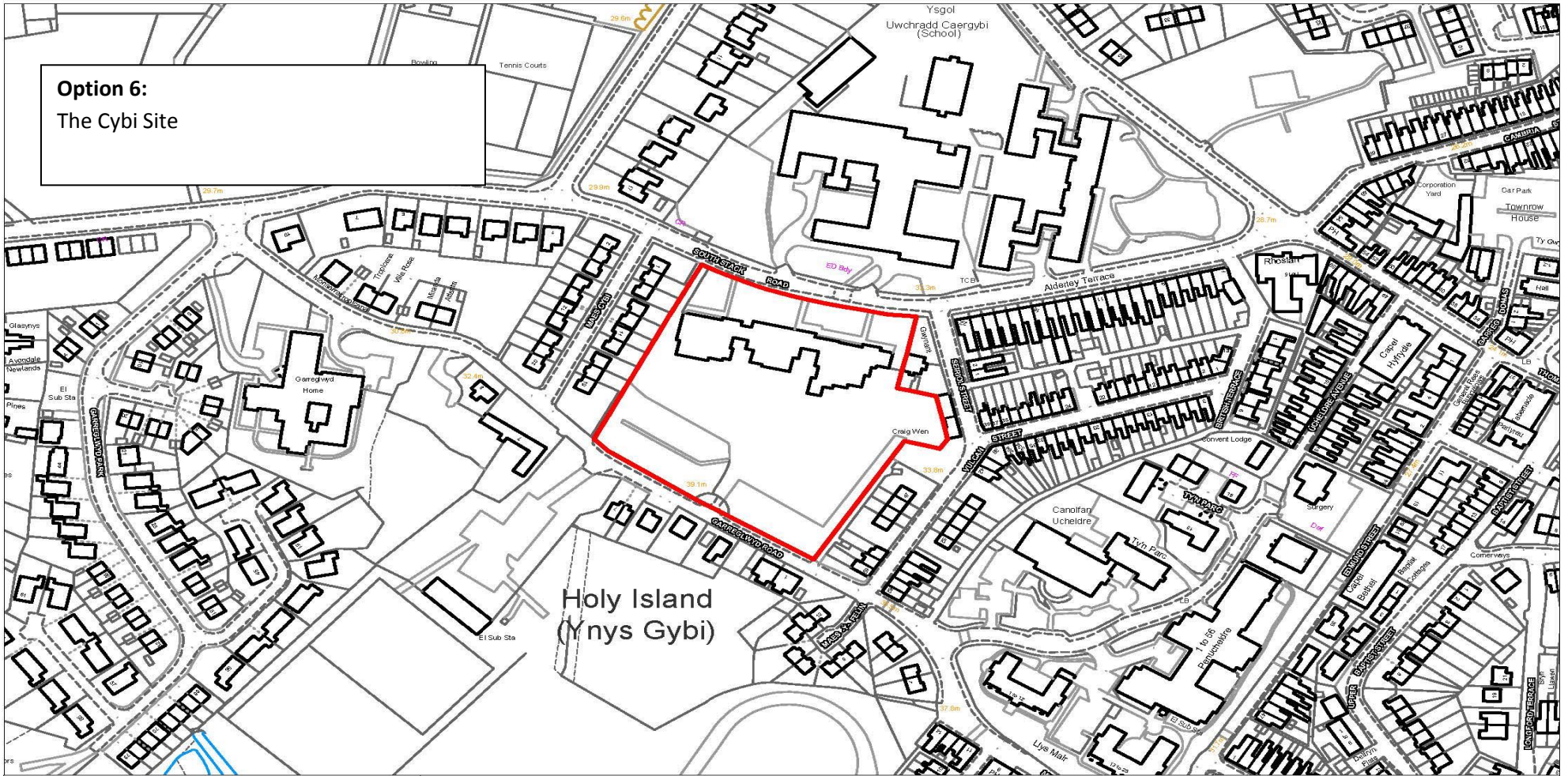
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Swyddfa'r Sir
LLANGFNI
Ynys Môn - Anglesey
LL77 7TW

-  Existing Council Land
-  Land to be purchased

Option 5

1 : 2500







Option 6:
The Cybi Site



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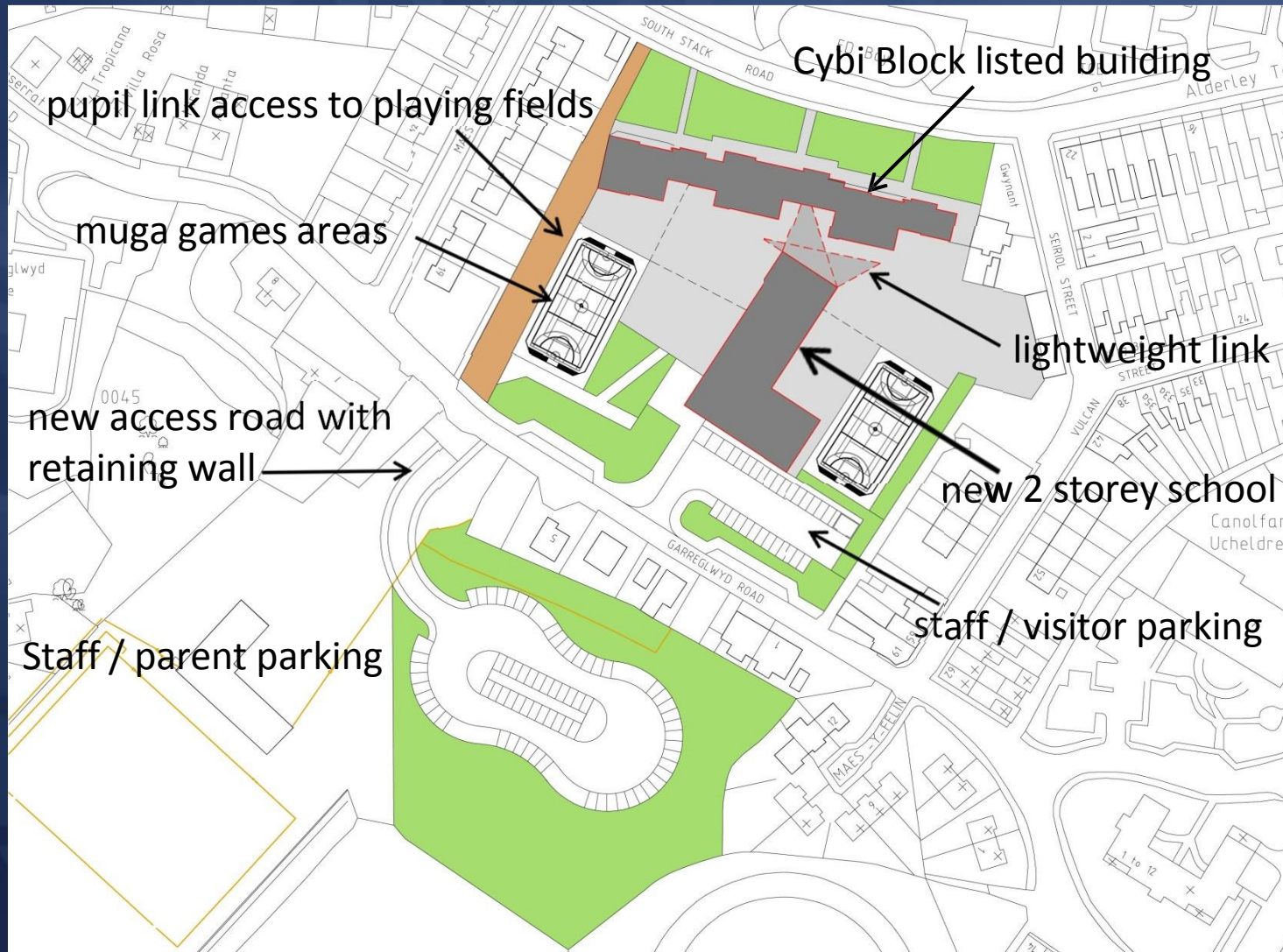
-  Existing Council Land
-  Land to be purchased

Option 6

1 : 2500



APPENDIX 11 - NEW HOLYHEAD PRIMARY SCHOOL





APPENDIX 12 - NEW HOLYHEAD PRIMARY SCHOOL _ STANDARDISED CONSTRUCTION OPTION IMAGES—FINISHES TO BE CONFIRMED WITH PLANNING DEPARTMENT—BUT TO BE IN CONTRAST TO THE EXISTING CYBI BLOCK EXISTING LISTED BUILDING



APPENDIX 13 - NEW HOLYHEAD PRIMARY SCHOOL _ STANDARDISED CONSTRUCTION OPTION IMAGES—FINISHES TO BE CONFIRMED WITH PLANNING DEPARTMENT—BUT TO BE IN CONTRAST TO THE EXISTING CYBI BLOCK EXISTING LISTED BUILDING

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ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	Executive Committee Meeting
Date:	3rd November, 2014
Subject:	<p>Welsh Public Library Standards April 2011 – March 2014, Annual Return 2013-2014.</p> <ul style="list-style-type: none"> • To report on the Welsh Government's (CyMAL) assessment of the Library Services 2013 / 14 Annual Library Report, and the issues arising. • To identify the relative strengths and weaknesses of the Library and Information Service as identified in the draft 2013 – 2014 annual report.
Portfolio Holder(s):	Councillor Ieuan Williams
Head of Service:	Delyth Moleyneux
Report Author:	Rachel Rowlands
Tel:	01248 752094
E-mail:	rfxlh@ynysmon.gov.uk
Local Members:	

A –Recommendation/s and reason/s
<ul style="list-style-type: none"> • That the Executive Board approve the Welsh Public Library Standards Annual Report for 2013/14 • That the Executive Board note the Welsh Government's (CyMAL) assessment of the Library Services 2013 /14 Annual Library Report, and the issues arising.

B – What other options did you consider and why did you reject them and/or opt for this option?

C – Why is this a decision for the Executive?
To seek Executive Board approval of the Welsh Public Library Standards Annual Report for 2013/14

CH – Is this decision consistent with policy approved by the full Council?

D – Is this decision within the budget approved by the Council?

DD – Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	
2	Finance / Section 151 (mandatory)	
3	Legal / Monitoring Officer (mandatory)	
4	Human Resources (HR)	WG’s comments re falling staffing levels impacting on future operational effectiveness and efficiency of service to be noted.
5	Property	
6	Information Communication Technology (ICT)	
7	Scrutiny	
8	Local Members	
9	Any external bodies / other/s	

E – Risks and any mitigation (if relevant)	
1	Economic
2	Anti-poverty
3	Crime and Disorder
4	Environmental
5	Equalities
6	Outcome Agreements
7	Other

F - Appendices:

Appendix 1. Library Service Manager Report.

Appendix 2. Isle of Anglesey Welsh Public Library Standards Annual Report for 2013/14

Appendix 3. Isle of Anglesey Annual Report 2013-14 Assessment

FF - Background papers (please contact the author of the Report for any further information):

CyMAL : Museum, Archives and Libraries Wales – Maintaining a Values Service: The Fourth Framework of Welsh Public Library Standards 2011-14

<http://cymru.gov.uk/topics/cultureandsport/museumsarchiveslibraries/cymal/libraries/wpls/wpls201114/?lang=en>

Welsh Public Library Standards April 2011 – March 2014

1. EXECUTIVE SUMMARY

- 1.1 The Welsh Government (WG) via its policy division CyMAL (Museums, Archives & Libraries Wales) requires that the Council submits an Annual Report on performance towards the Public Library Standards for Wales.
- 1.2 The Annual Report contains a summary of Library and Information Service performance during 2013/14 and has been submitted to CyMAL in draft form due to the assessment timetable. The Annual Report is attached as Appendix 1.
- 1.3 The Assessment shows the service to be performing well and attains 6 of the 9 set standards, however CyMAL expresses concerns in some areas. The assessment is attached as Appendix 2.

2.0 BACKGROUND INFORMATION

2.1 Statutory Public Library Standards were introduced by the Welsh Assembly Government (WAG) in April 2002 to indicate minimum levels of library provision and are intended to provide comparative performance measurements to guide service improvements. The 1964 Public Libraries and Museums Act requires that each local authority “provide a comprehensive and efficient library service for all persons desiring to make use thereof”. As the terms “comprehensive and efficient” are not defined in the Act, WAG introduced the Public Library Standards to define levels of service and to assist the relevant Minister (currently the Deputy Minister for Culture, Sport and Tourism) “to superintend, and promote the improvement of, the public library service”.

2013-14 was the final year within the 4th framework. Performance in this year is considered in the context of the 3 year framework. The 5th Framework *Libraries making a difference: The fifth quality framework of Welsh Public Library Standards 2014-17* is significantly different to the 4th framework and places greater emphasis on outcomes and the wide ranging effects and benefits the service has on Anglesey residents. This makes it even more important that customers’ needs are central to all the Library has to offer.

3.0 Library Service Annual Report 2013 – 2014 : Report Summary

3.1 The Welsh Public Library Standards (WPLS)

Welsh Government, CyMAL: Museums Archives and Libraries Wales, Maintaining a Valued Service			
The Fourth Framework of Welsh Public Library Standards April 2011 – March 2014			
Annual Return Pro Forma : 2013-2014 : Ynys Môn : Population 70,049 : No. of libraries : 10			
Standard	Performance	Brief Commentary	
1	% of households within: 3 miles = 70% : of a library (based on population density)	71% Above standard	Good performance in terms of reaching communities by means of static and mobile libraries

2	Access to services to those not able to use conventional service points	✓	Sustained our facilities and services to users with special needs and requirements
3	i) Opening hours no less than 120 hours per 1,000 population	149.22 Above standard	Very few interruptions, noted as being a commendable performance.
4	ICT facilities	✓ Meets the standard	Provision is within the requirements of the standard
5	Additions to stock (per 1000 population) : Adults 124 , Under 16 61	Partly achieving No. of items: 2011-12 143 2012-13 145.8 2013-14 101.2 Average over 3 year period 130 No. of items: 2011-12 101 2012-13 75.9 2013-14 98.2 Average over 3 year period 91.7	Steep decline in performance in the third and final year in adult stock additions. Expenditure is down (WPLS6). Staff capacity issues also have an effect here. Strong performance in Under 16 acquisitions. Figure includes School Library Service.
6	Expenditure on items in stock (per 1000 pop.) Adult Lowest quartile £1685 Median £1925 Top quartile £2137 Under 16 Lowest quartile £263 Median £322 Top quartile £426	Partly achieving Adult 2011-12 £1,116.66 2012-13 £1,265 2013-14 £1,005 Average over 3 year period £1,128.9 Under 16 2011-12 £449.06 2012-13 £ 488 2013-14 £443.66 Average over 3 year period £460.24	Expenditure on adult stock is weak throughout the period, stock replenishment target for adult stock is not met. Evidence shows that in time this affects usage of libraries. Expenditure on Under 16 stock is consistently good which reflects Service Priorities. Consideration needs to be given to readdressing the balance.
7	Library authorities will ensure that no less than; 64% of all requests shall be supplied within 7 calendar days 79% within 15 calendar days 89% within 30 calendar days	Meets the Standard 2011-12 65% 2012-13 66 % 2013-14 64.40% Average over 3 year period 65.1% 2011-12 79% 2012-13 82% 2013-14 82.17% Average over 3 year period 81.05%	Performance has improved and is now good. This is noted as being commendable given the low expenditure on resources. Close working partnerships with NW Library Authorities, Universities and Colleges are key to achieving this standard.

		2011-12 94% 2012-13 92% 2013-14 91.41% Average over 3 year period 92.5%	
8	Staffing levels: No less than 0.37 (per 1000 population) Professional staff: At least 23%	Partly achieving Total staffing levels 0.33 % of professional staff 23%	Overall staffing levels have fallen numerically the actual library service staffing resource is one of the smallest in Wales, the low staffing levels both professional and non-professional cause operational difficulties
9	No less than 27m2 per 1000 pop (and building audits)	Meets/Exceeds the standard 28.42	The service has attractive, modern and efficient library service points following significant levels of recent investment in their modernisation.

3.2 The Welsh Public Library Performance Indicators (WPLPI)

	WPLPI	13/14	Welsh Average	Brief Commentary
1	Use (physical / virtual visits, attendance at events) of service (per 1,000 population)	4145	5635	Visits to libraries have increased slightly, (although remain below the Welsh average) probably reflecting the attractiveness of the e-zines and other new electronic services on offer, the attractiveness of the buildings. Staff capacity issues limits the amount of events and outreach that can be sustained during the year.
2	User satisfaction levels (i) % of users who are 'satisfied' or 'very satisfied' with the library service (ii) % of adults who think the choice of books is 'very good', 'good', or 'adequate' (iii) % of users under 16 who think the choice of books is 'very good', 'good', or 'adequate'	97% 99% N/A	96% 96% 98%	Public satisfaction levels among adults are high, and above the Welsh average The Service did not complete a survey among young users due to capacity and resource issues.

3	% take-up of public access PCs	49%	41%	The use of ICT has increased, probably reflecting the relevance of provision to searches for employment and social benefits information among residents and users, in common with most other libraries in Wales
4	Annual issues (per 1,000 population)	4500	4424	Issues are down slightly (but still above the Welsh average); this could be attributed to a diminishing offer in terms of new stock and the reduced variety of materials due to the reducing expenditure on annual acquisitions
5	% of total authority library expenditure spent on the purchase of library stock	9.95%	12.90%	The proportion of the library service budget expended on books has fallen by nearly 1%
6	% of total authority revenue expenditure spent on the public library service	0.87%	0.90%	The authority's decision to protect expenditure on its library service during 2013-14 is reflected in the slightly improved performance in this key financial Indicator. However it is below the Welsh average
7	% total authority capital allocations spent on public library facilities	NIL	0.56%	There was no capital allocation to the library service during 2013-14
8	Net expenditure on public library provision (per 1,000 population)	£14,935	£16,341	Net annual revenue expenditure on library provision was down by 6%, a very significant reduction.

4.0 CyMAL Assessment (Please see : Appendix 1.)

- 4.1 The formal assessment of the performance of the Library and Information Service for the year 2013/14 calculates that the Authority achieves 6 of the 9 standards and partly achieves the remaining 3. This is the same total to that being achieved in 2012-13, but there are changes to some performances within that total.
- 4.2 The standard relating to the total number of establishment staff has not been met by some margin (WPLS 8). The actual figure is 0.33 per 1,000 population compared to the standard of 0.37 per 1,000 population and the proportion of the total staff who are formally qualified as librarians is 23% compared to the Standard of 23%. CyMAL note; *this could be interpreted as being merely a statistical change, caused by falling numbers overall, and in reality the actual number of professional staff employed also continues to fall following the deletion of at least one professional post from the establishment in recent times and the freezing of another vacancy.* The total staffing establishment is amongst the smallest in Wales and the proportion of professional staff is also low. The Assessment states that *'In operational terms the situation must now be very difficult, and if further reductions are made, the situation could become critical in terms of day-to-day operational effectiveness and efficiency.'*

4.3 For the purpose of comparing performances with that of other Welsh public library authorities, the average number of Standards being met by all authorities in 2013-14 was 6.5, the highest number achieved was 9, and the lowest 4. Ynys Môn's performance is therefore slightly below average when compared with others in Wales.

4.4 The assessment concludes that:

The library service appears to be in an uncertain and vulnerable situation, with reducing human and other resources and a major threat hanging over it in terms of the expenditure reduction it is currently expected to achieve over the next three years. That it has retained overall performances at reasonable levels under the fourth assessment framework is remarkable in many ways. To the assessors the future financial requirements, added to the expenditure reductions already imposed on the library service, appear to be totally disproportionate, and are likely to have a major and damaging impact on provision. The Welsh Government, as it monitors and supervises the manner in which authorities deliver their statutory obligations, intends to take a particular interest in the authority's proposals that emerge from its current review.

CyMAL: Museums Archives and Libraries Wales

Maintaining a Valued Service

The Fourth Framework of Welsh Public Library Standards April 2011 – March 2014

Annual Return Pro Forma (2013-14)

All library authorities are required to complete this pro forma and are asked to follow the instructions provided carefully as the requirements in terms of reporting differ between sections.

All library authorities are requested to provide commentary against each and every Standard (WPLS) and against *each and every* Performance Indicator (WPLPI) in the 'Authority self-assessment' column provided, but only when data is included in the Actual Performance column. Failure to provide commentary could result in the pro forma being returned to library authorities for completion.

Completed *Annual Returns* should be submitted as an electronic document by Friday 4th July 2014 (Draft by Wed 21st May)

Please send to:

Elizabeth Bennett, CyMAL, elizabeth.bennett@wales.gsi.gov.uk

Any questions please contact: Alyson Tyler, Libraries Development Programme Manager (alyson.tyler@wales.gsi.gov.uk)

Name of authority: Isle of Anglesey

Please tick as appropriate

This Annual Return has been approved by the authority prior to its submission to CyMAL

Yes No

If Yes, state whether approval was granted by

Full Council

Cabinet/Executive

Portfolio Member

Other (state title)

If No, state when approval is expected and when the definitive Annual Return submission will be forwarded to CyMAL

Approval expected September 2014

Definitive submission to CyMAL by September 2014

Please indicate briefly below:

1. The authority's scrutiny procedures applied to the assessment of library service performances undertaken by the Welsh Government for the year 2012-13, and sent to authorities for their consideration and action in September 2013 by the Welsh Government.

The assessment and accompanying Library Service Managers report went to Scrutiny Committee on the 28th of November 2013. It then went to The Executive on the 4th of November with the purpose of;

- To report on the Welsh Government's (CyMAL) assessment of the Library Services 2012 / 13 Annual Library Report, and the issues arising.
- To identify the relative strengths and weaknesses of the Library and Information Service as identified in the draft 2012 – 2013 annual report.

2. What decisions were made by the authority as a result of scrutiny procedures that sought to improve library service performances in relation to the Welsh Public Library Standards and Welsh Public Library Performance Indicators?

On these occasions the concerns expressed by WAG in its assessment were set out in detail together with the Service's response. Both Committee's engaged in discussion and debate on the report. The committee indicated their wish to see specific areas of identified weakness in performance addressed. The Executive committee expressed a strong desire for demonstrable improvement in the services performance in relation to specific standards and library performance indicators

3. What action was agreed as a consequence of those decisions?

It was agreed;

- That the Executive Board approve the Welsh Public Library Standards Annual Report for 2012/13.
- That the Executive Board note the Welsh Government's (CyMAL) assessment of the Library Services 2012 / 13 Annual Library Report, and the issues arising.

4. (a) If you indicated in your Annual Return for 2012-13 that your authority was undertaking a formal review of its library service, please indicate whether the review has now been completed:

YES NO ✓ N/A

4. (b) If your authority commenced a formal review of its library service during 2013-14, please indicate whether that review has now been completed:

YES NO ✓ N/A

If you answered YES to either (a) or (b), briefly outline the main recommendations of the review, noting whether these recommendations have been accepted by the authority and at what level (e.g. Full Council, Cabinet, Executive, etc.). Please also indicate what actions have been taken / are planned in order to implement those recommendations:

If you answered NO to either (a) or (b), please indicate when the review is due to be completed:

- During 2014/15, to deliver efficiency savings for years 2015/16, 2016/17 and 2017/18, all services will undergo a service redesign and reconfiguration, to a greater or lesser extent, which will result in a change to the way services are delivered. This will potentially have an impact on both current and new service users.
- The Council has introduced three Programme Boards and an Efficiency Strategy that will contribute to the delivery of corporate efficiency targets once plans to meet the forecast budget gap have been agreed with the Executive. The introduction of new systems and the use of better technology and assets should also assist in this process during 2014/15.
- **Corporate plan** The Corporate plan was passed by the Executive on 02/12/2013

The plan states an intention to Transform our leisure and Library provision with the aim of reducing overall costs of these services to the Council by 60% over the period of this plan 2013-2017

- The Project initiation document for the remodelling of the library service in the context of the above will be submitted to the programme board in early summer 2014.

5. Please indicate whether there have been any changes made to the resources available to the library service during 2013-14 compared to 2012-13, e.g. efficiency savings, resource reductions/increases, restructuring of staff, etc., and indicate how they have impacted on the service in 2013-14 (do NOT include any commentary relating to 2014-15 and subsequent years) in this section:

The Executive Committee at its meeting Monday 18/02/2013, decided against accepting the budget reduction proposals submitted by the Library and Information Service for 2013-14.

Senior management restructuring and departmental changes saw the Library and Information Service move from the Community Department to the Lifelong Learning Department. The Post of Head of Service: Culture and Leisure was deleted, and the Service is now under the Head of Service: Lifelong Learning. The Library Service staffing structure remained the same, however 1 vacant professional post (Community Librarian) became vacant and not released for recruitment.

The Welsh Public Library Standards (WPLS) 2011-14

Notes on completion:

Annual data or information is required for WPLS 1, 2, 3, 4, 5, 6, 7, 8 and 9

Authorities should follow the guidance provided by the pro-forma against each Standard, and returns should be as required – further information and guidance is available within the published Framework document, and authorities should have due regard to this.

Authorities may be asked to resubmit *Annual Returns* if the data or information do not comply with the requirements.

Please note the additional information required on this occasion in respect of WPLS 5, 6 and WPLS 7 relating to average performances over the period April 2011 to March 2014

Framework 4 Standard		Actual Performance as at March 31 2014		Authority self-assessment
1	<p>(i) Authorities whose resident population density is 20 or more persons per hectare shall ensure that the proportion of occupied households within 2 miles of a static library service point will be at least 95% or</p> <p>(ii) Authorities whose resident population density is between 1.1 and 19.9 persons per hectare shall ensure that the proportion of occupied households within 2.5 miles of a static library service point (or 10 minutes travelling time by public transport) will be at least 75% or</p> <p>(iii) Authorities whose resident population density is 1.0 persons or less per hectare shall ensure that the proportion of occupied households within 3 miles (or 15 minutes travelling time by public transport) of a static library service point shall be at least 70%</p> <p>Authorities who are failing to meet the stipulated requirement in (i) (ii) or (iii) shall also report on the number of households within a quarter of a mile of each scheduled mobile stop and within 2 miles of any other kind of service outlet providing access to library materials.</p> <p><i>Library services should briefly describe the nature of that provision and the numbers of households served in the Authority self-assessment column.</i></p>	N/A		<p>Population of Anglesey = 70,049 Population Density = 0.96 per hectare</p> <p>Anglesey is a rural Island with a widely dispersed pattern of population density, for example, large areas of the island is sparsely populated in contrast to pockets of population distributed along the coastline.</p> <p>10 static libraries with 9 positioned around the outside of the island and 1 centrally located in Llangefni. Our Mobile library visits 106 stops providing a monthly service to our rural communities and population clusters.</p>
	<p>iii) This figure is derived by using the GIS system. It is based on a Postcode Headcount (taking into account vacant properties 5.73% on Anglesey). Further analysis is being undertaken during 2014/15 as part of the review.</p> <p>24% is the figure for our mobile stops of which we have 98 on the island. This was obtained from the GIS system and overlapping stops have been excluded where appropriate.</p>	71%		
	<p>State numbers of:</p> <ul style="list-style-type: none"> ▪ Static service points managed by the authority ▪ Mobile service vehicles operated by the authority ▪ Other kinds of service points/modes of delivery <i>Describe briefly in Authority self-assessment column</i> 	<p>2011-12</p> <p>10</p> <p>2</p> <p>1</p>	<p>2012-13</p> <p>10</p> <p>2</p> <p>1</p>	<p>The Authority operates a Mobile library to 63 communities on the Island. The Authority operates a housebound service to those unable to use their local library.</p> <p>The Authority operates a school's library service providing curriculum and literacy support and materials to support reading for pleasure. The school's library service has a purpose built schools library van.</p>
Framework 4 Standard		Actual Performance as at March 31 2014		Authority self-assessment

<p>2</p>	<p>(i) Library authorities shall provide access to the service for those not able to use conventional service points</p> <p>(ii) Library authorities will continue to provide specialised assistance, facilities and equipment for people with particular access requirements</p> <p><i>Library services should briefly describe the nature of the provision in the Authority self-assessment column</i></p>	<p>✓</p> <p>✓</p>	<ul style="list-style-type: none"> • Housebound service on a monthly rota • Residential / care home service • Schools library Service – van service and deposit collections to Primary schools. Curriculum and literacy support and materials to support reading for pleasure. <p>On-line resources providing 24/7 access to the library service.</p> <p>(ii) All our buildings are accessible and comply with the DDA Act 1995.</p> <ul style="list-style-type: none"> • CCTV text magnifiers in 2 service points • Low vision aid software – 3 service points • Adjustable computer desks in 5 service points • Lift access to all our mobile library vans <p>(ii) 15% of the bookfund was spent on large print and full text audio books in 2013-14 Visually impaired and housebound people are exempt from selected library charges.</p>
<p>3</p>	<p>(i) Library authorities will ensure that the aggregate annual opening hours for all service points shall be no less than 120 hours per 1,000 resident population</p> <p>Library authorities having 4 or less static service points shall ensure that the aggregate annual opening hours shall be no less than 104 hours per 1,000 resident population</p> <p>(ii) Library authorities will ensure that emergency non-opening hours of static libraries will be no more than 1% of total planned opening hours in any year</p> <p>(iii) Library authorities will ensure that mobile library visits/stops missed or cancelled will be no more than 2.5% of total planned number of visits/stops in any year</p> <p><i>The extent of any disruption caused by unusually severe winter weather should be considered and allowed for in the above returns for (ii) and (iii) by removing any losses of service due to severe weather from the calculations.</i></p>	<p>No. of hours: Static libraries 149.22</p> <p>Mobile library 8.21</p> <p>0.05%</p> <p>0%</p>	<p>There have been no changes to opening hours during 2013-14</p> <p>1 hour was lost in Llangefni library due to heating system problems and 4 hours were lost in Cemaes library due to a power outage to the village. The power outage was due to severe weather but has been included for the purposes of the report.</p>

	Framework 4 Standard	Actual Performance as at March 31 2014	Authority self-assessment
4	<p>(i) Library authorities will provide the following ICT <i>facilities</i> for users:</p> <p>(a) At least 7 networked public access personal or laptop computers per 10,000 resident population, providing free access to the Internet and full access to the authority's on-line catalogue of total holdings</p> <p>(b) Current hardware and software at library service points, renewed or refurbished according to corporate policies</p> <p>(c) Facilities that enable residents to use their own laptop computers in the libraries</p> <p>(d) WiFi at all larger service points (open for 30 hours or more per week) by March 2014</p> <p>Note: if equipment has been purchased but installation not yet completed as it is the responsibility of another corporate department or supplier, and installation is subject to their timetable, place tick in the next column. If equipment not yet purchased place x in next column</p> <p>(e) Scanning and printing facilities</p> <p>(f) Plug-in facilities for digital media sources and portable devices</p> <p>(g) Free email access</p> <p>(h) Access to free introductory or basic support in the use of ICT facilities</p> <p>(i) Information literacy sessions for users (to develop use of library services and facilities)</p> <p>(ii) Library authorities will provide the following ICT-based <i>resources</i> for users:</p> <p>(a) General and reference information services (please describe briefly in the Authority self-assessment column)</p> <p>(b) Newspapers and other current information sources online</p> <p>(c) Community information</p> <p>(d) Local history and family history sources</p> <p>(e) Local authority and other governmental information sources</p> <p>(f) Access to e-learning resources and services</p>	<p>Insert ✓ or x against each</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>Insert ✓ or x against each</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>a) 9.5 personal computers per 10,000 pop. (65 Pc's). All provide free access to the internet and full access to the on-line catalogue. Each Public Access PC has a clear link on the desktop to the catalogue.</p> <p>b) The Corporate Policy does not specify a period for replacement. However the Service ensures that all PC's are updated when required. We currently have:</p> <p>12-18months old – 42 computers 18months – 3 years – 15 Computers Over 3 years – 2 computers (8 years old)</p> <p>The 2 PC's that are 8 years old are due for replacement but networking problems have delayed this. We have 17 PC's and 2 laptops on order.</p> <p>c) Mobile devices can be used in all of 9/10 libraries (see comment about WiFi below). Those libraries that have been refurbished (Beaumaris, Amlwch, Benllech, Llangefni, Menai Bridge) have dedicated electrical sockets. Our other libraries have convenient (if not purpose designed) electrical sockets that are available for use free of charge. The printer is a networked printer and whilst print outs cannot be made directly from laptops, they can be transferred to a PC for printing.</p> <p>d) WiFi is available in 9 of our 10 libraries. Newborough library (our smallest library 7 hours a week) is the only library that does not have WiFi,</p> <p>e) Printing is available in all our libraries. Our 2 full time libraries Holyhead and Llangefni have colour printing. Scanners are available in 5 of our libraries (Holyhead, Amlwch, Benllech, Llangefni and Menai Bridge)</p> <p>f) Plug –in facilities are available everywhere.</p> <p>g) Free e-mail access is available in all our libraries</p> <p>h) All members of staff have received training to assist the public with basic support which comprises of an introduction to logging on, e-mail and internet access and guidance on problem solving and help facilities. Free courses are also run by the Lifelong Learning Co-ordinator which offer introductory sessions and intermediate sessions in a variety of topics e.g. e-mail, digital images, internet, word processing and family history on line. These sessions are led by qualified tutors.</p> <p>i) Informal information literacy sessions are run in our larger libraries.</p> <p>Online resources available free in Anglesey Libraries are Newsbank; Oxford Reference Online; Oxford DNB; Who's Who; OED; Grove Art and Music; Ancestry Library. E-books and e-zines are also available.</p> <p>Working in partnership with the lifelong learning coordinator we have a subscription to BYKI – online language package which provides access to interactive learning through the library membership card.- Usage is growing steadily.</p>

	Framework 4 Standard	Actual Performance as at March 31 2014	Authority self-assessment
5	<p>Library authorities shall achieve the following target for annual acquisitions of new collection items (in all formats) made available for public use in each year (per 1,000 total resident population)</p> <p>(a) For use by adults – 124 items per annum</p> <p>(b) For users under 16 – 61 items per annum</p>	<p>Actual performance in year</p> <p>No. of items: 2011-12 143 2012-13 145.8 2013-14 101.2 Average over 3 year period 130</p> <p>No. of items: 2011-12 101 2012-13 75.9 2013-14 98.2 Average over 3 year period 91.7</p>	<p>The average over the 3 years achieves the standard, but the fall in 2013/14 for adult stock is of concern to the service.</p> <p>The service feels that staffing issues are a significant factor here with 1 member of staff now responsible for choosing all the Adult Stock in all media, together with a significant increase in other duties. A historically low bookfund has meant that we work hard ensure we get as much as possible from it e.g. making full use of special offers and buying pbk's however capacity issues mean that there is less time to be able to concentrate on making the budget stretch.</p>

6	<p>(i) (a) Library authorities shall maintain a level of expenditure on collection items for adults per 1,000 total resident population that does not fall below the lowest quartile (UK 09/10) on average throughout the period to March 2014 Lowest quartile £1685 Median £1925 Top quartile £2137</p> <p>(b) Library authorities shall maintain a level of expenditure on collection items for those under 16 per 1,000 total resident population that does not fall below the lowest quartile on average throughout the period up to March 2014 Lowest quartile £263 Median £322 Top quartile £426</p>	<p>Actual expenditure 2011-12 £1,116.66 2012-13 £1,265 2013-14 £1,005</p> <p>Average over 3 year period £1,128.9</p> <p>Actual expenditure 2011-12 £449.06 2012-13 £ 488 2013-14 £443.66</p> <p>Average over 3 year period £460.24</p>	<p>Adult</p> <p>Expenditure is significantly below the lowest quartile.</p> <p>The Service questions whether book stock quality can be sustained at the current expenditure. Use is made of special offers and there is still an increasing trend to purchasing pbk's instead of hbk's</p> <p>Under 16</p> <p>Expenditure for under 16's has fallen this year yet is still above the top quartile. Children and Young People are a priority for the service and usage is increasing in this area year on year.</p> <p>We have included our schools library stock as it is purchased directly out of our main book budget (this is consistent with previous years reporting). This stock is fully accessible to members of the public via the request system and through Llangefni library. Indeed the stock is used heavily in our libraries.</p> <p>The service benefits greatly from the joint purchasing arrangements via the TalNET joint purchasing consortium (Conwy Mon and Gwynedd) and the Welsh National book purchasing consortium: both contribute value for money to our stock acquisition.</p>
Framework 4 Standard	Actual Performance as at March 31 2014	Authority self-assessment	

6	<p>(ii) Library authorities shall ensure that they spend Either (a) a minimum average for the three-year period to March 2014 of £750 per annum per 1,000 Welsh speaker total resident population (adult and children under 16) on the purchase, marketing and promotion of Welsh-language materials Or (b) a minimum of 4% of the total library materials purchasing fund on average for the three-year period to March 2014 on the purchase, marketing and promotion of Welsh-language materials for adults and children under 16</p> <p>(iii) Library authorities will compare their acquisition performance during 2013-14 against an indicative selected list of Welsh Writing in English titles to be circulated after consultation with the Welsh Books Council. Authorities should purchase a minimum of 75% of those titles listed annually and an average of at least 3 copies of those titles</p> <p>(iv) (a) Library authorities shall ensure that the time taken to replenish the lending stock on open access for adult users is no more than 8.9 years (b) Library authorities shall ensure that the time taken to replenish the lending stock on open access for users under 16 is no more than 8.9 years</p> <p>Note: reserve stocks should not be included in the calculation of performances against part (iv) (a) and (b) this Standard</p>	<p>Actual expenditure 2011-12 N/A 2012-13 N/A 2013-14 N/A Average over 3 year period N/A</p> <p>State % 2011-12 9.76% 2012-13 8.48% 2013-14 8.95% Average over 3 year period 8.73%</p> <p>% of list purchased 100%</p> <p>Average no. of copies of each title purchased 3.2 copies</p> <p>State performance 11.5 years</p> <p>5.24 years</p>	<p>This figure illustrates both a demand for and a commitment to ensuring Welsh language material is available and visible to our readers across Anglesey.</p> <p>We support several Welsh language readers groups and 2 Welsh as a second language readers groups, and we actively promote our Welsh language stock.</p>
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	Framework 4 Standard	Actual Performance as at March 31 2014	Authority self-assessment
7	<p>Library authorities will ensure that no less than</p> <p>(a) 64% of all requests shall be supplied within 7 calendar days</p> <p>(b) 79% within 15 calendar days</p> <p>(c) 89% within 30 calendar days</p> <p>on average over the three-year period to March 2014</p> <p><i>Calendar days are to be calculated from when the request / reservation was made to the time when the borrower was informed that the material was available.</i></p> <p><i>Requests for pre-publication material should be calculated only from the date when materials are made available for purchase to the library service, i.e. exclude pre-publication requests still in the system.</i></p> <p>Note: Please indicate (insert ✓ or X) whether this data has been:</p> <p>▪ calculated via the service LMS</p> <p>or</p> <p>▪ calculated on the basis of a sample period survey</p>	<p>2011-12 65%</p> <p>2012-13 66 %</p> <p>2013-14 64.40%</p> <p>Average over 3 year period 65.1%</p> <p>2011-12 79%</p> <p>2012-13 82%</p> <p>2013-14 82.17%</p> <p>Average over 3 year period 81.05%</p> <p>2011-12 94%</p> <p>2012-13 92%</p> <p>2013-14 91.41%</p> <p>Average over 3 year period 92.5%</p> <p>11-12 / 12-13 Sample</p> <p>13-14 LMS</p>	<p>The TalNET and LINC y Gogledd partnerships have an extremely positive effect on our performance. Surveys carried out by the LINC y Gogledd project officer across the partnership demonstrate that the average supply time is well below 7 days.</p> <p>The seven day target has been particularly challenging for the service operating as it does in a sparsely populated rural area with predominately small part time libraries. However 13-14 is the first year ever that we have achieved the 7 day target when using the LMS reporting data.</p>

Framework 4 Standard		Actual Performance as at March 31 2014	Authority self-assessment
8	(i) Library authorities shall ensure that total staffing establishment levels shall not fall below 0.37 per 1,000 resident population	State figure: 0.33	<p><i>For parts (i) and (ii) of this Standard please comment here on the position relating to any library service establishment posts vacant on 31 March 2014, and the length of time they have been vacant.</i></p> <p>Total Staffing level for the service excluding TalNet (the joint bibliographic services department) is 0.31 per 1000 population. With TalNet (at 22% of their total staffing) it is 0.33.(Discounting the vacant posts gives a figure of 0.30)</p> <p>% of total staff who are professionally qualified is 22.9% without including TalNET and including TalNET it is 23% (1 professional post has been vacant for the majority of the year which brings this total figure down to 19.2%)</p> <p>This year we have included the hours of the Lifelong Learning Coordinator. This member of staff is a Professional Librarian, and a member of our professional team – however she is funded through the core Education Department and is not salaried out of the library service budget. We have also included our Assistant Librarian (Young People and Schools) as it is a professional post and the post holder is undertaking a Masters by distance learning.</p> <p>4 of our libraries are completely staffed on a single staffing basis whilst 3 others are single staffed for significant periods during the weekly timetable.</p> <p>There is one 37 hour scale ½ vacant that has been vacant for 24 months. A 37 hour Professional post was vacant from June 2014. This post was not released for advertisement and has subsequently (post April 2014) been deleted from the budget.</p> <p>The Head of Service Lifelong Learning and Leisure post was also lost due to a Senior Management Restructure. We previously included 33% of this posts time as the post holder was a Professional Librarian and had significant input into the day to day running of the Service</p> <p>(i.v) The Service does not use volunteer staff other than work experience/ work placements at present</p>
	(ii) Library authorities shall ensure that at least 23% of total staff shall be formally qualified in library and information studies / science	State % 23%	
	(iii) Library authorities shall ensure that the designated operational manager of library services shall be the holder of recognised professional qualifications in librarianship or information science or information management	State qualification of post holder Library Service Manager Postgraduate Diploma in Library and Information Studies	
	(iv) Library authorities that use volunteer staff shall ensure that they: <ul style="list-style-type: none"> • have a designated volunteer coordinator from the permanent staffing establishment • provide a written role description for each volunteer • meet the legal requirements for each volunteer in relation to the role being undertaken • provide induction training for volunteers • provide continuing training for volunteers • provide appropriate supervision for volunteers • are aiming to achieve accreditation status recognising that the organisation is meeting the standards noted in the National Occupational Standards for Managing Volunteers and Investing in Volunteers 	Insert ✓ or X against each N/A	

	Framework 4 Standard	Actual Performance as at March 31 2014	Authority self-assessment
9	<p>Library authorities will indicate:</p> <p>(i) Capital investment in their library service points (including mobile services) from</p> <p style="padding-left: 20px;">a) the authority's own resources</p> <p style="padding-left: 20px;">b) from external sources</p> <p><i>State sources of any external capital investment in the Authority self-assessment column.</i></p> <p>(ii) Their actual repair and maintenance expenditure for each year of the Framework per 1,000 resident population, including any actual central charge levied on the library service for use of buildings as service points</p> <p>(iii) That they have undertaken:</p> <ul style="list-style-type: none"> ▪ an asset/condition survey for their service points or internally reviewed such surveys on one occasion in the five year from March 2009 to April 2014. Note: if service point has been refurbished during the period, a condition survey can be regarded as being part of that work ▪ a disability audit on one occasion in the five-year period from March 2009 to April 2014 Note: if service point has been refurbished during the period, a disability audit can be regarded as being part of that work <p>(iv) The total aggregate public area offered by the library service points per 1,000 resident population. The indicative standard is 27 square metres</p> <p>(v) Any other capital expenditure on the library service not relating to buildings incurred during the year</p> <p><i>State nature of expenditure in (v) in the Authority self-assessment column.</i></p>	<p>£ 0</p> <p>£ 0</p> <p>£1,256</p> <p>Insert ✓ or X</p> <p>Date of survey: see comments column</p> <p>✓</p> <p>Date of audit: 2004</p> <p>28.42 m²</p> <p>£0</p>	<p>The Service's buildings are considered to be in good state of repair. 5 of our libraries have been fully refurbished to a high standard under CyMAL's Community Learning Libraries initiative: the impact of this programme of refurbishment cannot be overemphasised in terms of its overall impact on the condition, quality and functionality of our libraries.</p> <p>Actual repair and maintenance including central property charges is £88,065</p> <p>iii) Property Services aim to survey 20% of all Council owned properties a year to ensure that every property is re-surveyed within a 5 year period, a significant number of properties are due for survey however planned maintenance programmes are well arranged and there are no significant building issues not being dealt with.</p> <p>Amlwch 19/12/08 Benllech 6/5/09 Holyhead 9/6/09 Rhosneigr 3/6/09 Beaumaris 9/6/09 Llangefni 8/10/10 Menai Bridge 23/1/11 Moelfre 29/11/11 Cemaes 25/5/2012 Niwbwrch – rented property but building was refurbished in 2009</p>

The Welsh Public Library Performance Indicators (WPLPI) 2011-14

Notes for completion

Data is required annually for Performance Indicators (WPLPI) 1, 3, 4, 5, 6, 7 and 8 - all are marked with * for the sake of clarity. Data should only be submitted for WPLPI 2 when the PLUS surveys (or their local equivalents) have been completed and when results are known.

Library authorities NEED NOT offer comments in those Performance Indicators where no data can yet be submitted (and until, for example the PLUS survey, or its equivalent has been conducted).

Authorities who do not use the PLUS survey services in their entirety are required to provide the following information in their Annual Return

- (i) When and by whom was the survey conducted?
- (ii) How and where was the survey conducted?
- (iii) How was the analysis undertaken and by whom?
- (iv) What questions were asked for each Performance Indicator?
- (v) What was the survey target sample and how was it calculated?
- (vi) What was the response rate?

Performance data should be cited to two decimal points where appropriate

Performance Indicators (WPLPI)		Reported Performance 2012-13	Actual Performance as at March 31 2014	Authority self-assessment
1*	The number of people using the library service per 1,000 resident population	No. per 1,000 population: Physical 4,094 Virtual 1324 Events/activities 130	No. per 1,000 population: Physical 4,145 Virtual 1,717 Events/activities 127 Events/Activities breakdown Children and young people 6453 Adult 1801 Adult Education 641	Physical visits are up on 2012/13 given that book issues have fallen slightly, and computer use has increased, the service attributes this rise in part to increased demand computer access. Virtual visits are also up significantly with the inclusion of e-books and e-zines has increased the online offer and virtual visits are increasing. The service is actively engaging in social media opportunities although this is complicated by corporate restrictions and a lack of a service specific social media page. Events and activities are slightly down. Staff capacity is an issue here with the loss of 1 community librarian post part way through the year although nearly 6,500 children took part in activities during the year. Staff are committed to outreach work and take every opportunity to run events and activities but certain out of hours activities have ceased due to a lack of available staff to run them. The Service remains heartened by the fact that the number of people using the library service is increasing, however notes the pressures this brings in the light of capacity / resource / IT issues.
2	(i) The % of library users (adults and children under 16) who are satisfied or very satisfied with the library service provided. <i>The benchmark of the Framework for an acceptable level of performance in this part of the Indicator is 90%</i> (ii) The % of adults who think that the choice of books available in the library they use is 'very good', 'good' or 'adequate'%	97%	Adult Plus was carried out in March 2014 Young People's PLUS has not been carried out. The Service intended to run it at the same time as the Adult questionnaires but this did not fit in with PLUS's framework / timescale. We intend to survey our Young People early in the 5 th framework.

	(iii) The % of users under 16 who think that the choice of books in the library they use is 'good' or 'OK' % %	99 % N/A	
3*	The % of time allocated for use of public access ICT facilities actually taken up by users	46%	49%	<p>We are seeing an increased demand for our IT facilities largely due to job searches and poor connectivity in certain areas on the island.</p> <p>This figure does not include WiFi usage as we are unable to report on WiFi sessions, due to technical issues. WiFi is available in 9 of our libraries and is heavily used by groups such as holiday makers, second home owners and students.</p>
4*	The annual issues (loans) per 1,000 total resident population	No. per 1,000 population: 4,580.8	No. per 1,000 population: 4,500	<p>Annual issues are slightly down this year. This figure does not include issues of e-books and e-zines.</p> <p>This decrease follows from a 5% decrease between 2011-12 and 12-13 Which was a reversal of previous year's growth</p> <p>Within this overall decline, annual issues of Children and Young Adult stock has increased slightly, and there are certain libraries that have increased their issues. Work will be undertaken to analyse these trends and adjust stock policies accordingly.</p>

Performance Indicators (WPLPI)		Reported Performance 2012-13	Actual Performance as at March 31 2014	Authority self-assessment
5*	The % of total annual authority expenditure on the library service spent annually on the purchase of books and other collection items in all formats and made available to the public	10.9.%	9.95%	<p>This has seen a 1% fall on last year. The budget was not reduced for 2013-14 but the 2012-13 resources budget was bolstered by a viament from another service budget. The comments outlined in Standard 6 are also applicable to this PI.</p> <p>Total expenditure on books and other materials = £110,840 Total authority expenditure on library service = £1,113,762 Answer = 9.95%</p>
6*	<p>The % of total authority revenue expenditure spent annually on the public library service</p> <p>The actual recharge (in £s) levied on the library service for central services</p>	<p>0.85%</p> <p>£ 196,248</p>	<p>0.87%</p> <p>£159,381</p>	<p>The Service was protected from savings during 2013-14 in order to continue work on its Service Review.</p> <p>Total authority revenue on libraries = £1,113,762 Total authority revenue = £128,154,000 Answer = 0.87%</p> <p>Central Services have reduced for 2013-14. This is due to corporate restructuring at the Directorate / Head of Service Level and a subsequent reduction in staffing costs and reduction in central service costs due to the ongoing efficiency strategy of the Council.</p>
7*	The % of total authority capital allocations expended on public library facilities this year	0.038%	0%	There were no Capital Projects in 2012-13
8*	The net annual revenue expenditure on public library provision per 1,000 resident population, including staffing, materials, revenue costs of buildings and any recharge levied on the library service for central services	£15,911	£14,935	<p>Net annual revenue expenditure was down in 2013-14 by 6%. The Service had a staffing underspend due to vacant posts not being released for recruitment, this accounts for a significant proportion of this reduction.</p> <p>Total library NET expenditure = £1,047,275 Answer is £1,047,275 / 70,124 * 1000 = £14,935</p>



Llywodraeth Cymru
Welsh Government

Isle of Anglesey Annual Report 2013-14

Maintaining a Valued Service: The Fourth Framework of Welsh Public Library Standards

The year under review is the third, and final, year under the Welsh Government's fourth framework of Welsh Public Library Standards. The framework was operational for the three-year period from April 2011 to March 2014; its focus was on the maintenance of core library services in what was recognised as a challenging period for the public sector. Although the benchmarks and Standards set reflected a more limited approach than in previous frameworks, as indicated in the reports for the first two years of this framework, the Welsh Government was still seeking reassurance that Welsh library authorities were endeavouring to carry out their statutory responsibilities in the delivery of the core library service.

The requirements

Under the fourth framework of library standards, Welsh public library authorities were required to submit an Annual Return - reporting on performance against the framework's 9 Welsh Public Library Standards and 8 Welsh Public Library Performance Indicators. For the 2013-14 year, the authorities were asked to submit their returns by the end of May 2014, earlier than in previous years, in order to facilitate the work of the Public Libraries Review Panel established by the then Minister for Culture and Sport. The Welsh Government is grateful for the co-operation of Welsh library authorities in this regard. The Annual Returns were considered by a panel of assessors, including a peer review reference group, drawn from senior service managers in the sector, assisted by independent external expertise.

The authority's Annual Return for 2013-14, which was submitted by the authority in accordance with the stipulated requirements, has now been considered by the assessors.

This report - issued by CyMAL: Museums Archives and Libraries Wales, the division of the Welsh Government with responsibility for administering the framework - represents the considered view of the assessors on the authority's performance in 2013-14.

The authority's scrutiny of performance and its response to the Welsh Government's previous assessment

The authority considered the assessment report for 2012-13 through its Scrutiny Committee, which also received the observations and analysis of the Library Service Manager in an accompanying Report. Attention was focused on performance weaknesses in relation to the

Welsh Public Library Standards, and the Committee identified the need for demonstrable action in relation to weak performance against the Standards and Performance Indicators. There is, however, no reference to any subsequent action in the Annual Return for 2013-14. But the authority's Executive decided not to accept the service's proposals in terms of expenditure reductions, and this may reflect corporate concern, but overall the actual position is not immediately clear from this Return.

Nevertheless, as a result of the authority's restructuring, professional capacity was reduced including the loss of post of Head of Service: Culture and Leisure and the non- recruitment of another professional post.

Evidence of service planning

Reference is made to management restructuring, but there are also references to the major review of library service delivery, currently expected to reduce overall costs by 60% from 2014-15 to 2017-18. The Welsh Government's assessors are concerned at the extent of the possible reductions as they appear to be disproportionate and are likely to have adverse impacts on the service. Such reductions would come on top of what have been gradual significant reductions in recent years, including those in 2013-14. The Welsh Government will scrutinise very carefully the authority's proposals as to what will transpire from its plans for remodelling and transforming the library service. The proposed reduction of 60% is cause for considerable concern in the opinion of the assessors.

The Welsh Public Library Standards (WPLS)

The authority's performance against the Welsh Public Library Standards during 2013-14 has been assessed as follows. The authority:

- Is achieving 6 of the 9 Welsh Public Library Standards.

The authority has maintained the pattern of provision in WPLS 1 (service points and access to them) during 2013-14, with a high performance in terms of reaching communities by means of static and mobile libraries despite the rural nature of much of the authority as a whole. It has also sustained its facilities and services to users with special needs and requirements (WPLS 2), even though the description of the provision is rather brief on this occasion. The aggregate opening hours (WPLS 3) remain within the requirements of the Standard, and most scheduled services were delivered during the year with very few interruptions, and this is again a commendable performance. ICT provision (WPLS 4) also remains within the requirements of the Standard, with WiFi facilities available at all the libraries except the very smallest which only has very limited opening hours. The library service offers a wide range of flexible and user-centred ICT services.

Bearing in mind the relatively low levels of expenditure on books and library materials, the performances in WPLS 7 (delivery of requests) have improved again and are now good. Comparatively low expenditure on books and materials often results in failure to meet some of these targets, particularly the more demanding ones, but the performances have remained relatively consistent and within the requirements of the Standard throughout the three year cycle, and the service is clearly utilising its resources effectively.

The authority is still continuing to meet the requirements of WPLS 9, having met the indicative Standard for overall public space and carried out the requisite condition surveys

and audits (assumed to have been conducted as part of the substantial refurbishment programme conducted on library buildings) during the period indicated. The service has many attractive, modern and efficient library services points following significant levels of recent investment in their modernisation. However, there has been very limited expenditure recorded for the fixed assets and facilities operated by the service during 2013-14.

- Is partly meeting the requirements of the remaining 3 Standards, namely WPLS 5 (annual stock acquisitions), WPLS 6 (annual expenditure on stock) and WPLS 8 (staffing).

In WPLS 5 the service has comfortably achieved the second target (acquisitions for young readers) throughout the framework. Unfortunately, after achieving the target for adults in years one and two, the assessors noted the very steep decline in performance in the third and final year. The Annual Return attributes this performance to lack of capacity in terms of staffing to undertake acquisition processes as thoroughly as in the past, and bearing in mind the reducing staffing levels generally, other operational difficulties can be expected in future years. In WPLS 6 (annual expenditure on stock), on average over the period, it achieves five of the seven targets set within this Standard. It fails to achieve the target for expenditure on stock for adult users (part 6 (i) (a)) - it is a very weak performance throughout the period, and it is not surprising therefore that the stock replenishment target for adult stock is not met either (part (iv) (a)). Evidence shows that in time this affects usage of libraries, unless remedial action is taken. The authority could consider achieving a better balance between expenditure on adult stock and stock for young users, but this would depend on the identified service and corporate priorities. However, the imbalance may be due to the inclusion of the school library stock, as noted in the Annual Return.

The authority is not meeting all the requirements of WPLS 8 (staffing). Overall staffing levels have fallen - numerically the actual library service staffing resource is one of the smallest in Wales. The calculation submitted indicates that in reality at the present time the authority is probably failing to meet the overall requirements when actual staff in post only are considered. There is a slight increase in the percentage of professional staff engaged by the service and just meets the stipulated levels, but again, this could be interpreted as being merely a statistical change, caused by falling numbers overall, and in reality the actual number of professional staff employed also continues to fall following the deletion of at least one professional post from the establishment in recent times and the freezing of another vacancy. In operational terms the situation must now be very difficult, and if further reductions are made, the situation could become critical in terms of day-to-day operational effectiveness and efficiency.

Overall

The overall achievements are very similar to those reported in March 2012 and 2013. There has been no discernible further improvement in performances over the three year period of the fourth assessment framework and in relation to specific and identified weaknesses against the Standards, despite the authority's seeming determination to address weaker performances at the performance scrutiny stage.

For the purpose of comparing performances with that of other Welsh public library authorities, the average number of Standards being met by all authorities in 2013-14 was 6.5, the highest number achieved was 9, and the lowest 4. Ynys Môn's performance is therefore slightly below average when compared with others in Wales.

The Welsh Public Library Performance Indicators (WPLPI)

The framework also asked library authorities to report against 8 Performance Indicators: many of these were comparable with figures reported under the third assessment framework (2008-11), and it was therefore possible for authorities to identify certain trends in service performances. The following table lists the authority's reported performances alongside Welsh average performances, and the authority should consider the performances and trends reflected in this data and its comparative position.

WPLPI	Authority Performance	Welsh average
1. Use (physical/virtual visits, attendance at events) of service (per 1,000 population)	4145	5635
2. User satisfaction levels (i) % of users who are 'satisfied' or 'very satisfied' with the library service	97%	96%
(ii) % of adults who think the choice of books is 'very good', 'good', or 'adequate'	99%	96%
(iii) % of users under 16 who think the choice of books is 'very good', 'good', or 'adequate'	N/A	98%
3. % take-up of public access PCs	49%	41%
4. Annual issues (per 1,000 population)	4500	4424
5. % of total authority library expenditure spent on the purchase of library stock	9.95%	12.90%
6. % of total authority revenue expenditure spent on the public library service	0.87%	0.90%
7. The % of total authority capital allocations expended on public library facilities in this year	Nil	0.56%
8. Net expenditure on public library provision (per 1,000 population)	£14,935	£16,341

Some of these performances reflect small increases in achievements during the year - visits to libraries have increase slightly (WPLPI 1), probably reflecting the attractiveness of the e-zines and other new electronic services on offer, and the attractiveness of the buildings; the use of ICT (WPLPI 3) has increased, probably reflecting the relevance of provision to searches for employment and social benefits information among residents and users, in common with most other libraries in Wales. Issues are down slightly (WPLPI 4), and this could be attributed to a diminishing offer in terms of recent stock and the reduced variety of materials due to the sharply reducing expenditure on annual acquisitions. Nevertheless public satisfaction levels (WPLPI 2) among adults are high, and comparable to other authorities in Wales. The authority did not complete a survey among young users, and this is disappointing and creates a gap in the authority's knowledge of the opinions of its young users. It should undertake the relevant survey as soon as possible, otherwise its planning of future service will be based on inadequate data and information about this very important group of users and potential users.

The authority's decision to protect expenditure on its library service during 2013-14 is reflected in the slightly improved performance in one of the key financial Indicators. Performance has improved marginally in WPLPI 6 (percentage of authority revenue expenditure spent in the year on the public library service), but the proportion of the library service budget expended on books has fallen by nearly 1% (WPLPI 5), there was no capital allocation at all to the library service (WPLPI 7) during 2013-14, and net annual revenue expenditure on library provision (WPLPI 8) was down by 6%, a very significant

reduction.

Concluding remarks

The library service appears to be in an uncertain and vulnerable situation, with reducing human and other resources and a major threat hanging over it in terms of the expenditure reduction it is currently expected to achieve over the next three years. That it has retained overall performances at reasonable levels under the fourth assessment framework is remarkable in many ways. To the assessors the future financial requirements, added to the expenditure reductions already imposed on the library service, appear to be totally disproportionate, and are likely to have a major and damaging impact on provision. The Welsh Government, as it monitors and supervises the manner in which authorities deliver their statutory obligations, intends to take a particular interest in the authority's proposals that emerge from its current review.

ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	THE EXECUTIVE
Date:	3rd November 2014
Subject:	Corporate Scrutiny Committee Review of the Skate Park Closure, Llangefni.
Portfolio Holder(s):	Cllr A.Morris Jones
Head of Service:	D.Williams Director of Sustainability (Arthur Owen)
Report Author: Tel: E-mail:	Corporate Scrutiny Committee
Local Members:	Cllrs N. Roberts, D. Rees, and R.G. Parry.
A –Recommendation/s and reason/s	
<p>1. Reinstate the Skate park at the original site outside Plas Arthur, Llangefni.</p> <p>Reason(s): A public facility was closed without following the correct protocol as set out in the IOACC Constitution; Paragraphs 5.3.2.3.(a) & (c) and not seeking the proper authorisations to make a decision remove an established and utilised community facility Paragraph 2.13.9.1. Officers were under the mistaken impression that there was no need to consult, as this was a non-statutory service. Following legal advice, sought after our meeting, we can confirm, regardless of whether it is statutory or non-statutory, we still have to consult on any material changes to a service delivery to users.</p> <p>It was implied a transfer of the skate-park was to take place thus a H&S report requested, if this was the case, then we assume monies were to follow the facility. Officers confirmed land had been cleared at Lon Las Community Park, implying getting ready for said transfer, but where is the consultation for that relocation. The Council assumed responsibility by closing the facility and thus should bear the consequences.</p> <p>An offer was made at our meeting from the Portfolio Holder, that he would ask the Director for an officer to assist those seeking grants to put a skate park in Llangefni. This was seen as a useful offer but was some what too soon as the Committee had not yet made its formal recommendations,</p>	

2. **The Executive should instigate immediately a consultation exercise on Relocation versus Reinstatement, providing costs involved for both options.**

Reason: A lot of research had gone into establishing the park at this particular location, it had gone through the full planning process and we can assume that the original planning permission still stands. The hard standing that remains is a very suitable base for a replacement facility. A new site would have to include these at considerable additional costs.

3. **Heads of Service should ensure in future that appropriate training is given to Officers who may find themselves in a similar dilemma, i.e. if changes are to be made to the way our citizens access or receive services. We are required to consult with stakeholders and Local members and undertake Equality and Privacy Impact Assessments (EIA & PIAs) accordingly.**

Reason(s): The Skate Park could have been cordoned off and made safe while public consultation took place (including the relevant Local Member and Portfolio Holder Member), options considered and then a proper authorised decision made, before the action to remove took place. Even the explanation of an H&S report did not justify the process followed.

4. Emerging themes and **lessons to be learnt:-** after questioning internal & external invitees and reading written evidence (see Para FF for background papers) received in the Committee's Review;-

- a) Those decisions regarding local facilities which affect communities should be taken only after full consultation with the Stakeholders, Local Elected Members and the relevant Portfolio Member, and they should be informed of the circumstances and rationale for any proposed course of action and only then with proper authorisations.
- b) That it is essential on the establishment of any such enterprise and/or facility that ownership and responsibility for maintenance, funding and oversight of the resource are clearly defined and understood by each of the parties involved from the outset and set out in written agreement.
- c) When Officers are preparing to circulate a questionnaire/survey to acquire local intelligence on a topic they should be mindful at the offset of its purpose. The Surveys introduction should explain to the respondent the reason for asking the questions. They should be written in an unbiased way, not use leading questions, and be aimed at the appropriate market /stakeholders.
- d) Officers attending Scrutiny Committee Reviews should marshal in advance evidence they feel relevant to show their decision making, and ensure its accuracy, not only produce papers requested by Committee, In addition, be mindful of how

they can be perceived when not being proactive.
B – What other options did you consider and why did you reject them and/or opt for this option?
Alternative site has been offered but it does not meet the criteria required of such a facility e.g. location & safety for the predominately young persons who use the sport facility.
C – Why is this decision for the Executive?
Allocate funding for reinstatement.

CH – Is this decision consistent with policy approved by the full Council?
This is a matter for the Service that reduced the facility that falls within the Council Policy.

D – Is this decision within the budget approved by the Council?
Advice from the 151 Officer required.

DD – Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SALT) (mandatory)	Acknowledge the Findings of the Scrutiny Committee and its recommendations.
2	Finance / Section 151 (mandatory)	There is no funding for this project and that none has been sought.
3	Legal / Monitoring Officer (mandatory)	If we are delivering a service, regardless of whether it is statutory or non-statutory, we still have to consult on any material changes to that Service where they impact on service delivery to users. Obviously, the consultation needs to be proportionate to the changes we are making as well as providing for a reasonable time for relevant stakeholders to be consulted. We also need to be able to demonstrate that we have given proper consideration to those responses. Factors like urgency would be a consideration in terms of what is appropriate.
4	Human Resources (HR)	n/a
5	Property	No comments
6	Information Communication Technology (ICT)	n/a
7	Scrutiny	Extraordinary Meeting with External Contributors present, held: 26.9.14
8	Local Members	Invited to the above Scrutiny Meeting. Both local Members were consulted by officers only after the park equipment had been removed and they had featured in a press article (D.Mail 9/7/14) with

		park users, complaining about the closure. The LM confirmed previously there had been some anti-social behavior at the site but this had now ceased.
9	Any external bodies / other/s	Former Clerk to the Llangefni Town Council (AM). Cwmni Tref Llangefni (DP/TJ & GJ) Cyngor Tref Llangefni (JEL),IoACC (BP) Skatepark User (DM) - Wish park to be reinstated.

E – Risks and any mitigation (if relevant)		
1	Economic	N/A
2	Anti-poverty	N/A
3	Crime and Disorder	N/A
4	Environmental	N/A
5	Equalities	The closure disproportionately affected young people in the area.
6	Outcome Agreements	N/A
7	Other	

F - Appendices:
Minutes of the Corporate Scrutiny Committee: 26th September 2014.

FF - Background papers (please contact the author of the Report for any further information):
Lodged with the Scrutiny Manager, IOACC, Room 1044, County Office HQ, Llangefni: - Plas Arthur Leisure Centre Skate Park Survey Results - Leisure Centre Maintenance Inspection List - RoSPA Report - Independent Safety Inspection Report - Head Of Service Briefing Note

CORPORATE SCRUTINY COMMITTEE

Minutes of the extraordinary meeting held on 26 September, 2014

- PRESENT:** Councillor R.Meirion Jones (Chair)
Councillor G.O.Jones (Vice-Chair)
- Councillors Llinos Medi Huws, Victor Hughes, Raymond Jones,
R.Llewelyn Jones, Peter Rogers
- IN ATTENDANCE:** Councillor Aled Morris Jones (Portfolio Member for Leisure Services)
Director of Sustainable Development
Principal Leisure Officer (DB)
Plas Arthur Leisure Centre Manager (JS)
Scrutiny Manager (BS)
Committee Officer (ATH)
- APOLOGIES:** Councillor Jim Evans
- CONTRIBUTORS:** Councillors Dylan Rees, R.G.Parry, OBE (Local Members), Mr Arnold Milburn (Former Clerk to Llangefni Town Council), Representatives of Llangefni Town Council, Mr Dewi Morgan (Service User) Messrs. Dic Pritchard, Gwyn Jones Trefor Edwards (Cwmni Tref Llangefni), Mr J.E.Lewis (Llangefni Town Council)
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1 DECLARATION OF INTEREST

No declaration of interest was received.

2 CLOSURE OF LLANGEFNI SKATE PARK

The Chair welcomed all those present to this extraordinary meeting of the Corporate Scrutiny Committee which had been convened to consider the closure of Llangefni Skate Park and any lessons to be learnt from that process in accordance with the request made by Councillor Victor Hughes and endorsed by the Committee at its meeting held on 1 September, 2014.

The Committee was provided with background information in relation to the circumstances in which the decision to close the Llangefni Skate Park was taken.

The Chair asked Councillor Victor Hughes to explain the reasons for asking the Corporate Scrutiny Committee to examine the matter.

Councillor Victor Hughes noted the following points –

- That as an executive director of Cwmni Tref Llangefni which had been instrumental in the setting up of the Llangefni Skate Park he was disappointed by its closure and the manner in which that had happened to the detriment of the local community and the park's users.
- He described the efforts made in 2002 to bring the Skate Park to Llangefni as a resource to be used for the town's young people and the difficulties experienced in identifying an acceptable and suitable location.
- He outlined the input made by the County Council at that time in terms of assisting in securing grant funding and planning consent (correspondence dated 10 April, 2003 from the then Head of Leisure Services).
- The Skate Park was subsequently installed and has been consistently used since then.
- On 11th July, 2014 he had noticed that the Skate Park's equipment was being removed by lorry. Inquiries showed that the Local Members were not aware of this development and neither was the Chief Executive when asked the following day.

- A resource worth £70k was being made redundant instantaneously on the basis of two health and safety reports - one from RoSPA and another separate investigation report - without further investigating possible remedial works.
- The latter report does recommend that signs of corrosion on parts of the equipment should be treated promptly with a view to prolonging the life and stability of the equipment.
- A similar situation has been described in the community newsletter for the community of Blaenau Ffestiniog where the closure of the local skate park which had deteriorated in condition was averted by a concerted community effort to raise £15k for repair works. A sum in the region of £15k is not a large sum to be expended on repairs in the context of the original investment of £70k on the Llangefni Skate Park. The opportunity to undertake repair works was not afforded to the community of Llangefni.
- That he felt the questionnaire about the Plas Arthur Skate Park drawn up to assist with the decision regarding the future of the park was worded negatively in a way that supports a closure/re-location.

The Committee heard from Mr Dave Barker, Principal Leisure Officer, Mr James Stuart, Plas Arthur Leisure Centre Manager and Mr Arnold Milburn, former Clerk of the Llangefni Town Council who had been invited to the meeting to provide the Committee with information about the factors and circumstances leading to the closure of the Skate Park. Members of the Committee were given the opportunity to question the invitees to obtain clarification of the situation.

The Chair kept proceedings in line with the order set out in the Committee's requested documents list:

- Skate Park Survey results
- Leisure Centre Inspections checklist
- RoSPA report
- Independent Safety Inspection report
- Head of Service Briefing note

The following main points arose from the questions asked and the responses to them:

- The Plas Arthur Duty Officer's checklist is part of the Leisure Centre's operational procedure. It was extended to the Skate Park because of unsightly rubbish left on the park which problem became worse after 2010. There were also instances of anti-social behaviour which were referred to the Police on three occasions. Complaints were known to have been made about anti-social behaviour as far back as 2005.
- Indications of any significant defects were forwarded to the Clerk of the Llangefni Town Council which undertook minor repairs.
- The Users' questionnaire prepared by the Town Council was formulated to evidence continuing use of the skate park because usage at the time was low, and to raise awareness of drug, anti-social and litter problems. It formed part of the review of the park in its entirety including its operation and the problems it might be causing.
- The proposed re-location site at Lôn Las Community Park already has established facilities. It is a larger site and could be termed a community hub.
- The independent inspector's report on the condition of the Skate Park dated May, 2014 was informally commissioned by the then Clerk to the Llangefni Town Council to validate his own personal assessment of the deteriorating condition of part of the Park's equipment. The report was not formally discussed by the Town Council.
- The report was made available to the Leisure Department. Due to discussions between the Leisure Service and the Town Council regarding a possible asset transfer of the skate park it was reasonable to obtain an official independent assessment of the equipment pending the transfer, hence RoSPA, as a nationally recognised body was commissioned to undertake that assessment. The RoSPA report dated June, 2014 corroborated many of the conclusions reached by the independent inspector in his unofficial report.
- On the basis of the risk assessment score in the RoSPA report and separate legal advice, a sign was erected to inform the public of the removal of the Park's equipment for reasons of safety. The decision was taken by the Principal Leisure Officer, the Plas Arthur Leisure

Centre Manager and the former Clerk of the Llangefni Town having regard to the RoSPA report.

- It was said that as the Leisure Service is a non-statutory service there was no obligation to consult. However, it was acknowledged that the omission of the Local Elected Members from the process was an oversight for which the Principal Leisure Officer had expressed regret.
- The decision to remove the equipment would arguably have remained unchanged because it was based on the conclusions of an independent and respected body but the manner in which it was implemented could have been different.
- The equipment was removed in its entirety because the remaining small parts would disrupt the flow of the park.
- Minor repair work had and was being undertaken by the Town Council. The decision to remove the equipment was dictated by the view that the structure could not be repaired. It was not made for reasons of anti-social behaviour.
- The Town Council is responsible for a number of play areas which are inspected annually by RoSPA. The Llangefni Skate Park was inspected as part of that process in the context of the proposed asset transfer, and the June 2014 report was subsequently issued.
- No decision has been made as regards any alternative use for the skate park site.
- There is a Community Fund called Clwb Cadw Mi Gei which was established by the community after the Communities First Partnership had made its grant allocation to get the park up and running, and that currently stands at £2,000.

The Committee also heard from Local Member, Councillor Dylan Rees, Members of the Llangefni Town Council who raised issues about having had no notice of the pending closure and regarding the condition of the park which they said they had found to be clean and tidy; regarding funding and regarding oversight responsibilities.

Mr Dewi Morgan, Skate Park user who had been involved in its establishment and now whose children had started to use the park confirmed that many children and young people use the park and that it is especially busy on a Sunday. The current location outside Plas Arthur Leisure Centre is an appropriate one as the skate park is about leisure activities, and it is a safe location being in proximity to the leisure centre. Mr Morgan said that the foundations still remain and that he would like to see the park reinstated on its original site before the surface is removed and more monies are lost.

The Committee's response to some of the points above was –

- The survey was fundamentally flawed and was targeted at users of the Leisure Centre and not the skate park
- No written evidence was provided:
 - i. To show the regularity of the inspections at the skate park
 - ii. Any evaluation of maintenance required, and
 - iii. A mechanism to feed this back to ensure authorised action
 - iv. In relation to the anti-social behaviour referred to or provision of customer complaints
- Verbal evidence given regarding anti-social behaviour, once a chronology had been established via questions, was shown to be irrelevant.
- The RoSPA report was seen to override the Independent Safety Inspection report rather than its being considered equally. The latter report gave alternative options which the community would have favoured.
- It was established that the Officers in considering the issue, did seek and did receive verbal legal advice from the County Council
- It was established that a car park on the skate park site was only a rumour.
- Members did have sympathy for the Officers in this position understanding a quick decision to avoid a higher risk of possible injury and being criticised for being slow to act.

The Committee identified emerging themes and lessons to be learnt from the information they had received about the closure of the Skate Park and the manner in which it was

effected. The Chair asked the Committee how it wished to proceed to formulate recommendations.

The Principal Leisure Officer referred to a number of local examples of skate parks e.g. Caernarfon, Bangor, Llanfairfechan, Penmaenmawr, Eirias Park etc. and that those seeking a grant to put a park in Llangefni could consult and learn from these sites.

ACTIONS REQUESTED BY THE COMMITTEE

- **Scrutiny Manager in consultation with the Chair to formulate a scrutiny outcome report on the Committee's review of the closure of Llangefni Skate Park, its conclusions and recommendations and to present a draft to the Committee at its meeting on 15th October for its approval and endorsement prior to the submission of a formal report to the Executive.**
- **Portfolio Member for Leisure Services to consult with the Director of Sustainability on the feasibility of the Department's leading on research support for the Llangefni community to seek to identify grant funding and potential sites for a skate park in Llangefni.**

**Councillor R.Meirion Jones
Chair**